

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)**

REPORT AND FINANCIAL STATEMENTS

31st March 2024

Charity Number: 1150840

Company Number: 8155114

Report of the Trustees for the Year Ending 31st March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (update bulletin 2).

Our Purposes and Activities

The principal activity of the charity as set out in its memorandum and articles of association is "The relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependants and carers, and to challenge discrimination against people with a learning disability; and

To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life."

In delivering their objects, Hammersmith and Fulham Mencap supports people with learning disabilities to have equal access to housing, employment, health services, day opportunities, education and leisure facilities.

The organisation provides a range of person-centred services and activities to adults with learning disabilities, disabled children and parents/carers of disabled children living in Hammersmith and Fulham and the surrounding area of west London.

Through our activities, we strive to support people to have equal access to all services and opportunities to be included in the community, ensuring that their rights are respected and that user involvement is central.

The details of key areas of work delivered are as follows:

Community Advocate

The Community Advocacy service (non-statutory advocacy) provides one-to-one advocacy support for adults who need advocacy but do not meet the threshold for statutory advocacy. The advocate empowers service users to express their wishes and choices regarding their health and well-being, ensures their rights are supported, and helps them understand their rights and expectations in health and social care. The service is available for adults living in the borough of Hammersmith and Fulham who meet specific criteria, such as having learning disabilities, mental health problems, brain injuries, physical disabilities, sensory impairments, dementia, long-term illnesses, or complex health needs.

Parent/Carer Advocacy Worker

The Parent/Carer Advocate program in Hammersmith and Fulham offers personalised advocacy support to parents and carers of disabled children. The dedicated advocacy worker provides essential information and guidance on housing, health, and education. They work tirelessly to help parents and carers access the best services for their disabled children. Moreover, the advocacy worker serves as a vocal representative, ensuring that the voices of parents and carers are heard within commissioning and planning groups.

Parentsactive Co-ordinator runs a support group for parents and carers of disabled children. They help parents have a say in the services provided in the area. The coordinator also helps Parentsactive members create and share a newsletter for all parents of disabled children in the area. This newsletter gives parents information about upcoming events and important laws related to disabled children. They also made a website with information for over 400 parents and carers of disabled children in the area. In addition, the Parentsactive Post-19 Coproduction Coordinator works with parents of young people who are transitioning to adult services. They hold monthly sessions for parents of young people and adults.

From April 1st, Parentsactive and Parent Carer Advocacy transitioned to the new Parentsactive CIC, an independent organization. This marks an exciting milestone, demonstrating HF Mencap's adeptness in developing successful services. HF Mencap and Parentsactive CIC will continue to work closely together to ensure the needs of our joint beneficiaries are met. Where appropriate, we will work together as partners, sharing important information with our networks and striving to complement each other's work in relation to fundraising opportunities.

The Youth Development Project Co-ordinator supports young disabled people (aged between 13 and 25 years) to be involved in a positive transition from children to adult services. The coordinator works with children's services, schools, colleges, employment, housing and adult learning disability services to ensure that the young person and their family/carers are fully involved in this process and have a say in their future life plans. This Project also offers social activities for young disabled people to develop friendship networks outside of school and college.

Young People's Transition Practitioner Team provided support to over 100 individuals aged 14-25 with autism spectrum disorder and/or a learning disability in Hammersmith and Fulham, Kensington, Chelsea, and Westminster. These individuals also encountered mental health challenges during their transition into adult services.

Before the project concluded, the team devised and implemented a successful work preparation trial for employment services. This initiative offered three months of paid work experience for individuals with dual diagnoses.

My Life: Out and About is a service open 6 days per week, designed to cater to the needs of adults with learning disabilities, ensuring they have the opportunity to engage in a wide variety of community activities based on their individual preferences. This initiative is made possible using personal budgets allocated by their Local Authority, which allows participants to select and fund the services that best suit their needs and interests. The success of this program is paramount to our organization, as it serves as the primary source of our income, enabling us to continue providing valuable support to the community.

DBS checks (Disclosure Barring Service)

All staff, trustees and volunteers are expected to undergo Enhanced Disclosure with the Criminal Records Bureau on appointment to their post within the service and every three years thereafter.

