

# Harpenden Mencap

Report and Financial Statements  
for the year ended 31 March 2022



A Company limited by Guarantee  
Company Number (England & Wales): 02903642  
Charity Registration Number: 1035252

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## Officers and Advisers:

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<b>Registered Office and operational address</b>	Stairways 19 Douglas Road Harpenden AL5 2EN Company Number (England and Wales): 02903642 Charity Number: 1035252
<b>Trustees, Directors &amp; Members of Executive:</b>	Peter Taylor ( <i>Chair</i> ) Caroline Rosser-Smith ( <i>Vice Chair</i> ) Nick Latham ( <i>Treasurer</i> ) Gary Caseberry Julie Caseberry Eloise Huddleston- appointed 10/02/2022 John Wallace- appointed 10/02/2022
<b>Chief Executive Officer:</b>	Angela Duce
<b>Bankers:</b>	Triodos Bank UK Ltd Deanery Road Bristol BS1 5AS
<b>Solicitors:</b>	Taylor Walton TW House Station Approach Harpenden AL5 4SP
<b>Independent Auditors:</b>	Miller & Co Chartered Accountants 5 Imperial Court Laporte Way Luton LU4 8FE
<b>Patron:</b>	John Kitching
<b>Contact details:</b>	<b>website:</b> <a href="http://www.harpendenmencap.org.uk">www.harpendenmencap.org.uk</a> <b>email:</b> <a href="mailto:office@harpendenmencap.co.uk">office@harpendenmencap.co.uk</a> <b>phone:</b> 01582 460055 <b>facebook:</b> <a href="http://www.facebook.com/LocalHarpendenMencap/">www.facebook.com/LocalHarpendenMencap/</a> <b>twitter:</b> <a href="https://twitter.com/HarpendenMencap">twitter.com/HarpendenMencap</a>

## Introduction from the Chairman and CEO

It is an absolute privilege to have been appointed as the Chair of Harpenden Mencap since February 2022. I would like to extend my thanks to Julie Caseberry, our outgoing Chair, for all her work and dedication over the past 7 years. Julie continues as a trustee on our Executive Committee, and this year, we have been joined by two new trustees; John Wallace and Eloise Huddleston who bring with them a range of experience from across the charitable fundraising and housing sectors.

Our primary purpose is to ensure that local adults with learning disabilities are supported to live the life they choose and to be active citizens in the community. We deliver this by ensuring that all of the services we provide are personalised to individual needs, wishes and aspirations and accessing a range of resources in partnership with other organisations. Despite the struggles over the past two years, we continue to be ambitious for Harpenden Mencap and the people we support and have many plans for the year ahead as we continue to weather the challenges that we face.

On behalf of the board of trustees, I offer my sincere thanks and admiration to our team of staff and volunteers who have worked diligently throughout the year to provide personalised care to everyone we support within our services and within the community. It has truly been an exceptional time to be working in care and they have all continued to go above and beyond to keep the people we support safe and well.

Whilst it is clear that we are in better circumstances than 2020/21, the second year of delivering services within the Covid-19 pandemic has probably been the most challenging in our history. Despite the lockdowns, restrictions and ever changing regulations in the care sector, Harpenden Mencap has been able to continue to deliver high quality services to the people we support. Sadly, this year, three of our long-term residents died, and whilst this has caused deep sadness, we are thankful that our staff have done everything possible to keep the vulnerable adults they support safe and we are fortunate that we have not experienced any losses from Covid-19 itself. We continue to take all the steps possible to optimise the safety of the people we support without restricting their life experiences beyond what is necessary.

Unfortunately, after around 20 years in the area, we have had to make the difficult decision to close our charity shop due to the impact of the pandemic, but we look ahead to working with the people we support to develop new opportunities for volunteering and employment with the support of the Baily Thomas and the Childwick Charitable Trusts who are supporting our enterprise for the year ahead.

There are still many challenges ahead, particularly as we compete for care staff in a difficult market, but we are confident about our future and look forward to a positive year ahead.



**Peter Taylor**  
Chair of Trustees

**Angela Duce**  
Chief Executive Officer

## Trustees Report

The Trustees are pleased to present their combined annual report and the audited accounts including the Directors report for the year ended 31 March 2022 which have been prepared in accordance with the accounting policies set out in the note to these accounts. The Trustees, and Directors of the Company other administrative details are shown on page 2.

