

MID SURREY MENCAP

England & Wales · Charity number 1160493

Details

Status Registered

Legal form CIO

Registered 2015-02-13

Register [View on the Charity Commission register](#)

Contact

Address Mid Surrey Mencap
Fortyfoot Road
Leatherhead
Surrey
KT22 8RY

Phone 01372374555

Email info@midsurreymencap.org.uk

Website www.midsurreymencap.org

Activities

Objects: (A) THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THEIR FAMILIES DEPENDANTS AND CARER, AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT AND TO ADVANCE RELIGION AMONGST PERSONS WITH A LEARNING DISABILITY; AND (B) TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES FOR THE RECREATION OR OTHER LEISURE TIME OCCUPATION FOR PEOPLE WHO HAVE NEED THEREOF BY REASON OF LEARNING DISABILITY WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: We are an independent local charity for people with learning disabilities, their families and carers serving the Epsom & Ewell, Mole Valley and Banstead areas of Surrey. Our aim is to provide services for our members and currently these include clubs for adults, social events, welfare support, day services for adults and our own hall and minibus maintained for the benefits of members.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Amateur Sport, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£436,494	£305,081	-	-
2024-03-31	£453,038	£339,460	-	-
2023-03-31	£370,717	£273,936	-	-
2022-03-31	£275,236	£191,255	-	-
2021-03-31	£163,176	£62,401	-	-

Trustees

Name	Role	Appointed
SHARON LUKEY	Chair	2012-09-22
BARBARA ANN MAY		2023-09-21
DANIEL MAYBURY		2024-09-26
GILL KEENS		1972-04-21
RICHARD HENRY BLACK		2024-09-26

MID SURREY MENCAP

England & Wales - Charity number 1160493

Accounts



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2025

Reference and Administration Details

Charity name	Mid Surrey Mencap
Registered Charity Number	1160493 (Registered in England and Wales)
Charity's Principal Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Telephone	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair	
Richard Black	Treasurer	appointed 26/09/24
Gill Keens	Secretary	
Barbara May		
Dan Maybury		appointed 26/09/24

Names of the charity committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Gaynor Gibbins	
Caroline Black	
Carol Maybury	
Jan Maybury	
Phillip Harris	joined September 2024

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, social events and a day centre for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering to increase engagement within the community, enhancing the use of community resources and raising confidence and self-esteem of our members.

Activities and Achievements

Our day service, Leatherhead Link, continues to be held in high regard with service users, parents, carers and social workers. We continue to receive requests for placements which are kept on a waiting list until a place becomes available.

60% of attendees continue to be funded by Surrey County Council and the remaining 40% paying with direct payments on a reduced rate. We have several free placements for people who do not have sufficient funds to access our service. Leatherhead Link remains one of the lowest priced services in Surrey providing full day care and the only day centre in Mid Surrey to integrate people with profound and complex needs within a mixed ability day service.

Our Wednesday group, for people with more profound and complex needs, is now running at full capacity. Numbers are limited for this day due to the cohort requiring a higher ratio of staff to support their needs and more available floor space for wheelchair users. The day continues to be heavily subsidised to make the fees more affordable to service users.

The Leatherhead Link day service supported 48 people who attended 105 sessions per week. Many of the attendees require enhanced care due to the nature of their disabilities. Attendance remains high with an average of 22 people attending Monday to Friday. To meet the safety of individuals, our service is manned with 7 members of staff plus several personal assistants who attend with their charges.

Over the past year we increased the number of social events for members and the wider community. Events included Summer BBQs, live band evenings, quiz nights, discos, Wednesday Social Club for adults and our 'Open House' tea parties. These events continue to prove popular with our members and their families and leave the hall with standing room only.

We continued to arrange seasonal day trips throughout the year with the objective of enriching the lives of our members, especially for those who no longer have family members to support them. We arranged several trips to the theatre for over 40 people and several days out at the seaside. These trips help create magical memories for our members.

Reaching out in our community

For the 2nd year running we entered the Ashted Village Day, a well-attended local event. We had several pitches selling home grown plants and a fun tombola stall. Bottles and plants were donated by our members and plants were also grown in our day service gardening club. The day was a resounding success in not only raising awareness of our charity in our local community but also raised more than £1,200.

Volunteers and Support

Mid Surrey Mencap promotes and encourages volunteers to support our charity.

Bytes software company based in Leatherhead, and the Police Confederation are both organisations where we have forged good relations. They continue to provide volunteer working parties offering practical help and hands-on support.

We are also extremely fortunate to have the support of many members who continue to volunteer for our charity, and without whom, we would not exist. Parents, carers and friends form the basis of our charity and many of the operational roles are carried out by volunteers who give their time freely. Our volunteers enables the charity to plough all its fundraising efforts back into our members, saving us the expense of employing operational staff.

We have recruited five people with learning disabilities to volunteer in our day service. Feedback to date has been very positive with beneficial attributes to both parties.

All help from volunteer groups and donations were very gratefully received.

Plans for the future

Mid Surrey Mencap has been working towards the goal of enlarging our premises to provide improved facilities. The new space will enable better use of the building, improve the ability to teach life skills and will meet the needs for personal care in a more dignified manner.

Plans were submitted to Mole Valley District Council in November 2024, and we received confirmation of approval in February 2025.

A Surrey-based firm has been commissioned to provide full construction detailed plans with working drawings to enable the build works to go to tender. We are currently in the process of interviewing local building companies.