Achievements and Performance

In light of the challenges presented by the COVID-19 pandemic, HF Mencap has achieved remarkable progress in shifting from a focus on survival to a path of growth and success and working with approximately 600 individuals over 23/24.

In the summer of 2023, the organisation moved to a more spacious location at Addison School in Shepherds Bush. Thanks to the dedication of the staff and service users, they have created a safe and inviting environment.

The new facility, including the expansive garden area and gym, has quickly become popular among our MyLife and Youth Development clients for physical activities and the opportunity to connect with nature. Being at the heart of the local community, we have maximized the use of nearby amenities.

The charity has placed meticulous attention on recruiting and retaining staff, forming a strong team of passionate individuals and reducing employee turnover despite challenges faced in the Care Sector. To counteract the impact of inflation and the cost-of-living crisis, our non-profit organisation ensures that our staff are compensated at sustainable, competitive rates.

Furthermore, the charity is proud to be working to diversify its trustee board, emphasising the recruitment of individuals with professional expertise and lived experience. The introduction of the Community Advocacy role, funded by the LBHF council, has been met with great acclaim. It addresses crucial non-statutory advocacy needs within the local area in response to sustained feedback on the urgency for such a service.

Our continued commitment to the National Mencap Treat Me Well campaign has led to enhancements in local healthcare provision, ensuring that individuals with learning disabilities receive equitable, quality healthcare. The collaboration with the Politics Project has empowered our service users, their families, and carers by enhancing their awareness of voting rights in the upcoming local elections.

These advancements reflect our dedication to creating a supportive and inclusive environment, and we are excited to continue this journey of growth and positive impact within the community with the support of our funders.

London Borough of Hammersmith and Fulham funded:

- Parent/Carer Advocacy posts £42,000
- My Life Activity Co-ordinator £21,000
- Community advocacy posts: £10,000

Other projects:

- Henry Smith Post 3 year funding for sessional posts running activities for young people (Jul 2021 – 2024) £40,200
- National Lottery - support for MyLife costs (2023) £40,000
- Parentsactive Co-ordinator posts support (to Mar 2024) £58,617
- NHS ICB NW London Transition Practitioner Posts x3 (to Oct 2024) £81,000
- Digitall Charity supporting IT skills and usage £9,880
- Let Me Play Ltd - Youth Development Project activities funding £10,192
- Hammersmith United Charities - £8,750
- Screwfix (changing facilities) - £5,000
- Percy Bilton (new premises funding) - £4,661
- Track Academy (sports activities) - £1,801

MyLife provides much of our income; the service has continued to develop and grow, bringing a steady

Fundraising

Hammersmith and Fulham Mencap charity organises events and activities to raise money for the charity. Additionally, they apply to trust funds, grantmakers or government tenders to secure money for the organisation.

There have been no complaints relating to fundraising.

The charity is registered with the Fundraising Regulator and follows the rules for fundraising in the UK. They must follow these rules:

- They must meet the law.
- They must tell people how they raise money and be ready to give more information if needed.
- They must be honest and not trick people about what the money is for.
- They must show respect to everyone they talk to.

The charity handles its marketing directly to ensure that it does not send too many messages. It always provides a way for people to stop receiving its messages if required.

Financial Review

Significant changes took place in 2023/24, including relocating to the new premises at the Addison Road Primary School site, which opened further client spaces.

The service's cost and pricing structure were reevaluated, leading to changes that improved its financial standing for the following financial year. Due to these changes and the level of support for the MyLife service and premises costs, the overall result for the year was a surplus of £67k (2023 £243k). This surplus has allowed the charity to continue building its reserves and make improvements to the non-profit organisation.

Investment Powers and Policy

In accordance with the Charity's Articles the Trustees may invest the money of the Charity not immediately required for its purposes in or upon such investments, securities or properties as may be thought fit. The Charity does not currently hold any investments, however, it is reviewing this and also working to open an additional bank account to diversify risk.

Reserves Policy and Going Concern

In accordance with Charity Commission guidelines, the trustees have considered the level of unrestricted reserves which it is appropriate for the Charity to hold with the imperative that it should be able to continue to meet its charitable objectives in the short term in the event of a temporary shortfall in unrestricted income.

The unrestricted reserves requirement was made up of wind down costs of £320k to cover wages and redundancy costs, plus a £58k office move contingency. As at 31st March 2024 available unrestricted reserves were £500k (Unrestricted funds £500k less Fixed Assets £0k) exceeding the requirement by £180k.

