

SHEFFIELD MENCAP

(A company limited by guarantee and not having a share capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

SHEFFIELD MENCAP

CONTENTS

FOR THE YEAR ENDED 31 MARCH 2024

	Page
Legal and administrative information	1
Report of the trustees	2
Report of the independent auditors to the members	6
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes forming part of the financial statements	11

SHEFFIELD MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2024

STATUS The organisation is a charitable company limited by guarantee and governed by its memorandum and articles of association. The charity exists as a separate legal entity and is independent of the national charity the Royal Mencap Society.

DIRECTORS & 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. In accordance with the Articles of Association the trustees are nominated and elected by the members in general meetings. The elected trustees have the power to co-opt other members to the board of trustees to fill specialist roles. The trustees are normally elected on the basis that they are suitably experienced to carry out the functions expected from members of the board.

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

K. Pugh	- Chair
C. Sterry	- Treasurer
J.A. Badger	- Vice Chair
D. Wand	
M. Baxter	
J. Thompson	
A.J. Tkacz	
C.A. Carter-Shepherd	
X. Fu	- Appointed 15 th Nov 2023
S. Croall	- Appointed 6 th Feb 2024
B. Delaney	- Appointed 27 Mar 2024
C. Walker	- Resigned 15 th Nov 2023
N. Cosgrove	- Resigned 6 th Apr 2024

COMPANY SECRETARY D. Swindlehurst

CHIEF EXECUTIVE D. Swindlehurst

SENIOR MANAGERS Jonathan Raimondi
Kelly Daubney

COMPANY NUMBER 3168775

CHARITY NUMBER 1056155

REGISTERED OFFICE Norfolk Lodge
Park Grange Road
Sheffield
S2 3QF

BANKERS Lloyds Bank plc
1 High Street
Sheffield
S1 2GA

STATUTORY AUDITORS Marriott Gibbs Rees Wallis Limited
Unit 4
Broadfield Court
Sheffield
S8 0XF

SHEFFIELD MENCAP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 which are 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 to the UK and Republic of Ireland published in October 2019.

Legal and administrative information set out on page 1 forms part of this report.

Objects and activities of the charity

Our vision is that all people with a learning disability and their carers in Sheffield are valued, included and respected so they can live fair, full and happy lives. Our charity exists to provide and support activities and services that improve the quality of life for people with learning disabilities and their carers in Sheffield. To achieve this object, the charity delivers a diverse range of services which are all built on the following values:

Values

- **Community** *supporting people to be active members and full participants of their community*
- **Relationships** *facilitating social connections and positive relationships*
- **Independence** *providing choice and opportunities to build skills for life*
- **Confidence** *encouraging people to believe in themselves and recognise their potential*
- **Wellbeing** *promoting better physical, mental and emotional health*

Public benefit

The trustees consider that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission and that the detailed review of activities, set out in this Annual Report, demonstrates that the charity delivers public benefit.

Governing Document

Sheffield Mencap is a company limited by guarantee governed by its Memorandum and Articles of Association incorporated 6 March 1996 as amended by special resolution dated 14 February 2005 and 3 June 2010. It is registered as a charity with the Charity Commission.

Organisation

The board of trustees comprises of up to 16 members who meet bi-monthly to administer the charity. The Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. The list of the trustees and method of election are given in full on page 1.

Key Management Personnel Remuneration

The remuneration of the key management personnel is set using benchmarks and consideration of comparable and relevant salaries relating to similar employment positions. Any uplift in remuneration is approved by Trustees and considers the current financial position of the charity.

Financial review

Financial sustainability is a key priority for Sheffield Mencap and Gateway. The trustees monitor the income and expenditure throughout the year which also includes the management of funds brought forward to ensure that the charity only expends available funds.

The net income for the year amounted to £82,348 (2023 - net income £75,682). Of this net amount, general funds increased by £53,443 and restricted funds increased by £28,905. Total funds now stand at £1,069,034 (2023 - £986,686).

