



## **MID SURREY MENCAP TRUSTEES REPORT - 31 March 2024**

## Reference and Administration Details

Charity name	<b>Mid Surrey Mencap</b>
Registered Charity Number	<b>1160493</b> (Registered in England and Wales)
Charity's Principal Address	Fortyfoot Hall Fortyfoot Road Leatherhead Surrey KT22 8RY
Telephone	01372 374555
Email	<a href="mailto:info@midsurreymencap.org.uk">info@midsurreymencap.org.uk</a>
Website	<a href="http://www.midsurreymencap.org">www.midsurreymencap.org</a>

## 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 <sup>st</sup> 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 20<sup>th</sup> January 2025.

## Financial Review

### Commentary on the accounts

<b>Summary £000</b>	<b>This Year</b>	<b>Last Year</b>	<b>Change</b>	<b>Comment on changes</b>
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	<b>183</b>	<b>121</b>	<b>62</b>	
Refurbishment costs	(14)	(10)	(5)	
Covid Grant repaid	(6)		(6)	
Result before investment	<b>162</b>	<b>112</b>	<b>51</b>	
Equipment cost	(2)	(15)	13	Sensory room expenditure in prior year
Minibus cost	(46)	0	(46)	
Surplus	<b>114</b>	<b>97</b>	<b>17</b>	

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.

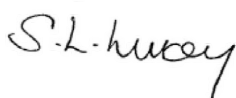
### Reserves Policy

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

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

## Section A - Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	£	£	£	£
<b>A1 Receipts</b>				
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
<b>Total receipts</b>	<b>453,038</b>	<b>-</b>	<b>453,038</b>	<b>370,717</b>
<b>A3 Payments</b>				
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
<b>Total payments</b>	<b>333,096</b>	<b>6,363</b>	<b>339,460</b>	<b>273,936</b>
<b>Net of receipts and payments</b>	<b>119,941</b>	<b>(6,363)</b>	<b>113,578</b>	<b>96,781</b>
<b>A6 Opening Balance</b>	<b>323,383</b>	<b>9,109</b>	<b>332,492</b>	<b>235,711</b>
<b>Transfers between funds</b>	<b>2,745</b>	<b>(2,745)</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year-end</b>	<b>446,070</b>	<b>-</b>	<b>446,070</b>	<b>332,492</b>

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

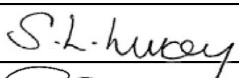
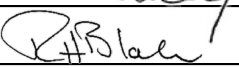
Categories	Details	Unrestricted funds	Restricted funds	Total
		£	£	£
<b>B1 Cash funds</b>				
Barclays - Current and Savings Accounts		108,133	-	108,133
Bath Building Society - Instant Access		50,000	-	50,000
Virgin Money - Savings Account		46,772	-	46,772
Cambridge and Counties - 95 day Notice Account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

### 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