



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	y01	10	2021		30	09	2022

## 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	Simon Hosking	Non Exec		
4				
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17				
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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

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### 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 year charity continued its work within the local community to further their objectives and to help children and adults with learning difficulties and mental health handicaps. Further difficulties following Covid were experienced during year within our charity shop due to lower foot fall and the cost of living problems filtering through later in year. Going forward we will reinstate our contract with the local CAB who will give help to clients with any problems they may have with regards to benefits claims and housing etc. Independent living help was given through our two owned properties with rents kept at the lowest rate possible to help tenants.

**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.

## Section D

## Achievements and performance

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## Achievements and performance

### Summary of the main achievements of the charity during the year

The charity continued to meet its objectives during year despite a tough time with Covid pandemic, but maintained its objectives through grant giving, education in our charity shop and independent living within our owned properties, holiday grants for clients and carers and the high maintenance of our assets. In addition we have helped with the purchase of equipment and furniture to help clients looking to live an independent life.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves held to maintain charity objectives and day to day expenditure and overheads. Any excess funds held over for future grant applications and money set aside for annual holiday fund and property improvements.  
Due to our shop lease being a full repair lease we will have significant expenditure incurred in 2023 due to a roofing problem.

**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 is our charity shop and rental income from our owned properties.  
We have no ethical investment policy.  
No significant fundraising at moment due to high cash reserves which is reviewed annually.

**Section F Other optional information**

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Sue Hallett	
<b>Full name(s)</b>	Sue Hallett	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	08/12/2022	

**WEST DORSET MENCAP**  
**RECEIPTS AND PAYMENTS YEAR TO 30 SEPTEMBER 2022**

	£	2022 £	£	2021 £
<b><u>RECEIPTS</u></b>				
Donations, subscriptions etc	2341		2136	
Interest	121		3	
Shop takings	64132		31488	
Rents received	38264		37942	
Sundry income and grants	625		30993	
Gateway surplus	1106	106589	333	102895

**PAYMENTS**

Telephone	655		642	
Funding assistance	11191		11475	
Postage and printing	347		262	
Repairs and maintenance - shop	4509		2478	
Sundry expenses	1471		658	
Property utilities	10790		7872	
Wages and pension costs etc	49491		38911	
Property repairs	8972		18260	
Caravan site fees and expenses	-		1433	
Bank charges	19		-	
Shop general overheads	3380		2538	
Mencap affiliation fees	981		485	
Heating and lighting - shop	2448		3072	
Shop rent	9858	104112	9858	97944

Excess of payments over receipts		-		-
Excess of receipts over payments		2477		4951

**WEST DORSET MENCAP**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 30 SEPTEMBER 2022**

	Notes	£	2022 £	£	2021 £
<b><u>FIXED ASSETS</u></b>					
Freehold property at cost					
3 New Zealand Terrace			220000		220000
2 Bullens Mead			300000		300000

**CURRENT ASSETS**

Cash at bank and building society	1	97472		94915	
Cash in hand		60	97532	140	95055
Total assets			617532		615055

**REPRESENTED BY:**

Accumulated fund	2		617532		615055
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## NOTES TO THE ACCOUNTS - YEAR TO 30 SEPTEMBER 2022

	<u>2022</u>	<u>2021</u>
<u>1. CASH AT BANK AND DEPOSITS</u>	£	£
Capital deposit account	30498	486
Gateway account and cash	2779	1673
General current account	5919	33000
Shop current account	32017	33406
Shop floats	300	200
Property current account	1570	1570
COIF deposit	24389	24280
	<u>97472</u>	<u>94615</u>

<u>3. ACCUMULATED FUND</u>	<u>2022</u>	<u>2021</u>
	£	£
Balance brought forward	615055	626490
Excess of receipts over payments	2477	4951
Excess of payments over receipts	-	-
Loss/depreciation on sale of caravan		-16386
	<u>617532</u>	<u>615055</u>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
West Dorset Mencap

**On accounts for the year  
ended**

30 September 2022

**Charity no  
(if any)** 243100

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 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:** 08/12/2022

**Name:** SJH Accountancy Services

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

None

**Address:** Unit 1 Magdalen Works Magdalen Lane Bridport DT6 5AA

**Section B**

**Disclosure**

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.**

No matters of concern were found or need to be reported.