SHEFFIELD MENCAP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2023

Service offer

We currently run the following range of services and activities:

Gateway

Our long-established and much-loved evening social and leisure service runs on four nights each week and continues to attract large numbers of members. There are three adult evenings all of which depend on numerous volunteers to help deliver activities. A varied range of Music, Art, Sport and Cooking activities are provided. We also have a children and young people's club running each Friday evening (TGIF) and parents are encouraged to stay and meet for mutual support.

Activity and Learning Hub

This service runs 5 days a week at Norfolk Lodge and is extremely popular with our members who fund their place through their social care plan. The Activity and Learning Hub offers a wide range of accredited and non-accredited sessions to our members to provide engaging, challenging and creative opportunities for development and progression.

Carers Support Services

These highly valued services provide practical support to family carers of people with learning disabilities and comprises of advice and information work and an outreach project, offering creative group work and specialist advice. We also deliver a popular 'Lunch Club' giving opportunity for carers and the people with a learning disability to meet up every month for fun, friendship and a hot meal.

Out & About

Out and About provides a flexible short breaks service to people with a learning disability and their family carers. The project runs small group activities in the community in the evenings and weekends, and also incorporates a wide range of sports and fitness sessions delivered at Norfolk Lodge and elsewhere.

Children's Services

We provide a range of projects for Children and Young People, including the Short Breaks Service running on Saturdays and in school holidays, Social clubs and Saturday Stars supporting children and young people develop their communication skills and confidence, and the very popular Children's Fitness group.

Health and Wellbeing Services

We continue to have expand the range of services to improve the health and well-being of our members and carers. These include work to support people with learning disability to access primary care and preventive health programs, employing a specialist Learning Disability Nurse to work with primary and secondary care on access and reasonable adjustments, and group sessions with members to improve diet, exercise and take up of screening programs

Reserves policy

The executive committee have developed a policy whereby the unrestricted funds not committed or invested in the tangible fixed assets (the free reserves) the charity holds should be six months of the resources expended. At this level, the trustees feel that they would be able to carry on the charity's activities in the event of a significant drop in funding, and if required, allow sufficient time to close down services with enough notice that our members have a chance to find an alternative service to reduce distress and anxiety. It would then be necessary to consider how funding would be replaced or the activities of the organisation changed. The free reserves at 31 March 2024 were £618,746 which represents around 7 months of total expenditure.

Future strategy

The challenges and context, alongside our success in delivering significant improvements and change in recent years, put us in a good place as we move into this new business planning cycle. We have set our priorities for the next three years as to:

- 1. Increase choice and opportunities for people with a learning disability and their families across Sheffield.**
- 2. Develop the voice and visibility of people with a learning disability and their families in Sheffield.**
- 3. Improve our service to people with a learning disability and their families through investment in our organisation.**

Investment policy

In accordance with the company's Memorandum and Articles of Association, the trustees have power to invest monies of the Charity not immediately required for its purposes, as may be thought fit. The management committee will consider suitable investments, securities or properties at such time as the level of reserves justifies a change in the current arrangements.

SHEFFIELD MENCAP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

Principal funding sources

The development individual budgets and plans means that everyone who chooses to use our services can pay for their place out of their own funds or via the local authorities payment framework. We also look to Charitable Grants and Foundations for support, alongside grants from the public sector, and place a value on our services by charging low cost 'subscriptions' for attending where required. We also have a limited number of public sector contracts to deliver parts of our Children's and Health services.

Fundraising policy

Sheffield Mencap and Gateway procures funds through grant and trust fundraising, community fundraising and donations and legacies. During the financial year 2023/24, Sheffield Mencap obtained grants written by our Fundraising Manager. Sheffield Mencap's financial affairs are be conducted in a responsible manner, consistent with the ethical obligations of stewardship and legal requirements of Charity Commission regulations. The Fundraising Manager is a member of the Institute of Fundraising which sets out a standard for Fundraisers and abides by this standard in their work for Sheffield Mencap and Gateway.

