

Charity registration number 1043574

Company registration number 03009141 (England and Wales)

CHEPSTOW AND DISTRICT MENCAP SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

CHEPSTOW AND DISTRICT MENCAP SOCIETY

CONTENTS

	Page
Trustee's report	1 - 6
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the financial statements	11 - 25

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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) (effective 1 January 2019)".

Objectives and activities

The Royal Mencap Society (Mencap) is the leading voice of learning disability. Everything we do at Chepstow Mencap is about valuing and supporting people with a learning disability, their families and carers. Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life.

Our values include being people centred; empowering, including and respecting all people; and being brave and developing new ideas.

To achieve this, the charity:

- works in partnership with other organisations, service users and their parents or carers
- provides and promotes good practice
- offers a range of services from both professionals, dedicated staff and volunteers

Organisation

Honorary officers and the other trustees (up to 12) are elected annually at the Annual General Meeting.

The board of trustees, who also act as directors, administers the charity through regular meetings. The day-to-day operation of the charity's commissioned service is the responsibility of the Care Services Business Manager, who supervises activities and staff. The Finance Manager oversees all aspects of budget control and reporting.

All policies relating to staff and volunteers are regularly reviewed and updated.

Chepstow Mencap is affiliated to The Royal Mencap Society. It also aims to work in co-operation and partnership with other organisations having the same objectives.

Related parties

The key relationships with external organisations are with the Royal Mencap Society (Mencap), Monmouthshire County Council/Monmouthshire Local Health Board (MCC/MHB) and Gwent Association of Voluntary Organisations (GAVO).

The affiliation with Mencap requires that we comply with their policies and procedures. MCC/MHB is our principal partner and relations are governed by the terms of our service contracts with them.

Public benefit

We have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Changes introduced in the year

The day service in the year to 31 March 2024 was settled with new referrals to the service. The Board school continues to be hired out to community groups and local residents.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Funding

Our core funding continues with a contract with the local authority for day services and family aid. Other income is generated by fundraising, running a pop-up café, charity shop sales, and hire of our premises. We are well supported in our community and receive donations throughout the year.

Support – during the year

We continue to provide a blended day service and Family Aid support. Support is given on a group basis or 1:1 individual support. Activities take place in the community or at the Board School.

The Board School – Head Office

The Board School is the charity head office and the main hub for the charity's day service and social events. The refurbishment and renovation was funded by National lottery and other capital grants. The building is hired out to the community

Charity shop

Our service users continue to work at our charity shop, which is located in the heart of the community.

Milestones during the year

An opportunity to participate in an oral histories project resulted in an exhibition which was held at the Board School. The exhibition included visual and audio aids to document and depict the 50 year history of Chepstow Mencap. The exhibition was well received and the history is now archived.

Achievements and performance

The main areas of charitable activity are:

- The provision of care support services to people with learning disabilities through the provision of day and evening activities and a support service at home and in the community.
- Provision of a social network with a variety of social activities.
- A charity shop to provide a community presence and retail training for service users.
- Fundraising and community profile.

Care support:

Care support is provided on an individual or group basis. The services are co-ordinated from the head office, The Board School, which provides a daily hub.

Where facilities are available in the community, the venues are hired on a sessional basis.

Independent living skills:

Care support is provided to support adults living independently, including support with shopping, cooking, travel by public transport and money skills. Cookery is a popular choice of activity with more men and young adults wanting to learn how to cook. Travel by public transport is important for future services and individuals are supported with travel and transport skills on local transport routes to eventually access public transport independently. Shopping in the community provides choice, integration, money skills and independence in preparation for independent living.

Old Board School kitchen and café area

The training kitchen is designed to be accessible to all. It has proved to be very popular with the people that we support, with cookery high on the list of enjoyable activities. It has also given the opportunity to open up for pop-up cafes, which are well attended. The pop-up cafes give the opportunity to welcome the community into the Old Board School, as well as generating an income. Our members prepare and serve refreshments and meet a variety of visitors (some of which have become regulars).

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Work experience

- Charity shop: Our charity shop provides 8 placements for work experience in retail. The shop is located in the community where 33% of our Service Users live. Working in the shop promotes confidence and communication skills when offering customer service.
- Luncheon club: A lunch club is provided for a pensioner group at a local community centre. This service has been running for several years and work placements are fully subscribed with placements offered on a rota basis.
- We have now added the placements in our own premises at the pop-up cafes.
- Gardening service: We offer a community garden service.