Financial Review

Commentary on the accounts

Summary £000	This Year	Last Year	Change	Comment on changes
Services income	390	414	(24)	Reduction in service user numbers.
Staff costs	(233)	(214)	(19)	Increased staff/users ratio and 5% payrise from Jan 2025 for staff
Activity costs	(17)	(19)	2	
Gross surplus	140	182	(42)	
Administration	(41)	(38)	(3)	
Other income	46	39	4	
Operating result	146	183	(41)	
Refurbishment costs	(10)	(14)	4	
Covid Grant repaid	0	(6)	6	
Result before investment	136	162	(31)	
Equipment cost	(4)	(2)	(2)	
Minibus cost	0	(46)	46	
Surplus	131	114	17	

Reserves

Our balance sheet shows unrestricted funds of £577,483 an increase of £131,413. Our reserves are held in bank accounts at the financial institutions listed on Page 7.

Current Year Outlook

Our financial position has remained strong. We monitor closely our monthly management accounts together with both service user numbers and our staff and other running costs. Our investment plans outlined earlier in the report are significant and will be subject to a rigorous review process to ensure they are both appropriate and affordable.

Reserves Policy

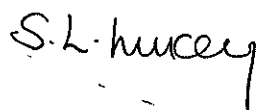
The Trustees consider the increased level of reserves as appropriate. We will always maintain higher levels of reserves to cover our operating costs if our income reduces, or we experience delays in receiving that income. Our redevelopment plans, once underway, will present additional risks to our financial position and we will maintain contingency funds to cover such uncertainties.

Declaration

The trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees:

Signatures

Full Name



Sharon Lukey
Chair



Richard Black
Honorary Treasurer

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

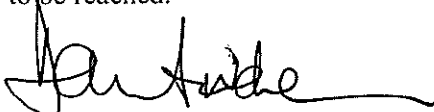
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:



Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 11 September 2025

Mid Surrey Mencap	1160493			CC16a
For the year from	01-Apr-24	To	31-Mar-25	

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	£	£	£	£
A1 Receipts				
Income from Service Users	390,109	-	390,109	414,363
Legacy Income	5,256	-	5,256	17,112
Hall Lettings	3,150	-	3,150	2,645
Fund raising	3,148	-	3,148	4,446
Donations	17,961	-	17,961	6,058
Supporters Subscriptions	2,672	-	2,672	2,603
Bank Interest	14,198	-	14,198	5,811
Total receipts	436,494	-	436,494	453,038
A3 Payments				
Staff Costs	232,858	-	232,858	214,519
Activity Running Costs	16,990	-	16,990	18,020
Grant Refund Made	-	-	-	6,363
Equipment	4,273	-	4,273	2,480
Repairs and Maintenance	5,090	-	5,090	4,463
Premises	11,014	-	11,014	15,218
Insurance	3,844	-	3,844	3,355
Motor Expenses	6,881	-	6,881	4,853
Purchase of MiniBus	-	-	-	46,276
Staff Training and Development	2,175	-	2,175	691
Administration	11,544	-	11,544	9,098
Refurbishment Project	10,412	-	10,412	14,121
Total payments	305,081	-	305,081	339,460
Net of receipts and payments	131,413	-	131,413	113,578
A6 Opening Balance	446,070	-	446,070	332,492
Transfers between funds	-	-	-	-
Cash funds this year-end	577,483	-	577,483	446,070

Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds				
	Barclays - Current and Instant Access Savings	193,272	-	193,272
	Bath Building Society - Instant Access	51,450	-	51,450
	Cambridge and Counties - 95 day Notice Account	84,817	-	84,817
	Redwood Bank - 95 Day Notice Account	80,100	-	80,100
	United Trust Bank - Bond Matures 20/9/25	67,845	-	67,845
	United Trust Bank - Bond Mature 22/9/25	100,000	-	100,000
	Total cash funds	577,483	-	577,483

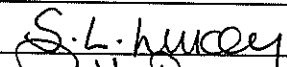

B4 Assets retained for the charity's own use

Details	Fund	Cost (optional)	Current value (optional)
Freehold of land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
Minibus - purchased 2023	Unrestricted	-	-
Invoices outstanding for day services at 31 March 2025	Unrestricted	26,366	26,366

B5 Liabilities

Details	Fund	Amount due	When due
Other liabilities for Barclaycard and Payroll Liabilities	Unrestricted	4,450	April 2025

Signed by on behalf of all the trustees

	Date	Name
	11-Sep-25	S.L. Lukey
	11-Sep-25	R.H. Black

MID SURREY MENCAP

England & Wales - Charity number 1160493

Accounts



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2024

Reference and Administration Details

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Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair	
Richard Black	Treasurer	appointed 26/09/24
Gill Keens	Secretary	
Barbara May		
Dan Maybury		appointed 26/09/24
Gaynor Gibbins		resigned 06/03/24

Names of other trustees who served during the year

Cynthia Dendy	resigned 21/09/23
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Names of the charity committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Gaynor Gibbins	
Caroline Black	
Carol Maybury	
Jan Maybury	

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.

Decision making

Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, social events and a day centre for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering as a means to increasing engagement within the community, enhancing the use of community resources and raising confidence and self-esteem of our members.

Activities and Achievements

Our day service, Leatherhead Link, continues to be held in high regard with parents, carers and social workers. Requests for placements are received on a weekly basis and we are now having to turn people away.

60% of attendees continue to be funded by Surrey County Council and the remaining 40% paying with direct payments, on a subsidised reduced rate. Leatherhead Link remains one of the lowest priced services in Surrey providing full day care and the only day centre in Mid Surrey to accept people with profound and complex needs.

Our Wednesday group, for people with profound and complex needs, is now running at full capacity. This day continues to be heavily subsidised by our charity due to the cohort requiring a higher ratio of staff to support their needs.