Sheffield Mencap closely monitors any individual or organisation that solicits funds on its behalf to ensure adherence to donor intent as well as accountable, transparent and responsible fundraising practices. The CEO monitored the activities carried out by the Fundraising Manager through regular meetings and review. There were no complaints received by the charity in relation to its Fundraising activities during the financial year 23/24.

Donors' privacy will always be respected and records will be kept confidential in line with our Data Protection Policy that is fully compliant with the 2018 Data Protection Act. Donors' have the right to see their own record, to challenge its accuracy and to have their details removed. All requests from donors or prospective donors requiring that fundraising contact cease will have their request actioned by Sheffield Mencap. Sheffield Mencap does not share the personal data of individual donors with any external party.

Risk review

We hold, maintain and regularly update a Risk Register to ensure that the main organisational and operational risks are well managed.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also directors of Sheffield Mencap for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019(FRS 102);
- 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate 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 for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SHEFFIELD MENCAP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2024

Statement as to disclosure to our auditors

In so far as the trustees are aware:

- there is no relevant audit information, of which the charity's auditor is unaware; and
- the trustees have each taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Members of the executive committee and members of the charity

Members of the executive committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. No remuneration or expenses are paid to the directors in respect of their duties as trustees.

Members of the charitable company guarantee an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

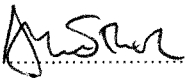
Auditors

Marriott Gibbs Rees Wallis Limited were appointed as the charitable company's auditors and have expressed their willingness to continue in that capacity.

Approval

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Approved by the Executive Committee on 13 November 2024 and signed on its behalf by:



.....
- Director and Trustee

ADAM TRACZ

Independent Auditor's Report on the Financial Statements to the Members of Sheffield Mencap

Opinion

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

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 resources, including its income and expenditure, for the year 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report.

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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 4 the trustees (who are also the 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 related 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.

Our responsibilities for the audit of the financial statements

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 a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but 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.

The extent to which our procedures are capable of detecting irregularities, including fraud and audit response

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We have assessed the overall susceptibility of the financial statements to material misstatement due to irregularities as low.

At the planning stage we identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience and through discussion with the directors and other management, as required by auditing standards. The potential effect of any laws and regulation on the financial statements can vary considerably. There are laws and regulations that directly affect the financial statements (e.g. the Companies Act) as well as many other operational laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements. Owing to the size, nature and complexity of the organisation and the applicable laws and regulations to which it must adhere, the risk of material misstatement was deemed to be low, therefore the procedures performed by the audit team were limited to:

- Communicating identified laws and regulations at planning throughout the audit team to remain alert to any indications of non-compliance throughout the audit.
- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.

We have assessed the overall susceptibility of the financial statements to material misstatement due to fraud as low because the nature of the charitable company does not particularly lend itself to fraud.

Management override is inherently high risk on any audit. Management override, which may cause there to be a material misstatement within the financial statements, may present itself in a number of ways, for example:

- Override of internal controls (e.g. segregation of duties)
- Entering into transactions outside the normal course of business, especially with related parties
- Fraudulent revenue recognition, including fictitious income and income being recorded in the wrong period
- Presenting bias in accounting judgements and estimates.;

In order to reduce the risk of material misstatement to an acceptable level, numerous audit procedures were performed including:

- Enquiries of management as to whether they had any knowledge of any actual or suspected fraud
- Review of material journal entries made throughout the year as well as those made to prepare the financial statements
- Reviewing the underlying rationale behind transactions in order to assess whether they were outside the normal course of business
- Reviewing the minutes of meetings held by management.
- Increased substantive testing across all material income streams
- Assessing whether management's judgements and estimates indicated potential bias

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected material misstatements in the financial statements, even though we have performed our audit in accordance with auditing standards. Furthermore, as with all audits, there is a higher risk of irregularities (especially those relating to fraud) being undetected, as these may involve the override of internal controls, collusion, intentional omissions and misrepresentations etc. We are not responsible for preventing non-compliance or fraud and therefore cannot be expected to detect all instances of such. Our audit was not designed to identify misstatements or other irregularities that would not be considered to be material to the financial statements. The further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.



