

WOKING & DISTRICT MENCAP SOCIETY

FINANCIAL STATEMENTS

31st JULY 2021

Registered Charity Number: 250669

WOKING & DISTRICT MENCAP SOCIETY

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WOKING & DISTRICT MENCAP SOCIETY

GENERAL INFORMATION

Principal office: 7 Barchester Close
Hanwell
London
W7 3XA
0208 840 5068

Bankers: HSBC Bank plc
6 Commercial Way
Woking
Surrey
GU21 6EZ

Independent Examiner: R.J. Barwick FCA
18 The Courtyard
St.John's Lodge
St.John's Hill Road
Woking
Surrey GU21 7QX

WOKING & DISTRICT MENCAP SOCIETY
EXECUTIVE COMMITTEE'S ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2021

The Executive Committee present their annual report together with the financial statements for the year ended 31 July 2021. The Society is an unincorporated association affiliated to Royal Mencap Society and governed by constitution. The Society is an independently registered charity with the registration number 250669.

EXECUTIVE COMMITTEE MEMBERS

The following have served on the Executive Committee over the past year:

Riet Fewins, Linda Gabriel, Annabel Horsfield, Jamie Murray, Nicki Rapley (from 4 December 2020), Rona Rapley, Chris Stevens, Brian Tasker, Val Wye, David Wheeler.

OBJECTS AND POLICIES OF THE SOCIETY

In the Society's Constitution it states that 'the Society is established to relieve, advance the education of and advance religion among mentally handicapped people'.

To further these objects the Society has applied the following policies:

- (a) the provision of social and educational activities for adults with learning disabilities through the Woking Gateway Club;
- (b) to meet and work with local statutory and other local voluntary agencies to support people with learning disabilities and their carers;
- (c) to work with people with learning disabilities to enable them to have as independent a life as possible in accordance with their wishes;
- (d) to bring carers together for mutual help and support;
- (e) to increase public knowledge of the problems faced by people with learning disabilities and their families;
- (f) fundraising in support of the above;
- (g) to hold an Annual Carol Service for the Society, open to all those with learning disabilities, their carers and friends.

There have been no material changes in the above policies during the past year.

DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

Covid -19 has affected many of our activities since March 2020. However there have still been a number of highlights this past year:

- (i) Continuing to provide information to parents, carers and those with learning disabilities about what is available in Woking.
- (ii) The planning for future holidays for the Woking Gateway Club.
- (iii) The employment of a part-time Co-ordinator, Graham Worsfold, to work with carers and run a bi-monthly Lunch Club and to lead the Gateway Club.

(iv) The continuing support of loyal unpaid volunteers and the financial support of our members which enables the Society to operate as fully as it does.

(v) We have continued with our Gateway Club meetings on Friday evenings on zoom, and our committee meetings and AGM on zoom too.

2021 FINANCIAL REVIEW

The Society's total income increased by £44,598 compared with 2020 due to a significant legacy notified of £59,165 which more than offset our significant fall in Gateway Club income. Expenditure decreased by £12,436 as a result of our significant fall in Gateway Club expenditure.

Restricted funds this year increased following the notification of the Wilson legacy of £59,165, with the Carers Take A Break Fund of £3,000 being carried forward and the Gateway Club Fund decreasing by £4,876 to £31,317. General funds had a deficit of £531, decreasing unrestricted funds at 31 July 2021 to £11,375. Overall total funds as at 31 July 2021 stood at £112,857.

With regard to our Designated Funds the Executive Committee decided this year to maintain the Staff Fund. Consequently the balance on the Designated Staff Fund covers the remaining period of the co-ordinator's fixed-term contract costs to 31 May 2022. The Committee are confident that future donations, subscriptions and grant income together with funds brought forward will cover all other future expenditure in the coming year.

The Committee have given some consideration to the major risks that the organisation may be exposed to, and review these from time to time as part of their regular committee meetings.

The financial statements comply with the Charities Act 2011, the charity's constitution and the Financial Reporting Standard (FRS 102).

STATEMENT OF THE EXECUTIVE COMMITTEES' RESPONSIBILITIES

The Executive Committee are required to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of the surplus or deficit for the year. In preparing those financial statements, the Committee 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 have been followed, subject to any material departures disclosed and explained in the financial statements, and whether the financial statements have been prepared in accordance with the Charities SORP; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Committee are responsible for keeping accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Graham Worsfold
Co-ordinator
Signed on behalf of the Executive Committee
10 September 2021

INDEPENDENT EXAMINER'S REPORT TO THE EXECUTIVE COMMITTEE OF
WOKING & DISTRICT MENCAP SOCIETY

I report on the financial statements of the charity for the year ended 31 July 2021, set out on pages 5 to 7, which comprise a Statement of Financial Activities, Balance Sheet and related notes.