The Leatherhead Link day service supported 52 people over the year with many attendees requiring enhanced care due to the nature of their disabilities. Attendance remains high with an average of 22 people attending Monday to Friday. To meet the safety of individuals, our service is manned with 7 members of staff plus personal assistants who attend with their charges. We continue to encourage support from volunteers, who give their time freely.

Over the past year we increased the number of social events for members and the wider community. Events included Summer BBQs, live band evenings, quiz nights, discos, Wednesday Social Club for adults and our 'Open House' tea parties. These events continue to prove popular with our members and their families and leave the hall with standing room only.

We continued to arrange seasonal day trips throughout the year with the objective of enriching the lives of our members, especially for those who no longer have family members to support them. We arranged trips to the theatre for over 40 people and several days out at the seaside. These trips help create magical memories for our members.

Major work and purchases during the year included :

- In Autumn 2023, after several attempts to repair single glazed wooden windows, a decision was made to install new, double glazed UPVC windows to parts of the building. The new windows have made a real difference to conserving heat during the winter months and was reflected in our energy consumption.
- In November 2023 we purchased a 2-year-old minibus with wheelchair access. This new vehicle enables us to transport all our members, as previously we were unable to accommodate people in wheelchairs. The bus is proving to be very popular and is used daily. Mid Surrey Mencap does not charge our members for transport.

Volunteers and Support

Mid Surrey Mencap promotes and encourages volunteers to support our charity.

Bytes software company based in Leatherhead, and the Police Confederation are both organisations where we have forged good relations. They continue to provide volunteer working parties offering practical help and hands-on support.

We are also extremely fortunate to have the support of many members who continue to volunteer for our charity, and without whom, we would not exist. Parents, carers and friends form the basis of our charity and many of the operational roles are carried out by volunteers who give their time freely. Our volunteers enables the charity to plough all its fundraising efforts back into our members, saving us the expense of employing staff.

All help from volunteer groups and donations were very gratefully received.

Plans for the future

Since 2017 Mid Surrey Mencap has been working towards the goal of enlarging our premises to provide improved facilities. At the start of the current financial year, a local architect was appointed to draw up plans using ideas gathered from staff, family members and carers. The preliminary compliance reports covering site surveys, drain surveys, biodiversity requirements and tree surveys have been carried out and submitted to Mole Valley District Council (MVDC) along with the plans. If successful the new space will enable better use of the building, improve the ability to teach life skills

and will meet the needs for personal care in a more dignified manner. The outcome from the MVDC planning department is due on 20th January 2025.

Financial Review

Commentary on the accounts

Summary £000	This Year	Last Year	Change	Comment on changes
Services income	414	353	61	Up 17% with additional days added
Activity costs	(233)	(218)	(14)	Staff costs increased 7%
Gross surplus	182	135	47	
Administration	(38)	(31)	(6)	
Other income	39	17	21	Legacy income and bank interest increased
Operating result	183	121	62	
Refurbishment costs	(14)	(10)	(5)	
Covid Grant repaid	(6)		(6)	
Result before investment	162	112	51	
Equipment cost	(2)	(15)	13	Sensory room expenditure in prior year
Minibus cost	(46)	0	(46)	
Surplus	114	97	17	

Fuller details can be seen in the accounts on Page 7.

Reserves

Our balance sheet shows unrestricted funds of £446,100 an increase of £113,600. Our reserves are held in bank accounts at the financial institutions listed on Page 7.

Current Year Outlook

Our financial position has remained strong and will allow us to continue to invest in our services and premises.

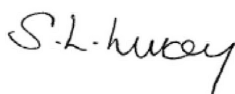
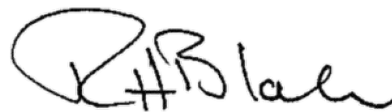
Reserves Policy

The Trustees consider the increased level of reserves as appropriate. Our activities and both our income and costs have increased again in this current financial year. We will maintain higher levels of reserves to cover our operating costs should our income reduce, or we experience delays in receiving that income.

Declaration

The trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees:

Signatures

Full Name

Sharon Lukey
Chair

Richard Black
Honorary Treasury

14 January 2025

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: 

Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 14 January 2025

Mid Surrey Mencap	1160493			CC16a
For the year from	01-Apr-23	To	31-Mar-24	

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	£	£	£	£
A1 Receipts				
Income from Service Users	414,363	-	414,363	353,313
Legacy Income	17,112	-	17,112	1,305
Hall Lettings	2,645	-	2,645	890
Fund raising	4,446	-	4,446	2,682
Donations	6,058	-	6,058	10,372
Supporters Subscriptions	2,603	-	2,603	1,619
Bank Interest	5,811	-	5,811	536
Total receipts	453,038	-	453,038	370,717
A3 Payments				
Staff Costs	214,519	-	214,519	204,292
Activity Running Costs	18,020	-	18,020	13,866
Grant Refund	-	6,363	6,363	-
Equipment	2,480	-	2,480	15,000
Repairs and Maintenance	4,463	-	4,463	6,006
Premises	15,218	-	15,218	11,947
Insurance	3,355	-	3,355	2,857
Motor Expenses	4,853	-	4,853	2,627
Purchase of MiniBus	46,276	-	46,276	-
Administration	9,789	-	9,789	7,841
Refurbishment Project	14,121	-	14,121	9,500
Total payments	333,096	6,363	339,460	273,936
Net of receipts and payments	119,941	(6,363)	113,578	96,781
A6 Opening Balance	323,383	9,109	332,492	235,711
Transfers between funds	2,745	(2,745)	-	-
Cash funds this year-end	446,070	-	446,070	332,492