We believe the target level of reserves relative to the size of our activity is consistent with comparable best practice based on peer review.

Plans for Future Periods

HF Mencap is committed to ensuring the long-term provision of essential learning disability services in Hammersmith and Fulham. Our CEO stepped down on 1st April with our new CEO joining in August 2024. During the interim our Trustees and Senior Management Team worked together to fulfil the CEO's responsibilities. With the new Chief Executive Officer's appointment, the charity will embark on an ambitious new strategy with these key focuses:

1. **Diversifying income:** We will explore diverse fundraising opportunities, including corporate sponsorships and income from events, wills, and legacies. This approach will strengthen our financial position in the medium and long term, reducing vulnerability to income fluctuations related to MyLife program attendance variations.
2. **Continuing to fund and deliver existing projects:** Securing ongoing funding for Youth Development and Community Advocacy services is our priority, alongside our commitment to promoting and expanding the MyLife Service through increased participation and referrals.
3. **Expanding our services:** We are passionate about developing innovative projects in collaboration with our beneficiaries to address their evolving needs.
4. **Digitizing our Care records and reviewing our communication methods with our stakeholders.**
5. **Maintaining health and safety and safeguarding standards by upholding robust precautions through effective risk governance.** Our steadfast commitment is to ensure the welfare of our clients and staff.

Priority Actions for the future development and sustainability of the organisation

HF Mencap has recruited a new CEO with a proven track record of leadership, fundraising, income generation and with the vision to expand HF Mencap's reach and impact, possessing strong financial acumen, and able to connect with our community of service users, carers, and families.

Moreover, the new CEO has a deep commitment to and understanding of HF Mencap's mission and values, which involve providing individuals with learning disabilities and autism the opportunity to achieve their full potential and live as independently as possible.

As part of our strategic development, the charity plans to secure additional grants to enable HF Mencap to offer its own independent advocacy services alongside the existing Community Advocacy service.

The Charity will also continue in its campaigning role, addressing the concerns and issues as highlighted by our service users especially people with profound and multiple learning disabilities and their families. We have an ongoing Campaign (together with National Mencap) to improve the quality of health care provision in hospital for people with learning disabilities accessing NHS provision (Treat Me Well campaign).

HF Mencap will further strengthen its core services, such as expanding the youth development program that has been ongoing since 2014. The organization will also continue to provide support through 'My Life: Out and About' - a service that helps individuals with learning disabilities access community facilities, training, and other opportunities of their choice six days a week. Additionally, efforts will be made to reintroduce holidays (respite breaks) that were paused due to the pandemic.

The Chief Executive sits on a number of steering and planning groups to evaluate and monitor local health, housing and social care provision across the borough and to ensure that the voice of children and adults with learning disabilities is represented in the delivery and development of local health services.

The charity intends to explore diverse income generation opportunities and, where applicable, pursue them in collaboration with other organizations.

Emphasizing the commitment to developing and diversifying the fundraising strategy, the charity will continue to focus on generating unrestricted funding sources, particularly through the development of community fundraising. The organization also aims to leverage its increased social media presence to promote fundraising activities to its expanding digital audience.

Furthermore, HF Mencap will collaborate with other Northwest London Mencap's and the Young Hammersmith & Fulham Foundation to identify funding opportunities for delivering a variety of services and activities across the West London boroughs.

Moreover, the organization will continue its campaigning efforts, addressing the concerns and issues highlighted by its service users, particularly those with profound and multiple learning disabilities and their families. Ongoing campaigns include advocating for improved healthcare provision for people with learning disabilities accessing NHS services (Treat Me Well campaign), as well as campaigning for affordable housing and working with the Council toward this goal.

The Senior Management team actively participated in various steering and planning groups, such as the Autism Partnership Board, the Climate Alliance and the Cost of Living Alliance, to assess and monitor local health, housing, and social care provision across the borough and to ensure that the voices of children and adults with learning disabilities are represented in the delivery and development of local health services.

Reference and Administrative Details

Charity Number: 1150840

Company Number: 8155114

Registered Office: 99 Addison Gardens, London, England, W14 0DT.

