

Oxford and District Mencap
Report and Accounts
Year ended 31 December 2021

Chapman Robinson and Moore Limited
Accountants and Registered Auditors
30 Bankside Court
Stationfields
Kidlington
Oxon
OX5 1JE

Oxford and District Mencap

Report of the trustees for the year ended 31 December 2021

The trustees of the charitable association have pleasure presenting their annual report together with the financial statements for the period of 12 months ended 31 December 2021.

Reference and Administrative Details

Oxford and District Mencap was formed in June 1961 and operates under a constitution drawn up in April 1963. The Society is registered as a charity with the Charity Commissioners under Number 261236. The correspondence address is 24 Squitchey Lane, Oxford, OX2 7LD.

Trustees

The following persons served as Trustees during the period under review:-

Mr David Batts
Mr Scott Ellis- Vice Chair
Mr Bruce Fairbairn - Secretary
Mrs Julia Fairbairn
Mrs Krzysia Gossage
Mr Eamonn McDonald - Treasurer
Mr Colin Saunders
Prof Michael Taylor - Chair
Mrs Rose Todd

Auditors

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Oxford and District Mencap

For the year ended 31 December 2021

Structure, Governance and Management

The charity operates primarily from its correspondence address.

Trustees are trained in their duties informally and inducted by their fellow committee members in the duties and responsibilities of a Trustee.

Oxford and District Mencap is affiliated to the Royal Mencap Society.

Risk Assessment

The Trustees have examined the major strategies, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to minimise these risks.

Objective and Activities

To work for the benefit of children and adults with a learning disability and in particular to promote their care, treatment and education and to secure for them provision commensurate with their needs and to support their parents and other carers.

During the year, the Charity received total income of £65,466 and incurred total expenditure of £51,160 creating a surplus of £14,306 for the period as detailed in the attached accounts. The fund balances totalling £74,384 are required to finance the continuing activities of the Charity.

The Trustees are grateful to the charities, schools and the church listed on page 12, for their support, mainly maintaining the grants made in the previous years.

Oxford and District Mencap

For the year ended 31 December 2021

Reserves policy

Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of the Charity and of the surplus or deficit of the Charity for that period. In preparing those statements the trustees are required to:-

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993 and the Constitution. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Oxford and District Mencap

We report on the accounts of the Oxford and District Mencap for the year ended 31st December 2021

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matters have come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Chapman Robinson and Moore Limited
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Oxford
OX5 1JE

Oxford and District Mencap

Year ended 31 December 2021

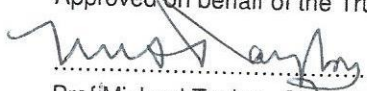
<u>Income And Expenditure</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2021</u>	<u>Total 2020</u>
Incoming resources from generated funds:				
Voluntary income:				
Donations	8,550	0	8,550	5,457
Other Income	56,910	0	56,910	36,304
Incoming resources from charitable activities:				
Investment Income	7	0	7	173
Total Incoming Resources	65,467	0	65,467	41,934
<u>Resources Expended</u>				
Charitable activities	38,909	0	38,909	22,346
Governance Costs	12,251	0	12,251	24,221
Total Resources Expended	51,160	0	51,160	46,567
Net Incoming Resources for the year	14,307	0	14,307	-4,633
Fund Balances Brought Forward (note 4)	41,182	18,896	60,078	64,711
Fund Balances Carried Forward	55,489	18,896	74,385	60,078

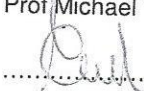
The notes on pages 11 to 13 form part of these accounts.

Oxford and District Mencap
Balance Sheet at 31 December 2021

		2021 £	2020 £
<u>Fixed Assets</u> (Note 2)			
Balance Brought Forward	800	685	
<u>Less Disposal</u>	-800	-685	
Additions	0	1,000	
<u>Less Depreciation</u>	0	-200	
		0	800
<u>Nat West</u>			
Current and Reserve Accounts	50,163	40,289	
Mini bus and Transport Appeal Account	0	0	
<u>CCLA Investment Bank</u>			
COIF Deposit Fund	20,000	20,000	
COIF Turner Award	3,070	3,070	
Other Debtors	1,152	0	
		74,385	63,359
<u>Total Assets</u>		74,385	64,159
<u>Less Current Liabilities</u>			
Fees due to be returned	0	-4,081	
		0	-4,081
		74,385	60,078
<u>Represented by:-</u>			
<u>Restricted Funds</u>			
Balance Brought Forward	18,896	22,493	
Transfer from General Funds	0	-3,597	
		18,896	18,896
<u>Unrestricted Funds</u>			
Balance Brought Forward	41,182	42,218	
Surplus/(Deficit) for the year	14,307	-4,633	
Transfer to Other Funds	0	3,597	
		55,489	41,182
		74,385	60,078

Approved on behalf of the Trustees on


 Prof Michael Taylor - Chairman


 Eamonn McDonald - Treasurer

Oxford and District Mencap

Income and Expenditure Account for the year ended 31 December 2021

	<u>1.01.21</u> <u>31.12.21</u>	<u>1.11.19</u> <u>31.12.20</u>
<u>INCOME</u>		
<u>Members Subscriptions and Donations</u>		
Donations - General & subscriptions	8,550	5,457
	8,550	5,457
Gift Aid - HMRC	1,152	811
Fundraising	0	3,991
Bank Interest Received	7	173
Legacies	7,500	513
	<hr/> 8,659	<hr/> 5,488
<u>TOTAL FOR THE YEAR</u>	<hr/> 17,209	<hr/> 10,945
LESS EXPENDITURE FOR THE YEAR (Summary attached)	-2,902	-15,578
	<hr/>	<hr/>
<u>TO ACCUMULATED FUND</u>	14,307	-4,633