Section B - Statement of assets and liabilities at the end of the period

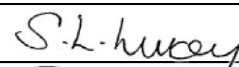

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds				
Barclays - Current and Savings Accounts		108,133	-	108,133
Bath Building Society - Instant Access		50,000	-	50,000
Virgin Money - Savings Account		46,772	-	46,772
Cambridge and Counties - 95 day Notice Account		81,164	-	81,164
United Trust Bank - Term Deposits		160,000	-	160,000
Total cash funds		446,070	-	446,070

B4 Assets retained for the charity's own use

Details	Fund	Cost (optional)	Current value (optional)
Freehold of land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
Minibus - purchased 2023	Unrestricted	46,276	-
Invoices outstanding for day services at 31 March 2024	Unrestricted	24,846	24,846

B5 Liabilities

Details	Fund	Amount due	When due
HMRC Payroll Taxes for March 24	Unrestricted	4,417	April 2024

Signed by on behalf of all the trustees	Date	Name
	14-Jan-25	S.L. Lukey
	14-Jan-25	R.H. Black

MID SURREY MENCAP

England & Wales - Charity number 1160493

Accounts



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2023

Reference and Administration Details

Charity name	Mid Surrey Mencap
Registered Charity Number	1160493 (Registered in England and Wales)
Charity's Principal Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Office (manned part time)	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Trustees who manage the charity:

Sharon Lukey	Chair
Gill Keens	Secretary
Gaynor Gibbins	
Barbara May (Appointed 12 September 2023)	

Other trustees who served during the period:

Michael Perks (Appointed 15 September 22, Resigned 12 July 2023)
Cynthia Dendy (Resigned 12 September 2023)

Committee members who attend monthly meetings with the trustees:

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Caroline Black	
Carole Maybury	
Jan Maybury	

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are

made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how we manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell, and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of social events, a day centre and evening clubs for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering as a means to increasing engagement within the community, enhancing the use of community resources and raising the confidence and self-esteem of our members.

Activities and Achievements

The Leatherhead Link day service supported 54 people over the year with many attendees requiring enhanced care due to the nature of their disabilities. Attendance remains high with an average of 22 people attending each day. To meet the safety of individuals our day centre requires 6 members of staff each day plus additional personal carers. We continue to encourage support from volunteers who give their time freely.

Demand for placements in our day centre continued to increase resulting in a waiting list for spaces. 60% of attendees were funded by Surrey County Council with the remaining 40% paying privately with reduced rates.

The extra day, started last year, is now up to capacity, supporting people with severe and profound disabilities. This day continues to be heavily subsidised by the charity as the cohort requires a higher ratio of staff with a much-reduced daily attendance fee.

Over the past year we increased the number of social events for members and the wider community. Events included Summer BBQs, live band evenings, quiz nights, discos, and our bi-weekly Social Club for adults.

We hosted several information evenings for parents and carers on topics of interest for families with a learning-disabled member. Attendance at all events was significantly higher than in recent years.

We continued to arrange special away trips throughout the year with the objective of enriching the lives of our members, especially for those who no longer have family members to support them. We arranged a trip to the theatre for over forty people and several days out at the seaside. These trips created magical memories for our members.

All help from volunteer groups and donations were very gratefully received.

Work to improve our facilities and the fabric of our hall carried on throughout the year.

Development Work

Work completed included :

- Maintenance and repairs to the external walls of our building and the installation of a new damp course and walkway to the side of the hall.
- New planters as part of our gardening group activities and borders in memory of members lost to the Covid pandemic.
- In the Autumn term we replaced the original lino flooring to the main hall which had been installed in 1961! The new floor greatly enhances the look of the hall and makes cleaning much easier.
- We continued to reach out to local businesses for support and forged good relations with several local companies. Bytes, based in Leatherhead, sent volunteer parties on three separate days during the year. Volunteer groups carried out maintenance on the hall and helped launch our first sports day event supporting our day service users.
- The Police Federation of England and Wales sent a team of volunteers in December and managed to transform our hall with Christmas decorations and spend time supporting our people.
- Clarion Housing donated and installed three new doors to our building.

Plans

- With the hall now in use six days a week we will continue to maintain the current building in a good state to meet the needs of our members.

- The need for better facilities and more space in the hall remains a priority. Discussion with our members took place at our AGM to explore the ideas for a new building or the option to extend the current building.
- We explored the purchase of a wheelchair accessible bus to comply with our all-inclusive policy and are delighted with the brand new, customised vehicle we recently took delivery of.

Financial Review

In summary, our increased income from our day service activities, combined with our low operating costs have generated a similar surplus to last year, despite the reduction in donations and grant income. Our operating costs are low as we own the freehold of our premises and have no management costs.

This allowed further investment in equipment and our premises and leaves us in a strong position. Since the year-end we purchased a specially adapted minibus. We are also considering a major upgrade to our premises to improve further the facilities we can offer.

Our day services income is principally dependent on income from Surrey County Council with staff resources and other running costs increasing as a result.

Our surplus for the year was £96,800 (2022 : Surplus of £83,800) a decrease of £13,000. Total funds available total £332,500 (2022 : £235,700) which is invested in cash and term deposits.

Income increased by £84,800 to £370,700 (2022 : £285,900). Fees for day services increased £131,800 to £353,300, legacy income fell £17,400 to £1,300, donations fell £19,500 to £10,400, fundraising, and other sources of income increased £600 to £5,700. No grants were received (2022 : £10,700).

Our total costs increase £71,800 to £273,900 (2022 : £202,100) Staff costs increased £89,800 to £204,300, activity running costs decreased by £3,300 to £13,900 and all other operating costs (included grant-related expenditure) increased £19,600 to £46,300. Having completed major refurbishments works in the prior year those costs decreased by £34,200 to £9,500.