Alan Pickstone FCCA (Senior Statutory Auditor)
For and on behalf of Marriott Gibbs Rees Wallis Limited
Chartered Certified Accountants and Statutory Auditor
Unit 4, Broadfield Court
Sheffield
S8 0XF

Date: 13 November 2024

SHEFFIELD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	YEAR END 31 MAR 24 RESTRICTED £	YEAR END 31 MAR 24 UNRESTRICTED £	YEAR END 31 MAR 24 TOTAL £	YEAR END 31 MAR 23 TOTAL £
Income from:					
Donations, legacies & similar income	2	40,437	146,580	187,017	246,371
Charitable activities	3	115,626	761,065	876,691	698,779
Other trading activities	4	-	9,420	9,420	245
Investment income		-	7,595	7,595	776
Total income		<u>156,063</u>	<u>924,660</u>	<u>1,080,723</u>	<u>946,171</u>
Expenditure on:					
Fund-raising		-	10,767	10,767	8,063
Charitable activities:					
Social activities & projects		60,607	168,087	228,694	180,192
Training & support projects		66,551	677,352	743,903	668,164
Governance		-	15,011	15,011	14,069
Total expenditure	5	<u>127,158</u>	<u>871,217</u>	<u>998,375</u>	<u>870,489</u>
Net income for the year	6	28,905	53,443	82,348	75,682
Transfer between funds		-	-	-	-
Net movement in funds		28,905	53,443	82,348	75,682
Total funds brought forward		<u>39,468</u>	<u>947,218</u>	<u>986,686</u>	<u>911,004</u>
Total funds carried forward		<u><u>68,373</u></u>	<u><u>1,000,661</u></u>	<u><u>1,069,034</u></u>	<u><u>986,686</u></u>

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

All income and expenditure derive from continuing activities.

SHEFFIELD MENCAP

BALANCE SHEET

AS AT 31 MARCH 2024


	Notes	31 MAR 24		31 MAR 23
		£	£	£
Fixed Assets				
Tangible Assets	9		156,915	161,096
Investments			-	-
			<u>156,915</u>	<u>161,096</u>
Current Assets				
Stock	10	595		627
Debtors and prepayments	11	115,682		135,670
Cash at bank and in hand		846,193		767,095
			<u>962,470</u>	<u>903,392</u>
Creditors:				
Amounts falling due within one year	12	50,351		77,802
Net current assets			<u>912,119</u>	<u>825,590</u>
Net assets	13		<u>1,069,034</u>	<u>986,686</u>
Funds				
Restricted income funds			68,373	39,468
Unrestricted funds:				
General funds		618,746		722,847
Designated funds		381,915		224,371
			<u>1,000,661</u>	<u>947,218</u>
Total funds	14		<u>1,069,034</u>	<u>986,686</u>

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes at pages 10 to 18 form part of these accounts

Approved by the executive committee on 13 November 2024 and signed on its behalf by:


 KATY PUCILL - Director and Trustee


 ADAM BACE - Director and Trustee

Company Number 3168775

SHEFFIELD MENCAP

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	YEAR END 31 MAR 24 £	YEAR END 31 MAR 23 £
Cash flows from operating activities:		
Net cash provided by operating activities	<u>91,503</u>	<u>122,445</u>
Cash flows from investing activities:		
Dividends and interest received	7,595	776
Purchase of tangible fixed assets	(20,000)	(16,876)
Receipts from sales of investments	<u>-</u>	<u>-</u>
Net cash provided by investing activities	<u>(12,405)</u>	<u>(16,100)</u>
Change in cash and cash equivalents in the year	79,098	106,345
Cash and cash equivalents brought forward	<u>767,095</u>	<u>660,750</u>
Cash and cash equivalents carried forward	<u>846,193</u>	<u>767,095</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	<u>846,193</u>	<u>767,095</u>
Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net income for the year	82,348	75,682
Adjustments for:		
Depreciation charges	20,772	18,914
Loss on disposal of tangible fixed assets	3,409	-
Dividends and interest	(7,595)	(776)
Decrease in stock	32	13
Decrease / (Increase) in debtors	19,988	(4,599)
(Decrease) / Increase in creditors	<u>(27,451)</u>	<u>33,211</u>
Net cash provided by operating activities	<u>91,503</u>	<u>122,445</u>

