

NORTHAMPTON MENCAP SOCIETY
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022



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NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

Legal and Administrative Information

Registered Charity Number : 208974

M Boughton – Honorary Life President
D Hewitt – Honorary Life Vice President

Trustees: J Scott - Chair
A Scott
J Cornwell – Vice Chair – Resigned 02.03.22
J Boughton – Treasurer
Rev'd Canon Cuthbertson
Paul Lockyer – Vice Chair – Appointed 02.03.22
Marisa Hallcup – Resigned 11.05.22
Sarah Wilson

Secretary: Sandra Boughton

**Registered Office and
Operation Address:** Northampton Mencap
The Boughton Centre
Ransome Road
Delapre
Northampton
NN4 8AA

Independent Examiners: Lorraine Scullion MAAT
17 Peregrine Place
East Hunsbury
Northampton
NN4 0SL

Bankers: Lloyds TSB Bank plc
36 The Drapery and George Row
Northampton
NN1 1DJ

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Trustees present their report and the financial statement for the year ended 30 September 2022.

Documents referred to in this report are available for inspection at the AGM and during office hours or copies can be provided, normally free of charge, but the association reserves the right to make a reasonable charge.

Structure, governance and management

The charity is an association governed by its constitutional document. Trustees are appointed at the AGM in of each year through a voting process and consist entirely of volunteers. There is one paid staff member that works for the charity.

The Trustees named on page 2 have served throughout the year, except where indicated by resignation dates. Regular (bi-monthly) meetings of the Trustees take place to oversee the Society's activities.

Risk assessments have been completed by the Centre Manager.

Objectives and activities

First and foremost is our commitment to our members. The society's main activity and objective is the continued running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society. We currently run three clubs for adults on a Monday, Wednesday nights and fortnightly on a Friday night. We also run a Cookery Club monthly on a Thursday night. We also organise regular other related activities during the year.

We provide a safe and suitable environment for our clubs and transport for our members attend.

Achievements and performance

We have now had a full year of clubs returning to normal after the pandemic. Because of the lack of volunteers we can still only open our clubs on a fortnightly basis but overall everyone is having a great time again and things are beginning to happen.

We now have a member's committee where the members sit round the table and decide future events for all the clubs and make the decisions that in the past the trustees would have done. This is working very well and the meetings are quite vocal.

We were unable to hold various events during the summer ie. The summer outing and the fun day due to circumstances but things are in place to make this happen next year.

A group of members and volunteers did go to see the Commonwealth Games in Birmingham, a good time was had by all.

Overall it has been a great year.

NORTHAMPTON MENCAP SOCIETY
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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees would like to thank all our volunteers and club leaders and especially those who run the kitchen and tuck shop for making the clubs happen and be so successful. It can be the only night out some of the members get so it is important that the clubs continue to thrive.

Reserves Policy

The general costs of running the society on average will exceed the income generated and hence year on year, funds are required to cover any shortfall. Therefore, it is the policy of Northampton Mencap to retain funds to ensure the continued long-term success of the society for the benefit of the members. Although no specific, absolute level of reserves is targeted by the Trustees we feel it is prudent to always aim to hold several months of typical operating expenditure.

Public Benefit Statement

The charity operates for the benefit of its members and the public. Through the kind and generous donations of our members and supporters we run leisure clubs for people with learning disabilities.

Plans for future period

We continue to enjoy the purpose-built venue for the benefit of our members but feel that an extension to the Refectory would enhance the overall provision of facilities. The society's main activity and objective will continue to be the running of leisure clubs for people with learning disabilities. Northampton Mencap is affiliated to Royal Mencap Society.

Financial Review

The running deficit for the year amounted to £15,782 (2021: £4,124). At the end of the year there was £750 of restricted funds.

Ultimate control

Ultimate control of the charity is held by the Board of Trustees named on page 2 of the financial statements.

Presented and approved and authorised by the board of Trustees at a committee meeting held on 11th January 2023

Signed on behalf the Board.



