



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	October	2015		30	September	2016

Section A Reference and administration details

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

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sue Hallett			
2	Linda Simpson	Chairman		
3	Paul Coaker			
4	Simon Hosking	Treasurer	13/4/16 To 30/9/2016	
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19				
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

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

Additional governance issues (Optional information)

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

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

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Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

To promote the care, treatment and education of mentally handicapped children & adults to secure provision for their needs.

Grants made to individuals meeting our criteria and objectives. Two properties owned to provide independent living funded through our charity shop and rental income. Other events held to promote our charity and activities available and a caravan available for holidays provided to children and adults with learning difficulties and their carers.

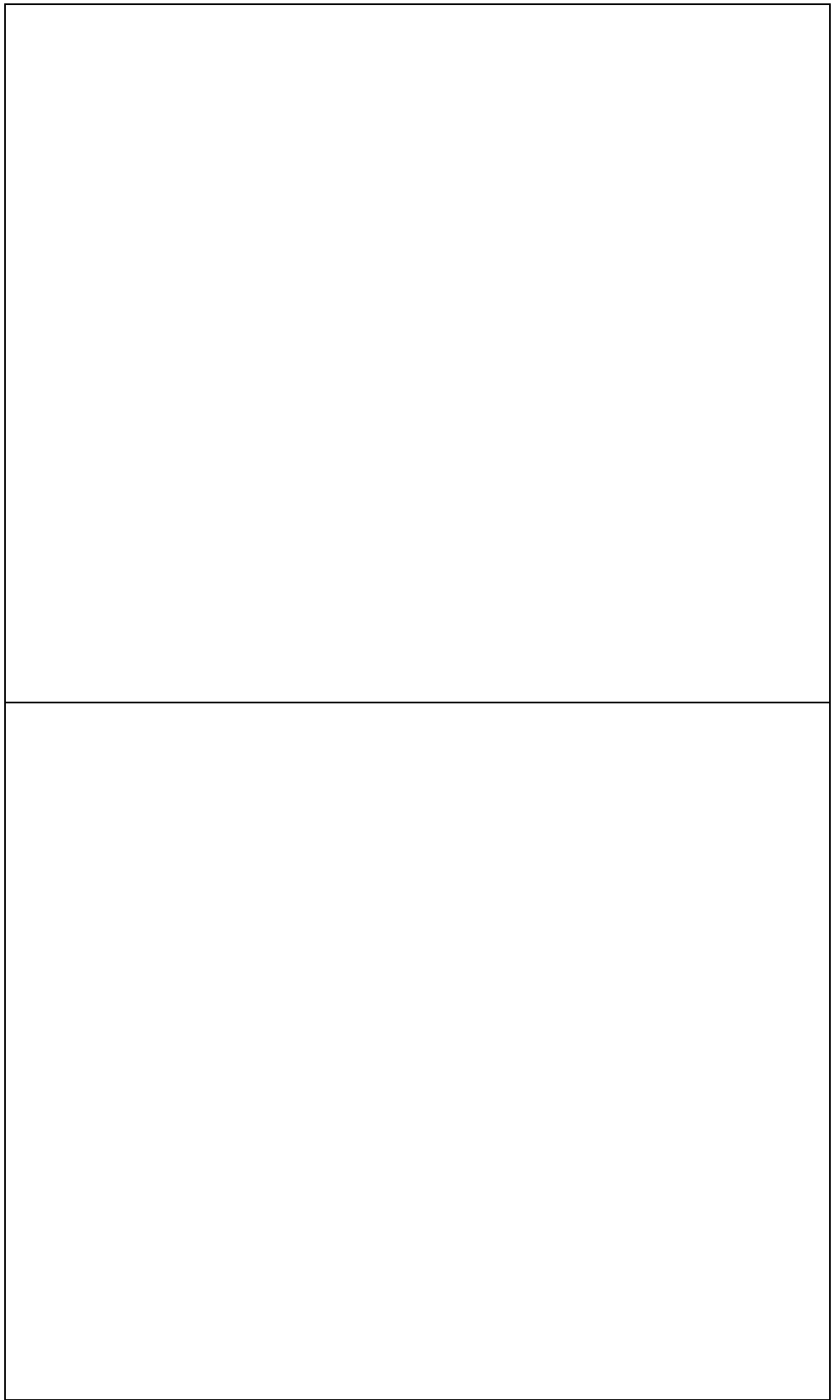
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

