

Oxford and District Mencap
Report and Accounts
Year ended 31 October 2016

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

Oxford and District Mencap

Report of the trustees for the year ended 31 October 2016

The trustees of the charitable association have pleasure presenting their annual report together with the financial statements for the year ended 31 October 2016.

Reference and Administrative Details

Oxford and District Mencap was formed in June 1961 and operates under a constitution drawn up in April 1963. The Society is registered as a charity with the Charity Commissioners under Number 261236. The correspondence address is 50 Balliol Court, Rutherford, Oxford, OX2 6QZ.

Trustees

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

Mr David Batts
Mr Scott Ellis
Mrs Julia Fairbairn
Mrs Krzysia Gossage
Ms Katie Hollier
Ms Emily Jacobs
Mrs Jill Lecznar
Ms Ann Pittick
Mr Canio Santoliquido
Mrs Rose Todd
Me Colin Saunders

Senior Management Team

Ms Katie Hollier	Chairman
Vacant	Secretary
Mrs Jill Lecznar	Treasurer

Auditors

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Oxford and District Mencap

Report of the trustees

For the year ended 31 October 2016

Structure, Governance and Management

The charity operates primarily from its correspondence address.

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

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

Risk Assessment

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

Objective and Activities

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

During the year, the Charity received total income of £56,082 and incurred total expenditure of £58,415 creating a deficit of £2,333 for the year as detailed in the attached accounts. The fund balances totalling £15,920 are required to finance the continuing activities of the Charity.

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

Oxford and District Mencap

Report of the trustees

For the year ended 31 October 2016

Reserves policy

Trustees' Responsibilities

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

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993 and the Constitution. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Oxford and District Mencap

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

We report on the accounts of the Oxford and District Mencap for the year ended 31st October 2016

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is our responsibility to:

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

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matters have come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

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

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Oxford and District Mencap

**Statement of financial activities for the year
ended 31 October 2016**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2016</u>	<u>Total 2015</u>
<u>Income And Expenditure</u>				
Incoming resources from generated funds:				
Voluntary income:				
Donations	2,900	25,250	28,150	25,620
Other Income	11,896	16,025	27,921	28,539
Incoming resources from charitable activities:				
Investment Income	11		11	13
Total Incoming Resources	14,807	41,275	56,082	54,172
<u>Resources Expended</u>				
Charitable activities	11,689	45,047	56,736	55,017
Governance Costs	1,679	0	1,679	1,695
Total Resources Expended	13,368	45,047	58,415	56,712
Net Incoming Resources for year	1,439	-3,772	-2,333	-2,540
Fund Balances Brought Forward (note 4)	8,804	9,449	18,253	20,793
Transfer of funds			0	0
Fund Balances Carried Forward	10,243	5,677	15,920	18,253

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

Oxford and District Mencap
Balance Sheet at 31 October 2016

		2016 £	2015 £
<u>Fixed Assets</u> (Note 2)			
Balance Brought Forward	1,673	2,091	
Additions			
<u>Less</u> Depreciation	<u>-335</u>	<u>-418</u>	
		1,338	1,673
<u>NatWest</u>			
Current and Reserve Accounts	11,006	13,004	
Mini bus and Transport Appeal Account	602	602	
<u>Santander</u>			
Deposit Account	17	17	
Turner Fund Account	<u>2,957</u>	<u>2,957</u>	
<u>Total Assets</u>		15,920	18,253
<u>Less Current Liabilities</u>			
Grants received in advance		0	
		0	0
		<u>15,920</u>	<u>18,253</u>
		<u><u>15,920</u></u>	<u><u>18,253</u></u>
Represented by:-			
<u>Restricted Funds</u>			
Balance Brought Forward	9,449	11,773	
(Deficit)/Surplus for the period	-3,772	-2,324	
Transfer from General Funds	<u></u>	<u></u>	
		5,677	9,449
<u>Unrestricted Funds</u>			
Balance Brought Forward	8,804	9,020	
Surplus/(Deficit) for the period	1,439	-216	
Transfer to Other Funds	<u></u>	<u></u>	
		10,243	8,804
		<u>15,920</u>	<u>18,253</u>
		<u><u>15,920</u></u>	<u><u>18,253</u></u>

Approved on behalf of the Trustees on

.....
Katie Hollier - Chairman

.....
Jill Lecznar - Treasurer

Oxford and District Mencap**Income and Expenditure Account for the year ended 31 October 2016**