J Scott Chair/Trustee

NORTHAMPTON MENCAP SOCIETY
Registered Charity Number 208974

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2022

TRUSTEES' RESPONSIBILITIES

Under the Charities Act 2011, the Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year, and of its receipts and payments in the year. In preparing the statement, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable Accounting Standards and Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the statement of accounts, and:
- Prepare the financial statements of the ongoing concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the Trustees to ensure that the financial statements comply with the requirements of the Charities Act 2011 of the Charities (Accounts and Reports) FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Board of Trustees 11th January 2023.



J Scott Chair/Trustee

I report on the accounts of the Charity for the year ended 30th September 2022, which are set out on the attached pages 7 to 12.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act 2011 and section 4(1)(c) of the Charities Act
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures of the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act: and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Lorraine Scullion MAAT
13th January 2023

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30th SEPTEMBER 2022

	Notes	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Unrestricted 2021	Restricted 2021 £
Income and endowments from:						
Donations and legacies	1	1,325	-	1,325	5,951	-
Charitable activities	2	38,660	4,462	43,122	35,004	-
Interest		13	-	13	8	-
Other		-	-	-	-	-
Total Income and endowments		39,998	4,462	44,460	40,963	-
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable Activities	3	55,749	4,462	60,211	45,208	-
Other		-	-	-	-	-
Total Expenditure		55,749	4,462	60,211	45,208	-
Transfer between funds						
Net income/(deficit) after transfers		(15,751)	-	(15,751)	(4,245)	-
Other recognised gains/(losses) on						
Revaluation of investments		(31)	-	(31)	121	
Net movement in funds		(15,782)	-	(15,782)	(4,124)	-
Total funds brought forward		572,651	750	573,401	576,775	750
Total funds carried forward		556,869	750	557,619	572,651	750

*All Income and expenditure derive from continuing activities**The Statement of financial activities includes all gains and losses recognised during the year*

STATEMENT OF FINANCIAL POSITION AS AT 30th SEPTEMBER 2022

	Notes	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
ASSETS:					
Fixed Assets					
Tangible fixed assets	4	510,444	-	510,444	523,532
Investments	5	248	-	248	279
		510,692	-	510,692	523,811
Current Assets					
Debtors	6	3,725	-	3,725	4,473
Cash at Bank		44,070	750	44,820	46,462
		47,795	750	48,545	50,935
Creditors					
Amounts falling due within one year	7	(1,618)	-	(1,618)	(1,345)
		(1,618)	-	(1,618)	(1,345)
Net Current Assets		46,177	750	46,927	49,590
NET ASSETS		556,869	750	557,619	573,401
FUNDS					
		Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Unrestricted Funds	8	556,869	-	556,869	572,651
Restricted Funds	9	-	750	750	750
		556,869	750	557,619	573,401

The financial statements were approved by the Board of Trustees on 11th January 2023 and signed on their behalf



Joy Scott

Chair/Trustee

PRINCIPAL ACCOUNTING POLICIES

FOR THE YEAR ENDED 30th SEPTEMBER 2022

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) (102), 'Accounting and Reporting by Charities' issued in January 2015, applicable UK Accounting Standards and the Charities Act 2011.

The principal accounting policies of the charity are set out below.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors.

Tangible fixed assets and depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives. The period generally applicable are:

Leasehold land & building - 2% Straight Line Basis
Short Life Assets - over 3 years

Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Intangible income

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practical to quantify such income.

Resources Expended

Expenditure is stated inclusive of value added tax, and brought into account in the year in which it is due.

Reserves

The current reserve policy is to maintain sufficient cash flow for known commitments, and the replacement of certain assets.

Risk

The Board of Trustees do not believe the organisation is subject to any substantial risk beyond those disclosed in the Annual Report and Accounts.

The organisation has insurance to protect it in the case of a claim.

