



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	10	2019		30	09	2020

Section A Reference and administration details

Charity name	West Dorset Mencap		
Other names charity is known by			
Registered charity number (if any)	243100		
Charity's principal address	16 Bramley Hill		
	Bridport		
	Dorset		
	Postcode	DT6 3DP	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sue Hallett			
2	Linda Simpson	Chairman		
3	Paul Coaker			
4	Simon Hosking	Non Exec		
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Approved constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By vote at AGM or co-opted

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the care, treatment and education of mentally handicapped Children and adults to secure their needs.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

During above year charity continues to maintain our grant giving to help individuals gain independent living and work experience. This has been done through volunteering in our local charity shop and we have been able to enhance our living accommodation with the two properties owned by our charity. Other activities funded include a day services officer and local help financed through the citizen advice bureau. A caravan owned by our charity has also been made available for holidays for clients and their carer.

The help given by the citizen advice bureau and funded by our charity was set up to help with benefits and other advice not available elsewhere. This has been on hold since March 2020 due to Covid.

Since March 2020 the charity shop has had long periods of being closed due to Covid which has reduced our income considerably and thereby meant we have not been able to fulfil all grant requests.

Loss of income greatly helped with Government and local authority grants for lockdown grants and job retention scheme grants.

The caravan was not used for holidays during 2020 due to lockdowns.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Charity continued to meet its objectives throughout the year through grant making, provision of independent living accommodation, education in local charity shop and provision of much needed holiday accommodation for individuals and their carer, although some of these activities have been hindered by Covid and restrictions in place.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves held to maintain charities objectives and monthly obligations for overheads. Any excess funds held over to fund future capital expenditure on our properties and to replace caravan in next few years. Future expenditure under review shortly due to Covid restrictions and future client requirements.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal source of charity income continues to be our local charity shop and rents from our owned properties.
We have no ethical investment policy.
Fundraising on hold at present as we can meet our obligations through existing income streams as above.
Income in 2020 enhanced by Government and local authority grants.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Sue Hallett	
Full name(s)	Sue Hallett	
Position (eg Secretary, Chair, etc)	Trustee	
Date	21/01/2021	

WEST DORSET MENCAP
RECEIPTS AND PAYMENTS YEAR TO 30 SEPTEMBER 2020

	£	2020 £	£	2019 £
<u>RECEIPTS</u>				
Donations, subscriptions etc	4423		4930	
Interest	99		136	
Shop takings	40612		83523	
Rents received	36484		37370	
Caravan lettings	555		6674	
Sundry income and grants	19025		-	
Gateway surplus	401	101599	-	132633

PAYMENTS

Telephone	878		853	
Funding assistance	23370		32252	
Postage and printing	268		675	
Repairs and maintenance	3957		2639	
Sundry expenses	1774		2452	
Property utilities	9533		9224	
Wages and pension costs etc	42933		43246	
Property repairs	6169		9293	
Caravan site fees and expenses	6826		5848	
Shop general overheads	2772		4270	
Gateway loss	-		296	
Mencap affiliation fees	706		955	
Heating and lighting	3068		3780	
Shop rent	9858	112112	9858	125641
Excess of payments over receipts		10513		-
Excess of receipts over payments		-		6992

WEST DORSET MENCAP
STATEMENT OF ASSETS AND LIABILITIES AS AT 30 SEPTEMBER 2020

	Notes	2020 £	2019 £
<u>FIXED ASSETS</u>			
Freehold property at cost			
3 New Zealand Terrace		220000	220000
2 Bullens Mead		300000	300000
Caravan	2	29386	33584
<u>CURRENT ASSETS</u>			
Cash at bank and building society	1	76964	87483
Cash in hand		140	134
Total assets		<u>626490</u>	<u>641201</u>
<u>REPRESENTED BY:</u>			
Accumulated fund	3	<u>626490</u>	<u>641201</u>

NOTES TO THE ACCOUNTS - YEAR TO 30 SEPTEMBER 2020

	2020 £	2019 £
<u>1. CASH AT BANK AND DEPOSITS</u>		
Capital deposit account	486	485
Gateway account and cash	1340	940
General current account	23961	15358
Shop current account	23742	44861
Caravan site fees account	1236	-
Shop floats and takings in hand	352	150
Property current account	1570	1511
COIF deposit	24277	24179
	<u>76964</u>	<u>87484</u>
<u>2. CARAVAN AT COST</u>		
Brought forward - at cost		<u>41980</u>
		41980
Accumulated depreciation brought forward	8396	
Charge for year	<u>4198</u>	<u>12594</u>
		<u>29386</u>
<u>3. ACCUMULATED FUND</u>		
Balance brought forward	641201	638407
Excess of receipts over payments	-	6992
Excess of payments over receipts	-10513	-
Less depreciation of caravan	-4198	-4198
	<u>626490</u>	<u>641201</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

West Dorset Mencap

On accounts for the year
ended

30 September 2020

Charity no
(if any)

243100

Set out on pages

Attached accounts

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2020

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: *SJH Accountancy Services*

Date: 20/01/2021

Name: SJH Accountancy Services

Relevant professional
qualification(s) or body
(if any):

None

Address:

Unit 1 Magdalen Works

Magdalen Lane Bridport

Dorset DT6 5AA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.