
Report and Financial Statements

For the year ended 31st March 2020

Barnet Mencap

A company Limited by Guarantee

Charity number 1089388

Company number 04274621

CONTENTS

Legal and Administrative Details for the Year Ended 31 March 2020	3
Trustees' Annual Report for the Year Ended 31 March 2020	
➤ Chair's Report	4-5
➤ Objectives and Activities	6-7
➤ Achievements and Performance	8-15
➤ Financial Review	16
➤ Principal Risks and Uncertainties	17
➤ Plans for the Future	18
➤ Structure, Governance and Management	19-21
Independent Auditors' Report	22-24
Statement of Financial Activities (incorporating an income and expenditure account)	25
Balance Sheet	26
Statement of Cash Flows	27
Notes to the Financial Statements	28-45

Legal and Administrative Details for the Year Ended 31 March 2020

Status: Registered as a company limited by guarantee (No. 04274621) 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 04274621

Registered Office 35 Hendon Lane
Finchley
London
N3 1RT

Board of Directors Andrew Waite Chairman
Sheila Oliver Vice Chair
Mike Wiffen Honorary Treasurer

Tom Glenister
Meg Kirk
Faib Riley
Cristina Sarb

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

This will be my third and final Chair's Report as my Term of Office comes to an end and what an interesting time this is to move on. A large part of me feels that Barnet Mencap is in safe hands and the other part draws me closer to continue the relationship. The latter is certainly likely to happen as my full-time job is running a Not-for-Profit Community Interest Company and we have some real mutual synergies to continuing our work together.

One of the things we cannot ignore, is the current Covid-19 pandemic and the transitions that this has brought about at a fast pace. Barnet Mencap and the staff & volunteers have had to adapt their ways of working to be able to continue providing the high level of support and activities that are desperately needed. With isolation and restrictions around social distancing being just two notable challenges, the Board too have had to make some tough decisions to help reshape the organisation.

A significant loss for the coming years will be Sherrick House and overnight stays that we have been providing for over 40 years. It will come as no surprise to some when we consider that Barnet Mencap has financially propped up this service at a loss for the past 5 years. The losses and combination of Coronavirus related issues has meant that people using this building dropped off to an unsustainable level. We will be closing Sherrick House in the coming months. That means that other crucial services can continue to be provided without the financial drain on resources.

Our financial position has of course been affected this year however and we have been able to arrest this ready for next year when we hope to go back in to a positive. Reserves have been used to see us through this difficult time and of course, this is exactly the purpose of holding financial reserves.

We noted in last year's report that we needed to explore our premises options and make better use of facilities. That also includes reviewing our office lease which will be up for renewal. We anticipate that there may even be a saving due to the current crisis where more office space becomes available and rents may be lower. We are spending time with external support to enable us to achieve this and potentially renew the lease to remain in the current space although we cannot rule out the potential to relocate if rents are increased.

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-Committee Chair
- Faib – Safeguarding
- Meg – Premises
- Cristina – Legal (& interim Digital)

During this financial year, we looked at Fundraising in terms of contracts and tenders that could be applied for. We have enabled Managers and staff to work with an external Fundraising specialist to learn new skills in writing applications that can be presented to the CEO to review, refine and submit. There is no getting away from the need to keep applying for new and replacement funds, especially as resources become more acute and traditional funding may reduce where funds have been diverted to tackle the Covid-19 crisis.

Chair's Report (Continued)

Barnet Mencap has a resilient workforce and we are incredibly grateful for the efforts everyone continues to put in to support the community, including my fellow Trustees. I have every intention of continuing to work with Barnet Mencap as an external partner organisation in the future and will do my utmost to see how we can help plug the gaps together during 2020-21. Although I won't be so involved strategically as a Board member, the chances are that the operational staff may see even more of me than they had during my Term of Office.

I am enormously proud to have been part of the development and look forward to working together in the future.



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 2020.

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 a project to increase the reporting of hate crimes. There is a project developing a screening programme and support 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, and support them to develop skills to be active citizens in their community. Through advice and information, staff support enables 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 physical and mental health and quality of life.

OBJECTIVES AND ACTIVITIES (continued)

Barnet Mencap works in partnership with statutory and voluntary organisations to bring about strategic change. Each project has a Development Plan which sets out aims that contribute to the 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 Development Plans see success in terms of increasing the number of beneficiaries, their satisfaction, the quality of the services and support provided, and their effectiveness in promoting wellbeing and independence. The Board monitors the Development Plans at each of its meetings.
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 30 volunteers, 20 of whom 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 2019-20 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.

Most of the services experienced some disruption in March due to the Covid-19 pandemic.

Please see table overleaf.

