

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY

REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30TH SEPTEMBER 2019

REGISTERED CHARITY No. 210073

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Page Contents

1.	Legal and Administrative Information
2-6	Structure, Governance and Management
7	Independent Examiners' Report
8	Statement of Financial Activities
9	Balance Sheet
10-12	Notes to the Accounts

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Legal and Administrative Information

Trustees who all served throughout the year

M Macphee (Chairman)
R Fraser (Treasurer)
R Nunn
J Taylor
D Somerset
D Lovell

Registered Address

103 Stanley Avenue
St Albans
Hertfordshire
AL2 3AQ

Independent Examiner

Duncan Macpherson
2 Links View
Brora
Sutherland

Principal Solicitors

Debenhams Ottaway
Ivy House
107 St Peter's Street
St Albans
Hertfordshire
AL1 3EJ

S A Law LLP
Gladstone Place
36-38 Upper Marlborough Road
St Albans
Hertfordshire
AL1 3UU

Principal Bankers

Lloyds TSB Bank Plc
36 Chequers Street
St Albans
Hertfordshire
AL1 3YQ

Charities Aid Foundation
West Mallory
Kent
ME19 4JQ

Registered Charity Number: 210073

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Annual Report 2019

The trustees present their report and the financial statements for the year ended 30th September 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

St Albans Mencap was constituted in 1946 and is affiliated to Royal Mencap along with its wholly owned subsidiaries St Albans Mencap Limited and Snap Hertfordshire Limited (see below). It is a registered charity in England Number 210073. As part of their Affiliation agreement they adopt Royal Mencap policies and procedures but are not legally responsible to the latter. The Society and its wholly owned affiliated companies also adhere to Hertfordshire County Council standards particularly in respect of dealing with vulnerable adults and children and their activities are audited by Ofsted and HCC where appropriate.

Recruitment and Appointment of Trustees

Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship. These checks are carried out again approximately every three years. All trustees are acquainted with the responsibilities of their role and duties and provided with access to relevant charity Commission literature.

Risk and Management

The last five year Business Plan for the Society was published and adopted by the Trustees in October 2015 when a fundamental appraisal of the risks and benefits facing the Society was undertaken. A follow up SWOT analysis was produced as part of that Business Plan identifying key strengths, weaknesses, opportunities and threats. A new plan covering the period 2021/2026 post Covid is currently being developed. Time scales and funding opportunities have been materially changed by the national economic position in the last few years and by the changes in procurement by, in particular, HCC. The future while remaining positive also remains fluid.

Organisational Structure

The Society has operated during 2019 in large part through its wholly owned trading subsidiary, St Albans Mencap Limited which historically provided mainly adult services but now includes childrens' services previously provided through SNAP Hertfordshire Limited. Both companies report on a broadly monthly basis to the Trustees and Executive of the Society who consider themselves responsible for the operation of those companies through which all staff are engaged and formally underwrite the ability of these companies to trade as going concerns. Snap Hertfordshire Limited was originally a joint venture (50/50) with Dacorum Mencap. However its ownership was wholly transferred to St Albans Mencap Society in December 2014. On 1st December 2016 the trade of Snap Hertfordshire Ltd and all its assets and liabilities were absorbed into St Albans Mencap Ltd which is now the sole trading subsidiary. Snap Hertfordshire Limited is currently dormant.

The society is governed by a Committee of individual trustees with widespread business and learning disability expertise. The Executive meets regularly to review the strategic direction and development of the Society and St Albans Mencap Limited and to hear reports from officers and staff regarding activity and financial and strategic issues. Day to day responsibilities rest with the Managers who attend and report at Executive Committee meetings of the Society.

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Annual Report 2019
(continued)

OBJECTIVES AND ACTIVITIES

The objects of the Society fall into two distinct areas, firstly campaigning for and ensuring as far as possible that learning disabled individuals of all ages and their carers receive appropriate services from the statutory bodies within the District, the County and on a wider basis nationally and campaigning for the rights of those with a learning disability.

Secondly on a local basis to support and advise and provide services to learning disabled clients and their carers. We currently run the following principle clubs, services and activities:

- Pick and Mix groups five days per week for Adults. These are educational and/or recreational
- A team (Life Enhancers) providing one to one services to those who generally have behaviour that challenges.
- Saturday Clubs and holiday activities for (Venturers) being younger adults (16 to 35 age group).
- Play schemes registered with Ofsted, for children at a number of sites across South West Hertfordshire encompassing Welwyn and Hatfield, St Albans and Dacorum Districts.
- 'Magpie' a social club for adults with a learning disability
- We advise and assist carers/parents of people with a learning disability, members of the community with a learning disability and other professionals.
- Represent Learning Disability issues and interests on numerous bodies at District, County, East of England and National levels.
- Actively campaign for the rights and interests of learning disabled individuals and their parents/carers.
- What was, in the past, our holiday home provision near Great Yarmouth has been let on a regular six monthly term so as to considerably reduce costs and increase income to provide more services locally.

