
Report and Financial Statements

For the year ended 31st March 2019

Barnet Mencap

A company Limited by Guarantee

Charity number 1089388

Company number 4274621

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Legal and Administrative Details for the Year Ended 31 March 2019

Status:	Registered as a company limited by guarantee (No. 4274621) on 21 August 2001, and as a charity (No.1089388) on 19 November 2001. Barnet Mencap took over the activities of the Borough of Barnet Society for Mentally Handicapped Children and Adults (charity number 245086) on 1 April 2003. The Directors are Trustees for the purposes of Charity Law. In the event of the company being wound up, the liability of Members is limited to £1 per member of the company.	
Charity Number	1089388	
Company Number	4274621	
Registered Office and Business Address	35 Hendon Lane Finchley London N3 1RT	
Board of Directors	Andrew Waite Sheila Oliver Mike Wiffen	Chairman Vice Chair Honorary Treasurer
	Tom Glenister (appointed 20 th November 2018) Meg Kirk Faib Riley (appointed 20 th November 2018) Cristina Sarb Sally Wickenden (resigned 20 th November 2018)	
Chief Executive	Ray Booth	
Company Secretary	Ray Booth	
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Auditors:	Goldwins Limited 75 Maygrove Road West Hampstead London NW6 2EG	

Chair's Report

Throughout the second year of my three year term, Barnet Mencap has never failed to surprise me with the innovation and warmth of feeling towards this cherished charity.

We have felt the pinch of changes to our funding and consequently have had to change some of our operations to accommodate it but that has been done with ingenuity and support from the staff, volunteers and families who use the services. We are not out of the woods yet, however. We have seen fewer hours allocated to our Sherrick House provision and we will need to seriously consider how we can rectify this shortfall. The good news is that the Care Quality Commission (CQC) graded Sherrick House as "GOOD" and we are looking to the future with a new Manager and fresh ideas.

All projects are managed effectively however, we can always improve, and the organisation is not afraid to take on new challenges.

One of the areas we have spent time on this year is Fundraising. As a 50+ year old charity, we receive relatively low levels of donations and we have trialled a part-time fundraiser to encourage community activities and to raise our profile. This alone is not enough and the Board through its appointed Trustee with Fundraising responsibility have looked at alternative ways of contacting businesses. Part of this evolving picture involves increasing our membership who in turn can continue to spread our positive stories about what has happened at Barnet Mencap as well as what can be achieved. We set ourselves a goal at the last AGM to double our membership and we are on the way to achieving this.

All Trustees are volunteers and this message is often lost on the wider public. I would like to thank the Board of Trustees for their commitment and dedication to help the organisation have a clear strategy and accountability.

In the same vein, I must thank the many volunteers who continue to support us. Volunteers keep things moving along and enable us to deliver what we must as well as some of the additional services that we want to in order to achieve our charitable aims.

The staff team is dedicated and committed to providing the very best services and on behalf of the Board, I extend our thanks for your new ideas and flexibility in delivering ever-changing priorities. The Board has had close contact with the senior managers and Chief Executive and would like to get to know more of the staff and volunteers during some of the social and fundraising functions.

I spoke in the Chair's Report last year about how we will strengthen our Governance and we have achieved this through a range of mechanisms. I am pleased to announce that we have a clear Delegated Authority document and the Chief Executive has completed the Charity Law course to help improve our knowledge and practices.

Our financial position has dipped back into the negative although this is not surprising as we have invested heavily in a new website and cloud software to ensure that data is held securely in compliance with the General Data Protection Registration (GDPR).

We need to explore our premises options and make better use of facilities. We are looking into these areas and will report back next year on progress.

Chair's Report (Continued)

Each Trustee has specific area of accountability and support to help guide the organisation:

- Andrew – Chair of Board of Trustees
- Mike – Finance Sub-Committee Chair
- Sheila – HR Sub-Committee Chair
- Tom – Fundraising
- Faib – Safeguarding
- Meg – Premises
- Cristina – Legal & Digital

Staff, volunteers and supporters are encouraged to come up with new and exciting ways for us to deliver even better projects, particularly if you are aware of any funding opportunities, philanthropy, donations or legacies.

Such a lot of amazing work took place during this year and as Chair of Barnet Mencap I feel proud to have been part of it and already halfway through my term of office. During my final Term of Office, I hope to leave a legacy and continue to support the organisation wherever I can internally or externally.

Next year will be my final Chair's Report and I am excited to see what Barnet Mencap will produce during 2019-20.

Andrew Waite
Chair of Trustees

OBJECTIVES AND ACTIVITIES

The trustees, who are also directors under company law, present their report and financial statements for the year ended 31 March 2019.

The trustees confirm that the financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice- Accounting and Reporting by Charities: SORP, applicable to charities preparing their accounts in accordance with FRS 102.

1. The purpose of Barnet Mencap is to promote its charitable objectives so that it can respond to the needs of people with learning disabilities and/or additional disabilities, their families and carers. Barnet Mencap operates in the London Borough of Barnet and other parts of London.
2. Barnet Mencap provides services and support for children and adults with learning disabilities and/or autism. These services include parenting programmes, advice and information for parent carers, short breaks for children and adults and a leisure and learning project. It provides advice, information, support, housing and outreach for adults and also works to increase public awareness and understanding of the problems and abilities of people with learning disabilities and their families. Barnet Mencap has developed a peer quality checking service and a project to increase the reporting of hate crimes. A pilot project is developing a screening programme and services for autistic people.
3. Barnet Mencap's activities have been carried out to help meet the needs of people with learning disabilities and their families for the public benefit. The trustees understand their responsibility to keep this public benefit central to the work and activities.
4. Children and adults with learning disabilities continue to face significant barriers to their full and equal participation in society. Poverty, discrimination, social isolation and health inequalities are common and enduring features of their lives. Barnet Mencap's services are provided to increase opportunities for people, support them to develop skills and, through advice and information, to enable them to live as independently with as much control as possible.
5. Barnet Mencap employs staff to provide services and support, and funds its work through contracts, grants and general fundraising. The organisation sets out its strategy in its Business Plan. It sees the rights of children and adults with learning disabilities, and their carers, as the starting point for recognising the need for services and support. The strategy is to ensure that there is good early years support, both practical and emotional, to help children under five thrive, be healthy and be ready for school. Adults and older children with learning disabilities need advice and information to make choices about what is important to them, to feel safe and to have good health and quality of life.

