



# Bromley Mencap

## Report and Accounts for the year ending 31<sup>st</sup> March 2020

Bromley Mencap  
A Company Limited by Guarantee, Registered in England & Wales N° 2179385  
Bromley Mencap is a Registered Charity, N° 800685

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## Table of Contents

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Trustees' Annual Report .....	4
Structure, Governance & Management.....	4
Objectives, Activities & Public Benefit.....	4
Fundraising .....	5
Achievements & Performance.....	6
Chairman's Report .....	6
Chief Executive's Report.....	6
Future Strategy .....	12
Financial Review.....	12
Financial Position and Performance .....	12
Reserves Policy.....	14
Risk Management .....	14
Investment Policy .....	15
Statement of Trustees' Responsibilities .....	15
Independent Auditor's Report to the Members of Bromley Mencap.....	17
Financial Statements for the Year Ended 31st March 2020.....	20
Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2020 .....	20
Balance Sheet at 31st March 2020 .....	21
Statement of Cash Flows for the Year Ended 31st March 2020.....	22
Analysis of change in net debt .....	23
Notes to the Accounts.....	24
1. Accounting Policies .....	24
2. Income from Charitable Activities.....	27
3. Donations and Legacies.....	28
4. Income from Other Trading Activities.....	28
5. Investment Income.....	28
6. Expenditure - Total.....	29
7. Expenditure - Other Direct Costs .....	29
8. Expenditure - Support Costs .....	30
9. Allocation of Support Costs .....	31
10. Expenditure - Staff Costs .....	31
11. Net income / (expenditure) for the year .....	32
12. Donated Services and Facilities.....	32
13. Indemnity Insurance.....	32
14. Grants to Families .....	33
15. Trustees' Remuneration and Benefits.....	33
16. Tangible Fixed Assets .....	33
17. Fixed Asset Investments .....	33
18. Stock .....	34
19. Debtors.....	34
20. Investments.....	34
21. Creditors.....	35
22. Operating Lease Commitments .....	35
23. Analysis of Net Assets between Funds.....	36
24. Movements in Funds.....	37
25. Legal status of the charity .....	38
26. Related party transactions .....	38
27. Post Balance Sheet Events.....	38

Reference & Administrative Information

**Trustees**

P Prentice	Chairman
A Kean	Vice Chairman
M Moore	Hon. Treasurer

B Austyn-Jones  
M Deves  
G Gostt  
P Nash  
J Spencer  
P Williams

**Key Management Personnel**

E Lynch MBE	Chief Executive
M Mason	Assistant Chief Executive
C Stone	Head of Services (Children & Adults)
S Vinall	Employment Services Manager

**Name & Registered Office of the charity**

The full name of the charity is Bromley Mencap and its registered office is Rutland House, 44 Masons Hill, Bromley, Kent BR2 9JG

**Auditors**

Goldwins, 75 Maygrove Road, West Hampstead, London, NW6 2EG

**Bankers**

Barclays Bank PLC, 1 Churchill Place, London, E14 5HP

**Investment Managers**

Investec Wealth & Investment Ltd, 30 Gresham Street, London, EC2V 7QN

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## **Trustees' Annual Report**

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The Trustees, who are also directors of the charity for the purposes of the Companies Act, have pleasure in submitting their annual report and audited financial statements for the year ended 31st March 2020.

The charity is a charitable company limited by guarantee and was incorporated on 16 October 1987. It is governed by Articles of Association, which were last amended in October 2011.

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## **Structure, Governance & Management**

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The charity is managed by a board of trustees elected by the membership, although the board also has the power to co-opt trustees during the year. Co-opted trustees are subject to approval by the membership at the next AGM. All new trustees undertake an induction period which includes training on good governance and legal responsibilities.

The board employs a chief executive to manage the organisation on a day-to-day basis. He is supported by a senior management team. There are clear reporting structures in place and every staff member has formal supervision with their manager. The chief executive reports directly to the board, who meet bi-monthly. Bromley Mencap has six sub-committees which have trustee and member representatives. The sub-committees meet regularly and report to the Council of Management.

The charity works to a five-year Strategic Plan which has annual work programmes. A report on the year's activities and work towards the organisation's objectives is presented each year to the Annual General Meeting.

Bromley Mencap operates a policy of equal pay and aims to ensure that salaries reflect the knowledge, skills, responsibilities and personal competencies required for the satisfactory performance of each job. We use objective measures to determine our job levels and associated salaries. These are also set in the context of the jobs market and comparisons are made with similar jobs in other charities and relevant organisations.

For our employees we operate a consistent remuneration policy across all levels of the organisation including our Chief Executive and Key Management Personnel. The remuneration policy of Bromley Mencap is set by the Finance & General Purposes Committee, a sub-committee of our Board of Trustees.

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## **Objectives, Activities & Public Benefit**

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The charity's objectives as stated in the revised governing document are

- the relief of people with disabilities, their families, dependants and carers, by the provision of services, support and information, leading to independent living opportunities/improved life chances and by challenging discrimination through campaigning, lobbying and promoting user representation.

"Disability" is defined as 'A physical, sensory, learning or mental impairment which has a substantial and long-term adverse effect on a person's ability to

carry out day-to-day activities’.

We seek to improve the lives of people with a disability, their parents and carers in whatever way we can. We achieve this by delivering a wide range of preventative, person-centred quality services including a telephone helpline, advocacy, information, advice and guidance, family support, an employment scheme, buddying for young disabled people, respite and short breaks, domiciliary care, social and leisure activities, a day opportunities programme, a specialised training centre, childminding, young carers support, peer support for older and mutual carers and independent living classes. As a member-led organisation all our services are consulted, evaluated, shaped and designed with disabled people and carers leading to improved health and well-being. We campaign and lobby at local level to ensure the voice and rights of disabled people and carers are represented.

We work closely and in partnership with other organisations who share our values, both in the Borough of Bromley and elsewhere. We work closely with the London Borough of Bromley and deliver services through consortia and partnerships. We are a founder member of Bromley Third Sector Enterprise CIC and our Chief Executive is one of its directors. We are affiliated to national Mencap but receive no funding from them.

Bromley Mencap is a user and member-led organisation with over 1,800 members. Members are represented on our sub-committees and Board of Trustees. All our activities, which are reported on below, focus on delivering our charitable aims and objectives and we refer to the Charity Commission’s general guidance on public benefit when reviewing them and formulating our business plans. We are satisfied that Bromley Mencap is providing public benefit: regard for public benefit is included in the induction and training for all trustees, who look at the charity’s activities in the round in order to decide what benefit to the public at large they can realistically provide.

We are supported by a strong team of 80 loyal and dedicated volunteers who help with fundraising, office administration and offer a range of support across a number of our services.

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## **Fundraising**

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Bromley Mencap has considered the reporting requirements of the Charities (Protection and Social Investment) Act 2016 and fundraising is compliant with the recognised standards of fundraising (set out in the Code of Fundraising Practice) as well as those required under charity law and wider law.

