

BLACKPOOL MENCAP

ANNUAL REPORT AND ACCOUNTS
1 OCTOBER 2015 TO 30 SEPTEMBER 2016

Charity Commission Reference Number 249596

BLACKPOOL MENCAP

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BLACKPOOL MENCAP **TRUSTEES' REPORT**

The Trustees present their report together with the financial statements of the charity for the year ended 30th September 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 9 and comply with the current statutory requirements, the Statement of Recommended Practice – Accounting and Reporting by Charities' (SORP 2005).

Structure, Governance and Management

Details of Trustees can be seen on page 5. Appointment of Trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through the resignation or death of an existing Trustee.

Investment Policies

The Trust Deed authorised the Trustees to make and hold investments using the general funds of the Charity.

Objectives and Activities

The Society was established under a Trust Deed in order to work and promote the social awareness and integration into society for people with learning disabilities and to provide respite care.

The Policy of the Society continues to be to seek additional finance and support to continue to provide care and to make available further properties within the locality as funds permit.

Achievements and Performance

The Trustees consider that the performance of the Charity this year overall has been satisfactory, the funding of the homes continues with Blackpool Mencap now being landlords of the properties. The residents occupy the homes under the supported living scheme. Oaklea Trust runs the homes providing staff etc.

Margaret Riley House however was still operating at a deficit during the year and a decision was made to close respite care there.

The Charity would not be able to provide such a wide service to our beneficiaries without the continued support of a large number of willing support staff who give their services voluntarily.

Financial Review

Incoming Resources have fallen to £95,334 from £104,019 last year. Our fund-raising activities continue to be successful, thanks mainly to the help of volunteers, which is much appreciated.

Resources expended have increased to £120,429 from £108,333 because of repairs to the various properties held and redundancy payments to staff at Margaret Riley House. This has resulted in an overall deficit this year of £25,095 compared to a deficit last year of £4,314.

Total unrestricted funds of the charity have decreased to £1,233,762 from £1,256,250 in 2015.

Total unrestricted funds are sufficient to permit the Charity to continue in operation in the medium to long term given the continued support of volunteers.

Risk Assessment

The main risk to funds of the Charity is the investment held.

The trustees identified this risk and moved the funds to lower risk funds with Fidelity Funds Network in September 2008.

Departure from Accounting Standards

The Trustees of the Society have approved the decision, not to depreciate land and buildings as shown on page 13 of the financial statements, as this would not show the Society in a true and fair situation.

BLACKPOOL MENCAP

TRUSTEES' REPORT

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare statements of account for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- to value assets and liabilities in accordance with the Statement of Recommended Practice Accounting by Charities;

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the Charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Society, and to enable them to ensure that any statements of account comply with the requirements of the Charity (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 8/5/17 and signed on their behalf by Mrs J.Parker (Trustee).

J.Parker Mrs J.Parker

BLACKPOOL MENCAP

CHARITY INFORMATION

Charity Commission Number – 249596

Officers

Chairperson: Mrs. J Ellison

General Secretary: Ms L Hinds

Treasurer: Mrs. J Parker

Trustees: Mrs. J Lightfoot
Mr. R Sharples
Mr. B Hinds
Mrs. A Hinds
Mrs. N Hughes (Resigned 09/01/2017)
Mrs. M Mottershead
Mrs. J Whiteside (Appointed 31/05/2017)

Advisors

Bankers: HSBC Bank
1 Newhouse Road
Oxford Square
Blackpool
FY4 4YH

Royal Bank of Scotland,
Horwich Service Centre
Middlebrook, Horwich, Bolton

Accountants: Goss & Co. Chartered Certified Accountants
Lowther House
Back North Crescent
Lytham St Annes
FY8 1SD

Solicitors: Vincent Waring & Co., Cedar Square, Blackpool

Property Valuers: Bentley Higgs & Co.
49 Whitegate Drive, Blackpool
FY3 9DG

Registered Office: 86 Whitegate Drive
Blackpool

BLACKPOOL MENCAP

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2016

**Independent examiner's report to the Trustees of
Blackpool Society for Mentally Handicapped Children and Adults**

I report on the accounts of the Trust for the year ended 30 September 2016, which are set out on pages 7 to 13.