## Governance, Structure and Management

Governance	<p>The Charity was founded in 1959. It is a charitable company, limited by guarantee and incorporated on 2 March 1994. We are also a registered charity.</p> <p>The company was established under a Memorandum of Association and Articles, last reviewed in 2012. The Memorandum establishes the powers and objectives of the charitable company and is governed by the Articles. In the event that the company is wound up the members are required to contribute a maximum of £1. They do not share in any assets if there is a surplus.</p> <p>Harpenden Mencap is a totally self-funded company and rely on our own resources. We are affiliated to Royal Mencap but receive no financial support from them.</p>
Structure	<p>The Charity has an Executive Committee, up to 12 members. The Committee meets monthly and is responsible for the strategy and direction of the charity. The members of the Executive Committee are Directors of the Company and Trustees of the Charity.</p> <p>The Executive Committee has overall control of the charity. It is responsible for the day-to-day activities of the charity, although this may be delegated. In addition to the strategic input members of the Committee support campaigning, publicity and other activities. All members of the committees give their time voluntarily and receive no benefits from the charity other than the incidental benefits of being closer to the care being offered to some of their family members.</p> <p>Appointments are confirmed by the members at the Annual General Meeting, including any Trustees co-opted since the previous AGM. Potential trustees are invited to attend Executive Committee meetings or working party groups before being appointed. On appointment there is an induction process including a pack with background information and guidelines on duties and responsibilities, covering both general Charity Commission guidance and items specific to the Charity.</p> <p>Currently there is no fixed term or rotation of Trustees.</p> <p>Members of the Executive Committee have specific areas of expertise and skill set reviews are undertaken to identify strengths and weaknesses as different circumstances arise.</p>
Management	<p>The responsibility for the day to day running of the charity is delegated to the Chief Executive Officer (CEO) and Senior Management team.</p> <p>The CEO attends and presents at the Executive Committee meetings. The CEO also liaises regularly with Chair, Treasurer and other members of the Executive Committee.</p>

## Objectives and Activities

Objectives	<p>The charity's objectives set out in the Company's Memorandum of Association are:</p> <ul style="list-style-type: none"><li>• The relief of people with a learning disability in particular by the provision of help and support for them and their families, dependents and carers, and to prevent learning disabilities for the public benefit;</li><li>• to provide or assist in the provision of facilities for the recreation or leisure time occupation for people who have need thereof by reason of learning difficulty with the objective of improving their conditions of life.</li></ul>
Activities	<p>Harpenden Mencap currently runs two support services from two sites that are registered with the Care Quality Commission. The supported living and domiciliary care services were merged into a single Community Services provision from June 2021</p> <p>We provide residential care to eleven people and eight Community Services tenants at Stairways, and a further eleven tenants within the Community Services provision at Pine Court, together with other people living in their own homes in the local area.</p>

The last year and looking ahead

The covid pandemic has continued to dominate the last year, and a significant amount of resource and effort has largely been around safeguarding the people we support, and we have been affected directly by covid with a number of staff and residents cases testing positive at various occasions during the year.

Although the community and facilities were opening, we have not been able to deliver the ‘added-value’ services in the way we would like. However, throughout the year, we have continued to maintain our high standards and constantly worked towards ensuring that everyone has been able to access the support they require to live the life they want to lead within the constraints of global events.

We were unable to fully deliver our Supported Employment through our shop during the past year and made the decision to close the shop from July 2022. We maintain our ambition for all the adults with learning disabilities we support and will develop and provide new learning and employment opportunities to enable them to achieve their aspirations.

Our leisure service, the Britannia Club was able to re-establish face to face activities during the year supplemented by a number of online activities. The Club has a regular group of attendees who have enjoyed a number of sessions from learning theatre makeup, dance, games evenings and an enjoyable ‘Brittania’s Got Talent’ evening. Our focus in the year ahead is to build on our relationships with the local community through volunteering to widen the experiences and inclusion of the people we currently support and those who wish to be involved, enabling them to take part in local activities.

We continued our transition to digital planning and record keeping during the year. Due to successful grant bids from the Harpenden Trust and Royal Mencap we were able to upgrade the WiFi at Pine Court as well as purchasing equipment for the people we support which has ensured that everyone has access to a device to help them stay connect online.

Some highlights

Despite a reduction in fundraising activity and donations during the year we were able to improve the services we provide by:

- Supporting many residents and tenants to go on holiday;
- Providing IT equipment and mini hubs for the people we support;
- Providing new beds and moving and handling equipment for a number of residents.

Although planning permission has not yet been submitted, we continue to work closely with St Albans City and District Council and a Housing Association on the redevelopment of the Harpenden Public Halls. We remain committed to purchasing a number of purpose-built flats once the development is completed.

In addition, we continue to work with planning consultants and the housing association to plan for the redevelopment of the Stairways site so that we can provide accommodation for local people with a learning disability securing the future of Harpenden Mencap in the area.

## Risk

The Executive Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

The principal risks are:

Principal risks	What the risks mean	How we manage the risks
Recruitment and retention of Care and Support Staff	The impact of the pandemic, cost of living crisis and the effects of Brexit have had an impact on the ability to recruit staff in the local area. Whilst Harpenden Mencap has a history of retaining staff for a long period of time, it has become difficult to recruit to replace staff.	We continue to employ agency staff to ensure the provision of commissioned hours to the people we support. An ongoing recruitment campaign is underway to boost our number of bank staff but also to encourage staff to take full-time contracts.
The impact of the Corona virus	Whilst the restrictions have been mainly lifted the pandemic continues to have an impact on our day to day working practices and knock-on economic consequences. We have higher than pre-covid levels of staff absences as people were furloughed, on long term sick leave or shorter isolation periods. The social restrictions have also impacted our ability to hold fund raising events and to interact with our donor base. We need to ensure that we are being compensated adequately for any long-term changes that have been implemented to cover changes in practices to minimise the impact of the covid risk.	In the shorter term we employed additional agency staff, to ensure we could provide the service our residents need. We are now building up the number of our bank staff, who are familiar to the organisation, residents and procedures and would be available at short notice. We are reviewing our arrangements with the local authority and assessing our business model
Loss of earned income	A lot of our existing service provision is based on the number of current service users. We can increase the level of support relatively quickly if demand increases but it is harder to react to a loss of income, especially where fixed costs have to be absorbed amongst fewer users.	We have to minimise the level of fixed costs, although not always within our control. We also have to maintain a sufficient level of reserves and cash resources to cover extended periods of depleted income.
Loss of fundraising income	Fundraising income is used to support our charitable objectives and allows us to go the extra mile to support our residents and clients. If this fundraising fails to materialise this enhanced provision would be curtailed	The Trustees reviewed the fundraising strategy, including investing in additional resources to support the fundraising effort. We continue to re-engage with our existing donors and are extending our list of contacts and fundraising opportunities.
Property not being fit for purpose	If any of our properties became unfit for purpose we would, at worst case, have to relocate our residents, possibly to other service providers.	In the short term we adopt a reactive maintenance and repair programme. For the longer-term plan we need to look at, and implement, the opportunities available to us, particularly in respect of the Stairways building.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, residents and visitors. These procedures are reviewed periodically to ensure that they continue to meet the needs of the charity.

## Approach to Fundraising

We developed our new fundraising five-year strategy in 2021, setting ambitious targets for the future, although implementation has been delayed:

- Each year our fundraised income helps us to deliver projects and purchase equipment that is above and beyond the basic cost of living support we receive from the local authority.

- We have bold plans to move our tenants and residents to new, purpose-built accommodation, which will better meet their individual needs. We also plan to expand and develop our supported employment, lifelong learning and leisure opportunities as well as add support for parents of children with learning disabilities. Our ambitious plans will see the needs of people with learning disabilities being met more than ever, within the Harpenden community.
- To deliver these plans, we are reliant on additional income generated through fundraising. We have been lucky to receive generous donations in the past, however we are now particularly reliant on donations secured through proactive fundraising. This is to fill the gap between government allowances and the cost of living, ensure the people who use our services can achieve their aspirations and expand our services, supporting even more people.
- We have reviewed our historic fundraising performance, understood our strengths and weaknesses, opportunities, and threats, benchmarked our performance against similar organisations and reviewed our current fundraising offer, and the case for support and resources. With this in mind, we are proud to have a new five-year fundraising strategy which will see us double fundraised income to £200k over the next five years.

## Financial Review

Income	<p>Income in the year under review showed a significant increase of £440k to £2,770k (2021: £2,331). This was primarily due to two significant legacies received, for which we are very grateful, included in the total legacies of £467k (2021: £50k).</p> <p>In the first part of the year we continued to receive covid related grants and cost recoveries amounting to £87k (2021: £180k) although this dropped off in the second half. The level of support grants dropped significantly to £81k from £104k in 2021, primarily the retail support grants. Additional covid related direct costs, covered by local and central government fell significantly to £6k (2021: £76k)</p> <p>The shop was open for most of the year, and income amounted to £63k (2021: £16k) but this is still significantly below pre pandemic levels approaching £90k.</p> <p>Fundraising income increased to £8k (2021: 3k), despite relaxation of the covid restrictions, people continued to be wary of non-essential gatherings, and again significantly below pre-covid achievements nearer to £25k.</p> <p>We are grateful to all the donors who have contributed to the charity. What you contribute is what allows us to go that bit further to help our service users.</p>
Expenditure	<p>Total expenditure increased by £173k to £2,434k. This compares to £2,261k last year.</p> <p>The largest increase was in respect of staff costs, which accounted for £126k of the total costs increase, and the bulk of that was an increase in agency costs, where we had to put in place short term measures for covid related reasons</p> <p>Fundraising costs increased to £18k (2021: £8k).</p>
Net surplus and cash balance	<p>Overall there was a surplus in the year of £336k (2021: £69k); including the Donations and legacies and the impact of fundraising.</p> <p>The charitable activities, being the core business providing residential services, returned a deficit of £(144)k (2021: £(36)k). There were several contributory factors, primarily relating to ensuring that HM provided the necessary services, so we incurred some significant additional staff costs. There were a number of other contributory factors, including some non-covid related vacancies. These were felt to be exceptional one-off incidents so not to be considered indicative of the future. However, the Trustees are aware of many pressures on the core services and the costs of providing them, including the aftermath of the pandemic and inflationary pressures brought on by the global situation.</p> <p>The shop suffered from a significantly reduced income, both reduced shop sales and diminished employment scheme income, albeit costs were not dissimilar to pre-pandemic levels, resulting in a deficit of £(13)k. Recent pre-pandemic surpluses averaged just over £40k; 2021 was positive due to retail grants and furlough arrangements.</p> <p>Given restricted access arrangements and the ability to hold events fundraising also returned a net deficit of £(9)k (2021: £(5)k)</p>



The cash balance at 31 March 2022 was £340k (2021: £445k).

## Reserves policy

The Executive Committee have assessed that the free reserve requirement is £500k to cover working capital requirements and potential fluctuations in earned and donated income and having regard to prevailing conditions.