OBJECTIVES AND ACTIVITIES (continued)

Barnet Mencap works in partnership with statutory and voluntary organisations to bring about strategic change. The annual work programme sets out aims that contribute to its long term objectives and helps the organisation monitor progress, recognise its achievements, and respond where there are delays or obstacles to its strategy.

6. The Work Plan sees success in terms of increasing the number of beneficiaries, their satisfaction, and the quality of the services and support provided.
7. Barnet Mencap ensures that it has sufficient staff and volunteers to provide support effectively, and that staff and volunteers have the training, supervision and support to maintain and develop quality services.

The organisation has 13 volunteers, who are active in the office and community services for adults and children. Measurement issues, including attributing an economic value to the contribution of general volunteers, prevent the inclusion of their contribution in the statement of financial activities.

ACHIEVEMENTS AND PERFORMANCE

In the year 2018-19 Barnet Mencap maintained and developed its four core services:

- (a) services for disabled children and parent carers;
- (b) leisure and learning projects;
- (c) housing and support; and
- (d) short breaks for children and adults with learning disabilities.

Please see table overleaf.

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£40,000	Information, Advice and Guidance for families	<p>Staff provide information, advice and guidance for the parent carers of disabled children; as well as workshops. The service is commissioned by Barnet council.</p> <p>In 2018-19, staff supported 318 parent carers and 325 children, a small reduction on the previous year when the work was supplemented by a small grant - the income is over £50,000 less this year - but surpassing the target of 240 parent carers.</p> <p>Staff facilitated 10 workshops over the year, which were attended by 92 parent carers.</p>	Parent carers will have the advice and information they need to support their child and maintain family life.	Parents will feel confident that their child is able to thrive in education, socially and is healthy, and know how to access the support they need.
£12,000	Short Breaks for Children and young people	<p>Take a Break provides short breaks for disabled children and their families. The breaks take place in the community or the family home.</p> <p>The contract was extended and in 2018-19, staff supported 13 children again and 13 parent carers, 3 more than the previous year.</p> <p>Barnet Mencap has applied to be included on the council's Qualified Providers' List and will be preparing for extending service delivery in the summer.</p>	Children can develop new interests; parents get a short break from their caring responsibilities.	Children have opportunities to develop skills, make friends and have fun. Parent carers are able to have time for themselves in a way that best suits them

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£243,574	Leisure and Learning Projects	<p>The Community Opportunities Project (COPs), which comprises Springboard and Fit2gether, facilitate leisure and learning projects and develop peer support as part of the Bright Futures contract.</p> <p>COPs provided support for 157 members, compared with 201 in 2017-18 and 175 the year before that.</p> <p>There continues to be a wide range of leisure and learning activities, attended by 260 in total, including non-members. Drama, bowling and Zumba continue to be popular and Silver Week, with activities for older people, is a high point of the calendar. Barnet Mencap works with Mill Hill Rugby Club to promote the mixed ability team and enabled members to go to the Aviva Cup final.</p> <p>Two people attend Barnet's Involvement Board. The Have Your Say group meets each month and is an important point of engagement for the council, CCG and others. Have Your Say worked with the City of London, to increase the use of Hampstead Heath, and attended meetings of the All Party Parliamentary Participation Group. During Learning Disability Week, the group engaged with 184 health staff, at 3 events in the week.</p> <p>It is estimated that there are 1,507 people with moderate or severe learning disabilities in Barnet aged 15-80+ (Joint Strategic Needs Analysis 2015-20). Barnet Mencap engaged with almost 500 people in 2017-18</p>	<p>People have had fun and learnt skills. They report the benefits of meeting new people, feeling fitter and less isolated but would like to make more friends.</p>	<p>People have developed skills and relationships which have helped them to remain as independent as possible.</p> <p>People will have improved health and become able to get appropriate care in a timely way.</p> <p>Mainstream services have a better understanding of people with learning disabilities and autism, what is important to them and the support they need. People with learning disabilities directly deliver this message.</p>

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£764,986	Housing and Support	<p>Equality Housing's Community Link Workers provide support for tenants in their own homes, in the shared houses, and as part of an outreach service. The shared houses have again been fully occupied, with no voids and, in total, there has been a slight increase in the number of clients, from 64 to 67.</p> <p>Staff also provide a housing management service for the three houses, and collect rents.</p>	Tenants live as independently as possible in the community; they do this by learning and maintaining skills, and taking opportunities to develop friendships and relationships through work and volunteering.	People benefit from having a secure home. They have the information and advice to make choices; to live valued lives in the community; to remain safe, healthy and active; and to contribute to their communities.
£180,944	Short Breaks for adults with learning disabilities	<p>Staff provided a residential short breaks service for 32 people in 2018-19, a small reduction from 34 in the previous year, but 10 fewer than three years ago. There was a significant drop in the number of nights' service, from 1,118 to 819, and led to approximately £100,000 less income.</p> <p>The people who left the service had allocations of over 50 nights and this is not replicated by the 6 new referrals in 2018-19 who all have fewer nights.</p> <p>This represents a downward trend that was masked by a long, one-off stay in 2017-18.</p> <p>Staff provided a daytime service on 47 days.</p> <p>There were fewer holidays - 6 compared with 7 last year and 26 people went away, 10 fewer than the previous year.</p>	People learn new skills and try new activities. Some people utilise these skills when they move on to supported living services.	Parents and carers have regular short breaks as part of a package of support that helps them to sustain their caring role.

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£35,000	Parenting Programmes	<p>Staff ran 5 Triple P parenting programmes in 2018-19, which attracted 47 parents, 18 fewer than the previous year.</p> <p>The Children's Team, with parent carer co-facilitators, also took part in an evaluation study. This included Early-Positive Approaches to Support (E-PAtS). E-PAtS is not a parenting programme but helps parent carers to understand the support available locally. 22 families took part.</p> <p>Staff are also involved in the SEND Development Group and forums to develop the Local Offer.</p>	Parent carers learn skills that help them in their role and increase their knowledge about their child's behaviour, health, eating and sleeping patterns.	Parent carers feel more confident in their role and their ability to access support when they need it. They also develop connections with other parent carers.
£67,993	Expect the Best	<p>Expect the Best delivered 4 quality checks in Tower Hamlets, at the Royal London Hospital, Mile End Hospital, a GP practice and a cancer screening service, but the Clinical Commissioning Group did not extend the contract.</p> <p>Expect the Best also continued its programme of quality checks in Westminster, Kensington and Chelsea and Ealing but none of these councils have tendered further checks. This means that in 2019-20, staff will complete the last of the checks.</p> <p>Barnet Mencap has developed peer quality checking over the past six years and while its value is recognized, commissioners do not fund it and regrettably Expect the Best's service will cease</p>	Quality checks will contribute to services being safe and responsive to the needs of their users.	Quality checks will be a key part of an effective quality assurance system for specialist and mainstream services.