Respective responsibilities of committee and the independent examiner

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

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as committee members 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 financial statements 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 financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 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 financial statements to be reached.

R.J.Barwick FCA
18 The Courtyard
St,John's Lodge
St.John's Hill Road
Woking
Surrey GU21 7QX

8 November 2021

WOKING & DISTRICT MENCAP SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
INCOMING RESOURCES					
Voluntary incoming resources:					
Subscriptions, donations, & contributions	2232		-	2232	11124
Income tax refunds	365			365	384
Legacy			59165	59165	-
Incoming resources from operating activities:					
- to further the Society's objects					
Gateway Club			2	2	8903
Minibus Income	-			-	-
- to generate funds from collections			-	-	40
Gross interest received	9			9	114
Job Retention Scheme grant	3390			3390	-
TOTAL INCOMING RESOURCES	5996		59167	65163	20565
RESOURCES EXPENDED					
Charitable activities:					
Employment costs	4199		4199	8398	9880
Carers support expenses	-			-	-
Travel costs	105			105	183
Postage and stationery	35			35	20
Subs, donations & affiliation insurance	464			464	487
Minibus running costs	1724			1724	1357
Carers take a break expenses			-	-	-
Gateway Club			679	679	11869
Bank charge	-			-	36
TOTAL Charitable	6527		4878	11405	23832
Governance costs: AGM costs	-			-	9
TOTAL RESOURCES EXPENDED	6527		4878	11405	23841
NET INCOMING RESOURCES	(531)		54289	53758	(3276)
TRANSFERS BETWEEN FUNDS	-	-	-	-	-
NET INCOMING RESOURCES AFTER TRANSFERS	(531)	-	54289	53758	(3276)
BALANCE BROUGHT FORWARD					
At 1 st August 2020	11906	8000	39193	59099	62375
BALANCE CARRIED FORWARD					
At 31 st July 2021	11375	8000	93482	112857	59099

WOKING & DISTRICT MENCAP SOCIETY
BALANCE SHEET AT 31st JULY 2021

	Note	2021	2020
		£	£
FIXED ASSETS	3	1	1
CURRENT ASSETS:			
Debtors and prepayments	4	63996	3864
COIF Charities Deposit		25944	37935
Cash and bank balances		23658	18003
Total		113598	59802
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Creditors & accruals		742	704
NET CURRENT ASSETS		112856	59098
NET ASSETS		112857	59099
FUNDS			
Unrestricted		11375	11906
Designated	6	8000	8000
Restricted	6	93482	39193
TOTAL FUNDS		112857	59099

Approved by the Executive Committee on 10 September 2021 and signed on its behalf by:

R.Fewins
Chair

C.Stevens
Trustee

WOKING & DISTRICT MENCAP SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Accounting Regulations set out under the Charities Act 2011 and the Statement of Recommended Practice applicable for charities preparing their accounts in accordance with the Financial Reporting Standard (FRS 102).

The financial statements have been prepared under the historic cost convention.
Woking & District Mencap Society constitutes a public benefit entity as defined by FRS 102.

Basis of preparation: the accounts are prepared on an accruals basis and include income and expenditure as they are earned or incurred.

Grants & legacies: these are accounted for as soon as the Society is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the Society is reasonably certain.

Donations: donations are recognised as income when the donation is received.

Fixed assets: fixed assets are classified as to category and depreciation is calculated to write off their cost over their estimated useful lives as follows:

Minibus	20% on cost
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2. STAFF COSTS	2021	2020
Salaries & Wages	8398	9880
Employer's national insurance	-	-
Total	£8398	£9880
The average number of employees during the year was 1 part-time (2020 – 1 part-time).		

3. FIXED ASSETS FOR USE BY THE CHARITY

	Minibus	Total
Cost	£	£
1 August 2020 and 31 July 2021	28410	28410
Depreciation:		
1 August 2020 and 31 July 2021	28409	28409
Net book value:		
31 July 2021	1	1
31 July 2020	1	1

4. DEBTORS AND PREPAYMENTS	2021	2020
Debtors – legacy	59165	-
Debtors - other	3947	3602
Prepayments	884	262
Total	£63996	£3864

5. TRUSTEES' REMUNERATION AND EXPENSES

Trustees received no remuneration and no expenses during the year.

6. DESIGNATED FUNDS	1/8/20	Incoming	Transfers	Outgoing	31/7/21
	£	£	£	£	£
Staff	8000				8000
Total	£8000				£8000
RESTRICTED FUNDS					
Gateway Club	36193	2		4878	31317
Carers Take a Break	3000	-		-	3000
Wilson legacy	-	59165		-	59165
Total	£39193	£59167		£4878	£93482