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£55,492	Information, Advice and Guidance for parent carers	<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 2019-20, staff supported 360 parent carers and 368 children, 45 more children than the previous year, surpassing the target of 240 parent carers. More than half of the parent carers are from Black, Asian and Minority Ethnic (BAME) communities.</p> <p>Staff facilitated 10 workshops over the year, which were attended by 65 parent carers.</p>	<p>Parent carers will have the advice and information they need to support their child and maintain family life. They will feel confident that their child is able to thrive in education, socially and are healthy, and know how to access the support they need.</p>	<p>Parents have improved economic circumstances, are supported with appeals and disputes and are signposted to other services.</p>
£22,188	Parenting Programmes	<p>Staff ran 5 parenting programmes in 2019-20. This includes an additional course for parents of children with ADHD. The final Triple P course was not completed before April due to the Covid-19 pandemic. 62 parents took part, 21 more than last year. There were 79 referrals to the team, made by Social Care, education, health, and more than half made by friends, family or self-referrals.</p> <p>The council funded additional workshops, parenting support and a pilot to work with children with ADHD. The ADHD/Autism pilot is to support 4-5 families at home.</p> <p>The Children's Team, with parent carer co-facilitators, took part in an evaluation study the previous year for Early-Positive Approaches to Support (E-PAtS). In September, E-Pats was run for the 'control' group of parent carers.</p>	<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.</p>	<p>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, and often sustain these after the course has ended.</p>

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
		Staff are also involved in the SEND Development Group, forums to develop the Local Offer, and the Early Help Hubs.		
£22,193	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>A new contract commenced in October 2019 and staff supported 36 children, compared with 13 last year, and 32 parent carers, 19 more than the previous year.</p> <p>Barnet Mencap is now included on the council's Qualified Providers' List. Short breaks are provided for individual children and small groups, and include activities in the school holidays.</p>	Children 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
£248,945	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 132 members, compared with 157 in 2018-19 and 201 the year before that.</p> <p>There continues to be a wide range of leisure and learning activities, attended by 231 in total, including non-members. Drama, bowling, yoga, walking and Zumba continue to be popular and Silver Week, with activities for older people, is a high point of the calendar. The closure of the Lido affected attendance at Fit2gether's activities.</p>	People have had fun and learnt skills. They report the benefits of meeting new people, feeling fitter and less isolated.	<p>People have developed skills and relationships which have helped them to remain as independent as possible.</p> <p>People will have improved physical and mental health.</p>

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
		<p>Two different people joined Barnet's Involvement Board this year. They are both active members of the Have Your Say group, which met 11 times and has 14 regular members.</p> <p>The group discussed and gave their views on a number of topics during the view, including the Orthopedic Review, the Fairness Commission, Barnet's Local Plan, cancer awareness, Healthwatch and Annual Health Checks.</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>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>
£670,103	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. There has been a slight increase in the number of clients, from 67 to 69.</p> <p>The team has implemented an action plan this year, following the PAMMs assessment undertaken by the council.</p> <p>Staff also provide a housing management service for the three houses, and collect rents.</p>	<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.</p>	<p>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.</p>

ACHIEVEMENTS AND PERFORMANCE (continued)

Inputs	Activities	Outputs	Outcomes	Impacts
£277,521	Short Breaks for adults with learning and/or other disabilities	<p>Sherrick House celebrated its 40th anniversary. But staff provided a residential short breaks service for 25 people in 2019-20, a reduction from 32 in the previous year, and 17 fewer than three years ago. There was a significant drop in the number of nights' service, from ...</p> <p>The Care Quality Commission (CQC) inspected the service and rated it good.</p> <p>The two people who left the service and moved into supported living had allocations that were not replicated by the 5 new referrals.</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 35 days, compared with 47 days in 2018-19.</p> <p>There were 6 holidays - the same as last year - and 34 people went away, 8 more than the previous year.</p>	<p>People learn new skills and try new activities. Some people utilise these skills when they move on to supported living services.</p>	<p>Parents and carers have regular short breaks as part of a package of support that helps them to sustain their caring role.</p>
£8,548	Expect the Best	<p>Expect the Best delivered one quality check in Kensington and Chelsea. One more is planned in Ealing.</p>	<p>Quality checks contribute to services being safe and responsive to the needs of their users.</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>

ACHIEVEMENTS AND PERFORMANCE (continued)

In 2019-20 Barnet Mencap set and achieved a range of further objectives.

Bright Futures is a prevention and wellbeing service. It consists of COPs, awareness-raising, 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 higher than the previous year. In total, 193 people contacted Working for You in 2019-20, compared with 181 in 2018-19 and 191 in 2017-18. The service helped 124 individuals with a learning disability, compared with 110 last year.