1. Accounting policies

a) Basis of preparing the financial statements

Sheffield Mencap is a company limited by guarantee, registered in England and Wales. 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 address of the registered office is given in the charity information on page 1 of these financial statements.

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Sheffield Mencap meets the definition of a public benefit entity under FRS 102.

b) Going concern

The financial statements have been prepared on the going concern basis as the trustees believe that there are no material uncertainties

c) Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or whenever an employee accepts voluntary redundancy in exchange for these benefits. The charity recognises termination benefits when it is demonstrably committed to either (i) terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or (ii) providing termination benefits as a result of an offer made to encourage voluntary redundancy.

d) Income

Voluntary income, donations and grants are accounted for as receivable by the Charity, except when donors specify that donations and grants given to the Charity, must be used in future accounting periods. This income is deferred until these periods. The charity includes legacies in the SOFA when the legacy has been received or if, before receipt, it becomes reasonably certain that the legacy will be received and that the value of the incoming resources can be measured with sufficient reliability.

e) Expenditure

Expenditure is recognised when a liability is incurred.

Cost allocation - Certain expenditure is directly attributable to specific activities and has been included in those cost categories. A proportion of staff, establishment and other costs (management and administration expenditure) that is not directly attributable to individual projects/funds are allocated to the cost of running the project on a staff/time basis or on an agreed value with the fund provider.

Pension costs - The charity pays contributions into personal pension schemes on behalf of certain employees.

f) Fixed Assets

Fixed assets are recorded at cost or, in the case where fixed assets were donated have been brought into account at their approximate market value by way of transfer from the fixed asset account to donations received. Additions to fixed assets consists of items purchased with a value of over £1,500 that are considered to have a useful economic life of more than one year. This threshold applies to single items only. If required by exceptional circumstances or by restrictions placed on funds, the threshold value may not be applied. Depreciation is charged on a basis which is intended to write off the cost of the fixed assets over their estimated lives, which are reviewed, on an annual basis. The rates used for this purpose are:

Land and Buildings	shorter of the estimated useful life and the lease term
Fixture and Fittings	15%
Equipment	20%

g) Stock

Stock is included at the lower of cost and net realisable value.

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered.

i) Creditors

Creditors are recognised when 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Operating leases

All leases are considered to be 'operating leases' and the relevant annual rentals are charged wholly to the Statement of Financial Activities.

k) Fund accounting

Funds held by the charity are either:

restricted – these are funds that can only be used for a particular restricted purpose within the objects of the charity. They are incoming resources on which the donor has laid down conditions.

unrestricted general – incoming resources on which there is no restriction or designation.

designated fund – this has been set up to identify those unrestricted funds that are not free funds in that they represent the net book value of capital assets attributable to the Charity's own reserves or are general funds earmarked by the trustees for a particular purpose.

2 Donations, legacies & similar income

	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 23
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
General donations	40,437	146,382	186,819	226,371
Legacies	-	198	198	20,000
	<u>40,437</u>	<u>146,580</u>	<u>187,017</u>	<u>246,371</u>

3 Charitable activities income

	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 23
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
Social activities & projects	115,626	94,024	209,650	86,179
Training & support projects	-	667,041	667,041	612,600
	<u>115,626</u>	<u>761,065</u>	<u>876,691</u>	<u>698,779</u>

4 Other trading activities

	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 24	YEAR END 31MAR 23
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
Room hire & Rent	-	9,420	9,420	245
	<u>-</u>	<u>9,420</u>	<u>9,420</u>	<u>245</u>

