



**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2015**

CONTENTS

	Page
Trustees' annual report	2 - 8
Independent examiners' report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12-13

Registered Charity No. 246001

MID-SUSSEX MENCAP
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2015

1. LEGAL AND ADMINISTRATIVE DETAILS

1. The Society was first registered as a Charity on 4th February 1966 and the Society's Charity Commission Registration Number is 246001. Although originally called the 'Mid-Sussex Society for Mentally Handicapped Children', the Society has been known as 'Mid-Sussex MENCAP' since 1981.

2. Mid-Sussex MENCAP does not have an office or headquarters building as its registered address. Correspondence may, however, be sent to either

a. The Chairman: Peter Evans
'Twin Birches', 20 Allwood Crescent,
Wivelsfield Green, West Sussex, RH17 7RP or

b. The Secretary: John Drake
Post Office Cottages, Tanyard Lane
Staplefield, Nr. Handcross, West Sussex RH17 6EL

3. Mid-Sussex MENCAP has adopted the model Local Society Constitution issued by Royal MENCAP. A copy of our Constitution can be seen by contacting John Drake, our Secretary, at the above address.

4. The Trustees of Mid-Sussex MENCAP (referred to in this Report as the Committee) are the people who were legally responsible for the control and management of the Society during the financial period from 1st April 2014 to 31st March 2015.

Peter Evans (Chairman)
John Drake (Secretary)
Ian Sanderson (Treasurer)
Rosie Elkins (Committee Member)
Julia Pascoe (Committee Member)

All the above trustees have held office throughout the year.

5. Mid-Sussex MENCAP's Bankers are: -

Barclays Bank Church Road
Burgess Hill West Sussex
RH159BD

6. Mid-Sussex MENCAP's Independent Examiner is: -

Mr Tom Chapman
36 Pitreavie Drive
Hailsham
East Sussex
BN27 3XG

7. Mid-Sussex MENCAP's current governing document (its Constitution) limits its activities by forbidding it to undertake any permanent trading activities to raise funds for its charitable objectives.

2. AIMS AND ORGANISATION

The main aims and objectives of Mid-Sussex MENCAP are to:

- *work for and promote the well being of people with learning disabilities, their families and their carers;*
- *act as an information network to support people with learning disabilities, their families and carers;*
- *make links with and promote good relations between other Local Societies and Gateway clubs in West Sussex, the West Sussex District Committee, MENCAP Officers and National MENCAP;*
- *work with people in Health, Education and Social Services to support them in providing the best possible standards of care and personal development of people with learning disabilities;*
- *influence decision makers who have the power to make decisions that affect the lives of people with learning disabilities;*
- *promote and support local study and research into learning disabilities;*
- *raise funds to achieve these objectives and receive contributions from any person by way of subscriptions, donations and otherwise.*

Mid-Sussex MENCAP has no formal base, headquarters or office. It has only one paid member of staff and she is the Gateway Club Leader. All of its work is undertaken voluntarily by the Committee and other volunteers, in their own time and using their own facilities such as phones, and computers. The Committee normally meets monthly at the Old Post Office Resource Centre.

3. CHAIRMAN'S REPORT

Your Committee has remained the same over the past year and continue to work hard for you. The Committee comprises: John our Secretary, Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me.

Requests for financial help remain few and far between. Last year we reached a milestone in that our donations to people and organisations from the legacy that we received in 2010 had exceeded £100,000. Our target remains to use the legacy over 10 years, donating approximately £30,000 each year but this might be difficult given the success of our investments and the lack of requests for help. This year we also received the final instalment of a smaller legacy which totalled £14,000 and this has been used to refurbish and update the IT Suite at Signposts.

In the main, where we have made donations, they have tended to be to other organisations that help and support people with a learning disability rather than making donations to individual people. We need to reach out to more people and let them know that we can help.

At one time we held Committee meetings every month but the reduction in business has meant that we have only held seven meetings this year and we continue to try to do most of our business through e-mails in between meetings. This does seem to be working despite one or two problems. We have moved our meetings back to the evenings so as to accommodate visiting guests.

There is still the question of whether there is a need for a Mid-Sussex MENCAP local Society? On balance, there probably is given that we have helped one or two people and enabled some organisations to keep going. There used to be seven local MENCAP Societies in West Sussex but now there are only two - Worthing and Littlehampton. If Mid-Sussex MENCAP disappears, then that will call into question the limited help that we do give to individuals and organisations and would probably mean the end of Gateway and our Photo and Art competitions. But we are an aging Committee (apart from Julia) and we won't always be around. There is an urgent need for people to take our place on the Committee.

We have continued to develop and keep up to date as well as we can our web site www.midsussexmencap.org.uk and it remains one of our main methods of giving information to people about what is happening around Mid-Sussex and further afield. For many years, we have received very good levels of support from National MENCAP liaison Officers and this has helped us greatly in keeping up to date with developments at National level which affect the lives of people with a learning disability and their carers. To replace James and Annabel, we have been supported by Tatu, then Tim and then Anna from National MENCAP.

