



EQUAL PEOPLE MENCAP
Company No. 02150599
Charity No. 298609

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

EQUAL PEOPLE MENCAP
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EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Equal People Mencap

Charity Registration number: 298609

Company Registration number: 02150599

Registered Office & Operational Address : 73 St Charles Square, London W10 6EJ

Council of management membership

Mr Arun Mistry*	Chair
Mrs Amanda Kinsman*^	
Ms Jeltje Pollock-Heevel*^	
Mrs Mary Paleologo*^	
Mr Nooran Solhekol^	
Mr John Harrington	
Mr Robert Ebanks	
Ms Anadil Khan*^	Treasurer
Ms Reshma Biring*^	Vice Chair
Miss Louise Victoria Atkinson*^	

* = Trustee

^ = Director

Senior Management Team

Nicholas Walsh	Chief Executive
Yvonne Ndifor	Finance & Facilities Manager
Araceli Rodriguez	Floating Support/CQC Registered Manager

Bankers

Barclays
Belgravia & Knightsbridge
Business Centre
PO Box 4578
London SW3 1 XD

Auditors

Myrus Smith Chartered Accountants
Norman House
8 Burnell Road
Sutton
Surrey SM1 4BW

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Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 27th July 1987 and registered as a Charity on 23rd March 1988. The company was established under a memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £5. The report is prepared in accordance with the small company regime (Section 419(2)) of the Companies Act.

Recruitment and Appointment of Management Committee

The directors of the Company under the company's Articles are known as members of the Council of Management; those directors of the Company marked with an asterisk above are also charity trustees. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. A General Meeting was held on April 13th 2010 in which an update of Equal People mencap Memorandum & Articles of Association was proposed and passed. This will allow a maximum of 9 years as a Trustee from November 2010.

All current Council of Management Members were elected within the past 3 years.

The charity supports people with learning disabilities and their families and carers and other vulnerable individuals and as such strives to ensure that the Council of Management reflects this. Equal People mencap seeks to ensure people with learning disabilities, parents and learning disability, social care and housing professionals (or those with related skills) are recruited to and present on the Council of Management. At March 2016, three people with learning disabilities and one parent of an individual with learning disabilities were Council of Management members. Two Trustees have extensive financial, knowledge, experience and skills. One Trustee has extensive media, multi-media and volunteer organisation experience, knowledge and skills. In addition Equal People mencap, through networking actively seeks people with social care and experience to join the Council of Management.

Equal People have a minimum of six Council of Management meetings a year. These meetings are attended by

- All Trustees (Council of Management members not in receipt of a service from Equal People mencap
- Non-Trustee Council of Management Members. Individuals with a learning disability who are in receipt of a service from Equal People mencap)
- The Chief Executive
- The Finance & Facilities Manager
- The Floating support/CQC Registered Manager

Two meetings a year, in addition to the Annual General Meeting will be Open Council of Management Meetings, where all service users, family members, carers, advocates, Equal People mencap staff and interested professionals are invited and can meet and discuss and raise issues with Council of Management members and staff.

The Council of Management will review all services and make decisions. The Finance Sub-Committee which meets separately, may recommend actions to the Council of Management.

The Finance Committee meets at least four times a year to review, and monitor financial performance, and oversee the direction of budget and financial planning. It is chaired by the Treasurer and attended by the Chair, Chief Executive and Finance & Facilities Manager.

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The Recruitment & Induction of Trustees

In line with RS1 – Trustee Recruitment and Induction and CC3 The Essential Trustee: What You need to Know, Equal People mencap strives to maintain an informed, active and committed Council of Management.

Council of Management members:

- Have knowledge of learning disability and family/carer issues
- Have financial experience, knowledge and skills
- Have good awareness of Trustee responsibilities
- Have good experience, knowledge and skills of housing and care issues.
- Have good experience of media, multi-media and volunteering
- Have good understanding and commitment to Equal People mencap's aims and ethos.
- Have a learning disability. (Other members of the Council of Management support COM members with learning disabilities to more fully participate in the meetings).

We are aware of the need to continue to recruit more Council of Management members, particularly those with housing, health and social care backgrounds and younger parents and carers of people with learning disabilities, autism and/or complex needs and are taking steps to address this as part of our Business Plan and by reference to documents RS1 & CC3 from the Charities Commission. Equal people mencap are members of the North West London mencap Consortium (7 local memncaps) and joint Trustee training and information sessions, for all members run by Russell-Cooke will take place in 2016.

All new Council of Management members are fully inducted as set down in Equal People mencap's policies and procedures.

Any potential members will meet with a Council of Management member and with the Chief Executive and will be invited to attend a Council of Management meeting as a guest.

2. Organisational Structure & Decision-Making

Equal People mencap has a Council of Management of 8, five of whom are Trustees responsible for decisions made who meet 6 weekly and are responsible for the strategic direction and policy of the charity. At present the Council of Management have a variety of backgrounds relevant to the work of the charity.

Council Of Management Decisions & Consultation

The Council of Management will approve decisions relating to:

- Service Development
- Staffing Recruitment
- Policies and Procedures

The Trustees carry responsibility for the financial health of the Charity and for decisions relating to staff disciplinary matters.