Our advisers

Auditors: Wenn Townsend, 5 Gosditch St, Cirencester GL7 2AG

Bankers: CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

Annabel Naylor * (resigned 30 September 2024)

Faisal Yusuf (appointed 25 June 2024)

John Savage (Chair)*

Laura Douglas

Marina Logacheva (appointed 25 June 2024)

Muriel Holder (appointed 25 June 2024)

Patrice Blackstock (appointed 25 June 2024)

Richard Shaw *

Robert Tarlton (appointed 25 June 2024)

Samantha Johnson

Victoria Krakue * (Treasurer, appointed 25 June 2024)

(* Members of the Finance Committee)

Key management personnel

Teresa McGinn - Chief Executive (resigned 31st March 2024)

Tim Balogun - Chief Executive (appointed 27th August 2024)

Structure, Governance and Management

Governing Document

Hammersmith and Fulham Mencap is a company limited by guarantee governed by its Memorandum and Articles of Association dated 24th May 2022. It is registered as a charity with the Charity Commission.

Appointment of trustees

80% of the trustee board is made up of people with lived experience.

Trustee induction and training

Successful new candidates for board membership are inducted into the organisation by the Chair who informs them of their roles, responsibilities and the governance of the organisation with adapted information available for Trustees who have learning disabilities or other requirements. Training is available to individual trustees through national organisations such as the National Council for Voluntary Organisations (NCVO) or local, e.g. SOBUS - the local community and voluntary sector association which assists voluntary organisations within the London Borough of Hammersmith and Fulham to be effective organisations.

Organisation

The day-to-day management and strategic development of the Charity is undertaken by the Chief Executive who is accountable to the trustee board. The Chief Executive reports regularly to the trustee board on all aspects and activities of the organisation. The trustee board meets a minimum of four times per year. The annual budget is approved by the trustee board and monitored through the Finance Committee which reports to the trustee board.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a supplier or employee must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party.

Hammersmith and Fulham Mencap is affiliated with Royal Mencap to which it pays an annual subscription.

Pay policy for senior staff

The Charity's trustees are also directors of the Charity Company. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 11 to the accounts.

The pay of the senior staff is reviewed annually and the directors benchmark against pay levels in charities of a similar size run on a voluntary basis.

Risk management

HF Mencap has recently reviewed its risk management framework, which is modelled closely on the Charity Commission's guidance (Charities and Risk Management – CC26).

Risk Management Committee meetings, made up of Trustees and senior staff members, are held quarterly in advance of the Board Meeting, but they may be held more frequently in exceptional circumstances. Staff and Trustees are provided with training appropriate to their role and responsibilities.

Potential risks can be raised by anybody working for HF Mencap, Trustees, and external stakeholders such as beneficiaries or customers. The entire HF Mencap workforce is encouraged to identify risks (and issues) by the Risk Champion, who is a senior member of staff. Before initiating any new activities and projects they are risk-assessed to ensure they align with the charity's objectives, mission, and risk appetite.

Any risks or opportunities identified are logged in a risk register, which given the small size of the organisation covers both strategic risks and operational risks. It is updated monthly by the Risk Champion and reviewed by the CEO (in the absence of a CEO, a Trustee is to support this process).

A report is made by the Risk Committee to the Board Meeting of continuing and emerging high-concern risks and those where priority action is needed to effect better control.

Key risks during the report period include:

- not generating enough income through fundraising to allow delivery of service plans
- the potential to lose staff at a higher rate than they could be replaced at
- inflation outstripping ability to secure appropriate payment rates for MyLife service provision

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Hammersmith and Fulham Mencap for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the board of trustees

A handwritten signature in black ink, appearing to read 'John Savage', written in a cursive style.

John Savage (Chair)

3rd October 2024

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)**

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap

Opinion

We have audited the financial statements of Hammersmith and Fulham Mencap (the 'charitable company') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Balance Sheet and Statement of Cash Flows and notes to the financial statements including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2024 and of its incoming resources and application of reserves, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISA's (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charitable company has not kept appropriate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

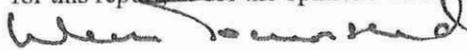
We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and
Fulham Mencap**

Use of report

This report is made solely to the charitable company's trustees, as a body, in accordance with part 14 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report or for the opinions we have formed.