The really good side of the Society's activities and what continues to keep the Committee energised are the two successful Gateway Clubs. Their success is due to the excellent work that Diane does as our Gateway Leader, supported by her many volunteers. Diane has worked hard on recruiting new volunteers with great success. The Mid-Sussex club is now well settled into the St Andrew's Church Hall in Burgess Hill. Our links with the East Grinstead Gateway Club remain strong thanks to the good work that Diane does in maintaining a positive relationship with the members and committee at that Club. Last year we held our annual Mary Wheeler Art Competition which was again very successful with over 80 entries of a very high quality. Everyone who came along to the prize-giving ceremony enjoyed seeing the pride and feelings of achievement that the winners had when receiving their prizes. I must again put on record our sincere thanks to Ross Thompson for the hard work that he puts in to judging the entries.

Last year, we also held our other much awaited annual event, the Photo and Film Competition, now in its 31st year. The prize-giving ceremony at the Martlets in Burgess Hill in June was a great success and again it was good to see the pride on people's faces as they received their prizes. This was the third year that the Competition had been organised by Rosie and Chris and they continue to amaze us with the amount of work and energy that they put into making the competition a success.

In the summer we held what is now our annual Summer Party and Disco. Again it was very successful with music from the Horsham Accordion Band and Gary and the day was enjoyed by many people. This will definitely be an annual event for us and I am currently organising the 2015 Summer Party.

Unfortunately, our long serving Auditor, Tom Chapman, has told us that he can no longer Audit our books each year. Tom's work is a very important task which certifies that we manage all our income and expenditure in a proper manner. We will miss Tom's valuable help and advice as we turn to search for a new Auditor.

Finally, I would like to thank all those people who help us on a voluntary and paid basis to make Mid-Sussex MENCAP a success. This includes all my colleagues on the committee as well as Diane and the volunteers at Burgess Hill and East Grinstead Gateway clubs. I would also like to thank all those who help with our fund-raising activities, whether through giving up an hour or so on flag days, making cakes, or donating items for Tombolas and the like. I hope that I haven't missed anyone out – Mid-Sussex MENCAP's continued success depends on a joint effort.

4. FINANCIAL REVIEW

Performance in year

Our five collective investment schemes provided a steady income through the year providing £4,746 (2014: £4,976) of dividend income. In addition we received £15,000 from partial sales of three investments as a consequence of our investment disposal policy. Our total investment income decreased to £4,822 (£5,046) as a result of lower interest rates and revaluation of investments saw a loss of only £7,070 (£1,010 gain) despite sales of £15,000 as a result of the performance of stock markets over the year. Income for the year from other sources (£4,478) was down on last year (£4,984) due to less fundraising activities.

Grants of £18,328 (£18,433) were given consisting of seven large grants to charities totalling £17,350, one small grant to a charity, and grants to five individuals.

The costs of running the Gateway club were slightly lower at £13,995 (£14,142). Part of this cost was incurred in helping to run East Grinstead Gateway for which no charge was made. Employee costs were comparable as we continued to run with one paid employee during the year. Costs of £2,043 (£2,597) were incurred running the photographic competition – they were higher last year due to the purchase of new display boards.

Investment and Reserves Policy

This policy is written in the light of the Charity Commissioners' guidance "Investment of Charitable Funds: Basic Principles" (CC14, December 2004) which strongly recommends that charity trustees decide on an investment policy for their charity, record it clearly in writing, and keep it under review. (para. 30).

The investments must be managed in such a way as to provide sufficient income to enable Mid-Sussex Mencap to carry out its purposes effectively both in the short term and over the longer term. Where possible, the value of assets should be enhanced so as to at least keep pace with inflation over the longer term.

An approximate balance is to be maintained between the enhancement of capital and the generation of income.

The aims of Mid-Sussex Mencap are to be met by way of a prudent investment strategy based on a range of collective investment schemes dedicated to investment by charities.

Risk will be minimised by:

- only investing in collective investment schemes which are regulated by the UK Financial Services Authority.
- no initial investment in a single collective scheme being for more than £50,000.
- making no form of speculative investment.

This policy is to be reviewed annually and the treasurer will provide the trustees with a portfolio valuation each quarter.

With this policy and a projected grant giving rate of £30,000 per year, it is expected that the reserves will be depleted over a ten year period to a level that will equate to one year's expenditure.

5. FUTURE PLANS

FUTURE PLANS

Our plans for the next year are to:

1. Continue to review our Policies to ensure that they remain appropriate and conform to legal and insurance requirements
2. Generate, and meet, more requests for financial help from our membership and other people and organisations associated with people with a learning disability in the Mid-Sussex area
3. Continue to support and develop the Leader and volunteers and all Gateway activities in Mid-Sussex and East Grinstead
4. Continue all our efforts at fundraising to generate income and to 'advertise' our presence in Mid-Sussex and the work that we do
5. Run the Photo and Film Competition and the Mary Wheeler Art Competition
6. Do what we can to help and support those affected by the cuts in service from West Sussex County Council

6. STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 'going concern basis' unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

7 INDEPENDENT EXAMINER

Following the resignation of the existing examiner, the trustees need to find a new examiner to undertake the independent examination of Mid-Sussex MENCAP in 2015/16.

