

SLOUGH MENCAP

Slough Society for Mentally Handicapped Children and Adults

ANNUAL REPORT AND ACCOUNTS

1 October 2022 to 30 September 2023

**Horsemoor Green Community Centre, Spitfire Close, Common
Road, Langley, Slough SL3 8JU**

Tel: 01753 594666 Email: sloughmencap52@gmail.com

Charity Number: 1128732

Company Number: 05938855

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Slough Society for Mentally Handicapped Children and Adults

A WORD FROM OUR CHAIRMAN

Dear Friends and Supporters,

Slough Mencap has had another busy year.

We started the year with a staff awayday at the Pines Hotel, to share ideas of how we should develop in the future.

Our Activity Days continue to be successful. From January 2023, they have run on Tuesdays, Thursdays and Fridays. As well as games, crafts and going to the park, we enjoyed a trip to an urban farm. Bi-monthly take away Fridays are especially popular.

Our Wednesday Club continues, though numbers are decreasing. We are grateful to the staff and boys from Eton College, who help every week of term time until Easter each year.

Again, we held our Party in the Park at Slough Rugby Club in the summer and went to the Copthorne Hotel for our Christmas Party, where we were visited by Father Christmas, who had a gift for everyone.

We have made improvements to our premises. We have a completely new kitchen. This was thanks to Osborne who supplied and fitted cupboards, worktops our new appliances. A team from Heathrow Airport also decorated the front entrance and corridor and tidied up the external premises.

We have invested in a lot of new equipment – new computers and printers, kitchen appliances, large fans to keep us cool in summer and updated security cameras. We extend heartfelt thanks to all our dedicated volunteers, without whom we could not provide our services.

Jane Cable

Chair of Board of Trustees

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LEGAL AND ADMINISTRATIVE DETAILS FOR THE FINANCIAL YEAR 2022/2023

Charity Registration number 1128732

Holding Trustees P Murray and J Pearce

Chief Executive Eleanor Cryer MBE

Treasurer Carmel O'Brien

Executive Committee **Elected members** (the Trustees of Slough Mencap)

Bernadette Bates
Jane Cable (Chairman)
Sajidah Chaudhary
Ted Dutton
Len Jones
Carmel O'Brien (Treasurer)
James Robb
Shin Suri (co-opted 28.02.2022)

Registered address Horsemoor Green Community Centre Spitfire Close,
Common Road, Langley, Slough SL3 8JU.

Bankers Lloyds TSB, High Street Slough Branch

Independent Examiner Philip Mount
Independent Examiner

Insurers Royal & Sun Alliance Plc and Zurich

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REPORT OF THE DIRECTORS FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Directors present their report and the independently examined financial statements for the year ended 30 September 2023.

Structure, governance and management

Slough Mencap is affiliated to the Royal Society for Mentally Handicapped Children and Adults and is governed by a self-creating Memorandum and Articles of Association. Slough Mencap is a company limited by guarantee and was incorporated on 18th September 2006. It is controlled and managed by the elected Board of Directors who are also its trustees. The Board of Directors is elected for a three-year period. Nomination forms are sent out to all members. Potential trustees undergo induction with the Chief Executive Officer (CEO) and Chair. The induction comprises structure and function of Slough Mencap, organisational roles and responsibilities and legal roles and responsibilities of trustees. Potential trustees interested are then nominated, proposed for the membership prior to the Annual General Meeting where they are duly elected for a three-year period. New trustees are encouraged to spend time getting to know staff and members and are encouraged to attend the internal programme of Governance training undertaken by all trustees. Should any Director so choose he/she may seek re-election for a further period of three years. Our previous Chairman Mrs Bernadette Bates stepped down at our Annual General Meeting on 09 April 2022 and was replaced by Mrs Jane Cable. Enormous thanks are due to Bernadette and we have retained her services as a very valued board member for many years to come!

Notice of the AGM and Trustees election is displayed in Slough Mencap's premises.

The day-to-day management of the company is undertaken by the Chief Executive who reports to the Chairman and Board of the Company.

For insurance purposes Slough Mencap is affiliated to National Mencap. The building is separately insured by Zurich Insurance Company.

A review of the risks to which the charity is exposed has been carried out and systems are in place to mitigate those risks. External risks to the sources of funding have led to the diversification of funding and to access additional sources of restricted funding which contributes to the operating costs of the Company. Internal risks are minimised by the implementation of financial controls and procedures. These are reviewed on an annual basis.

Objectives and activities

Slough Mencap is set up to

- (a) Work for the enhancement of the quality of life for people with learning disabilities
- (b) Foster mutual help and co-operation between people with learning disabilities, and all those entrusted with their care
- (c) To raise adequate funds for the achievement of the foregoing objects, and to invite and receive contributions from any person or persons whomsoever, by way of subscription, donation and otherwise.

