

Independent Examiner's Report to the trustees of WEST DORSET MENCAP

I report on the accounts of the Charity for the year ended 30 September 2017.

Respective responsibilities of trustees and examiners

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act,
- Follow the procedures laid down in the general Directions given by the commission under section 145(5) of the 2011 Act
- State whether any particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Direction 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'. The report is limited to those matters set out in the next statement.

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 130 of the 2011 Act and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the is report in order to enable a proper understanding of the accounts to be reached.

Louise Tattershall

Louise Tattershall FCCA
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DT1 3QY

WEST DORSET MENCAP
RECEIPTS AND PAYMENTS YEAR TO 30 SEPTEMBER 2017

		2017		2016
	£	£	£	£
<u>RECEIPTS</u>				
Donations, subscriptions etc	3270		4938	
Interest	64		107	
Shop takings	84454		76893	
Rents received	26143		18034	
Caravan lettings	6835		6070	
Sundry income	294		-	
Gateway surplus	146	121206	-	106042

PAYMENTS

Telephone	937		727	
Funding assistance	13307		16397	
Vehicle petrol and expenses	-		790	
Postage and printing	435		563	
Repairs and maintenance	7840		6663	
Sundry expenses	3337		2110	
Rates water and insurance	8457		7928	
Wages and pension costs etc	29527		29157	
Property repairs	7464		10466	
Caravan site fees and expenses	7096		6955	
Shop general overheads	2718		2345	
Mencap affiliation fees	448		496	
Gateway loss	-		520	
Heating and lighting	3292		2911	
Shop rent	9858	94716	9858	97886

Excess of payments over receipts		-		-
Excess of receipts over payments		26490		8156

WEST DORSET MENCAP
STATEMENT OF ASSETS AND LIABILITIES AS AT 30 SEPTEMBER 2017

	Notes	2017	2016
<u>FIXED ASSETS</u>		£	£
Freehold property at cost			
3 New Zealand Terrace		220000	220000
2 Bullens Mead		300000	300000
 Caravan	2	 17068	 20481

CURRENT ASSETS

Cash at bank and building society	1	124207	97670
Cash in hand		47	94
Total assets		<u>661322</u>	<u>97764</u>

REPRESENTED BY:

Accumulated fund	3	<u>661322</u>	<u>638245</u>
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NOTES TO THE ACCOUNTS - YEAR TO 30 SEPTEMBER 2017

	2017	2016
<u>1. CASH AT BANK AND DEPOSITS</u>	£	£
Capital deposit account	485	485
Gateway account and cash	677	531
General current account	48027	42313
Shop current account	46084	25941
Shop floats and takings in hand	468	-
Property current account	1511	1510
Loan - Mid Dorset Mencap	3000	3000
COIF deposit	23955	23890
	<u>124207</u>	<u>97670</u>

<u>2. CARAVAN AT COST</u>	2017	
Brought forward	£	34133
Accumulated depreciation brought forward	13652	
Charge for year	<u>3413</u>	<u>17065</u>
		<u>17068</u>

<u>3. ACCUMULATED FUND</u>	2017	2016
	£	£
Balance brought forward	638245	523676
Property revaluation	-	110000

Excess of receipts over payments	26490	8156
Excess of payments over receipts	-	-
Less depreciation of caravan	-3413	-3413
Loss on sale of vehicle	-	-174
	<u>661322</u>	<u>638245</u>



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

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		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Summary of the objects of the charity set out in its governing document

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

During 2017 we continued to maintain our grant giving to help individuals to gain independent living through our charity shop and rental properties. We also made grants to assist individuals achieve their potential by providing day service officers and made grants for essential equipment and information technology items. Caravan still available to give holidays to individuals and their carers which was fully utilised during year.

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)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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 for individuals and carers at our locally based caravan which continues to be very popular.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves held to maintain monthly expenditure and grant applications. Reserves held to replace caravan in 2018 and large improvement expenditure expected in 2018 to update our 2 owned properties and bring them up to health and safety requirements.

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 from 2 owned properties.
We have no ethical investment policy.
Fundraising not actively done as reserves healthy and meet our needs but some held to fund local gateway club which provides two weekly entertainment for local individuals in West Dorset.

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	1 July 2018	