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Decisions & actions delegated to the Chief Executive, Finance and Facilities Manager and Floating Support/CQC Registered Manager and Operational Team include:

- Budget development and management
- Business Plan development (including Fundraising), action & monitoring
- Policy & procedure development & monitoring
- Liaison and co-operative working with partner organisations and stakeholders
- Staff Management, supervision and Appraisal

Relationship between Equal People mencap and related parties, other charities and Stakeholders

Equal People mencap has signed a partnership agreement with National Mencap. This means that we are affiliated to National Mencap but receive no funding from them. We are an independent charity based within The Royal Borough of Kensington & Chelsea but able to work across London, in particular within the Tri Borough. Equal People mencap complies with Mencap Local Group quality and policy and procedure requirements and senior staff regularly attend and contribute to local, regional and national Mencap meetings. Equal People mencap access National Mencap support in developing policies and procedures, training, DBS checks and campaigning.

Equal People mencap are part of the North West London Mencap Consortium, a group of 7 local Mencap charities who have come together with a view to potentially sharing core services, making joint bids and running joint services. In March 2013 the Consortium won a tender to provide a 'Peer Quality Checking Service called Expect the Best. The service hosted a successful National Peer Quality Checking Conference in March 2016, including speakers from the Care Quality Commission and has secured funding from Kensington & Chelsea, Westminster and Ealing Social services to continue completing checks as well as funds to devise surveys at St Charles Hospital W10.

Our major Stakeholder is RBKC Social Services. We also have an increasing number of individuals (and their families) who are buying our support services directly. As at March 31st 2016 we are providing 550 hours per week of support through personal budgets.

Quarterly monitoring reports are completed for RBKC Social Services in relation to funds provided for core, resource centre drop-in and activities, the Thursday Club and the transport for this club. The Chief Executive and Operational Management team work closely with RBKC representatives throughout the year promoting and developing services.

Equal People mencap are on the RBKC Supporting People Framework and were successful in winning a place on the Floating Support Supporting People Framework across 8 West London Boroughs. However most boroughs are not actively using this Framework at present, but Personal Budget funded support instead and Equal People mencap are being actively sought out to provide this support.

Equal People mencap are registered to provide personal Care with the Care Quality Commission (January 2014 Inspection found us to be meeting all required standards). We were contacted in September 2015 and asked to complete the standard extensive written report prior to an inspection. This was completed by the Chief Executive with input and information from The Floating Support Manager and staff and submitted prior to the 31st October deadline.

(The Care Quality Commission completed an unannounced inspection on 5th/6th April 2016. The report, received, awarded Equal People mencap a "Good" rating for all 5 areas inspected: Safe, effective, caring, responsive, well-led.)

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Equal People mencap staff also work closely with:

- RBKC LD Care Managers
- Tri Borough Commissioning Managers
- Tri Borough Transition Care Managers
- Tri Borough Mental Health Care Managers
- Primary Health Care Trust Managers & Staff
- Learning Disability Partnership Board
- Look Ahead Housing & Care
- National Mencap
- Hammersmith & Fulham mencap
- The Westminster Society
- The Advocacy Project
- ADKC
- Pure Innovations
- Tri Borough LD Day Services
- Carers organisations in RBKC
- The Dalgarno Community Trust
- Challenge UK
- Amici Dance Theatre Company
- The Kensington & Chelsea Foundation
- The Westway Trust
- The Kensington & Chelsea Volunteer Bureau
- Stepping Stones
- Third Sector Potential
- Parents & Carers

The Royal Borough of Kensington & Chelsea has entered into a Tri-Borough agreement with The Boroughs of Westminster and Hammersmith & Fulham. This means that adult social care and learning disability services are commissioned and monitored by one team covering the three boroughs.

We also act as Managing agents for 3 Housing Associations

- Notting Hill Housing Trust (Management agreement)
- Catalyst Housing (Management agreement)
- Octavia Housing & Care (Management Agreement)

Risk Management

Risks:

- Governance: COM membership & level of experience
 - Financial through loss of service contracts, voids, fraud, insurance claims
 - H&S/Maintenance: Fire etc
 - Staff: maintaining, skills, experience, recruitment levels to match demand
- a) Enhanced Disclosure & Barring criminal records checks are sought for all new employees and volunteers and for all current employees and volunteers at three-year intervals.

