

219554

Charity Registration No.

**MAIDENHEAD MENCAP
TRUSTEE REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

MAIDENHEAD MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	V.Bosley F.J.Foulger (Chairman) L.Johnson P Jost A.Kremenstein
Secretary	P Jost
Charity number	219554
Principal office	6 North Road Maidenhead Berkshire SL6 1PL
Independent Examiner	T M Sanders ACA Harper Broom Assembly House 34-38 Broadway Maidenhead Berkshire SL6 1LU
Bankers	Cambridge & Counties Bank Lloyds Bank Virgin Money

MAIDENHEAD MENCAP

TRUSTEES REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees present their report and financial statements of the society for the year ended 30 September 2021. The trustees have adopted the provisions of the Charities SORP (FRS 102) Accounting & Reporting by Charities: applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland and the governing document in preparing the annual report and financial statements of the society.

Constitution, structure and objectives

The charity was registered with the Charities Commission on 10 October 1963 under number 219554 and is constituted as an unincorporated society. The rules governing the conduct of the society were adopted on 1 January 1957 and amended on 27 February 1986. A new constitution was adopted at the Annual General Meeting held on 6 March 2003. Copies are available on request.

The main object of the Society is the relief of people with a learning disability in particular relief of learning disabilities for the public benefit. The trustees have reviewed the main objectives of the Society and taken into consideration the Charity Commission general guidance on public benefit.

With this in mind, we have in place the following: A weekly Monday Club, for our more able members, with a varied programme of activities and entertainment. A weekly Wednesday Club, for our more disabled members, with more sedentary pastimes and activities.

In addition, we employ a part time Support Worker who maintains contact with all our disabled members and their families and carers.

These undertakings benefit our disabled members in enabling them to express themselves within a safe and friendly environment and to help them to live as normal life as possible.

Organisation, governance & management

Trustees are appointed at the Society's Annual General Meeting to serve for one year and may be re-appointed at the next one. Trustees normally meet on a monthly basis and the decisions made are recorded in minutes. New Trustees are informed of their legal obligations and report to a Club/Team leader or to the Committee. The Chairman, manages the day-to-day running of the Society, and delegates to others as necessary.

The Society is affiliated to Royal Mencap Society, in accordance with the Articles of Association of the Royal Society, and will observe the terms of affiliation for affiliated members published by the Royal Society from time to time. We seek and receive advice from the Royal Society but not financial support.

Activities and Achievements

During the year under review, due to the Coronavirus Pandemic and related restrictions, no activities took place.

MAIDENHEAD MENCAP

TRUSTEES REPORT *FOR THE YEAR ENDED 30 SEPTEMBER 2021*

Future Developments

We are always alert to ideas/schemes that could benefit the local members in the Borough.

Review of Financial Results

Income for the year: £169,092 (including £159,767, being a receipt resulting from the beneficial interest under the terms of The George Parkin Will Trust reverting to Maidenhead Mencap on the death of Mr Parkin's son).

Expenditure for the year: £11,390.

Surplus for year £157,702

The charity is considered to be a going concern.

Risks Policy

Our finances are closely supervised to ensure that our reserves are sufficient for our needs. Insurances are in place to cover all our activities and potential liabilities. All necessary checks are carried out on employees, volunteers and helpers before they are engaged.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not invested in tangible fixed assets should at least, approximate to one year's expenditure.

Grants Policy

All grants that are made by the Society are discretionary. They must be agreed by the trustees meeting in committee, and meet the objects of the Society.

Investment Policy

The trustees have considered the most appropriate policy for investing funds.. Funds are held in two charity savings accounts: with Virgin Money and Cambridge and Counties Bank. These accounts have full protection under the FSCS (Financial Services Compensation Scheme).

The monies from the George Parkin Will Trust are held as a separate fund pending decisions on its' distribution.

.....
P Jost
Trustee

.....
A. Kremenstein
Trustee

Date...31/05/2022.....

MAIDENHEAD MENCAP**STATEMENT OF TRUSTEES RESPONSIBILITIES**

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- ☐ select suitable accounting policies and then apply them consistently;
- ☐ make judgments and estimates that are reasonable and prudent;
- ☐ state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law, regulations and trust deed. 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.