**Wenn Townsend
Chartered Accountants
Statutory Auditor**

Date: 4/11/2024

Wenn Townsend is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Statement of Financial Affairs
(including Income and Expenditure Account)
for the year ending 31st March 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2024 £	Total funds 2023 £
Income					
Donations and legacies	4	1,676	0	1,676	4,346
Charitable activities	5	1,023,860	272,100	1,295,960	1,214,095
Investments	6	1,034	0	1,034	539
Total income		1,026,570	272,100	1,298,670	1,218,980
Expenditure					
Charitable activities	7	(954,999)	(276,981)	(1,231,980)	(976,434)
Total expenditure		(954,999)	(276,981)	(1,231,980)	(976,434)
Transfers		0	0	0	0
Net movement in funds		71,571	(4,881)	66,690	242,546
Reconciliation of funds					
Total funds brought forward		428,780	49,421	478,201	235,655
Total funds carried forward		500,351	44,540	544,891	478,201

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 19 to 31 form an integral part of these financial statements.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Statement of Financial Affairs - Previous Year
(including Income and Expenditure Account)
for the year ending 31st March 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2023 £
Income				
Donations and legacies	4	4,346	0	4,346
Charitable activities	5	901,744	312,351	1,214,095
Investments	6	539	0	539
Total income		906,629	312,351	1,218,980
Expenditure				
Charitable activities	7	(679,066)	(297,368)	(976,434)
Total expenditure		(679,066)	(297,368)	(976,434)
Transfers		0	0	0
Net movement in funds		227,563	14,983	242,546
Reconciliation of funds				
Total funds brought forward		201,217	34,438	235,655
Total funds carried forward		428,780	49,421	478,201

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 19 to 31 form an integral part of these financial statements.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee. No.8155114)
Balance Sheet
as at 31st March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	15	<u>202</u>	<u>3,224</u>
Total fixed assets		<u>202</u>	<u>3,224</u>
Current assets			
Debtors	16	181,817	198,727
Cash at bank and in hand		<u>530,699</u>	<u>372,193</u>
Total current assets		<u>712,516</u>	<u>570,920</u>
Liabilities			
Creditors falling due within one year	17	<u>167,827</u>	<u>95,943</u>
Net current assets		<u>544,689</u>	<u>474,977</u>
Net assets		<u>544,891</u>	<u>478,201</u>
The funds of the charity:	19		
Restricted income funds		44,540	49,421
Unrestricted funds		<u>500,351</u>	<u>428,780</u>
Total charity funds		<u>544,891</u>	<u>478,201</u>

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 and the Charities SORP (FRS 102).

These financial statements were approved and authorised for issue by the Trustees on

3rd October 2024 and signed on their behalf by:



JOHN SAVAGE, CHAIR

The notes on pages 19 to 31 form an integral part of these financial statements.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Statement of Cash Flows
as at 31st March 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash provided by (used in) operating activities	(i)	<u>157,472</u>	<u>145,332</u>
		<u>157,472</u>	<u>145,332</u>
Cash flows from investing activities:			
Interest received		1,034	539
Purchase of premises / plant and equipment		<u>0</u>	<u>0</u>
Net cash provided by (used in) investing activities		<u>1,034</u>	<u>539</u>
Change in cash & cash equivalents in the reporting period		<u>158,506</u>	<u>145,871</u>
Cash and cash equivalents at start of the reporting period		<u>372,193</u>	<u>226,322</u>
Cash and cash equivalents at end of the reporting period		<u>530,699</u>	<u>372,193</u>
(i) Reconciliation of net movement in funds to net cash flow from operating activities			
Net movement in funds		66,690	242,546
Depreciation		3,022	6,919
Loss on disposal of premises / plant and equipment		0	0
Interest received		(1,034)	(539)
Decrease / (increase) in debtors		16,910	(9,184)
Increase / (decrease) in creditors		<u>71,884</u>	<u>(94,410)</u>
Net cash provided by / (used in) operating activities		<u>157,472</u>	<u>145,332</u>

The notes on pages 19 to 31 form an integral part of these financial statements.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hammersmith and Fulham Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

Other income is accounted for on an accruals basis as far as is prudent to do so. Income included any income tax recoverable thereon. It is the charity's policy to show income before deduction of expenses except where otherwise stated.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

1. Accounting Policies (continued)

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of delivering services & other activities together with their associated support costs

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 9.

