

Chair report March 2022

Jac Guyton

Well, we survived when many other charities didn't. We have gotten through the trials brought our way recovering from 2021, with more lockdowns and reduced footfall. We haven't been able to put on activities in the way we're used to, but we adapted and came together to give it our all.

Since our last AGM, we have adapted to do more via Zoom or other video mediums, we've taken the opportunity to utilize the online selling sites which have been a success and we've carried on with outside activities. After many months of turmoil, Zellie finally managed to get a charity eBay account set up....how she kept her cool through all the constant misinformation over months from different departments on how to do it, I'll never know, she truly is one amazing treasurer and the Centre and Fort are lucky to have her, it seems like everything she does for us comes with its challenges, nothing is ever straight forward, but she gets it done regardless. So a massive thank you to her.

We have managed to secure further funding from various funders plus another from the Big lottery fund, which has ensured that we keep Lou, Lorenzo and Art Café. Along with being very creative in arts and crafts, Lou has been very busy improving the shop area, how we present it and maximizing the space. She has been staying late and coming in out of hours to be able to get on with it alone or with just a few eager helpers. I am so appreciative that this happens, the dedication to the Centre is amazing and just shows the lengths people will go to, in order to keep us going.

We must ramp up the fundraising ideas, because our current landlord has offered us a great deal if we want to buy the whole building block. This is obviously something that we would love to do, but it will take work and pulling together, we have shown that we can do this, so I feel positive that we can make this happen. There have been several meetings regarding this and some great ideas. Both the Centre and The Fort will be responsible for raising the finances to buy and to repay. Myself

and Lou have put together some bigger events for the summer of 2022. We are planning another fundraiser in the town like we did in 2021, which involved performing with the Bangers & Crashers and demonstrating Groove. We learned a few songs from The Greatest Showman and gave it our all, what an amazing day that was, from the 2 hours fundraising to the obligatory party afterwards. And wasn't it such a boost when members of the public joined in. We have another planned for May the 11th when celebrating the queen's platinum Jubilee.

Some of our other fundraisers were great too, Sharon's bake sale day was a great success, she baked so many amazing cakes herself which kept her very busy for a lot of hours by the sound of it and we had other cakes donated. It raised a lot of money.

Our many parties that are organized by Lou, went down a treat too and were great fundraisers with the tombola, food on sale and entry fees. People are always asking when the next one is, so we like to oblige and not disappoint!

Because things were becoming tricky and finances were looking poor, due to Covid restrictions and people being ill with a variety of illnesses, our footfall was reduced. This led to myself, Colin, Lou & Jane setting up a mini team to address the issues. We meet once a month and discuss ways forward. Out of these meetings came more online shopping sites where we sold more items, wonderful window displays and a clearer vision of what the Centre needs. Once we have discussed how we are to move forward, we can then bring it to the rest of the committee too and see who would like to get involved in which activity. Col has started monitoring our income from epos receipts, to give us a visual weekly tally so we are aware of how much we need to raise our game. I have found this a valuable addition to our running the Center.

I have been attending many meetings with Royal Mencap online with their various different topics of learning. I have found them to be very valuable resources of information to support us. These are topics like how to manage volunteers, how to be an effective advice and information Centre, some are chairpersons having a group meeting to support each other and some are general to be able to ask questions on almost

anything. My favourite one being the most recent which is how to podcast, I am eager to get started on this. I have discussed it with Ben and he's going to support with set up and editing. I am keen to talk on various topics of discussion and you can join in with your topic if you would like to. We are going to video sessions for YouTube too.

One very exciting occurrence this year has been becoming one of the 9 local Mencaps that Royal Mencap Society (RMS) wanted to support as part of their Network partner scheme. I had to put a proposal together, then on acceptance of that, 30 of our Unity family had a group Teams meeting with RMS who loved us. Everyone who took part in that was great, we showed them just how energetic and fun our community is, and the result was that we were successful. Out of this came Phil, he has been a valuable addition to the Unity family with knowledge on how charities run and supporting us with our governance and although he isn't employed to be with us as such, he is donating many hours of his own time to help out and I for one am extremely grateful for it.

Another new addition to our Centre is a mental health Group renting the Centre social space in the evening once a week, which Col has supported for us. They are a great group and we're pleased to be able to be there for them. They pay to rent the room and often buy from the shop while here.

I have finally got the website up and running again, as you are all aware, I am not great on computers and I have never done anything like a website before, so it took a while. It is still a work in progress, but at least the information about us is on the internet now. Please let me or Lou know if you have anything that you would like to go on there, it is a website for us all, and your input on what is shown is very important.

I know a lot of people in our town in all walks of life and speak with them regularly about life and business. I have to say, although it has been a struggle at times, we are doing well post covid. Many organizations and businesses have had to close, but we're hanging on in there. I have been chair for 11 and a half years and I feel that things are pulling together very nicely right now and everyone should be proud of themselves. I know we don't always see eye to eye, but we're a family and we get

through any disagreements so that we can be there for our community.

