



**TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2020**

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Registered Charity No. 246001

## MID-SUSSEX MENCAP

### TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2019

#### 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  
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 The Chairman 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 2019 to 31st March 2020.

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, 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 bi-monthly.

## 3. CHAIRMAN'S REPORT

Your Committee has spent another quiet but productive year. We remain a small Committee comprising Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me. Meetings have been held roughly every two months, depending on what business needs to be dealt with. We sometimes conduct business through e-mails and phone calls in between meetings.

We have dealt with some requests for financial help from individual people and we are still making donations to organisations that directly help and support people with a learning disability. Details can be found in the finance pages of our Annual Report. We continue to use the legacy given to us in 2008 but because of the success of our investments and the reduction in requests for help, we still have about quarter left. One of the problems that your Committee is working on is how to use what is remaining to ensure that we can respond to any requests for help in the future and ensure the continuation of the Gateway Clubs and our Photo and Art competitions.

We use our web site [www.midsussexmencap.org.uk](http://www.midsussexmencap.org.uk) as our main method of informing people about what is happening around Mid-Sussex and further afield. The Facebook Gateway page set up by Diane, our Gateway Club Leader, continues to help our communication with members.

The East Grinstead Gateway Club and the Burgess Hill Gateway Club which are run by Diane, our Gateway Clubs Leader and continue to be very successful. In this, Diane, is helped by a strong group of volunteers, without whose help we couldn't run the Clubs.

This year we again held our annual Mary Wheeler Art Competition which was again very successful and this year we had a record number of entries - over 200 for the first time. All were of a very high quality. Everyone who came along to the prize-giving ceremony in November enjoyed seeing the pride and feelings of achievement that the winners had when receiving their prizes. I must thank Melanie Hodge, Michael Duck and Susan Driver from Burgess Hill Artists for again taking on the Judging role in our Competition. We hope to have a good relationship with them for many years to come.

In 2019 we also held our annual Photo and Film Competition, now in its 35th year. The prize-giving ceremony at Clair Hall in Haywards Heath 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 seventh 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 all our judges.

In March 2020 we started to grapple with the uncertainty surrounding the effect on our Society of the CoronaVirus. Because of this uncertainty and the potential risks to people we decided not to run the Photo and Art competitions in 2020. We also decided to stop running our Gateway Clubs until there is further guidance from the Government.

Finally, I would like to thank all those people who help us on a voluntary 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. I hope that I haven't missed anyone out - Mid-Sussex MENCAP's continued success depends on a joint effort.

Peter Evans  
Chairman, Mid-Sussex MENCAP  
June 2020

#### **4. FINANCIAL REVIEW**

##### **Performance in year**

Our five collective investment schemes provided a steady income through the year providing £1,598 (2019: £1,910) of dividend income. We disposed of two of our investments realising £23,820 (2019: £0) this year. Our total investment income was reduced due to the reduction in the funds invested as a result of sales last year. Revaluation of investments saw a loss of £5,647 (£1,357 gain) as a result of the performance of stock markets over the year.

Income for the year from other sources (£8,799) was down on last year (£9,941) due to a drop in income from Burgess Hill Gateway and lower donations. Grants of £15,118 (£14,532) were given consisting of four large grants to charities totalling £11,439, two small grants to charities, and grants to two individuals.

The costs of running the Gateway clubs were up on last year at £17,664 (£16,714) due to higher employee costs. We continued to run with one paid employee during the year. Costs of £1,701 (£1,530) 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.

## **5. FUTURE PLANS**

Our plans for 2020/2021 are to:

1. Closely watch the development of the CoronaVirus pandemic and take whatever action is needed when advice is received from the Government.
2. Continue to examine and review our Policies to ensure that they remain relevant and conform to legal and insurance requirements and to add to our Policies where necessary
3. Generate, and meet, more requests for financial help from our membership, individuals with a learning disability and other people and organisations associated with people with a learning disability in the Mid-Sussex area
4. Continue to support the Gateway Club Leader and volunteers and to develop and expand Gateway activities in Mid-Sussex and East Grinstead.
5. To find ways that will ensure that the Gateway Clubs will be able to run in the future in line with the Society's financial situation.
6. Continue all our efforts at fundraising, both to generate income and to publicise and market our presence in Mid-Sussex and our role in supporting people with a learning disability.
7. To revive, when safe, the Photo and Film Competition and the Mary Wheeler Art Competition.

## **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**

The trustees are grateful to Mr Alan Gardiner for examining the accounts and he has agreed to undertake the independent examination of Mid-Sussex MENCAP in 2020/21.