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From a brief look at our Accounts the reader will note that our figures show that the money we receive is to be spent on our members with learning disabilities.

Horsemoor Green Community Centre and School House

The School House has remained tenanted throughout the year and was a regular source of Letting Income.

It is a pleasure to write that both the kitchens in the community centre, which has long been let out to local community groups, churches, schools etc, have been refurbished free of charge by Osbornes

Wi-Fi was needed throughout the whole of the building and thanks to our board member Shin Suri we now have this essential facility.

Slough Mencap undertook a review of office security. Ten more CCTV cameras were installed throughout the building, the lock to the office was changed together with the code of the safe. The lock on the cleaner's cupboard was also changed. As well as up grading the office security the office itself was refurbished, reroofed and recarpeted.

Now that 50:50 no longer rent the upstairs office as from 31 March 2022, we have equipped it with a desktop computer. At present the room is used by the lady who does the invoicing for the Daytime Activities. This task was up to quite recently undertaken by our Chairman, Jane Cable.

We have also purchased several fans for the main hall.

Achievements and performance

The highlight of the year was undoubtedly the addition of a third day to our Daytime Activities service. As from 06 January 2023 we provided a service to our members on Friday as well as Tuesday and Thursday. The service offered is from 10.00am to 3.00pm and Slough Mencap has been delighted with its success. We employed the three staff working on the Daytime Activities for three days per week. The variety of activities undertaken by our members increases all the time and we are indebted to the Manager of the scheme, Lorna McDonald. One example of Lorna's initiative is that when the building was used for Local Government Activities a trip to a local zoo was undertaken by our members. In addition to our three staff members we have a number of very accomplished volunteers and a small bank of volunteers who can provide additional cover when it is needed.

Another very important event took place on 07 October 2022 when we had our Away Day at the Pines Hotel in Burnham facilitated by Jance Haynes, an independent facilitator. This day was much needed as along with the rest of the voluntary sector Covid-19 has caused us to review all our practices and procedures and look at how we wanted things done in the future. As result of the Away Day Slough Mencap decided to create and implement a three-year rolling Action Plan which involves sharpening up all aspects of the organisation. Included in the Action Plan we also had a need for Succession Planning to decide the future direction of the organisation. All aspects of staff and volunteers training will be given attention on such topics as Epilepsy and Medication Management for staff with Health and Safety training including fire safety training for all staff and volunteers. The Action Plan is constantly being updated by our chairman in respect of our clients/members, carers, Data Protection, staff and volunteer induction and all aspects of Health and Safety.

Fire Safety training has taken place because we know that by law we need proper fire and evacuation policies and procedures in place. We now have a Visitors Book and use a sign-in

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sheets for daytime staff and volunteers. Our sensors and alarms need to be checked. We are checking our current Fire Alarm system as well as carrying out further Fire Drills.

Policies would be reviewed a few at a time on a rolling basis and this we have undertaken. We have reviewed the Finance Policy with a view to the sharing of knowledge and completed a review of the Lone Worker policy, Safeguarding and Whistleblowing.

We were also made aware of the need to update and maintain all the member/client records so that the information, medical and otherwise, is accurate and timely.

Sajidah Chaudhary has made progress with the Volunteer Induction Plan although the treasurer is a bit tardy with budget which should be done shortly!

Our Wednesday Club for members with Learning Disabilities has been running throughout the years for over 40 years in furtherance of our objectives. As always, the club is responsible for enhancing the confidence and social skills of our members as well as reducing isolation. It was decided that in an effort to reduce the declining membership we need to recruit new members and update some of our equipment. It was also decided to employ a Wednesday Club Leader for three hours on a Wednesday evening. To help us out temporarily Lorna McDonald the Daytime Activities Manager is working with us until Christmas. While one of our most experienced volunteers Sue Gaynor, who ran the tuck shop was on long term sick leave, Pauline Jones successfully stepped into the breach. Many thanks to Pauline.

Our Chief Executive continues to provide Advocacy services to families with a member who has Learning Disabilities.

On 12 August 2023 Slough Mencap held a Party In The Park for our members at Slough Rugby Club. Osbornes helped with games and prizes and we had music and fish and chips. The members and their families and carers really enjoyed the day.

On 18 December 2022 our Christmas Party took place at the Copthorne Hotel. The members enjoyed the day with a Christmas Meal and a visit from Father Christmas who came with a gift for each member. There were also party games and songs which were much enjoyed. However the committee was somewhat underwhelmed and decided to do things differently the following year.

Slough Mencap took a stall and the Volunteer Recruitment Fair at the Singh Sabha Sports Centre. Len Jones manned the stall for us and had a few enquiries.