ACHIEVEMENTS AND PERFORMANCE (continued)

In 2018-19 Barnet Mencap set and achieved a range of further objectives.

In April 2018, Bright Futures commenced the next phase of its service having been successful in its tender bid. Bright Futures' service consists of COPs, awareness-raising and the Employment and Working for You services described below:-

- a) Working for You continues to provide advice and information for adults with learning disabilities and with autism. Benefits and general advice are the most common reasons for referral, with housing, employment, move-on questions/dilemmas also featuring regularly each quarter.

The figures are slightly lower than the previous year. In total, 181 people contacted Working for You in 2018-19, compared with 191 in 2017-18. The service helped 110 individuals with a learning disability, compared with 133 last year.

- b) Working for You was, however, contacted by more autistic people this year. 23 people had a learning disability and autism and 48 were autistic, compared with 40 last year.
- c) More people than last year were supported into paid employment, a total of 26 people, more than the previous year when the figure was 18. There is a target of 20. The Employment Service supports people with learning disabilities and with autism to get paid jobs, work placements and training, with the biggest categories for jobs being wholesale and retail, admin, cleaning and catering.

In total, 57 people were referred to the Employment Service, compared with 40 in 2017-18.

The Employment Service has had referrals from JobCentrePlus but also from Barnet & Southgate College and the social work team, with a higher number referred by Barnet Mencap's Autism Service.

- d) An important goal continues to be raising awareness of the needs of people with learning disabilities in mainstream services. Staff were able to do this for 181 people, compared with 88 in 2017-18, which is a significant increase. Staff continued to provide sessions for GP surgeries, Public Health England, the Fire Service and Children's Centres, with almost 100% positive comments. Organisations learn about learning disabilities and autism and how to make reasonable adjustments in order to improve their own services.

During Learning Disability Week, staff and people with learning disabilities delivered a flexible presentation to 184 health workers at Barnet General Hospital, the Royal Free, and also ran a session at Middlesex University, where people could learn some makaton signs.

- e) Barnet Mencap continued to support people through the Gateway Awards. 7 young people pursued the Silver Award. However, this activity has now come to an end.

ACHIEVEMENTS AND PERFORMANCE (continued)

- f) During 2018-19, Barnet Mencap has again provided administrative support for the Barnet Parent Carer Forum. Parent carers developed the Local Offer; spoke at the SEND conference; and helped with the short breaks services tender process. By March 2019, the Barnet Parent Carer Forum no longer needed administrative support from Barnet Mencap and managed all activities themselves.
- g) Barnet Mencap is a Hate Crime Reporting Site. The Co-ordinator post has supported the nine Hate Crime Reporting sites across the borough, trained staff, and held workshops for residents. There were 11 disability hate crime reports in Barnet in 2019-19. During Hate Crime Week 250 residents signed up to be Hate Crime Champions at events around the borough. The project links closely with Middlesex University, the Barnet Safeguarding Adults Board's User Forum, and the work of the Multi-Faith Forum and the Communities Together Network.
- h) Barnet Mencap had 13 regular volunteers in 2018-19, compared with 10 the previous year. The organisation had a Volunteer Co-ordinator until December 2018, to cover volunteering and fundraising. She recruited volunteers and matched them to their interests to help with Barnet Mencap's work. There were a wide range of fundraising activities, most of them actively involving people with learning disabilities and raising £22,546.62. Fundraising events included the Mill Hill Family Fun Day, challenge events, for example a fun run, a quiz and collecting at supermarkets across Barnet.
- i) In the past year, the North West London Mencap Consortium has continued but it is less active than in the past. This reflects members' focus on local priorities, with fewer opportunities to work together on a regional basis.
- j) Barnet Mencap has worked on a number of health campaigns. The My Health Matters event was attended by 65 people. People discussed the importance of flu vaccinations, cancer screening and the work of Healthwatch. Staff promoted Treat Me Well, which sets out how to see improve hospital care for people with a learning disability.
- k) IT and data were highlighted in the last report as principal risks and these have been addressed. Barnet Mencap has changed its IT provider and now has a cloud-based system. This will help to increase staff remote working, away from the office, while Sharepoint means staff can access and store data wherever they are working.

ACHIEVEMENTS AND PERFORMANCE (continued)

Barnet Mencap launched its new website in November 2018. It has also adopted new branding. Staff further developed Charitylog, a cloud-based database. There has been training for staff, so they can implement the system, and the organisation made the necessary changes for the introduction of new data protection duties with GDPR. It has initiated a ROPA, introduced new privacy notices and consents to ensure it complies with legislation and manages personal data safely and effectively.

- l) Staff have taken part in the Barnet LeDeR programme, a national initiative to review the deaths of people with learning disabilities, attending the Steering Group, and continued to be active members of Barnet's Safeguarding Adults Board and the Access to Justice Sub-Group.
- m) The Board's Finance sub-committee and HR sub-committee were set up in April 2018 and, over the year, have been able to consider issues in depth, monitor the organisation's Quality Assurance KPIs and strengthened the governance arrangements. Trustees and senior managers review relevant policies, health and safety plans and training.
- n) Barnet Clinical Commissioning Group extended the Autism pilot. Barnet Mencap's two Autism Advisors undertook screenings for people where autism is suspected and developed workshops, peer support and social activities for a total of 258 people referred to the Autism Service. Staff have worked closely with organisations in the Wellbeing Hub, to ensure that the right support is offered to people in Barnet. The pilot has been extended to September 2019. The service hopes to be part of the Autism pathway, so that it helps to identify autistic people in Barnet and provide support before and after a diagnosis.

FINANCIAL REVIEW

Barnet Mencap made an overall deficit of £29,716 on its activities in 2018-19, with its unrestricted reserves reducing by some £46,699 to £355,550 at 31 March 2019. After allowing for funds the Board has designated for specific purposes our 'usable' reserves at 31 March 2019 were £252,605. The charity remains in a reasonable financial position but cannot sustain regular annual deficits.

