

Charity Number 208974

NORTHAMPTON MENCAP SOCIETY

**TRUSTEES' REPORT AND UNAUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017**



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Status : The Society is a Registered Charity No. 208974

Trustees:

A Scott
I Burt
T Dick
C Hart
J Cornwell – Vice Chair
J Scott – Chair
J Boughton – Treasurer

Secretary: L Flahaven

**Registered Office and
Operation Address:**

**Northampton Mencap
The Boughton Centre
Ransome Road
Delapre
Northampton
NN4 8AA**

Independent Examiners: CVS Northamptonshire
32 – 36 Hazelwood Road
Northampton
NN1 1LN

Bankers: Lloyds Bank plc
36 The Drapery and George Row
Northampton
NN1 1DJ

NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2017

The Trustees present their report and the financial statement for the year ended 30 September 2017.

Documents referred to in this report are available for inspection at the AGM and during office hours or copies can be provided, normally free of charge, but the association reserves the right to make a reasonable charge.

Structure, governance and management

The charity is an association governed by its constitutional document. Trustees are appointed at the AGM each year through a voting process and consist entirely of volunteers. There is one paid staff member that works for the charity.

The Trustees named on page 2 have served throughout the year, except where indicated by resignation dates. Regular (bi-monthly) meetings of the Trustees take place to oversee the Society's activities.

Risk assessments have been completed by the Centre Manager.

Objectives and activities

First and foremost is our commitment to our members. The society's main activity and objective is the continued running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society. We currently run three clubs for adults on a Monday, Wednesday nights and fortnightly on a Friday night. We also run a Cookery Club monthly on a Thursday night. We also organise regular other related activities during the year.

We provide a safe and suitable environment for our clubs and transport for our members attend.

Achievements and performance

During 2016-2017 we continued to run all our Clubs and these groups are enjoying meeting at 'The Boughton Centre'. This purpose-built facility offers scope for sport and other activities thus benefiting people with learning and associated disabilities.

The minibus continues to transport members to and from the centre with contract taxis used to provide additional transportation where required. The new minibus arrived during 2017 being donated by the Department for Transport Community Minibus Fund.

The usual events have taken place (the sports day, Easter, Halloween and Christmas parties, the Christmas Carol Service plus discos and barbeques) plus a day trip to Weston-Super-Mare. All were well attended and enjoyed.

Fundraising has been going reasonably well despite the fact that it gets harder, particularly in the present economic environment. Over the last year we have introduced a 'my donate' scheme to our Facebook and Web pages. However, it is fair to say that the take up on this

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Northampton Mencap. We are looking to extend our clubs in 2018 by introducing a 'Roaming Club' but this would require many more volunteers. We will also continue to forge greater links with other Mencap Societies within Northamptonshire by organising and participating in joint ventures.

Reserves Policy

The general costs of running the society on average will exceed the income generated and hence year on year, funds are required to cover any shortfall. Therefore, it is the policy of Northampton Mencap to retain funds to ensure the continued long-term success of the society for the benefit of the members. Although no specific, absolute level of reserves is targeted by the Trustees we feel it is prudent to always aim to hold several months of typical operating expenditure.

Public Benefit Statement

The charity operates for the benefit of its members and the public. Through the kind and generous donations of our members and supporters we run leisure clubs for people with learning disabilities.

Plans for future period

We continue to enjoy the purpose-built venue for the benefit of our members but feel that an extension to the Refectory, together with a Sport Net to divide the main Hall, would enhance the overall provision of facilities. The society's main activity and objective will continue to be the running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society.

Financial Review

The running deficit for the year amounted to £1,232 (2016: £18,797), a great improvement on the previous financial year. At the end of the year there was £750 of restricted funds. There have been no movement in the year in restricted funds

Ultimate control

Ultimate control of the charity is held by the Board of Trustees named on page 2 of the financial statements.

Presented and approved and authorised by the board of Trustees at a committee meeting held on 19th January 2018.

Signed on behalf the Board.



