

Signed copy -

Registered Charity
261236

Oxford and District Mencap
Report and Accounts
Year ended 31 December 2022

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 2022

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 2022.

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:-

Prof Michael Taylor - Chair
Mr Scott Ellis- Vice Chair
Mr Bruce Fairbairn - Secretary
Mr Eamonn McDonald - Treasurer
Mrs Julia Fairbairn
Mrs Krzysia Gossage
Mr Tom Honey
Mrs Jessica Lewis

Auditors

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Oxford and District Mencap

For the year ended 31 December 2022

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 £52,754 and incurred total expenditure of £61,531 creating a deficit of £8,777 for the period as detailed in the attached accounts. The fund balances totalling £65,608 are required to finance the continuing activities of the Charity.

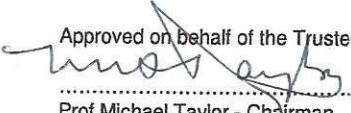
The Trustees are grateful to the charities, schools and the church listed on page 12, for their support, mainly maintaining the grants made in the previous years.

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.

Approved on behalf of the Trustees on


.....
Prof Michael Taylor - Chairman

2/5/23

Oxford and District Mencap

We report on the accounts of the Oxford and District Mencap for the year ended 31st December 2022

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.



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Oxford and District Mencap

Year ended 31 December 2022

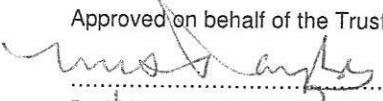
| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>Total 2022</u> | <u>Total 2021</u> |
|--|--------------------------------------|------------------------------------|------------------------------|------------------------------|
| <u>Income And Expenditure</u> | | | | |
| Incoming resources from generated funds: | | | | |
| Voluntary income: | | | | |
| Donations | 7,135 | 0 | 7,135 | 8,550 |
| Other Income | 45,298 | 0 | 45,298 | 56,910 |
| Incoming resources from charitable activities: | | | | |
| Investment Income | 321 | 0 | 321 | 7 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Incoming Resources | 52,754 | 0 | 52,754 | 65,467 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| <u>Resources Expended</u> | | | | |
| Charitable activities | 42,671 | 0 | 42,671 | 38,909 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Governance Costs | 18,860 | 0 | 18,860 | 12,251 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Resources Expended | 61,531 | 0 | 61,531 | 51,160 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Net Incoming Resources for the year | -8,777 | 0 | -8,777 | 14,307 |
| Fund Balances Brought Forward (note 4) | 55,489 | 18,896 | 74,385 | 60,078 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund Balances Carried Forward | 46,712 | 18,896 | 65,608 | 74,385 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

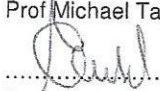
The notes on pages 11 to 13 form part of these accounts.

Oxford and District Mencap
Balance Sheet at 31 December 2022

| | | 2022 | 2021 |
|--|--------|--------|--------|
| | | £ | £ |
| <u>Fixed Assets</u> (Note 2) | | | |
| Balance Brought Forward | 0 | 800 | |
| <u>Less Disposal</u> | 0 | -800 | |
| Additions | 0 | 0 | |
| <u>Less Depreciation</u> | 0 | 0 | |
| | | 0 | 0 |
| <u>Nat West</u> | | | |
| Current and Reserve Accounts | 42,538 | 50,163 | |
| 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 | |
| | | 65,608 | 74,385 |
| <u>Total Assets</u> | | 65,608 | 74,385 |
| <u>Less Current Liabilities</u> | | | |
| Fees due to be returned | 0 | 0 | |
| | | 0 | 0 |
| | | 65,608 | 74,385 |
| <u>Represented by:-</u> | | | |
| <u>Restricted Funds</u> | | | |
| Balance Brought Forward | 18,896 | 18,896 | |
| Transfer from General Funds | 0 | 0 | |
| | | 18,896 | 18,896 |
| <u>Unrestricted Funds</u> | | | |
| Balance Brought Forward | 55,489 | 41,182 | |
| (Deficit)/Surplus for the year | -8,777 | 14,307 | |
| Transfer to Other Funds | 0 | 0 | |
| | | 46,712 | 55,489 |
| | | 65,608 | 74,385 |

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 2022

| | <u>1.01.22</u> <u>31.12.22</u> | <u>1.01.21</u> <u>31.12.21</u> |
|---|-----------------------------------|-----------------------------------|
| <u>INCOME</u> | | |
| <u>Members Subscriptions and Donations</u> | | |
| Donations - General & subscriptions | 7,135 | 8,550 |
| Gift Aid - HMRC | 1,008 | 1,152 |
| Fundraising | 1,037 | 0 |
| Bank Interest Received | 321 | 7 |
| Legacies | 0 | 7,500 |
| Other income | 0 | 0 |
| | <hr/> 2,366 | <hr/> 5,488 |
| <u>TOTAL FOR THE YEAR</u> | <hr/> 9,501 | <hr/> 14,038 |
| LESS EXPENDITURE FOR THE YEAR (Summary attached) | <hr/> -18,278 | <hr/> -2,902 |
| <u>TO ACCUMULATED FUND</u> | <hr/> -8,777 | <hr/> 11,136 |

