

Charity Number 208974

NORTHAMPTON MENCAP SOCIETY
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019



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NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

Legal and Administrative Information

Registered Charity Number: 208974

M Boughton – Honorary Life President
D Hewitt – Honorary Life Vice President

Trustees:

J Scott - Chair
A Scott
I Burt – (resigned February 2017)
T Dick – (resigned November 2018)
C Hart – (resigned January 2018)
J Cornwell – Vice Chair
J Boughton – Treasurer
Rev'd Canon Cuthbertson
Donna Hoopert – (appointed 29.01.19)
Paul Lockyer – (appointed 29.01.19)

Secretary:

Sarah Boughton

**Registered Office and
Operation Address:**

Northampton Mencap
The Boughton Centre
Ransome Road
Delapre
Northampton
NN4 8AA

Independent Examiners:

Lorraine Scullion
17 Peregrine Place
East Hunsbury
Northampton
NN4 0SL

Bankers:

Lloyds TSB Bank plc
36 The Drapery and George Row
Northampton
NN1 1DJ

NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019

The Trustees present their report and the financial statement for the year ended 30 September 2019.

Documents referred to in this report are available for inspection at the AGM and during office hours or copies can be provided, normally free of charge, but the association reserves the right to make a reasonable charge.

Structure, governance and management

The charity is an association governed by its constitutional document. Trustees are appointed at the AGM in of each year through a voting process and consist entirely of volunteers. There is one paid staff member that works for the charity.

The Trustees named on page 2 have served throughout the year, except where indicated by resignation dates. Regular (bi-monthly) meetings of the Trustees take place to oversee the Society's activities.

Risk assessments have been completed by the Centre Manager.

Objectives and activities

First and foremost is our commitment to our members. The society's main activity and objective is the continued running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society. We currently run three clubs for adults on a Monday, Wednesday nights and fortnightly on a Friday night. We also run a Cookery Club monthly on a Thursday night. We also organise regular other related activities during the year.

We provide a safe and suitable environment for our clubs and transport for our members attend.

Achievements and performance

During 2018 -2019 we continued to run our Clubs and these groups are enjoying meeting at 'The Boughton Centre'. This purpose-built facility offers scope for sport and other activities thus benefiting people with learning and associated disabilities.

The usual events have taken place: sports day, Discos at Easter, Halloween and Christmas. Christmas parties, Pantomimes and summer barbeques. All were well attended and thoroughly enjoyed

Fundraising has been going reasonably although it gets harder particularly in the current economic environment. The Trustees would like to re-iterate their thanks to everyone who contributes to the fund raising as well as the club leaders, their helpers and all who support Northampton Mencap. Without our volunteers we would not be able to exist and for this we are extremely grateful.

We continue to forge greater links with other Mencap Societies within Northamptonshire by organising and participating in joint ventures.

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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019

Reserves Policy

The general costs of running the society on average will exceed the income generated and hence year on year, funds are required to cover any shortfall. Therefore, it is the policy of Northampton Mencap to retain funds to ensure the continued long-term success of the society for the benefit of the members. Although no specific, absolute level of reserves is targeted by the Trustees we feel it is prudent to always aim to hold several months of typical operating expenditure.

Public Benefit Statement

The charity operates for the benefit of its members and the public. Through the kind and generous donations of our members and supporters we run leisure clubs for people with learning disabilities.

Plans for future period

We continue to enjoy the purpose-built venue for the benefit of our members but feel that an extension to the Refectory would enhance the overall provision of facilities. The society's main activity and objective will continue to be the running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society.

Financial Review

The running deficit for the year amounted to £23,337 (2018: £6,589). At the end of the year there was £750 of restricted funds. There has been no movement in the year on restricted funds or designated funds.

Ultimate control

Ultimate control of the charity is held by the Board of Trustees named on page 2 of the financial statements.

Presented and approved and authorised by the board of Trustees at a committee meeting held on 30th January 2020

Signed on behalf the Board.



J Scott Chair/Trustee

NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019

TRUSTEES' RESPONSIBILITIES

Under the Charities Act 2011, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year, and of its receipts and payments in the year. In preparing the statement, 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 Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the statement of accounts, and:
- Prepare the financial statements of the ongoing concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011 of the Charities (Accounts and Reports) FRS 102. 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.