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- (b) Safeguarding Adults and Child Protection policies, procedures and practice are included in the induction of all staff. These were updated in March 2015 & May 2016. All staff that work with service users attend Safeguarding Adults training as soon as possible. A variety of courses are attended with updates at least 2 yearly. Risk assessments are completed at least 6 monthly with all service users in relation to awareness of personal safety, abuse and harassment issues.
- (c) Staff Guidelines for supporting tenants with issues of sex and sexuality are in place.
- (d) Equal People mencap's Policy & procedure document – Putting Philosophy into Practice (File available for inspection) was fully updated in March 2015 / May 2016. All staff inducted and trained in relation to these procedures.
- (e) Equal People's Health & Safety Policy & Procedures (including for example, lone working, risk assessments) were updated in March 2015 / June 2016. Awareness, understanding and compliance with the policy forms part of staff induction and is checked through a questionnaire and discussion in team meetings periodically.
- (f) Building security is maintained through a 24 hour contracted alarm & response system.
- (g) Equal People mencap's computer system was replaced in 2009, Firewalls, backup systems and anti-virus software is fully in place. Quarterly on-site monitoring visits ensure all systems remain at optimum levels.
- (h) Advisory Groups, activity and individual support session feedback, along with the Open Council of Management meetings ensure that consultation with tenants and users continues
- (i) Service Standards and Desired Outcomes, i.e. economic well-being, community participation and contribution, safety, health awareness and enjoyment and achievement, are monitored annually with the aim of ensuring Equal People mencap's ethos, values, mission statement are put into practice and constantly monitored.
- (j) The organisation maintains contingency funds sufficient to cover cessation of service. Funding was renewed for our Resource Centre/Core/Activities until March 2017 by RBKC Social Services. Equal People mencap are developing a Personal Budget funded service (training in life-skills, employment skills, health & well-being) to begin by April 2017.
- (k) Equal People mencap has increased the number of individuals buying our support and now provides over 550 hours per week. A service providing 24 hour support will begin in May 2016 and referrals to provide health related support, transition and complex needs support are increasing. The Chief Executive and Floating Support/CQC Registered Manager and Finance and Facilities Manager complete monitoring records to ensure service standards are maintained and obligations met and liaise regularly with RBKC commissioners in relation to future needs, changes and issues.
- (l) Finance systems are in place, e.g. dual entry passwords, Council Of Management signatures to cheques over £1,000, petty cash checks which ensure against fraud (Finance Procedures – Appendix 9)
- (m) Equal People mencap's lease is in place for a further three years until February 2019 before a rent increase is possible.
- (n) A series of Full Staff Meeting Days will be throughout the year to enable the staff team as a whole to look at feedback about our services from users and to plan together our move, our ethos, values and plans to meet the aims, wishes and dreams of our users and the responsibilities and expectations placed on us by our Funders.
- (o) Equal People mencap fully abides by all Data Protection legislation.

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3. Equal People mencap's Objectives and Activities

PUBLIC BENEFIT

In line with RBKC Social Care, The Care Act 2014 and the personalisation agenda and in addition to the individual's wishes, aims and person-centred plans Equal People mencap seeks to attain overarching outcomes for all our service users and their families and carers. These are (i) Economic Well-Being (ii) Enjoying & Achieving (iii) Staying Safe (iv) Staying Healthy (v) Meaningful contribution and participation. We aim to enable everyone to access, participate in and contribute to the life of the local and the wider community as much as they wish.

Our Mission Statement, chosen by our members is:

"Turning dreams into action at the pace of the individual."

We aim to be a user-led service for user-led lives.

Equal People mencap are committed to providing a high quality of service for people with learning disabilities and other vulnerable people reflecting their wishes aims and needs.

We aim to be a user led service that puts the emphasis on actively listening and offering a culture and ethos that supports people to move towards realising their dreams.

Personalising support services: We recognise people's uniqueness and provide carefully tailor-made support to ensure each person can express her or himself, can make informed choices and take increasing responsibility in all areas of her/his life.

We support people to:

- have a voice about the service they want
- live independently in the community through our Floating Support, Community Support & Personal Care Services
- participate in, and/or run a full programme at Equal People mencap's Centre or out in the community through our supported activities and/or 1:1 support through personal budgets to attend and participate in activities and events.
- provide opportunities for paid employment and/or training opportunities through our 'Making Food Work Project'.
- voice and develop person-centred plans setting down a route towards aims and wishes and buy support to achieve those aims.
- enable the local community to understand more about people with learning disabilities, autism and complex needs and the positive contribution they can make to the community.

We provide :

- a space to dream and make plans happen
- friendly, welcoming and well trained staff and volunteers
- a CQC registered personal care and floating support service
- paid employment opportunities
- an accessible, safe and welcoming environment at our Resource Centre
- a variety of supported activities promoting physical and mental well-being
- opportunities to learn new skills
- a vibrant and exciting range of social opportunities.
- support to live independently in the community
- support to access, participate in and influence community life
- support with personal care and domiciliary tasks
- supported activities/trips for carers

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HOW OUR ACTIVITIES DELIVER PUBLIC BENEFITS

Service specific Aims and Objectives

Resource Centre & Drop In Activities Service: Aims & Objectives

Our Resource Centre will be open as a Drop In service, with staff providing advice, signposting to appropriate services and organisations and offering practical and emotional support to people with learning disabilities, their families and carers and members of the public.

The Centre also provides a safe, secure space where members can meet and socialise with their friends, arrange and have meetings, have lunch, rest and relax or take part in a variety of supported activities.

