



**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2013**

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 2013

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 2012 to 31st March 2013.

Peter Evans (Chairman)
John Drake (Secretary)
Ian Sanderson (Treasurer)
John Fuller (Committee Member to Nov. 2012)
Rosie Elkins (Committee Member and Fundraising Committee Member)
Jo Morcombe (Committee Member to Mar. 2012)

All the above trustees except John Fuller and Jo Morcombe 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

This has been a sad and disappointing year for us on your committee. The sadness comes from the loss of two dear colleagues, John Fuller who passed away in November last year and Jo Morcombe who passed away in March this year. We will miss them very much, both as friends and as valued colleagues on the Committee. John brought his knowledge of learning disability, his links with Burnside and his humour and Jo brought an insight which helped with our decision-making and of course, she was also closely linked with the Mid-Sussex MENCAP Photo Competition with William over many years. This reduces the number of people on the Committee to four; John our Secretary, Ian our Treasurer, Rosie our main fundraiser (and now organiser along with Chris of the Photo Competition), and me.

This brings me to the disappointing part of the year. For a number of years we have tried to get the message across that we have funds available to help people with a learning disability and their families but requests are few and far between. In the main, where we do make donations, they tend to be to other organisations that help and support people with a learning disability such as Kangaroos, Speak Up, Signposts, Springboard and the new Woodlands Meed School and College. This is fine but we would also like to help enrich the lives of individual people in Mid-Sussex. You can see from other parts of this Annual Report that our reserves stand at over £200,000. When we received the legacy that led to these reserves, we, the Committee set out a plan to use this money up over 10 years, donating approximately £30,000 each year. In the year under review, our reserves have performed well, to the extent that interest this year on our invested reserves has been greater than the donations that we have made. At this rate the legacy will last more than ten years. We really do need people to come to us as well as organisations.

When I first joined Mid-Sussex MENCAP over 25 years ago, committee meetings were held regularly each month. In this last year we have only held five Committee meetings which reflects the reduced amount of work that requires Committee discussion. It is also true that we are able to make decisions and have discussions through e-mails which reduce the need for formal meetings. Much of what we do discuss is about the Mary Wheeler Art Competition, Flag Days and fund-raising, The Photo Competition, our Summer Party, Gateway and donations to other organisations that help people with a learning disability in a more practical way, rather than discussing how we can bring real help to individual people. We have also moved these meetings from evenings to afternoons for the time being, which isn't only due to the increasing average age of Committee members.

So it's almost an identity crisis! Is there still a need for a Mid-Sussex MENCAP local society? Is it that provision for people with a learning disability has improved so much over the decades that there is no longer a need for a local society? The striking cuts made by West Sussex County Council over the last two years must have had an effect on individual people's lives but we have not been asked to help any individual to mitigate the effects of cuts on them. Or is it that people just don't know that we are here? If you read this and have any comments or ideas then please get in touch with a committee member.

We have continued to develop 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 and we continue to enjoy a good working relationship with our MENCAP Officer, James, who has been very active in maintaining links and information between us and National MENCAP.

We continue to run two successful Gateway Clubs through 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. All the members seem to like this new venue and it has meant that Diane has been able to expand the choice of activities on Club evenings. 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. Because we had changed the

timing of the prize-giving ceremony, many more prize winners were able to attend. Everyone who came along enjoyed seeing the pride and feelings of achievement that the winners had when receiving their prizes. I must put on record out thanks to Ross Thompson for the hard work that he puts in to judging the entries and to his wife for her continued support.

Last year, we also held our other much awaited annual event, the Photo and Film Competition, now in its 29th 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 first year that the Competition had been organised by Rosie and Chris and they have done a magnificent job.

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, Gary and Keith Hayman and the day was enjoyed by many people. This will definitely be an annual event for us. We have continued to raise funds and publicise ourselves with flag days in Hassocks and Haywards Heath and I want to thank all who helped us in these flag days by giving up an hour or so to 'shake a tin'.

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. There is no doubt that these clubs play a major role in bringing social and fun activities to many people with learning disabilities and provide a useful period of respite for their carers. 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 (2012 comments)

Our five collective investment schemes provided a steady income through the year providing £5,343 of dividend income. In addition we received £11,525 from partial sales of three investments as a consequence of our investment disposal policy. Our total investment income decreased slightly to £6,205 (£6,605) although revaluation of investments saw a large gain of £20,221 (£1,006) as a result of the performance of stock markets over the year.

Legacy income totalled £11,500 (£7,924) from Mrs Gue's estate. Otherwise income for the year from other sources (£4,206) was slightly down on last year (£4,707) due to a decrease in donations and fundraising income.

Grants of £10,825 (£12,695) were given consisting of five large grants to charities totalling £7,985, four smaller grants to charities, and grants to three individuals. The costs of running the Gateway club were slightly higher at £13,810 (£12,773). 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 £2,179 (£1,836) were incurred running the photographic competition – higher as a result of having to purchase a new trophy.