Barnet Mencap's main source of funding remains the London Borough of Barnet, mainly through contracts although some small grants are obtained. Over 50% of its total income comes from such contracts. Barnet Mencap maintains a close watch on opportunities to bid for further contracts.

The economic situation, especially the effects of the Government's austerity policy on local authority funding, particularly of social care and the continuing uncertainty around the exit from the European Union has emphasised the need for seeking alternative funding sources. Some services are funded through charges direct to users and through specific subscriptions, such as leisure opportunities. A small amount is raised through donations and fundraising which we are aiming to increase through seeking grants and/or sponsorship for specific projects and improvements. Barnet Mencap invests surplus resources in low-risk funds to ensure that some capital growth is obtained to offset inflation and to provide a small annual contribution to our income. At 31 March 2019 our investments were valued at £175,511, an increase of £1,299 on the previous year, although since March 2012 they have increased in value by just over 25% from £140,199.

Reserves Policy

Barnet Mencap has determined that its level of unrestricted usable reserves should be in the region of two to three months of annual unrestricted expenditure. Our unrestricted reserves stood at £355,649 at 31 March 2019 which is in excess of the policy requirement.

Some £41,161 of our total reserves are restricted and not available for general purposes. Of our unrestricted reserves some £103,044 is designated for specific purposes.

PRINCIPAL RISKS AND UNCERTAINTIES

Barnet Mencap faces a number of risks and uncertainties. It produces a Risk Register to help identify and manage these risks, including:-

1. Sherrick House

The residential short breaks service at Sherrick House continues to cause concern. Over the year, Barnet Mencap and the council agreed a new 5-year lease and rent subsidy. Improvements are required in relation to the building, to the kitchen, bathroom and windows.

The overall number of users fell only slightly but there was a significant loss of nights and income. Families who use Sherrick House rate it highly but much effort is being made to attract more users and ensure staff have the skills to manage visitors with higher needs. Work is also underway to develop the holiday programme and community-based short breaks.

2. The financial loss for 2018-19 is a significant concern. It came as a result of a marked shortfall in expected income for some of the projects, especially Sherrick House and Expect the Best.
3. Sickness rates, and some vacancies, are putting pressure on services, in particular COPs and Equality Housing and the organisation has undertaken steps to address this. Barnet Mencap wants to understand what staff think about the organisation, what motivates, supports or frustrates them in their work and has carried out a staffing survey, and other engagement activities, to work with staff to achieve this.

In recent years, the budget pressures stemmed from rising costs - rent, utilities, insurance costs and salaries - and investment in IT upgrades and training. But income levels will have to be addressed. Trustees and senior managers will do this by considering effective demand for support, the number of people using support and the willingness of funders to pay for it. This will help them to decide whether services are viable or require new models to meet future needs and expectations.

PLANS FOR THE FUTURE

In the autumn of 2019, Barnet Mencap will undertake an important budgeting exercise, to align its resources with the capacity needed to develop its services. Staff are able to deliver services against targets but the budgeting work will help us to understand how many staff are needed to take on new work and reach more people.

Barnet Mencap will also try to work with statutory services in new ways, to ensure that people with learning disabilities and autism get the support they need and have a better experience in accessing and using services, for example, older carers, or young people preparing for adulthood. Barnet Mencap will work closely with the new Multi-Agency Safeguarding Hub (MASH) for adults at risk.

Thirdly, Barnet Mencap wants to be confident about the quality of the support it provides. It will do this by continuing to develop its own quality assurance system and using the findings of inspections by the Care Quality Commission. Staff also want to be prepared when the council fully implements its PAMMs model of auditing the quality of the services it commissions.

STRUCTURE, GOVERNANCE, MANAGEMENT

1. Barnet Mencap is a registered charity No. 1089388 and a company limited by guarantee No. 4274621. It is governed by a Memorandum and Articles of Association and uses a Membership model.
2. There are seven Trustees on the Board, who are also the Directors. The Board meets at least four times a year at Ordinary Trustee Meetings. It sets the strategic direction for the organisation and has the overall responsibility for the running of Barnet Mencap, which is delegated on a day-to-day operational basis to the Chief Executive, Ray Booth.
3. The Board appointed two new directors at the AGM:
 - a. Tom Glenister
 - b. Faib Riley
4. New directors follow a written Induction policy. They have a mentor – an experienced director – and there is a training plan for the whole Board. Child protection and safeguarding adults at risk are compulsory courses.
5. In November 2018, the following roles were voted by the Board:
 - Chair of Trustees role was appointed to Andrew Waite.
 - Vice Chair role was appointed to Sheila Oliver.
 - Treasurer role was appointed to Mike Wiffen.
6. The Chief Executive has a Board approved annual "Key Objectives" document and has Quarterly Reviews with the Chair of Trustees to examine progress towards the annual objectives as well as monthly support and affirmation meetings with the Chair.
7. The agenda at each Trustee Ordinary Board meeting includes:
 - a report from the Chief Executive, summarising key events, new developments and progress regarding the annual Work Programme.
 - a finance report, prepared by the Treasurer, with an update on the budget position, reserves, investment news and consideration of financial risks, as well as the annual accounts, which are presented to the Board for approval.
 - a HR report, prepared by the Vice-Chair, with an update on Policies and staffing issues and improvements.
8. Barnet Mencap's two sub-committees (Human Resources and Finance) have the Board represented by a minimum of 3 Directors as well as Senior Managers and the CEO in attendance.
9. Trustees meet with Managers formally through Committees or informally at publicity or fundraising events for the charity.

STRUCTURE, GOVERNANCE, MANAGEMENT (continued)

10. The Board reviewed how well it complies with the Charity Governance Code and, based on this, set out areas for improvement in the Trustee Work Plan.
11. The Board makes decisions at each meeting based on reports from the Chief Executive and recommendations from the Finance Committee and HR Committee. The directors hear reports from a senior manager at the beginning of Ordinary Board meetings.
12. Governance is addressed continuously by working through the Charity Commission "Code Of Governance - version 2" and at an annual Trustee Away Day where the Chief Executive is invited to participate as Trustees review and populate the strategic assessment and impact.
13. The Board sets pay and remuneration following discussions and recommendations to the full Board at Ordinary Meeting by both sub-committees, for all paid staff each year.