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) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

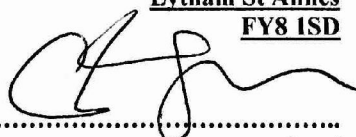
In connection with my examination, no matter has come to my attention:

(1) which gives me 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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

C. F. Goss FCCA
Goss & Co.
Chartered Certified Accountants
Lowther House, Back North Crescent
Lytham St Annes
FY8 1SD



BLACKPOOL MENCAP
YEAR ENDED 30TH SEPTEMBER 2016

Statement of Financial Activities

	Notes	2016 Unrestricted Funds £	2015 Unrestricted Funds £
Incoming Resources			
Incoming resources from generated funds			
Voluntary income	2	4,501	7,627
Activities for generating funds	4	2,979	3,212
Investment income	5	20,404	19,878
Incoming resources from charitable activities	3	67,450	73,302
Other incoming resources		-	-
Total incoming resources		95,334	104,019
Resources Expended			
Costs of generating voluntary income	7	4,281	4,460
Charitable activities	6	90,602	71,521
Governance costs	8	25,546	32,352
Total resources expended		120,429	108,333
NET INCOMING/OUTGOING RESOURCES		(25,095)	(4,314)
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES			
		(25,095)	(4,314)
Other recognised gains/losses			
Gains/(losses) on revaluation of fixed assets for charity's own use		-	-
Gains on investment assets		2,607	7,565
Total gains / losses		2,607	7,565
NET MOVEMENT IN FUNDS		(22,488)	3,251
Fund balances brought forward 1st October 2011		1,256,250	1,252,999
Transfer of realised profits		-	-
Fund balances carried forward 30th September 2012		1,233,762	1,256,250

BLACKPOOL MENCAP
YEAR ENDED 30TH SEPTEMBER 2016

Balance sheet as at 30th September 2016

	Notes	2016 £	2015 £
Assets and liabilities			
FIXED ASSETS			
Fixed assets for charity use	9	902,663	905,514
Fixed asset investments	11	<u>205,387</u>	<u>202,780</u>
		1,108,050	1,108,294
CURRENT ASSETS			
Prepayments		-	-
Debtor - deposit		-	-
Cash at bank and in hand		<u>128,647</u>	<u>150,891</u>
		<u>128,647</u>	<u>150,891</u>
CURRENT LIABILITIES			
Creditors		1,435	1,435
Accrued expenses		<u>1,500</u>	<u>1,500</u>
		<u>2,935</u>	<u>2,935</u>
NET CURRENT ASSETS		<u>125,712</u>	<u>147,956</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>1,233,762</u></u>	<u><u>1,256,250</u></u>
THE FUNDS OF THE CHARITY:			
UNRESTRICTED INCOME FUNDS			
Unrestricted income funds		965,821	988,309
Revaluation reserve	10	<u>267,941</u>	<u>267,941</u>
Total unrestricted funds		<u><u>1,233,762</u></u>	<u><u>1,256,250</u></u>

APPROVED BY THE TRUSTEES ON 8/5/17

AND SIGNED ON THEIR BEHALF BY:-

J.A. Pyle.....TRUSTEE

BLACKPOOL MENCAP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED **30 SEPTEMBER 2016**

1. ACCOUNTING POLICIES.

Basis of Accounting. The financial statements are prepared under the historical cost convention (as modified by the inclusion of Investments and Fixed Assets at valuation) and in accordance with the Financial Reporting Standard for Smaller Entities; the Charities Act 1993 and follow the recommendations of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005).

Charitable and Fund-raising.

Income. Donations and legacies are accounted for when received by the Society. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

Gifts in kind. The charity receives the benefit of work carried out by volunteers, and receives the use of facilities and equipment without charge. No value is placed on these items. Where the benefit extends over several periods, they are valued and included in the balance sheet at a reasonable valuation.

Grants. Revenue grants are credited to the income and expenditure account as received.