Signed on behalf of the trustees

G. P. Evans

Date: 6th October 2015

Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2014/15

I report on the accounts of the Trust for the year ended 31st March 2015, which are set out on pages 02 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

T P Chapman
36 Pitreavie Drive, Hailsham, East Sussex, BN27 3XG

MID-SUSSEX MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure Account)

YEAR ENDED MARCH 31ST 2015

		Unrestricted Funds & Total YEAR ENDED 31.3.15	Total YEAR ENDED 31.3.14
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		1,869	1,516
Donations received		1,613	1,737
Fundraising		50	681
Other Gateway income		895	1,050
Legacies		0	4,878
Investment income	3	4,822	5,046
Total incoming resources		<u>9,249</u>	<u>14,908</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,590	1,186
Fundraising costs		0	0
Donations made	5	18,329	18,433
Staff costs	4	6,125	6,099
Other Gateway costs		7,889	8,043
Other activities		<u>3,391</u>	<u>4,354</u>
Total resources expended		<u>37,324</u>	<u>38,115</u>
Gain/loss on revaluation of investments	6	7,830	5,010
Net Movement in Funds		(20,245)	(18,197)
Funds brought forward		<u>218,680</u>	<u>236,877</u>
Funds carried forward		<u>198,435</u>	<u>218,680</u>

MID-SUSSEX MENCAP

BALANCE SHEET AT MARCH 31ST 2015

	Notes	2015		2014	
		£	£	£	£
Fixed Assets					
Tangible assets			0		0
Investments	6		<u>169,850</u>		<u>177,020</u>
Current Assets					
Debtors	7	496		496	
Cash at bank and in hand		<u>28,751</u>		<u>44,067</u>	
		29,247		44,563	
Creditors: amounts falling due within one year: accruals	8	<u>(662)</u>		<u>(2,903)</u>	
Net Current Assets			<u>28,585</u>		<u>41,660</u>
Net Assets			<u>198,435</u>		<u>218,680</u>
Represented by:					
Accumulated Funds					
General Fund			198,435		218,680
Restricted Funds			<u>0</u>		<u>0</u>
Total Funds			<u>198,435</u>		<u>218,680</u>

The financial statements on pages 10 and 11 were approved by the trustees on 6 October 2015 and signed on their behalf by:

John Drake
Secretary

Ian Sanderson
Treasurer

Notes to the accounts

1 Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993
- b) Investment income is recorded when receivable.
- c) The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.
- d) Expenditure on grants is recorded once Mid-Sussex MENCAP has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier. Mid-Sussex MENCAP has not made any grant commitments of more than one year.
- e) Other expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the SOFA as incurred.
- f) Incoming resources from fundraising and related fundraising costs are reported gross in SOFA.

2 Taxation

Mid-Sussex MENCAP is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3 Investment income has arisen as follows:

Source of Investment Income	2015	2014	2013
		£	£
Listed investments	4745	4976	5343
Cash	65	70	862
Accrued interest	0	0	0
Total	4810	5046	6205

4 Analysis of employee costs:

	2015	2014	2013
	£	£	£
Salaries	6117	6091	6650
Social Security Costs	8	8	8
Total	6125	6099	6658

No employee received emoluments of over £60,000 during the year (2014 nil).

The average number of full time equivalent employees for the year was 0.3 (2014 0.3 fte) and the one part time staff (2014 one part time staff) was employed to run the Gateway Club.

5 Analysis of charitable expenditure

A total of £978 was made in grants by Mid-Sussex MENCAP to five individuals. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid	Notes
	£	
Woodlands Meed	600	Towards wheelchair friendly bench
The Yews	10000	Towards subsidising learning disabled groups' room hire
Mencap	1700	Towards furniture for Aspen Lodge
Mencap	2000	Towards special bike for wheelchair users at Rowan House
Circles	450	To fund Person Centred Planning for an individual
Access to Music	500	To fund a course for an individual
Signposts	100	To fund travel expenses for an individual
Springboard	2,000	Towards the running costs of Buddies, Mid-Sussex

6 Investment assets

With the exception of cash held with Triodos Bank (Netherlands) all investments were held in the UK.

Investments Held	2015 £	2014 £	2013 £
List of investments			
Collective funds	169850	177020	176010

Movements in fixed asset investments were:

	2015	2014	2013
Carrying value at the beginning of the year	177020	176010	167314
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	-11259	-2783	(8,633)
Add/deduct net gain/loss on revaluation	4089	3793	17,329
Carrying value at the end of the year	169850	177020	176,010

Gains/losses on revaluation of investments were:

	2015	2014	2013
Disposals at market value	15000	4000	11,525
Less: Disposals at carrying value	-11259	-2783	(8,633)
Add/deduct net gain/loss on revaluation	4089	3793	17,329
Gain/loss on revaluation of investments	7830	5010	20,221

7 Analysis of debtors

The debtor figure is an insurance premium prepayment and accrued interest.

8 Analysis of creditors

The creditor figure is an accrual for two trade creditors and one outstanding donations.

9 Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2014 none).