The charity employs a part-time Community & Corporate Fundraiser who is line managed and supervised by the Chief Executive who has overall responsibility for fundraising. An independent consultant provides expertise and professional support directly to the Chief Executive in respect of grants and trust applications. We have a small number of fundraising volunteers who are supervised and supported by the Community & Corporate Fundraiser. Third party fundraisers are not used.

Bromley Mencap works to a fundraising strategy and persons acting on behalf of the charity do not subscribe to specific fundraising standards or a specific scheme for fundraising regulation. We closely monitor the fundraising activities of any person acting on behalf of the charity. No complaints have been received in respect of our

fundraising activities, which are reported on regularly to the Fundraising Sub-committee.

The protection of vulnerable people is central to Bromley Mencap's aims and objectives and the charity is therefore always vigilant to the need to exercise care in this respect when carrying out fundraising activities.

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## **Achievements & Performance**

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### **Chairman's Report**

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The last year has been one of the most exciting but challenging and life changing years most of us have ever experienced. After many years of searching we purchased a new property on Bromley Common which we plan to develop into a central accessible base for our community activities and support as well as become our new office base. The COVID-19 pandemic and associated lockdown and problems have meant that our plans for the new premises have been delayed. However we continue to work hard on the project and I hope we can share good news on the progress of this exciting stage in the future of Bromley Mencap before too long.

In response to COVID-19 the work and services of Bromley Mencap have had to react to this sudden change and find new ways to support our members and their families. I am very proud of how staff and volunteers rose to the challenge and found new and innovative ways to help keep everyone as safe and feeling supported as possible. There is still some way to go before we can feel normal life has resumed, but with the dedication and determination displayed by everyone at Bromley Mencap, we are on our way.

I would like to thank all our trustees, staff, volunteers, members and partners for all that they do and for making Bromley Mencap the success it is.

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### **Chief Executive's Report**

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The organisation has had another busy and successful year despite the sudden impact of the COVID-19 pandemic towards the end of the financial year. Some of our key achievements this year include:

- Purchasing new premises for the organisation
- Preparing plans for the redevelopment of the premises to become a central base for the organisation's activities and staff
- Securing funding for a new Disability Cycling and Walking Club
- Launching a new pilot Bromley Well Autism Pathway service
- Starting a pilot to support students at the Lodge, who have completed their training, into volunteering and employment
- Creating a new role of Communications Officer to rebrand and promote our activities and increase outreach

- Responding to the challenges of the COVID-19 pandemic and reorganising services to be delivered safely and through virtual platforms

This year we worked closely to an Annual Work Programme which was drawn from the new Strategic Plan launched at last year's AGM. The Work Programme focused on sustainability for the year ahead and improving and delivering on quality services across the organisation. A large amount of time this year has been committed to the new property including commissioning an architect to draw up plans and as well as finalising a Capital Appeal Fundraising Strategy to secure new income for the costs of changes and improvements to the new premises.

In March Bromley Mencap, like every other organisation, had to quickly respond to the challenges forced on us by the COVID-19 pandemic and the resultant lockdown. Within days we had to reorganise the entire organisation including delivering services and support through virtual platforms, developing new activities to provide support remotely for our clients and families and sourcing PPE for our essential face to face and community services to protect both our staff and clients. Unfortunately we had to close our day service and training programmes and furlough some of our affected staff but we provided alternative support to clients and their families during this time. The COVID-19 crisis has affected Bromley Mencap in many ways. The sterling response effort by staff has to be commended. It was through dedicated and great teamwork that we were able to reorganise our services and ways of working so quickly and effectively to continue vital support for our clients during this challenging and unsettling time.

This year we maintained all our quality standards including Investors in People, the Advice Quality Standard and the DWP Disability Confident award. We were delighted to be awarded the Kent Charity Mark which recognises the quality of our work in the local community.

This year, to mark the support and appreciation of our volunteers, we held a garden party at the Lodge which was well attended and presided over by the Worshipful Mayor of Bromley. The Lodge has continued to provide a focal point for the organisation acting as a central hub to bring communities together along with our services, activities and our popular Christmas Fair.

We have continued to represent the views of disabled people, carers and families throughout the past year. We were pleased to facilitate a borough-wide consultation exercise involving people with learning disabilities and their families to feed in their views to the borough's new Learning Disability Strategy. Through the Bromley Well Innovation Fund we commissioned a number of organisations and community groups to facilitate focus groups and consultation meetings which ensured people with learning disabilities and their families were able to help shape Bromley services for the future.

We have commented on several other consultations including the Bromley SEN Transport changes, the Changing Places Toilet National Scheme and the National Learning Disability and Autism Training Consultation.

This year we also completed an extensive piece of research into the views of families of local autism services, comparisons with provision in other boroughs and concluding with recommendations for the future. This research is feeding into the new Bromley All Age Autism Board on which we are represented. Alongside the research we completed a comprehensive guide on local services and support for families with children and young people with social and communications difficulties.

Our links to the Bromley Safeguarding Adults Board (BSAB) have continued this year and, as well as being represented on the Board, we chaired the Communications and Service User Engagement Group to deliver the strategy around communication and engagement. This group has achieved a number of key objectives this year for disabled and vulnerable people.

We also helped to promote disability equality and understanding of the social model of disability and, through Bromley Well, we have delivered training to our professional colleagues across the borough. This has helped them feel more confident in ensuring their services are accessible to disabled people. Additionally this year, we worked with Bromley Clinical Commissioning Group to deliver a workshop for their commissioners around contracting inclusive services.

Our representation remains important and we have been active members of many key forums within Bromley, both strategic and operational, including the Voluntary Sector Strategic Network, the Astley Carers Consultation Group, the Oxleas Council of Governors, the SEN Reforms Governance Board, the Learning Disability Annual Health Check Task and Finish Group, the Bromley Children and Families Forum, the Autism Partnership Group and the Learning Disability Mortality Review Steering Group. We have remained an associate member of Kings College Hospitals NHS Trust.

Our partnership working grew in strength this year and we have developed and maintained many successful collaborative working opportunities. We are a founding member of the Bromley Third Sector Enterprise and the lead organisation for delivering six Bromley Well services. We have worked closely with a number of organisations to deliver our services including Certitude, CASPA, Destiny Children, Bromley Y, Bromley Experts by Experience, Nash College, London South East Colleges, Parkwood Hall School and Advocacy for All.

Through our outreach programmes 86 new families took out membership of the organisation and we now have 1,400 members.

Our annual work programme had challenging targets and included developing and expanding services in the community and I am pleased to report on some highlights from another successful year.

