



**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2017**

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Registered Charity No. 246001

MID-SUSSEX MENCAP

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2017

1. LEGAL AND ADMINISTRATIVE DETAILS

1. The Society was first registered as a Charity on 4th February 1966 and the Society's Charity Commission Registration Number is 246001. Although originally called the 'Mid-Sussex Society for Mentally Handicapped Children', the Society has been known as 'Mid-Sussex MENCAP' since 1981.

2. Mid-Sussex MENCAP does not have an office or headquarters building as its registered address. Correspondence may, however, be sent to

The Chairman: Peter Evans
'Twin Birches', 20 Allwood Crescent,
Wivelsfield Green, West Sussex, RH17 7RP

3. Mid-Sussex MENCAP has adopted the model Local Society Constitution issued by Royal MENCAP. A copy of our Constitution can be seen by contacting Peter Evans at the above address.

4. The Trustees of Mid-Sussex MENCAP (referred to in this Report as the Committee) are the people who were legally responsible for the control and management of the Society during the financial period from 1st April 2016 to 31st March 2017.

Peter Evans (Chairman)
Ian Sanderson (Treasurer)
Rosie Elkins (Committee Member)
Julia Pascoe (Committee Member)

All the above trustees have held office throughout the year.

5. Mid-Sussex MENCAP's Bankers are: -

Barclays Bank Church Road
Burgess Hill West Sussex
RH159BD

6. Mid-Sussex MENCAP's Independent Examiner is: -
Mr Alan Gardiner

5 Summerhill Drive
Lindfield
Haywards Heath
RH16 2AR

7. Mid-Sussex MENCAP's current governing document (its Constitution) limits its activities by forbidding it to undertake any permanent trading activities to raise funds for its charitable objectives.

2. AIMS AND ORGANISATION

The main aims and objectives of Mid-Sussex MENCAP are to:

- *work for and promote the well being of people with learning disabilities, their families and their carers;*
- *act as an information network to support people with learning disabilities, their families and carers;*
- *make links with and promote good relations between other Local Societies and Gateway clubs in West Sussex, the West Sussex District Committee, MENCAP Officers and National MENCAP;*
- *work with people in Health, Education and Social Services to support them in providing the best possible standards of care and personal development of people with learning disabilities;*
- *influence decision makers who have the power to make decisions that affect the lives of people with learning disabilities;*
- *promote and support local study and research into learning disabilities;*
- *raise funds to achieve these objectives and receive contributions from any person by way of subscriptions, donations and otherwise.*

Mid-Sussex MENCAP has no formal base, headquarters or office. It has only one paid member of staff and she is the Gateway Club Leader. All of its work is undertaken voluntarily by the Committee and other volunteers, in their own time and using their own facilities such as phones, and computers. The Committee normally meets monthly at the Old Post Office Resource Centre.

3. CHAIRMAN'S REPORT

This had been another very quiet year for us on your Committee. As I said last year, we were sorry to lose John as our Secretary and despite significant efforts on everyone's part, we have not been able to find a replacement. So we still do our best with a small Committee comprising Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me. Again, as I said last year, losing another Committee member for whatever reason will seriously affect the future viability of Mid-Sussex MENCAP.

Requests for financial help remain few and far between. Our target remains to use the legacy over 10 years, but this might be difficult given the success of our investments and the lack of requests for help. It is very important, though, that we retain sufficient funds to ensure that at least our two Gateway Clubs can continue to run.

We are still, in the main, making donations to organisations that help and support people with a learning disability rather than making donations to individual people. The amount remaining from the legacy is substantial, but it will run out one day. That will

mean the end of our Gateway Clubs and our successful Art and Photo Competitions unless your Committee can find alternative sources of funding or through sponsorship. We still hold regular meetings on a bi-monthly basis. We continue to embrace modern technology by conducting much of our business through e-mails in between meetings. We have continued to develop and keep up to date as well as we can our web site www.midsussexmencap.org.uk and it remains one of our main methods of giving information to people about what is happening around Mid-Sussex and further afield. In this year we started to look at having a Facebook page for Gateway.

March marked the first anniversary of our take-over of the management and running of the East Grinstead Gateway Club. This has been a great success allowing the people who were the East Grinstead Society Committee to stand back and take a much needed rest. Thanks to all of them for running the East Grinstead Gateway Club for so long and for keeping it going. Many thanks must also go to Diane, our Club Leader, for the efficient way in which she has managed this significant change. The only downside is that, despite Diane's efforts we are still short of volunteers for the East Grinstead Club. This year we held our annual Mary Wheeler Art Competition which was again very successful with over 150 entries (slightly down on the previous year), all of a very high quality. Everyone who came along to the prize-giving ceremony enjoyed seeing the pride and feelings of achievement that the winners had when receiving their prizes. I must thank Ross Thompson, our judge, for the hard work that he put in to judging the entries. Sadly Ross has decided to step down after almost 10 years as our judge and we will miss him.

In the year under review we also held our annual Photo and Film Competition, now in its 33rd year. The prize-giving ceremony at the Martlets in Burgess Hill in June was a great success and again it was good to see the pride on people's faces as they received their prizes. This was the fifth year that the Competition had been organised by Rosie and Chris and they continue to amaze us with the amount of work and energy that they put into making the competition a success. Again we are grateful to our judges.