Operating leases

The charity classifies the lease of telephone, printing and other equipment as operating leases; the title to the equipment remains with the lessor and the equipment is replaced before the end of its economic life. Rental charges are charged on a straight line basis over the term of the lease.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- Premises (specialist facilities with an ongoing value in business)
 - 2014/15 & prior: 25% of cost per annum
 - 2015/16 onwards: 10% of cost per annum
- Equipment: 25% of cost per annum
- Motor vehicles: 25% of cost per annum

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

1. Accounting Policies (continued)

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Since October 2016 employees are automatically enrolled into a defined contributions pensions scheme operated by B&CE Peoples Pension. Employees can subsequently opt out. Employees joining the scheme, contract directly with the pension company.

The charity makes a matching contribution of 3% (2023: 3%) of qualifying earnings to this pension scheme and acts as agent in collecting and paying over employee pension contributions. The contributions made for the accounting period are treated as an expense and were £15,453 (2023: £12,764).

Termination Payments

Employees leaving the Charity will receive salary/wages, pension contribution and accrued holiday pay due on the next available payroll run following cessation of their employment. These payments are taxable and subject to PAYE deductions. An employee entitled to statutory redundancy pay will receive this without deductions. Where an employment ceases subject to a legal agreement or other agreed settlement between the Charity and the employee and where any additional severance payments are due these shall be paid without deduction up to a total limit to include any statutory redundancy payment of £30,000 per employee with any excess being subject to PAYE. In all cases the Charity will seek to minimise the level of such payments through an externally run arbitration process and more generally through ensuring internal Human Resource procedures are as effective as possible.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The charity is registered and incorporated in England and Wales and its registered address is: 99 Addison Gardens, London. W14 0DT.

3. Financial Performance of the charity

The Statement of Financial Activities states the financial performance of the charity.

4. Income from donations and legacies

	2024	2023
	£	£
Donations and fundraising (restricted)	0	0
Donations and fundraising (unrestricted)	1,676	4,346
	<u>1,676</u>	<u>4,346</u>

5. Income from charitable activities

	2024	2023
	£	£
Grants receivable		
- Restricted	272,100	309,522
- Unrestricted	61,000	60,000
	<u>333,100</u>	<u>369,522</u>
Individual budgets and direct payments (restricted)	0	2,829
Individual budgets and direct payments (unrestricted)	962,860	841,744
	<u>1,295,960</u>	<u>1,214,095</u>

6. Investment income

	2024	2023
	£	£
Interest received	1,034	539
	<u>1,034</u>	<u>539</u>

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

7. Analysis of expenditure on charitable activities

		Adult & Children's services	Restricted grant funded projects	Total 2024	Total 2023
		£	£	£	£
Staffing and related costs		526,333	191,870	718,203	624,508
Direct project costs		151,896	48,186	200,082	144,236
Support & governance costs	9	276,770	36,925	313,695	207,690
		<u>954,999</u>	<u>276,981</u>	<u>1,231,980</u>	<u>976,434</u>

Analysis between restricted and unrestricted expenditure:

Restricted	0	276,981	276,981	297,368
Unrestricted	954,999	0	954,999	679,066
	<u>954,999</u>	<u>276,981</u>	<u>1,231,980</u>	<u>976,434</u>

8. Summary analysis of expenditure and related income for charitable activities

This table shows the cost of the two main charitable activities and the sources of income directly to support those activities.

	Adult & Children's services	Restricted grant funded projects	Total 2024	Total 2023
	£	£	£	£
Costs	(954,999)	(276,981)	(1,231,980)	(976,434)
Personal budgets and direct payments	962,860	0	962,860	844,573
Direct grant support	61,000	272,100	333,100	369,522
Net income	<u>68,861</u>	<u>(4,881)</u>	<u>63,980</u>	<u>237,660</u>

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024

9. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to governance. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the charitable activities undertaken (see note 8) in the year.

Support and governance costs are apportioned to charitable activities in proportion to their income for the year up to a maximum of 17% for restricted funds with the balance to unrestricted funds.

