

Folkestone Hythe & District Mencap Limited

(A Company Limited by Guarantee)

Annual Report & Financial Statements For the Year Ended 30 September 2021

Registered Number :4615518

Charity Registered Number : 1097687

Folkestone Hythe & District Mencap Limited
(A company limited by guarantee)

Company Information
For the Year Ended 30 September 2021

Incorporated in England & Wales on 12th December 2002

**Board of Directors/
Trustees**

Mrs S Gratton (Chairman)
Miss L Hughes
Mrs C Godden (Company Secretary)
Ms L Kavanagh
Mrs C Thresher

Registered Office

5 Bonsor Road
Folkestone
Kent
CT19 5ET

Company no.

4615518

Charity no.

1097687

Folkestone Hythe & District Mencap Limited

(A company limited by guarantee)

Report of the Board of Directors For the Year Ended 30 September 2021

The Board of Directors present their report together with the financial statements for the year ended 30 September 2021

Principal Activity

The company was incorporated on 12th December 2002 with Charitable Status whose principal activity is that of supporting and promoting the interests of the learning-disabled population of the Folkestone & Hythe & Romney Marsh area.

The Company took on all the assets and activities of Folkestone Hythe & District Mencap, an unincorporated charity.

Members of the Board of Directors/Trustees

Mrs S Gratton - Chairperson
Miss L Hughes
Mrs C Godden – Company Secretary
Ms L Kavanagh
Mrs C Thresher

The Board meets approximately every 3 months.

Responsibilities of the Board of Directors

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that year. In preparing these financial statements, the Board of Directors are required to:

- make suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained the financial statements;
- prepare financial statements on the going concern basis, unless it is inappropriate to presume that the Company will continue in business;

The Board of Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Review of the Year

During much of the year our face-to-face activities were suspended due to the Covid pandemic, and the subsequent restrictions introduced by the Government. We therefore continued and extended our Zoom sessions to provide a range of online activities for our members. These sessions included craft, baking, discos, keep-fit, quizzes, and book clubs, all delivered on-line.

We joined in with activities arranged by National Mencap, including a virtual sports challenge, and signing up to their Round the World Challenge. This encouraged people to be active, especially during lockdown, as hours of activity translated into virtual miles travelled, allowing people to travel around the UK, Europe and the World virtually. This truly motivated our members to keep fit and active during lockdown with concurrent health benefits.

We also participated in the Let's Get Digital programme, again organised by National Mencap, which delivered a number of android tablets and free wi-fi for 6 months. This enabled a wider group of members to enjoy the benefits of connectivity to the internet and join in with our Zoom sessions. Our learning-disabled Digital Champion was an excellent ambassador for the scheme, helping other members to enjoy their tablets.

As restrictions were eased, we held some outdoor activities, get togethers in the park with craft activities, picnics and walk and talk sessions, the latter has continued as it proved so popular with some members.

Throughout this period, we delivered fortnightly newsletters and craft packs to all our members which allowed us to stay in touch with our members.

In the summer we returned to face-to-face club sessions with appropriate risk assessments and precautions taken to ensure the safety of our members and volunteers. All clubs are now open, although not all members have returned. We have adjusted the timing and location of our club sessions, taking account of the restrictions of some of the venues we used. The most notable of these changes is that Lydd Gateway Club has moved to new premises in Hythe and has changed its name because of this move to "Gwen's Club".

Our annual holiday to Warner's on Hayling Island was postponed due to the Covid restrictions.

The Trustees took the decision in consultation with our shop committee to exercise the break clause in the shop's lease which meant the shop closed in February 2021. It had been a difficult trading year with the various lockdowns and Covid restrictions and additionally it was becoming increasingly difficult to recruit and retain volunteers. However, during the time when the shop had been open it had put the charity into a sound financial position, allowing the charity to build a healthy reserve. These factors were taken into consideration when making the difficult decision to serve notice on the lease.

As always, we are indebted to our volunteers and staff, without whom, we would not be able to run any of our services.

Reserves

We are always seeking alternative ways of funding in order for us to deliver and diversify our services to meet the assessed needs of our members. All clubs continue to be self financing.

Grant Making Policy

We never make grants to individuals. Rarely the trustees may agree to make a small grant to another organisation working with the learning disabled in the Shepway area.