- Our Day Opportunities community based programme for disabled adults delivered outcomes around independence, life skills and working towards employment. The Scheme ran for 4 days per week in term time at our West Wickham site and 2 days per week at our Bromley Common site. During school holidays the service offered sessions to young adults aged 18+ as part of their



Short Breaks. 45 clients are signed up to this service, some attending on a regular basis and others only in holiday periods

- Our Personal Assistant Agency provided person centred support to a small group of disabled adults either in their home or within the local community. The service is rated as 'Good' by the Care Quality Commission
- 15 students attended courses in Horticulture, Catering and Bicycle Maintenance at our community hub – 3 students have been supported into volunteering opportunities in local businesses to prepare them for their next step towards paid employment
- Our community hub provided term-time catering and horticulture courses for sixth form students from Parkwood Hall School
- Our community hub provided cycling courses for disabled adults and family cycling sessions, as part of funding from Cycle London Grants.

We built upon our existing services throughout the year. Demand for Autism Family Support increased significantly and we negotiated an increase in hours for this service with the local authority. The need for community support workers to support children and young people in the community also increased and 22 new support workers were recruited to this service.

We continue to be successful in supporting people to access welfare benefits through our Lottery funded Community Outreach Project. This year we helped disabled people and carers secure new annual income of over £500,000. We have a 100% success rate at benefit tribunals where back payments exceeded £40,000 together with the reinstatement of benefits for those affected. Grants over £50,000 have provided disabled people and carers with new white goods, beds and specialist equipment. Over 30 disabled people had problems with their Freedom Pass renewals, all were successfully helped and are now able to access free transport in the borough. Our change of internal structure with the Adults Support and Children Services Teams has led to an improved cohesive service for families to obtain support and information for their child's transition to adulthood. Talks at local schools have increased awareness within the local community of the services available and individuals are now more empowered around legal matters such as Power of Attorney and Deputyship.

Key successes and achievements within children and adult support services over the last year include:

- Support to over 1,100 families through our telephone helpline and at professional meetings with schools, the local authority and health professionals
- Our Autism Family Support Service has delivered monthly drop-ins for parents, 4 workshops and 3 introductory courses led by Ambitious about Autism. This service received 180 new referrals, far in excess of the expectations of the contract
- Our Children's Wellbeing Service provided 6 coach trips for families throughout the year. These were very popular and enabled us to increase our outreach. Communication workshops were delivered to support parents/carers with an introduction to communication, social stories, visual aids, and signing. Sessions were also run for siblings and Hopes and Ambitions workshops supported disabled young people to think about their aspirations for the future.

- Delivery of 12 workshops each for adults with learning disabilities and adults with physical disabilities covering issues including fire safety, accessing technology, winter wellbeing, coping with bereavement, preventing falls, managing debt and cooking on a budget
- 14 families accessed our fortnightly Saturday Respite Project with accessible programmes and supported by staff trained in complex medical procedures
- 3 families accessed our home based sitting service
- 18 families used our buddying project through self-funding or as part of their Council funded short breaks package
- 168 families with disabled children attended our coach trips benefiting from short breaks together
- 125 disabled adults attended Monday Afternooners, Keep Fit, the Outdoor Activities Club and Dances
- 24 informative workshops and lunches were provided for mutual carers as well as a monthly cookery class
- 9 children received care from our team of childminders on our specialist Short Breaks Childminding Network
- 40 children received care in their home or in the community from our community support workers  
15 families used our Children's Short Breaks Sitting Service enabling parents/carers to have quality respite and leisure time.

Our Employment and Education Service delivered 7 different contracts over the last year. Through these contracts, we supported 81 disabled people into mainstream jobs and created a total of 144 volunteering and work experience opportunities.

- Our Big Lottery Reaching Communities grant, which provides support to disabled people to sustain their jobs, continued to support the community until its conclusion on 30<sup>th</sup> September. The contract has been an essential support to local clients and businesses and supported our beneficiaries in areas of interviews, company inductions, travel training, job fairs and job clubs. We have supported a total of 163 disabled people to secure employment, work experience and volunteering throughout the 5-year programme. A total of 51 employers have reported an increase in confidence in employing disabled people throughout the project, 30 of whom have never employed a disabled person within their workforce previously
- Our new job coaching agency launched in October 2019. The agency is a supported employment service for disabled people who live in the borough of Bromley and the surrounding areas who have secured paid employment. We match our clients with a trained job coach who will work with them on any employment matters such as support at interviews, inductions, travel training, performance at work, and on-line training
- Job clubs are held weekly at our community hub and candidates continue to enjoy a variety of subjects including team building exercises, IT training, mock interview practice, and one-to-one job search. Over the past year we have had 30 different disabled people attending our Job Clubs from different projects each week, with 75% of them achieving paid employment
- Our Step Forward project, based at Astley Day Centre, delivered three weekly pre-employability sessions. The 2-hour workshops are for up to 10 candidates with complex needs and work towards a range of person-centred outcomes. This year 15 people achieved paid employment and 16 people were supported into volunteering or training

- Our 'Pathways to Employment' programme works with local schools and colleges supporting disabled students with work experience opportunities. These include Nash College and London and South East Colleges. The aim of the programme is to provide students with a clearer understanding of the local labour market through work taster sessions that develop their communication skills and foster independence. This year our programme supported 42 students with work experience opportunities in the local community
- In November, with funding from the Edward Gostling Foundation, we launched our new pilot Young Disabled Peoples' Employment Project. The project supports disadvantaged young people, including our students undertaking training at our social enterprise, with work experience opportunities in the local community. Our Employment Advisor provides 1 to 1 careers advice, guidance and workshops.

This year our Bromley Well Pathways have provided preventative support to disabled, vulnerable people and carers including:

1. 332 adults with learning difficulties/disabilities benefited from individual support and a range of workshops and drop-ins to enhance independence and resilience
2. 349 adults with physical difficulties/disabilities benefitted from workshops and drop-ins and were supported individually to enhance their independence and manage their medical impairments
3. 58 mutual carers received individual support at health related meetings, solicitors, banks, social care and with their general correspondence
4. 372 Young Carers were supported by our trained Advisors. 139 Young Carers attended leisure activities as a break from their caring duties as well as mentoring, workshops around coping strategies and individual counselling. There were 78 new referrals to this service
5. In January we launched a new Autism Pathway and recruited a new Information and Support Officer. In the first quarter the service received 75 new referrals, delivered workshops and undertook extensive outreach in the borough
6. Through the Education and Employment Pathway we supported people with learning disabilities, physical disabilities, long term health conditions and mental health issues into outcomes of paid employment, volunteering and work taster sessions. This year our education and employment team supported 49 disabled people into paid employment and 86 people into volunteering and work experience.

We are very grateful to our all funders without whose support we would not have been able to achieve the wide range of outcomes this year. In particular we are thankful for new funds we received from a number of funders including the Edward Gostling Foundation, Groundwork London, the Lottery 25<sup>th</sup> Anniversary Celebration Fund, Finnis Scott Foundation and Bromley Third Sector Enterprise.

Many supporters took part in challenges this year including the Prudential RideLondon-Surrey, Swim Serpentine, Virgin Money London Marathon, the Riviera Marathon, the London to Brighton Bike Ride, Vitality Big Half, a climb up Pen y Fans and 100ft abseils.