Staff were awarded a 1% increase from April 2018 and increments were paid in appropriate cases to bring salaries to the London Living Wage for contracted staff.

14. Barnet Mencap continues to have a strong commitment to partnership working and will continue to look at external partnerships throughout 2019-20. The organisation is an active member of the North West London Mencap Consortium and works with Royal Mencap Society on a number of projects and through the Me20 group, a national group of Mencap members.

There is a commitment to develop services locally and regionally as part of the Mencap network, improve campaigning, and to explore efficiencies around core business functions, and to be involved in activities during Learning Disability Week.

Locally, Barnet Mencap is part of the Wellbeing Hub's Steering Group, the Chief Executives' Network and a member organisation of Healthwatch Barnet, and continues to actively pursue tenders and contracts as a partner, where this will benefit children and adults with learning disabilities and/or autism and family carers.

Statement of responsibilities of the trustees

The trustees (who are also directors of charitable company for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

STRUCTURE, GOVERNANCE, MANAGEMENT (continued)

- 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
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2019 was 7 (2018: 6). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Statement as to disclosure to our auditors

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- 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.

Auditors

Goldwins limited were re-appointed as the auditors of the charitable company during the year and have expressed their willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 5 October 2018 and signed on their behalf by:



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Andrew Waite, Chair of Trustees

Independent Auditor's Report to the Members of Barnet Mencap

Opinion

We have audited the financial statements of Barnet Mencap (the 'Charity') for the year ended 31 March 2019 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 2019 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.

Independent Auditor's Report to the Members of Barnet Mencap

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.

Independent Auditor's Report to the Trustees of Barnet Mencap

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]. This description forms part of our auditor's 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 and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Anthony Epton

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

16 October 2019

BARNET MENCAP

Statement of Financial Activities (incorporating an income and expenditure account)

For the year ended 31 March 2019

			2019	2018
		Unrestricted	Restricted	Total
	Note	£	£	£
Income from:				
Donations, subscriptions and legacies	3	39,800	3819	43,619
Charitable activities:	4			
Equality Housing		417,174	347,812	764,986
Short Term Care		43,755	137,189	180,944
Community Services (Children)		818	114,989	115,807
Community Services (Adults)		86,674	156,900	243,574
Employment Opportunities		-	85,000	85,000
Expect the Best		67,993	-	67,993
Investment income	5	8,101	-	8,101
North West London Mencap Consortium		-	-	-
Total income		664,315	845,709	1,510,024
Expenditure on:				
Raising funds	6	6,151		6,151
Charitable activities:	6			
Equality Housing		322,291	347,812	670,103
Short Term Care		164,161	135,553	299,714
Community Services (Children)		30,341	103,951	143,232
Community Services (Adults)		129,064	156,509	276,633
Employment Opportunities		-	85,000	85,000
Expect the Best		60,206	-	60,206
North West London Mencap Consortium		-	-	-
Total expenditure		712,214	828,825	1,541,039
Net income / (expenditure) before net gains / (losses) on investments		(47,899)	16,884	(31,015)
Net gains / (losses) on investments		1,299	-	1,299
Net income / (expenditure) for the year	8	(46,600)	16,884	(29,716)
Transfers between funds		-	-	-
Net movement in funds		(46,600)	16,884	(29,716)
Reconciliation of funds:				
Total funds brought forward		402,249	24,277	426,526
Total funds carried forward		355,649	41,161	396,810

All of the above results are derived from continuing activities.

There were no other recognised gains or losses other than those stated above.

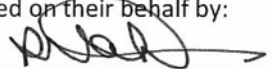
The attached notes form part of these financial statements.

BARNET MENCAP
Balance Sheet
As at 31 March 2019


	Note	2019 £	2019 £	2018 £	2018 £
Fixed assets:					
Tangible assets	11		19,958		20,140
Investments	12		174,212		174,212
			<u>195,469</u>		<u>194,352</u>
Current assets:					
Debtors	13	164,557		215,680	
Cash at bank and in hand		<u>190,783</u>		<u>188,222</u>	
		<u>355,340</u>		<u>403,902</u>	
Liabilities:					
Creditors: amounts falling due within one year	14	<u>153,999</u>		<u>171,728</u>	
Net current assets / (liabilities)			<u>201,341</u>		<u>232,174</u>
Total assets less current liabilities			<u>396,810</u>		<u>426,526</u>
Total net assets / (liabilities)			<u><u>396,810</u></u>		<u><u>426,526</u></u>
Funds	16				
Restricted funds			41,161		24,277
Unrestricted funds:					
Designated funds		103,044		95,257	
General funds		<u>252,605</u>		<u>306,992</u>	
Total unrestricted funds			<u>355,649</u>		<u>402,249</u>
Total funds			<u><u>396,810</u></u>		<u><u>426,526</u></u>

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the trustees on 15 October 2019
and signed on their behalf by:



Andrew Waite
Chair of Trustees



Mike Wiffen, BA(Hon) CPFA
Treasurer

Company registration no. 4274621

The attached notes form part of the financial statements.

BARNET MENCAP
Statement of Cash Flows
For the year ended 31 March 2019

	Note	2019 £	2019 £	2018 £	2018 £
Net cash provided by / (used in) operating activities	17		6,124		(29,360)
Cash flows from investing activities:					
Interest/ rent/ dividends from investments		8,101	-	8,219	
Sale/ (purchase) of fixed assets		(11,664)	-	-	
Sale/ (purchase) of investments		-	-	-	
Cash provided by / (used in) investing activities			(3,563)		8,219
Cash flows from financing activities:					
Repayments of borrowing		-		-	
Cash inflows from new borrowing		-		-	
Receipt of endowment		-		-	
Cash provided by / (used in) financing activities			-		-
Change in cash and cash equivalents in the year			2,561		(21,141)
Cash and cash equivalents at the beginning of the year			188,222		209,363
Change in cash and cash equivalents due to exchange rate movements			-		-
Cash and cash equivalents at the end of the year	18		190,783		188,222

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - effective 1 January 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

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.

b) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. Key judgements that the charitable company has made which have a significant effect on the accounts include [estimating the liability from multi-year grant commitments]. 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.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity 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.

d) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation 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. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated 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.

e) 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.

f) Fund accounting

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

g) Expenditure and irrecoverable VAT

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

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs of delivering services, exhibitions and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and 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 7.

i) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

j) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Office Equipment	20%
Fixtures and fittings	20%
Personal Computer equipment	50%
Larger Computer equipment	25%

k) Investment properties

Investment properties are included in the balance sheet at fair value and are not depreciated. Any change in fair value is recognised in the statement of financial activities. The valuation method used to determine fair value will be stated in the notes to the accounts.

