

**DACORUM MENCAP**

Registered Charity Number 212549

Statement of Financial Activities  
Year Ended 31st March 2021

# **DACORUM MENCAP**

## **TRUSTEES REPORT 2020-2021**

### **Structure, governance and management.**

Dacorum Mencap is a registered charity with the Charity Commission number 212549.

The Trustees are listed below and are appointed or re-appointed at the Annual Meeting.

### **The Trustees elected for 2020-2021 were as follows:**

Chairman	Mrs S Bolton
Treasurer	Mrs J Burden
Secretary	Mrs C Marsden

### **Other Trustees:**

Mr L Collins

Mrs S Hodgins

Mrs S Shadbolt

Mr I Campbell

**Permanent Staff:** Carol Walls, Tracy Catt,

**Activity Leaders:** Alice Green, James Barron, Tessa McLean, Carmen Mullinger

**Principal Address:** Dacorum Mencap, 48 High Street, Hemel Hempstead, HP1 3AF

**Bank:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ

Dacorum Mencap is affiliated to Royal Mencap Society and in accordance with their Affiliation Agreement adopts their Policies and Procedures. DBS checks and references are carried out prior to commencement of the employment of staff, volunteers and Trustees. Trustees are also informed of new regulations and legislation during their bi-monthly Trustee meetings.

## **DACORUM MENCAP**

### **TRUSTEES REPORT 2020-2021 continued**

The object of the charity is to support and advise adults with a learning disability, unpaid carers, parents of people with a learning disability and other professionals who are involved in the learning disability community. Our services to the adult members of the community with a learning disability are, a one to one befriending scheme (Friendship Scheme), a monthly social programme (ROAR), organised social/fund raising events and the monthly Gateway Club. The Trustees have given due regard to the Charity Commission general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities

In the planning of our events we also run short term educational or fitness courses and we will continue to pursue raising funds for our organisation.

Our staff continue to offer a varied and interesting monthly programme for ROAR members.

The Trustees would particularly like to thank the staff for all their dedication and hard work for Dacorum Mencap.

The Trustees continue to ensure that we are receiving the best interest rates for our savings. We have reserves as at 31 March 2021 of £80741 of which £37259 is held in restricted funds, leaving £43482 in our unrestricted fund account. We have no debts, loans or overdrafts.

We are still reliant on a grant from Hertfordshire County Council to fund the Friendship and ROAR schemes but due to the Covid Virus tenders being suspended we are awaiting news from Hertfordshire County Council on new proposed tender arrangements.

Dacorum Mencap staff and trustees continue to attend meetings of Hertfordshire County Council, Dacorum CAB, Dacorum Leisure Centre, local voluntary organisations and attend Governance training when necessary.

#### **Reserves Policy.**

The Trustees are in a sound position to meet the needs of our organisation, in the short term, if we are not successful in the HCC tendering process.

#### **Declaration**

The Trustees declare that they have approved the Trustees' Report above.

Sf. Bolt —

Susan Jean Bolton - Chair

## **DACORUM MENCAP**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DACORUM MENCAP**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out in the following pages.

#### **Responsibilities and basis of report**

As the charity's trustees 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 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 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.

  
..... Colin J Stacey BFP FCA  
Staceys Accountants Limited

4 Kinsbourne Court, 96-100 Luton Road, Harpenden, AL5 3BL

.....27 September 2021..... Date

**DACORUM MENCAP**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2021**

**RECEIPTS & PAYMENTS ACCOUNT**

	General Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
<b>INCOMING RESOURCES</b>					
Subscriptions	685			685	1,090
Donations	12,549			12,549	4,483
	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>13,234</u>	<u>5,573</u>
Incoming resources from operating activities in furtherance of the Charity's objectives					
Other income	7,000			7,000	7,000
Friendship scheme			19,887	19,887	19,899
ROAR			25,868	25,868	47,164
Education			-	-	-
Gateway			-	-	1,121
HMRC Grants	2,162			2,162	
	<u>9,162</u>	<u>-</u>	<u>45,755</u>	<u>54,917</u>	<u>75,184</u>
Income from other activities for generating funds					
General Fundraising				-	7,009
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,009</u>
Investment Income					
CAF Gold Account	12			12	45
Fixed investment 1 year	935			935	1,046
	<u>947</u>	<u>-</u>	<u>-</u>	<u>947</u>	<u>1,091</u>
Cost of generating funds					
Expenditure from funds raised					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Incoming resources available for charitable purposes	<u>23,343</u>	<u>-</u>	<u>45,755</u>	<u>69,098</u>	<u>88,857</u>