Community fundraising involved teams of volunteers and supporters taking part in collections, quizzes, summer and Christmas fairs and carol singing. We held our first Music from the Movies concert with All Saints Concert Band and Bromley Youth Music Trust members performing. Donations were received from Linden Leas Pre-School and Crofton Early Learners from their sports day event. The Crown and Anchor pub in Bromley hosted monthly quiz nights and seasonal raffles.

Waitrose, Sainsbury's Bromley, OneStop Shop and Co-op Community Fund awarded grants and donations for various projects. Local businesses, Identity E2E Ltd, Grove Pension Solutions Ltd and local rotary clubs made regular annual and monthly donations.

Thank you to all our supporters and donors mentioned above and all those that have not been mentioned here but continue to donate, support and fundraise for us.

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## **Future Strategy**

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The strategy for the organisation is to continue to build on our strengths to provide more and better services to disabled people and their families and carers. Coupled with this we intend to develop the organisation in ways that will benefit the people with whom we work.

Our future strategy is outlined in more detail in our Strategic Plan 2019 to 2024. Over the next twelve months we will be focusing on securing planning permission for our new property on Bromley Common, commissioning a developer to start the work and engaging with the local community on our plans for the building.

We will be addressing the impact of COVID-19 and will take the learning from our adapted services to ensure benefits of virtual and remote support are incorporated into delivery of activities for the future. We will plan for the safe reopening of our day service and training programmes within the local community following risk assessments and implementation of practical changes to ensure our services are COVID-19 safe.

We will also be sustaining our wide range of services and ensure they are meeting the needs of local disabled people and their families.

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## **Financial Review**

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### **Financial Position and Performance**

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Bromley Mencap delivered another sound and balanced financial performance in the

year. Income and expenditure totals increased by around 8%. The overall net income, before taking account of the unrealised loss in value of the investment portfolio and the movement on the pension provision, was £18,915 (2018-19 £16,618).

Unrestricted funds showed an operating surplus of £60,584 (2018-19 £19,031) representing another increase in income from self-funded services, together with additional commissioned and contracted services. This demonstrates the value which Bromley Mencap delivers for its beneficiaries as demand for these services continues to grow.

Restricted funds showed an operating deficit of £41,669 before transfers (2018-19 deficit of £2,413). Deficits are always expected in the case of some projects which are using up income received in previous years. Deficits are either covered by fund reserves or transfers from unrestricted funds.

The loss on investments reflects the general market falls in March 2020 in relation to the COVID-19 pandemic. Much of this loss has since been recovered. There was very little effect otherwise on income and expenditure in the year since services continued for all except the last 10 days of March.

As expected, in the year we completed the final withdrawal from The Pensions Trust defined benefit scheme. Bromley Mencap no longer has any liability for past service and therefore the remaining provision has been released.

The other significant effect on the balance sheet was the purchase of the property at 10 Bromley Common. This was partly funded from reserves and partly with a commercial mortgage. Further expenditure will be incurred in future years (although none was committed at the end of the year) in order to develop the site to provide a basis for the charity's operations for many years to come. A fundraising strategy has been developed to secure funds for this purpose although its implementation has been delayed due to the pandemic.

Many of the charity's services involving face to face delivery were suspended in March due to the pandemic and have not yet resumed. Continued support has been available to beneficiaries with regular phone calls, signposting, and individual support. Income from contracts and self funded services for the first part of 2020-21 reduced by around £102,000 compared to our original budget. The loss of income has been mitigated by:

- the Government CJRS 'furlough' scheme (around £20,000 per month for the period April to July)
- support from the London Borough of Bromley
- support from a grant from Direct Line
- funders agreeing that grant income can be used for replacement services and core costs
- significant private donations.

Current plans are to begin to resume face to face services in the autumn, although we do not expect activity to return to pre-COVID levels until at least 2021. The charity's strong financial position means that, even with the high levels of uncertainty over service delivery, Bromley Mencap is well placed to adapt to the changing

circumstances.

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## Reserves Policy

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Unrestricted funds are needed:

- (a) to provide short term working capital should a major planned funding stream unexpectedly cease,
- (b) to cover governance, fund-raising and support costs without which the charity could not function and
- (c) to provide protection for the staff in the event of the organisation being wound up.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- (i) to cover six months income from our main provider of restricted funds (where *restricted reserves are insufficient to cover this themselves*),
- (ii) to cover one year's governance, fundraising and support costs and
- (iii) to cover potential redundancy costs,

The level of reserves is monitored and reviewed by the trustees three times a year, whilst the reserves policy is reviewed annually.

At the end of the financial year total funds were £1,118,923 comprising restricted funds of £456,728 and unrestricted funds of £662,195. After deducting designated funds, income funds representing fixed assets and the pension reserve, the amount of free reserves was £254,255. The level of reserves required by the policy is £464,943 and thus the charity's reserves at the year end were below the level required by the reserves policy by £210,688 (2019: £63,958 surplus). The amount of reserves required by the policy has increased over the last year by £24,777

Free reserves have fallen by £249,868 compared to 2018-19 mainly due to paying for some of the purchase cost of the new building.

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## Risk Management

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The charity maintains a risk register which details the main risks to which the charity is exposed and actions to mitigate those risks. These actions are incorporated into the annual Work Programme which is reported on to the trustees. The risk register is reviewed annually by the Finance and General Purposes committee.

The register has been reviewed in the light of the COVID-19 pandemic. As a result two areas are now considered high risk, namely physical security of buildings and assets, and the sustainability of self funded and charged-for services. The assessed level of risk has also increased in relation to funding and in safe delivery of services. Action is being taken in all areas to mitigate increased risks.

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## **Investment Policy**

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Funds which are surplus to short-term working capital requirements are placed either in deposit accounts and fixed term bonds or in the charity's investment portfolio managed by Investec Wealth & Investment Limited.

The value of the portfolio at the year end was £359,885, representing 51% of the total invested funds at that date. The portfolio manager works within an agreed investment policy which is reviewed annually by the trustees. The overall investment objective is to provide a balanced return between income and capital. The detailed policy includes specifications of the portfolio mix and benchmarks for performance measurement. The policy does not specify any social, environmental or ethical considerations to be taken into account but reserves the right for the Trustees to exclude investment in companies that carry on activities contrary to Bromley Mencap's aims or which would damage the charity's reputation. During the year £200,000 was withdrawn from the investment portfolio to part fund the purchase of the new building.

Other cash and short term deposits of £337,818 at the year end are held with a number of different institutions to reduce risk.

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## **Statement of Trustees' Responsibilities**

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The Trustees (who are also directors of Bromley Mencap Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with 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).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the results of the charitable company for that period. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities' SORP;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware;
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information;
- They have had due regard to guidance by the Charity Commission in respect of Public Benefit.

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

### Approval

This report was approved by the Board of Directors and Trustees on 14<sup>th</sup> September 2020 and signed on its behalf.

A handwritten signature in black ink, appearing to read 'Peter Prentice', written over a horizontal dotted line.