NOTES TO THE ACCOUNTS

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
1 Donations and legacies				
Prov Grand Charity of N'shire & Huntingdonshire	-	-	-	2,000
Arnold Clark Community fund	-	-	-	1,000
HMRC - Gift Aid	87	-	87	-
Other	1,238	-	1,238	2,951
	1,325	-	1,325	5,951
2 Charitable Activities				
Grants:				
Royal Mencap Society	2,000	4,462	6,462	-
Building Licence Fee	30,713	-	30,713	31,895
Club and tuck shop	1,987	-	1,987	465
Generated funds from activities	3,914	-	3,914	2,094
Other	46	-	46	550
	38,660	4,462	43,122	35,004
3 Charitable Activities				
Cost of generating funds	-	-	-	-
Wages	5,733	-	5,733	6,404
Events, outings etc	1,880	-	1,880	-
Training	-	-	-	-
Utility charges	6,475	-	6,475	5,557
Cleaning and materials	9,619	-	9,619	9,145
Insurance	1,757	-	1,757	1,977
Repairs and renewals	7,530	4,462	11,992	4,218
Transport	5,872	-	5,872	2,060
Tuck shop and catering	334	-	334	128
Office running costs	2,829	-	2,829	1,221
Other	299	-	299	135
Depreciation	13,088	-	13,088	13,888
Governance:				
Trustee Expenses	-	-	-	14
Independent Examination	333	-	333	461
	55,749	4,462	60,211	45,208

Number of full time equivalent employees during the year 2022:0.5(2021:0.5)

During the year the trustees received £nil (2021:£nil) remuneration .

The total expenditure reimbursed to the trustees amounted to £nil (2021:£13.50)

There are no paid key management personnel

NOTES TO THE ACCOUNTS

4 Fixed Assets	Leasehold land & building	Motor Vehicles	Fixtures and Fittings	Total 2021	Total 2021
Cost or Valuation	£	£	£	£	£
Balance at 1 October 2021	654,412	9,573	3,100	667,085	667,085
Additions during the year	-	-	-	-	-
At 30 September 2022	654,412	9,573	3,100	667,085	667,085

Depreciation

Balance at 1 October 2021	130,880	9,573	3,100	143,553	129,665
Charge in the year	13,088	-	-	13,088	13,888
At 30 September 2022	143,968	9,573	3,100	156,641	143,553

Net book value

At 30 September 2022	510,444	-	-	510,444	
At 30 September 2021					<u>523,532</u>

5 Investments

Cost or Valuation	Cost	Market Value 30.09.21 £	Market Value 30.09.21 £	
At 1 October 2021	600	279	158	
Net gain/(loss on revaluation)		(31)	121	
At 30 September 2022	600	248	-	279
Lloyds TSB		<u>248</u>		<u>279</u>

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
6 Debtors				
Sundry Debtors	2,743	-	2,743	3,287
Pre-Paid Debtors	982	-	982	1,186
	3,725	-	3,725	4,473
	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
7 Creditors				
Trade Creditors	(981)	-	(981)	(670)
Accruals	(637)	-	(637)	(675)
	(1,618)	-	(1,618)	(1,345)

NOTES TO THE ACCOUNTS

8 Unrestricted Reserves

Of the unrestricted funds of the company, a certain proportion are designated funds which have been set aside by the Trustees for specific purposes

	Opening balance 01.10.21	Movement In the year	Transfers	Movement In Investment value	Closing Balance 30.09.22
Designated Funds:					
Fixed Asset	523,532	(13,088)	-	-	510,444
Investments	279	-	-	(31)	248
Designated funds: General Reserve	39,840	(2,663)			37,177
Designated fund: Friday Night Club	-	-			-
Designated fund: Building Fund	9,000				9,000
	<u>572,651</u>	<u>(15,751)</u>	<u>-</u>	<u>(31)</u>	<u>556,869</u>

The Trustees are working towards having three to six months running costs, should cashflow require it.

9 Restricted Funds

	Opening balance 01.10.21	Movement In	Movement Out	Transfers	Closing Balance 30.09.22
Parents and Tots	562	-	-	-	562
NAYC: Sports equipment	188	-	-	-	188
NBC	-	-	-	-	-
	<u>750</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>750</u>

Parents and Tots - funds are to be used to support activities in this area of work

Sports equipment - will be used when required to renew or update sports equipment

NBC - Towards transport costs

11 Ultimate Controlling Party

The company is under the ultimate control of its directors, and whose names are shown at the front of the financial statements.