- Users will be able to influence and be involved in the running and development of activities, training and courses through individual feedback and the quarterly Activities Advisory Group. Ideas, decisions and complaints raised will be passed on to the Council Of Management
- We will advertise our activities, training and courses well in advance and in an accessible way.
- We will provide Activities that are User led.
- We will provide a full week programme of activities, training and courses at least 40 weeks a year. These will be bought by individuals through their personal budgets.
- We will provide at least one 'out of hours' activity each week.
- We will seek to make our activities accessible to all service users. Where we cannot provide the support we will provide users or their carers/advocates with information/ contact details of who may be able to help them.
- We will provide up a variety of up to date and well-maintained equipment to support the activities.
- We will offer and support a variety of activities in the local and wider community.
- We will actively seek out partnership working opportunities with other organisations and bodies.
- Activities will offer users the chance to participate, enjoy, leisure or learn as they wish. Some activities will focus on encouraging and enabling service users to move towards employment. Records will be kept of a user's needs, wishes, participation and outcomes in partnership with the user to enable the user to demonstrate skills learnt to others.

Many of the activities are supported and facilitated by Equal People mencap's dedicated volunteers. The volunteers give their time and expertise to enable our members to try new things, find expression through music and dance, keep fit and access and participate in community life.

In forming our aims and objectives, the Council of Management have given due regard to the Charity Commission guidance in public benefit.

Achievements & Performance

Statistical information relating to Activities run through the year to meet these aims and objectives can be found in the RBKC Monitoring Report. The Centre is used by 102 people regularly.

The Activities service worked closely in partnership with the Volunteer Bureau, Health Service Dieticians, RBKC LD Day Opportunities Service, The Dalgarno Trust, Pure Innovations, the Challenge Network. Several people with more complex needs were able to use the centre, (with support staff) participating in activities to the level they wished.

The Resource Centre Drop-In was open Mon-Friday. A Christmas/New Year Drop- In ran every day, except Christmas Day between December 24th & January 5th.

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A Current Affairs Group - discussing and debating key issues of the day, e.g. benefits and service cuts, anti-hate crime campaigning, elections, transport issues, accessing health services and how to make complaints.

The IT Group. Our IT café proved popular enabling users to develop their computer skills and research and access information about community events, interests and campaigns.

The Thursday Club continues to be very popular with 25+ users each week. It has become one of the social hubs of each week for our members and runs 48 weeks a year.

The Music Group – A weekly opportunity for members to get together and jam. Keyboards, drum machines, bongos, a xylophone, maracas, and tambourines.

The Zumba Group – Keeping fit and having fun together to a Latin beat

Yoga – A weekly group enabling and teaching relaxation techniques

Sunday Clubs ran, at least monthly, participants have visited and participated in many events both locally and regionally.

The Breakfast/Brunch Club

A self-service and/or catered opportunity for service users to relax with a healthy food and drink option at the start of the day (£1.50 per meal).

The Music Therapy Group

Four individuals with more complex needs were supported to gain confidence, express themselves and to inter-act, musically with others at a weekly group based at a church in Earls Court. Support was provided by a trained music therapist. (£15 per session).

Pre-Amici Dance Therapy Group

In partnership with Amici based at the church in Earls Court. £5 per session. A Friday evening dance class for those with more complex needs enabling everyone to participate, take the lead and/or join in.

Out & About

Trips chosen by users throughout the year included London Sea Life Aquarium, Madame Tussauds, Kew, the British Museum. Holland Park, various restaurants, 10-Pin bowling and Thriller, The Rocky Horror Show, Avenue Q, Motown, Bach to Baker St, Jesus Christ Superstar, Slava's Snow Show and Warhorse at the theatre.

The **Making Food Work/Living Health Project** co-funded by the John Lyons Trust, The Band Trust and The Savoy Trust, enabled 18+ individuals to learn and work on all aspects of catering from growing food and vegetables (second prize in the borough's annual allotment awards), preparing, cooking and serving a variety of healthy meals and cakes under the supervision of a professional chef.

Events

Members were also supported to plan, hold and participate in:

- Two Summer barbecues
- A Winter Ball held at the Copthorne Tara Hotel in Kensington W8.

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Equal People mencap supported 12 volunteers to work alongside our members, gaining experience and contributing to community life through enabling individuals and groups to learn new skills, have fun and participate in the local and wider community.

Floating Support Aims & Objectives

The Floating Support Service – providing housing related and community support and care to people with learning disabilities within RBKC wherever they live up to the limits Self-Directed Support i.e. Direct Payment & Personal Budget) contracts.

- Equal People mencap's Domiciliary Care/Personal Care service is provided as part of both services at the direction of the service user and in line with their needs.

A Floating Support/CQC Registered Manager oversees The Floating Support & Homecare services supported by a Team Leader & Senior Support Worker.

Equal People mencap's Floating Support/Homecare service aims to provide person-centred housing related support and, where appropriate, care to each individual tenant. We aim to encourage choice, independence and meaningful participation in the community. Support will be personal to and directed by the service user.

The Floating Support Service supports 50+ people through Personal Budgets who are living independently in the community but require between 1hr per week and 24 hours per day housing related or community support to maintain their tenancy, participate in community life, stay safe and secure and develop and act on their individual person-centred plans.

The Floating Support/CQC Registered Manager meets with The Disability Social work Team Leader to discuss, tenant issues, voids and new referrals. Equal People mencap currently works with 1 person living in H&F and offers placements to people from other boroughs in the future, especially those within the Tri-Borough (H&F & Westminster).

