

Registered Charity  
261236

Oxford and District Mencap  
Report and Accounts  
Period ended 31 December 2020

Chapman Robinson and Moore Limited  
Accountants and Registered Auditors  
30 Bankside Court  
Stationfields  
Kidlington  
Oxon  
OX5 1JE

## **Oxford and District Mencap**

### **Report of the trustees for the period ended 31 December 2020**

The trustees of the charitable association have pleasure presenting their annual report together with the financial statements for the period of 14 months ended 31 December 2020.

#### **Reference and Administrative Details**

Oxford and District Mencap was formed in June 1961 and operates under a constitution drawn up in April 1963. The Society is registered as a charity with the Charity Commissioners under Number 261236. The correspondence address is 24 Squitchey Lane, Oxford, OX2 7LD.

#### **Trustees**

The following persons served as Trustees during the period under review:-

Mr David Batts  
Mr Scott Ellis- Vice Chair  
Mr Bruce Fairbairn - Secretary  
Mrs Julia Fairbairn  
Mrs Krzysia Gossage  
Mr Eamonn McDonald - Treasurer  
Mr Colin Saunders  
Prof Michael Taylor - Chair  
Mrs Rose Todd  
Mr Alec Winton - resigned December 2020

#### **Auditors**

Chapman Robinson and Moore Limited  
30 Bankside Court  
Stationfields  
Kidlington  
Oxon OX5 1JE

## **Oxford and District Mencap**

### **For the period ended 31 December 2020**

#### **Structure, Governance and Management**

The charity operates primarily from its correspondence address.

Trustees are trained in their duties informally and inducted by their fellow committee members in the duties and responsibilities of a Trustee.

Oxford and District Mencap is affiliated to the Royal Mencap Society.

#### **Risk Assessment**

The Trustees have examined the major strategies, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

#### **Objective and Activities**

To work for the benefit of children and adults with a learning disability and in particular to promote their care, treatment and education and to secure for them provision commensurate with their needs and to support their parents and other carers.

During the year, the Charity received total income of £41,934 and incurred total expenditure of £46,567 creating a deficit of £4,633 for the period as detailed in the attached accounts. The fund balances totalling £60,078 are required to finance the continuing activities of the Charity.

The Trustees are grateful to the charities, schools and the church listed on page 12, for their support, mainly maintaining the grants made in the previous years.

## **Oxford and District Mencap**

**For the period ended 31 December 2020**

### **Reserves policy**

### **Trustees' Responsibilities**

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of the Charity and of the surplus or deficit of the Charity for that period. In preparing those statements the trustees are required to:-

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue.

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

## **Oxford and District Mencap**

We report on the accounts of the Oxford and District Mencap for the period ended 31st December 2020

### **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), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to our attention.

### **Basis of independent examiner's report**

Our 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 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 our examination, no matters have come to our attention:

(1) which gives us 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Chapman Robinson and Moore Limited  
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**Oxford and District Mencap**

**Period ended 31 December 2020**

	<b><u>Unrestricted Funds</u></b>	<b><u>Restricted Funds</u></b>	<b><u>Total 2020</u></b>	<b><u>Total 2019</u></b>
<b><u>Income And Expenditure</u></b>				
Incoming resources from generated funds:				
Voluntary income:				
Donations	5,457	0	5,457	2,002
Other Income	36,304	0	36,304	67,439
Incoming resources from charitable activities:				
Investment Income	173		173	182
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>	41,934	0	41,934	69,623
	<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Resources Expended</u></b>				
Charitable activities	22,346	0	22,346	46,443
	<hr/>	<hr/>	<hr/>	<hr/>
Governance Costs	24,221	0	24,221	12,016
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>	46,567	0	46,567	58,459
	<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming Resources for the period	-4,633	0	-4,633	11,164
Fund Balances Brought Forward (note 4)	42,218	22,493	64,711	53,547
Transfer of funds	3,597	-3,597	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances Carried Forward	41,182	18,896	60,078	64,711
	<hr/>	<hr/>	<hr/>	<hr/>

The notes on pages 11 to 13 form part of these accounts.