Given the uncertainty relating to future economic conditions and potential higher cost inflation than has been the case in recent times, we need to maintain our reserves at the highest level to cover potential net outflows in the foreseeable future.

The overall reserves at 31 March 2022 were £2,984k of which £33k was restricted. The unrestricted reserves, including designated funds amounted to £2,951k:

	£'000
• fixed assets, less the associated property mortgage	2,288
• designated funds	138
• free reserves	525

There is a small surplus on free reserves of £25k (2021: deficit £(215)k) compared to the assessed requirement. However given current economic uncertainty and potential property transactions in the medium-term future we believe that it is appropriate to maintain free reserves at the maximum level.

## Coronavirus Pandemic

The coronavirus pandemic, which emerged in 2020 is still impacting on our operations. Although restrictions have eased, we now face an extremely competitive market for staff in the local area. We are developing new ways of recruiting and training staff and working to provide our services in different ways. Our fundraising continues to be impacted as the country faces a cost of living crisis and again, we have to compete with other organisations for voluntary income

The direct financial effect is given in Note 8 to the accounts but the overall impact of the pandemic is far greater and cannot be quantified in just financial terms.

We are particularly grateful to Hertfordshire County Council and St Albans District Council for the ongoing support towards the additional costs we incurred, and resources we have had to divert in the last two years combatting the Covid Pandemic.

## Staff

Again it has been a very difficult year and The Trustees would like to thank all members of the staff, whether front line or support, as well as the senior management team, for an incredible contribution and support in what have continued to be some very difficult times.

## Subsequent event

Subsequent to the year end the Trustees regrettably have taken the decision to close the shop.

There were a number of factors that combined to lead to this decision not least the range of competition, including some larger charities with multi-outlet operations. We are looking to replace the Employment Opportunity aspect that the shop provided and re-instate this in some form as soon as possible.

The Trustees would like to thank all the staff and volunteers who have contributed their time and effort to this operation over the years, as well as all our donors and customers who have supported us.

No provision has been made in these accounts for any costs that might arise as the decision was taken entirely after the year end.

## Plans for future periods

We have four main ambitions going forward:

- to develop the range and quality of our services through collaboration with the people we support, their families and the community;
- to provide modern, sustainable, and innovative housing solutions to enable every local person with a learning disability to receive the support of Harpenden Mencap if they wish;
- promote knowledge and change in the local community through effective marketing, lobbying and education;
- develop and strengthen the support network we have with supporters, donors, families, and the community

## Going concern

The Trustees have a duty to ensure that when presenting this report that the charity will be in a position to continue its activities and meet its liabilities for at least the next 12 months.

The Executive Committee frequently confer with the CEO and Management team on current events and future projections and the impact on the future of the company. An annual budget is prepared, and regular forecast updates for the current year and future periods are reviewed by the Executive Committee.

Our current projections show that the charity is expected to be able to meet its liabilities as they fall due for the foreseeable future.

After careful consideration of these factors, the trustees have concluded that the going concern basis of preparation is appropriate.

## Statement of Trustee's responsibilities

The Executive Committee Members as Directors and Trustees are responsible for preparing the Annual Report and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law applicable to charities in England & Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period including expenses of the charitable company for that period.

In preparing these accounts, the Trustee is required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2019 (FRS102)
- make judgments and accounting estimates that are reasonable and prudent
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The Executive Committee confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have regard to the guidance published by the Charity Commission, including public benefit guidance.

## Disclosure of information to auditors

The trustees confirm that so far as they are aware:

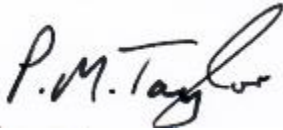
- there is no relevant audit information (as defined by section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware; and
- they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information

## Appointment of Auditors

A resolution proposing that Miller & Co of Luton and Harpenden are re-appointed will be put to the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

This report was approved by the Trustees. Signed on their behalf on **16<sup>th</sup> September 2022** by:

Handwritten signature of Peter Taylor in black ink.

Peter Taylor  
Chairman of Executive Committee  
& Trustee

Handwritten signature of Nick Latham in blue ink.

Nick Latham  
Member of the Executive Committee  
& Trustee

## Report of the Independent Auditors to the Members of Harpenden Mencap

### Opinion

We have audited the financial statements of Harpenden Mencap (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, 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 charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

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

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

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

### Other information

The trustees are responsible for the other information. The other information comprises the information in the Trustees Report but does not include the financial statements and our Report of the Auditors thereon.

### 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 for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The Report of the Trustees has been prepared in accordance with applicable legal requirements.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. 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.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustee's Annual Report.

We have nothing to report in respect of the following matters where 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Executive Committees Report.

## **Responsibilities of directors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page nine, 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 the trustees determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

## **Extent to which the audit was considered capable of detecting irregularities, including fraud**

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to these risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Identifying and assessing potential risks related to irregularities

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

Audit response to risk identified

- the nature of the industry, control environment and charity performance;
- results of our enquiries of management about their own identification and assessments of the risks of irregularities;
- any matters we identified having obtained and reviewed the charitable company's policies and procedures relating to;
- identifying, evaluating, and complying with laws and regulations and whether they were aware of any instances of noncompliance;

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-detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected, or alleged fraud;  
-the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified no areas with potential for fraud. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the charitable company operates in, focussing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. In addition we considered the provisions of other laws and regulations that do not have a direct effect of the financial statements but compliance with which may be fundamental to the charitable Company's ability to operate or to avoid a material penalty.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remain alert to any indications of fraud or noncompliance with laws and regulations throughout the audit.