MAIDENHEAD MENCAP**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAIDENHEAD MENCAP**

I report on the accounts for the year ended 30 September 2021 which are set out on pages 5 to 11.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the charity trustees you are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the Act) and an independent examination is needed. It is my responsibility to:

- ☐ Examine the accounts under Section 145 of the 2011 Act
- ☐ Follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act and
- ☐ State whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 in the accounts and seeking explanation 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 I do not express an audit opinion on the view given by the accounts and the report is limited to those matters set out in the report 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 Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have 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.

Mr T M Sanders ACA
Chartered Accountant
Harper Broom
AssemblyHous
e
34-38
Broadway
Maidenhead
Berkshire SL6 1LU

Date.....7 June 2022

MAIDENHEAD MENCAP
**STATEMENT OF FINANCIAL ACTIVITIES (Incorporating income and expenditure account)
FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	Note	Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£	£
Income and Endowments						
Donations & legacies	2	161,658	-	-	161,658	3,333
Activities for generating funds	3	380	-	-	380	399
Investment income	4	458	-	-	458	600
Charitable activities	5	6,596	-	-	6,596	7,258
Total income		169,092	-	-	169,092	11,590
Expenditure on						
Charitable activities	7	7,768	-	-	7,768	10,454
Governance costs	6	3,622	-	-	3,622	4,148
Total expenditure		11,390	-	-	11,390	14,602
Net expenditure and attributable to non controlling interests		157,702	-	-	157,702	(3,012)
Transfers between funds						
Caravan sold		3,870	(3,870)	-	-	-
Fund for new minibus		10,000	-	(10,000)	-	-
Reconciliation of Funds						
Total funds brought forward		10,500	3,870	30,000	44,370	47,382
Total funds carried forward		182,072	-	20,000	202,072	44,370

MAIDENHEAD MENCAP

BALANCE SHEET
AS AT 30 SEPTEMBER 2021

	Note	£	2021 £	2020 £
Fixed Assets				
Tangible assets	9		1,968	2,400
Current Assets				
Debtors	10	60,175	616	
Virgin Money: Charity Deposit Account		18,019	17,984	
Cambridge & Counties Bank: Fixed Deposit		21,373	20,953	
Cash at bank: Lloyds Bank		<u>101,441</u>	<u>3,616</u>	
		201,008	43,169	
Creditors: amounts falling due within one year	11	<u>(904)</u>	<u>(1,199)</u>	
Net Current Assets			<u>200,104</u>	<u>41,970</u>
Total assets less current liabilities			<u>202,072</u>	<u>44,370</u>
Income Funds				
Unrestricted funds	12	182,072		10,500
Restricted Funds	12	-		3,870
Designated fund - Minibus replacement	12	<u>20,000</u>		<u>30,000</u>
		<u>202,072</u>		<u>44,370</u>

.....
P Jost
Trustee

.....
A Kremenstein
Trustee

Date.....31/05/2022

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

1. Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Charities SORP (FRS102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (effective 1 January 2015) and with the Charities Act 2011.

1.2 Incoming resources

Grants, including grants for the purchase of fixed assets, are recognised in the Statement of Financial Activities in the year in which they are received.

Donations, legacies and other forms of voluntary income and related gift aid are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.3 Resources expended

Liabilities are recognised on an accruals basis.

Grants payable are recognised in the accounts when the trustees have made a commitment to the payment.

Expenses are charged to the unrestricted fund unless specifically identifiable with the restricted fund.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Furniture and Equipment	10% straight line on cost
Minibus	20% straight line on cost

1.5 Income Funds

Designated funds are part of the unrestricted funds earmarked by the trustees for a particular project or use, without restricting or committing the funds legally. The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use or project for which the funds were designated.

1.6 Financial Instruments

Financial assets are recognised at transaction cost and where appropriate at amortised cost. Financial liabilities are recognised at transaction cost.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

2 Donations & legacies

	2021	2020
	£	£
Donations and gifts		
George Parkin Will Trust	159,767	-
Legacy - estate of Joan Lewis, deceased	-	2,000
Legacy - estate of Jean Jones, deceased	1,000	
Maidenhead Advertiser - Xmas cracker appeal	300	225
George Blowfield	104	-
Mr J A Collisson (in memory of a friend)	-	100
Others (<£100), including donations under gift aid	343	721
	161,514	3,046
Subscriptions	94	150
Inland Revenue - Gift Aid repayment claims	50	137
	161,658	3,333

3 Activities for generating funds

Eileen Rogers - sale of homemade goods	280	250
Surplus on disposal of minibuses	100	149
	380	399

4 Investment income

	2021	2020
	£	£
Interest receivable:		
Virgin Money Charity Deposit Account	35	189
Cambridge & Counties Bank	420	411
Lloyds Bank	3	-
	458	600

All investment income is on cash held in the U.K.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

5 Charitable activities

	Total 2021 £	Total 2020 £
Royal Borough of Windsor & Maidenhead Grant	-	3,000
HMRC COVID job retention scheme	5,696	3,008
Ellington Morris Men: for Monday Club	300	250
In memory of Derek Noden	600	-
3G UK Ltd: for Monday Club	-	500
Cookham Dean Fete Account: for Monday Club	-	500
	6,596	7,258

The grant receivable from RBWM was awarded to part-fund a Support worker.

