



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.

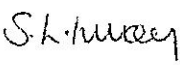

The trustees consider the level of reserves held as appropriate.

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').

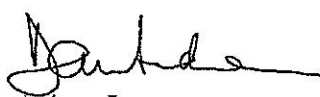
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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