Risks

Health & safety issues are continually monitored and are discussed at every trustee meeting. Various policies have been drawn up to ensure the health & safety of our members, staff and volunteers.

The finance policy lays out financial controls and financial forecasts are regularly produced to ensure the financial health of the organisation. We have identified that our current reserves, excluding the designated funds which belong to our Way'2'Cool and Lydd Gateway clubs, will cover the net costs of running our drop-in-centre for at least the next ten years. We plan to continue fund-raising to maintain our reserves for the future. We are also continuing with our risk assessment for the charity as a whole

Auditors

Auditors have been appointed as an independent examiners report of these financial statements is required by law.

Small Company Exemptions

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

This report was approved by the board on 7th October 2021

By Order of the Board

Mrs C S Godden
Company Secretary
5 Bonsor Road
Folkestone, Kent CT19 5ET

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Statement of Financial Activities for the Year Ended 30th September 2021

	Unrestricted Funds £	Designated Funds £	Total 2021 £	Total 2020 £
Incoming Resources				
Bank Interest	23		23	135
Donations	4565		4565	532
Membership	118		118	213
Income from activities operated for members				
Drop In Centre	1571		1571	4466
Folkestone Way'2'Cool		1327	1327	901
Lydd Gateway Club		0	0	1352
Activities for generating funds	18074		18074	24838
Charity Shop	7149		7149	41512
Total Incoming resources	31500	1327	32827	73949
Less cost of generating funds	0		0	0
Net incoming resources available for charitable application	31500	1327	32827	73949
Charitable Expenditure				
Operation of Drop in Centre	-2729		-2729	-8321
Operation of Folkestone Way'2'Cool		-675	-675	-1125
Operation of Lydd Gateway		-108	-108	-1168
Operation of Charity Shop	-19429		-19429	-31799
	-22158	-783	-22941	-42413
Other Expenditure				
Administration of Charity	-6791		-6791	-2220
Total Expenditure	-28949	-783	-29732	-44633
Movement in Funds for the Year				
Net income/ (expenditure) for the year	2551	544	3095	29316
Fund Balances brought forward	150006	7125	157131	127815
Fund balances carried forward	152557	7669	160226	157131

All incoming resources and resources expended derive from continuing activities.

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

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Balance Sheet as at 30 September 2021

	2021 £	2021 £	2020 £	2020 £
Fixed Assets		0		0
Current Assets				
Cash at Bank and in Hand	160226		157131	
	<u>0</u>	<u>160226</u>	<u>0</u>	<u>157131</u>
Creditors				
Creditor	0		0	
Accrued Expenses	<u>0</u>	<u>0</u>	<u>0</u>	
		<u>160226</u>		<u>157131</u>
Accumulated fund brought forward		157131		127815
Net income/expenditure for the year		<u>3095</u>		<u>29316</u>
Accumulated fund balance carried forward		<u>160226</u>		<u>157131</u>

For the financial year ending 30 September 2021 the Company was entitled to exemption from audit under section 477(2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i) ensuring the company keeps accounting records which comply with section 386; and
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and, of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

Approved by the Board of Directors on 7/10/2021

And signed on their behalf by:



Mrs S Gratton
Chairman

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Notes forming part of the Financial Statements
For the Year Ended 30 September 2021

1. Accounting Policies

General

These financial statements have been prepared under the historical cost convention in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities. They included the results of the charity's operations which are ongoing.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accrual basis.

Depreciation

Depreciation is charged on fixed assets at the rate of 25% of cost per year.
A full year's depreciation is charged in the year of acquisition and none in the year of disposal.

2. Accumulated Funds

	2021	2020
Accumulated funds brought forward	157131	127814
(Deficit)/Surplus for the Year	3095	29317
	<u>160226</u>	<u>157131</u>

Independent Examiner's Report

Report to the trustees/members of Folkestone, Hythe & District Mencap Ltd

On accounts for the year ended: 30 September 2021

Charity no: 1097687

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 connection with my examination, no material matters have come to my attention.

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

Signed :

Date: 7.11.21

Name:

SIÂN HERBERT

Address:

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ASTFORD
KENT TN23 4UX