We have taken a good look at our governance, and we know that we need to improve in this area. Things have already been put in motion, we are very pleased to announce that we have a new trustee, Sheila Hyde, who has come onboard to help us with this and guide us into being a more efficient run charity. Her area of expertise is in the financials and has been our accountant for several years, she will continue helping with accounting, HR and guidance in what we need to be doing with the governance. Lou will be taking on the responsibility for staff co-ordinator and will be doing inductions and appraisals. We are also reintroducing the membership register. This is a free membership for us to know details of the service users that we have in on a regular basis.

Other big news is that from October 2022, Lowestoft and District Mencap (LDMS) and Unity Youth Projects (UYP), which was an LDMS initiative from 3 years ago, will become one again. Since we started the initiative, we were given advice to set up as a separate entity which hasn't worked out to be as beneficial for us as we were led to believe, so we will join together at the start of our new financial year, giving us one set of accounts. At this time, we will be releasing a new constitution to incorporate the new set up that LDMS will have with UYP, this will be agreed on by the trustee board.

I am excited about our future; we have some great plans and some really fun events ahead. We are not open full time still, but this is due to lack of staff, we lost our secretary and with the Fort opening, Ben and Zellie's time is stretched to there too, so I have had to take on more admin, this takes me away from being able to run sessions. We are working toward getting ourselves on volunteer registers to hopefully recruit some more lead volunteers, opening full time again would be wonderful. Here's to a great future.

Jac Guyton – Chairwoman Lowestoft & District Mencap.

REGISTERED CHARITY NUMBER 21

**Report of the Trustees and
Unaudited Financial Statements for the Year 1
30th September 2021
for
Lowestoft and District Mencap Society**

**SGH Services
4 Bodiam Way
Carlton Colville
Lowestoft
NR33 8DN**

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Ended

Lowestoft and District Mencap Society

Report of the Trustees for the year ended 30 September 2021

The trustees present their report with the financial statements of the charity for the year ended 30th September 2021. The trustees have adopted the provisions of the Statement of Recommended Practice 2015 (SORP2015) Accounting and reporting by charities issued in January 2015.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number 233331

Principal Address

The Unity Centre
Unit 1
6 Milton Road East
Lowestoft
NR32 1NT

Trustees

Mrs J Guyton	Chair
Mr C Rose	
Ms G Czajka	Treasurer
Mrs T Jackson	
Ms L Abel	

Independent Examiner

Mrs S Hyde
SGH Services
4, Bodiam Way,
Carlton Colville,
Lowestoft.
NR33 8DN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The Charity is governed by a model constitution for branches of MENCAP. The model constitution was adopted by the branch on 16th November 2007.

Independent Examiner's Report to the Trustees of Lowestoft and District Mencap Society

Independent examiner's report to the trustees ofg Lowestoft and District Mencap Society

I report to the charity trustees on my examination of the accounts of the Lowestoft and District Mencap Society (the Trust) for the year ended 30th September 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 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act ;
or
- 2 the accounts do not accord with those records: or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities(Accounts and Report) regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Sheila Hyde
SGH Services
4 Bodiam Way
Carlton Colville
Lowestoft
Suffolk
NR33 8DN

07/04/2022

Lowestoft and District Mencap Society

Statement of Financial Activities for the Year Ended 30th September 2021

	Unrestricted Funds	Restricted Funds	Total Funds 30-09-21	Total Funds 30-09-20
INCOME AND ENDOWMENTS FROM				
Donations				20
Other Trading Activities	5,819		5,819	11,940
Grants	28,254	9,075	37,329	30,920
Other Income	247	1,320	1,567	297
TOTAL	34,320	10,395	44,715	43,177
EXPENDITURE ON				
Charitable Activities	18,938	22,897	41,835	34,545
NET INCOME/EXPENDITURE	15,382	-12,503	2,880	8,632
RECONCILIATION OF FUNDS				
TOTAL FUNDS BROUGHT FORWARD	9,140	13,317	22,457	13,825
TOAL FUNDS CARRIED FORWARD	24,522	814	25,337	22,457

Lowestoft and District Mencap Society

Balance Sheet at 30th September 2021

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 30-09-21	Total Funds 30-09-20
FIXED ASSETS					
Tangible Assets		1	2	3	166
CURRENT ASSETS					
Cash at Bank		24,522	812	25,334	22,291
CREDITORS					
Amounts falling due within one year					0
NET CURRENT ASSETS		24,523	814	25,337	22,457
TOTAL ASSETS LESS CURRENT LIABILITIES					
NET ASSETS		<u>24,523</u>	<u>814</u>	<u>25,337</u>	<u>22,457</u>
FUNDS					
Unrestricted				24,523	9,140
Restricted				814	13,317
TOTAL FUNDS				<u>25,337</u>	<u>22,457</u>

The financial statements were approved by the Board of Trustees on 19/04/21 and were signed on its behalf by:-

Mrs J Guyton - Chair

Ms G Czajka - Treasurer

Lowestoft and District Mencap Society

Notes to the Financial Statements for the year ended 30th September 2021

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	25% on cost
Computer Equipment	25% on cost
Motor vehicles	25% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restricted Funds arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 OTHER TRADING ACTIVITIES