Unspent grants totalled £6,400 on 31 March 2023 (2022 : £9,100).

Reserves

Our accounts shows funds of £332,500 (2022 : £235,700) an increase of £96,800. Our reserves are held in accounts at Barclays, Virgin Money, and United Trust Bank.

Current Year Outlook

Our financial position has remained strong and will allow us to continue to invest in our premises and facilities.

Reserves Policy

We have no direct contract with Surrey County Council, the principal funder of our day-care services. We do however have employment contracts with our staff. Given this situation we will

retain an appropriate basic level of reserves to cover any shortfall that arises from any reduction in or cancellation of our day-service income.

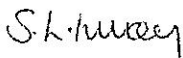

The trustees consider the level of reserves held as appropriate.

Declaration

The trustees declare that they have approved the trustee's report and the accounts below.

Signed on behalf of the charity's trustees:

Signatures

		
Full Name	Sharon Lukey	Gillian Keens
	Chair	Secretary
	24 January 2024	24/01/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Mid Surrey Mencap		1160493		CC16a
For the year from	01-Apr-22	To	31-Mar-23	

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Other	Total funds	Last year
	£	£	£	£	£
A1 Receipts					
Income from Service Users	353,313	-	-	353,313	221,482
Legacy Income	1,305	-	-	1,305	18,750
Grant Income	-	-	-	-	10,669
Hall Lettings and Minibus Income	890	-	-	890	650
Fund raising	2,682	-	-	2,682	2,714
Donations	10,372	-	-	10,372	29,909
Supporters Subscriptions	1,619	-	-	1,619	1,579
Bank Interest	536	-	-	536	152
Total receipts	370,717	-	-	370,717	285,904
A3 Payments					
Staff Costs	204,292	-	-	204,292	114,526
Activity Running Costs	13,866	-	-	13,866	17,184
Grant Expenditure	-	-	-	-	10,834
Equipment	15,000	-	-	15,000	-
Repairs and Maintenance	6,006	-	-	6,006	1,819
Premises	11,947	-	-	11,947	9,695
Insurance	2,857	-	-	2,857	1,100
Motor Expenses	2,627	-	-	2,627	2,130
Administration	7,841	-	-	7,841	1,061
Refurbishment Project	9,500	-	-	9,500	43,741
Total payments	273,936	-	-	273,936	202,089
Net of receipts and payments	96,781	-	-	96,781	83,815
A6 Opening Balance	226,602	9,109	-	235,711	151,896
Transfers between funds	2,746	(2,746)	-	-	-
Cash funds this year-end	323,383	6,363	-	332,492	235,711

Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds				
	Barclays - Current and Savings	194,450	6,363	200,813
	Virgin Money - Savings Account	46,679	-	46,679
	United Trust Bank - Term Deposits	85,000	-	85,000
	Total cash funds	326,129	6,363	332,492
B4 Assets retained for the charity's own use				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold of land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
	Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
	Minibus	Unrestricted	-	-
	Invoices outstanding for day services at 31 March 2023	Unrestricted	22,451	22,451
B5 Liabilities				
	Details	Fund to which liability relates	Amount due	When due
	HMRC payroll taxes	Unrestricted	2,753	April 2023

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2023 on Page 7.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

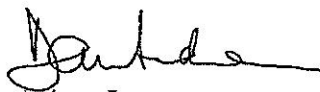
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matter 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:



Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 24 January 2024

MID SURREY MENCAP

England & Wales - Charity number 1160493

Accounts



MID SURREY MENCAP TRUSTEES REPORT - 31 March 2022

Reference and Administration Details

Charity name	Mid Surrey Mencap
Registered Charity Number	1160493 (Registered in England and Wales)
Charity's Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Office (manned part time)	01372 374555
Email	info@midsurreymencap.org.uk
Website	www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey	Chair
Cynthia Dendy	Treasurer
Gill Keens	Secretary
Gaynor Gibbins	
Michael Perks	(Appointed 15 September 2022)

Names of committee members who attend monthly meetings with the trustees

Catherine Shrimpton	Manager, Leatherhead Link Day Service
Caroline Black	
Barbara May	
Carol Maybury	
Marion Price	

Structure, Governance and Management

Type of governing document	The Constitution was adopted on 22/04/2015
How the Charity is constituted	Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1 st April 2016
Trustee selection method	Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.
Decision making	Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, considering the Committee's views. In the event of a matter being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, day services for adults and social events throughout the year for adults and their families.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of our presence in the community by encouraging volunteers to participate in our services, activities and social events.

Activities and Achievements

We started this year's activities on in April 2021 with continued Covid 19 restrictions affecting our services.

In line with Government and Surrey County Council instruction, Mid Surrey Mencap adhered to safety guidelines set out for day centres and social events ensuring the safety of all our members and staff.

We continued to apply to Surrey's Covid Infection Control Fund, which allowed us to run our day service more safely and we are pleased to report that we only encountered 4 days of closure in 2021 due to a Covid outbreak at the centre in December.

In September 2021 we were pleased to reopen our social events activities for our extended members, starting with a garden BBQ for families and friends and our Wednesday evening social club. Numbers to these events were small to start but throughout the rest of the year we are pleased to report that members gradually returned to pre-covid numbers.

The Leatherhead Link day service funded by Surrey County Council supported around 40 people over the year with many attendees requiring extra support. To meet the safety of individuals we recruited an extra member of staff and we now have 4 full time and 3 part-time. The day centre is also supported by 4 volunteers who give their time freely.