In the summer we held what is now our annual Summer Party and Disco. Again it was very successful with music from the Burgess Hill Marching Band and Gary and the day was enjoyed by many people. This will definitely be an annual event for us and I am currently organising the 2017 Summer Party.

Finally, I would like to thank all those people who help us on a voluntary basis to make Mid-Sussex MENCAP a success. This includes all my colleagues on the committee as well as Diane and the volunteers at Burgess Hill and East Grinstead Gateway Clubs. I would also like to thank all those who help with our fund-raising activities. I hope that I haven't missed anyone out – Mid-Sussex MENCAP's continued success depends on a joint effort.

Peter Evans

Chairman, Mid-Sussex MENCAP

May 2017

4. FINANCIAL REVIEW

Performance in year

Our five collective investment schemes provided a steady income through the year providing £3,673 (2016: £4,873) of dividend income. Aberdeen announced the closure of

its charity investment vehicles and provided alternative equivalent funds from their general range. In February we therefore switched the remaining £40,676 in three funds to the new funds. In addition we received £35,000 from partial sales of three investments as a consequence of our investment disposal policy. Our total investment income was reduced at £3,687 (£4,906) due to the reduction in the funds invested and continuing low interest rates. Revaluation of investments saw a reduction of £18,317 (£42,179 reduction) which consisted of a gain of £16,683 (£12,179 loss) as a result of the performance of stock markets over the year plus sales of £35,000 (£30,000). Income for the year from other sources (£17,598) was substantially up on last year (£3,768) due to the transfer of funds from East Grinstead, more donations received and higher entrance charges at the Gateway clubs.

Grants of £26,811 (£34,207) were given consisting of four large grants to charities totalling £25,995, one small grant to a charity, and grants to three individuals.

The costs of running the Gateway clubs were higher at £16,515 (£12,602) as this year two clubs were being run. Employee costs were comparable as we continued to run with one paid employee during the year. Costs of £1,602 (£1,938) were incurred running the photographic competition.

Investment and Reserves Policy

This policy is written in the light of the Charity Commissioners' guidance "Investment of Charitable Funds: Basic Principles" (CC14, December 2004) which strongly recommends that charity trustees decide on an investment policy for their charity, record it clearly in writing, and keep it under review. (para. 30).

The investments must be managed in such a way as to provide sufficient income to enable Mid-Sussex Mencap to carry out its purposes effectively both in the short term and over the longer term. Where possible, the value of assets should be enhanced so as to at least keep pace with inflation over the longer term.

An approximate balance is to be maintained between the enhancement of capital and the generation of income.

The aims of Mid-Sussex Mencap are to be met by way of a prudent investment strategy based on a range of collective investment schemes dedicated to investment by charities.

Risk will be minimised by:

- only investing in collective investment schemes which are regulated by the UK Financial Services Authority.
- no initial investment in a single collective scheme being for more than £50,000.
- making no form of speculative investment.

This policy is to be reviewed annually and the treasurer will provide the trustees with a portfolio valuation each quarter.

With this policy and a projected grant giving rate of £30,000 per year, it is expected that the reserves will be depleted over a ten year period to a level that will equate to one year's expenditure.

5. FUTURE PLANS

Our plans for 2017/2018 are to:

1. Continue to examine and review our Policies to ensure that they remain relevant and conform to legal and insurance requirements and to add to our Policies where necessary
2. Generate, and meet, more requests for financial help from our membership, individuals with a learning disability and other people and organisations associated with people with a learning disability in the Mid-Sussex area
3. Continue to support the Club Leader and volunteers and to develop and expand all Gateway activities in Mid-Sussex and East Grinstead
4. Continue all our efforts at fundraising, both to generate income and to publicise and market our presence in Mid-Sussex and our role in supporting people with a learning disability.
5. Run the Photo and Film Competition and the Mary Wheeler Art Competition

6. STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, 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 statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 'going concern basis' unless it is inappropriate to presume that the charity will continue in operational existence.

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. 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.

7. INDEPENDENT EXAMINER

The trustees are grateful to Mr Alan Gardiner for examining the accounts and he has agreed to undertake the independent examination of Mid-Sussex MENCAP in 2017/18.

Signed on behalf of the trustees

G. P. Evans

Date: 13th November 2017

Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2017/18

I report on the accounts of the Trust for the year ended 31st March 2017, which are set out on pages 02 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(3)(a) 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 I do not express an audit opinion on the view given by the accounts.

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.

