



**TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2016**

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Registered Charity No. 246001

## MID-SUSSEX MENCAP

### TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2016

#### 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

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

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 Peter Evans 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 2015 to 31st March 2016.

Peter Evans (Chairman)  
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 Alan Gardiner

5 Summerhill Drive  
Lindfield  
Haywards Heath  
RH16 2AR

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**

It was a great surprise to us when John Drake announced his retirement from the post of Honorary Secretary last year. Managing the 2015 AGM was his last official duty. John had been Honorary Secretary for over 45 years and had played a key part in guiding Mid-Sussex MENCAP through all its work in those years. We do miss his presence at our Committee Meetings and other events and we wish John well in his 'retirement'.

Thus your Committee has shrunk and now only comprises Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me. You will have seen our flyers asking if there is anyone who might take John's place but as to date, we have not found a replacement. Losing another Committee member for whatever reason will seriously affect the future viability of Mid-Sussex MENCAP.

Requests for financial help remain few and far between. Last year we reached another milestone in that the total amount of our donations to people and organisations from the legacy that we received in 2010 is now more than we have left from that legacy. 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.

In the main, where we have made donations, they continue to tend 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.

Although the amount remaining from the legacy is substantial, your Committee is aware that it will run out one day, in probably between 7 and 10 years time. That will mean the end of Gateway and our successful art and photo competitions unless your Committee can find alternative sources of funding or through sponsorship.

We continue to hold Committee meetings as and when required which means on average about 5 meetings a year and we continue to embrace modern technology by conducting much of our business through e-mails in between meetings.

We have continued to develop and keep up to date as well as we can our web site [www.midsussexmencap.org.uk](http://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. In this year we started to look at having a Facebook page for Gateway.

On that topic we have now successfully taken over the management and running of the East Grinstead Gateway Club. This caused some hard thinking and research with National MENCAP but it was achieved by the target date of 31st March. Having two Gateway Clubs has meant more work for Ian our Treasurer and Diane the Gateways Leader for which we are very grateful. There is still, however, a real need for more volunteers to help out at the East Grinstead Gateway Club

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. Our latest contact was Anna from National MENCAP who helped us a lot in the takeover of East Grinstead Gateway but at the time of writing this we know that National MENCAP are in the process of setting up a central Network Office to co-ordinate help and information between local groups like us.

Last year we held our annual Mary Wheeler Art Competition which was again very successful with over 180 entries (more than ever before), all 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 32nd 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 fourth 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. Again we are grateful to our judges.

In the summer we held what is now our annual Summer Party and Disco. Again it was very successful with music from the Burgess Hill Marching 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 2016 Summer Party.

Last year, our long serving Examiner, Tom Chapman, told us that he could no longer continue. Tom's work was a very important task which certifies that we manage all our income and expenditure in a proper manner. After a thorough search Ian has found a replacement for whom this is the first year of working with us.

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 £4,873 (2015: £4,746) of dividend income. In addition we received £30,000 from partial sales of two investments as a consequence of our investment disposal policy. Our total investment income was steady at £4,906 (£4,822) due to continuing low interest rates. Revaluation of investments saw a reduction of £42,179 (£7,070 reduction) which consisted of a loss of £12,179 (£7,830 gain) as a result of the performance of stock markets over the year plus sales of £30,000 (£15,000).

Income for the year from other sources (£3,768) was down on last year (£4,478) due to fewer donations received.

Grants of £34,207 (£18,328) were given consisting of six large grants to charities totalling £32,291, two small grants to charities, and grants to two individuals.

The costs of running the Gateway club were slightly lower at £12,602 (£13,995). 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 £1,938 (£2,043) were incurred running the photographic competition.

##### **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 previous examiner, the trustees are grateful to Mr Alan Gardiner for taking on the role and he has agreed to undertake the independent examination of Mid-Sussex MENCAP in 2016/17.

Signed on behalf of the trustees

G. P. Evans

Date: 6<sup>th</sup> October 2016

## **Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2015/16**

I report on the accounts of the Trust for the year ended 31st March 2016, 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.