J Scott Chair/Trustee

NORTHAMPTON MENCAP SOCIETY
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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2017

TRUSTEES' REPOSNSIBILITIES

Under the Charities Act 2011, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year, and of its receipts and payments in the year. In preparing the statement, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable Accounting Standards and Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the statement of accounts, and:
- Prepare the financial statements of the ongoing concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011 of the Charities (Accounts and Reports) FRS 102. 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.

Signed on behalf of the Board of Trustees



J Scott Chair/Trustee

19th January 2018

To: THE MEMBERS
NORTHAMPTON MENCAP SOCIETY
REGISTERED CHARITY NO: **208974**

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INDEPENDENT EXAMINER'S REPORT

We have examined the accounts of the Charity set out on pages 7 to 12, which have been prepared on the accrual concept for financial year ending 30th September 2017.

Respective Responsibilities of Trustees and Examiner

The trustees of the charity are responsible for the preparation of accounts. They consider that the audit requirement under Section 144 (2) of the Charities Act 2011 (The 2011 Act) does not apply and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act
- to state whether any particular matter has 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 accounting records kept by the charity trustees 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 connections with our examination, no matter has 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 130 of the 2011 Act: and
 - to prepare accounts that accord with the accounting records and comply with the accounting requirements of the 2011 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.

A handwritten signature in black ink, appearing to read "B. Peers-Ross".

Brenda Peers-Ross FMAAT. ACIE
26th January 2018

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 £	2016 £
Income from:					
Donations and legacies	1	6,264	-	6,264	419
Charitable activities					
Fees and hire income	2	31,529	-	31,529	30,732
Other incoming resources from charitable activities	3	17,572	-	17,572	10,405
Total income		55,365	-	55,365	41,556
Expenditure on:					
Charitable Activities	4	56,597	-	56,597	60,353
Total expenditure		56,597	-	56,597	60,353
Net income/(expense) before transfers		(1,232)	-	(1,232)	(18,797)
Transfers between funds		-	-	-	-
Net income/(deficit) after transfers		(1,232)	-	(1,232)	(18,797)
Other recognised gains/(losses) on					
Revaluation of investments	8	1	-	1	-
Sale of fixed asset		650	-	650	-
Net movement of funds		(581)	-	(581)	(18,797)
Reconciliation of funds					
Total funds brought forward		619,294	750	620,044	638,841
Total funds carried forward		618,713	750	619,463	620,044

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

BALANCE SHEET AS AT 30 SEPTEMBER 2017

		2017	2016
	Note	£	£
Fixed assets			
Tangible fixed assets	6	575,884	588,972
Investments	7	452	451
		<u>576,336</u>	<u>589,423</u>
Current assets			
Debtors	8	4,634	1,349
Cash at Bank and in Hand		41,278	30,939
		<u>45,911</u>	<u>32,288</u>
Creditors - Amounts falling due within one year	9	(2,785)	(1,667)
Net assets/(liabilities)		<u>43,127</u>	<u>30,621</u>
Net assets/(liabilities)		<u>619,463</u>	<u>620,044</u>
Charity funds			
Unrestricted Funds	10	618,713	619,294
Restricted Funds	11	750	750
Total charity funds/(deficit)		<u>619,463</u>	<u>620,044</u>

The financial statements were approved and authorised for issue by the Board on 19th January 2018.
Signed on behalf of the board of trustees.



J Scott Chair/Trustee

The notes on pages 7 to 12 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

1 Donations and legacies

	2017	2016
	£	£
Donations	3,077	419
Legacies	3,187	-
	<u>6,264</u>	<u>419</u>

Legacies: Samuel Edmund Compton Ogden £556.28, Rosemary Maull £318.00, Jane Ann Pittom £2,313.00

2 Income from charitable activities

	2017		2016	
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
	£	£	£	£
Building and minibus hire	27,138	-	23,979	-
Other	4,391	-	6,753	-
	<u>31,529</u>	<u>-</u>	<u>30,732</u>	<u>-</u>

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	2017		2016	
	Funds	Funds	Funds	Funds
	£	£	£	£
Club and tuck shop	6,623	-	8,623	-
Generated funds from activities	10,950	-	1,782	-
	<u>17,572</u>	<u>-</u>	<u>10,405</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