5 Total expenditure

	Fund-raising	Social activities & projects	Training & support projects	Governance	YEAR END 31 MAR 24 TOTAL	YEAR END 31 MAR 23 TOTAL
	£	£	£	£	£	£
Activity expenses & materials	6,374	13,994	22,098	-	42,466	22,366
Client transport costs	-	2,222	39	-	2,261	3,662
Staff costs	-	66,020	457,380	-	523,400	459,748
Employers NI	-	3,241	32,466	-	35,707	29,036
Staff pensions	-	777	13,615	-	14,392	13,433
Staff training	-	-	-	-	-	29
Staff travel & sundry expenses	-	-	499	-	499	1,073
Volunteer expenses	-	390	795	-	1,185	1,063
Communications	-	-	534	-	534	933
Stationery	-	-	182	-	182	2,358
Repairs & renew als	-	2,000	-	-	2,000	28
Sundries	-	62	77	-	139	280
Audit fees	-	-	-	7,000	7,000	6,825
Property repairs & refurbishments	-	238	-	-	238	456
Management & administration charges	-	17,631	197,666	-	215,297	160,731
Depreciation & profit/loss on asset disposals	-	7,490	-	-	7,490	1,293
Support cost allocation (see note 5a)	4,393	114,629	18,552	8,011	145,585	167,175
	10,767	228,694	743,903	15,011	998,375	870,489

5 Total expenditure cont.**5a Support costs allocated to activities (allocation basis)**

	Fund-raising	Social activities & projects	Training & support projects	Governance	YEAR END 31 MAR 24 TOTAL	YEAR END 31 MAR 23 TOTAL
	£	£	£	£	£	£
Staff costs (staff numbers)	2,676	53,527	128,464	5,353	190,020	168,648
Employers NI (staff numbers)	149	2,981	7,153	298	10,581	10,131
Staff pensions (staff numbers)	155	3,108	7,459	311	11,033	6,796
Staff training (staff numbers)	67	1,340	3,216	134	4,757	1,920
Staff travel & sundry expenses (staff numbers)	5	106	254	10	375	429
Volunteer expenses (staff numbers)	5	93	223	9	330	1,288
Communications (staff numbers)	106	2,122	5,093	212	7,533	6,521
Stationery (staff numbers)	76	1,530	3,672	153	5,431	6,745
Advertising (staff numbers)	11	215	517	22	765	1,363
Repairs & renew als (floor area)	194	9,485	9,486	194	19,359	24,008
Sundries (staff numbers)	40	801	1,922	80	2,843	4,544
Subscriptions (usage)	-	5,218	5,218	-	10,436	12,494
Legal & professional (usage)	-	1,956	4,237	326	6,519	7,589
Property costs:						
- light & heat (floor area)	352	17,257	17,257	352	35,218	16,041
- water (floor area)	46	2,282	2,282	47	4,657	2,368
- repairs & maintenance (floor area)	233	11,379	11,379	232	23,223	22,962
- insurance (floor area)	112	5,444	5,444	111	11,111	16,438
Management & administration charges (actual)	-	(12,394)	(202,903)	-	(215,297)	(160,731)
Depreciation & asset disposals (usage)	166	8,179	8,179	167	16,691	17,621
	4,393	114,629	18,552	8,011	145,585	167,175

6 Net income for the year

This is stated after charging:	YEAR END	YEAR END
	31 MAR 24	31MAR 23
	£	£
Depreciation	20,772	18,914
Loss on disposal of tangible fixed assets	3,409	-
Auditors' remuneration	7,000	6,825
Trustee indemnity insurance	442	442

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

Staff costs were as follow s:	YEAR END	YEAR END
	31 MAR 24	31MAR 23
	£	£
Salaries and wages	713,420	628,396
Employer NI	46,288	39,167
Pensions	<u>25,425</u>	<u>20,229</u>
	<u><u>785,133</u></u>	<u><u>687,792</u></u>

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	31 MAR 24	31MAR 23
£60,001 - £70,000	1	1

No remuneration was paid nor expenses reimbursed to trustees during either year.