**DACORUM MENCAP**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2021**

**RECEIPTS & PAYMENTS ACCOUNT**

	General Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
<b>CHARITABLE EXPENDITURE</b>					
Cost of activities in furtherance of the charity's objectives					
Friendship scheme			24,090	24,090	21,524
Office Expenditure	17,569			17,569	16,416
Transport Costs				-	1,362
Parties & Events				-	4,315
ROAR			27,726	27,726	35,924
Gateway			578	578	1,921
	<u>17,569</u>	<u>-</u>	<u>52,394</u>	<u>69,962</u>	<u>81,462</u>
Administration					
Affiliation fees and insurance	976			976	1,030
Accountancy	503			503	503
	<u>1,480</u>	<u>-</u>	<u>-</u>	<u>1,480</u>	<u>1,533</u>
Total resources expended	<u>19,048</u>	<u>-</u>	<u>52,394</u>	<u>71,442</u>	<u>82,995</u>
Net Movement In Funds	4,295		(6,639)	(2,344)	5,862
Total funds brought forward	39,187		43,898	83,085	77,223
Total funds carried forward	<u>43,482</u>	<u>-</u>	<u>37,259</u>	<u>80,741</u>	<u>83,085</u>

Signed on behalf of the trustees

S. J. Bolt

Mrs S Bolton - Chairperson

J. Burden

Mrs J Burden - Treasurer

23.9.21

Date

**DACORUM MENCAP****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021****1) ACCOUNTING POLICIES****1.1) Basis of Preparation**

The accounts have been prepared on the receipts and payments basis and in accordance with the requirements of the Charities Act 2011 and Statement of Recommended Practice, Accounting and Reporting by Charities.

**1.2) Grants, Donations and Fund Raising**

Income from grants, donations and fund raising is recorded in the financial period for which it was received.

**1.3) General Fund (unrestricted)**

General funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose.

**1.4) Designated Funds**

These funds have been designated for specific future purposes by the charity Trustees.

**1.5) Restricted Funds**

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of the grant application.

**1.6) Resources Expended**

Resources expended are allocated to the particular activity to which the costs relate.

**2) The restricted and designated funds are summarised below:**

	Balance 1.4.2020	Received in year	Transfer from General fund	Paid in year	Balance 31.3.2021
	£	£	£	£	£
<b>Restricted Funds</b>					
Education	-	-		-	-
Friendship scheme	3,901	19,887		(24,090)	(302)
ROAR	39,938	25,868		(27,726)	38,080
Gateway	59	-		(578)	(519)
<b>Total</b>	<b>43,898</b>	<b>45,755</b>	<b>-</b>	<b>(52,394)</b>	<b>37,259</b>

**DACORUM MENCAP****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021**

Friendship Scheme	£	£
Balance at 1.4.2020		3,901
Income: Grants		19,887
		<u>23,788</u>

Expenditure:		
Co-ordinator's salary (inc NIC)	20,341	
Co-ordinator's expenses		
Telephone & other costs	249	
Volunteers expenses	-	
Contribution to office costs	1,500	
Management charges	<u>2,000</u>	
		24,090

Balance carried forward		<u>(302)</u>
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ROAR	£	£
Balance at 1.4.2020		39,938
Income: Grants		24,636
Other		1,232
		<u>65,806</u>

Expenditure:		
Co-ordinator's salary (inc NIC)	21,364	
Trips and events	1,265	
Co-ordinator's expenses	167	
Telephone & other costs	1,060	
Refunds for cancelled events	370	
Contribution to office costs	1,500	
Management charges	<u>2,000</u>	
		27,726

Balance carried forward		<u>38,080</u>
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Gateway	£	£
Balance at 1.4.2020		59
Income: Other		
		<u>59</u>

Expenditure:		
Co-ordinator's salary (inc NIC)	390	
Co-ordinator's expenses	-	
Volunteers expenses		
Venue Hire		
Other	<u>188</u>	
		578

Balance to be transferred to ROAR		<u>(519)</u>
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**DACORUM MENCAP****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021**

Office	£	£
Income:		
Grants received		2,162
Other Income:		
Friendship Scheme	1,500	
ROAR	1,500	
Management Charge	4,000	
		<u>7,000</u>
		9,162
Expenditure:		
Salaries (inc NIC)	12,996	
Rent	3,000	
Telephone & Broadband	522	
Stationery & Postage	26	
Sundries	1,024	
		<u>17,569</u>
Expenditure over Income		<u><u>(8,407)</u></u>

**DACORUM MENCAP****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021**

<b>Assets &amp; Liabilities</b>	<b>Unrestricted £</b>	<b>Designated/ Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Cash &amp; Bank</b>				
Barclays Office Account	836		836	327
CAF Cash Account	1,418		1,418	2,696
CAF Gold Account	20,001		20,001	22,189
	<u>22,255</u>	<u>-</u>	<u>22,255</u>	<u>25,211</u>
<b>Other Assets</b>				
Hampshire Trust Bank 1 year Bond Fixed	58,980		58,980	58,046
	<u>58,980</u>	<u>-</u>	<u>58,980</u>	<u>58,046</u>
<b>Liabilities</b>				
Pension fund	(494)	-	(494)	(171)
	<u>(494)</u>	<u>-</u>	<u>(494)</u>	<u>(171)</u>
<b>Total</b>	<u>80,741</u>	<u>-</u>	<u>80,741</u>	<u>83,086</u>