Depreciation. Depreciation of Tangible Fixed Assets is provided at the following annual rates in order to write off each asset over its estimated useful life:-

Fixtures and fittings – 15% on net written down value

Improvements to property – 15% on a straight line basis

No depreciation is provided on freehold properties as the Society felt that as the Homes are kept to a very high standard of repair that no depreciation was necessary. Had depreciation been charged at 4% on a straight line basis, depreciation of £36,000 would have been charged in the accounts.

The trustees believe that not providing for depreciation is necessary for the accounts to give a true and fair view.

Revaluation of land and buildings. Land and buildings are stated at their most recent valuation as at the balance sheet date. Revaluation of the land and buildings is undertaken on the fifth anniversary or when there has been a material change in the property market, during the accounting period. A valuation was performed on 14 January 2014.

Fund-raising and Charitable Objectives Costs. Fund-raising expenditure comprises costs included in inducing people and organisations to contribute financially to the Charity's work.

Management and Administration. Expenditure on management and administration of the Charity included all expenditure not directly related to the charitable activity of fund-raising ventures. This included costs of running the office and accountancy charges.

Taxation. As a registered charity, the Society benefits from Rates relief and is generally exempt from Income Tax and Capital Gains Tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Investments. Realised gains and losses are taken to the Income and Expenditure Account. All investments have been valued at market value at the Balance Sheet date. All increases and decreases in value during the year are shown on the Statement of Financial Activities.

BLACKPOOL MENCAP
NOTES TO THE ACCOUNTS
YEAR ENDED 30th SEPTEMBER 2016

2. Voluntary Income

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Donations	4,501	-	-	-	-	4,501	7,627
Unknown	-	-	-	-	-	-	-
Legacies	-	-	-	-	-	-	-
Totals	4,501	-	-	-	-	4,501	7,627

3. Incoming resources from charitable activities

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Outings & events tickets	1,429	-	-	-	-	1,429	2,808
Rent	-	-	25,408	-	20,000	45,408	44,568
Fees	-	-	-	20,613	-	20,613	25,926
Totals	1,429	-	25,408	20,613	20,000	67,450	73,302

4. Activities for generating funds

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Raffles and draws	2,299	-	-	-	-	2,299	2,482
Membership subscriptions	680	-	-	-	-	680	730
Totals	2,979	-	-	-	-	2,979	3,212

5. Investment Income

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Deposit account interest	3	5	29	2	3	42	36
Rental income	8,668	11,575	-	-	-	20,243	19,778
Dividends	119	-	-	-	-	119	64
Totals	8,790	11,580	29	2	3	20,404	19,878

BLACKPOOL MENCAP
NOTES TO THE ACCOUNTS
YEAR ENDED 30th SEPTEMBER 2016

6. Charitable activities

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Council tax	-	-	957	1,248	1,125	3,330	3,466
Light & heat	-	-	-	1,886	-	1,886	1,955
Telephone	-	-	-	-	-	-	-
Water	-	-	-	41	-	41	376
Registration fees	-	-	-	-	-	-	-
Wages	-	-	-	42,679	-	42,679	43,661
Redundancy	-	-	-	8,553	-	8,553	-
Sundries	1,483	-	75	205	-	1,763	326
Taxis and travel costs	-	-	-	741	-	741	825
Repairs and renewals	-	2,440	11,767	3,357	4,842	22,406	7,033
Gardening, cleaning and laundry	-	-	-	-	-	-	290
Insurance	1,200	-	1,004	1,207	991	4,402	4,183
Staff training	-	-	-	200	-	200	120
Food and drink	-	-	-	1,750	-	1,750	2,450
Depreciation	139	944	138	850	780	2,851	6,836
bank charges	-	-	-	-	-	-	-
Totals	2,822	3,384	13,941	62,717	7,738	90,602	71,521

7. Costs of generating voluntary income

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Licences	240	-	-	-	-	240	253
Events and outings	4,041	-	-	-	-	4,041	4,207
Printing, postage and stationery	-	-	-	-	-	-	-
Totals	4,281	-	-	-	-	4,281	4,460

