



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> April 2021**  
Period end date

Period start date To **31<sup>st</sup> March 2022**

**Charity name: Trafford Mencap**

**Charity registration number: 226413**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The relief of people with a learning disability in particular by the provision of help and support for them and for their families, dependents and carers.</b>  <b>To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life. Learning disability means any developmental disability of the mind and any associated condition howsoever caused and whether mild, moderate or severe.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The provision and maintenance of facilities for the social welfare of people with a learning disability.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Society's trustees pay due regard to the Charity Commission's public guidance when exercising any powers or duties to which guidance is relevant.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>The society do not make any grants at present.</b>
Policy on social investment including program related	Para 1.38	<b>N/a</b>



investment		
Contribution made by volunteers	Para 1.38	<b>The society is fully dependent on its volunteers and their contributions to ensure both the administration of the society and the care of the buildings and grounds. Voluntary contributions equate to approx. 2hrs per week x 3 people x 48 weeks = 288hrs each year.</b>
Other		N/a

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>Evidence suggests the lives of Learning disabled people have been disproportionately affected both through the coronavirus pandemic and economic downturn. By continuing to provide and maintain a specialist building, with services operated through our major partner (Stockdales) we have been able to support the provision of at least 5 days per week and evening activity for learning disabled people. Our building has been used for both summer and Christmas fairs supporting both social and fundraising activity.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Society continues to cover its operational costs.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The society's policy is to maintain unrestricted funds at a level that equates to at least six months of expenditure in order to meet any unanticipated expenditure and to fund building improvements as and when identified.</b>
Amount of reserves held	Para 1.22	<b>See accounts</b>
Reasons for holding zero reserves	Para 1.22	<b>N/a</b>
Details of fund materially in deficit	Para 1.24	<b>N/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Building rental income from principal partner</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<b>The principal financial risks facing the society are associated with curtailed room hire and other smaller fundraising activity however the greatest risk identified is the age profile of members and recruitment of volunteers.</b>
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The honorary officers (Chair, one or more vice-chairs, a treasurer and secretary and other such officers as the society may decide) together with up to 9 trustees are appointed at the annual general meeting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>There is a formal written agreement with the society's major partner (Stockdales)</b>
Other		

## Reference and Administrative details

Charity name	Trafford Mencap
Other name the charity uses	Sale and Altrincham Mencap
Registered charity number	226413
Charity's principal address	The Rowans 100, Navigation Road Sale Altrincham WA141LL



### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Vacant	President		AGM
2	Mr. E. Lord	Chairman		AGM
3	Mrs D. Crichton	Trustee		AGM
4	Mrs H. Bottomley	Treasurer		AGM
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14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

## Name of trustees holding title to property belonging to the charity

[illegible]



### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>C.H. Bottomley</i>	
Full name(s)	MRS. C.H. BOTTOMLEY	
Position (eg Secretary, Chair, etc)	TREASURER & TRUSTEE	
Date	23.01.2023.	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Trafford Mencap

226413

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	103,087	-	-	103,087	57,664
Fundraising	-	-	-	-	-
Parking	68	-	-	68	240
Workshops and Room Hire	50,400	-	-	50,400	48,750
Miscellaneous	10,249	-	-	10,249	500
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>163,804</b>	<b>-</b>	<b>-</b>	<b>163,804</b>	<b>107,154</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>163,804</b>	<b>-</b>	<b>-</b>	<b>163,804</b>	<b>107,154</b>
<b>A3 Payments</b>					
Charitable Activities	35,185	-	-	35,185	32,099
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>35,185</b>	<b>-</b>	<b>-</b>	<b>35,185</b>	<b>32,099</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,185</b>	<b>-</b>	<b>-</b>	<b>35,185</b>	<b>32,099</b>
<b>Net of receipts/(payments)</b>	<b>128,619</b>	<b>-</b>	<b>-</b>	<b>128,619</b>	<b>75,054</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>196,339</b>	<b>11,500</b>	<b>-</b>	<b>207,839</b>	<b>132,784</b>
<b>Cash funds this year end</b>	<b>324,958</b>	<b>11,500</b>	<b>-</b>	<b>336,458</b>	<b>207,839</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Balance at Bank	324,989	11,500	-
		-	-	-
	Petty Cash		-	-
	<b>Total cash funds</b>	<b>324,989</b>	<b>11,500</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Leasehold Land and Property	Unrestricted	-	233,420
	Fixtures Fittings and Equipment	Unrestricted	-	16,800
	Leasehold Land and Property	Restricted	-	13,269
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

C. Ballou

CATHERINE H. BOTTOMLEY

01/23





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from

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31/03/2022

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	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
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	-	-	-	-	-
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	-	-	-	-	-
	-	-	-	-	-
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Agreement Error

OK

OK

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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
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			-	-
			-	-
			-	-

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			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

C. Ballou

CATHERINE H. BOTTOMLEY

01/23