Mr Alan Gardiner  
5 Summerhill Drive  
Lindfield  
Haywards Heath  
RH16 2AR

8<sup>th</sup> September 2016

## MID-SUSSEX MENCAP

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

YEAR ENDED MARCH 31<sup>ST</sup> 2016

		Unrestricted Funds & Total YEAR ENDED 31.3.16	Total YEAR ENDED 31.3.15
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		1,800	1,869
Donations received		132	1,613
Fundraising		213	50
Other Gateway income		1,623	895
Legacies		0	0
Investment income	3	4,906	4,822
Total incoming resources		<u>8,674</u>	<u>9,249</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,514	1,590
Fundraising costs		0	0
Donations made	5	34,207	18,329
Staff costs	4	6,062	6,125
Other Gateway costs		6,540	7,889
Other activities		<u>3,814</u>	<u>3,391</u>
Total resources expended		<u>52,137</u>	<u>37,324</u>
Gain/loss on revaluation of investments	6	(12,179)	7,830
Net Movement in Funds		(55,642)	(20,245)
Funds brought forward		<u>198,435</u>	<u>218,680</u>
Funds carried forward		<u>142,793</u>	<u>198,435</u>

## MID-SUSSEX MENCAP

### BALANCE SHEET AT MARCH 31<sup>ST</sup> 2016

	Notes	2016		2015	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets			0		0
Investments	6		<u>127,671</u>		<u>169,850</u>
<b>Current Assets</b>					
Debtors	7	0		496	
Cash at bank and in hand		<u>16,040</u>		<u>28,751</u>	
		<b>16,040</b>		<b>29,247</b>	
Creditors: amounts falling due within one year: accruals	8	<u>(918)</u>		<u>(662)</u>	
<b>Net Current Assets</b>			<b><u>15,122</u></b>		<b><u>28,585</u></b>
<b>Net Assets</b>			<b><u>142,793</u></b>		<b><u>198,435</u></b>
Represented by:					
<b>Accumulated Funds</b>					
General Fund			142,793		198,435
Restricted Funds			<u>0</u>		<u>0</u>
<b>Total Funds</b>			<b><u>142,793</u></b>		<b><u>198,435</u></b>

The financial statements on pages 10 and 11 were approved by the trustees on 6 October 2016 and signed on their behalf by:

Rosie Elkins  
Trustee

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	2016	2015	2014
			£
Listed investments	4873	4745	4976
Cash	33	65	70
Accrued interest	0	0	0
Total	4906	4810	5046

### 4 Analysis of employee costs:

	2016	2015	2014
	£	£	£
Salaries	6062	6117	6091
Social Security Costs	0	8	8
Total	6062	6125	6099

No employee received emoluments of over £60,000 during the year (2015 nil).

The average number of full time equivalent employees for the year was 0.3 (2015 0.3 fte) and the one part time staff (2015 one part time staff) was employed to run the Gateway Club.

## 5 Analysis of charitable expenditure

A total of £1916 was made in grants by Mid-Sussex MENCAP to two individuals. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid	Notes
	£	
The Yews	10,000	Towards subsidising learning disabled groups' room hire
Orchard House	293	To fund a replacement tree swing
Grace Eyre	100	Towards materials for the Art Competition
Kangaroos	5,000	Towards running costs
Reaching Families	1,000	To fund book distribution at Woodlands Meed
Signposts	11,748	To fund a new IT suite
Signposts	5,000	Towards running costs
Speak Up	1,650	Towards running costs

## 6 Investment assets

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

Investments Held	2016	2015	2014
	£	£	£
List of investments			
Collective funds	127671	169850	177020

Movements in fixed asset investments were:

	2016	2015	2014
Carrying value at the beginning of the year	169850	177020	176010
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	-23615	-11259	-2783
Add/deduct net gain/loss on revaluation	-18564	4089	3793
Carrying value at the end of the year	127671	169850	177020

Gains/losses on revaluation of investments were:

	2016	2015	2014
Disposals at market value	30000	15000	4000
Less: Disposals at carrying value	-23615	-11259	-2783
Add/deduct net gain/loss on revaluation	-18564	4089	3793
Gain/loss on revaluation of investments	-12179	7830	5010

## 7 Analysis of debtors

## 8 Analysis of creditors

The creditor figure is an accrual for three trade creditors.

## 9 Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2015 none).