	General Support £	Governance £	Total 2024 £	Total 2023 £
Salary, wages & related costs	146,703		146,703	111,726
Ex-gratia payments	30,000		30,000	0
Grant to Parentsactive CIC	30,000		30,000	0
Insurance	2,928		2,928	2,585
Training	16,995		16,995	8,900
IT costs	14,284		14,284	17,250
General office costs	16,875		16,875	15,534
Audit		6,000	6,000	6,960
Finance & HR costs	45,856		45,856	40,065
Legal	2,718		2,718	0
Depreciation	1,336		1,336	4,670
Loss on disposal of fixed assets	0		0	0
	<u>307,695</u>	<u>6,000</u>	<u>313,695</u>	<u>207,690</u>

10. Net income/(expenditure) for the year

This is stated after charging:	2024 £	2023 £
Operating leases	68,589	54,298
Depreciation	1,336	4,670
Audit fees	6,000	6,960
	<u>75,925</u>	<u>60,705</u>

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

11. Analysis of staff costs, trustee remuneration and expenses and the cost of key management personnel

	2024	2023
	£	£
Salaries and wages	787,020	666,562
Social security costs	61,424	49,863
Pension costs	15,453	12,764
Agency staff costs	1,009	7,043
	<u>864,906</u>	<u>736,232</u>

One employee had employee benefits in excess of £60,000 but less than £70,000 (2023: 1). The charity established an occupational pension scheme with B&CE People's Pension on 1st October 2016 in order to meet its obligations under the auto-enrolment regulations. Employer contributions are at a rate of 3% (2023: 3%) on the qualifying earnings of eligible employees.

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil) neither were they reimbursed expenses during the year (2023: £nil). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits (including employer pension contribution but excluding employer national insurance) of the key management personnel of the Trust were £61,321 (2023: £61,321).

12. Staff numbers

The average monthly head count was 34 staff (2023: 26 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2024	2023
	Number	Number
Staff employed in direct charitable activities	23	23
Management and administration	3	3
	<u>26</u>	<u>26</u>

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

13. Government grants

The following grants income was receivable from government bodies during the year:

	2024	2023
	£	£
London Borough of Hammersmith & Fulham	99,000	60,000
NHS/CCGHF	81,000	162,000
	<u>180,000</u>	<u>222,000</u>

14. Corporate taxation

As a charity Hammersmith And Fulham Mencap is exempt from tax on income and gains falling within the Income Taxes Act 2007 Section 524 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024

15. Tangible fixed assets

	Equipment	Motors	Total
	£	£	£
Cost			
Balance as at 1.4.23	26,702	8,995	35,697
Additions	0	0	0
Disposals	0	0	0
Balance as at 31.3.24	<u>26,702</u>	<u>8,995</u>	<u>35,697</u>
Depreciation			
Balance as at 1.4.23	(25,165)	(7,309)	(32,473)
Charged for year	(1,336)	(1,687)	(3,022)
Disposals	0	0	0
Balance as at 31.3.24	<u>(26,500)</u>	<u>(8,995)</u>	<u>(35,496)</u>
Net book value 31.3.24	<u>202</u>	<u>(0)</u>	<u>202</u>
Net book value 31.3.23	<u>1,538</u>	<u>1,686</u>	<u>3,224</u>

16. Debtors

Amounts falling due within one year

	2024	2023
	£	£
Trade debtors	174,740	188,426
Other debtors	0	0
Accrued income	0	0
Prepayments	7,077	10,301
	<u>181,817</u>	<u>198,727</u>

17. Creditors

Amounts falling due within one year

	2024	2023
	£	£
Tax and social security	16,227	15,395
Accruals and deferred income	130,647	64,396
Trade and other creditors	20,952	16,152
	<u>167,826</u>	<u>95,943</u>

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

18. Deferred income

Deferred income comprises amounts received from grant and funding bodies that relate to income awarded relating to the following financial year.