The charity paid unrestricted redundancy payments following statutory requirements and guidelines. Redundancy payments due to ill health were £5,908 (2023 - £nil).

The key management personnel of the charity comprise the Trustees, the Chief Executive Officer and 2 Senior Managers. The total employee benefits of the key management personnel were £153,089 (2023 - £149,725)

	31 MAR 24	31MAR 23
Average number of employees during the year	50	50

8 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

9 Tangible fixed assets

	Leasehold Land & Buildings £	Fixtures & Fittings £	Equipment £	Total £
Cost:				
Brought forward	237,192	79,465	83,546	400,203
Additions	-	20,000	-	20,000
Disposal	-	(14,057)	(52,543)	(66,600)
Carried forward	<u>237,192</u>	<u>85,408</u>	<u>31,003</u>	<u>353,603</u>
Depreciation:				
Brought forward	102,434	63,859	72,814	239,107
Charge for the year	14,141	5,272	1,359	20,772
On disposal	-	(13,601)	(49,590)	(63,191)
Carried forward	<u>116,575</u>	<u>55,530</u>	<u>24,583</u>	<u>196,688</u>
Net book values:				
At 31 March 2024	<u>120,617</u>	<u>29,878</u>	<u>6,420</u>	<u>156,915</u>
At 31 March 2023	<u>134,758</u>	<u>15,606</u>	<u>10,732</u>	<u>161,096</u>

10 Stock

	31 MAR 24 £	31 MAR 23 £
Coffee Bar	95	127
Stationery	300	300
General	<u>200</u>	<u>200</u>
	<u>595</u>	<u>627</u>

11 Debtors and prepayments

	31 MAR 24	31MAR 23
	£	£
Prepayments and accrued income	19,103	17,240
VAT	4,709	7,896
Other debtors	<u>91,870</u>	<u>110,534</u>
	<u><u>115,682</u></u>	<u><u>135,670</u></u>

12 Creditors: Amounts falling due within one year

	31 MAR 24	31MAR 23
	£	£
Taxation and social security	13,268	10,750
Accruals and deferred income	<u>37,083</u>	<u>67,052</u>
	<u><u>50,351</u></u>	<u><u>77,802</u></u>

Deferred income movement

	£	£
Balance at 1 April 2023	40,000	-
Amount released to incoming resources	(40,000)	-
Amount deferred in the period	<u>-</u>	<u>40,000</u>
Balance at 31 March 2024	<u><u>-</u></u>	<u><u>40,000</u></u>

Deferred income relates to amounts received in advance for a learning disabilities physical health outreach service.

13 Analysis of net assets between funds:

	Restricted Funds £	General Funds £	Designated Funds £	Total Funds £
As at 31 March 2024				
Tangible fixed assets	-	-	156,915	156,915
Net current assets	<u>68,373</u>	<u>618,746</u>	<u>225,000</u>	<u>912,119</u>
Net assets at 31 March 2024	<u><u>68,373</u></u>	<u><u>618,746</u></u>	<u><u>381,915</u></u>	<u><u>1,069,034</u></u>
As at 31 March 2023				
Tangible fixed assets	6,725	-	154,371	161,096
Net current assets	<u>32,743</u>	<u>722,847</u>	<u>70,000</u>	<u>825,590</u>
Net assets at 31 March 2023	<u><u>39,468</u></u>	<u><u>722,847</u></u>	<u><u>224,371</u></u>	<u><u>986,686</u></u>