Staff and Volunteers

An important contribution is made by volunteers. We are grateful for the many hours volunteers have spent listening to and encouraging our members and working with our staff. Without this valuable contribution of time and energy we would not have been able to achieve so much.

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

**Annual Report 2019
(continued)**

Objectives and activities (continued)

ACHIEVEMENTS AND PERFORMANCE

Review of 2018/19

The Trustees would particularly like to thank the staff of St Albans Mencap Society and St Albans Mencap Limited for all their dedication and hard work during the year organising, helping, advising and generally assisting our clients.

The focus for 2018/19 has been to maintain existing services in the challenging economic conditions and severe cutbacks in funding.

We have had to meet the heavy costs of successful legal action against our unsympathetic landlords and had to meet some of the day to day activity, particularly Pick and Mix, and rental costs in these straightened financial times and invest in our trading company.

We have maintained all our services in part or whole despite losing about 70% of our recurring income over the last six years. We have continued the day care of individuals with behaviour that challenges, including some previously catered for within the NHS and this has proved very positive. We have actively represented learning disability interests at local, County and in national forums with considerable success.

Public Benefit

The Trustees are aware of the guidance issued by the Charity Commission and the requirement of the Charities Act 2011 in respect of this.

A review of the Charity's strategy and achievement shows that it is operating to provide public benefit and that its services are readily available to all those who need them regardless of race, colour, religion or other proclivity.

Financial Review

We rely in large part on income from the Hertfordshire County Council to fund in whole or in part the Pick and Mix, Reminiscence, Children's and Life Enhancers work. We also value the gifts we receive and in particular the support of our patrons, the Bishop of St Albans, the local St Albans Mayor and Council and the local CVS without whose assistance, progress and sustainability would have been much harder to achieve.

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Annual Report 2019
(continued)

St Albans Mencap Society continues to have close contact with Hertfordshire County Council Adult Services, the Children and Families Community Team, voluntary networks, as well as Carers in Herts, Healthwatch and Oaklands College and other Mencap Groups in Hertfordshire and Royal Mencap itself. We would like to particularly thank Homewood Road United Reformed Church for their unstinting support.

Incidents

We can confirm that during the year and to the date of signing these accounts there were no reportable incidents of any kind.

Reserves Policy

The Trustees consider it prudent to have at least twelve months general administrative running costs available in our general fund to meet our increasing obligations and aim to maintain that target.

Future Plans

We remain currently engaged with Hertfordshire County Council, to restructure our contractual work with those who have behaviour that challenges around the strictures of future funding by HCC. This has been a long and continuous discussion.

We would like to:

Improve quality, spread and volume of service to members and carers

Particularly in the area of advice and day care. We are currently applying for CQC registration

Increase St Albans Mencap's profile, support and funding so as to continue our projects

There is a real need to increase the profile of the Society in the community both to underpin future funding but also to raise awareness and educate people regarding learning disability in all its forms.

We hope to make strides in this area over the next few years.

Our primary aims for 2019/20 are:

1. to maintain as far as possible existing services particularly the Pick and Mix programme that is so popular and through the 'Snap' trade name provide holiday, weekend and after school programmes for young people.
2. work towards the wider use of the training kitchen, sensory facility and Unit 5
3. develop online booked care services for suitably risk assessed clients

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Annual Report 2019
(continued)

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial period which gives a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practise and:

- 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 practise have been followed, and 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 operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law.

They are also responsible for safeguarding the assets of the charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

Approved on 30th July 2020 on behalf of the trustees and signed by:

M G Macphee
(Chairman)

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Independent Examiners' Report to Members of the St Albans Mencap Society

I report on the accounts of St Albans Mencap Society for the year ended 30th September 2019, which comprise the Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examination

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

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 explanation 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 accordance 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
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

2 Links View
Brora
Sutherland

Duncan Macpherson

Accountants
28th July 2020

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY

YEAR TO 30TH SEPTEMBER 2019

Statement of Financial Activities for the year ended 30th September 2019

	Note	General funds 2019 £	Asset Valuation Fund £	Funds Total 2019 £	Funds Total 2018 £
Incoming Resources					
Incoming Resources from Generated Funds					
Voluntary income					
Donations, subscriptions and events		43014		43014	44148
Investment income	3	5		5	16
Incoming Resources from Charitable Activities					
Rental income net		6864		6864	6570
Fees for using facilities and services		4509		4509	7037
Total Incoming Resources		<u>54392</u>		<u>54392</u>	<u>57771</u>
Resources Expended					
Cost of generating funds					
Wages		2700		2700	2000
Minibuses and motor expenses		1599		1599	2197
Hall hire, heat, light and telephone		12907		12907	10113
Activity costs		11151		11151	2791
Members events		0		0	85
Bank Charges & legal and professional		136		136	363
Depreciation		83		83	146
Governance costs	4	<u>22666</u>		<u>22666</u>	<u>7422</u>
Total Resources Expended		<u>51242</u>		<u>51242</u>	<u>25117</u>
Net (Expense)/Income		3150		3150	1023
Balance brought forward at 1st October 2018		<u>19057</u>	<u>99113</u>	<u>118170</u>	<u>106284</u>
Balance carried forward at 30th September 2019		<u>22207</u>	<u>99113</u>	<u>121320</u>	<u>107307</u>

