

Charity Registration No. 245421

CITY OF CHELMSFORD MENCAP

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

CITY OF CHELMSFORD MENCAP

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INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CITY OF CHELMSFORD MENCAP

I report to the trustees on the financial statements of City of Chelmsford Mencap ("the charity") for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of financial statements in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

E Oddie

Elaine Oddie OBE MA FCA FCCA
NSO Associates LLP
Chartered Certified Accountants
75 Springfield Road
Chelmsford
Essex CM2 6JB

Date: 26 April 2024

CITY OF CHELMSFORD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted and Designated Funds £	Total 2023 £	Total 2022 £
<u>Incoming Resources</u>	2				
<u>Income and endowments from</u>					
Donations, grants and legacies		7,020	42,065	49,085	61,361
Fundraising activities		5,152	-	5,152	1,160
Charitable activities		142,053	872	142,925	135,736
Investment income		3,557	-	3,557	962
Total Incoming Resources		157,782	42,937	200,719	199,219
<u>Resources Expended</u>	3				
<u>Expenditure on</u>					
Raising funds		(100)	-	(100)	(654)
Charitable activities		154,670	83,130	237,800	232,007
Total Resources Expended		154,570	83,130	237,700	231,353
Net (outgoing)/incoming resources before transfers		3,212	(40,193)	(36,981)	(32,134)
Transfers between funds		-	-	-	-
Net movement in funds		3,212	(40,193)	(36,981)	(32,134)
Fund balances at 1 January 2023		482,488	95,982	578,470	610,604
Fund balances at 31 December 2023		485,700	55,789	541,489	578,470

CITY OF CHELMSFORD MENCAP

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible assets	7		500,530		500,530
Investments at cost			2,754		2,754
			<u>503,284</u>		<u>503,284</u>
Current Assets					
Debtors	8	11,824		5,855	
Cash at bank and in hand		185,251		233,501	
		<u>197,075</u>		<u>239,356</u>	
Creditors: amounts falling due within one year	9	<u>(8,870)</u>		<u>(14,170)</u>	
Net current assets			188,205		225,186
Total assets less current liabilities			<u>691,489</u>		<u>728,470</u>
Restricted and Designated Funds	11		55,789		95,982
Unrestricted Funds			485,700		482,488
Revaluation Reserve			150,000		150,000
Total Funds			<u>691,489</u>		<u>728,470</u>

The accounts were approved by the Trustees on 24 April 2024


A North - Chair

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting Policies

1.1 Basis of Preparation

The accounts have been prepared under the historical cost convention, with the revaluation of freehold property.

The accounts have been prepared in accordance with applicable accounting standards, the Charities SORP (FRS 102), issued in October 2019 and the Charities Act 2011.

1.2 Incoming Resources

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Grants received for the charity and club activities are shown on an accruals basis. Grants received for the following year are carried forward in either the restricted funds or unrestricted funds depending on the condition.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Income received in relation to the club activities is shown on an accruals basis.

1.3 Resources Expended

Resources expended including irrecoverable VAT are accounted for on an accruals basis. The majority of costs are directly attributable to specific activities, and are treated as direct charitable expenditure.

Support costs are the general costs related to running the charity. The costs have been allocated to the activities in accordance with time and money spent on each activity. The allocations are reviewed by the Trustees on a regular basis.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	Nil depreciation
Furniture and equipment	33.3% of cost

The freehold property, Mencap Hall, is held in trust for City of Chelmsford Mencap.

1.5 Investments

Fixed asset investments are stated at cost.

1.6 Fund Accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

1.7 Taxation

City of Chelmsford Mencap is a registered charity and is not subject to corporation tax on its charitable activities.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Analysis of income

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Donations, Grants and Legacies				
Donations and legacies	7,020	3,664	10,684	12,379
Grants received	-	38,401	38,401	48,982
	7,020	42,065	49,085	61,361
Fundraising Activities				
Events	5,152	-	5,152	1,160
Charitable Activities				
Outreach	-	872	872	4,520
Other charitable activities	142,053	-	142,053	131,216
	142,053	872	142,925	135,736
Investment Income				
Interest receivable	3,557	-	3,557	962
	157,782	42,937	200,719	199,219
	Designated 2023	Restricted 2023	Restricted and Designated 2023	2022
	£	£	£	£
Grants received in the year:				
RMS / Sport England Together Fund	-	9,936	9,936	-
PFCC's Community Safety Fund	-	11,250	11,250	-
Chelmsford CVS	-	-	-	6,428
Essex Community Foundation	-	5,200	5,200	14,963
New City Girls WI	-	-	-	1,551
Essex County Council	-	500	500	-
Postcode Lottery Places Trust	-	-	-	24,312
Chelmsford City Council Discretionary Fund	-	6,077	6,077	-
Anglia Ruskin University	4,104	-	4,104	1,728
University of Essex	1,334	-	1,334	-
	5,438	32,963	38,401	48,982
Donations received in the year:				
Soil Association	-	-	-	150
TK Maxx	500	-	500	-
Aviva Community Fund	-	2,935	2,935	-
Designated donations	229	-	229	9,600
	729	2,935	3,664	9,750