A detailed list of the specific Floating Support service standard aims and objectives is below:

- Service users will be able to influence and be involved in the running and development of activities through individual feedback and the quarterly FS Advisory Groups. Ideas, decisions and complaints raised will be passed on to the Council Of Management
- Tenants will be supported to maintain their tenancy and move towards increased self-responsibility and independence at their own pace.
- Support & support times will be dictated by user choice. Service users will be given a weekly individual timetable confirming these times, presented in a format accessible to them, by the Friday of the preceding week. Changes to the timetable will only be made by EPm if due to emergencies or unexpected staff absence and users will be informed within 1 hour of a change being made.
- Service users will have a named link worker but will have met and agreed support from all staff within their support team.
- Service users will be supported to develop and take the lead in a person-centred plan in the style, manner and format of their choice. This plan will set out the person's dreams, aims and aspirations and how s/he will be supported to achieve them. The plan will be monitored at least quarterly.
- All service users will have a Support Plan Risk Assessment (SRA) that is updated at least annually and is familiar to all Floating Support and On-Call staff. The SRA will set out how the individual wishes to be supported in all areas of her/his life; it will be written with and signed by the person and will include any areas where s/he and Equal People mencap staff may disagree over support needed.

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- Risk assessments will be viewed as a way of enabling an individual to achieve a wished for outcome and will be monitored and updated, in partnership with the person and appropriate professionals at least 6 monthly.
- Staff will keep records in partnership with service users. The records will be
 - up to date
 - confidential within the Service
 - monitored monthly by Line Managers
- Service users will be supported to take & be in control of their own lives....thus:
 - Service users will be supported and encouraged to participate in and influence their local community.
 - Service users will be fully consulted about where they want to live and who they want to live with
 - Service users will be fully involved in staff recruitment and choice of who supports them in their daily lives.
 - Service users will be supported to make their space their own.
 - Maintenance: Staff, with Service users will:
 - complete an Environmental Risk assessment (/CH/121e/42 St) every 6 months and ensure all necessary actions completed within 1 month
 - undertake fortnightly health & safety checks /42/121e)
 - undertake monthly health & safety checks (FS 1 bed)
 - ensure fire alarm checks (weekly) and fire drills (quarterly/when new staff/tenants) are carried out at /CH and quarterly for both FS)
 - complete a monitoring physical stands check 6 monthly on each property with the Service users & ensure all necessary actions are completed within 1 month
 - report & record all needed repairs & follow up to ensure repair completed in line with Housing Association guidelines. Monitor our response quarterly.

Achievements & Performance:

- Rent Arrears as at 31/03/2016 are £468
Housing Void levels:

NHHT Nth Ken (12 units) 7.5% (down 10% from last year) (No units void as at 31.03.16)

Stoneleigh St (3 units) 0% (0 units void at at 31.03.16)

Church House (2 units) 1 units void all year and at 31.03.16.-(Being redeveloped into a 2 bedroom flat for people with more complex needs and a sleep-in to open May 16)

Equal People mencap are registered with the Care Quality Commission to provide personal care. Registration number 1-309018343. Our last inspection report from February 2014 gave very positive feedback and found that Equal People mencap met all the required standards. The Chief Executive & Floating Support/CQC registered manager completed the required pre-inspection report prior to the next inspection in Sept/Oct 2015. The Inspection took place on April 5th/6th 2016. The inspector talked with individuals supported and staff and looked at individual's files etc. Equal People mencap were rated as "Good" for all 5 monitored areas:

- Safe
- Effective
- Caring
- Responsive
- Well-Led

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Floating Support staff received PRO-SCIP training re supporting individuals with challenging behaviour from Loddon Training & Consultancy, completed extensive training in risk assessments, safeguarding, person-centred planning, the mental capacity act, epilepsy, manual handling and health and safety.

Carers Activity Service Aims & Objectives

Equal People mencap secured £3,400 contract funding from RBKC to provide 8 events between April 2015 and March 2016 for carers, along with linking carers up to other support services with RBKC and assessment services for the people for whom they are carers.

- We will provide 8 supported activities for carers of people with learning disabilities in Kensington & Chelsea
- We will provide advice and/or information to at least 30 individuals
- At least 20 different individuals will attend activities.
- 20% of the carers will be from the South of the borough

Achievements & Performance

Equal People mencap supported 11 activities over the year including, trips to music and the theatre, kew gardens & LD information days.

54 carers were supported with advice and information, 32 individuals took part in the activity

Feedback from the carers was very positive with individuals particularly enjoying the theatre performances, the summer barbecues and the Winter Ball,

4. Financial Review

Against the backdrop of limited resources and insecurities over funding, it has been necessary to develop a sound business plan and to continue to invest funds in growing the Floating Support service so we provided for and anticipated a deficit over the year. Thus Equal People mencap generated a deficit of £54,978 this year.

Risk Factors

The Trustees keep the funding under constant review. While the core function receives adequate support from the Royal Borough of Kensington and Chelsea, direct services apart from housing, are funded from other sources. Management seeks alternative sources of funds for direct services,

Equal People mencap receives grant funding from the Royal Borough of Kensington & Chelsea (RBKC) and from various Charitable Trusts, and contract income from RBKC and other local authorities.