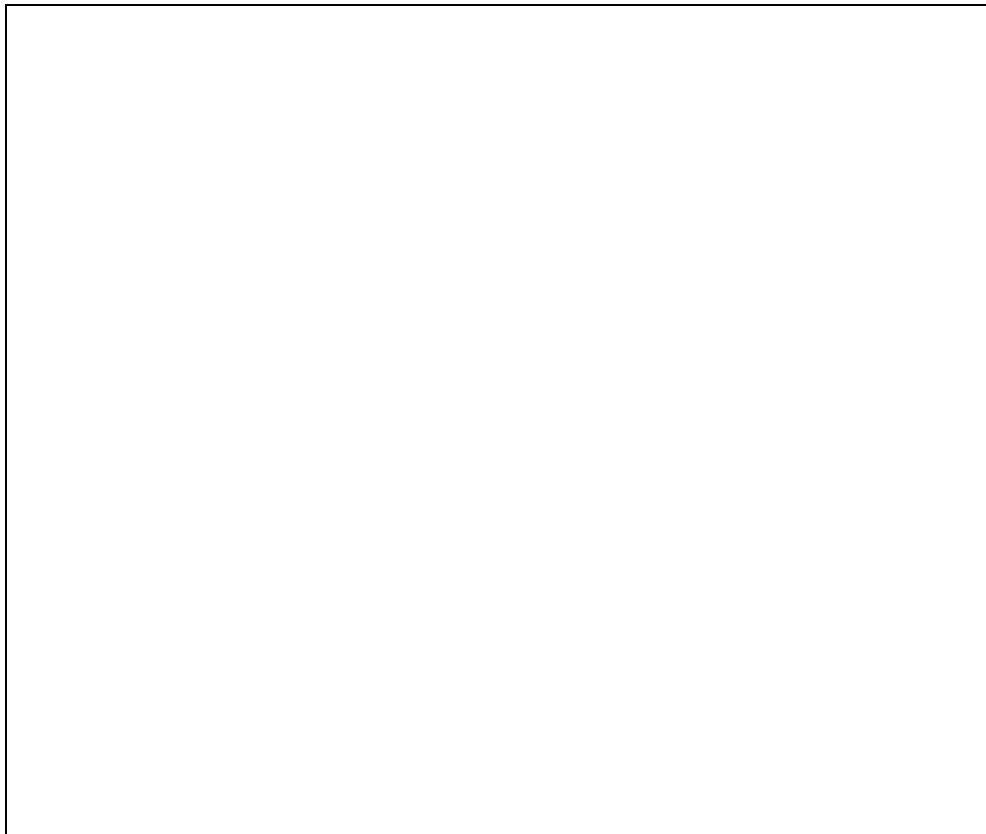
Additional details of objectives and activities (Optional information)

Grants made using strict guidelines to individuals in West Dorset only. Grants agreed on application to the trustees and committee and agreed on merit and particular needs. Grants not made for items available from other sources or local authority.

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Charity objectives continue to be met through grant making, provision of independent living accommodation and education through our locally based charity shop. Holiday facilities available through our owned caravan for clients and their carers continues to be popular. Charities owned properties are continually being updated to provide comfortable living accommodation and in 2017 and later years we will be looking at ways of providing additional accommodation by extending current properties or adding a third property.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves kept at level to meet current overheads and grant applications. Funds held in reserve to facilitate additional living accommodation in near future and for replacement holiday caravan in two to three years.

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 income is our charity shop and rental income. We have no ethical investment policy. Fund raising kept to minimum as overheads and commitments covered by current income levels.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Simon James Hosking	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	5 April 2017	

Independent Examiner's Report to the Charity Commissioners

I report on the accounts of the Charity for the year ending 31 March 2011.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. I am responsible for examining the accounts and reporting on them. I am not required for this year under section 17 of the Charities Act 2011 as the charity is exempt from examination. Examination is required for charities with a gross income of more than £100,000.

It is my responsibility to:

- Examine the accounts under the provisions of the Charities Act 2011
- Follow the procedures laid down in the Charities Act 2011
- State whether any particular aspects of the accounts require explanation

Basis of independent examiner's report

My examination was carried out in accordance with the provisions of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

examination includes a review of the
with those records. It also includes c
explanations from you as trustees co

The procedures undertaken do not p
opinion is given as to whether the ac
the next statement.

Independent examiner's statement

In connection with my examination, I

(1) Which gives me reasonable

- To keep accounting records
- To prepare accounts which
the 2011 Act

Have not been met or

(2) To which, in my opinion, at
be reached

Louise Tattershall FCCA
Association of the Chartered Certified
Mey House
Bridport Road
Poundbury
Dorchester
Dorset
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SPIRARE.