**Oxford and District Mencap**  
**Balance Sheet at 31 December 2020**

		2020 £	2019 £
<b><u>Fixed Assets</u></b> (Note 2)			
Balance Brought Forward	685	856	
<b><u>Less</u></b> Disposal	-685	0	
Additions	1,000	0	
<b><u>Less</u></b> Depreciation	-200	-171	
		800	685
<b><u>Nat West</u></b>			
Current and Reserve Accounts	40,289	40,413	
Mini bus and Transport Appeal Account	0	604	
<b><u>CCLA Investment Bank</u></b>			
COIF Deposit Fund	20,000	20,000	
COIF Turner Award	3,070	0	
<b><u>Santander</u></b>			
Deposit Account	0	17	
Turner Fund Account	0	2,992	
		63,359	64,026
<b><u>Total Assets</u></b>		64,159	64,711
<b><u>Less Current Liabilities</u></b>			
Fees due to be returned	-4,081	0	
		-4081	0
		60,078	64,711
<b><u>Represented by:-</u></b>			
<b><u>Restricted Funds</u></b>			
Balance Brought Forward	22,493	17,493	
Transfer from General Funds	-3,597	5,000	
		18,896	22,493
<b><u>Unrestricted Funds</u></b>			
Balance Brought Forward	42,218	36,054	
Surplus/(Deficit) for the period	-4,633	11,164	
Transfer to Other Funds	3,597	-5,000	
		41,182	42,218
		60,078	64,711

Approved on behalf of the Trustees on

Prof Michael Taylor - Chairman

Eamonn McDonald - Treasurer

**Oxford and District Mencap****Income and Expenditure Account for the period ended 31 December 2020**

	<b><u>1.11.19</u></b> <b><u>31.12.20</u></b>	<b><u>1.11.18</u></b> <b><u>31.10.19</u></b>
<b><u>INCOME</u></b>		
<b><u>Members Subscriptions and Donations</u></b>		
Donations - General & subscriptions	5,457	2,002
	5,457	2,002
Gift Aid - HMRC	811	2,420
Fundraising	3,991	8,459
Bank Interest Received	173	182
Legacies	513	0
	<hr/> 5,488	<hr/> 11,061
<b><u>TOTAL FOR THE PERIOD</u></b>	<hr/> 10,945	<hr/> 13,063
LESS EXPENDITURE FOR PERIOD (Summary attached)	<hr/> -15,578	<hr/> -1,899
<b><u>TO ACCUMULATED FUND</u></b>	<hr/> -4,633	<hr/> 11,164



**Oxford and District Mencap****Summary of Expenditure for the period ended 31 December 2020**

		<b><u>2020</u></b>	<b><u>2019</u></b>
<b><u>7 O'Clock Club- See Note 9</u></b>			
Expenditure	Hire of hall	255	525
	Transport - taxi hire	984	1,453
	Transport - minibus expenses 80%	726	1,797
	Depreciation of Minibus	200	171
		<u>2,165</u>	<u>3,946</u>
<b><u>Less</u> Income</b>			
	Subscriptions & mini-bus scrap	1,712	2,200
	Donation	500	0
		<u>2,212</u>	<u>2,200</u>
		-47	1,746
<b><u>Holiday at Woodlands Outdoor Education Centre</u></b>			
Expenditure	Accommodation	0	5,350
	Activities	0	750
		<u>0</u>	<u>6,100</u>
Less Income	Guest Contributions	0	5,500
		<u>0</u>	<u>5,500</u>
		0	600
<b><u>Holiday at Hill End Activity Centre Oxford and Brecon Beacon Centre Wales- See Note 8</u></b>			
Expenditure	Accommodation	0	18,139
	Hire of Hill End Park	8,606	0
	Activities, food & transport	10,551	16,758
	Annual storage hire	1,224	1,224
	Administrator wages	20,549	9,000
		<u>40,930</u>	<u>45,121</u>
Less Income	Guest Contributions	4,280	18,710
	Specific Donations	19,500	18,500
	Specific fundraising	4,997	11,650
		<u>28,777</u>	<u>48,860</u>
		12,153	-3,739
Carried Forward		12,106	-1,393

**Oxford and District Mencap**  
**Summary of Expenditure**

**(Continued)**

Brought Forward	12,106	-1,393
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**General Expenses**

Minibus expenses (20%)	181	449
Loss on sale of mini bus	535	0
Administration	262	288
Sundry	61	137
Hall hire	80	262
Affiliation Fees	60	85
Accountancy Charges (Inc VAT)	600	588
Lottery Licence and Subscriptions	392	396
Insurance	737	699
Printing & stationery	564	388
	<hr/>	<hr/>
	15,578	1,899
	<hr/>	<hr/>

**Oxford and District Mencap**  
**Notes to the Accounts - 31 December 2020**

**1. ACCOUNTING POLICIES**

The accounts have been prepared in accordance with generally accepted accounting standards and Charities SORP (Statement of Recommended Practice : "Accounting and Reporting by Charities") (revised 2005).