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

## Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink, appearing to read 'R A Cox'.

R A Cox (Senior Statutory Auditor)  
for and on behalf of Miller & Co  
Statutory Auditors  
Chartered Accountants  
5 Imperial Court  
Laporte Way  
Luton  
Bedfordshire  
LU4 8FE

20 September 2022

## Statement of Financial Activities

(Including Income and Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income:</b>					
Donations and legacies	2	487,157	14,007	501,164	82,664
<b>Charitable Activities:</b>					
Residential Care	3	1,125,837	-	1,125,837	1,160,868
Community services	3	1,064,281	-	1,064,281	1,005,736
Other activities		895	-	895	-
<b>Total Income from Charitable Activities</b>		<b>2,191,013</b>	<b>-</b>	<b>2,191,013</b>	<b>2,166,604</b>
Other trading activities	4	67,633	-	67,633	77,310
Fundraising income	5	8,861	-	8,861	2,590
Investment income: bank interest		1,342	-	1,342	1,587
<b>Total Income</b>		<b>2,756,006</b>	<b>14,007</b>	<b>2,770,013</b>	<b>2,330,755</b>
<b>Expenditure:</b>					
<b>Charitable activities</b>					
Residential Care	3	1,304,534	-	1,304,534	1,257,915
Community services	3	1,023,255	-	1,023,255	930,964
Other activities	3	1,771	5,969	7,740	14,457
		<b>2,329,560</b>	<b>5,969</b>	<b>2,335,529</b>	<b>2,203,336</b>
Other trading activities	4	80,474	-	80,474	50,265
Fundraising costs	4	17,828	-	17,828	7,825
<b>Total Expenditure</b>		<b>2,427,862</b>	<b>5,969</b>	<b>2,433,831</b>	<b>2,261,426</b>
<b>Net Income/(Expenditure) before transfers</b>		<b>328,144</b>	<b>8,038</b>	<b>336,182</b>	<b>69,329</b>
Transfers between funds	18	10,184	(10,184)	-	-
<b>Net movement in funds for the year</b>	<b>6,7</b>	<b>338,328</b>	<b>(2,146)</b>	<b>336,182</b>	<b>69,329</b>
<b>Total Funds at 1 April 2021</b>		<b>2,612,457</b>	<b>35,264</b>	<b>2,647,721</b>	<b>2,578,392</b>
<b>Total funds at 31 March 2022</b>	<b>18</b>	<b>2,950,785</b>	<b>33,118</b>	<b>2,983,903</b>	<b>2,647,721</b>

All income and expenditure derive from continuing activities. The Statement of Financial Activities includes all gains and losses recognised in the year.

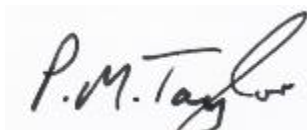
The notes on pages 17 to 25 form part of these financial statements

## Balance Sheet

	Notes	Total 2022 £	Total 2021 £
<b>Fixed assets:</b>			
Freehold property	12	3,187,330	3,187,330
Other tangible fixed assets	13	68,365	70,723
<b>Total Fixed Assets</b>		<b>3,255,695</b>	<b>3,258,053</b>
<b>Current Assets</b>			
Debtors and prepayments	14	511,842	122,161
Cash at bank and in hand		340,117	445,454
		851,959	567,615
<b>Creditors</b>			
Amounts falling due within one year	15	(209,783)	(210,680)
<b>Net Current Assets</b>		<b>642,176</b>	<b>356,935</b>
<b>Creditors</b>			
Amounts falling due after more than one year	16	(913,968)	(967,267)
<b>Total Net Assets</b>		<b>2,983,903</b>	<b>2,647,721</b>
<b>The Charity Funds</b>			
	17		
Unrestricted funds		2,813,069	2,474,741
Designated funds		137,716	137,716
Total unrestricted funds		2,950,785	2,612,457
Restricted funds		33,118	35,264
<b>Total Charity Funds</b>		<b>2,983,903</b>	<b>2,647,721</b>

The Financial Statements which have been prepared in accordance with the special provisions relating to the small companies regime within Part 15 of the Companies Act 2006 were approved and authorised for issue by the Board on: **16 September 2022**

Signed on behalf of the Board of Directors by:



Peter Taylor  
Chairman of Executive Committee  
& Trustee



Nick Latham  
Member of Executive Committee  
Treasurer & Trustee

The notes on pages 17 to 25 form part of these financial statements



## Statement of Cash Flows

	2022	2021
	£	£
<b>Reconciliation of net income to net cash flow from operating activities:</b>		
Net income for year	336,182	69,329
Investment income	(1,342)	(1,587)
Depreciation on tangible assets	36,284	41,858
Loss on sale of assets	134	500
(Increase)/Decrease in debtors	(389,681)	(60,353)
Increase/(Decrease) in creditors	(897)	56,260
<b>Net cash (outflow)/inflow from operating activities</b>	<b>(19,320)</b>	<b>106,007</b>
<b>Cash flows from investing activities:</b>		
Investment income	1,342	1,587
Purchase of tangible fixed assets	(34,060)	(25,353)
<b>Net cash (absorbed) by investing activities</b>	<b>(32,718)</b>	<b>(23,766)</b>
<b>Cash flows from Financing activities</b>		
Repayment of loan	(53,299)	(47,701)
<b>Net cash absorbed in financing activities</b>	<b>(53,299)</b>	<b>(47,701)</b>
<b>Change in cash or cash equivalents in the reporting period</b>	<b>(105,337)</b>	<b>32,540</b>
Cash and cash equivalents at 31 March 2021	445,454	412,914
<b>Cash and cash equivalents at 31 March 2022</b>	<b>340,117</b>	<b>445,454</b>

Analysis of changes in net debt	At 31 March	Cash Flow	At 31 March
	2021		2022
	£	£	£
<b>Cash:</b> at bank and in hand	445,454	(105,337)	340,117
<b>Debt:</b> Secured bank loan	(1,018,736)	51,469	(967,267)
<b>Total</b>	<b>£ (573,282)</b>	<b>£ (53,868)</b>	<b>£ (627,150)</b>

## Notes to the Financial Statements

### 1. Accounting Policies

#### (a) Basis of accounting

Harpenden Mencap is a private company limited by guarantee registered in England and Wales. The charitable company constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention.

The financial statements are presented in pounds sterling which is the functional currency of the charitable company and are rounded to the nearest pound.

#### (b) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes. Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Details of the nature and purpose of each fund are set out in notes 17 and 18.

#### (c) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £300 are not capitalised.

Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value, over their expected useful lives on the following basis:

Freehold land	Nil
Freehold buildings	2%
Vehicles, furniture, and equipment	25% - 33 1/3% on cost

#### (d) Income

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- charges for residents are included in the financial statements on the basis of amounts receivable in the year.
- Donations, Subscriptions, Charity shop and other fundraising income is accounted for as received by the Charity.
- Legacies are included when the Charity is advised by the personal representative of an estate that payment will be made and the amount involved can be quantified.
- clothing and other items donated for resale through the Charity Shop are included as incoming resources within activities for generating funds when they are sold.
- investment income is included when receivable.
- the value of services provided by volunteers has not been included in these accounts.

#### (e) Expenditure

Expenditure is recognised on an accruals basis as liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the cost associated with attracting voluntary income and the costs of trading for fundraising purposes including the Charity Shop.

## (e) Expenditure (Continued)

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others where material, are apportioned on an appropriate bases, comprising per capita and estimated usage.

## (f) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable and payable within one year are recorded at transaction price.

## (g) Pensions

The Charity provides a defined contribution personal pension scheme arrangement for its employees. The pension charge in the accounts represents the amounts payable by the charity to the funds in respect of the year for employee members.

## (h) Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risk of ownership remain with the lessor are charged to the accounts as incurred.

## (i) Financial Instruments

The charity only has financial assets and 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.

## (j) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in paragraph 1 Schedule 6 Finance Act 2010 therefore it meets the definition of a charitable company for UK Corporation tax purposes.

## (k) Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist, except as disclosed below. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the levels of reserves for the charity to be able to continue as a going concern.

## (l) Judgements and the key sources of estimation uncertainty

Preparation of the financial statements requires management to make significant judgements in applying the accounting policies of the charitable company and estimates and assumptions that have significant effect on the recognition and measurement of assets, liabilities, income, and expenses. Actual results may be different to those estimates.

## (m) Government Grants

Income from Government grants is recognised in the period for which they are received.

## 2. Donations and legacies

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Donations	8,247	14,007	22,254	30,250
Legacies	467,012	-	467,012	50,000
Subscriptions	396	-	396	470
Grants	11,502	-	11,502	1,944
	487,157	14,007	501,164	82,664

## 3. Charitable Activities

	Unrestricted	Restricted	2022	2021
	£	£	£	£
<b>Incoming Resources</b>				
From Public Authorities	1,760,236	-	1,760,236	1,710,965
Grants and government pandemic support	83,043	-	83,043	118,972
Rental income	300,507	-	300,507	294,455
Fees for using facilities and services	47,227	-	47,227	42,212
<b>Total services income</b>	<b>2,191,013</b>	<b>-</b>	<b>2,191,013</b>	<b>2,166,604</b>
<b>Charitable activities costs</b>				
Staff Costs	1,952,750	-	1,952,750	1,838,071
Depreciation	35,272	-	35,272	39,468
Secured Loan Interest payable	31,839	-	31,839	39,599
Other direct costs	298,668	5,969	304,637	276,583
Governance costs	6 11,031	-	11,031	9,615
	2,329,560	5,969	2,335,529	2,203,336
<b>Net deficit on charitable activities</b>	<b>(138,547)</b>	<b>(5,969)</b>	<b>(144,516)</b>	<b>(36,372)</b>