Listed investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities.

l) Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

m) Debtors

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

n) Cash at bank and in hand

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

o) Creditors and provisions

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

p) Financial instruments

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

q) Pensions

Barnet Mencap provides a defined-contribution pension scheme through The People's Pension in line with the Government's auto-enrolment regulations.

2 Detailed comparatives for the statement of financial activities

	2018 Unrestricted £	2018 Restricted £	2018 Total £
Income from:			
Donations, subscriptions and legacies	29,432	1,520	30,952
Charitable activities:			
Equality Housing	392,971	307,712	700,683
Short Term Care	42,769	218,073	260,842
Community Services (Children)	2,727	135,395	138,122
Community Services (Adults)	86,665	150,000	236,665
Employment Opportunities	-	82,750	82,750
Expect the Best	74,339	-	74,339
Investments	8,219	-	8,219
North West London Mencap Consortium		8,123	8,123
Other income			
Total income	637,122	903,573	1,540,695
Expenditure on:			
Raising funds	5,369		5,369
Charitable activities:			
Equality Housing	339,826	307,712	647,538
Short Term Care	85,684	218,073	303,757
Community Services (Children)	48,024	131,928	179,952
Community Services (Adults)	85,433	149,716	235,149
Employment Opportunities	-	82,750	82,750
Expect the Best	72,274	2,127	74,401
North West London Mencap Consortium	-	8,613	8,613
Total expenditure	636,610	900,919	1,537,529
Net income / expenditure before gains / (losses) on investments	512	2,654	3,166
Net gains / (losses) on investments	(1,431)	-	(1,431)
Net income / expenditure	(919)	2,654	1,735
Transfers between funds	-	-	-
Net income / (expenditure) before other recognised gains and losses	(919)	2,654	1,735
Gains / (losses) on revaluation of fixed assets	-	-	-
Actuarial gains / (losses) on defined benefit pension scheme	-	-	-
Other gains / (losses)	-	-	-
Net movement in funds	(919)	2,654	1,735
Total funds brought forward	403,168	21,623	424,791
Total funds carried forward	402,249	24,277	426,526

3 Income from donations and legacies

			2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Gifts	16,781	3,819	20,600	20,287
Subscriptions	10,269	-	10,269	10,665
Legacies	12,750	-	12,750	-
	39,800	3,819	43,619	30,952

4 Income from charitable activities

			2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Equality Housing				
London Borough of Barnet (LBB) Contracts	-	347,812	347,812	307,712
Other income	417,174	-	417,174	392,971
Total for Equality Housing	417,174	347,812	764,986	700,683
Short Term Care				
LBB Contract	-	134,637	134,637	192,022
DWP Employment Grant	-	-	-	3,022
Co-op Grant - Sensory Room	-	2,552	2,552	-
Other income	43,755	-	43,755	65,818
Total for Short Term Care	43,755	137,189	180,944	260,842
Community Services (Children)				
Children in Need Grant	-	-	-	8,268
Barnet Parent Carer Forum Grant	-	11,000	11,000	13,665
LBB Contract	-	76,439	76,439	75,000
John Lyons Charity Grant	-	-	-	30,000
Royal Mencap Society Gateway Grant	-	-	-	2,615
Royal Mencap Society EPATS Grant	818	18,050	18,868	5847
Big Lottery Grant	-	9,500	9,500	-
Other income	-	-	-	2727
Total for Community Services (Children)	818	114,989	115,807	138,122
Community Services (Adults)				
LBB Contract	-	123,900	123,900	135,000
MOPAC Hate Crime Grant	-	30,000	30,000	10,000
Tesco Groundworks	-	3,000	3,000	-
RMS Round the World Challenge	-	-	-	5,000-
Other income	86,674	-	86,674	86,665
Total for Community Services (Adults)	86,674	156,900	243,574	236,665
Employment Opportunities				
LBB Contract	-	85,000	85,000	82,750
Total for Employment Opportunities	-	85,000	85,000	82,750
Expect The Best				
Other income	67,993	-	67,993	74,339
Total for Expect The Best	67,993	-	67,993	74,339
Total income from charitable activities	616,414	841,890	1,458,304	1,493,401

5 Income from investments

			2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bank interest	388	-	388	391
Investment income	7,713	-	7,713	7,828
	8,101	-	8,101	8,219

6 Other Income

			2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
NWLMC - Contributions	-	-	-	8,123
	-	-	-	8,123

7 Analysis of expenditure

	Basis of allocation	Cost of raising funds	Equality Housing	Short Term care	Charitable activities		Empl'ment Opps	Expect The Best	NWLMC	Support & Governance costs	2019 Total	2018 Total
					Community Services (Children)	Community Services (Adults)						
					£	£					£	£
Staffing	Direct	6,151	480,625	205,007	83,010	144,479	-	42,419	-	-	961,691	991,339
Premises	Direct	-	96,434	31,916	2,568	685	-	4,000	-	-	135,603	135,399
Supplies & Services	Direct	-	8,701	7,262	5,304	3,923	85,000	1,613	-	-	111,803	106,376
Activities	Direct	-	2,147	10,005	5,156	52,394	-	889	-	-	70,591	55,556
Sundries	Direct	-	651	463	525	296	-	-	-	-	1,935	10,293
<u>Support costs</u>												
Management/ Strategy	Time	-	18,053	18,053	18,053	18,053	-	6,389	-	78,601	78,601	82,728
Finance	Time	-	5,361	5,107	1,961	5,468	-	854	-	18,751	18,751	32,747
Human Resources	Staff Nos	-	3,572	2,292	3,121	5,324	-	920	-	15,229	15,229	18,651
General Administration	Time/ Staff	-	10,436	3,266	7,200	10,378	-	341	-	31,621	31,621	22,956
Premises	Space	-	27,557	10,826	8,858	19,683	-	-	-	66,924	66,924	51,080
Postage/Print/ Stationery	Usage	-	5,190	1,049	3,822	7,825	-	750	-	18,636	18,636	17,006
IT	Devices	-	11,376	4,468	3,654	8,125	-	2031	-	29,654	29,654	13,398
		<u>6,151</u>	<u>670,103</u>	<u>299,714</u>	<u>143,232</u>	<u>276,633</u>	<u>85,000</u>	<u>60,206</u>	<u>-</u>	<u>259,416</u>	<u>1,541,039</u>	<u>1,537,529</u>
Support costs										(259,416)		238,566
Total expenditure 2019		<u>6,151</u>	<u>670,103</u>	<u>299,714</u>	<u>143,232</u>	<u>276,633</u>	<u>85,000</u>	<u>60,206</u>	<u>-</u>	<u>-</u>	<u>1,541,039</u>	
Total expenditure 2018		<u>5,369</u>	<u>647,538</u>	<u>303,757</u>	<u>179,952</u>	<u>235,149</u>	<u>82,750</u>	<u>74,401</u>	<u>8,613</u>	<u>-</u>	<u>1,537,529</u>	

