

Oxford and District Mencap
Report and Accounts
Year ended 31 October 2017

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 2017

The trustees of the charitable association have pleasure presenting their annual report together with the financial statements for the year ended 31 October 2017.

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, Rutherway, 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
Mr Eamonn Macdonald
Mrs Rose Todd
Me Colin Saunders

Senior Management Team

Ms Katie Hollier	Chairman
Vacant	Secretary
Mr Eamonn Macdonald	Treasurer

Auditors

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Oxford and District Mencap

Report of the trustees

For the year ended 31 October 2017

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 2017

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.

Chapman Robinson and Moore Limited
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Oxford
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Oxford and District Mencap**Statement of financial activities for the year
ended 31 October 2017**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2017</u>	<u>Total 2016</u>
<u>Income And Expenditure</u>				
Incoming resources from generated funds:				
Voluntary income:				
Donations	4,500	18,740	23,240	28,150
Other Income	11,397	22,808	34,205	27,921
Incoming resources from charitable activities:				
Investment Income	37		37	11
Total Incoming Resources	15,934	41,548	57,482	56,082
<u>Resources Expended</u>				
Charitable activities	9,621	44,767	54,388	56,736
Governance Costs	5,170	0	5,170	1,679
Total Resources Expended	14,791	44,767	59,558	58,415
Net Incoming Resources for year	1,143	-3,219	-2,076	-2,333
Fund Balances Brought Forward (note 4)	10,243	5,677	15,920	18,253
Transfer of funds	-35	35	0	0
Fund Balances Carried Forward	11,351	2,493	13,844	15,920

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

Oxford and District Mencap
Balance Sheet at 31 October 2017

		2017 £	2016 £
<u>Fixed Assets</u> (Note 2)			
Balance Brought Forward	1,338	1,673	
Additions			
<u>Less</u> Depreciation	<u>-268</u>	<u>-335</u>	
		1,070	1,338
<u>NatWest</u>			
Current and Reserve Accounts	9,163	11,006	
Mini bus and Transport Appeal Account	602	602	
<u>Santander</u>			
Deposit Account	17	17	
Turner Fund Account	<u>2,992</u>	<u>2,957</u>	
<u>Total Assets</u>		13,844	15,920
<u>Less Current Liabilities</u>			
Grants received in advance		0	
		0	0
		<u>13,844</u>	<u>15,920</u>
		<u><u>13,844</u></u>	<u><u>15,920</u></u>
Represented by:-			
<u>Restricted Funds</u>			
Balance Brought Forward	5,677	9,449	
(Deficit)/Surplus for the period	-3,219	-3,772	
Transfer from General Funds	<u>35</u>	<u>0</u>	
		2,493	5,677
<u>Unrestricted Funds</u>			
Balance Brought Forward	10,243	8,804	
Surplus/(Deficit) for the period	1,143	1,439	
Transfer to Other Funds	<u>-35</u>	<u>0</u>	
		11,351	10,243
		<u>13,844</u>	<u>15,920</u>
		<u><u>13,844</u></u>	<u><u>15,920</u></u>

Approved on behalf of the Trustees on

.....
Katie Hollier - Chairman

.....
Eamonn Macdonald - Treasurer

Oxford and District Mencap**Income and Expenditure Account for the year ended 31 October 2017**

	<u>1.11.16</u> <u>31.10.17</u>	<u>1.11.15</u> <u>31.10.16</u>
<u>INCOME</u>		
<u>Members Subscriptions and Donations</u>		
Donations - General & subscriptions	4,150	400
	4,150	400
Collecting Boxes	44	50
Gift Aid - HMRC	638	0
Fundraising	1,575	346
Bank Interest Received	37	11
Deferred Income Released (Note 6)	-	-
	<hr/> 2,294	<hr/> 407
<u>TOTAL FOR THE YEAR</u>	<hr/> 6,444	<hr/> 807
LESS EXPENDITURE FOR YEAR (Summary attached)	-8,520	-3,140
	<hr/>	<hr/>
<u>TO ACCUMULATED FUND</u>	-2,076	-2,333

Oxford and District Mencap
Summary of Expenditure for the year ended 31 October 2017

		<u>2017</u>	<u>2016</u>
<u>7 O'Clock Club</u>			
Expenditure	Hire of hall	411	780
	Transport - taxi hire	1,270	1,697
	Transport - minibus expenses 80%	932	287
	Depreciation of Minibus	268	335
		<u>2,881</u>	<u>3,099</u>
<u>Less Income</u>			
	Specific Donations	350	2,500
	Subscriptions & tuck shop	3,300	3,750
	Fun run	0	0
		<u>3,650</u>	<u>6,250</u>
		-769	-3,151
<u>Holiday at Glasbury Outdoor Activity Centre</u>			
Expenditure		6,740	8,590
Less Income	Parent Contributions	5,840	7,750
	Specific Donations	0	0
		<u>5,840</u>	<u>7,750</u>
		900	840
<u>Holiday at Hill End Residential Centre and in Wales</u>			
Expenditure		44,767	45,047
Less Income	Parent Contributions	18,761	16,025
	Specific Donations	18,740	
	Specific fundraising	4,047	25,250
		<u>41,548</u>	<u>41,275</u>
		3,219	3,772
Carried Forward		3,350	1,461

Oxford and District Mencap
Summary of Expenditure
for the year ended 31 October 2017
(Continued)

Brought Forward	3,350	1,461
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General Expenses

Minibus expenses (20%)	223	72
Administration (15%)	1,113	0
Storage costs	1,224	0
Coach hire	645	0
Affiliation Fees	0	70
Accountancy Charges (Inc VAT)	528	516
Lottery Licence and Subscriptions	241	216
Insurance	787	674
Printing & stationery	409	131
	<hr/>	<hr/>
	8,520	3,140
	<hr/>	<hr/>

Oxford and District Mencap
Notes to the Accounts - 31 October 2017

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>2017</u>	<u>2016</u>
Cost	15,583	15,583	
Less Accumulated Depreciation	<u>14,513</u>	<u>14,245</u>	
		1,070	1,338
		<u><u> </u></u>	<u><u> </u></u>

Oxford and District Mencap
Notes to the Accounts - 31 October 2017
(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	1,070			1,070
Net Current Assets	11,630		1,144	12,774
	12,700	0	1,144	13,844

4. RESTRICTED FUNDS

	<u>Balance at 31</u> <u>October 2016</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 2017</u>
(i) Turner Award Fund	2,957		35	2,992
(ii) Hill End Holiday	2,118	-3,219		-1,101
(iii) Minibus/Transport Appeal Fund	602			602
(iv) Jackie Rhodes Memorial Fund	0			0
	5,677	-3,219	35	2,493

5. DONATIONS

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

Brunner-Barnsbury Trust
Doris Field Charitable Trust
J A Pye Charitable Trust
St Michael's and All Saints Charities
Stanton Ballard Trust
Thornton Trust
Alleyne School
P F Charitable Trust

Oxford and District Mencap
Notes to the Accounts - 31 October 2017
(continued)

6. EMPLOYEES REMUNERATION

The total remuneration paid to employees during the period was £7,419 (2016: £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.