Oxford and District Mencap
Summary of Expenditure for the year ended 31 December 2022

| | | <u>2022</u> | <u>2021</u> |
|--|----------------------------------|--------------------|--------------------|
| <u>7 O'Clock Club</u> | | | |
| Expenditure | Hire of hall | 0 | 0 |
| | Transport - taxi hire | 0 | 0 |
| | Transport - minibus expenses 80% | 0 | -33 |
| | Depreciation of Minibus | 0 | 0 |
| | | <u>0</u> | <u>-33</u> |
| <u>Less Income</u> | | | |
| | Subscriptions & mini-bus scrap | 0 | |
| | Donation | 3,000 | |
| | | <u>0</u> | <u>3,000</u> |
| | | 0 | -3,033 |
| <u>Holiday at Brecon Beacons Centre Wales - note 9</u> | | | |
| Expenditure | Accommodation | 1,760 | 1,709 |
| | Activities | 2,293 | 1,720 |
| | | <u>4,053</u> | <u>3,429</u> |
| <u>Less Income</u> | | | |
| | Guest Contributions | 3,383 | 2,420 |
| | | <u>3,383</u> | <u>2,420</u> |
| | | 670 | 1,009 |
| <u>Holidays at Hill End Activity Centre Oxford - note 9</u> | | | |
| Expenditure | Accommodation | 21,424 | 18,509 |
| | Activities, food & transport | 15,970 | 15,780 |
| | Annual storage hire | 1,224 | 1,224 |
| | Administrator wages | 12,000 | 9,430 |
| | | <u>50,618</u> | <u>44,943</u> |
| <u>Less Income</u> | | | |
| | Guest Contributions | 17,720 | 17,685 |
| | Specific Donations | 8,650 | 20,232 |
| | Specific fundraising | 13,500 | 4,921 |
| | | <u>39,870</u> | <u>42,838</u> |
| | | 10,748 | 2,105 |
| <u>Carried Forward</u> | | | |
| | | 11,418 | 81 |

Oxford and District Mencap
Summary of Expenditure

(Continued)

| | | |
|-----------------|--------|----|
| Brought Forward | 11,418 | 81 |
|-----------------|--------|----|

General Expenses

| | | | |
|--|--------|-----|-------|
| Minibus expenses (20%) | 0 | -8 | |
| Loss on sale of mini bus | 0 | 490 | |
| Sundry | 0 | 53 | |
| Affiliation Fees | 445 | 60 | |
| Accountancy Charges (Inc VAT) | 648 | 636 | |
| Lottery Licence and Subscriptions | 0 | 374 | |
| Insurance | 1,264 | 773 | |
| Volunteers & leaders meal of thanks | 2,841 | 0 | |
| Medics,cooks & volunteer leaders honorarium gifts | 1,562 | 0 | |
| Printing & stationery | 100 | 443 | |
| | 6,860 | | 2,821 |
| | 18,278 | | 2,902 |

Oxford and District Mencap
Notes to the Accounts - 31 December 2022

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 Practise 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>2022</u> | <u>2021</u> |
|-------------------------------|----------|--------------------------|--------------------------|
| <u>Mini Bus</u> | | | |
| Cost | 0 | 1,000 | |
| Less Accumulated Depreciation | 0 | -200 | |
| Less disposal | 0 | -800 | |
| Add addition in year | 0 | 0 | |
| Less depreciation | <u>0</u> | <u>0</u> | |
| | | 0 | 0 |
| | | <u><u> </u></u> | <u><u> </u></u> |

Oxford and District Mencap
Notes to the Accounts - 31 December 2022

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 | 46,712 | 0 | 18,896 | 65,608 |
| | 46,712 | 0 | 18,896 | 65,608 |

4. RESTRICTED FUNDS

| | <u>Balance at 31</u> <u>December 2021</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 2022</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:-

The Barnsbury Trust
Doris Field Charitable Trust
Oxford University Communities Trust
P F Charitable Trust
Pye Foundation
Stanton Ballard Trust
Thornton Trust

Oxford and District Mencap
Notes to the Accounts - 31 December 2022

6. EMPLOYEES REMUNERATION

The total remuneration paid to employees during the year was £12,000 (2021: £9,430).
Honorariums of £1,562 were paid to medics, cooks and volunteer leaders during the year.

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. HILL END HOLIDAYS OXFORD & BRECON BEACON HOLIDAYS 2022

Hill End Holidays had 58 guests supported 2:1 by volunteers over 3 weeks at the Hill End Centre near Oxford.
6 guests enjoyed a weeks holiday in the Brecon Beacons.
All holidays were supported by a team of volunteers, cooks, medics and drivers.

9. SEVEN O'CLOCK CLUB

The Seven O'Clock Club did not meet during 2022 due to the rebuild of the Bullingdon Community Centre.
Many members attended the Christmas Party on 10th December at St Andrews Hall in Summertown, Oxford.
The Club will resume meetings at the Bullingdon Centre in 2023.