- b) Working for You was, however, contacted by more autistic people this year. 23 people had a learning disability and autism and 54 were autistic, compared with 48 last year. Approximately 44% of the people supported by the service are from Black, Asian and Minority Ethnic (BAME) communities. Working for You liaises closely with the National Network. The Network advises the Working for You team so that they are more skilled and confident about social care law and benefits, and the advice they provide for beneficiaries.
- c) The Employment Service was beset by staff turnover this year and secured only 8 jobs, well short of the target of 20, and last year's achievement of 26 jobs. There were only 29 referrals compared with 57 the previous year. There was a reduction in the project's income for the final quarter, as part of savings on the Bright Futures contract. The project has been reviewed so that there is a clear focus on partnership working and promotions, and securing paid work.
- d) Staff provided training for 526 people this year, compared with 181 in 2019-20. An important goal continues to be raising awareness of the needs of people with learning disabilities in mainstream services. Staff continued to provide sessions about learning disabilities and autism and how to make reasonable adjustments in order to improve their own services. Staff delivered 31 training sessions for 20 different organisations. This includes dental practices, London Ambulance Service, as well as CAB, the Phoenix Cinema, Job Centres, Unitas, a centre for children and young people and Churches Together. In addition, sessions were held at the Spires shopping centres, a branch of Barclays bank and the Nationwide, and Why Me, a restorative justice project. They also continued to deliver sessions at GP practices.
- e) Barnet Mencap developed a new Sexuality and Relationships policy and trained staff so that they have the skills and confidence to undertake this important area of work with adults with learning disabilities.

ACHIEVEMENTS AND PERFORMANCE (continued)

- f) Barnet Mencap staff are members of the Community Safety Partnership Board and Barnet Safeguarding Adults Board. The organisation is also a virtual member of the newly-established Multi-Agency Safeguarding Hub (MASH) and contributes to efforts across the borough to keep adults at risk safe, to prevent abuse and respond to it effectively if it happens.
- g) Barnet Mencap is a Hate Crime Reporting Site and recorded incidents for 8 people in 2019-20. The Co-ordinator post has supported the nine Hate Crime Reporting sites across the borough, trained staff using a new 7-step briefing, and held workshops for residents. There were 22 disability hate crime reports in Barnet in 2019-20, twice as many as last year. During Hate Crime Week 271 residents signed up to be Hate Crime Champions at events around the borough. The project has worked with Why Me on restorative justice, and taken part in national events, the Modern Slavery Conference and visited the Metropolitan Police to learn how hate crimes are recorded by the police.
- h) Barnet Mencap had 20 regular volunteers in 2019-20, compared with 13 and 10 in the previous two years. In November 2019, Barnet Mencap appointed a new Fundraising Coordinator. The Fundraising work had continued over the year, with staff and volunteers raising money at events, such as the Middlesex University Fair, at Santander and Barclays bank, collecting at Tesco and Waitrose and carol singing. There were generous donations from the New North London Synagogue and St Mary's Church, and money raised from selling merchandise. In total, £21,109.80 was raised, with £6,950.10 spent on fundraising activity.
- i) In the past year, the North West London Mencap Consortium has met more frequently. Members have shared resources, ideas and encouragement and continues to be a positive network for the Chief Executive.
- j) The My Health Matters event is now in its third year. Barnet Mencap and the Barnet Learning Disability Service jointly organise the event, which focused on mental health and featured speakers and information for a wide range of delegates.

Barnet Mencap has developed a new project with Healthwatch. It is working with dental practices to improve oral care for people with learning disabilities. Public Health in Barnet funded Barnet Mencap to produce a film and collate EasyRead materials on cancer screening. The intention is to increase the uptake of screenings by people with learning disabilities for bowel, breast and cervical cancer.

ACHIEVEMENTS AND PERFORMANCE (continued)

- k) Barnet Mencap has developed its cloud-based system. This enabled more staff to work remotely, away from the office, during the pandemic. The upgrade to Windows 10 and the availability of Teams, Sharepoint and OneDrive have helped business continuity at a time of huge disruption.
- l) Staff have continued to participate in the Barnet LeDeR programme, a national initiative to review the deaths of people with learning disabilities, and also attend the Regional Steering Group. Lessons from the reviews are publicised, so that health care improves for people with learning disabilities.
- m) The Board's Finance sub-committee and HR sub-committee have continued to meet and, over the year, have monitored the organisation's budgets, 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 to help identify people with autism and developed workshops, peer support and social activities for a total of 209 people. A lot of referrals were made by primary care services, with an unusually high percentage of women with autism.

The Autism Service was shortlisted for a national award. Although it didn't win, there was recognition for what it has achieved since it was established as a pilot in 2017.

The team has trained staff in adult social care and the voluntary and community sector so that they better understand autism.

The pilot has been extended to March 2021. The service hopes to be part of the Autism pathway, once the regional service is established across north and central London.