## 4. Other Trading Activities

	Unrestricted	Restricted	2022	2021
	£	£	£	£
Shop: income	63,285	-	63,285	16,090
Grants and government pandemic support	4,348	-	4,348	61,220
<b>Total income</b>	<b>67,633</b>	<b>-</b>	<b>67,633</b>	<b>77,310</b>
Shop expenditure:				
Staff costs	(42,961)	-	(42,961)	(31,250)
Other	(37,513)	-	(37,513)	(19,015)
	(12,841)	-	(12,841)	27,045

## 5. Fundraising activities

	Unrestricted £	Restricted £	2022 £	2021 £
Income	8,861	-	8,861	2,590
Expenditure	(17,828)	-	(17,828)	(7,825)
	(8,967)	-	(8,967)	(5,235)

## 6. Governance costs

	2022 £	2021 £
Professional fees - Auditor's remuneration	5,760	4,800
Administrative salaries	4,255	3,825
Insurance - Trustee indemnity	1,016	990
	11,031	9,615

## 7. Net Income/Expenditure

Net Income/(Expenditure) in the year is stated after crediting/ (charging):

	Note	2022 £	2021 £
Pandemic related support	8	87,391	180,192
Staff costs	9	(2,005,957)	(1,879,869)
Auditor's remuneration		(5,760)	(4,800)
Depreciation		(36,284)	(41,858)

Non-audit services: In common with many other businesses of our size and nature we use our auditors to assist us with the provision of other services from time to time. During the year ended 31st March 2022 no other services were provided.

## 8. Pandemic related support

Pandemic related support	Grants £	Cost recovery £	2022 £	2021 £
Hertfordshire County Council (HCC):				
Grants towards costs of infection control	77,297	-	77,297	63,321
Personal Protective Equipment (PPE)	-	-	-	29,787
Job retention scheme (furlough)	-	1,672	1,672	43,277
Statutory Sick pay - covid related	-	4,422	4,422	3,450
St Albans District Council:				
Retail grants and rate rebates	4,000	-	4,000	40,357
			-	
	81,297	6,094	87,391	180,192

The Grants from HCC are towards costs of staff diverted from their normal duties to combat the pandemic and deal with covid related issues. The cost recovery was in respect of specific additional costs incurred because of the pandemic.

## 9. Staff costs

	2022	2021
	£	£
Salaries	1,508,946	1,521,458
Social security costs	126,701	124,169
Employer contributions to pension schemes	68,650	70,139
Redundancy costs	32,575	-
Other employment costs	29,572	33,292
<b>Total employment costs</b>	<b>1,766,444</b>	<b>1,749,058</b>
Agency costs	239,513	130,811
	<b>2,005,957</b>	<b>1,879,869</b>

Total emoluments of £317,501 (2021: £316,106) were paid to 6 key management personnel. One employee received emoluments of between £70,000 and £80,000 (2021: one employee between £60,000 and £70,000).

No emoluments were paid to Trustees (2021:nil).

The charity provides a defined contribution pension arrangement for its eligible employees. The pension contributions made in the year, disclosed above, are in respect of 71 (2021-69) present employees.

The average full time equivalent monthly number of employees was:

Staff numbers	2022	2021
Support Services	56	55
Administration	5	6
	<b>61</b>	<b>61</b>

## 10. Trustee Remuneration & Related Party Transactions

No member of the Executive Committee received any remuneration for this year and no relevant expenses were reimbursed to Trustees for this year.

No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year except in connection with the provision of services by the charity in the normal course of its operations and on its standard terms.

## 11. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied in furtherance of its charitable objects. No charges to taxation have arisen on the charity in the year. (2021 - none)

## 12. Freehold Property

		2022	2021
		£	£
Cost:	Pine Court	2,608,309	2,608,309
	Stairways	579,021	579,021
		<b>3,187,330</b>	<b>3,187,330</b>

### Freehold Property: 'Pine Court'

The freehold property known as 'Pine Court' is situated in Carlton Road, Harpenden. The building is wholly used for charitable purposes and is held to provide services to the charity's beneficiaries. Accordingly, the value in use comprises the present value of the asset's service potential which is best represented by depreciated replacement cost. This is greater than the actual cost which therefore remains the appropriate carrying value in the accounts and, accordingly, no depreciation is required in accordance with accounting policy 1c.

### Freehold Property: 'Stairways'

The freehold property, known as 'Stairways' is situated in Douglas Road, Harpenden. The building is mainly used for charitable purposes and is held to provide services to the charity's beneficiaries. Given that the indicative current market value of the property and, accordingly, the probable residual value is in excess of £3,000,000 the appropriate carrying value in the accounts remains cost and no depreciation is required in accordance with accounting policy 1c.

The application of the buildings depreciation policy 1c is reviewed annually by the Executive Committee and depreciation will be provided for at the point in time when amortisation of cost is recognised as being required.