Signed on behalf of the trustees

G. P. Evans

Date: 15<sup>th</sup> October 2020

## **Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2019/20**

I report on the accounts of the Trust for the year ended 31st March 2020, which are set out on pages 9 to 13.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities (Accounts and Reports) Regulations 2008

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

4<sup>th</sup> September 2020

## MID-SUSSEX MENCAP

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

YEAR ENDED MARCH 31<sup>ST</sup> 2020

		Unrestricted Funds & Total YEAR ENDED 31.3.20	Total YEAR ENDED 31.3.19
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		2,647	3,259
Donations received		4,904	5,223
Fundraising		0	0
Other Gateway income		1,248	1,459
Investment income	3	1,598	1,910
Total incoming resources		<u>10,397</u>	<u>11,851</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,694	1,582
Fundraising costs		0	0
Donations made	5	15,118	14,532
Staff costs	4	7,482	6,902
Other Gateway costs		8,520	8,230
Other activities		<u>2,330</u>	<u>2,413</u>
Total resources expended		<u>35,144</u>	<u>33,659</u>
Gain/loss on revaluation of investments	6	-5,647	1,357
Net Movement in Funds		(30,394)	(20,451)
Funds brought forward		<u>101,092</u>	<u>121,543</u>
Funds carried forward		<u>70,698</u>	<u>101,092</u>

## MID-SUSSEX MENCAP

### BALANCE SHEET AT MARCH 31<sup>ST</sup> 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets			0		0
Investments	6		<u>54,808</u>		<u>84,275</u>
<b>Current Assets</b>					
Debtors	7	1,365		666	
Cash at bank and in hand		<u>15,591</u>		<u>17,386</u>	
		<b>16,956</b>		<b>18,052</b>	
Creditors: amounts falling due within one year: accruals	8	<u>(1,066)</u>		<u>(1,235)</u>	
<b>Net Current Assets</b>			<b><u>15,890</u></b>		<b><u>16,817</u></b>
<b>Net Assets</b>			<b><u>70,698</u></b>		<b><u>101,092</u></b>
Represented by:					
<b>Accumulated Funds</b>					
General Fund			70,698		101,092
Restricted Funds			<u>0</u>		<u>0</u>
<b>Total Funds</b>	10		<b><u>70,698</u></b>		<b><u>101,092</u></b>

The financial statements on pages 10 and 11 were approved by the trustees on 15 October 2020 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	2020	2019	2018
Listed investments	1598	1909	2423
Cash	0	0	0
Accrued interest	0	0	0
Total	1598	1909	2423

### 4 Analysis of employee costs:

	2020	2019	2018
	£	£	£
Salaries	7482	6902	6051
Social Security Costs	0	0	0
Total	7482	6902	6051

No employee received emoluments of over £60,000 during the year (2019 nil).

The average number of full time equivalent employees for the year was 0.3 (2019 0.3 fte) and the one part time staff (2019 one part time staff) was employed to run the Gateway Clubs.

## 5 Analysis of charitable expenditure

A total of £18 was made in a grant by Mid-Sussex MENCAP to one individual. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid	Notes
	£	
Outreach 3	100	Towards art materials
Woodlands Meed	5,000	Towards memorial garden
Signposts	10,000	Towards running costs

## 6 Investment assets

Investments Held	2020	2019	2018
	£	£	£
List of investments			
Collective funds	54808	84275	82918
Change over previous year	-29467	1357	-26436

Movements in fixed asset investments were:

	2020	2019	2018
Carrying value at the beginning of the year	84275	82918	109354
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	-19136	0	-19456
Add/deduct net gain/loss on revaluation	-10331	1357	-6980
Carrying value at the end of the year	54808	84275	82918

Gains/losses on revaluation of investments were:

	2020	2019	2018
Disposals at market value	23820	0	26000
Less: Disposals at carrying value	-19136	0	-19456
Add/deduct net gain/loss on revaluation	-10331	1357	-6980
Gain/loss on revaluation of investments	-5647	1357	-436

## 7 Analysis of debtors

The debtor figure is the sum of two prepayments.

## 8 Analysis of creditors

The creditor figure is an accrual for 4 trade creditors.

## 9 Related party transactions

None of the trustees were paid any remuneration by the charity during the year (2019 none). Three trustees were reimbursed out of pocket expenses.

## 10 Gateway clubs

The following table shows estimated accounts for the two Gateway Clubs. Total administration and staff costs have been divided two thirds to Burgess Hill, one third to East Grinstead.

	Burgess Hill 2020 £	Burgess Hill 2019 £	E. Grinstead 2020 £	E. Grinstead 2019 £
Opening petty cash balance	2,090	2,974	130	126
<b>RECEIPTS</b>				
Door money	1,736	2,274	818	870
Donations	0	0	3,250	5,000
Tuck	1,038	1,269	0	0
Other income	<u>36</u>	<u>36</u>	<u>0</u>	<u>0</u>
	2,810	3,579	4,068	5,870
<b>PAYMENTS</b>				
Wages	4,988	4,601	2,494	2,301
General Admin	1,108	1,055	554	527
Hall hire	2,710	2,594	470	427
Tuck	1,192	909	120	143
Travel & Admin	244	410	534	428
Other	666	636	235	262
Activities	770	450	0	290
Activities (locally funded)	<u>803</u>	<u>958</u>	<u>776</u>	<u>723</u>
	12,481	11,613	5,183	5,101
Surplus/(Deficit)	(9,671)	(8,034)	-1,115	769
Closing petty cash balance	1119	2090	52	130