FINANCIAL REVIEW

Barnet Mencap suffered an overall loss of £81,802 on its activities in 2019/20, with its unrestricted reserves falling by some £88,525 to £267,124 at 31 March 2020. Of these unrestricted funds the Board has designated £105,639 for specific purposes leaving our 'usable' reserves at £161,485, its lowest figure for some considerable time. Yet again we must emphasise that the charity cannot sustain regular annual deficits and action is being taken to alleviate this position.

Our main source of funding remains the London Borough of Barnet, mainly through contracts which account for over 55% of our income which fell overall by around £128,000 in 2019/20. The charity maintains a close watch on opportunities to bid for further contracts and grants and has had some moderate success recently.

Previously we have written of our concerns at the effect of the years of austerity budgets on the economic situation and the funding available for social care, as well as the potential impacts of the country's exit from the European Union. The arrival of the Covid-19 pandemic has placed an even larger strain on the charity's finances, although its impact was only partly felt in 2019/20. It prevented our leisure opportunities for adults operating from mid-March 2020 and reduced even further the number of respite care places at Sherrick House being taken up to a trickle, and a decision taken after consultation to regretfully close down the latter during 2020/21 with an alternative option being pursued.

In the light of tighter financial considerations Barnet Mencap is seeking to enhance its income through fundraising activities. As such we are registered with the Fundraising Regulator and follow the Code of Fundraising Practice. Most of our fundraising activity has been through community fundraising such as bag-packing and tin collections, although these have been discontinued at present due to Covid-19. Otherwise funds have been raised through friends of the charity undertaking events such as running and through online charity giving. The main activity presently is in seeking grants. There were no complaints in 2019/20 related to our fundraising. We have a Fundraising Strategy which is overseen by a Sub-Committee of trustees and staff.

The charity has a small portfolio of investments in property, equities and bonds funds, which provide a small annual contribution to our income and some capital growth. However the fall in the value of the stock market as a result of the pandemic caused a reduction in the value of our equities holding by around 25%, so at 31 March 2020 the overall value of our investments had fallen by £23,574 to £151,937. There has been some recovery since then.

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. As stated above our usable reserves stood at £161,485 at 31 March 2020 which fell within the policy requirement. Some £48,584 of our reserves are restricted and available only for specific purposes with £267,124 unrestricted.

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. In March 2020, the Covid-19 pandemic led to a national lockdown and huge changes to the life of people in the UK and across the world. The changes based on social distancing, hygiene requirements, underpinned by serious risks to people's health and wellbeing, will be uncertain and long-lasting. The social and economic impact will be clearer during 2020-21 and Barnet Mencap is doing all it can to adapt its services and support for children and adults with learning disabilities in the context of the pandemic. More staff have worked from home, teams have needed Personal Protective Equipment (PPE) and all these developments have to be communicated to stakeholders.

2. Sherrick House

The utilisation of the service at Sherrick House has worsened significantly this year. Only 25 now use the service and few of them use their full allocation. Staff have met with families to discuss the concerns, but in June 2020, the Board decided that the residential service should be discontinued.

Work is underway to further develop the holiday programme and community-based short breaks but there has so far been limited interest in alternative short breaks.

3. The financial loss for 2019-20 is a significant concern, and follows a similar loss the previous year. It came as a result of a marked shortfall in expected income for some of the projects, especially Sherrick House and Expect the Best.

The Board and management team have worked out a detailed, zero-based budget which will lead to a small surplus if it is carefully managed. Funding will be affected by pressure on contracts, as well as grant and community fundraising.

4. Recruitment is an ongoing challenge, in particular for Equality Housing. Barnet Mencap recognizes the growing importance of consumer models, whether through residents' reviews of their services, or the publication of the PAMMs reports and will be robust and agile in its response to what consumers are looking for from their services.

PLANS FOR THE FUTURE

The Covid-19 pandemic is having a huge impact on health, society and the economy.

Barnet Mencap's focus during the first Quarter of 2020-21 will be on adapting and maintaining its support for children and adults with learning disabilities and autism. As the lockdown eases, careful planning will facilitate the resumption of face-to-face support, with more staff returning to the office. For some services, this will only mean small but important adjustments to normal working practices. For others, there will be more wide-ranging changes, as staff redesign services for the future, such as COPs, while short breaks will be offered in very different ways.

Barnet Mencap will contribute to Barnet's new Hate Crime strategy and staff will run the Safe Places project, as part of the work to help people with learning disabilities feel safe and confident in their communities.

Barnet Mencap wants to continue supporting disabled children and their parent carers and will bid when services are re-tendered later in the year. The staff want to develop Bright Futures, incorporating lessons from the Project 300 initiative, and strengthen its prevention work. Staff are also keen to continue supporting autistic people when the regional diagnostic service is launched during 2020-21.