**P Prentice (Chairman)**



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## **Independent Auditor's Report to the Members of Bromley Mencap**

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### **Opinion**

We have audited the financial statements of Bromley Mencap (the 'Charity') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 Charity's affairs as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

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

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

## **Other information**

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

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

We have nothing to report in this regard.

## **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 trustees' report (incorporating the directors' report) have 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 Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

## Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees 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 they 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 Charity'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 Charity 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 an auditor's report 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [\[www.frc.org.uk/auditorsresponsibilities\]](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

  
**Anthony Epton (Senior Statutory Auditor)**  
for and on behalf of  
**Goldwins Limited**  
**Statutory Auditor**  
**Chartered Accountants**  
**75 Maygrove Road**  
**West Hampstead**  
**London NW6 2EG**

1 October 2020

## Financial Statements for the Year Ended 31st March 2020

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Income from:</b>					
charitable activities	2	395,061	845,703	1,240,764	1,136,903
Donations & legacies	3	60,693	18,007	78,700	85,826
Other trading activities	4	15,901	-	15,901	12,475
Investment income	5	4,611	-	4,611	5,499
<b>Total income</b>		<b>476,266</b>	<b>863,710</b>	<b>1,339,976</b>	<b>1,240,703</b>
<b>Expenditure</b>					
Expenditure on charitable activities		378,169	891,828	1,269,997	1,191,125
Expenditure on raising funds		34,040	1,490	35,530	29,398
Other expenditure		3,473	12,061	15,534	3,562
<b>Total Expenditure</b>	6-15	<b>415,682</b>	<b>905,379</b>	<b>1,321,061</b>	<b>1,224,085</b>
<b>Net income / (expenditure) before net gains / (losses) on investments</b>		<b>60,584</b>	<b>(41,669)</b>	<b>18,915</b>	<b>16,618</b>
Net gains/(losses) on investments	21	(16,328)	-	(16,328)	32,474
<b>Net income/(expenditure)</b>		<b>44,256</b>	<b>(41,669)</b>	<b>2,587</b>	<b>49,092</b>
Transfers between funds		(18,614)	18,614	-	-
<b>Other recognised gains/(losses):</b>					
Provision for pension scheme deficit	16	4,973	-	4,973	45,591
<b>Net movement in funds</b>		<b>30,615</b>	<b>(23,055)</b>	<b>7,560</b>	<b>94,683</b>
<b>Reconciliation of funds</b>					
Total funds brought forward at 1 April 2019		631,580	479,783	1,111,363	1,016,680
<b>Total funds carried forward at 31 March 2020</b>	25	<b>662,195</b>	<b>456,728</b>	<b>1,118,923</b>	<b>1,111,363</b>

All of the above results are derived from continuing activities.

The company had no recognised gains or losses for 2019 or 2020 other than those included in the above statement.

The notes on pages 24 to 38 form part of these Financial Statements.

**Balance Sheet at 31st March 2020**

	Note	31 March 2020		31 March 2019	
		£	£	£	£
Fixed assets					
Tangible assets	17	1,009,754		16,890	
Investments	18	<u>2</u>		<u>2</u>	
		1,009,756			16,892
Current assets					
Stock	19	136		63	
Debtors	20	251,609		115,481	
Cash at bank and in hand		337,818		521,434	
Investments	21	<u>359,885</u>		<u>661,227</u>	
		949,448		1,298,205	
Liabilities					
Creditors falling due within one year	22	<u>(184,062)</u>		<u>(163,734)</u>	
<b>Net current assets</b>		765,386			1,134,471
<b>Total assets less current liabilities</b>		<u>1,775,142</u>			<u>1,151,363</u>
Creditors					
Amounts falling due after one year	22	(656,219)			-
<b>Net assets excluding pension asset / (liability)</b>		<u>1,118,923</u>			<u>1,151,363</u>
Defined benefit pension scheme	16	-			(40,000)
<b>Net assets</b>		<u><u>1,118,923</u></u>			<u><u>1,111,363</u></u>
The Funds of the Charity:	24				
Restricted income funds		456,728		479,783	
Unrestricted income funds		662,195		591,580	
Pension Reserve		-		40,000	
<b>Total Funds</b>		<u><u>1,118,923</u></u>			<u><u>1,111,363</u></u>

The financial statements on pages 20 to 38 were approved by the Board of Directors & Trustees on 14<sup>th</sup> September 2020.

P Prentice (Chairman)



M Moore (Director)



# Statement of Cash Flows for the Year Ended 31st March 2020

	Total Funds £	Prior Year Funds £	Note
<b>Cash flows from operating activities:</b>			
<i>Net cash provided by operating activities</i>	148,338	69,434	(Table (A) below)
<b>Cash flows from investing activities:</b>			
Purchase of property, plant and equipment	(1,000,454)	(3,560)	
<i>Net cash used in investing activities:</i>	(1,000,454)	(3,560)	
<b>Cash flows from financing activities:</b>			
Cash inflows from new borrowing	668,500	-	
<i>Net cash provided by (used in) financing activities</i>	668,500	-	
Increase/(decrease) in cash and cash equivalents in year	(183,616)	65,874	
Cash and cash equivalents at the beginning of the year	521,434	455,560	Table (B) below
<i>Cash and cash equivalents at the end of the year</i>	337,818	521,434	Table (B) below

## A: Reconciliation of net movement in funds to net cash flow from operating activities

	Current Year £	Prior Year £
<i>Net movement in funds for the year (as per the Statement of Financial Activities)</i>	7,560	94,683
<b>Adjustments for:</b>		
Depreciation charges	7,590	8,392
Unrealised (gain)/loss on investments	16,328	(32,488)
Withdrawal from Investment Portfolio	200,000	-
Converting Aldermore Bond to Instant Access A/C	85,014	-
Increase/(decrease) in pension provision	(40,000)	(59,300)
(Increase)/decrease in stocks	(73)	105
(Increase)/decrease in debtors	(136,128)	65,138
Increase/(decrease) in creditors	8,046	(7,096)
<i>Net cash provided by/(used in) operating activities</i>	148,338	69,434

## B: Analysis of cash and cash equivalents

	Current Year £	Prior Year £
Cash in hand	55,296	200,816
Notice deposits (less than 90 days)	282,522	320,618
<b>Total cash and cash equivalents</b>	337,818	521,434

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**Analysis of change in net debt**


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	At start of year £	Cashflows £	Other non-cash changes	At end of year
Cash	200,816	(145,520)	-	55,296
Cash equivalents	320,618	(38,096)	-	282,522
<b>Sub-total</b>	<b>521,434</b>	<b>(183,616)</b>	<b>-</b>	<b>337,818</b>
Loans falling due within one year	-	(12,281)	-	(12,281)
Loans falling due after more than one year	-	(656,219)	-	(656,219)
<b>TOTAL</b>	<b>521,434</b>	<b>(852,116)</b>	<b>-</b>	<b>(330,682)</b>

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## Notes to the Accounts

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### 1. Accounting Policies

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The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and to provide short term financial stability.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **Income recognition policies**

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of:

- the date on which the charity is aware that probate has been granted;
- the estate has been finalised and notification has been made by the executor(s) to Bromley Mencap that a distribution will be made; or
- when a distribution is received from the estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of the provision of a service is deferred until the criteria for income recognition are met.