	<u>1.11.15</u> <u>31.10.16</u>	<u>1.11.14</u> <u>31.10.15</u>
<u>INCOME</u>		
<u>Members Subscriptions and Donations</u>		
Donations - General & subscriptions	400	598
	400	598
Collecting Boxes	50	75
Gift Aid - HMRC	0	1,447
Street Collections	346	567
Bank Interest Received	11	13
Deferred Income Released (Note 6)		-
	<hr/> 407	<hr/> 2,102
<u>TOTAL FOR THE YEAR</u>	<hr/> 807	<hr/> 2,700
LESS EXPENDITURE FOR YEAR (Summary attached)	-3,140	-5,240
	<hr/>	<hr/>
<u>TO ACCUMULATED FUND</u>	-2,333	-2,540

Oxford and District Mencap
Summary of Expenditure for the year ended 31 October 2016

		<u>2016</u>	<u>2015</u>
<u>7 O'Clock Club</u>			
Expenditure	Hire of hall	780	975
	Transport - taxi hire	1,697	3,503
	Transport - minibus expenses 80%	287	865
	Depreciation of Minibus	335	418
		<u>3,099</u>	<u>5,761</u>
<u>Less Income</u>			
	Specific Donations	2,500	1,909
	Subscriptions & tuck shop	3,750	3,325
	Fun run	0	0
		<u>6,250</u>	<u>5,234</u>
		-3,151	527
<u>Holiday at Glasbury Outdoor Activity Centre</u>			
Expenditure		8,590	8,604
Less Income	Parent Contributions	7,750	7,910
	Specific Donations		
		<u>7,750</u>	<u>7,910</u>
		840	694
<u>Holiday at Hill End Residential Centre and in Wales</u>			
Expenditure		45,047	40,652
Less Income	Parent Contributions	16,025	15,215
	Specific Donations	25,250	23,113
		<u>41,275</u>	<u>38,328</u>
		3,772	2,324
Carried Forward		1,461	3,545

Oxford and District Mencap
Summary of Expenditure
for the year ended 31 October 2016
(Continued)

Brought Forward	1,461	3,545
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General Expenses

Minibus expenses	72	216
Affiliation Fees	70	75
Accountancy Charges (Inc VAT)	516	504
Lottery Licence and Subscriptions	216	216
Insurance	674	681
Sundry expenses	131	3
	<hr/>	<hr/>
	3,140	5,240
	<hr/>	<hr/>

Oxford and District Mencap
Notes to the Accounts - 31 October 2016

1. ACCOUNTING POLICIES

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

(a) Accounting Convention

(b) Grants

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

(c) Depreciation

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

Minibuses - 20% reducing balance method.

2. FIXED ASSETS

Mini Bus RX04 HPL

		<u>2016</u>	<u>2015</u>
Cost	15,583	15,583	
Less Accumulated Depreciation	<u>14,245</u>	<u>13,910</u>	
		1,338	1,673
		<u><u> </u></u>	<u><u> </u></u>

Oxford and District Mencap
Notes to the Accounts - 31 October 2016
(continued)

3. ANALYSIS OF ASSETS BETWEEN FUNDS

	<u>Unrestricted funds</u> <u>General</u>	<u>Unrestricted funds</u> <u>Designated</u>	<u>Restricted funds</u>	<u>Total</u>
Fixed Assets	1,338			1,338
Net Current Assets	8,905		5,677	14,582
	10,243	0	5,677	15,920

4. RESTRICTED FUNDS

	<u>Balance at 31</u> <u>October 2015</u>	<u>Movement in Funds</u> <u>Surplus/(Deficit)</u> <u>for period</u>	<u>Transfer from</u> <u>General Fund</u>	<u>Balance at 31</u> <u>October 2016</u>
(i) Turner Award Fund	2,957			2,957
(ii) Hill End Holiday	5,890	-3,772		2,118
(iii) Minibus/Transport Appeal Fund	602			602
(iv) Jackie Rhodes Memorial Fund	0			0
	9,449	-3,772	0	5,677

5. DONATIONS

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

Bailey Thomas Charitable Trust
Brunner-Barnsbury Trust
Doris Field Charitable Trust
J Pye
St Michael's and All Saints Charities
Stanton Ballard Trust
Thornton Trust

Oxford and District Mencap
Notes to the Accounts - 31 October 2016
(continued)

6. EMPLOYEES REMUNERATION

The total remuneration paid to employees during the period was £0.00 (2015: £0).

7. TRUSTEES' REMUNERATION AND EXPENSES

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

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