Later this year, Barnet Mencap will prepare a new, three-year Business Plan. Stakeholders will be involved in setting the direction for the organisation, identifying the priorities and the best way it can help improve the lives of children and adults with learning disabilities and autism and their family carers.

STRUCTURE, GOVERNANCE, MANAGEMENT

1. Barnet Mencap is a registered charity No. 1089388 and a company limited by guarantee No. 04274621. 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. 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.
4. In November 2019, 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.
5. 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.
6. 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.
7. 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.
8. Trustees meet with Managers formally through Committees or informally at publicity or fundraising events for the charity.
9. 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.
10. 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.

STRUCTURE, GOVERNANCE, MANAGEMENT (continued)

11. 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.

12. 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 2019 and increments were paid in appropriate cases to bring salaries to the London Living Wage for contracted staff. The financial situation meant a general pay increase could not be made in April 2020.

13. Barnet Mencap continues to have a strong commitment to partnership working and will continue to look at external partnerships throughout 2020-21. 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 2020 was 7 (2019: 7). 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 10 October 2020 and signed on their behalf by:



.....
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 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

Independent Auditor's Report to the Members of Barnet Mencap

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.

BARNET MENCAP
(A Company Limited by Guarantee)

Independent Auditor's Report to the Trustees of Barnet Mencap

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

BARNET MENCAP

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

For the year ended 31 March 2020

		2020		2019
		Unrestricted	Restricted	Total
	Note	£	£	Total
				£
Income from:				
Donations, subscriptions and legacies	3	44,265	1,000	45,265
Charitable activities:	4			
Equality Housing		414,471	343,569	758,040
Short Term Care		58,245	115,072	173,317
Community Services (Children)		273	93,770	94,043
Community Services (Adults)		79,700	144,545	224,245
Employment Opportunities		-	69,500	69,500
Expect the Best		-	-	-
Investment income	5	8341	-	8341
Total income		605,295	767,456	1,372,751
Expenditure on:				
Raising funds	6	3,474	-	3,474
Charitable activities:	6			
Equality Housing		320,720	343,569	664,289
Short Term Care		186,654	115,072	301,726
Community Services (Children)		33,288	83,696	116,984
Community Services (Adults)		117,562	148,196	265,758
Employment Opportunities		-	69,500	69,500
Expect the Best		8548	-	8548
Total expenditure		670,246	760,033	1,430,279
Net income / (expenditure) before net gains / (losses) on investments		(64,951)	7,423	(57,528)
Net gains / (losses) on investments		(23,574)	-	(23,574)
Net income / (expenditure) for the year		(88,525)	7,423	(81,102)
Transfers between funds		-	-	-
Net income/ (expenditure) before other recognised gains and losses		(88,525)	7,423	(81,102)
Gains / (losses) on revaluation of fixed assets		-	-	-
Actuarial gains / (losses) on defined benefit pension schemes		-	-	-
Other gains / (losses)		-	-	-
Net movement in funds		(88,525)	7,423	(81,102)
Reconciliation of funds:				
Total funds brought forward		355,649	41,161	396,810
Total funds carried forward		267,124	48,584	315,708

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 2020

	Note	2020 £	2020 £	2019 £	2019 £
Fixed assets:					
Tangible assets	10		17,912		19,958
Investments	11		151,937		175,511
			<u>169,849</u>		<u>195,469</u>
Current assets:					
Debtors	12	143,129		164,557	
Cash at bank and in hand		139,250		190,783	
		<u>282,379</u>		<u>355,340</u>	
Liabilities:					
Creditors: amounts falling due within one year	13	136,520		153,999	
Net current assets			<u>145,859</u>		<u>201,341</u>
Total assets less current liabilities			<u>315,708</u>		<u>396,810</u>
Total net assets			<u>315,708</u>		<u>396,810</u>
Funds	15				
Restricted funds			48,584		41,161
Unrestricted funds:					
Designated funds		105,639		103,044	
General funds		161,485		252,605	
Total unrestricted funds		<u>267,124</u>		<u>355,649</u>	
Total funds			<u>315,708</u>		<u>396,810</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 on15th October 2020

and signed on their behalf by:



Andrew Waite
Chair of Trustees



Mike Wiffen, BA(Hon) CPFA
Treasurer

Company registration no. 04274621

The attached notes form part of the financial statements.