Demand for placements at our day centre continues to increase and in January 2022 we opened a fifth day. This extra day was opened for adults with severe and profound disabilities allowing more room for wheelchairs and tailored activities to meet individual's needs. This day is subsidised as the cohort require a higher ratio of staff per person.

Despite the difficulties associated with the ongoing pandemic we have managed to achieve some of our previous year's targets.

- Work was completed on the sensory/quiet room and the space is now in full use. Specialist equipment is extremely expensive, and we will gradually acquire further items when finances allow.
- Work to update the ladies' toilets is now complete and include safety taps, new sinks and a larger hot water tank.
- The Trustees took the decision to spend reserves to renew the hall roof and boundary fencing which were damaged during heavy winds and storms and were beyond repair.
- We continued to increase our presence at local and national level by attending Zoom forums on topics concerning learning disabilities. We have also gained more members by reaching out to parents and carers in local SEN schools and care homes.
- We continued to offer free and subsidised places to our day services for members who through financial hardship could not afford to pay in full.

Plans

- The need for a new hall remains a priority however with the current economic crisis raising £0.8m for a new build will be a huge challenge.
- With the hall now in use 6 days a week we will continue to maintain the current building in a good state to meet the needs of our members.
- We are exploring options on how we can extend our current building, without affecting any future new build, to include a new teaching kitchen and extra toilet facilities which will further enhance our services.
- Securing funding to renew the driveway surface. The current concrete, original to the building, requires constant maintenance to keep safe for our hall users.
- Funding options are being explored to replace the minibus.

Financial Review

In summary, increased income from our day-care activities, combined with further legacy and donation income have allowed investment in our facilities and leaves us in a strong financial position relative to prior years. The detailed accounts are on Page 7 below.

Our surplus for the year was £83,800 (2021 : Surplus of £100,800) a decrease of £17,000. Total funds available total £235,700 (2021 : £151,900) with no liabilities.

Income increased by £122,700 to £285,900 (2021 : £163,200) Fees for day services increased £171,400 to £221,500, grant income fell £28,500 and legacy income fell £42,100. Other sources of income including donations increased £21,900. Our day services income included £161,700 from Surrey County Council (2021 : £43,700) with staff resources and other running costs increasing as a result.

Our total costs increase £139,700 to £202,100 (2021 : £62,400) Staff costs increased £83,400 to £114,500, activity running costs increased by £12,700 to £17,200 and all other operating costs (included grant-related expenditure) decreased £1,600 to £24,800. Finally, our refurbishment costs increased by £42,000 to £45,600 as we continued to maintain and upgrade our premises.

Unspent grants totalled £9,100 on 31 March 2022.

Reserves

Our balance sheet shows unrestricted funds of £235,700 (2021 : £151,900), an increase of £83,800. Our reserves are held in accounts at Barclays, Virgin Money and United Trust Bank.

Current Year Outlook

Our financial position has remained strong and will allow us to continue to invest in our services and premises.

Reserves Policy

The Trustees consider the increased level of reserves as appropriate. Our activities and both our income and costs have increased again in this current financial year to March 2023. We have no direct contract with Surrey County Council and we will maintain higher reserves in the event that our income reduces as a result.

Declaration

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees:



Full Name

Sharon Lukey

Cynthia Dendy

26 January 2023

Chair

Treasurer

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap ("the Charity") for the year ended 31 March 2022 on Page 7.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matter 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: 

Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 26 January 2023



Mid Surrey Mencap			1160493	CC16a
For the year from	01-Apr-21	To	31-Mar-22	

Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Other	Total funds	Last year
	£	£	£	£	£
A1 Receipts					
Income from Surrey County Council	161,683	-	-	161,683	43,650
Income from other service users	59,799	-	-	59,799	6,451
Legacy Income	18,750	-	-	18,750	60,815
Grant Income	-	10,669	-	10,669	39,148
Hall Lettings and Minibus Income	650	-	-	650	-
Fund raising	2,714	-	-	2,714	1,679
Donations	29,909	-	-	29,909	9,841
Supporters Subscriptions	1,579	-	-	1,579	1,468
Bank Interest	152	-	-	152	123
Total Receipts	275,236	10,669	-	285,904	163,176
A3 Payments					
Staff Costs	114,526	-	-	114,526	53,917
Furlough Receipts	-	-	-	-	(22,797)
Activities - Other Running Costs	17,184	-	-	17,184	4,525
Grant Expenditure	-	10,834	-	10,834	12,262
Premises	9,695	-	-	9,695	4,086
Insurance	1,100	-	-	1,100	2,556
Motor Expenses	2,130	-	-	2,130	2,235
Administration	1,061	-	-	1,061	2,076
Refurbishment Project	45,560	-	-	45,560	3,541
Total payments	191,255	10,834	-	202,089	62,401
Net of receipts and payments	83,980	(165)	-	83,815	100,775
A6 Opening Balance	142,622	9,274	-	151,896	51,121
Cash funds this year-end	226,602	9,109	-	235,711	151,896

Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
B1 Cash funds	Barclays	130,107	9,109	139,216
	Virgin Money - Savings Account	46,495	-	46,495
	United Trust Bank - Term Deposits	50,000	-	50,000
	Total cash funds	226,602	9,109	235,711
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold of Land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
	Leasehold improvements at Forty Foot Road - KT22 8RY	Unrestricted	-	-
	Minibus	Unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None	-	-	-
Signed by two trustees on behalf of all the trustees	Signature	Name	Date of approval	
	<i>S. Lukey</i>	S.L. Lukey	26-Jan-23	
	<i>C. Dendy</i>	C. Dendy	26-Jan-23	

MID SURREY MENCAP

England & Wales - Charity number 1160493

Accounts



Registered Charity No 1160493.