Signed on behalf of the Board of Trustees



J Scott Chair/Trustee

30th January 2020

NORTHAMPTON MENCAP

Registered Charity Number: 208974

I report on the accounts of the Charity for the year ended 30th September 2019, which are set out on the attached pages 7 to 12

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act 2011 and section 4(1)(c) of the Charities Act
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination was carried out in accordance with 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 of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 2011 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations.
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.



Lorraine Scullion MAAT

11th February 2020

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30th SEPTEMBER 2019

	Notes	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Unrestricted 2018	Restricted 2018 £
Income and endowments from:						
Donations and legacies	1	1,171	-	1,171	17,335	-
Charitable activities	2	41,151	-	41,151	38,853	-
Interest		20	-	20	-	-
Other		-	-	-	-	-
Total Income and endowments		42,342	-	42,342	56,188	-
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable Activities	3	65,558	-	65,558	62,777	-
Other		-	-	-	-	-
Total Expenditure		65,558	-	65,558	62,777	-
Transfer between funds						
Net income/(deficit) after transfers		(23,216)	-	(23,216)	(6,589)	-
Other recognised gains/(losses) on						
Revaluation of investments		(121)	-	(121)	(6)	-
Net movement in funds		(23,337)	-	(23,337)	(6,595)	-
Total funds brought forward		612,118	750	612,868	618,713	750
Total funds carried forward		588,781	750	589,531	612,118	750


All Income and expenditure derive from continuing activities

The Statement of financial activities includes all gains and losses recognised during the year

STATEMENT OF FINANCIAL POSITION AS AT 30th SEPTEMBER 2019

	Notes	Unrestricted	Restricted	Total	Total
		£	£	2019	2018
				£	£
ASSETS:					
Fixed Assets					
Tangible fixed assets	4	551,308	-	551,308	562,796
Investments	5	325	-	325	446
		551,633	-	551,633	563,242
Current Assets					
Debtors	6	4,645	-	4,645	6,169
Cash at Bank		35,101	750	35,851	45,496
		39,746	750	40,496	51,665
Creditors					
Amounts falling due within one year	7	(2,598)	-	(2,598)	(2,039)
		(2,598)	-	(2,598)	(2,039)
Net Current Assets		37,148	750	37,898	49,626
NET ASSETS		588,781	750	589,531	612,868
FUNDS					
		Unrestricted	Restricted	Total	Total
		£	£	2019	2018
				£	£
Unrestricted Funds	8	588,781	-	588,781	612,118
Restricted Funds	9	-	750	750	750
		588,781	750	589,531	612,868

The financial statements were approved by the Board of Trustees on 30th January 2020 and signed on their behalf


 Joy Scott Chair/Trustee

PRINCIPAL ACCOUNTING POLICIES

FOR THE YEAR ENDED 30th SEPTEMBER 2019

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) (102), 'Accounting and Reporting by Charities' issued in January 2015, applicable UK Accounting Standards and the Charities Act 2011.

The principal accounting policies of the charity are set out below.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors.

Tangible fixed assets and depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives. The period generally applicable are:

Leasehold land & building - 2% Straight Line Basis
Short Life Assets - over 3 years

Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Intangible income

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practical to quantify such income.

Resources Expended

Expenditure is stated inclusive of value added tax, and brought into account in the year in which it is due.

Reserves

The current reserve policy is to maintain sufficient cash flow for known commitments, and the replacement of certain assets.

Risk

The Board of Trustees do not believe the organisation is subject to any substantial risk beyond those disclosed in the Annual Report and Accounts.

The organisation has insurance to protect it in the case of a claim.