BARNET MENCAP
Statement of Cash Flows
For the year ended 31 March 2020

	Note	2020	2020	2019	2019
		£	£	£	£
Net cash provided by / (used in) operating activities	16		(51,422)		6,124
Cash flows from investing activities:					
Interest/ rent/ dividends from investments		8,341	-	8,101	-
Sale/ (purchase) of fixed assets		(8,452)	-	(11,664)	-
Sale/ (purchase) of investments		-	-	-	-
Cash provided by / (used in) investing activities			(111)		(3,563)
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			(51,533)		2,561
Cash and cash equivalents at the beginning of the year			190,783		188,222
Change in cash and cash equivalents due to exchange rate movements			-		-
Cash and cash equivalents at the end of the year	17		139,250		190,783

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

	2019	2019	2019
	Unrestricted	Restricted	Total
	£	£	£
Income from:			
Donations, subscriptions and legacies	39,800	3,819	43,619
Charitable activities:			
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
Investments	8,101	-	8,101
Total income	664,315	845,709	1,510,024
Expenditure on:			
Raising funds	6,151	-	6,151
Charitable activities:			
Equality Housing	322,291	347,812	670,103
Short Term Care	164,161	135,553	299,714
Community Services (Children)	30,341	103,951	134,292
Community Services (Adults)	129,064	156,509	285,573
Employment Opportunities	-	85,000	85,000
Expect the Best	60,206	-	60,206
Total expenditure	712,214	828,825	1,541,039
Net income / expenditure before gains / (losses) on investments	(47,899)	16,884	(31,015)
Net gains / (losses) on investments	(1,299)	-	(1,299)
Net income / expenditure	(46,600)	16,884	(29,716)
Transfers between funds	-	-	-
Net income / (expenditure) before other recognised gains and losses	(46,600)	16,884	(29,716)
Gains / (losses) on revaluation of fixed assets	-	-	-
Actuarial gains / (losses) on defined benefit pension scheme	-	-	-
Other gains / (losses)	-	-	-
Net movement in funds	(46,600)	16,884	(29,716)
Total funds brought forward	402,249	24,277	426,526
Total funds carried forward	355,649	41,161	396,810

3 Income from donations and legacies

			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Gifts	32,885	1000	33,885	20,600
Subscriptions	11,380	-	11,380	10,269
Legacies	-	-	-	12,750
	44,265	1,000	45,265	43,619

4 Income from charitable activities

	Unrestricted	Restricted	2020 Total	2019 Total
	£	£	£	£
Equality Housing				
London Borough of Barnet (LBB) Contracts	-	343,569	343,569	347,812
Other income	414,471	-	414,471	417,174
Total for Equality Housing	414,471	343,569	758,040	764,986
Short Term Care				
LBB Contract	-	115,072	115,072	134,637
Co-op Grant - Sensory Room	-	-	-	2,552
Other income	58,245	-	58,245	43,755
Total for Short Term Care	58,245	115,072	173,317	180,944
Community Services (Children)				
Barnet Parent Carer Forum	-	1,645	1,645	11,000
LBB Contract	-	92,125	92,125	76,439
Royal Mencap Society E-PAtS Grant	-	-	-	18,868
Big Lottery Grant	-	-	-	9,500
Other income	273	-	273	-
Total for Community Services (Children)	273	93,770	94,043	115,807
Community Services (Adults)				
LBB Contract	3,000	109,196	112,196	123,900
MOPAC Hate Crime Grant	-	35,000	35,000	30,000
Tesco Groundworks	-	-	-	3,000
Royal Mencap Society Sports Day	-	349	349	-
Other income	76,700	-	76,700	86,674
Total for Community Services (Adults)	79,700	144,545	224,245	243,574
Employment Opportunities				
LBB Contract	-	69,500	69,500	85,000
Total for Employment Opportunities	-	69,500	69,500	85,000
Expect The Best				
Other income	-	-	-	67,993
Total for Expect The Best	-	-	-	67,993
Total income from charitable activities	552,689	766,456	1,319,145	1,458,304

5 Income from investments

			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bank interest	452	-	452	388
Investment income	7,889	-	7,889	7,713
	8,341	-	8,341	8,101

