



**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2018**

CONTENTS

	Page
Trustees' annual report	2 - 7
Independent examiners' report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11-13

Registered Charity No. 246001

MID-SUSSEX MENCAP

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

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
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 The Chairman 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 2017 to 31st March 2018.

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, 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 bi-monthly.

3. CHAIRMAN'S REPORT

Again, this had been another very quiet year for us on your Committee. We remain a small Committee comprising Ian our Treasurer, Rosie our main fundraiser (and with Chris, organiser of the Photo Competition), Julia and me. Losing another Committee member for whatever reason will seriously affect the future viability of Mid-Sussex MENCAP.

Requests for financial help from individual people are still few and far between. In the year under review we were, though, still making donations to organisations that directly help and support people with a learning disability.

Our target was to use the legacy given to us in 2008 over ten years. Those ten years have now passed but because of the success of our investments and the lack of requests for help, the amount remaining from the legacy is substantial but it will run out one day. When it does run out, that will eventually mean the end of our Gateway Clubs and our successful Art and Photo Competitions unless alternative sources of funding or sponsorship can be found. Our priority is to keep these running for as long as we can.

We still schedule meetings on a bi-monthly basis but because of the lack of business we actually hold only three or four meetings a year. To complement meetings we often conduct 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 Diane, the Gateway Club Leader has set up a Gateway Facebook page which has helped our communication with people.

It is now two years since we took over the management and running of the East Grinstead Gateway Club. This continues to be run successfully by Diane even though 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 120 entries, 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 Melanie Hodge and Michael Duck from Burgess Hill Artists for taking on the Judges role in our Competition for the first time last year and we hope to have a good relationship with them for many years to come.

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 sixth 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 of 2017 we held our Summer Party and Disco. Again it was a successful Party with music from the Horsham Accordion Band and Gary. Numbers, though, have been falling over the past years so we will not be holding a Summer Party in 2018 but hope to arrange a Halloween Party instead.

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.

4. FINANCIAL REVIEW

Performance in year

Our five collective investment schemes provided a steady income through the year providing £2,423 (2017: £3,673) of dividend income. We received £26,000 from partial sales of three investments as a consequence of our investment disposal policy. Our total investment income was reduced at £2,423 (£3,687) due to the reduction in the funds invested and the closure of our savings accounts. Revaluation of investments saw a reduction of £26,436 (£18,317 reduction) which consisted of a loss of £436 (£16,683 gain) as a result of the performance of stock markets over the year plus sales of £26,000 (£35,000).

Income for the year from other sources (£7,567) was substantially down on last year (£17,598). Last year was inflated due to the transfer of funds from East Grinstead. Grants of £2,690 (£26,811) were given consisting of two large grants to charities totalling £1,995, one small grant to a charity, and grants to two individuals.

The costs of running the Gateway clubs were similar to last year at £16,680 (£16,515). 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.

5. FUTURE PLANS

Our plans for 2018/2019 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. Fully implement the GDPR regulations.

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 2018/19.

Signed on behalf of the trustees

G. P. Evans

Date: 15th October 2018

Independent Examiner's Report to the Trustees of Mid Sussex Mencap 2018/19

I report on the accounts of the Trust for the year ended 31st March 2018, 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 2018

MID-SUSSEX MENCAP

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

YEAR ENDED MARCH 31ST 2018

		Unrestricted Funds & Total YEAR ENDED 31.3.18	Total YEAR ENDED 31.3.17
	Notes	£	£
<u>INCOMING RESOURCES</u>			
Grants		0	0
Subscriptions		3,874	4,154
Donations received		1,679	4,278
Fundraising		0	38
Other Gateway income		2,014	2,267
EG Gateway funds		0	6,861
Investment income	3	2,423	3,687
Total incoming resources		<u>9,990</u>	<u>21,285</u>
<u>RESOURCES EXPENDED</u>			
Administration		1,780	1,338
Fundraising costs		0	0
Donations made	5	2,690	26,811
Staff costs	4	6,051	6,150
Other Gateway costs		8,849	9,027
Other activities		<u>3,036</u>	<u>3,040</u>
Total resources expended		<u>22,406</u>	<u>46,366</u>
Gain/loss on revaluation of investments	6	(436)	16,683
Net Movement in Funds		(12,852)	(8,398)
Funds brought forward		<u>134,395</u>	<u>142,793</u>
Funds carried forward		<u>121,543</u>	<u>134,395</u>