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

14 Movement in funds:

For the year ended 31 March 2024	At 1 Apr 23	Income	Expenditure	Transfers	At 31 Mar 24
	£	£	£	£	£
Restricted funds:					
Restricted donations	17,734	55,317	(44,754)	-	28,297
Learning Hub	131	-	(131)	-	-
Sharing Caring Project	133	-	(133)	-	-
Fitness Fanatics Project	-	1,000	(700)	-	300
Radio Project	4,713	5,928	(7,493)	-	3,148
Communicate Project	10,487	6,578	(7,809)	-	9,256
Carer's Outreach Project	6,270	-	(6,270)	-	-
Community Carers Project	-	87,240	(59,868)	-	27,372
	<u>39,468</u>	<u>156,063</u>	<u>(127,158)</u>	<u>-</u>	<u>68,373</u>
Unrestricted funds:					
General funds	722,847	924,660	(854,526)	(174,235)	618,746
Designated funds	<u>224,371</u>	<u>-</u>	<u>(16,691)</u>	<u>174,235</u>	<u>381,915</u>
	<u>947,218</u>	<u>924,660</u>	<u>(871,217)</u>	<u>-</u>	<u>1,000,661</u>
Total Funds	<u>986,686</u>	<u>1,080,723</u>	<u>(998,375)</u>	<u>-</u>	<u>1,069,034</u>

- The transfer from restricted funds relate to overhead expenses or services provided by the charity which are eligible expenditure for particular restricted grants.

- Purposes of restricted funds are described in the directors report.

- The designated fund comprises the net book value of fixed assets together with general funds ear marked by the trustees as follows:

	£
Net book value of fixed assets	156,915
Building renovations	120,000
Tender and bid writing	10,000
Redundancy provisions	50,000
Excess sick absence costs	20,000
Carers Support Service	25,000
	<u>381,915</u>

For the year ended 31 March 2023	At 1 Apr 22	Income	Expenditure	Transfers	At 31 Mar 23
	£	£	£	£	£
Restricted funds:					
Restricted donations	40,373	30,696	(53,335)	-	17,734
Learning Hub	131	-	-	-	131
Sharing Caring Project	2,406	37,500	(39,773)	-	133
Fitness Fanatics Project	30	-	(30)	-	-
Radio Project	8,972	7,806	(12,065)	-	4,713
Communicate Project	11,672	9,771	(10,956)	-	10,487
Carer's Outreach Project	25,196	-	(18,926)	-	6,270
	<u>88,780</u>	<u>85,773</u>	<u>(135,085)</u>	<u>-</u>	<u>39,468</u>
Unrestricted funds:					
General funds	597,108	860,398	(717,783)	(16,876)	722,847
Designated funds	<u>225,116</u>	<u>-</u>	<u>(17,621)</u>	<u>16,876</u>	<u>224,371</u>
	<u>822,224</u>	<u>860,398</u>	<u>(735,404)</u>	<u>-</u>	<u>947,218</u>
Total Funds	<u>911,004</u>	<u>946,171</u>	<u>(870,489)</u>	<u>-</u>	<u>986,686</u>

15 Revenue & capital commitments

At 31st March 2024, the charity had contractual commitments and operating leases with total future minimum lease payments as follows:

	31 MAR 24	31 MAR 23
	£	£
Revenue commitments falling due:		
Within one year	6,924	8,251
In the second to fifth years	15,977	6,165
Capital commitments falling due:		
Within one year	92,641	-

16 Related parties

There were no related party transactions requiring disclosure in either year.

17 A detailed breakdown of the 2023 Statement of Financial Activities between unrestricted and restricted funds is as follows.

	Restricted	Unrestricted	Total
	£	£	£
Income from:			
Donations, legacies & similar income	12,702	233,669	246,371
Charitable activities	73,071	625,708	698,779
Other trading activities	-	245	245
Investment income	-	776	776
Total income	<u>85,773</u>	<u>860,398</u>	<u>946,171</u>
Expenditure on:			
Fund raising	-	8,063	8,063
Charitable activities:			
Social activities & projects	42,961	137,231	180,192
Training and support projects	92,124	576,040	668,164
Governance	-	14,069	14,069
Total expenditure	<u>135,085</u>	<u>735,404</u>	<u>870,489</u>
Net income / (expenditure) for the year	(49,312)	124,994	75,682
Transfer between funds	-	-	-
Net movement in funds	<u>(49,312)</u>	<u>124,994</u>	<u>75,682</u>