Equal People mencap continues to seek a wider range of funding to support future activity at our Resource Centre.

Investment policy

The charity aims to balance grant funding and income with expenditure during each financial year. It does not aim to accumulate funds beyond those necessary to secure its continued operation.

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Reserves policy

The General fund reserve may be called upon by the Trustees to meet an overall deficit and may be supplemented by an overall surplus. As far as possible it will be left intact, in order to ideally to hold sufficient funds to cover three months operations in the event of the charity ceasing to operate. At 31 March 2016 unrestricted reserves were £220,608 which represents 3.5 months of expenditure.

Asset cover for funds

Note 15 sets out the analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

5. Plans for Future Period

Activities:

Activities offered will be those highlighted and requested by our service users and will be funded through personal budgets and such grant, trust and statutory funding that can be secured to run activities as part of the drop-in service. We will and ensure out of hours activities are maintained as part of the programme of life-skills and well-being training. The Making Food Work Project, Health & Wellbeing groups (yoga, Zumba etc) and IT/Life-Skills training will form the basis of the offered training courses seeking personal budget funded applicants at the Resource Centre.

Increasingly throughout 2015-2016 RBKC Care Managers approached Equal People mencap to provide support for individuals with more complex needs, health needs, mental health issues and autism and we will seek to increase our volume of work, experience and training in this field throughout 2016-2017 and will expand our staff team to meet the demand.

Equal People mencap successfully tendered to be included on the West London Supporting People Framework to support people with learning disabilities across 8 west London boroughs including K&C. We remain on this Framework, available to tender for opportunities and will promote our services across these boroughs and tender for SP work when advertised.

Equal People mencap are CQC registered (rated as good in all 5 areas monitored: safe; effective; caring; responsive; well-led) to provide personal care and are actively seeking to work with all vulnerable individuals in need of support (through personal budgets). Meetings with transition, health, learning disability and mental health professionals to advertise our services have taken place and will continue. Further publicising of our services to individuals and carers will be prioritised.

Equal People mencap aims to encourage more people with complex needs to use the Centre and/or access activities within the community with support and to continue to run community support directly through personal budgets.

Floating Support

The service aims to continue developing the individualised person-centred support seeking to ensure the service users are as in control of their lives and their support as possible.

Equal People mencap will actively pursue Personal Budget contracts, ensuring the high standard of our service is communicated to all potential users. Hourly rates will be competitive while adequately covering all associated core costs.

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and their families and carers and our Trustees.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2016
/contd...

Equal People mencap will undertake regular equal opportunities and diversity monitoring to ensure appropriate representation and support and will have and monitor our Equal Opportunities Action Plan to ensure all findings are followed up.

In Partnership with the six other local Mencap's. (Ealing Mencap, Hammersmith & Fulham Mencap, Harrow Mencap, Brent Mencap, Barnet Mencap, Richmond Mencap) & National Mencap in the North West London Consortium we will explore joint core service provision such as utilities and office costs, joint tendering and service provision opportunities, campaigning and Trustee training. The 'Expect The Best' Peer Quality Checking Service will involve employment as quality checkers for people with learning disabilities from Kensington & Chelsea and on-going monitoring of support services across the Tri-Borough and beyond.

General

Equal People mencap staff will continue to work towards outcomes based on user feedback and wishes, recording information accurately and appropriately and making this available to Funders, service users and carers. Full staff meetings will focus on organisational development building on teamwork and initiatives developed in team meetings.

Equal People mencap will monitor and review our services through external monitoring by Expect The Best, internal monitoring though using the 'Driving Up Quality' annual assessment. All support sessions will be recorded and, along with monthly service user feedback forms, be monitored by managers. The complaints procedure will be publicised regularly and all complaints responded to promptly and used to help to improve our service.

All Equal People mencap policies and procedures (Putting Philosophy into Practice, Housing Management & Health & Safety will be updated annually and communicated to all staff.

Equal People mencap offers a membership for all service users who visit the Resource Centre. The membership agreement sets out:

- The standard and type of service each individual can expect
- The rules for using the Resource Centre and Equal People mencap Services
- A code of Conduct
- The consequence of breaking the rules.

Equal People's website will be regularly updated to with news of current events and services available. This will aid both referrals and fundraising opportunities.

Equal People mencap will actively explore partnership working with National mencap and other organisations. This will enable joint tendering, fundraising and campaigning.

Partnership working with ADKC, Yarrow Housing, the Advocacy Project, RBKC Social Services, Healthwatch K&C, The Westway Trust, Notting Hill Housing, Octavia Housing, Catalyst Housing and the North West London Mencap Consortium will continue.

EQUAL PEOPLE MENCAP
REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 31 MARCH 2016
/contd...

Trustees' responsibilities statement

The trustees (who are also directors of Equal People Mencap for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

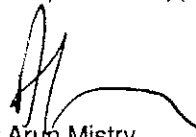
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

Myrus Smith Chartered Accountants were re-appointed as the charitable company's auditors during the year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on 19 Oct 2016 and signed on its behalf, by:


Mr Arun Mistry
Chair

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2016

We have audited the financial statements of Equal People Mencap for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
EQUAL PEOPLE MENCAP
FOR THE YEAR ENDED 31 MARCH 2016
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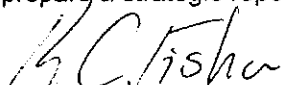
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the directors' report.