Transition:

Young adults 18-25, and new Service users are given the opportunity to join our projects in the community, such as our gardening services, luncheon club and work at our charity shop. We also offer services and opportunities at half terms and holidays for young adults who attend college, providing services and opportunities in the community where they live.

Complex needs:

We support adults with complex needs. The space and facilities at the Old Board School allow us to give support for complex needs. One of the reasons for refurbishing our building was to provide easier access on ground level to join all activities, and access to a spacious "Changing Place" facility for personal care. All rooms and the outside spaces can be accessed by wheelchair users or people with mobility needs.

Social networks:

Chepstow Mencap has a strong membership of families and carers. We have successful social events in Chepstow and district, at local venues. The events provide a social network, and everyone gets involved in the preparations. Events are usually sold out with support from community groups attending.

Fund raising:

Our local community supports us with our fundraising and, with donations and hard work, we are able to provide the people we support with an enjoyable social life and equipment and resources. Thanks to our staff, friends and volunteers who give up their time and fundraise for us to make this possible.

Partnership and community:

Community groups are invited to share our activities and facilities. Sharing of resources reduces costs, develops friendships, provides integration and provides opportunities.

This integration and support was the driving force in finding premises suitable for our needs in Chepstow.

To progress the charity

Our strategic 5 year plan

Vision

- We believe that people with a learning disability should be valued equally, listened to and included in their community
- To maintain our presence in the community and remain visible
- To continue to provide services for people with a learning disability to lead fulfilled lives
- Expand our existing provision and create new services
- Overcome barriers. To provide support and choice for young Service Users in transition (18-25 years old), to provide work experience, independent living skills, training, integration in the community, and facilitate social networking

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

- To provide social networks, developing and supporting friendships for adults with learning disabilities in their communities where they live
- To provide social networks and support families and carers of adults with learning disabilities
- Provide wellbeing for adults with learning disabilities
- Raise community awareness
- Provide employment skills and opportunities
- Volunteers and Work Placements. To provide work experience, in a support role in a care environment. Providing new opportunities through the expansion of existing, and creation of new services

Charity

To remain a charity with the same principles at heart when Chepstow Mencap was first formed. To give the people that we support, access to a rewarding way of life. We are a value driven charity, which provides the best care possible for the people that we support and their families.

Financial review

The charity made an overall surplus for the year of £51,697 which was unrestricted. Successful capital grant applications were received during the year.

Principal funding source

The major sources of funds during the year are as follows:

- Day care contract with Monmouthshire County Council – £305,195
- Family Aid contract with Monmouthshire County Council – £93,893
- Other local authorities and private engagements – £26,701
- Donations from individuals and volunteer fundraising – £10,012
- Grants – £15,230

Investment policy

At present there is no plan to accumulate funds other than short term disbursement on charitable activities and the maintenance of prudent reserves.

All reserve funds are held in deposit accounts. There is no intention to change the policy with respect to this, beyond reviewing competitive interest rates on like accounts.

Reserves policy and risk management

Reserves are held for both contingencies and opportunities and to mitigate against any factors identified in the organisation's risk assessment. The level of reserves held will ensure that the charity and its trustees are protected, commitments can be met for the next 6 months, and the organisation can operate innovatively in a changing environment. Trustees consider this figure to be around £170,000.

The trustees have also recognised the need to maintain the property to a good standard, in order for the facilities to be used by the public and have therefore designated funds to cover these costs for the next 10 years. Trustees consider this figure to be around £170,000.

The trustees have designated funds to purchase two minibuses in order to carry out activities in line with its aims and objects. Trustees consider this figure to be around £70,000.

The charity's free reserves, excluding restricted funds, designated funds and fixed assets are £656,953.

The main risk to the continuation of the services run by the charity would be the loss of contracts from MCC/MHB and delay in the contractual payments. To minimise this risk, extreme care is taken by the management to ensure compliance with the terms of the contracts held.

Taxation

As a registered charity, Chepstow and District Mencap Society is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Plans for future periods

Chepstow Mencap collaborates with Monmouthshire County Council to review the provision of contracted services. Support is person centred and community based.