NOTES TO THE ACCOUNTS

	Unrestricted	Restricted	Total	Total
	£	£	2019	2018
	£	£	£	£
1 Donations and legacies				
Donations	1,171	-	1,171	17,335
	1,171	-	1,171	17,335
2 Charitable Activities				
Building and Minibus Hire	31,930	-	31,930	26,111
Club and tuck shop	7,478	-	7,478	7,186
Generated funds from activities	1,492	-	1,492	1,903
Other	251	-	251	3,653
	41,151	-	41,151	38,853
3 Charitable Activities				
Cost of generating funds	-	-	-	152
Wages	5,733	-	5,733	5,616
Events, outings etc	2,884	-	2,884	2,008
Training	-	-	-	626
Utility charges	7,313	-	7,313	4,927
Cleaning and materials	9,136	-	9,136	8,128
Insurance	3,984	-	3,984	3,560
Repairs and renewals	11,554	-	11,554	10,661
Minibus and transport	5,899	-	5,899	5,093
Tuck shop and catering	2,561	-	2,561	4,343
Office running costs	1,778	-	1,778	3,044
Other	143	-	143	359
Depreciation	13,888	-	13,888	13,088
Governance:				
Trustee Expenses	75	-	75	165
Independent Examination	610	-	610	1,007
	65,558	-	64,948	62,777

Trustees and Employees

Number of full time equivalent employees during the year 2019:0.5(2018:0.5)

During the year the trustees received £nil (2018:£nil) remuneration .

The total expenditure reimbursed to the trustees amounted to £74.70 (2018:£164.87)

There are no paid key management personnel

NOTES TO THE ACCOUNTS

4 Fixed Assets

	Leasehold land & building	Motor Vehicles	Fixtures and Fittings	Total 2019	Total 2018
Cost or Valuation	£	£	£	£	£
Balance at 1 October 2018	654,412	9,573	700	664,685	664,685
Additions during the year	-	-	2,400	2,400	-
At 30 September 2019	654,412	9,573	3,100	667,085	664,685

Depreciation

Balance at 1 October 2018	91,616	9,573	700	101,889	88,801
Charge in the year	13,088	-	800	13,888	13,088
At 30 September 2019	104,704	9,573	1,500	115,777	101,889

Net book value

At 30 September 2019	549,708	-	1,600	551,308	
At 30 September 2018					<u>562,796</u>

5 Investments

	Cost	Market Value at 30.09.19	Market Value at 30.09.18	
Cost or Valuation		£	£	
At 1 October 2018	600	446	452	
Net gain/(loss on revaluation)		(121)	(6)	
At 30 September 2019	600	325	446	-
Lloyds TSB		<u>325</u>	<u>446</u>	

6 Debtors

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
Sundry Debtors	3,106	-	3,106	4,710
Pre-Paid Debtors	1,539	-	1,539	1,459
	4,645	-	4,645	6,169

7 Creditors

	Unrestricted	Restricted	Total 2019	Total 2018
	£	£	£	£
Trade Creditors	(2,048)	-	(2,048)	(934)
Accruals	(550)	-	(550)	(1,105)
	(2,598)	-	(2,598)	(2,039)

NOTES TO THE ACCOUNTS

8 Unrestricted Reserves

Of the unrestricted funds of the company, a certain proportion are designated funds which have been set aside by the Trustees for specific purposes

	Opening balance 01.10.18	Movement In the year	Transfers	Movement In Investment value	Closing Balance 30.09.19
Designated Funds:					
Fixed Asset	562,796	(11,488)	-	-	551,308
Investments	446	-	-	(121)	325
Designated funds: General Reserve	38,876	(11,728)			27,148
Designated fund: Friday Night Club	1,000				1,000
Designated fund: Building Fund	9,000				9,000
	<u>612,118</u>	<u>(23,216)</u>	<u>-</u>	<u>(121)</u>	<u>588,781</u>

The Trustees are working towards having three to six months running costs, should cashflow require it.

9 Restricted Funds

	Opening balance 01.10.18	Movement In	Movement Out	Transfers	Closing Balance 30.09.19
Parents and Tots	562	-	-	-	562
NAYC: Sports equipment	188	-	-	-	188
	<u>750</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>750</u>

Parents and Tots - funds are to be used to support activities in this area of work

Sports equipment - will be used when required to renew or update sports equipment

11 Ultimate Controlling Party

The company is under the ultimate control of its directors, and whose names are shown at the front of the financial statements.