## 13. Other Tangible Fixed Assets

	Furniture & equipment:		Motor	Total
	Property	office	Vehicles	
	£	£	£	£
<b>Cost</b>				
At 1 April 2021	361,067	67,190	22,905	451,162
Additions	14,734	19,326	-	34,060
Disposals	(6,799)	-	-	(6,799)
At 31 March 2022	369,002	86,516	22,905	478,423
<b>Depreciation</b>				
At 1 April 2021	306,805	50,729	22,905	380,439
Charge for year	26,979	9,305	-	36,284
Disposals	(6,665)	-	-	(6,665)
At 31 March 2022	327,119	60,034	22,905	410,058
<b>Net book value:</b>				
At 31 March 2022	41,883	26,482	-	68,365
At 31 March 2021	54,262	16,461	-	70,723

The property and office furniture and equipment and the motor vehicles are all used wholly for charitable purposes.

## 14. Debtors

	2022	2021
	£	£
Residents' charges invoiced	5,756	15,235
Other debtors	475,402	71,616
Prepayments	30,684	35,310
	<b>511,842</b>	<b>122,161</b>

## 15. Creditors: amounts falling due within one year

		2022	2021
	Note	£	£
Bank loan repayable within one year	16	53,299	51,469
Income in advance		5,128	6,913
Trade creditors		52,436	55,680
Social Security and other taxes		39,950	36,214
Pension contributions		11,109	10,612
Other creditors		2,546	12,300
Accruals		45,315	37,492
		<b>209,783</b>	<b>210,680</b>

## 16. Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Within one year - (Capital only for the next year)	53,299	51,469
Bank Loan repayable after more than 1 year:		
Between one and two years	55,195	53,299
Between two and five years	177,645	171,544
After more than five years	681,128	742,424
<b>Bank Loan repayable after more than 1 year:</b>	<b>913,968</b>	<b>967,267</b>
Total bank loan at 31st March 2022	<b>967,267</b>	<b>1,018,736</b>

The bank loan is a non-residential mortgage agreement with the Charity's bankers Triodos Bank UK Ltd, for a total sum of £1,400,000, which was raised to part finance the purchase and construction of Pine Court, Carlton Road, Harpenden (see note 12). At the balance sheet date the loan is secured on the Charity's freehold property 'Stairways' and comprised approximately 35% of its estimated market value.

The loan is repayable in monthly instalments over 24 years commencing July 2012, with interest charged at base rate plus 2.25% with a minimum rate of 3.5%.



## 17. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Fund £	Total Funds £
Tangible fixed assets	-	-	3,255,695	3,255,695
Current assets	33,118	137,716	681,125	851,959
Current liabilities	-	-	(209,783)	(209,783)
Long term liabilities	-	-	(913,968)	(913,968)
<b>Total net assets</b>	<b>33,118</b>	<b>137,716</b>	<b>2,813,069</b>	<b>2,983,903</b>

## 18. Movements In Funds

	1 April 2021	Income	Expenditure	Transfers	31 March 2022
<b>Unrestricted funds:</b>					
General fund	2,474,741	2,756,006	(2,427,862)	10,184	2,813,069
Designated funds:					
Building	101,289	-	-	-	101,289
Major Building Repairs	36,427	-	-	-	36,427
<b>Total unrestricted funds</b>	<b>2,612,457</b>	<b>2,756,006</b>	<b>(2,427,862)</b>	<b>10,184</b>	<b>2,950,785</b>
<b>Restricted funds:</b>					
Building	16,604	720	-	-	17,324
IT & Communication	-	11,502	(4,502)	(7,000)	-
Amenities	18,660	1,785	(1,467)	(3,184)	15,794
<b>Total restricted funds</b>	<b>35,264</b>	<b>14,007</b>	<b>(5,969)</b>	<b>(10,184)</b>	<b>33,118</b>
<b>Total Funds</b>	<b>2,647,721</b>	<b>2,770,013</b>	<b>(2,433,831)</b>	<b>-</b>	<b>2,983,903</b>

The description of the fund types is covered in the Accounting Policies (Note 1). The specific funds held by the charity are:

- General Fund:** The unrestricted and general fund is available for use in fulfilling the general objects of the charity.
- At 31 March 2022 the general fund balance available was £2,813,069, of which £2,288,428 has been used to acquire functional fixed assets.
- The remaining balance of £524,641 is available to be applied towards meeting the charity's currently assessed reserve requirement of at least £500,000; however we anticipate some challenging economic times in the near future and we are looking to invest further in property.
- The Executive Committee continue to monitor both the reserves level requirement and the funds available in the current year.

## Designated funds:

- Building Fund The Executive Committee designated a fund of £100,000 to be retained for future building projects and to which a share of bank interest is accumulated annually.
- Major Repairs Fund In the light of the Charity's investment in freehold property, the Executive Committee considered it appropriate in 2013/4 to set up a designated fund to cover major repairs

## Restricted funds:

- Building Fund donations and other monies received towards the upkeep and renewal of the buildings, as specified by the donors.
- IT and Communication towards the acquisition and maintenance of charity owned IT and communications equipment
- Amenities donations towards items used to improve the lives of residents.

## 19. Other Commitments

As at 31 March 2022 the charity had no capital commitments (2021-£nil). However, there were financial commitments under non-cancellable operating leases and agreements as follows:

	Land and Buildings:		Other equipment and agreements	
	2022	2021	2022	2021
	£	£	£	£
Expiry date :				
less than 1 year	21,000	21,000	37,092	2,137
between one and five years	84,000	84,000	743	2,880
after more than five years	24,500	45,500	-	-