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
 KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
 YEAR TO 30TH SEPTEMBER 2019

Balance Sheet as at 30th September 2019

	Note	2019 £	2019 £	2018 £	2018 £
Fixed Assets					
Tangible assets	5	80249		80332	
Fixed asset investments	6	<u>2</u>		<u>2</u>	
			80251		80334
Current Assets					
Debtors	7	20170		3320	
Cash at bank and in hand		<u>23375</u>		<u>34516</u>	
			43545		37836
Creditors:					
Amounts falling due within one year	8		<u>(2476)</u>		<u>0</u>
Total Current Assets less Current Liabilities			41069		118170
Total Net Assets			<u>121320</u>		<u>118170</u>

Represented by:

Unrestricted funds					
General	9		22207		19057
Asset Valuation Fund	10		<u>99113</u>		<u>99113</u>
			121320		<u>118170</u>

Approved by the Board of Trustees and signed on their behalf by:

M Macphee
 Chairman
 30th July 2020

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
YEAR TO 30TH SEPTEMBER 2019

Notes to the accounts

1.Accounting Policies

The following notes outline the main accounting policies of the Society which have been used consistently in preparing these accounts.

(a) Basis of Accounting

These accounts have been prepared under the Historical Cost Convention and in accordance with the Statement of Recommended Practise: Accounting and Reporting by Charities (March 2005), applicable Accounting Standards (UK and Ireland) and The Charities Act 2011.

(b) Depreciation

Depreciation is calculated to write off the cost less the estimated residual value of the tangible fixed assets over their expected useful lives at the following rates:

Freehold Property	nil charge
Fixtures and Fittings	25% Reducing Balance
Motor Vehicles	25% Reducing Balance
Structural Refurbishment	20% Straight Line

(c) Incoming Resources

All incoming resources are recognised in the period in which they are receivable which is when the Charity becomes entitled to the resource.

(d) Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Costs are apportioned between categories on a direct basis. Where costs are apportioned between these headings a consistent basis is used.

(e) Grants, Donations and Fund Raising

Income from grants, donations and fund raising is recorded in the financial period in which it is received.

(f) General Fund (unrestricted)

General funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose.

(g) Restricted Funds (including Asset Valuation Fund)

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of the grant application.

(h) Investments

Investments are valued at cost.

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
 KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
 YEAR TO 30TH SEPTEMBER 2019

Notes to the accounts
Continued

2 Income Receivable

Income receivable represents amounts received in respect of donations, fundraising and rents and is all receivable in the United Kingdom

3 Investment Income

	2019	2018
Bank and Building Society Interest	<u>5</u>	<u>16</u>

4 Governance Cost

Legal and Professional	18569	8328
Insurance	2778	8036
Subscriptions	0	105
Office Costs	<u>1319</u>	<u>2415</u>
	<u>22666</u>	<u>18884</u>

5. Tangible Fixed Assets

	Freehold Property	Unit 5	Fixtures & Fittings	Motor Vehicles	Total
Cost					
As at 1 st October 2018	80000	25859	6572	3475	115906
Additions	0	0	0	0	0
As at 30 th September 2019	<u>80000</u>	<u>25859</u>	<u>6572</u>	<u>3475</u>	<u>115906</u>

Depreciation

As at 1 st October 2018	0	25858	6472	3244	35574
Charge for year	<u>0</u>	<u>0</u>	<u>25</u>	<u>58</u>	<u>83</u>

As at 30 th September 2019	<u>0</u>	<u>25858</u>	<u>6497</u>	<u>3302</u>	<u>35657</u>
---------------------------------------	----------	--------------	-------------	-------------	--------------

Net Book Value

As at 1 st October 2018	<u>80000</u>	<u>1</u>	<u>100</u>	<u>231</u>	<u>80332</u>
------------------------------------	--------------	----------	------------	------------	--------------

As at 30 th September 2019	<u>80000</u>	<u>1</u>	<u>75</u>	<u>173</u>	<u>80249</u>
---------------------------------------	--------------	----------	-----------	------------	--------------

6. Fixed Asset Investment

	2019	2018
St Albans Mencap Limited	£2	£2

ST ALBANS SOCIETY FOR MENTALLY HANDICAPPED CHILDREN AND ADULTS
 KNOWN LOCALLY AS ST ALBANS MENCAP SOCIETY
 YEAR TO 30TH SEPTEMBER 2019

7 Other Debtors

2019	2018
£20170	£3320

8. Creditors and amounts due within one year

	2019	2018
Other creditors	£2476	£0
Accruals and deferred income	£0	£0

9. Unrestricted Fund

As at 1 st October 2018	Income	Expense	As at 30 th September 2019
<u>£19057</u>	<u>£54392</u>	<u>£(51242)</u>	<u>£22207</u>

10. Asset Valuation Fund

As at 1 st October 2018	Income	Expense	As at 30 th September 2019
£99113	0	0	£99113

The bungalow is believed to have a value in excess of £160,000 at balance sheet date.