Mr Alan Gardiner
5 Summerhill Drive
Lindfield
Haywards Heath
RH16 2AR

8th September 2017

MID-SUSSEX MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure Account)

YEAR ENDED MARCH 31ST 2017

		Unrestricted Funds & Total YEAR ENDED 31.3.17	Total YEAR ENDED 31.3.16
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		4,154	1,800
Donations received		4,278	132
Fundraising		38	213
Other Gateway income		2,267	1,623
EG Gateway funds		6,861	0
Investment income	3	3,687	4,906
Total incoming resources		<u>21,285</u>	<u>8,674</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,338	1,514
Fundraising costs		0	0
Donations made	5	26,811	34,207
Staff costs	4	6,150	6,062
Other Gateway costs		9,027	6,540
Other activities		<u>3,040</u>	<u>3,814</u>
Total resources expended		<u>46,366</u>	<u>52,137</u>
Gain/loss on revaluation of investments	6	16,683	(12,179)
Net Movement in Funds		(8,398)	(55,642)
Funds brought forward		<u>142,793</u>	<u>198,435</u>
Funds carried forward		<u>134,395</u>	<u>142,793</u>

MID-SUSSEX MENCAP

BALANCE SHEET AT MARCH 31ST 2017

	Notes	2017		2016	
		£	£	£	£
Fixed Assets					
Tangible assets			0		0
Investments	6		<u>109,354</u>		<u>127,671</u>
Current Assets					
Debtors	7	580		0	
Cash at bank and in hand		<u>25,079</u>		<u>16,040</u>	
		25,659		16,040	
Creditors: amounts falling due within one year: accruals	8	<u>(618)</u>		<u>(918)</u>	
Net Current Assets			<u>25,041</u>		<u>15,122</u>
Net Assets			<u>134,395</u>		<u>142,793</u>
Represented by:					
Accumulated Funds					
General Fund			134,395		142,793
Restricted Funds			<u>0</u>		<u>0</u>
Total Funds	10		<u>134,395</u>		<u>142,793</u>

The financial statements on pages 10 and 11 were approved by the trustees on 13 November 2017 and signed on their behalf by:

Rosie Elkins
Trustee

Ian Sanderson
Treasurer

Notes to the accounts

1 Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993
- b) Investment income is recorded when receivable.
- c) The value of any voluntary help received is not included in the accounts but is described in the Trustees annual report.
- d) Expenditure on grants is recorded once Mid-Sussex MENCAP has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier. Mid-Sussex MENCAP has not made any grant commitments of more than one year.
- e) Other expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the SOFA as incurred.
- f) Incoming resources from fundraising and related fundraising costs are reported gross in SOFA.

2 Taxation

Mid-Sussex MENCAP is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3 Investment income has arisen as follows:

Source of Investment Income	2017	2016	2015
Listed investments	3673	4873	4745
Cash	14	33	65
Accrued interest	0	0	0
Total	3687	4906	4810

4 Analysis of employee costs:

	2017	2016	2015
	£	£	£
Salaries	6150	6062	6117
Social Security Costs	0	0	8
Total	6150	6062	6125

No employee received emoluments of over £60,000 during the year (2016 nil).

The average number of full time equivalent employees for the year was 0.3 (2016 0.3 fte) and the one part time staff (2016 one part time staff) was employed to run the Gateway Clubs.

5 Analysis of charitable expenditure

A total of £666 was made in grants by Mid-Sussex MENCAP to three individuals. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid	Notes
	£	
The Yews	5,000	Towards subsidising learning disabled groups' room hire
Kangaroos	5,000	Towards running costs
Life Centre	150	To fund Easy Read book let
Signposts	15,000	Towards running costs
	995	Towards specialist weighing machine

6 Investment assets

The only non-UK account, with Triodos Bank (Netherlands), was closed during the year.

Investments Held	2017 £	2016 £	2015 £
List of investments			
Collective funds	109354	127671	169850
Change over previous year	-18317	-42179	

Movements in fixed asset investments were:

	2017	2016	2015
Carrying value at the beginning of the year	127671	169850	177020
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	-27921	-23615	-11259
Add/deduct net gain/loss on revaluation	9604	-18564	4089
Carrying value at the end of the year	109354	127671	169850

Gains/losses on revaluation of investments were:

	2017	2016	2015
Disposals at market value	35000	30000	15000
Less: Disposals at carrying value	-27921	-23615	-11259
Add/deduct net gain/loss on revaluation	9604	-18564	4089
Gain/loss on revaluation of investments	16683	-12179	7830

7 Analysis of debtors

The debtor figure is an insurance premium prepayment

8 Analysis of creditors

The creditor figure is an accrual for 3 trade creditors.

9 Related party transactions

None of the trustees were paid any remuneration or expenses by the charity during the year (2016 none).

10 Gateway clubs

The following table shows estimated accounts for the two Gateway Clubs. Total administration and staff costs have been divided two thirds to Burgess Hill, one third to East Grinstead.

	Burgess Hill £	East Grinstead £
Petty cash balance at 31.3.16	684	50
RECEIPTS		
Door money	3,249	800
Donations	0	4125
Tuck	1,703	0
Other income	<u>421</u>	<u>143</u>
	5,373	5068
PAYMENTS		
Wages	4,100	2,050
General Admin	892	446
Hall hire	2,586	396
Tuck	1,313	102
Travel & Admin	292	551
Other	588	247
Activities	695	660
Activities (locally funded)	<u>1,226</u>	<u>371</u>
	11,692	4,823
Surplus/(Deficit)	(6,319)	245
Petty cash balance at 31.3.17	2683	112