Structure, governance and management

Constitution

Chepstow and District Mencap Society is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company follows the model Memorandum and Articles of Association for affiliated groups as laid down by the Royal Mencap Society. Charity number: 1043574. Company number: 03009141.

The organisation is a charitable company registered as a charity on 7 March 1972 as an Associate Member of the Royal Mencap Society. It was incorporated as a company limited by guarantee on 12 January 1995. The company was established according to a model provided by Royal Mencap under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of management committee

The directors of the company, who are also charity trustees for the purposes of charity law and under the company's articles, are known as members of the Executive Committee and are elected to serve for a period of one year. They must be re-elected at the next Annual General Meeting.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

TRUSTEE'S REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE INFORMATION

Name

Chepstow and District Mencap Society (Limited by Guarantee)

Known as

Chepstow Mencap

Registered company number

03009141

Registered charity number

1043574

Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are elected at the Annual General Meeting when nominations are considered and voted upon. Every full member of Chepstow Mencap can vote at the Annual General Meeting. The trustees who served during the year were as follows:

S Nicholson	(Chair)
RP Gleed	(Honorary Secretary)
A Narduzzo	(Vice Chair)
R Perrett	
L Sidhu	
A Heming	Appointed 20 Nov 2023
G Madley	Resigned 20 Nov 2023
M Davies	Resigned 20 Nov 2023

Service Manager

Michele Blinman

Registered and principal office

The Board School, Bridge Street, Chepstow, Monmouthshire, NP16 5EZ

Auditors

Azets Audit Services, Ty Derw, Lime Tree Court, Cardiff Gate Business Park, Cardiff CF23 8AB

Bankers

HSBC Bank PLC, 12 Beaufort Square, Chepstow, Monmouthshire, NP16 5XH
Nationwide Building Society
Monmouthshire Building Society Savings Account

Key Management Personnel

The key management personnel of the charity during the year were the Trustees, the Service Manager, the Deputy Manager and the Finance Manager. Trustees are not remunerated. The pay of the key management personnel is benchmarked to the salary rates of similar organisations in the area.

The trustee's report was approved by the Board of Trustees.



Ms S Nicholson

Trustee

Dated: 4/11/24

CHEPSTOW AND DISTRICT MENCAP SOCIETY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHEPSTOW AND DISTRICT MENCAP SOCIETY

I report to the trustees on my examination of the financial statements of Chepstow and District Mencap Society (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Andrew Howells

Azets Audit Services

Ty Derw, Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB
United Kingdom

17 December 2024

Dated:

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations, legacies and grants	3	12,590	12,652	25,242	59,243	5,625	64,868
Charitable activities	4	436,175	-	436,175	414,093	-	414,093
Other trading activities	5	22,923	-	22,923	23,147	-	23,147
Investments	6	11,220	-	11,220	3,522	-	3,522
Total income		482,908	12,652	495,560	500,005	5,625	505,630
Expenditure on:							
Raising funds	7	5,102	-	5,102	6,312	-	6,312
Charitable activities	8	426,109	36,798	462,907	397,580	29,411	426,991
Total expenditure		431,211	36,798	468,009	403,892	29,411	433,303
Net income/(expenditure) for the year/							
Net movement in funds		51,697	(24,146)	27,551	96,113	(23,786)	72,327
Fund balances at 1 April 2023		1,128,713	876,560	2,005,273	1,032,600	900,346	1,932,946
Fund balances at 31 March 2024		1,180,410	852,414	2,032,824	1,128,713	876,560	2,005,273

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	13		1,374,696		1,424,086
Current assets					
Stocks	14	525		525	
Debtors	15	28,715		15,616	
Cash at bank and in hand		670,028		614,506	
		699,268		630,647	
Creditors: amounts falling due within one year	16	(41,140)		(49,460)	
Net current assets			658,128		581,187
Total assets less current liabilities			2,032,824		2,005,273
Income funds					
Restricted funds	17		852,414		876,560
<u>Unrestricted funds</u>					
Designated funds	18	410,000		355,000	
General unrestricted funds		770,410		773,713	
			1,180,410		1,128,713
			2,032,824		2,005,273