**MID SURREY MENCAP TRUSTEES REPORT - 31 March
2021**

Reference and Administration Details

Charity name **Mid Surrey Mencap**
Registered Charity Number **1160493** (Registered in England and Wales)

Charity's Principal Address Fortyfoot Hall
Fortyfoot Road
LEATHERHEAD
KT22 8RY

Office (manned part time) 01372 374555
Email info@midsurreymencap.org.uk
Website www.midsurreymencap.org

Names of the charity trustees who manage the charity

Sharon Lukey Chair
Cynthia Dendy Treasurer
Gill Keens Secretary
Gaynor Gibbins

Names of the charity committee members who attend monthly meetings with the trustees

Catherine Shrimpton Manager, Leatherhead Link Day Service
Marion Price

Structure, Governance and Management

Type of governing document The Constitution was adopted on 22/04/2015

How the Charity is constituted Mid Surrey Mencap is a Charitable Incorporated Organisation with voting members comprising its Trustees and Management Committee. Its registration as a Charity was effective from 1st April 2016

Trustees selection method Trustees are appointed by vote at the Charity's Annual General Meeting. Vacancies or new appointments may be filled by the Trustees and must be confirmed at the next Annual General Meeting.

Decision making Proposals are discussed at our monthly meetings. Decisions are made by the Trustees by a simple vote, taking into account the Committee's views. In the event of a matter

being raised to the members for a decision then a simple majority is required from the voting members.

Other relevant governance matters

Mid Surrey Mencap has policies and procedures in place covering the operation of the charity and what is expected of our volunteers. We also have policies for equal opportunities, health and safety, safeguarding for vulnerable adults and children and how to manage our income and expenditure. These policies are reviewed on a regular basis.

The trustees give their time voluntarily and receive no remuneration or other benefits. The charity is run by a dedicated group of volunteers who give freely of their time and many skills.

Objectives and activities

The objectives of Mid Surrey Mencap are:

- The promotion and dedication to improving the lives of adults and children with learning disabilities living in Banstead, Epsom & Ewell and Mole Valley.
- To provide support and information to parents and carers of children and adults with learning disabilities.
- To provide social inclusion and meaningful activities by means of evening clubs for adults, social events, playschemes for children and a day centre for adults.
- To reduce the social stigma associated with physical and learning disabilities for all age groups by creating a safe environment where the contribution of each person is equally acknowledged.
- The promotion of volunteering as a means to increasing engagement within the community, enhancing the use of community resources and raising confidence and self-esteem of our members.

Activities and Achievements

We started this year's activities in April 2020 with the uncertainty surrounding the emerging Covid 19 pandemic.

In line with the Government's instruction Mid Surrey Mencap closed all its services on 23rd March 2020. We applied for the Government's job retention relief and secured Furlough pay for our employees. At the same time the Trustees took the decision to make up the difference of the 20% shortfall in salaries for a period of three months to ensure we kept our staff.

The pandemic has been especially hard for adults and children with learning disabilities and more so for families and carers who have had to look after people without respite and external support.

People with learning disabilities require structure, hands on support and stimulation in order to understand the world they live in. For many who lack the ability to comprehend the pandemic and the need for lockdown this was especially difficult resulting in cases of isolation, mental health problems and challenging behaviour.

The hardship was especially evident in people residing in supported living houses where care packages relied on accessing daily activities from within the community such as day centres. With all services closed this group of people struggled with inadequate care and support in place.

All forms of income ceased in March 2020 with the closure of the hall and day centre. Mid Surrey Mencap was successful in applying to local authority and Government grants which enabled us to keep our charity afloat during the first lockdown.

Surrey's Covid Infection Control fund allowed us to keep in contact with our members during the lockdown by offering emotional and practical support for those in need. We distributed work packs, held Zoom socials and telephone calls on a daily basis to ensure our people were not forgotten.

Our day centre, Leatherhead Link, was one of the first services in Surrey to reopen for in premises support. On 5th August 2020 we reopened for small bubble groups using Covid grant money to create a safe environment for our members. Due to demand and referrals, we increased our opening days from two to four days a week to allow multiple groups to attend, keeping within Government guidelines. Throughout the pandemic Leatherhead Link has supported 39 people on a weekly basis.

Our staff worked extremely hard putting in place and carrying out good practice measures to limit the possibility of infection in the centre. The early months of opening were exceptionally difficult due to the people we support being emotionally affected and their skills clearly regressed. We are proud to report that throughout the months of August to March 2021 we had no cases of Covid infections at the Leatherhead Link.

During the second lockdown period, January to March 2021, we continued to support our members remotely. For families and care homes struggling with continued lockdown conditions we offered free access to the hall to small bubble groups to use the space, garden and equipment.

We reopened our day service on 5th of March 2021 for those able to return. For members who were required to shield we offered support with online access to our daily activities via Zoom, delivered work packs which they all enjoyed and kept in regular contact by telephone.

Our other services which are considered non-essential remain closed due to Covid restrictions.

Despite the difficulties associated with the pandemic we have managed to achieve some of our previous year's targets.

- The groundwork to the garden was completed during the first lockdown period allowing the newly laid grass to establish before our services

reopened in August 2020. This work was carried out by volunteers with materials donated by a local company, Bury Hills Topsoil, Dorking.

- Much of the work to convert the middle storeroom into a sensory/quiet room was completed during the second lockdown. The difficulties in getting building supplies and companies to install equipment meant that we did not fully complete this room by March 2021.
- The planned work to update the toilets was postponed until the next financial year. This delay was primarily due to the lack of available materials, the availability of skilled workers to carry out the work at weekends only to protect our day service members by limiting covid infection at the hall.
- We have increased our presence at local and national level by attending Zoom forums and taking part in the many surveys in connection with the pandemic and the affect it has had with learning disabled community.
- We have been successful in applying for grants which has been an enormous relief and a direct benefit to our members.
- We have started consultations with our members and other organisations about planning a fundraising campaign for a new building.
- We continued to offer free or subsidised place to members who through financial hardship could not afford to pay in full.

