



**TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2014**

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Registered Charity No. 246001

## MID-SUSSEX MENCAP

### TRUSTEES' ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2014

#### 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 2013 to 31st March 2014.

Peter Evans (Chairman)

John Drake (Secretary)

Ian Sanderson (Treasurer)

Rosie Elkins (Committee Member)

Julia Pascoe (Committee Member) - elected 27<sup>th</sup> August 2013

All the above trustees except Julia Pascoe have held office throughout the year.

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

Barclays Bank Church Road  
Burgess Hill West Sussex  
RH15 9BD

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 increased by one member since last year and there are now five people on the Committee: John our Secretary, Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me.

As I said last year, for a long time we have tried to let people know that we have funds available to help people with a learning disability and their families but requests remain few and far between. This year, though, we have reached a milestone in that we have given out over £100,000 of the legacy that the Society received in 2010. When we received this legacy the Committee set out a plan to use this money up over 10 years, donating approximately £30,000 each year. We also get smaller donations. Last year we were saddened to hear that Ted Clifford had passed away. Ted has been associated with Mid-Sussex MENCAP almost since it began and has been a strong supporter of the

Society. A collection was made at Ted's funeral and that money has been used to buy a wheelchair friendly picnic bench for Woodlands Meed School.

In the main, where we do make donations, they tend to be to other organisations that help and support people with a learning disability rather than making donations to individual people. In the year under review we have helped some individuals by paying for new furniture and equipment for four youngsters setting up a new home in Burgess Hill; buying an iPad and helping two young people to get to their course in Crawley. We have also helped some organisations including support for The Yews and providing heating for Signposts. It is strange that given the stringent service cuts by West Sussex County Council, we have not had a flood of requests for help.

We still hold less frequent Committee meetings (five again this year) and try to do our business through e-mails in between meetings. This does seem to be working despite one or two problems. We have moved these meeting 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 little us. 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](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.

For many years, probably near to 30 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. Unfortunately, last year, James and Annabel left MENCAP to work with the Quality Care Commission and we miss them sorely. We have had a replacement but someone who has been given a much larger area of the country to look after and the result is that there has been very limited contact with the new Officer. This will impact on our ability to keep members up to date with developments but we will do our best.

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 30th 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 second 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.

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. 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 £4,976 (2013: £5,343) of dividend income. In addition we received £4,000 from partial sales of one investment as a consequence of our investment disposal policy. Our total investment income decreased to £5,046 (£6,205) as a result of lower interest rates although revaluation of investments saw a gain of £1,010 (£20,221) as a result of the performance of stock markets over the year.

Legacy income totalled £5,928 (£11,500) from the residue of Mrs Gue's estate and from Mr Battey's estate. Otherwise income for the year from other sources (£4,984) was up on last year (£4,206) due to an increase in donations.

Grants of £18,433 (£10,825) were given consisting of six large grants to charities totalling £18,016, one small grants to a charity, and grants to three individuals. The costs of running the Gateway club were slightly higher at £14,142 (£13,810). 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 £2,597 (£2,179) were incurred running the photographic competition – slightly higher than last year.

##### **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 2014/2015 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 2014/15.

Signed on behalf of the trustees

G. P. Evans

Date:

**Independent Examiner’s Report to the Trustees of Mid Sussex Mencap 2013/14**

## MID-SUSSEX MENCAP

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

YEAR ENDED MARCH 31<sup>ST</sup> 2014

		Unrestricted Funds & Total YEAR ENDED 31.3.14	Total YEAR ENDED 31.3.13
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		1,516	1,465
Donations received		1,737	680
Fundraising		681	586
Other Gateway income		1,050	1,475
Legacies		4,878	11,500
Investment income	3	5,046	6,205
Total incoming resources		<u>14,908</u>	<u>21,911</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,186	2,083
Fundraising costs		0	0
Donations made	5	18,433	10,825
Staff costs	4	6,099	6,658
Other Gateway costs		8,043	7,152
Other activities		<u>4,354</u>	<u>3,000</u>
Total resources expended		<u>38,115</u>	<u>29,718</u>
Gain/loss on revaluation of investments	6	5,010	20,221
Net Movement in Funds		(18,197)	12,414
Funds brought forward		<u>236,877</u>	<u>224,463</u>
Funds carried forward		<u>218,680</u>	<u>236,877</u>

## MID-SUSSEX MENCAP

### BALANCE SHEET AT MARCH 31<sup>ST</sup> 2014

	Notes	2014		2013	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets			0		0
Investments	6		<u>177,020</u>		<u>176,009</u>
<b>Current Assets</b>					
Debtors	7	496		392	
Cash at bank and in hand		<u>44,067</u>		<u>60,676</u>	
		<b>44,563</b>		<b>61,068</b>	
Creditors: amounts falling due within one year: accruals	8	<u>(2,903)</u>		<u>(200)</u>	
<b>Net Current Assets</b>			<b><u>41,660</u></b>		<b><u>60,868</u></b>
<b>Net Assets</b>			<b><u>218,680</u></b>		<b><u>236,877</u></b>
Represented by:					
<b>Accumulated Funds</b>					
General Fund			218,680		236,877
Restricted Funds			<u>0</u>		<u>0</u>
<b>Total Funds</b>			<b><u>218,680</u></b>		<b><u>236,877</u></b>

The financial statements on pages 10 and 11 were approved by the trustees on 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	2014 £	2013 £	2012 £
Listed investments	4976	5343	5,581
Cash	70	862	780
Accrued interest	0	0	244
Total	5,046	6,205	6,605

### 4 Analysis of employee costs:

	2014 £	2013 £	2012 £
Salaries	6,091	6,650	6,381
Social Security Costs	8	8	24
Total	6,099	6,658	6,405

No employee received emoluments of over £60,000 during the year (2013 nil).

The average number of full time equivalent employees for the year was 0.3 (2013 0.3 fte) and the one part time staff (2013 one part time staff) was employed to run the Gateway Club.

## 5 Analysis of charitable expenditure

A total of £ 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	1,320	Towards two individuals' transport requirements
The Yews	7,500	Towards running costs
Mid-Sussex CVS	10	Towards running costs
Signposts	1,686	Towards rewiring premises
Circles Network / L Eves	4,000	Towards arts projects focused on learning disabled people.
Mencap	1,500	Towards furniture for individuals
Kangaroos	2,000	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	2014 £	2013 £	2012 £
List of investments			
Collective funds	177,020	176,010	167,314

Movements in fixed asset investments were:

	2014	2013	2012
Carrying value at the beginning of the year	176,010	167,314	180,708
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	(2,783)	(8,633)	(13,606)
Add/deduct net gain/loss on revaluation	3,793	17,329	212
Carrying value at the end of the year	177,020	176,010	167,314

Gains/losses on revaluation of investments were:

	2014	2013	2012
Disposals at market value	4,000	11,525	14,400
Less: Disposals at carrying value	(2,783)	(8,633)	(13,606)
Add/deduct net gain/loss on revaluation	3,793	17,329	212
Gain/loss on revaluation of investments	5,010	20,221	1,006

## 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 three outstanding expense claims.

## 9 Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2013 none).