### **Donated services and facilities**

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

### **Interest receivable**

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

### **Resources expended**

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

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Expenditure on raising funds includes the cost of running fundraising events and generating voluntary income.
- Other expenditure represents those items not falling into any other heading.

### **Allocation of Support Costs**

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

### **Tangible Fixed Assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

Buildings	50 years
Computers	3 years
Other equipment	5 years
Fixtures & fittings	5 years

As the newly purchased building is not yet in the condition necessary for it to be capable of operating in the manner intended by management, we have decided not to apply a depreciation charge in this year's accounts.

### **Stock**

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

### **Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

### **Creditors and provisions**

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

### **Investments**

Investments are held in a managed portfolio and included in the financial statements at their market value at the balance sheet date. Any unrealised gain or loss is taken to the Statement of Financial activities. Unrealised gains and losses are calculated as the difference between the market value at the

## Bromley Mencap

year end and the opening market value and are disclosed separately.

### Pension Costs

The company operates a money purchase scheme which all employees are eligible to join. Pension costs shown in the financial statements represent the employer contribution to the scheme or to employees' personal pension schemes.

### Taxation

As a charity, Bromley Mencap Limited is exempt on income and gains falling within section 466 – 493 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable purposes. No tax charges arose on the ordinary activities for the year ended 31<sup>st</sup> March 2020.

### Previous Year's Statement of Financial Activity

## Statement of Financial Activities for the Year Ended 31 March 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Income</b>					
Income from charitable activities	2	296,881	840,022	1,136,903	950,634
Donations & legacies	3	73,112	12,714	85,826	168,853
Income from other trading activities	4	12,475	-	12,475	11,410
Investment income	5	5,499	-	5,499	5,140
<b>Total income</b>		<b>387,967</b>	<b>852,736</b>	<b>1,240,703</b>	<b>1,136,037</b>
<b>Expenditure</b>					
Expenditure on charitable activities		335,976	855,149	1,191,125	1,060,162
Expenditure on raising funds		29,398	-	29,398	30,445
Other expenditure		3,562	-	3,562	32,941
<b>Total Expenditure</b>	6-14	<b>368,936</b>	<b>855,149</b>	<b>1,224,085</b>	<b>1,123,548</b>
Net gains/(losses) on investments	20	32,474	-	32,474	1,797
<b>Net income/(expenditure)</b>		<b>51,505</b>	<b>(2,413)</b>	<b>49,092</b>	<b>14,286</b>
Transfers between funds		(6,827)	6,827	-	-
Provision for pension scheme deficit	15	45,591	-	45,591	3,700
<b>Net movement in funds</b>		<b>90,269</b>	<b>4,414</b>	<b>94,683</b>	<b>17,986</b>
<b>Reconciliation of funds</b>					
Total funds brought forward at 1 April 2018		541,311	475,369	1,016,680	998,694
<b>Total funds carried forward at 31 March 2019</b>	24	<b>631,580</b>	<b>479,783</b>	<b>1,111,363</b>	<b>1,016,680</b>

## 2. Income from Charitable Activities

	2020		2019	
	£	£	£	£
<b><u>Restricted funds</u></b>				
<b>Employment Services</b>				
Bromley Third Sector Enterprise	103,770		103,169	
Certitude	72,720		72,720	
National Lottery Community Fund	27,845		54,550	
Gostling Foundation	5,000		-	
		209,335		230,439
<b>Children, Adult &amp; Family Services</b>				
London Borough of Bromley	122,671		98,020	
Bromley Third Sector Enterprise	279,126		280,406	
National Children's Bureau	-		25,251	
Certitude	41,414		41,414	
National Lottery Community Fund	80,895		89,964	
NHS Bromley CCG	4,326		15,000	
Bromley Adult Education & Learning Fund	-		9,044	
St James's Place Charitable Foundation	-		2,427	
The Leathersellers Company	15,000		-	
BBC Children in Need	37,703		11,978	
Groundwork UK	1,250		-	
Donated Services & Facilities	775		2,860	
		583,160		576,364
<b>The Lodge</b>				
City Bridge Trust	46,350		22,850	
Groundwork UK	1,000		5,250	
Finnis Scot	1,500		-	
Cycling Grants London	4,358		-	
Other Income from Charitable Activities	-		4,619	
Donated Services & Facilities	-		500	
		53,208		33,219
		<b>845,703</b>		<b>840,022</b>
<b><u>Unrestricted Funds</u></b>				
Direct Payments & Self Funders	274,669		232,965	
London & South East Colleges	37,777		28,987	
Department for Work and Pensions	54,917		17,549	
Leisure Activity Income	3,814		4,505	
Small contracts	21,700		12,875	
Miscellaneous Income	2,184		-	
		395,061		296,881
		<b>1,240,764</b>		<b>1,136,903</b>

### 3. Donations and Legacies

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Legacies	17,987	-	17,987	15,000
J Jeffries	-	-	-	10,000
Sainsburys	1,952	-	1,952	5,292
Orpington Methodist Church	-	-	-	4,430
Addington Palace Golf Club	-	-	-	3,360
Identity E2E	4,000	-	4,000	3,000
Co-op Donation	2,790	-	2,790	2,899
Community Fundraising Donations	22,519	-	22,519	17,955
Other Donations	11,445	18,007	29,452	23,890
	60,693	18,007	78,700	85,826

The aggregate value of unconditional donations from Trustees was £570 (2019: £1,279)

### 4. Income from Other Trading Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Community Fundraising activities	11,851	-	11,851	4,992
Sale of Donated Goods	-	-	-	-
Sales from Lodge Kiosk	1,350	-	1,350	5,183
Donated Services & Facilities	2,700	-	2,700	2,300
	15,901	-	15,901	12,475

### 5. Investment Income

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Bank Interest Receivable - UK	4,611	-	4,611	5,499
	4,611	-	4,611	5,499

## 6. Expenditure - Total

	Direct Staff Costs	Other Direct Costs	Support Costs	Total 2020	Total 2019
	£	£	£	£	£
Charitable Activities					
Employment Services	209,762	21,507	68,345	299,614	275,536
Children, Adult & Family Services	544,538	147,894	129,796	822,228	763,779
Bromley Scope	12,967	5,748	3,172	21,887	13,441
The Lodge	80,904	24,211	18,510	123,625	131,447
Other Charitable Activities	1,503	1,140	-	2,643	6,922
	849,674	200,500	219,823	1,269,997	1,191,125
Cost of Fundraising	32,105	(9,913)	13,338	35,530	29,398
Other Expenditure	164,440	84,255	(233,161)	15,534	3,562
	1,046,219	274,842	-	1,321,061	
2019	953,807	270,278	-		1,224,085