6 Analysis of expenditure

	Basis of allocation	Cost of raising funds £	Equality Housing £	Short Term care £	Charitable activities		Empl'ment Opps £	Expect The Best £	Support & Governance costs £	2020 Total £	2019 Total £
					Community Services (Children) £	Community Services (Adults) £					
Staffing	Direct	3,348	466,648	221,133	64,082	142,062	-	2,818	-	900,091	961,691
Premises	Direct	-	99,390	16,284	483	201	-	-	-	116,358	135,603
Supplies & Services	Direct	39	7,168	6,010	1,968	3,051	69,500	1,254	-	88,990	111,803
Activities	Direct	87	2,839	11,004	143	39,540	-	-	-	53,613	70,591
Sundries	Direct	-	564	213	150	-	-	28	-	955	1,935
<u>Support costs</u>											
Management/Strategy	Time	-	16,932	16,932	16,932	16,932	-	1,382	69,110	69,110	78,601
Finance	Time	-	6,360	6,048	2,647	6,274	-	894	22,223	22,223	18,751
Human Resources	Staff Nos	-	4,236	2,783	4,062	6,527	-	693	18,301	18,301	15,229
General Administration	Time/Staff	-	11,387	3,537	9,072	12,226	-	220	36,442	36,442	31,621
Premises	Space	-	30,124	11,834	9,682	21,516	-	-	73,156	73,156	66,924
Postage/Print/Stationery	Usage	-	5,174	1,066	3,771	7,860	-	771	18,642	18,642	18,636
IT	Staff Nos	-	13,467	4,882	3,992	9,569	-	488	32,398	32,398	29,654
		3,474	664,289	301,726	116,984	265,758	69,500	8,548	270,272	1,430,279	1,541,039
Support costs		-	-	-	-	-	-	-	(270,272)	-	259,416
Total expenditure 2020		3,474	664,289	301,726	116,984	265,758	69,500	8,548	-	1,430,279	
Total expenditure 2019		6,151	664,289	299,714	143,232	276,633	85,000	60,206	-	1,541,039	

Of the total expenditure, £670,246 was unrestricted (2019: £712,314) and £760,033 was restricted (2019: £828,825).

7 Net income / (expenditure) for the year

This is stated after charging / (crediting):	2020	2019
	£	£
Operating lease rentals:		
Property	65,000	81,208
Other equipment	-	-
Depreciation	10,498	11,846
Auditor's remuneration - Audit Fees	3,750	3750
	<u>3,750</u>	<u>3750</u>

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

Staff costs were as follows:	2020	2019
	£	£
Salaries and wages	902,311	949,220
Social security costs	74,019	77,544
Employer's contribution to defined contribution pension schemes	19,072	16,472
Redundancy and Termination costs	-	-
	<u>995,402</u>	<u>1,043,236</u>

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 £216,472 (2019: £226,449).

The charity trustees were not paid nor received any other benefits from employment with the charity in the year (2019: £nil). Two trustees were reimbursed expenses totalling £192 during the year (2019: two trustees, £232). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

Staff numbers

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

	2020	2019
	No.	No.
Charitable activities:-		
Equality Housing	23	24
Short Breaks	10	10
Community Services (Adults & Children)	24	22
Expect The Best	14	6
Support	5	5
	<u>76</u>	<u>67</u>

9 Taxation

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

			2020	2019
10 Tangible fixed assets	Office Equipment	Other Furn & Equipment	Total	Total
	£	£	£	£
Cost				
At the start of the year	57,581	24,045	81,626	69,962
Additions in year	8,452	-	8,452	11,664
Disposals in year	(15,482)	-	(15,482)	-
At the end of the year	<u>50,551</u>	<u>24,045</u>	<u>74,596</u>	<u>81,626</u>
Depreciation				
At the start of the year	39,973	21,695	61,668	49,822
Charge for the year	8,194	2,304	10,498	11,846
Eliminated on disposal	(15,482)	-	(15,482)	-
At the end of the year	<u>32,685</u>	<u>23,999</u>	<u>56,684</u>	<u>61,668</u>
Net book value				
At the end of the year	<u>17,866</u>	<u>46</u>	<u>17,912</u>	<u>19,958</u>
At the start of the year	<u>17,608</u>	<u>2,350</u>	<u>19,958</u>	<u>20,140</u>

All of the above assets are used for charitable purposes.

11 Investments

	2020	2019
	£	£
Investments at fair value:		
Investment funds	151,937	175,511
	<u>151,937</u>	<u>175,511</u>
Movements		
Market value at the start of the year	175,511	174,212
Additions at cost	-	-
Disposals at carrying value	-	-
Net gain / (loss) on revaluation	(23,574)	1,299
Market value at the end of the year	<u>151,937</u>	<u>175,511</u>

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

6,556.308 units in Charifund	51.59%
28,310.388 units in Charibond	22.95%
30,640.000 units in Charities Properties Fund	25.46%

12 Debtors

	2020	2019
	£	£
Trade debtors		
Other debtors	112,130	145,420
Prepayments	30,999	19,137
	<u>143,129</u>	<u>164,557</u>

13 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade and other creditors	34,439	48,448
Taxation and social security	35,999	22,359
Accruals	53,337	57,470
Deferred income	12,745	25,722
	<u>136,520</u>	<u>153,999</u>

Deferred income

	2020	2019
	£	£
Balance at the beginning of the year	25,722	63,998
Amount released to income in the year	(25,722)	(63,998)
Amount deferred in the year	12,745	25,722
Balance at the end of the year	<u>12,745</u>	<u>25,722</u>