**CITY OF CHELMSFORD MENCAP
NOTES TO THE ACCOUNTS - continued**

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Total Resources Expended

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Raising Funds				
Costs of generating funds to support the Charity	(100)	-	(100)	(654)
Charitable Activities				
Football club	-	-	-	-
Outreach	-	83,130	83,130	98,165
Activities undertaken directly	17,171	-	17,171	9,816
Support costs	137,499	-	137,499	124,026
Total	154,670	83,130	237,800	232,007
	154,570	83,130	237,700	231,353

Support costs include payments to the Independent Examiner of £1,800 (inclusive of VAT).

4 Trustees

During the year no Trustee received payment for their work for the Charity's activities.

No Trustee received reimbursement of expenses incurred on the Charity's activities.

No Trustee received remuneration for their work as a Trustee.

5 Employees

	2023 Number	2022 Number
The average monthly number of employees during the year was:	12	12
Employment Costs	2023 £	2022 £
Wages and salaries	158,773	147,248
Social security	2,520	2,097
Pension costs	1,716	1,563
	163,009	150,908

No employee received total employee benefits exceeding £60,000 during the year.

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

6 Changes in resources available for Charity use

	Unrestricted Funds	Restricted and Designated Funds	Total 2023	Total 2022
	£	£	£	£
Net movement in funds for the year	3,212	(40,193)	(36,981)	(32,134)
	<u>3,212</u>	<u>(40,193)</u>	<u>(36,981)</u>	<u>(32,134)</u>

7 Tangible Fixed Assets

	Land and Buildings	Furniture and Equipment	Total
	£	£	£
Cost or Valuation			
At 1 January 2023	500,530	1,147	501,677
Additions	-	-	-
Disposals	-	-	-
At 31 December 2023	<u>500,530</u>	<u>1,147</u>	<u>501,677</u>
Depreciation			
At 1 January 2023	-	1,147	1,147
Charge for year	-	-	-
Released on disposal	-	-	-
At 31 December 2023	<u>-</u>	<u>1,147</u>	<u>1,147</u>
Net Book Value			
At 31 December 2023	<u>500,530</u>	<u>-</u>	<u>500,530</u>
At 1 January 2023	500,530	-	500,530

8 Debtors

	2023 £	2022 £
Trade Debtors	11,824	5,855
Other Debtors	-	-
	<u>11,824</u>	<u>5,855</u>

CITY OF CHELMSFORD MENCAP

NOTES TO THE ACCOUNTS - continued

FOR THE YEAR ENDED 31 DECEMBER 2023

9 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade Creditors	-	4,890
Pension fund	-	-
PAYE and NI	(410)	-
Accruals	9,280	9,280
	<u>8,870</u>	<u>14,170</u>

10 Analysis of net assets between funds

	Unrestricted Funds and Revaluation Reserve £	Restricted and Designated Funds £	Total £
Fund balances at 31 December 2023 are represented by:			
Tangible fixed assets	500,530	-	500,530
Investments	2,754	-	2,754
Current assets	133,866	63,209	197,075
Creditors: amounts falling due within one year	(1,450)	(7,420)	(8,870)
	<u>635,700</u>	<u>55,789</u>	<u>691,489</u>

£40,000 of the cash balance has been set aside by the Trustees as "Reserve Funds". This £40,000 will be held in the CAF bank account along with the Restricted and Designated Funds held, transferring them to the HSBC bank current account as and when they are used.

11 Restricted and designated funds

The income funds of the Charity include restricted and designated funds comprising the following unexpended balances of grants to be applied for specific purposes:

	31 Dec 2022 £	Movement in funds		31 Dec 2023 £
		Income £	Expenditure £	
Restricted	6,027	35,898	28,169	13,756
Designated	89,955	7,039	54,961	42,033
	<u>95,982</u>	<u>42,937</u>	<u>83,130</u>	<u>55,789</u>