## 7. Expenditure - Other Direct Costs

	2020		2019	
	£	£	£	£
<b>Cost of Charitable Activities</b>				
Tenant's Improvements to The Lodge	-		11,656	
Activity costs: Leaders, Hall Hire, Resources	77,312		43,366	
Childminder Costs	8,151		11,549	
Computer Costs	10,993		40,932	
Telephone, Postage, Printing & Stationery	11,378		10,896	
Staff Training	3,726		13,256	
Subcontracted Workshops	572		14,164	
Non Capital Furniture & Equipment	949		916	
Travel Costs	8,223		8,494	
Depreciation	6,343		6,748	
Recruitment & Other Staff Costs	9,320		14,571	
Professional Fees & Subscriptions	18,486		4,720	
Other Costs	15,380		17,252	
Gifts and Services in Kind	775		3,360	
Fundraising Charge	28,892		26,942	
		200,500		228,822
<b>Cost of Fundraising</b>				
Fundraising & Publicity	18,979		16,011	
Fundraising Charge	(28,892)		(26,942)	
		(9,913)		(10,931)
		190,587		217,891

## 8. Expenditure - Support Costs

	2020		2019
	£		£
<b>Management Costs</b>			
Staff Costs	99,545		84,174
HR Services	4,173		5,458
Other Costs	5,419		3,706
		109,137	93,338
<b>Accounting Costs</b>			
Staff Costs	62,050		56,413
Payroll Costs	1,977		2,244
Other Costs	2,526		3,781
		66,553	62,438
<b>Office Costs</b>			
Rent & Rates	27,104		27,633
Other Premises Costs	9,353		(999)
Insurance	3,811		3,690
Other Costs	10,269		9,540
		50,537	39,864
<b>Governance Costs</b>			
Audit Fees	5,272		5,251
Other Costs	1,662		4,808
Grants & SLA	-		(4,129)
		6,934	5,930
		233,161	201,570

## 9. Allocation of Support Costs

	Management Costs	Accounting Costs	Office Costs	Governance Costs	Lodge Costs	Total 2020	Total 2019
	£	£	£	£	£	£	£
Employment Services	34,040	14,236	17,906	2,163	-	68,345	56,263
Children, Adult and Family Services	58,112	39,129	28,863	3,692	-	129,796	113,477
Bromley Scope	1,563	688	822	99	-	3,172	2,679
The Lodge	11,792	4,932	1,037	749	-	18,510	17,034
Fundraising	3,630	7,568	1,909	231	-	13,338	12,117
	109,137	66,553	50,537	6,934	-	233,161	
2019	93,338	62,438	39,864	5,930	-		201,570

### Basis of Allocation

Management costs	A combination of time and headcount
Accounting costs	A combination of time and headcount
Office costs	Headcount
Governance costs	A combination of time and headcount

## 10. Expenditure - Staff Costs

Staff costs totalling were made up as follows:

	2020	2019
	£	£
Wages & salaries	954,414	873,291
Social security costs	66,342	58,789
Pension costs	25,463	21,727
	<u>1,046,219</u>	<u>953,807</u>

The average number of full- time equivalent employees, analysed by function, was:

	2020	2019
Employment Services	7	6
Children, Adult & Family Services	19	16.75
Bromley Scope	.5	.5
The Lodge	2.75	2.25
Management & Fundraising	4.5	4
	<u>33.75</u>	<u>29.5</u>

The average number of employees in the Money Purchase Pension Scheme was 29 in 2020 (2019:27). All employees are offered the opportunity to join the Money Purchase Pension Scheme. If they have their own pension scheme they receive an Employer's contribution at the same rates as those in the Money Purchase Pension Scheme.

## Bromley Mencap

Redundancy payments totalling £680 (2019: £1,656) were made during the year and are included in the wages and salaries figures above.

The trustees have considered the level of holiday entitlement carried forward at the year end and have decided that it is not material. An accrual has, therefore, not been made.

The average headcount during the year was 102-(2019: 102).

The number of employees whose earnings fell within the following bands :

	2020	2019
£60,000 - £69,999	1	-

The aggregate remuneration of key management personnel was £166,124 (2019: £186,821)

The only employee benefit received by key management personnel was a 5% contribution to pensions, the aggregate amount of which was £7,768 (2019: £8,759).

## 11. Net income / (expenditure) for the year

This is stated after charging / (crediting):	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Operating lease rentals:		
Property	<b>25,800</b>	25,800
Other equipment	-	-
Depreciation	<b>7,590</b>	8,392
Interest payable	-	-
Auditor's remuneration:		
Audit fees	<b>5,000</b>	5,000

## 12. Donated Services and Facilities

The following amounts, estimated at market value where the actual cost is not known, were included under income.

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Big Yellow – Storage	2,300	2,300
Planet Wide City – Young Carer App	-	2,500
Tk Maxx	250	-
Other	926	860
	<b>3,476</b>	<b>5,660</b>

## 13. Indemnity Insurance

The cost of indemnity insurance to indemnify the Board and senior staff against the consequences of any neglect or default on their part was £1,781 (2019: £1,515).



## 14. Grants to Families

Grants to the value of £999 were paid out during the year (2019: £160).

## 15. Trustees' Remuneration and Benefits

None of the Trustees received any remuneration for the year (2019: £NIL).

No expenses were reimbursed to Trustees during the year (2019: £NIL).

There were no related party transactions (2019: £nil).

## 16. Tangible Fixed Assets

	Land & Buildings	Office Equipment	Fixtures & Fittings	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2019	-	57,810	12,135	69,945
Additions	998,012	2,442	-	1,000,454
Disposals	-	(2,583)	-	(2,583)
At 31 March 2020	998,012	57,669	12,135	1,067,816
<b>Depreciation</b>				
At 1 April 2019	-	41,509	11,546	53,055
Charge for year	-	7,398	192	7,590
Disposals	-	(2,583)	-	(2,583)
At 31 March 2020	-	46,324	11,738	58,062
<b>Book value at 31 March 2020</b>	998,012	11,345	397	1,009,754
<b>Book value at 31 March 2019</b>	-	16,301	589	16,890

## 17. Fixed Asset Investments

The charity holds 2 shares of £1 each in its wholly owned subsidiary company Bromley Mencap Enterprises Ltd which is incorporated in the United Kingdom. These are the only shares allotted, called up and fully paid.

The company was dormant in the period under review and did not trade.