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on4/11/24



Ms S Nicholson
Trustee

Company registration number 03009141

CHEPSTOW AND DISTRICT MENCAP SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	22		46,980		124,173
Investing activities					
Purchase of tangible fixed assets		(2,678)		(5,496)	
Investment income received		11,220		3,522	
Net cash generated from/(used in) investing activities			8,542		(1,974)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			55,522		122,199
Cash and cash equivalents at beginning of year			614,506		492,307
Cash and cash equivalents at end of year			670,028		614,506

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Chepstow and District Mencap Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Chepstow Mencap Ltd, The Board School, Bridge Street, Chepstow, Gwent, NP16 5EZ, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The charity reported an unrestricted net inflow of £51,697 for the year. At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income is derived from donations, fund raising activities, investment income, grants and the provision of care services.

Voluntary income such as donations etc, represents amounts received and recorded at offices during the year. The charity is able to make claims for income tax refunds in the case of gift aid donations. All taxation received has been included.

Grants comprise amounts receivable during the year.

Fundraising income is recognised on receipt.

Income from investments is included in the year in which it is receivable.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT, which cannot be recovered.

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.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of income received for those activities. The management team considers this to be the most equitable method of splitting expenditure attributable to more than one activity. The management team considers that all of the resources expended are directly attributable to activities.

Fundraising expenditure

This expenditure comprises costs incurred in inducing people or organisations to contribute financially to the charity's work. This includes the cost of advertising for funds and the cost of mounting appeals and staging special events in addition to a proportion of overheads and property expenses.

Direct charitable expenditure

This includes all costs relating to the furtherance of the charity's objectives.

Governance costs

These costs include the costs of governance arrangements, which relate to the general running of the charity as opposed to the direct management functions inherent in generating funds, service delivery and programme of project work. These include such items as external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Netting off of income and expenditure

Income and expenditure are stated gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	50 years - Straight line basis
Leasehold improvements	4 years - Straight line basis
Fixtures and fittings	10 years - Straight line basis
Computers	4 years - Straight line basis
Motor vehicles	4 years - Straight line basis

1.7 Stocks

Stocks are stated at the lower of cost and net realisable value.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.11 Retirement benefits

The charity operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the charity. Contributions payable are charged to the profit and loss account in the year they are payable and are charged against unrestricted funds.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Donations, legacies and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	9,656	-	9,656	7,736	-	7,736
Grants	2,934	12,652	15,586	51,507	5,625	57,132
	<u>12,590</u>	<u>12,652</u>	<u>25,242</u>	<u>59,243</u>	<u>5,625</u>	<u>64,868</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Monmouth County Council - Family Aid Scheme	93,893	89,422
Monmouth County Council - Day Care Contract	305,195	290,662
ILF Services	26,701	22,811
Pop up cafe and other charitable activities	10,386	11,198
	<u>436,175</u>	<u>414,093</u>

5 Other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Subscriptions	83	108
Shop income	16,002	13,580
Hire Income	6,838	9,459
Other trading activities	<u>22,923</u>	<u>23,147</u>

6 Investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>11,220</u>	<u>3,522</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<u>Trading costs</u>		
Operating charity shops	5,102	6,312
	<u>5,102</u>	<u>6,312</u>

8 Charitable activities

	Other activities £	Local authority contracts £	Total 2024 £	Total 2023 £
Staff costs	7,447	252,518	259,965	236,973
Depreciation and impairment	50,710	1,358	52,068	51,833
Minibus travel and subsistence	107	4,565	4,672	5,127
Premises	6,093	29,301	35,394	22,727
Direct costs	22,052	9,600	31,652	34,935
Legal & professional	260	2,196	2,456	2,016
	<u>86,669</u>	<u>299,538</u>	<u>386,207</u>	<u>353,611</u>
Share of support costs (see note 9)	8,209	64,051	72,260	63,600
Share of governance costs (see note 9)	1,480	2,960	4,440	9,780
	<u>96,358</u>	<u>366,549</u>	<u>462,907</u>	<u>426,991</u>
Analysis by fund				
Unrestricted funds	59,560	366,549	426,109	
Restricted funds	36,798	-	36,798	
	<u>96,358</u>	<u>366,549</u>	<u>462,907</u>	
For the year ended 31 March 2023				
Unrestricted funds	120,481	277,099		397,580
Restricted funds	29,411	-		29,411
	<u>149,892</u>	<u>277,099</u>		<u>426,991</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Support costs	Support costs	Governance costs	2024	Support costs	Governance costs	2023	Basis of allocation
	£	£	£	£	£	£	
Staff costs	57,732	-	57,732	50,095	-	50,095	
Office expenses	14,528	-	14,528	13,505	-	13,505	Direct
Independent Examination fees	-	4,440	4,440	-	-	-	Governance
Audit & accountancy	-	-	-	-	9,780	9,780	Governance
	<u>72,260</u>	<u>4,440</u>	<u>76,700</u>	<u>63,600</u>	<u>9,780</u>	<u>73,380</u>	
Analysed between							
Charitable activities	<u>72,260</u>	<u>4,440</u>	<u>76,700</u>	<u>63,600</u>	<u>9,780</u>	<u>73,380</u>	