**(a) Accounting Convention**

**(b) Grants**

In accordance with Statement of Standard Accounting Practice 4, grants are recognised in the income and expenditure account of the period in which they become receivable.

**(c) Depreciation**

Depreciation is calculated to write off the cost of the assets over their estimated useful lives.

Minibuses - 20% reducing balance method.

**2. FIXED ASSETS**

**Mini Bus R533 VTML**

	<b><u>2020</u></b>	<b><u>2019</u></b>
Cost	15,583	15,583
Less Accumulated Depreciation	-14,898	14,898
Less disposal	-685	0
Add addition in year	1,000	0
Less depreciation	-200	0
	800	685
	<u>          </u>	<u>          </u>

**Oxford and District Mencap**  
**Notes to the Accounts - 31 December 2020**

**3. ANALYSIS OF ASSETS BETWEEN FUNDS**

	<b><u>Unrestricted funds</u></b> <b><u>General</u></b>	<b><u>Unrestricted funds</u></b> <b><u>Designated</u></b>	<b><u>Restricted funds</u></b>	<b><u>Total</u></b>
Fixed Assets	800			800
Net Current Assets	40,382		18,896	59,278
	41,182	0	18,896	60,078

**4. RESTRICTED FUNDS**

	<b><u>Balance at 31</u></b> <b><u>October 2019</u></b>	<b><u>Movement in Funds</u></b> <b><u>Surplus/(Deficit)</u></b> <b><u>for period</u></b>	<b><u>Transfer from</u></b> <b><u>General Fund</u></b>	<b><u>Balance at 31</u></b> <b><u>December 2020</u></b>
(i) Turner Award Fund	2,992	-2,992		0
(ii) Hill End Holiday	-1,104			-1,104
(iii) Minibus/Transport Appeal Fund	605	-605		0
(iv) Legacy	15,000			15,000
(v) Donation for Hill End Holiday	5,000			5,000
	22,493	-3,597	0	18,896

**5. DONATIONS**

Of the donations received in the period the following were major contributors:-

Childwick Trust  
Brunner-Barnsbury Trust  
Doris Field Charitable Trust  
Oxford University Communities Trust  
P F Charitable Trust  
St Michael's and All Saints Trust  
Stanton Ballard Trust  
Thornton Trust  
Gerald Palmer Trust

**Oxford and District Mencap**  
**Notes to the Accounts - 31 December 2020**

**6. EMPLOYEES REMUNERATION**

The total remuneration paid to employees during the period was £20,549 (2019: £9,000).

**Governance costs 2020 (wages, depreciation, etc)**

Increase in costs for 2020 due to Covid Regulations which were implemented for the Holidays

This involved Training/Testing/Risk assessments for all volunteers to ensure a safe environment for all during the weeks of HEPP

**7. TRUSTEES' REMUNERATION AND EXPENSES**

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the period to any Trustee or to any person or persons known to be connected with any of them.

No reimbursement of expenses other than postage has been made or is due to be made to any of the Trustees in respect of the period.

**8. HILL END OXFORD HOLIDAYS AND WALES BRECON BEACONS 2020**

Due to the Covid-19 pandemic Hill End Private Park (HEPP) replaced the normal holidays. Guests visited daily over 3 weeks and had use of the entire park for activities supported by volunteers who resided at the Hill End accommodation plus medical support and cooks etc. 30 Guests attended over 3 weeks supported 2:1 by volunteers following Covid-19 guidelines. Covid shielding meant that many Guests could not attend and with support from leaders weekly on-line events were established. Guests continue to benefit from these virtual drama and disco sessions.

**9. 7 O'CLOCK CLUB HOLIDAYS**

Due to Covid-19 the holidays did not take place and Club meetings were suspended. The Club now awaits the rebuild of the Bullingdon Centre by OCC.

**10. FUNDRAISING BY TRUSTEES AND VOLUNTEERS 2020**

M.T. - Fundraising concert at The Old Fire Station in February 2020.

A.L. - Christmas cards sale and Christmas raffle 2020

J.F. - Christmas bake 2020

*Chris Taylor*  
*By Michael Taylor*  
*Chair of Trustees*  
*6/5/21*