Plans for the future

- Our first priority is to complete the work on the sensory/quiet room and start putting the space to good use. With more wheelchair users requiring physical aids and several with profound and multiple disabilities requiring therapeutic support this room will be very welcomed. We thank NIBS - Wells Fund for awarding us a grant of £3,946 via our application through the Community Foundation for Surrey. This money will purchase a hoist and maintenance support package for the new room.
- Carry out the planned work to upgrade the ladies and gents toilets.
- We hope to replace the flooring to our main hall and foyer. The current lino was laid when the building was first built in 1961. This floor is well overdue for renewal and is becoming difficult to maintain.
- Secure funding to renew the driveway surface. The current concrete, original to the building, requires constant maintenance to keep safe for our hall users.
- We are currently conducting a survey with members and parents at a nearby School for children with special needs to explore the need in our area for a Saturday Youth Club. Over the past three years three well known clubs supporting families with this age group have unfortunately

closed. Depending on the result of the survey Mid Surrey Mencap will consider opening a new Saturday club.

Financial Review

Commentary on the accounts

Our surplus for the year was £100,800 (2020 : £26,800) an improvement of £74,000, principally due to the £60,800 legacy we received.

Income increased by £55,000 to £163,200 (2020 : £108,200) Fees for day services and hall lettings decreased £33,200 and donations and fundraising income fell £5,700. Grant income however increased £33,100 and legacy income by £60,800.

Our total costs decreased by £19,000 to £62,400 (2020 : £81,400). Staff costs, net of furlough receipts of £22,800, decreased £19,100. Grant-related expenditure increased £12,300 and other running costs in total decreased £5,500. Refurbishment costs decreased by £6,700 to £3,500 (2020 : £10,200).

Unspent grants totalled £9,300 at 31 March 2021.

Fuller details can be seen in the accounts on Page 8.

Reserves

Our balance sheet shows unrestricted funds of £151,900 (2020 : £51,100), an increase of £100,800. Our reserves are held in accounts at Barclays, Virgin Money and United Trust Bank.

Current Year Outlook

Our activities this year have continued to be disrupted by Covid-19. Our financial position has remained strong and will allow us to continue to invest in our services and premises.

Reserves Policy

The Trustees consider the increased level of reserves as appropriate. Our activities and both our income and costs have increased again in this current financial year. We will maintain higher levels of reserves to cover our operating costs should our income reduce, or we experience delays in receiving that income.

Declaration

The trustees declare that they have approved the trustee's report above.
Signed on behalf of the charity's trustees:

Signatures

S. L. Hursey

C. D. Endy

Full Name

Sharon Lukey

Cynthia Dendy

Chair

Treasurer

28 January 2022

Independent examiner's report to the trustees of Mid Surrey Mencap

I report to the trustees on my examination of the accounts of the Mid Surrey Mencap (the Charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: 

Name: Dan Andrew CA

Address: South Terrace, Dorking

Date: 28 January 2022



Mid Surrey Mencap		1160493		CC16a
Receipts and Payments accounts				
For the year from	01-Apr-20	To	31-Mar-21	

Section A Receipts and payments

	Unrestricted funds £	Restricted funds £	Other £	Total funds £	Last year £
A1 Receipts					
Income for Services Provided	50,101	-	-	50,101	69,340
Legacy Income	60,815	-	-	60,815	-
Grant Income	12,000	27,148	-	39,148	6,000
Hall Lettings and Minibus Income	-	-	-	-	14,040
Fund raising	1,679	-	-	1,679	7,723
Donations	9,841	-	-	9,841	8,834
Supporters Subscriptions	1,468	-	-	1,468	2,188
Bank Interest	123	-	-	123	124
Sub total (Gross income for AR)	136,028	27,148	-	163,176	108,249
A2 Asset and investment sales					
None	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	136,028	27,148	-	163,176	108,249
A3 Payments					
Staff Costs	48,305	5,612	-	53,917	50,253
Furlough Receipts	(22,797)	-	-	(22,797)	-
Activities - Other Running Costs	4,525	-	-	4,525	7,802
Grant Expenditure	-	12,262	-	12,262	-
Premises	4,086	-	-	4,086	8,444
Insurance	2,556	-	-	2,556	2,360
Motor Expenses	2,235	-	-	2,235	1,508
Administration	2,076	-	-	2,076	792
Refurbishment Project	3,541	-	-	3,541	10,259
Total payments	44,527	17,874	-	62,401	81,418
Net of receipts and payments	91,501	9,274	-	100,775	26,831
A6 Opening Balance	51,121	-	-	51,121	24,290
Cash funds this year-end	142,622	9,274	-	151,896	51,121

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds £	Restricted funds £	Total £
B1 Cash funds	Barclays	66,127	9,274	75,401
	Virgin Money - Savings Account	46,495	-	46,495
	United Trust Bank - Term Deposit	30,000	-	30,000
	Total cash funds	142,622	9,274	151,896
B4 Assets retained for the charity's own use	Freehold of Land at Forty Foot Road, Leatherhead - KT22 8RY	Unrestricted	-	-
	Leasehold improvements at Forty Foot Road	Unrestricted	-	-
	Minibus	Unrestricted	-	-
B5 Liabilities	None	-	-	-

Signed by two trustees on behalf of all the trustees

Signature

Name

Date of approval