Oxford and District Mencap
Summary of Expenditure for the year ended 31 December 2021

		<u>2021</u>	<u>2020</u>
<u>7 O'Clock Club</u>			
Expenditure	Hire of hall	0	255
	Transport - taxi hire	0	984
	Transport - minibus expenses 80%	-33	726
	Depreciation of Minibus	0	200
		<u>-33</u>	<u>2,165</u>
<u>Less Income</u>			
	Subscriptions & mini-bus scrap	0	1,712
	Donation	<u>3,000</u>	<u>500</u>
		<u>3,000</u>	<u>2,212</u>
		-3,033	-47
<u>Holiday at Brecon Beacons Centre Wales - note 9</u>			
Expenditure	Accommodation	1,709	0
	Activities	<u>1,720</u>	<u>0</u>
		<u>3,429</u>	<u>0</u>
<u>Less Income</u>			
	Guest Contributions	<u>2,420</u>	<u>0</u>
		<u>2,420</u>	<u>0</u>
		1,009	0
<u>Holidays at Hill End Activity Centre Oxford - note 9</u>			
Expenditure	Accommodation	18,509	0
	Hire of Hill End Park	0	8,606
	Activities, food & transport	15,780	10,551
	Annual storage hire	1,224	1,224
	Administrator wages	<u>9,430</u>	<u>20,549</u>
		<u>44,943</u>	<u>40,930</u>
<u>Less Income</u>			
	Guest Contributions	17,685	4,280
	Specific Donations	20,232	19,500
	Specific fundraising	<u>4,921</u>	<u>4,997</u>
		<u>42,838</u>	<u>28,777</u>
		2,105	12,153
<u>Carried Forward</u>			
		81	12,106

Oxford and District Mencap
Summary of Expenditure

(Continued)

Brought Forward	81	12,106
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General Expenses

Minibus expenses (20%)	-8	181	
Loss on sale of mini bus	490	535	
Administration	0	262	
Sundry	53	61	
Hall hire	0	80	
Affiliation Fees	60	60	
Accountancy Charges (Inc VAT)	636	600	
Lottery Licence and Subscriptions	374	392	
Insurance	773	737	
Printing & stationery	443	564	
	<hr/>	<hr/>	
	2,821		3,472
	<hr/>		<hr/>
	2,902		15,578
	<hr/>		<hr/>

Oxford and District Mencap
Notes to the Accounts - 31 December 2021

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with generally accepted accounting standards and Charities SORP (Statement of Recommended Practice : "Accounting and Reporting by Charities") (revised 2005).

(a) Accounting Convention

(b) Grants

In accordance with Statement of Standard Accounting Practice 4, grants are recognised in the income and expenditure account of the year in which they become receivable.

(c) Depreciation

Depreciation is calculated to write off the cost of the assets over their estimated useful lives.

Minibuses - 20% reducing balance method.

2. FIXED ASSETS

		<u>2021</u>	<u>2020</u>
<u>Mini Bus</u>			
Cost			
Less Accumulated Depreciation	1,000	15,583	
Less disposal	-200	-14,898	
Add addition in year	-800	-685	
Less depreciation	0	1,000	
	<u>0</u>	<u>-200</u>	
		0	800
		<u><u> </u></u>	<u><u> </u></u>

Oxford and District Mencap
Notes to the Accounts - 31 December 2021

3. ANALYSIS OF ASSETS BETWEEN FUNDS

	<u>Unrestricted funds</u> <u>General</u>	<u>Unrestricted funds</u> <u>Designated</u>	<u>Restricted funds</u>	<u>Total</u>
Fixed Assets	0	0	0	0
Net Current Assets	55,488	0	18,896	74,384
	55,488	0	18,896	74,384

4. RESTRICTED FUNDS

	<u>Balance at 31</u> <u>December 2020</u>	<u>Movement in Funds</u> <u>Surplus/(Deficit)</u> <u>for the year</u>	<u>Transfer from</u> <u>General Fund</u>	<u>Balance at 31</u> <u>December 2021</u>
(i) Hill End Holiday	-1,104			-1,104
(ii) Legacy	15,000			15,000
(iii) Donation for Hill End Holiday	5,000			5,000
	18,896	0	0	18,896

5. DONATIONS

Of the donations received in the year the following were major contributors:-

Baily Thomas Trust
The Barnsbury Trust
Doris Field Charitable Trust
Oxford University Communities Trust
P F Charitable Trust
St Michael's and All Saints Charities
Stanton Ballard Trust
Thornton Trust

6. EMPLOYEES REMUNERATION

The total remuneration paid to employees during the year was £9,430 (2020: £20,549).

7. TRUSTEES' REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee or to any person or persons known to be connected with any of them.

No reimbursement of expenses other than postage has been made or is due to be made to any of the Trustees in respect of the year.

8. WOODLANDS OUTDOOR HOLIDAY

This holiday did not take place in 2020 or 2021.

9. HILL END HOLIDAYS OXFORD & BRECON BEACON HOLIDAYS 2021

Hill End Holidays had 50 guests over 3 weeks in July and 7 guests enjoyed a week in Wales in September and all supported by volunteer helpers, medics and cooks.