	09/30/2021	09/30/2020
Food and drink takings	2518	3,740
Gaming takings		612
Bric -a-Brac Takings	2771	4,455
Centre events		
Other	39426	34,370
Total	<u>44715</u>	<u>43,177</u>

Lowestoft and District Mencap Society

Notes to the Financial Statements - continued for the year ended 30th September 2021

3 TRUSTEES REMUNERATION AND BENEFITS

A total of £19760 was paid to 3 trustees for managing activities during the year to 30th September 2021. Nothing was paid for the year ended 30th September 2020

Trustees' Expenses

There were no trustees expenses paid for the year ended 30th September 2021 nor for the year ended 30th September 2020

4 STAFF COSTS

	09/30/2021	09/30/2020
	£	£
Wages and salaries	7740	13793

The average monthly number of employees during the year was as follows :

Staff	2	2
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No employee received emoluments in excess of £60,000.

5 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
INCOME & ENDOWMENTS FROM			
Donations and legacies			
Grants	28,254	9,075	37,329
Other trading activities	5,819		5,819
Other income	247	1,320	1,567
Insurance claim			
Total	<u>34,320</u>	<u>10,395</u>	<u>44,715</u>
EXPENDITURE ON			
Charitable activities	18,938	11,897	41,835
NET INCOME /(EXPENDITURE)	15,382	-12,502	2,880
RECONCILIATION OF FUNDS			
Total funds brought forward	9,140	13,317	22,457
TOTAL FUNDS CARRIED FORWARD	24,522	815	25,337

Lowestoft and District Mencap Society

Notes to the Financial Statements - continued for the year ended 30th September 2020

6 TANGIBLE FIXED ASSETS

	Furniture and Fittings	Computers	Vehicles	Total
COST				
At 1st October 2020	28,011	9,491	650	38,152
Additions				
At 30th September 2021	28,011	9,491	650	38,152
DEPRECIATION				
At 1st October 2020	28,010	9,490	486	37,986
Charge for year			163	163
At 30th September 2021	280,010	9,490	649	38,149
NET BOOK VALUE				
At 30th September 2021	1	1	1	3
At 30th September 2020	1	1	164	166

7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	09/30/2021 £	09/30/2020 £
Other Creditors	0	0

8 MOVEMENT IN FUNDS

	At 01-10-20	Net movement in funds	At 30-09-21
Unrestricted funds			
General funds	2,140	15,382	17,522
Closure reserve	7,000		7,000
	9,140	15,382	24,522
Restricted funds			
Big lottery fund grant	13,317	-12,502	815
	13,317	-12,502	815
TOTAL FUNDS	22,457	2,880	25,337

Lowestoft and District Mencap Society

Notes to the Financial Statements - continued for the year ended 30th September 2021

8 MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
General fund	34,320	18,938	15,382
Restricted funds			
Big lottery fund grant Suffolk			
MAIN	9,075	21,577	-12,502
Other	1,320	1,320	0
TOTAL FUNDS	44,715	41,835	2,880

Comparatives for movement in funds

	At 01/10/20	Net movement in funds	At 30/09/21
Unrestricted funds			
General fund	2,140	15,382	17,522
Closure reserve	7,000		7,000
	9,140	15,382	24,522
Restricted funds			
Big lottery fund grant	13,317	-12,502	815
	6,743	6,574	13,317
TOTAL FUNDS	13,825	8,632	22,457

Lowestoft and District Mencap Society

Notes to the Financial Statements - continued for the year ended 30th September 2021

8 MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds			
General fund	34,320	-18,938	15,382
Restricted funds			
Big lottery fund grant	10,395	-22,897	-12,502
TOTAL FUNDS	44,715	-41,835	2,880

9 RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30th September 2021

Lowestoft and District Mencap Society

Detailed statement of Financial Activities for the year ended 30th September 2021

	09/30/2021	09/30/2020 £
INCOME & ENDOWMENTS		
Donations and Legacies		
Donations		20
Grants	<u>37329</u>	<u>30,920</u>
	37329	30,940
Other Trading Activities		
Food and drink takings	2518	3,741
Gaming takings		611
Bric-a-Brac takings	2771	3,455
Centre events		
Other	<u>2097</u>	<u>3,430</u>
	44715	43,177
Other Income		
Insurance claim		
Total incoming resources	<u>44715</u>	<u>43,177</u>
EXPENDITURE		
Charitable Activities		
Wages	7740	13,793
Managing activities	19760	
Rates and water	840	1,948
Insurance	2224	1,680
Light and heat	598	1,310
Telephone	3614	3,762
Consultancy	1475	800
Advertising		
Sundries	2643	
Food Purchases	1573	1,766
Arts & Crafts		2,000
Art Café		
Gaming stock		719
Rent		4,000
Waste disposal	294	174
Licensing fees	793	958
Property repairs	118	
Travelling		
Depreciation	<u>163</u>	<u>1,635</u>
	41835	34,545
Governance Costs		
Independent examiners fee	0	0
Total Resources expended	<u>41835</u>	<u>34,545</u>

This page does not form part of the statutory financial statement

Independent Examiner's Report to the Trustees of Lowestoft and District Mencap Society

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Sheila Hyde
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04/07/2022