

Registered Charity
261236

Oxford and District Mencap
Report and Accounts
Year ended 31 December 2023

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 2023

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 2023.

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 Bruce Fairbairn - Secretary
Mr Eamonn McDonald - Treasurer
Mrs Julia Fairbairn
Mrs Krzysia Gossage
Mr Tom Honey
Mrs Jessica Lewis

Independent Examiner

Alan P. Sowden CTA, FCCA
Chapman Robinson and Moore Limited
30 Bankside Court
Stationfields
Kidlington
Oxon OX5 1JE

Oxford and District Mencap

Report of the trustees for the year ended 31 December 2023 (continued)

Structure, Governance and Management

The charity operates primarily from its correspondence address.

The overall responsibility for Oxford and District Mencap rests with the board of trustees. The selection of Trustees is designed to supplement the existing skills and expertise of the board and is governed by an informal skills assessment. Appointment of trustees is made in accordance with the society's constitution and the trustees are charged with the task of service delivery for the charity.

Trustees are selected from those who have volunteered with the charity, 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.

Public Benefit

The trustees review the charity's aims and objectives annually, referring to the guidance contained in the Charity Commission's 'general guidance on public benefit' and they have complied with their duties under the Charities Act 2011.

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.

The Trustees are grateful to the organisations listed on page 11, for their support, mainly maintaining the grants made in the previous years.

Oxford and District Mencap

Report of the trustees for the year ended 31 December 2023 (continued)

Achievements and performance

This year we took 70 guests on our residential holidays over 3 weeks of summer at the Hill End Centre in Oxford and one week at Macaroni Wood, Gloucestershire.

We have a great team of minibus drivers, 8 in total, many of whom are retired local people who give up a week or two to drive our guests and volunteers to their activities.

Each day the guests and volunteers go to a different venue e.g. wildlife parks, theme parks, bowling, swimming, going on a boat trip. In the evenings there are talent contests, BBQ's Camp fire singing and a disco.

We have a cook for each holiday week (5 in total). They are usually people who cook for schools during term time and they have to provide meals to cater for all dietary needs.

The guests contribute to the cost of their holiday amounting to about 35% of the cost per guest but some guest's families are unable to pay or can only pay a small amount and we offer support when needed.

80 volunteers supported the holidays this year. New volunteers are given training in learning disability, safeguarding and health and safety.

We recruit from university volunteering websites - our holidays attract medical and psychology students particularly. We advertise also on our website. New volunteers must provide two references. All of our volunteers have a DBS check and this is updated every 3 years.

We also take a small number of young people aged 16 – 18 on two of our holiday weeks. These volunteers are quite often doing the Duke of Edinburgh award and volunteering for us is a part of that. This group often end up volunteering for us for the next 5 or 6 years. The two holiday weeks that take under 18's have a policy for the 'under 18' volunteers with regard to safeguarding.

Each holiday week also has a medic who is either a qualified Doctor or Nurse or a senior medical student. Many of our guests are on regular medication and the medic is responsible for giving this and dealing with minor health issues. We have a low threshold for escalating any guest's health problems and always contact the next of kin.

We held a Christmas party in December 2023 at St Michael's Church, Summertown, Oxford. We provided a meal, dancing, face painting and Father Christmas bringing gifts for our guests and their families. Some of our volunteers were able to come and the committee members. A total of 94 came.

Everyone enjoyed it and we will be doing this again in 2024.

Financial Review

During the year, the Charity received total income of £73,553 (2022 £52,754) and incurred total expenditure of £55,067 (2022 £61,531) creating a surplus of £18,486 for the period (2022 £8,777 loss) as detailed in the attached accounts.

The fund balances totalling £84,094 (2022 £65,608) are required to finance the continuing activities of the Charity.

Reserves policy

The Trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that twelve months of the organisation's core activity could continue during a period of unforeseen difficulty. A proportion of those reserves to be maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

The Trustees believe that at present the amount needed to be held in reserves is £55,489. This figure will be reviewed on a six monthly basis in order for the amount of reserves to be maintained at a reasonable level.

Oxford and District Mencap

Report of the trustees for the year ended 31 December 2023 (continued)

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.

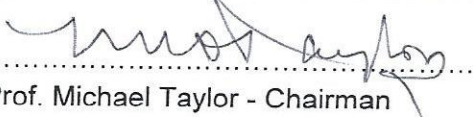
Trustees' Responsibilities

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

Independent Examiners Report to the Trustees of Oxford and District Mencap

We report on the accounts of the Oxford and District Mencap for the year ended 31st December 2023.

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.

Alan P. Sowden FCCA,CTA
Chapman Robinson and Moore Limited
30 Bankside Court
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Kidlington
Oxford
OX5 1JE

Oxford and District Mencap**Year ended 31 December 2023**

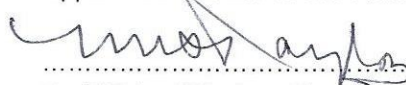
	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<u>Income And Expenditure</u>				
Incoming resources from generated funds:				
Voluntary income:				
Donations	6,140	0	6,140	7,135
Other Income	65,728	0	65,729	45,298
Incoming resources from charitable activities				
Investment Income	1,684	0	1,684	321
Total Incoming Resources	73,552	0	73,553	52,754
<u>Resources Expended</u>				
Charitable activities	41,852	0	41,852	42,671
Governance Costs	13,214	0	13,214	18,860
Total Resources Expended	55,066	0	55,067	61,531
Net Incoming Resources for the year	18,486	0	18,486	-8,777
Fund Balances Brought Forward (note 3)	46,712	18,896	65,608	74,385
Fund Balances Carried Forward	65,198	18,896	84,094	65,608

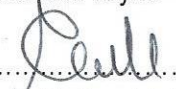
The notes on pages 10 to 12 form part of these accounts.