Governance costs includes payments to the auditors of £4,440 for independent examination fees (2023: £9,780 for audit fees.)

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Trustees

No emoluments were paid to the trustees during the year. (2023: £nil)

During the year, no trustees were reimbursed for costs incurred on behalf of the charity (2023: £nil) and no trustees were reimbursed for travel expenses (2023: £202).

11 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Full time staff	6	7
Part time staff	14	13
Total	<u>20</u>	<u>20</u>

Employment costs

	2024	2023
	£	£
Wages and salaries	296,051	268,613
Social security costs	16,036	14,047
Other pension costs	5,610	4,408
	<u>317,697</u>	<u>287,068</u>

Key Management Personnel

The total emoluments and benefits (including salary, employers' national insurance, pension and benefits in kind) received by the three key management personnel during the year (2023: 3) were £99,663 (2023: £92,319).

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

13 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 April 2023	1,392,510	13,205	207,552	31,324	35,400	1,679,991
Additions	-	584	2,094	-	-	2,678
At 31 March 2024	1,392,510	13,789	209,646	31,324	35,400	1,682,669
Depreciation and impairment						
At 1 April 2023	121,077	13,060	59,266	27,102	35,400	255,905
Depreciation charged in the year	27,850	132	20,936	3,150	-	52,068
At 31 March 2024	148,927	13,192	80,202	30,252	35,400	307,973
Carrying amount						
At 31 March 2024	1,243,583	597	129,444	1,072	-	1,374,696
At 31 March 2023	1,271,433	145	148,286	4,222	-	1,424,086

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14	Stocks	2024	2023
		£	£
	Raw materials and consumables	525	525
		<u>525</u>	<u>525</u>
15	Debtors	2024	2023
	Amounts falling due within one year:	£	£
	Trade debtors	25,019	8,773
	Other debtors	-	4,123
	Prepayments and accrued income	3,696	2,720
		<u>28,715</u>	<u>15,616</u>
16	Creditors: amounts falling due within one year	2024	2023
		£	£
	Other taxation and social security	3,663	9,012
	Trade creditors	2,786	3,024
	Other creditors	23,083	22,495
	Accruals and deferred income	11,608	14,929
		<u>41,140</u>	<u>49,460</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement			Movement			Balance at 31 March 2024 £
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	
Masonic Grant	12,222	-	(1,500)	10,722	-	(1,500)	9,222
Big Lottery	470,500	-	(10,000)	460,500	-	(10,000)	450,500
Wolfson Fund	56,400	-	(1,200)	55,200	-	(1,200)	54,000
Bernard Sunley	28,200	-	(600)	27,600	-	(600)	27,000
Edward Gostling	18,800	-	(400)	18,400	-	(400)	18,000
Bailey Thomas	32,900	-	(700)	32,200	-	(700)	31,500
Garfield Weston	37,600	-	(800)	36,800	-	(800)	36,000
Andrews Trust	45,100	-	(1,600)	43,500	-	(1,600)	41,900
Clothworkers	32,900	-	(700)	32,200	-	(700)	31,500
Welsh Government	144,388	-	(3,000)	141,388	-	(3,000)	138,388
Gavo - ICF Fund	12,595	-	(1,575)	11,020	-	(1,575)	9,445
Peoples and Places	3,380	-	(1,300)	2,080	-	(1,300)	780
Chepstow Lions	680	-	(85)	595	-	(85)	510
Tesco - Groundworks	1,255	-	(713)	542	-	(75)	467
HSBC	3,426	-	(1,191)	2,235	-	(208)	2,027
Tesco Groundwork	-	1,080	(1,080)	-	360	(360)	-
Mencap Cymru	-	2,500	(1,672)	828	-	(828)	-
Mencap Oral History	-	2,045	(1,295)	750	7,792	(7,367)	1,175
Andrews Trust	-	-	-	-	4,500	(4,500)	-
	<u>900,346</u>	<u>5,625</u>	<u>(29,411)</u>	<u>876,560</u>	<u>12,652</u>	<u>(36,798)</u>	<u>852,414</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