14 Analysis of net assets between funds (as at 31 March 2020)

	General unrestricted	Designated	Restricted	Total funds
	£	£	£	£
Tangible fixed assets	17,912	-	-	17,912
Investments	151,937	-	-	151,937
Net current assets	(8,364)	105,639	48,584	145,859
Net assets at the end of the year	<u>161,485</u>	<u>105,639</u>	<u>48,584</u>	<u>315,708</u>

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

	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	201,341
Net assets at the end of the year	<u>252,605</u>	<u>103,044</u>	<u>41,161</u>	<u>396,810</u>

BARNET MENCAP
Notes to the Financial Statements
For the year ended 31 March 2020

16	Movements in funds	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
		£	£	£	£	£
	Restricted funds:					
	Brokerage Reserve	1,812	-	-	-	1,812
	LBB Employment/Training	5,090	-	-	-	5,090
	LBB COPS/Ronak	310	-	-	-	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	7,301	35,000	27,688	-	14,613
	Barnet Parent Carer Forum	1,854	1,645	3,499	-	-
	Royal Mencap Society E-PAtS	13,424	-	1,027	-	12,397
	Big Lottery Fund	3,045	-	3,045	-	-
	Sherrick Sensory Room - Co-op	1,636	-	1,636	-	-
	Royal Mencap Society Sports Day	-	349	349	-	-
	Restricted Donations	-	1,000	1,000	-	-
	Other Restricted Funds	-	729,462	721,789	-	7,673
	Total restricted funds	41,161	767,456	760,033	-	48,584
	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
	Voids	5,000	-	-	-	5,000
	Equality Housing - Shared Houses					
	Maintenance & Refurbishment	2,403	-	-	-	2,403
	Voids	7,035	-	-	-	7,035
	Time Out Reserve	1,300	-	657	-	643
	Open Start Surestart Reserve	3,000	-	-	-	3,000
	Expect the Best (post DoH)	9,852	-	8,548	-	1,304
	NNLS - Autism Project	-	-	200	12,000	11,800
	Total designated funds	103,044	-	9,405	12,000	105,639
	General funds	252,605	581,721	660,841	(12,000)	161,485
	Total unrestricted funds	355,649	581,721	670,246	-	267,124
	Total funds	396,810	1,349,177	1,430,279	-	315,708

BARNET MENCAP
Notes to the Financial Statements
For the year ended 31 March 2020

Movements in funds 2019 (Previous year for comparison)	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	5,443	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 Door 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

Purposes of restricted funds

The Brokerage Reserve Fund is for the provision of brokerage services for families.

The Employment/Training 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 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 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.

NNLS Autism Project is funding from the New North London Synagogue for those with autism.

16	Reconciliation of net income / (expenditure) to net cash flow from operating activities		
		2020	2019
		£	£
	Net income / (expenditure) for the reporting period	(81,102)	(29,716)
	(as per the statement of financial activities)		
	Depreciation	10,498	11,846
	Interest, rent and dividends from investments	(8,341)	(8,101)
	Gains/ (losses) on investments	23,574	(1,299)
	(Increase)/ decrease in debtors	21,428	51,123
	Increase/ (decrease) in creditors	(17,479)	(17,729)
	Net cash provided by / (used in) operating activities	(51,422)	6,124

17 Analysis of cash and cash equivalents

	At 1 April 2019	Cash flows	Other changes	At 31 Mar 2020
	£	£	£	£
Cash at bank and in hand	190,783	(51,533)	-	139,250
Deposits (less than three months)	-	-	-	-
Total cash and cash equivalents	190,783	(51,533)	-	139,250

18 Operating lease commitments

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

	Property 2020	2019
	£	£
Less than 1 year	65,000	65,000
1 - 5 years	32,500	97,500
	97,500	162,500

19 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.

20 Related party transactions

During the year there were related parties transactions as follows:

Name of Trustee: Andrew Waite

Impactful Governance - Community Interest Company (Company of which Andrew Waite is a Director) provided consultancy work to the charity in the amount of £900 (2019: £nil)

Name of Key Management Personnel: Samantha Bishop

Steve Clare (Stepfather of Samantha Bishop) provided building work to the charity in the amount of £2,443 (2019: 549).

Gary Bishop (Husband of Samantha Bishop) provided gardening work to the charity in the amount of £150 (2019: £nil)

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

21 Post Balance Sheet Event

The outbreak of Covid-19 meant that many of Barnet Mencap's services had to be cancelled or adjusted to comply with the restrictions introduced by Government to prevent the spread of the virus. Most notably, our entire leisure programme for adults was curtailed and, aside from a skeleton staff, the office was closed. It also impacted on the Short Breaks Service at Sherrick House where very few people used the service. Due to the extremely adverse financial position this created, the Board decided to end the service at the end of September 2020.