	£
Balance at 1.4.23	(25,324)
Amount released to income earned from charitable activities	25,324
Amount deferred in year	(24,874)
	(24,874)

19. Analysis of charitable funds

Analysis of movements in unrestricted funds:

	Balance 1.4.23	Incoming Resources	Resources Expended	Transfers to/from restricted funds	Funds 31.3.24
	£	£	£	£	£
General fund	428,780	1,026,570	(954,999)	0	500,351
	428,780	1,026,570	(954,999)	0	500,351

Analysis of movements in restricted funds:

	Balance 1.4.23	Incoming Resources	Resources Expended	Transfers to/from restricted funds	Funds 31.3.24
	£	£	£	£	£
Advocacy (Parent Carer)	284	42,000	(42,284)	0	0
Community Advocacy	0	10,000	(8,186)	0	1,814
DigitALL	4,352	9,880	(9,738)	0	4,494
Hammersmith United Charities	5,687	8,750	(4,122)	0	10,315
Henry Smith (Fy21-23)	0	40,200	(39,706)	0	494
LBHF New Premises Grant	4,914	0	(4,914)	0	0
Let Me Play Grants	1,762	10,191	(10,515)	0	1,438
NW London CCG Transition Posts	30,852	81,000	(87,310)	0	24,542
Parentsactive	127	58,617	(58,744)	0	0
Percy Bilton	0	4,661	(4,661)	0	0
Royal Mencap & Sports England (Tackling Inequalities)	371	0	0	0	371
Royal Mencap (Lets Get Digital)	550	0	0	0	550
Royal Mencap (Treat Me Well)	522	0	0	0	522
Screwfix Changing Places	0	5,000	(5,000)	0	0
Track Academy	0	1,801	(1,801)	0	0
	49,421	272,100	(276,981)	0	44,540

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

19. Analysis of charitable funds (continued)

Name of restricted fund description, nature and purposes of the fund:

Advocacy (Parent Carer)	Parent Carer Advocacy Posts funded by the London Borough of Hammersmith and Fulham
Community Advocacy	Community Advocacy Post funded by the London Borough of Hammersmith and Fulham
DigitALL	A project to develop IT skills and usage.
Henry Smith / Henry Smith FY21-23	Funding of a part-time assistant and part-time sessional workers providing activities for young people with learning disabilities in transition to adulthood
LBHF New Premises Grant	Support from the London Borough of Hammersmith and Fulham for rent and renovation/fit out costs associated with the move from the Aspenlea Road premises to those located at Addison School
Let Me Play Grants	Grant funding from Let Me Play Ltd for activities during school holidays
NW London CCG Transition Posts	Provision of three Transition Practitioner posts working in collaboration with CAMHS and other local services with young people in transition across Hammersmith and Fulham, Kensington & Chelsea and Westminster.
Parentsactive coordinator	Parentsactive part funds a co-ordinator of the Parentsactive service employed by HF Mencap.
Percy Bilton	Funding for new premises costs
Royal Mencap & Sports England (Tackling Inequalities)	Funding for gym and sports equipment
Royal Mencap (Lets Get Digital)	Funding for IT equipment to support people with learning disabilities
Royal Mencap (Treat Me Well)	Funding for projects delivering to specific themes
Screwfix Changing Places	Funding for new changing facilities
Track Academy	Funding for young people's sports activities

Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024

20. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £
Tangible fixed assets	202		202
Cash at bank and in hand	486,159	44,540	530,699
Other net current assets/(liabilities)	13,990		13,990
	500,351	44,540	544,891
	Unrestricted funds £	Restricted funds £	Total 2023 £
Tangible fixed assets	3,224		3,224
Cash at bank and in hand	322,772	49,421	372,193
Other net current assets/(liabilities)	102,784		102,784
	428,780	49,421	478,201

21. Post Balance Sheet Events

The trustees were not aware of any post balance sheet events at the date of preparation of the 2024 financial statements and accordingly there are no related provisions.

22. Operating leases

	2024 £	2023 £
Office equipment which expire:		
Within one year	0	0
Between one and five years	0	0
More than five years	0	0
Motor vehicles which expire:		
Within one year	1,688	7,834
Between one and five years	0	1,688
More than five years	0	0
Premises Lease - Addison School		
Within one year	66,996	11,400
Between one and five years	0	0
More than five years	0	0

The totals above represent the total future minimum lease payments under non-cancellable operating leases.

**Hammersmith and Fulham Mencap
(A Company Limited by Guarantee)
Notes to the Financial Statements
for the year ended 31st March 2024**

	2024	2023
	£	£
23. Capital Commitments		
Capital expenditure that has been contracted for but has not been provided for in the financial statements	0	0
Capital expenditure that has been authorised by the Board but has not yet been contracted for	0	0

24. Related Party Transactions

There were no related party transactions during the year.