Of the total expenditure, £712,314 was unrestricted (2018: £636,610) and £828,825 was restricted (2018: £900,919).

8 Net income / (expenditure) for the year

This is stated after charging / (crediting):	2019	2018
	£	£
Operating lease rentals:		
Property	81,208	81,000
Other equipment	-	-
Depreciation	11,846	9,933
Auditor's remuneration - Audit Fees	3,750	4,100

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

Staff costs were as follows:	2019	2018
	£	£
Salaries and wages	949,220	967,390
Social security costs	77,544	78,096
Employer's contribution to defined contribution pension schemes	16,472	6,178
Redundancy and Termination costs	-	-
	1,043,236	1,051,664

No employees received employee benefits (excluding employer pension) totalling £60,000 or above during the year.

The total employee benefits including pension contributions of the key management personnel were £226,449 (2018: £219,950).

The charity trustees were not paid nor received any other benefits from employment with the Trust in the year (2018: £nil). Two trustees were reimbursed expenses totalling £232 during the year (2018: two trustees, £135). No charity trustee received payment for professional or other services supplied to the charity (2018: £nil).

Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2019	2018
	No.	No.
Charitable activities:-		
Equality Housing	24	21
Short Breaks	10	8
Community Services (Adults & Children)	22	20
Expect The Best	6	2
Support	5	5
	67	56

10 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

			2019	2018
11 Tangible fixed assets	Office Equipment	Other Furn & Equipment	Total	Total
	£	£	£	£
Cost				
At the start of the year	45,917	24,045	69,962	69,962
Additions in year	11,664	-	11,664	-
Disposals in year	-	-	-	-
At the end of the year	57,581	24,045	81,626	69,962
Depreciation				
At the start of the year	31,904	17,918	49,822	39,889
Charge for the year	8,069	3,777	11,846	9,933
Eliminated on disposal	-	-	-	-
At the end of the year	39,973	21,695	61,668	49,822
Net book value				
At the end of the year	17,608	2,350	19,958	20,140
At the start of the year	14,013	6,127		20,140

All of the above assets are used for charitable purposes.

12 Investments	2019	2018
Investments at fair value:	£	£
Investment funds	175,511	174,212
	175,511	174,212
Movements		
Market value at the start of the year	174,212	175,643
Additions at cost	-	-
Disposals at carrying value	-	-
Net gain / (loss) on revaluation	1,299	(1,431)
Market value at the end of the year	175,511	174,212

The following holdings constituted 5% or more of the total portfolio:

6,556.308 units in Charifund	57.50%
28,310.388 units in Charibond	19.90%
30,640.000 units in Charities Properties Fund	22.60%

13 Debtors

	2019	2018
	£	£
Trade debtors		-
Other debtors	145,420	173,925
Prepayments	19,137	41,755
	164,557	215,680

14 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade and other creditors	48,448	26,172
Taxation and social security	22,359	22,445
Accruals	57,470	59,113
Deferred income	25,722	63,998
	153,999	171,728

Deferred income

	2019	2018
	£	£
Balance at the beginning of the year	63,998	15,767
Amount released to income in the year	(63,998)	(15,767)
Amount deferred in the year	25,722	63,998
Balance at the end of the year	25,722	63,998

15 Analysis of net assets between funds (as at 31 March 2019)

	General unrestricted	Designated	Restricted	Total funds
	£	£	£	£
Tangible fixed assets	19,958	-	-	19,958
Investments	175,511	-	-	175,511
Net current assets	57,136	103,044	41,161	252,341
Net assets at the end of the year	252,605	103,044	41,161	396,810

Analysis of net assets between funds (previous year for comparison)

	General unrestricted	Designated	Restricted	Total funds
	£	£	£	£
Tangible fixed assets	20,140	-	-	20,140
Investments	174,212	-	-	174,212
Net current assets	112,640	95,257	24,277	232,174
Net assets at the end of the year	306,992	95,257	24,277	426,526

16	Movements in funds	At the 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
		£	£	£	£	£
	Restricted funds:					
	Brokerage Reserve	1,812	-	-	-	1,812
	LBB Employment/Training	5,090	-	-	-	5,090
	LBB COPS/Ronak	457	-	147	-	310
	LDDF Carers Sub-Group	1,796	-	-	-	1,796
	People as Citizens	497	-	-	-	497
	Health For All	1,608	-	-	-	1,608
	Healthwatch	2,788	-	-	-	2,788
	Hate Crime	2,945	30,000	25,644	-	7,301
	Barnet Parent Carer Forum	966	11,000	10,112	-	1,854
	Royal Mencap Society Gateway	875	-	875	-	-
	Royal Mencap Society E-PaTS	5443	18,050	10,069	-	13,424
	Big Lottery Fund	-	9,500	6,455	-	3,045
	Sherrick Sensory Room - Co-op	-	2,552	916	-	1,636
	Tesco - COPS	-	3,000	3,000	-	-
	Restricted Donations	-	500	500	-	-
	Other Restricted Funds	-	771,107	771,107	-	-
	Total restricted funds	24,277	845,709	828,825	-	41,161
	Unrestricted funds:					
	Designated funds:					
	Office Rent/Dilapidations Reserve	70,000	-	-	-	70,000
	Inclusion Fund	2,533	-	-	-	2,533
	Community Service Fund (Welfare)	522	-	-	-	522
	Sherrick House					
	Maintenance & Refurbishment	1,399	-	-	-	1,399
	Contingency Fund	5,000	-	-	-	5,000
	Equality Housing - Shared Houses					
	Maintenance & Refurbishment	2,403	-	-	-	2,403
	Voids	7,035	-	-	-	7,035
	Time Out Reserve	1,300	-	-	-	1,300
	Open Start Surestart Reserve	3,000	-	-	-	3,000
	Expect the Best (post DoH)	2,065	67,993	60,206	-	9,852
	Total designated funds	95,257	67,993	60,206	-	103,044
	General funds	306,992	597,621	652,008	-	252,605
	Total unrestricted funds	402,249	665,614	712,214	-	355,649
	Total funds	426,526	1,511,323	1,541,039		396,810