As usual our Chief Executive continued to meet with relevant members of the community including other voluntary organisations and the local authority.

Throughout the year our Chairman Jane Cable, with some limited assistance, has been working on a Trustee Handbook/Operations Manual which is turning into a very important piece of work which will prove to be invaluable in succession planning as well as being a reference for all committee members.

The Slough Mencap office opens for all sorts of requests for help and our Chief Executive has continued to assist all our members and their families. Our CEO continues to maintain our profile by attending partnership board and other meetings once more face to face and making her presence felt. Our Chief Executive also continues to undertake several advocacy cases which have taken up a considerable amount of her time.

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Financial Review

The Board of Directors has considered the most appropriate policy for investing funds in the current financial climate. In ordinary circumstances and since the greatest proportion of the funds are required to meet long-term commitments the funds have been invested on the equities market and remain so.

Fundraising

Slough Mencap continues fundraising in the shape of the 49 Club. Please look at the financial statement for more details. Bernadette Bates undertakes the running of the 49 Club. The 49 Club raises funds which are spent exclusively on our members. As mentioned in previous years numbers are declining and should any reader of this report wish to support us and maybe receive the occasional small win, please let us know. In order to encourage more people to join the 49 Club Bernadette Bates has produced an information sheet for the committee in order to encourage more people to join the 49 Club.

Donations

Partly as a result of last year's 70th Anniversary celebrations donations were at an all time high. Please see the Annual Accounts for details. A major round of applause must go to Eton College who donated £7673 to us during the years. We also had one other generous donor as well as many smaller donations.

Premises

Expenditure of £14,264 was incurred during the year with the money coming from various deposit accounts for the ongoing maintenance of the site.

Reserves Policy

The Board of Directors has established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets ('the free reserves') held by the charity, should be sufficient that they would be able to continue the core activities of the charity in the event of a significant drop in funding for enough time to identify replacement funds. At present the free reserves which amount to £705,195 are more than sufficient to meet this criterion.

Salaries

Staff salaries were revised in line with inflation. Accordingly all our staff received a 10% pay rise as from April 2023. Directly as a result of the increases in staff salary the Daytime Activities staff became eligible for a Slough Mencap staff pension scheme which became active at the end of May 2023.

Budget

Our treasurer has still to produce a budget for 2023/24!

Our Chairman devised a more detailed Income and Expenditure reporting sheets which she produces on a rolling basis. This includes the invoiced amounts for the Daytime Activities.

Slough Mencap qualified for and received the Warm Space money available from the government as a result of the increase in energy prices.

Plans for future periods

- Continue to run Wednesday Club and encourage greater participation from a larger proportion of our members when permitted.

- Continue to run the 49 Club and increase its membership..
- Source new directors for the company.
- Increase the number of LD members
- Organise a Volunteer Lunch
- Provide a Christmas Lunch for our members.
- Ongoing review policies and procedures so that the organisation is both legal and fit for purpose.
- Organise staff and volunteers training
- Produce a budget
- Run a film club when new projector has been purchased.
- Be complaint with all Health & Safety and Fire regulations
- Carry our further Fire Drills.
- Move money to greater interest deposit accounts.

Approved by the Board of Directors on and signed on its behalf by

Jane Cable

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Statement of Financial Activities for the Twelve Months ended 30 September 2023

	See Notes				
		Unrestricted Funds	Restricted Funds	Designated Funds	Total Twelve Months 2022
INCOMING RESOURCES					
Donations & similar incoming resources	3	13,544			13,544
Daytime Activities		120,344			120,344
Income from activities in furtherance of charitable objects	3	8,227			8,227
Income from activities for generating funds	3	23,002			23,002
Interest received	3	689			689
TOTAL INCOMING RESOURCES		165,805	0	0	165,805
RESOURCES EXPENDED					
Cost of generating funds	4	14,980			14,980
Costs of activities from charitable objectives	4	64,323			64,323
Support costs		10,316			10,316
Capital Expenditure		0			0
TOTAL RESOURCES EXPENDED		89,619	0		89,619
NET INCOMING RESOURCES		76,186	0		76,186
P/Y VALUES		310,444	0		310,444
GAIN/LOSS ON INVESTMENTS		64,439			64,439
TOTAL FUNDS CARRIED FORWARD		451,069	0		451,069

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Balance Sheet as at 30 September 2023