(Continued)

Tesco

The grant funding was for a vegetable gardening project.

Groundworks

Mencap Cymru

The grant funding was for social activities.

Mencap Heritage Oral History Project

The funds were restricted for an oral history project that involved recording oral histories for those involved in Chepstow Mencap over its 50 year history and creating an exhibition to allow funders, partners and the general public to hear the testimonies and examine photographs and other documents collated over the past 50 years.

Other Grants

All other grant funding has been used to renovate the Board School Building. Depreciation is being charged against the renovation costs in line with the accounting policy.

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds		Movement in funds		Balance at 31 March 2024 £
	Balance at 1 April 2022 £	Incoming resources £	Balance at 1 April 2023 £	Incoming resources £	
Critical Costs reserve	153,000	-	153,000	17,000	170,000
Maintenance Cost reserve	140,000	-	140,000	30,000	170,000
Replacement Minibuses reserve	62,000	-	62,000	8,000	70,000
	<u>355,000</u>	<u>-</u>	<u>355,000</u>	<u>55,000</u>	<u>410,000</u>

Critical Cost reserve The trustees have designated funds to cover the charity's statutory obligations and operating costs for six months should an emergency funding situation occur.

Maintenance Cost reserve The trustees have designated funds for the maintenance and general up keep of the property for the next 10 years.

Replacement Minibuses reserve The trustees have designated funds to purchase two minibuses to support the charity's aims and objects.

19 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total Unrestricted funds 2024 £	Total Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2024 are represented by:					
Tangible assets	523,457	851,239	1,374,696	549,104	1,424,086
Current assets/(liabilities)	656,953	1,175	658,128	579,609	581,187
	<u>1,180,410</u>	<u>852,414</u>	<u>2,032,824</u>	<u>1,128,713</u>	<u>2,005,273</u>

20 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	6,692	6,692
Between two and five years	23,186	24,310
In over five years	2,239	7,851
	<u>32,117</u>	<u>38,853</u>

CHEPSTOW AND DISTRICT MENCAP SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

21 Related party transactions

The charity employs three members of staff which are deemed to be related parties due to their relationships with the trustees. The Charity Commission has confirmed its consent for these individuals to be employed by the charity.

One employee is related to two of the trustees. This individual is employed on a permanent contract. During the year to 31 March 2024 the employee received remuneration totalling £27,145 (2023: £26,473). As at 31 March 2024 £2,237 (2023: £1,637) was owed to them by the charity.

One employee is related to two trustees. During the year to 31 March 2024 this individual received remuneration totalling £5,455 (2023: £4,901). As at 31 March 2024 £264 (2023: £319) was owed to them by the charity.

One employee is related to one trustee. During the year to 31 March 2024 this individual received remuneration totalling £5,829 (2023: £5,854). As at 31 March 2024 £264 (2023: £310) was owed to them by the charity.

A conflicts of interest register is in place which is completed by all trustees and the management team.

All services are provided to trustees and their relatives on the same basis as those to third parties.

22 Cash generated from operations	2024	2023
	£	£
Surplus for the year	27,551	72,327
Adjustments for:		
Investment income recognised in statement of financial activities	(11,220)	(3,522)
Depreciation and impairment of tangible fixed assets	52,068	51,833
Movements in working capital:		
(Increase) in debtors	(13,099)	(1,636)
(Decrease)/increase in creditors	(8,320)	5,171
Cash generated from operations	46,980	124,173

23 Analysis of changes in net funds

The charity had no debt during the year.