4 Charitable activities expenditure

	Charitable Activities		Governance		Total 2017	Total 2016
	Unrestricted	Restricted	Unrestricted	Restricted		Unrestricted
	£	£	£	£	£	£
Cost of generating funds	135	-	-	-	135	-
Wages	5,616	-	-	-	5,616	5,200
Events, outings etc.	2,985	-	-	-	2,985	1,650
Training including travel	555	-	-	-	555	91
Utility charges	5,584	-	-	-	5,584	7,061
Cleaning and materials	8,437	-	-	-	8,437	5,701
Insurance	3,451	-	-	-	3,451	3,202
Repairs and renewals	6,652	-	-	-	6,652	7,283
Minibus and transport	4,735	-	-	-	4,735	4,366
Tuck shop and catering	2,316	-	-	-	2,316	8,972
Office running costs	2,136	-	-	-	2,136	3,203
Independent Examination	600	-	-	-	600	160
Other	306	-	-	-	306	376
Depreciation	13,088	-	-	-	13,088	13,088
	56,597	-	-	-	56,597	60,353

5 TRUSTEES AND EMPLOYEES

Number of full time equivalent employees during the year .5 (2016 : .5)

During the year the trustees received no remuneration £209.34. (2016: £nil). The total expenditure reimbursed to the trustees amounted to £nil (2016: £nil).

There are no paid key management personnel.

NOTES TO THE FINANCIAL STATEMENTS (continued)

6	Fixed assets	Leasehold land & building £	Motor Vehicles £	Fixtures and Fittings £	Total 2017 £	Total 2016
	Cost or Valuation					
	Balance at 1 October 2016	654,412	9,573	700	664,685	664,685
	Additions during the year	-	-	-	-	-
	At 30 September 2017	654,412	9,573	700	664,685	664,685
	Depreciation					
	Balance at 1 October 2016	65,440	9,573	700	75,713	62,625
	Charge in the year	13,088	-	-	13,088	13,088
	At 30 September 2017	78,528	9,573	700	88,801	75,713
	Net book value					
	At 30 September 2017	575,884	-	-	575,884	
	At 30 September 2016					<u>588,972</u>

7	Investments	Cost £	Market Value At 30.09.17 £	Market Value At 30.09.16 £
	Cost or Valuation			
	At 1 October 2016	600	452	451
	Net gain/(loss on revaluation)	-	-	-
	At 30 September 2017	600	452	451
	Lloyds TSB		<u>452</u>	<u>451</u>

8	Debtors	2017 £	2016 £
	Trade debtors	2,934	165
	Prepayments	1,700	1,184
		<u>4,634</u>	<u>1,349</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

9	Creditors: Amounts falling due within one year	2017 £	2016 £
	Trade creditors	(1,105)	(627)
	Accruals	(1,680)	(1,040)
		<u>(2,785)</u>	<u>(1,667)</u>

10 UNRESTRICTED FUNDS

Of the unrestricted funds of the company, a certain proportion are designated funds which have been set aside by the Trustees for specific purposes.

	At 01.10.16	Movement in Year	Transfers	Movement in Investment Value	At 30.09.17
	£	£	£	£	£
Designated funds:					
Fixed Asset	588,972	(13,088)	-	-	575,884
Investments	451	-	-	1	452
Designated funds: General Reserve	28,871	12,506	-	-	41,377
Designated Fund: Friday Night Club	1,000	-	-	-	1,000
	<u>619,294</u>	<u>(582)</u>	<u>-</u>	<u>1</u>	<u>618,713</u>

The Trustees are working towards having three to six months running costs, should the cash flow require it.

11 RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following balances of donations and grants to be held on trust to be applied for specific purposes.

	At 01.10.16	Incoming Resources in year	Outgoing Resources In year	Transfers	At 30.09.17
	£	£	£	£	£
Parents and Tots	562	-	-	-	562
NAYC: Sports equipment	188	-	-	-	188
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>750</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>750</u>

There has been no movement on restricted funds during the year.

Parents and Tots - funds are to be used to support activities in this area of work.

Sports equipment - will be used when required to renew or update sports equipment.

12 ULTIMATE CONTROLLING PARTY

The company is under the ultimate control of its Executive Committee, the members of which are shown at the front of these financial statements.