		2023	2022
Fixed assets			
Tangible assets (Revaluation 06 April 2022)	9	735000	735000
Capital Improvements		<u>0</u>	<u>0</u>
		735000	735000
Current assets			
Debtors		0	0
Cash at bank		<u>206,450</u>	<u>192,385</u>
Total Current Assets		941,450	927,385
Creditors: amounts due within one year		<u>0</u>	<u>0</u>
Net current assets		941,450	927,385
Total assets less liabilities		<u>941,450</u>	<u>927,385</u>
Capital Funds			
Charifund units		653,964	591,663
COIF Investment Fund		<u>51,230</u>	<u>49,093</u>
Total Designated Funds		<u>705,195</u>	<u>640,756</u>
Capital Assets		735,000	735,000
Unrestricted Funds		206,450	192,385
Restricted Funds	8	<u>0</u>	<u>0</u>
		941,450	927,385
Investment Funds	7	705,195	640,756
Total funds		<u>1,646,645</u>	<u>1,568,141</u>

For the year ended 30 September 2023, the company was entitled to exemption under section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 221; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

Approved by the Board of Directors and signed on their behalf by:

Mrs C M O'Brien - Director

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Notes to the Financial Statements for the year ended 30 September 2023

1 ACCOUNTING POLICIES

Basis of Accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), the Companies Act 1985, the Charities Act 1993 and applicable accounting standards

2 ACCOUNTING POLICIES

Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:
the charity becomes entitled to the resources
the trustees are virtually certain they will receive the resources &
the monetary value can be measured with sufficient reliability

Grants and Donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income

This is included in the accounts when receivable.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage

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Notes to the Financial Statements for the year ended 30 September 2023

3 ANALYSIS OF INCOMING RESOURCES

Analysis	This Year £	Last year £
Voluntary Income		
Miscellaneous donations	5,591	1,358
Local Giving	280	788
Eton College	7,673	500
Collecting Tins	0	0
Tan Dhesi	0	1,250
	13,543	3,896
Activities for generating funds		
Rent from Halls	10,677	8,275
Rent from School House	10,000	5,400
Rent from Office	960	2,080
Forty-Nine Club	1,040	1,378
	22,677	17,133
Interest Received		
Bank interest	689	28
COIF	0	0
	689	28
Incoming resources from charitable activities		
Wednesday Club	7,915	6,430
Daytime Activities	120,344	74,123
70th Anniversary	0	205
Summer Activity	215	0
Christmas Party	97	90
	128,570	80,848

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Notes to the Financial Statements for the year ended 30 September 2023

4 ANALYSIS OF RESOURCES EXPENDED

Analysis	This Year	Last year
Costs of generating voluntary income	£	£
49 Club	350	475
School House Expenses	186	151
Halls Expenses	14,264	9,607
Local Giving	180	96
	14,980	10,329
Charitable Activities		
Salaries	54,233 **	46,782
Volunteer expenses	0	0
Club Running Expenses	7,475	7,953
Welfare	175	0
Social Expenses	2,440	739 *
(70th Anniversary)*		
<u>Daytime Activities</u>		
Employment Costs	38,508	24,945
Transport	14,630	6,552
Resources & Activities	2,234	1,961
	55,372	
** (Excludes Daytime Activity Staff)		
	119,695	88,932
Governance Costs		
Insurance/Affiliation	2,275	2,394
AGM Expenses/Companies House	13	198
	2,288	2,592

5 DETAILS OF CERTAIN ITEMS OF EXPENDITURE

Trustee expenses	This Year	Last Year
Number of trustees who were paid expenses	None	None
Total amount paid	None	None
Fees for examination of the accounts	This Year	Last Year
Independent examiner's or auditor's fees for reporting on the accounts	£ 300	£ 250
Other fees	None	None

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Notes to the Financial Statements for the year ended 30 September 2023

6 PAID EMPLOYEES

Staff costs	This Year £	Last Year £
Gross wages, salaries and benefits in kind & Tax/NIC (Excludes Daytime Activity Staff)	54,233	46,782
Pension costs	0	0
Total staff costs	54,233	46,782

Average number of full-time equivalent employees in the year

		This Year	Last Year
The parts of the charity in which the employees work	Fundraising	0	0
	Charitable	1.0	0.4
	Governance	0.0	0.4
	Maintenance	0.2	
Daytime Activities	Other	1.8	1.5
	Total	3	2

7 INVESTMENT ASSETS

Fixed assets investments	0	0
Carrying (market) value at beginning of year	640,756	680,859
Add: additions to investments at cost	0	0
Less: disposals at carrying value	0	0
Add: net/loss gain on revaluation	64,439	-40,104
Carrying (market) value at end of year	705,195	640,755
Charifund units	653,964	561,663
COIF Investment Fund	51,230	49,093
	705,195	610,756

Independent Examiner's Report to the Trustees of Slough Mencap

I report on the accounts of the company for the year ended 30 September 2023, which are set out on pages 11 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 matter has come to my attention:

- 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

have not been met.; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip Mount TD AFA MIPA ACIE
54 Dedworth Road
Windsor
SL4 5AY
Date: 21st February 2024