MID-SUSSEX MENCAP

BALANCE SHEET AT MARCH 31ST 2018

	Notes	£	2018 £	£	2017 £	£
Fixed Assets						
Tangible assets				0		0
Investments	6			<u>82,918</u>		<u>109,354</u>
Current Assets						
Debtors	7		0		580	
Cash at bank and in hand			<u>39,720</u>		<u>25,079</u>	
			39,720		25,659	
Creditors: amounts falling due within one year: accruals	8		<u>(1,095)</u>		<u>(618)</u>	
Net Current Assets				<u>38,625</u>		<u>25,041</u>
Net Assets				<u>121,543</u>		<u>134,395</u>
Represented by:						
Accumulated Funds						
General Fund				121,543		134,395
Restricted Funds				<u>0</u>		<u>0</u>
Total Funds	10			<u>121,543</u>		<u>134,395</u>

The financial statements on pages 10 and 11 were approved by the trustees on 15 October 2018 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	2018	2017	2016
Listed investments	2423	3673	4873
Cash	0	14	33
Accrued interest	0	0	0
Total	2423	3687	4906

4 Analysis of employee costs:

	2018	2017	2016
	£	£	£
Salaries	6051	6150	6062
Social Security Costs	0	0	0
Total	6051	6150	6062

No employee received emoluments of over £60,000 during the year (2017 nil).

The average number of full time equivalent employees for the year was 0.3 (2017 0.3 fte) and the one part time staff (2017 one part time staff) was employed to run the Gateway Clubs.

5 Analysis of charitable expenditure

A total of £595 was made in grants by Mid-Sussex MENCAP to two individuals. Grants made by Mid-Sussex MENCAP to institutions were as follows:

Institution	Total Amount paid	Notes
	£	
Outreach 3	100	Towards art materials
Signposts	1,195	Towards training costs
Mencap	800	Purchase of new sofas in local supported living

6 Investment assets

Investments Held	2018 £	2017 £	2016 £
List of investments			
Collective funds	82918	109354	127671
Change over previous year	-26436	-18317	-42179

Movements in fixed asset investments were:

	2018	2017	2016
Carrying value at the beginning of the year	109354	127671	169850
Add: additions to investments at cost	0	0	0
Less: disposals at carrying value	-19456	-27921	-23615
Add/deduct net gain/loss on revaluation	-6980	9604	-18564
Carrying value at the end of the year	82918	109354	127671

Gains/losses on revaluation of investments were:

	2018	2017	2016
Disposals at market value	26000	35000	30000
Less: Disposals at carrying value	-19456	-27921	-23615
Add/deduct net gain/loss on revaluation	-6980	9604	-18564
Gain/loss on revaluation of investments	-436	16683	-12179

7 Analysis of debtors

There are no debtors

8 Analysis of creditors

The creditor figure is an accrual for 4 trade creditors.

9 Related party transactions

None of the trustees were paid any remuneration by the charity during the year (2017 none). Three trustees were reimbursed out of pocket expenses.

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 2018 £	Burgess Hill 2017 £	E. Grinstead 2018 £	E. Grinstead 2017 £
Opening petty cash balance	2,683	684	112	50
RECEIPTS				
Door money	2,932	3,249	846	800
Donations	0	0	1,500	4125
Tuck	1,599	1,703	0	0
Other income	<u>344</u>	<u>421</u>	<u>71</u>	<u>143</u>
	4,875	5,373	2,417	5068
PAYMENTS				
Wages	4,034	4,100	2,017	2,050
General Admin	1,187	892	593	446
Hall hire	2,597	2,586	464	396
Tuck	1,122	1,313	111	102
Travel & Admin	448	292	412	551
Other	628	588	234	247
Activities	395	695	740	660
Activities (locally funded)	<u>1,037</u>	<u>1,226</u>	<u>662</u>	<u>371</u>
	11,448	11,692	5,233	4,823
Surplus/(Deficit)	(6,573)	(6,319)	(2816)	245
Closing petty cash balance	2974	2683	126	112