BARNET MENCAP
Notes to the Financial Statements
For the year ended 31 March 2019

Movements in funds 2018 (Previous year for comparison)	At the 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
Restricted funds:					
Brokerage Reserve	1,812	-	-		1,812
LBB Employment/Training	5,090	-	-		5,090
LBB COPS/Ronak	980	-	523		457
LDDF Carers Sub-Group	1,796	-	-		1,796
People as Citizens	497	-	-		497
Expect the Best - DOH	2,127	-	2127		-
Health For All	1,608	-	-		1,608
Healthwatch	2788	-	-		2788
Hate Crime	618	10,000	7,673		2,945
Barnet Parent Carer Forum	3817	13,665	16,516		966
Royal Mencap Society Gateway	-	2,615	1740		875
Royal Mencap Society E-PaTS	-	5,847	404		5,443
North West London Mencap Consortium	490	8,123	8,613		-
John Lyon's Charity Open Door	-	30,000	30,000		-
Children in Need Open Door West	-	8,268	8,268		-
DWP Employment Grant Sherrick	-	3002	3002		-
Restricted Donations	0	1,520	1,520	-	-
Other Restricted Funds		820,533	820,533		-
Total restricted funds	21,623	903,573	900,919	-	24,277
Unrestricted funds:					
Designated funds:					
Office Rent/Dilapidations Reserve	70,000	-	-	-	70,000
Inclusion Fund	2,533	-	-	-	2,533
Community Service Fund (Welfare)	522	-	-	-	522
Sherrick House					
Maintenance & Refurbishment	1,399	-	-	-	1,399
Contingency Fund	5,000	-	-	-	5,000
Equality Housing - Shared Houses					
Maintenance & Refurbishment	2,403	-	-	-	2,403
Voids	7,035	-	-	-	7,035
Time Out Reserve	1,300	-	-	-	1,300
Open Start Surestart Reserve	3,000	-	-	-	3,000
Expect the Best (post DoH)	-	74,339	72,274	-	2,065
Total designated funds	93,192	74339	72,274	-	95,257
General funds	309,976	561,352	564,336	-	306,992
Total unrestricted funds	403,168	635,691	636,610	-	402,249
Total funds	424,791	1,539,264	1,537,529		426,526

Purposes of restricted funds

The Brokerage Reserve Fund is for the provision of brokerage services for families.
The Employment/Training Reserve Fund is for promoting employment opportunities for people with learning disabilities.
The COPS Ronak Project Reserve Fund is for the purpose of continuing Project activities.
The People as Citizens Fund is to enable people with learning disabilities to lead active lives.
The Expect the Best (DOH) Fund is for completion of the project.
The Open Door Children in Need Reserve Fund is for the purpose of continuing activities.
The LDDF Carers Sub Group Reserve Fund is for funding the Valuing Carers Day.
The Health For All Reserve Fund is for completion of the project.
The Healthwatch Reserve Fund is for enabling people with learning disabilities to monitor health services.
The Hate Crime Reserve Fund is for increasing awareness of hate crime.
The Barnet Parent Carer Forum Reserve is for the provision of support to the Forum
The Royal Mencap Society Gateway Reserve Fund is for activities for young people aged 14-25
The Royal Mencap Society E-PATs Fund is to support parents of children with special needs.
The NW London Mencap Consortium Fund is for continuing work of the group.
The John Lyons Charity Open Door Fund is for completion of the project.
The Children in Need Open Door West Fund is for completion of the project.
The DWP Employment Grant Sherrick is to assist with the employment of a person with disabilities.
The Big Lottery Fund is for continuing activities for children.
The Co-op Sensory Room Fund is for the project at Sherrick House.
The Tesco COPs Fund is for activities for people with learning disabilities
The Restricted Donations Reserve Fund is for donations from third parties for individuals in need

Purposes of designated funds

The Office Rent/Dilapidation Reserve Fund is for potential commitments arising under the Office Lease.
The Inclusion Fund is to enable people with learning disabilities to take a greater part in the work of Barnet Mencap.
The Community Service Fund (Welfare) is for special items to support individuals or families lacking other sources.
The Sherrick House Reserve Funds are for works to the House and unexpected costs.
The Equality Housing-Shared Housing Reserve Funds are for improvements to the Houses and excessive voids
The Time Out Reserve Fund is for the purpose of continuing activities.
The Open Door Sure Start Reserve Fund is for the purpose of giving children the best possible start in life.
The Expect the Best (post DOH) is for continuing development of the service.

17 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2019	2018
	£	£
Net income / (expenditure) for the reporting period	(29,716)	1,735
(as per the statement of financial activities)		
Depreciation	11,846	9,933
Interest, rent and dividends from investments	(8,101)	(8,219)
Gains/ (losses) on investments	(1,299)	1,431
(Increase)/ decrease in debtors	51,123	(95,332)
Increase/ (decrease) in creditors	(17,729)	61,092
Net cash provided by / (used in) operating activities	6,124	(29,360)

18 Analysis of cash and cash equivalents

	At 1 April 2018	Cash flows	Other changes	At 31 Mar 2019
	£	£	£	£
Cash at bank and in hand	188,222	2,561	-	190,783
Deposits (less than three months)	-	-	-	-
Total cash and cash equivalents	188,222	2,561	-	190,783

19 Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	Property	2018
	2019	£
	£	£
Less than 1 year	65,000	81,000
1 - 5 years	162,500	243,750
	227,500	324,750

21 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.

22 Related party transactions

During the year there were related parties transactions as follows:

Name of Key Management personnel: Samantha Bishop

Steve Clare (Stepfather of Samantha Bishop) provided building work to the charity in the amount of £549 (2018: £344)

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