CHARTERED CERTIFIED ACCOUNTANTS
& BUSINESS ADVISORS

01305 213 890

[www.spirareli](http://www.spirareli.com)

Spirare is the trading name of Spirare Limited, a limited company
Registered office and trading address: Mey House, Bridport Rd

he trustees of WEST DORSET MENCAP

ty for the year ended 30 September 2016, which are set o
es and examiners

e for the preparation of the accounts. The charity's trustee
on 144(2) of the Charities Act 2011 (the 2011 Act) and the

er section 145 of the 2011 Act,
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ccordance with the general Direction given by the Charity
-representative records kept by the charity and a comparison

accounting records kept by the charity and a comparison
consideration of any unusual items or disclosures in the ac
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rovide all the evidence that would be required in an audit
counts present a 'true and fair view'. The report is limited

no matter has come to my attention:

cause to believe that in any material respect the require

s in accordance with section 130 of the 2011 Act and
accord with the accounting records and comply with the

tention should be drawn in order to enable a proper unde

d Accountants

A handwritten signature in black ink, appearing to read 'H. Clatterhall', written in a cursive style.

imited.co.uk

info@spirarelimited.co.uk

pany registered in England No 08221130 | VAT Registration No: 191 5700 09
oad, Poundbury, Dorset, DT1 3QY

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WEST DORSET MENCAP
RECEIPTS AND PAYMENTS YEAR TO 30 SEPTEMBER 2016

All funds are unrestriced funds.

	2016		2015	
	£	£	£	£
<u>RECEIPTS</u>				
Donations, subscriptions, donations etc	4938		2388	
Interest	107		107	
Shop takings	76893		76943	
Rents received	18034		21015	
Caravan lettings	6070		4793	
Gateway surplus	-	106042	470	105716

PAYMENTS

Telephone	727		696	
Funding assistance	16397		9750	
Vehicle petrol and expenses	790		2252	
Postage and printing	563		555	
Repairs and maintenance	6663		3605	
Sundry expenses	2110		1331	
Rent returns	-		1735	
Rates water and insurance	7928		8158	
Wages and pension costs etc	29157		27672	
Property repairs	10466		14312	
Caravan site fees and expenses	6955		7208	
Shop general overheads	2345		2311	
Mencap affiliation fees	496		689	
Gateway loss	520		-	
Heating and lighting	2911		2629	
Shop rent	9858	97886	9858	92761

Excess of payments over receipts	-	-
Excess of receipts over payments	8156	12955

WEST DORSET MENCAP
STATEMENT OF ASSETS AND LIABILITIES AS AT 30 SEPTEMBER 2016

	Notes	2016	2015
<u>FIXED ASSETS</u>		£	£
Freehold property at cost			
3 New Zealand Terrace		220000	180000
2 Bullens Mead		300000	230000

(Property revaluation July 2016).

Motor vehicles	2	-	324
Caravan	3	20481	23894

CURRENT ASSETS

Cash at bank and building society	1	97670	89442
Cash in hand		94	16
Total assets		<u>97764</u>	<u>89458</u>
		<u>638245</u>	<u>523676</u>

REPRESENTED BY:

Accumulated fund	4	<u>638245</u>	<u>523676</u>
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WEST DORSET MENCAP
NOTES TO THE ACCOUNTS - YEAR TO 30 SEPTEMBER 2016

	2016	2015
	£	£
<u>1. CASH AT BANK AND DEPOSITS</u>		
Capital deposit account	485	484
Gateway account and cash	531	1052
General current account	42313	34369
Shop current account	25941	25247
Property current account	1510	1506
Loan - Mid Dorset Mencap	3000	3000
COIF deposit	23890	23784
	<u>97670</u>	<u>89442</u>

	2016	
	£	£
<u>2. MOTOR VEHICLES AT COST</u>		
Ford Transit		24105
Accumulated depreciation brought forward	23781	
Sales	150	
Loss on sale	174	24105
		<u>-</u>

	2016	
	£	£
<u>3. CARAVAN AT COST</u>		
Brought forward		34133
Accumulated depreciation brought forward	10239	
Charge for year	3413	13652
		<u>20481</u>

	2016	2015
	£	£
<u>4. ACCUMULATED FUND</u>		
Balance brought forward	523676	514241
Property revaluation	110000	-
Excess of receipts over payments	8156	12955
Excess of payments over receipts	-	-
Less depreciation of caravan	-3413	-3520
Loss on sale of vehicle	-174	-
	<u>638245</u>	<u>523676</u>