8. Governance costs

	Society	6/6a Roseberry Ave	Woodstock	Margaret Riley	Fourth Ave	Total	2015 total
Accountancy fees	3,150	-	-	-	-	3,150	3,150
Secretary costs	1,040	-	-	-	-	1,040	960
Bookkeeping and admin	-	-	4,160	160	4,000	8,320	8,320
Postage, printing and stationery	-	-	-	-	-	-	53
MENCAP	250	-	-	-	-	250	250
Insurance - office	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-
Light & heat	2,813	-	-	-	-	2,813	2,551
Water	884	-	-	-	-	884	632
Rates	841	-	-	-	-	841	919
Cleaning	965	-	-	-	-	965	965
Bank charges	-	-	-	8	-	8	-
Repairs	6,701	-	-	-	-	6,701	13,924
Honorarium	500	-	-	-	-	500	500
Trustee expenses	74	-	-	-	-	74	128
Legal & professional fees	-	-	-	-	-	-	-
Totals	17,218	-	4,160	168	4,000	25,546	32,352

BLACKPOOL MENCAP
NOTES TO THE ACCOUNTS
YEAR ENDED 30th SEPTEMBER 2016

9. Fixed Assets

	Freehold Property	Improvements to property	Fixtures & fittings	Total
Cost or valuation at 1/10/15				
Society	170,000	13,907	1,869	185,776
Woodstock	210,000	7,220	1,859	219,079
Margaret Riley	135,000	-	11,689	146,689
Fourth Ave	235,000	20,041	5,673	260,714
Roseberry Ave 6/6a	150,000	6,210	160	156,370
	<u>900,000</u>	<u>47,378</u>	<u>21,250</u>	<u>968,628</u>
Additions/Revaluation				
Depreciation				
At 1/10/2015		46,069	17,046	63,115
Charge for year				
Society	-	-	139	139
Woodstock	-	-	138	138
Margaret Riley	-	-	850	850
Fourth Ave	-	377	403	780
Roseberry Ave 6/6a	-	932	12	944
At 30/9/2016	<u>-</u>	<u>47,378</u>	<u>18,588</u>	<u>65,966</u>
Net book value				
At 30/9/2016	<u>900,000</u>	<u>1</u>	<u>2,662</u>	<u>902,663</u>
At 30/9/2015	<u>900,000</u>	<u>1,310</u>	<u>4,204</u>	<u>905,514</u>

BLACKPOOL MENCAP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED **30 SEPTEMBER 2016**

10. TANGIBLE ASSETS, PROPERTIES VALUATION PLUS ADDITIONS.

4 Roseberry Avenue, Blackpool	135,000
8 Woodstock Gardens, Blackpool	210,000
2 Fourth Avenue, Blackpool	235,000
86 Whitegate Drive	170,000
6/6a Roseberry Avenue	<u>150,000</u>
	<u>£900,000</u>

Revaluation of Charities Assets.	<u>2014 Valuation</u>	<u>2006 Valuation</u>
Whitegate Drive	£170,000	220,000
4 Roseberry Avenue	£135,000	170,000
Woodstock Gardens	£210,000	195,000
Fourth Avenue	£235,000	310,000
6 Roseberry Avenue	£150,000	N/A

Revaluations were carried out in January 2014 by McDonald Bentley Higgs and Co Chartered Surveyors. The trustees believe there would be little difference between the Valuations and at the balance sheet date. The previous valuation was carried in March 2006.

11. INVESTMENTS

Investments are held with Fidelity funds Network.

Value as at 1 October 2015	£202,780
Increase in value	£2,607
Value as 30 September 2016	<u>£205,387</u>

12. STAFF COSTS.

	2016	2015
Gross wages, Employers NI and redundancy costs	<u>£51,233</u>	<u>£43,661</u>

No employee earned £50,000 p.a. or more.

The average number of employees analysed by function was:

	2016	2015
Home Services	2	3
Management and Administration	-	-

13. INDEMNITY INSURANCE.

An amount of £610 has been paid out of charity funds to indemnify the trustees against the consequences of any neglect or default on their part.

14. TRUSTEE EXPENSES.

One Trustee receives small amounts from the charity for the re-imbursment of telephone expenses
2016 - £74, 2015 - £128.

15. TRUSTEE RENUMERATION.

The charity treasurer received an honorarium of £500 for the work she does on the accounts of the charity including communication with the charity accountants.