K.C. Fisher (Senior Statutory Auditor)
For and on behalf of Myrus Smith,
Chartered Accountants and Statutory Auditors

Norman House,
8 Burnell Road,
Sutton, Surrey,
SM1 4BW

4th November 2016

EQUAL PEOPLE MENCAP
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income from:					
Donations and grants	2	5,960	12,500	18,460	46,548
Charitable activities	3	664,065	20,600	684,665	645,169
Investments	4	379	-	379	654
Total		<u>670,404</u>	<u>33,100</u>	<u>703,504</u>	<u>692,371</u>
Expenditure on:					
Charitable activities	5	<u>693,715</u>	<u>64,767</u>	<u>758,482</u>	<u>770,360</u>
Total		<u>693,715</u>	<u>64,767</u>	<u>758,482</u>	<u>770,360</u>
Net income/(expenditure)	7	(23,311)	(31,667)	(54,978)	(77,989)
Transfers between funds		-	-	-	-
Net movement in funds		(23,311)	(31,667)	(54,978)	(77,989)
Reconciliation of funds:					
Total funds brought forward		<u>243,919</u>	<u>31,667</u>	<u>275,586</u>	<u>353,575</u>
Total funds carried forward		<u>£220,608</u>	<u>£Nil</u>	<u>£220,608</u>	<u>£275,586</u>

The notes form part of these financial statements.

EQUAL PEOPLE MENCAP
(Company No: 02150599)
BALANCE SHEET

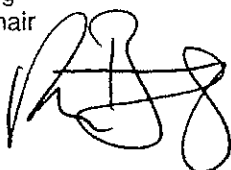
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 £	2015 £
FIXED ASSETS			
Tangible assets	10	7,762	7,890
CURRENT ASSETS			
Debtors	11	165,296	61,074
Cash at bank and in hand		110,646	268,399
		<u>275,942</u>	<u>329,473</u>
CREDITORS: Amounts falling due within one year	12	<u>63,096</u>	<u>61,777</u>
NET CURRENT ASSETS		<u>212,846</u>	<u>267,696</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	15	<u>£220,608</u>	<u>£275,586</u>
INCOME FUNDS			
Restricted funds	13	-	31,667
Unrestricted funds			
Designated funds	14	108,515	108,515
General Funds	14	112,093	135,404
TOTAL FUNDS		<u>£220,608</u>	<u>£275,586</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board on 19th Oct. 2016.

R. Biring
Vice Chair



A. Khan
Treasurer



The notes form part of these financial statements

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Accounting applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure on charitable activities includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities. Support costs are apportioned to each activity on the basis of staff time.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised. Depreciation is provided so as to write off the cost of each asset, less estimated residual value over its estimated useful life at the following annual rates:

Fixtures, fittings and equipment	33% straight line
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Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity operates a defined contribution pension scheme. Contributions payable under the scheme are charged the Statement of Financial Activities in the year to which they relate.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016
/contd...

2. Donations and grants	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Donations	5,960	-	5,960	8,548
Grants				
Savoy Educational Trust	-	10,000	10,000	-
Westway Trust	-	2,500	2,500	-
The Bank Trust in partnership with Kensington and Chelsea Foundation	-	-	-	10,000
John Lyon's Charity	-	-	-	28,000
	<u>£5,960</u>	<u>£12,500</u>	<u>£18,460</u>	<u>£46,548</u>

Of the £46,548 received in 2015, £8,548 was unrestricted funds and £38,000 was restricted funds.

3. Incoming from charitable activities	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Grants and contacts				
Royal Borough of Kensington and Chelsea	92,500	13,100	105,600	115,600
John Lyon's Charity	-	7,500	7,500	-
Housing and care charges				
Housing rents	123,275	-	123,275	133,831
Care and support fees	432,120	-	432,120	382,422
Other charitable activities				
Social activities	10,492	-	10,492	9,032
Project management	5,678	-	5,678	4,284
	<u>£664,065</u>	<u>£20,600</u>	<u>£684,665</u>	<u>£645,169</u>

Of the £645,169 received in 2015, £629,569 was unrestricted funds and £15,600 was restricted funds.

4. Investment income	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
Bank interest	<u>£379</u>	<u>£Nil</u>	<u>£379</u>	<u>£645</u>

All of the £645 received in 2015 was unrestricted funds.

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016
/contd...