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

Our plans for 2013/2014 are to:

1. 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
2. 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
3. Continue to support the Club Leader and volunteers and to develop and expand all Gateway activities in Mid-Sussex and East Grinstead
4. 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.
5. Run the Photo and Film Competition and the Mary Wheeler Art Competition
6. Do what we can, where necessary in conjunction with other organisations, to help and support those affected by the cuts in services 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

The trustees intend to ask the existing examiner to undertake the independent examination of Mid-Sussex MENCAP in 2013/14.

Signed on behalf of the trustees

G. P. Evans

Date:

Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2012/13

I report on the accounts of the Trust for the year ended 31st March 2013, which are set out on pages 02 to 14.

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
19th June 2013

MID-SUSSEX MENCAP

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

YEAR ENDED MARCH 31ST 2012

		Unrestricted Funds & Total YEAR ENDED 31.3.13	Total YEAR ENDED 31.3.12
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		1,465	1,426
Donations received		680	1,446
Fundraising		586	780
Other Gateway income		1,475	1,055
Legacies		11,500	7,924
Investment income	3	6,205	6,605
Total incoming resources		<u>21,911</u>	<u>19,236</u>
<u>RESOURCES EXPENDED</u>			
Administration		2,083	1,577
Fundraising costs		0	0
Donations made	5	10,825	12,695
Staff costs	4	6,658	6,406
Other Gateway costs		7,152	6,367
Other activities		<u>3,000</u>	<u>2,649</u>
Total resources expended		<u>29,718</u>	<u>29,694</u>
Gain/loss on revaluation of investments	6	20,221	1,006
Net Movement in Funds		12,414	(9,452)
Funds brought forward		<u>224,463</u>	<u>233,915</u>
Funds carried forward		<u>236,877</u>	<u>224,463</u>

MID-SUSSEX MENCAP

BALANCE SHEET AT MARCH 31ST 2013

	Notes	2013		2012	
		£	£	£	£
Fixed Assets					
Tangible assets			0		0
Investments	6		<u>176,009</u>		<u>167,314</u>
Current Assets					
Debtors	7	392		672	
Cash at bank and in hand		<u>60,676</u>		<u>56,642</u>	
		61,068		57,314	
Creditors: amounts falling due within one year: accruals	8	<u>(200)</u>		<u>(165)</u>	
Net Current Assets			<u>60,868</u>		<u>57,149</u>
Net Assets			<u>236,877</u>		<u>224,463</u>
Represented by:					
Accumulated Funds					
General Fund			236,877		224,463
Restricted Funds			<u>0</u>		<u>0</u>
Total Funds			<u>236,877</u>		<u>224,463</u>

The financial statements on pages 10 and 11 were approved by the trustees on x September 2013 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	2013 £	2012 £	2011 £
Listed investments	5343	5,581	2,868
Cash	862	780	1,234
Accrued interest	0	244	269
Total	6,205	6,605	4,371

4 Analysis of employee costs:

	2013 £	2012 £	2011 £
Salaries	6,650	6,381	8,441
Social Security Costs	8	24	151
Total	6,658	6,405	8,592

No employee received emoluments of over £60,000 during the year (2012 nil).

The average number of full time equivalent employees for the year was 0.3 (2012 0.3 fte) and the one part time staff (2012 one part time staff) was employed to run the Gateway Club.

5 Analysis of charitable expenditure

A total of £485 was made in grants by Mid-Sussex MENCAP to three individuals. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid £	Notes
Embark	960	Towards two individuals' transport requirements
Nursery Playgroup	4,225	Towards running costs
Mid-Sussex CVS	30	Towards running costs
ICIS	500	Towards running costs
Definitive Video	800	Towards the production cost of a video about a learning disabled person.
Special Task Force	100	Towards equipment for an individual
Beachy Head Chaplaincy	100	In memory of John Fuller
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	2013 £	2012 £	2011 £
List of investments			
Collective funds	176,010	167,314	180,708

Movements in fixed asset investments were:

	2013	2012	2011
Carrying value at the beginning of the year	167,314	180,708	0
Add: additions to investments at cost	0	0	165,000
Less: disposals at carrying value	(8,633)	(13,606)	0
Add/deduct net gain/loss on revaluation	17,329	212	15,708
Carrying value at the end of the year	176,010	167,314	180,708

Gains/losses on revaluation of investments were:

	2013	2012	2011
Disposals at market value	11,525	14,400	0
Less: Disposals at carrying value	(8,633)	(13,606)	0
Add/deduct net gain/loss on revaluation	17,329	212	15,708
Gain/loss on revaluation of investments	20,221	1,006	15,708

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 three trade creditors and two outstanding donations.

9 Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2012 none).