**18. Stock**

	<b>2020</b>	<b>2019</b>
	£	£
The Lodge	136	63
	<u>136</u>	<u>63</u>

**19. Debtors**

	<b>2020</b>	<b>2019</b>
	£	£
Due within one year		
Prepayments	21,651	26,637
Trade Debtors	210,142	82,415
Other debtors	14,360	3,129
Accrued income	5,456	3,300
	<u>251,609</u>	<u>115,481</u>

**20. Investments**

	<b>2020</b>	<b>2019</b>
	£	£
Investments at market value brought forward	661,227	543,739
Additions	-	-
Income including deposit interest	14,872	15,581
Withdrawn Investec	(200,000)	-
Withdrawn Aldermore	(85,014)	
Management Fees	(4,770)	(5,473)
Unrealised gain/(loss) on investment	(26,430)	22,366
	<u>359,885</u>	<u>576,213</u>
One-year bonds	-	85,014
	<u>359,885</u>	<u>661,227</u>

## 21. Creditors

	2020	2019
	£	£
Due within one year		
Other Taxation & Social Security costs	18,589	16,487
Other creditors & accruals	81,908	95,244
Mortgage Repayments	12,281	-
Deferred income	71,284	52,003
	<u>184,062</u>	<u>163,734</u>
Due after one year	656,219	-
Mortgage Repayments	<u>840,281</u>	<u>163,734</u>

In October 2019 a loan of £668,500 was obtained. This is repayable over 20 years at an initial interest rate of 3.01% which is fixed until October 2029.

Deferred income represents income received for services due to start on or after 1<sup>st</sup> April 2020, where costs have been included from that date onwards.

	2020	2019
	£	£
Balance at beginning of year	52,003	50,918
Amounts released to income	(52,003)	(50,918)
Amounts deferred in the year	71,284	52,003
Balance at the end of the year	<u>71,284</u>	<u>52,003</u>

## 22. Operating Lease Commitments

The amounts payable under non-cancellable operating leases as at 31 March 2020 are as follows:-

	Land & Buildings	Other Leases	Total 2020	Total 2019
	£	£	£	£
<b>Payable</b>				
Within one year	15,000	634	15,634	15,634
Within two to five years	-	634	634	634
In excess of five years	-	-	-	-
	<u>15,000</u>	<u>1,268</u>	<u>16,268</u>	<u>16,268</u>

## 23. Analysis of Net Assets between Funds

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2020</b>
	£	£	£
Tangible fixed assets	1,008,535	1,219	1,009,754
Investment Assets	2	-	2
Current assets	410,631	538,817	949,448
Current liabilities	(100,754)	(83,308)	(184,062)
Long term liabilities	(656,219)	-	(656,219)
	<b>662,195</b>	<b>456,728</b>	<b>1,118,923</b>

<b>Prior Year</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>
	£	£	£
Tangible fixed assets	15,897	993	16,890
Investment Assets	2	-	2
Current assets	739,539	558,666	1,298,205
Current liabilities	(83,858)	(79,876)	(163,734)
Long term liabilities	(40,000)	-	(40,000)
	<b>631,580</b>	<b>479,783</b>	<b>1,111,363</b>

## 24. Movements in Funds

	Balance 1 April 2019	Income	Expenditure	Net Transfers	Gain on Investment	Balance 31 March 202
	£	£	£	£	£	£
<b>Restricted Funds</b>						
Employment Services	45,983	209,851	(219,451)	-	-	36,383
Children, Adult & Family Services	198,156	587,651	(598,272)	18,614	-	206,144
Scope Funds	235,644	-	(21,887)	-	-	213,757
The Lodge	-	53,708	(53,708)	-	-	-
No 10	-	12,500	(12,061)	-	-	439
	479,783	863,710	(905,379)	18,614	-	456,722
<b>Unrestricted Funds</b>						
Designated Funds						
Employment Services	27,720	-	-	(17,100)	-	10,620
Children, Adult & Family Services	28,251	-	-	18,021	-	46,272
The Lodge	14,595	-	-	(4,802)	-	9,793
	70,566	-	-	(3,881)	-	66,685
Pension Reserve	40,000	-	(35,027)	(4,973)	-	4,973
General Funds	521,014	476,266	(375,682)	(9,760)	(16,328)	595,510
	631,580	476,266	(410,709)	(18,614)	(16,328)	662,199
<b>Total Funds</b>	1,111,363	1,339,976	(1,316,088)	-	(16,328)	1,118,922
<b>Prior Year</b>						
	Balance 1 April 2018	Income	Expenditure	Net Transfers	Gain on Investment	Balance 31 March 201
	£	£	£	£	£	£
<b>Restricted Funds</b>						
Employment Services	41,838	230,439	(226,294)	-	-	45,983
Children, Adult & Family Services	184,445	582,356	(575,472)	6,827	-	198,156
Scope Funds	249,086	-	(13,442)	-	-	235,644
The Lodge	-	35,812	(35,812)	-	-	-
Other Restricted	-	4,129	(4,129)	-	-	-
	475,369	852,736	(855,149)	6,827	-	479,783
<b>Unrestricted Funds</b>						
Designated Funds						
Employment Services	1,753	-	-	25,967	-	27,720
Children, Adult & Family Services	16,538	-	-	11,713	-	28,251
The Lodge	61,556	-	-	(46,961)	-	14,595
	79,847	-	-	(9,281)	-	70,566
Pension Reserve	99,300	-	(13,709)	(45,591)	-	40,000
General Funds	362,164	387,967	(309,636)	48,045	32,474	504,120
	541,311	387,967	(323,345)	(6,827)	32,474	631,580
<b>Total Funds</b>	1,016,680	1,240,703	(1,178,494)	-	32,474	1,111,363

#### Purposes of Restricted Funds

The income funds of the charity include restricted funds comprising unexpended balances of donations and grants held on trust to be applied for specific purposes, as explained in the Trustees Report.

Transfers totalling £18,614 were made from unrestricted funds to restricted funds to cover the excess of costs incurred (2019: £6,827).

A reduction of £4,973 (2019: £45,591 decrease) was made to the provision for the potential employer debt on withdrawal from the pension plan.

#### Purposes of Designated Funds

The Board has set aside £66,685 (2019: £70,566) of unrestricted funds to fund anticipated funding shortfalls in ongoing projects during the next financial year.

#### Purposes of General Funds

General Funds are necessary to provide short term stability and working capital in the event of unforeseen funding problems. The level currently required, as specified in the reserves policy, is £464,943 (2019: £440,166).

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## **25. Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

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## **26. Related party transactions**

There are no related party transactions to disclose for 2020 (2019: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

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## **27. Post Balance Sheet Events**

The World Health Organization declared the outbreak of the coronavirus a pandemic in March 2020.

Many of the charity's services involving face to face delivery were suspended in March due to the pandemic and have not yet resumed. Continued support has been available to beneficiaries with regular phone calls, signposting, and individual support. Income from contracts and self funded services for the first part of 2020-21 reduced by around £102,000 compared to our original budget. The loss of income has been mitigated by:

- the Government CJRS 'furlough' scheme (around £20,000 per month for the period April to July)
- support from the London Borough of Bromley
- support from a grant from Direct Line
- funders agreeing that grant income can be used for replacement services and core costs
- significant private donations.

Current plans are to begin to resume face to face services in the autumn, although we do not expect activity to return to pre-COVID levels until at least 2021. The charity's strong financial position means that, even with the high levels of uncertainty over service delivery, Bromley Mencap is well placed to adapt to the changing circumstances.

Bromley Mencap

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