5. Expenditure on charitable activities	Residential and Care £	Social Activities £	Total 2016 £	Total 2015 £
Cost directly allocated to activities				
Staff costs	350,557	-	350,557	327,747
Recruitment and training	12,115	-	12,115	6,880
Volunteer expenses	-	615	615	1,027
Staff travel and subsistence	7,651	-	7,651	5,399
Housing maintenance and utilities	27,125	-	27,125	26,711
Social activities	-	20,967	20,967	21,318
Welfare	-	-	-	854
Bad debts	(5,969)	-	(5,969)	24,721
Support costs allocated to activities				
Staff costs	75,911	68,315	144,226	135,777
Premises costs	83,217	48,122	131,339	142,815
Communications	14,288	2,521	16,809	17,547
Legal and professional	4,912	-	4,912	11,201
Licences and insurance	17,444	2,087	19,531	18,895
Depreciation	-	7,670	7,670	8,094
Bank charges	255	45	300	300
Governance costs (Note 6)	9,841	1,737	11,578	11,837
Other costs	-	9,056	9,056	9,237
Total 2016	£597,347	£161,135	£758,482	£770,360
Total 2015	£596,665	£173,695	£770,360	

Of the £770,360 expenditure in 2015, £748,427 was charged to unrestricted funds and £21,933 was charged to restricted funds.

6. Governance costs	2016 £	2015 £
Staff costs	5,692	4,979
Audit fees	4,200	4,200
AGM, publications and subscriptions	1,686	2,452
Committee expenses	-	206
	£11,578	£11,837
7. Net income/(expenditure)	2016	2015
Net expenditure for the year is stated after charging:		
Audit fees	£4,200	£4,200
Depreciation	£7,670	£8,094
Pension costs (defined contributions schemes)	£3,702	£2,039

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016
 /contd...

8. Employees	2016 Number	2015 Number
Number of employees		
The average monthly number of employees during the year was:		
Housing and activity services	14	14
Direct services	7	7
Support services	2	2
Management, administration and fundraising	5	5
	<u>28</u>	<u>28</u>
	£	£
Wages and salaries	437,948	425,814
Social security costs	30,103	33,918
Agency staff	31,573	10,070
Pension costs	3,702	2,039
	<u>£503,326</u>	<u>£471,841</u>

There were no employees whose annual emoluments were £60,000 or more.

No remuneration was paid to trustees (2015: £Nil) and no trustees (2015: none) received any reimbursement of expenses (2015: £Nil).

9. Taxation

As the company is a registered charity it is not subject to Corporation Tax.

10. Tangible Fixed Assets	Fixtures, fittings and equipment £
Cost	
At 1 April 2015	24,281
Additions	7,542
Disposals	-
	<u>31,823</u>
At 31 March 2016	<u>31,823</u>
Depreciation	
At 1 April 2015	16,391
Charge for the year	7,670
Eliminated on disposal	-
	<u>24,061</u>
At 31 March 2016	<u>24,061</u>
Net book value	
At 31 March 2016	<u>£7,762</u>
At 31 March 2015	<u>£7,890</u>

EQUAL PEOPLE MENCAP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016
/contd...

11. Debtors				2016 £	2015 £
Trade debtors				142,056	58,503
Other debtors and prepayments				23,240	2,571
				<u>£165,296</u>	<u>£61,074</u>
12. Creditors: Amounts falling due within one year				2016 £	2015 £
Social security and other taxes				10,748	10,682
Other creditors				52,348	51,095
				<u>£63,096</u>	<u>£61,777</u>
13. Restricted Funds					
	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers between funds £	Balance at 31 March 2016 £
Carers activity	-	3,400	3,400	-	-
Music Therapy Group	-	1,700	1,700	-	-
Thursday Club	-	6,000	6,000	-	-
Making Food Work	31,667	10,000	41,667	-	-
Dance therapy	-	4,500	4,500	-	-
Gateway Award	-	7,500	7,500	-	-
	<u>£31,667</u>	<u>£33,100</u>	<u>£64,767</u>	<u>£Nil</u>	<u>£Nil</u>

The purpose of each fund is set out in the Report of the Council of Management.

EQUAL PEOPLE MENCAP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

/contd...

14. Unrestricted Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes in the next five years:

	Balance at 1 April 2015 £	Income £	Expenditure £	Balance at 31 March 2016 £
General funds	135,404	670,404	693,715	112,093
Designated funds				
Housing liabilities	25,110	-	-	25,110
New housing development	18,908	-	-	18,908
Staffing contingencies	18,547	-	-	18,547
High risk contingencies	26,360	-	-	26,360
Training bursary fund	4,338	-	-	4,338
SAD 2011/12 expenditure	15,252	-	-	15,252
	108,515	-	-	108,515
	<u>£243,919</u>	<u>£670,404</u>	<u>£693,715</u>	<u>£220,608</u>

To meet housing voids in excess of provision.

To meet costs of housing development or improvement.

To cover contractual obligations to staff such as sickness, maternity pay or redundancy.

To cover intensive support needs against lowered income.

To enable relevant external training for staff.

To meet SAD's 2011/12 budgeted deficit.

15. Analysis of Net Assets between funds

	General funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2016 are represented by:				
Tangible fixed assets	7,762	-	-	7,762
Current assets	161,252	108,515	6,175	275,942
Current liabilities	(56,921)	-	(6,175)	(63,096)
	<u>£112,093</u>	<u>£108,515</u>	<u>£Nil</u>	<u>£220,608</u>

16. Commitments

The charity had commitments due within one year under non-cancellable operating leases, as follows:

	2016		2015	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Leases expiring within: 2-5 years	<u>£36,163</u>	<u>£Nil</u>	<u>£36,163</u>	<u>£Nil</u>