Volunteers give up to 7,000 hours for the benefit of our members. No attempt has been made to value this in the accounts.

6 Governance costs

	2021 £	2020 £
Postage & stationery	66	405
Contribution to "Highview" running costs	1,400	1,400
Insurance	777	957
Independent Examiner	750	750
Telephone	281	256
Royal Mencap Society - affiliation fee	60	60
Quickbooks Accounting Software	72	-
Minibus - depreciation	-	75
F & F - depreciation	132	133
Sundry expenses	84	112
	3,622	4,148

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

7 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Wednesday Club	(37)	-	(37)	266
Monday Club	253	-	253	679
<i>Support Staff Emoluments:</i>				
Gross salary of support worker	6,208	-	6,208	7,560
Expenses reimbursed	-	-	-	660
	6,208	-	6,208	8,220
Minibus expenses	1,044	-	1,044	1,214
Minibus depreciation	300	-	300	75
	7,768	-	7,768	10,454

	2021	2020
Average number of employees	1	1

Charitable activities as shown above have been partly financed from the following incoming resources:

RBWM Grant	-	-	-	3,000
HMRC COVID job retention scheme	5,696	-	5,696	3,008
Ellington Morris Men: for Monday Club	300	-	300	250
In memory of Derek Noden	600	-	600	-
3G UK Ltd: for Monday Club	-	-	-	500
Cookham Dean Fete: for Monday Club	-	-	-	500
	6,596	-	6,596	7,258

8 Trustees

None of the trustees (nor any persons connected with them) received any remuneration during the year but 2 (2020:2) of them were reimbursed a total of £342 (2020 - £1,283) for travelling, stationery, minibus fuel & maintenance, and other expenses incurred at arm's length.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

9 Tangible Fixed assets

	Furniture and Equipment	Minibus	Total
	£	£	£
Cost			
At 1 October 2020	2,495	1,500	3,995
Additions	-	-	-
Elimination on disposal	(1,174)	-	(1,174)
At 30 September 2021	1,321	1,500	2,821
Depreciation			
At 1 October 2020	1,520	75	1,595
Charge for the year	132	300	432
Elimination on disposal	(1,174)	-	(1,174)
At 30 September 2021	478	375	853
Net Book Value			
At 30 September 2021	843	1,125	1,968
At 30 September 2020	975	1,425	2,400
There are no inalienable or historic assets.			

10 Debtors

	2021	2020
	£	£
Legacy receivable	59,767	-
Other debtors	50	137
Prepayments	358	479
	60,175	616

11 Creditors: amounts falling due within one year

	2021	2021
	£	£
Accruals	827	1,069
Taxation and social security	77	130
Deferred income	-	-
	904	1,199

No creditors are secured

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2021

12 Analysis of net assets between funds

	Unrestricted	Restricted	Designated	Total
	£	£	£	£
Fixed Assets	1,968	-	-	1,968
Debtors	60,175	-	-	60,175
Cash	120,833	-	20,000	140,833
Creditors	(904)	-	-	(904)
	<u>182,072</u>	<u>-</u>	<u>20,000</u>	<u>202,072</u>

13 Public Benefit Entity

The charity constitutes a public benefit entity as defined by FRS102.

219554

Charity Registration No.

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FOR THE YEAR ENDED 30 SEPTEMBER 2021**

MAIDENHEAD MENCAP

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Trustees

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F.J.Foulger (Chairman)
L.Johnson
P Jost
A.Kremenstein

Secretary

P Jost

Charity number

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Independent Examiner

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MAIDENHEAD MENCAP

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TRUSTEES REPORT *FOR THE YEAR ENDED 30 SEPTEMBER 2021*

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- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have 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.

Mr T M Sanders ACA
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Harper Broom
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Maidenhead
Berkshire SL6 1LU

Date.....7 June 2022