Oxford and District Mencap
Balance Sheet at 31 December 2023

		2023 £	2022 £
<u>Current Assets</u>			
<u>Debtors</u>			
Gift aid		911	0
<u>Nat West</u>			
Current and Reserve Accounts	57,183	42,538	
<u>CCLA Investment Bank</u>			
COIF Deposit Fund	20,000	20,000	
COIF Turner Award	3,070	3,070	
CAF Bank	2,930	0	
		<u>83,183</u>	<u>65,608</u>
<u>Total Assets</u>		84,094	65,608
<u>Less Current Liabilities</u>			
Fees due to be returned		0	0
		<u>84,094</u>	<u>65,608</u>
		<u><u>84,094</u></u>	<u><u>65,608</u></u>
Represented by:-			
<u>Restricted Funds</u>			
Balance Brought Forward	18,896	18,896	
Transfer from General Funds	0	0	
		<u>18,896</u>	<u>18,896</u>
<u>Unrestricted Funds</u>			
Balance Brought Forward	46,712	55,489	
(Deficit)/Surplus for the year	18,486	-8,777	
Transfer to Other Funds	0	0	
		<u>65,198</u>	<u>46,712</u>
		<u>84,094</u>	<u>65,608</u>
		<u><u>84,094</u></u>	<u><u>65,608</u></u>

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 2023

<u>INCOME</u>	<u>1.01.23</u> <u>31.12.23</u> £	<u>1.01.22</u> <u>31.12.22</u> £
<u>Members Subscriptions and Donations</u>		
Donations - General & subscriptions	6,140	7,135
Gift Aid - HMRC	911	1,008
Fundraising	5,523	1,037
Bank Interest Received	1,684	321
Legacies	0	0
	<hr/> 8,118	<hr/> 2,366
<u>TOTAL FOR THE YEAR</u>	<hr/> 14,258	<hr/> 9,501
ADD NET INCOME / LESS NET EXPENDITURE FOR THE YEAR (Summary attached)	4,228	-18,278
	<hr/>	<hr/>
<u>TRANSFER TO (FROM) ACCUMULATED FUND</u>	<hr/> 18,486	<hr/> -8,777

Oxford and District Mencap**Summary of Expenditure for the year ended 31 December 2023**

		<u>2023</u>	<u>2022</u>
		<u>£</u>	<u>£</u>
<u>7 O'Clock Club - note 7</u>			
Expenditure	Hire of hall	1,610	0
	Activities	197	0
	Transport - taxi hire	0	0
		<u>1,807</u>	<u>0</u>
Less Income			
	Donation	3,014	0
		<u>3,014</u>	<u>0</u>
		-1,207	0
<u>Holiday at Brecon Beacons Centre Wales - note 8</u>			
Expenditure	Accommodation	0	1,760
	Activities	0	2,293
		<u>0</u>	<u>4,053</u>
Less Income	Guest Contributions	0	3,383
	Specific Donations	0	0
		<u>0</u>	<u>3,383</u>
		0	670
<u>Holiday at Macaroni Woods - note 8</u>			
Expenditure	Accommodation	1,725	0
	Activities	3,016	0
		<u>4,741</u>	<u>0</u>
Less Income	Guest Contributions	3,600	0
		<u>3,600</u>	<u>0</u>
		1,141	0
<u>Holidays at Hill End Activity Centre Oxford - note 9</u>			
Expenditure	Accommodation	21,635	21,424
	Activities, food & transport	12,445	15,970
	Annual storage hire	1,224	1,224
	Administrator wages	7,000	12,000
		<u>42,304</u>	<u>50,618</u>
Less Income	Guest Contributions	18,960	17,720
	Specific Donations	23,000	8,650
	Specific fundraising	10,720	13,500
		<u>52,680</u>	<u>39,870</u>
		-10,376	10,748
Carried Forward		<u>-10,442</u>	<u>11,418</u>

Oxford and District Mencap
Summary of Expenditure

(Continued)

	2023	2022
	£	£
Brought Forward	-10,442	11,418
 <u>General Expenses</u>		
Sundry	0	0
Affiliation Fees	100	445
Accountancy Charges (Inc VAT)	678	648
Lottery Licence and Subscriptions	410	0
Insurance	996	1,264
Volunteers & leaders meal of thanks	2,380	2,841
Medics,cooks & volunteer leaders honorary gifts	1,600	1,562
Printing & stationery	50	100
	<hr/> 6,214	<hr/> 6,860
Net income / Net expenditure	<hr/> -4,228	<hr/> 18,278
	<hr/> <hr/>	<hr/> <hr/>

Oxford and District Mencap
Notes to the Accounts - 31 December 2023

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with 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 Republic (FRS 102) and with the requirements of the Charities Act 2011.

Accounting Convention

The financial statements are prepared under the historical cost convention.

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.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. 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	65,198	0	18,896	84,094
	65,198	0	18,896	84,094

3. RESTRICTED FUNDS

	<u>Balance at 31</u> <u>December 2022</u>	<u>Surplus/(Deficit)</u> <u>for the year</u>	<u>Movement in Funds</u> <u>Transfer from</u> <u>General Fund</u>	<u>Balance at 31</u> <u>December 2023</u>
(i) Hill End Holiday Fund	3,896	0	0	3,896
(ii) Legacy	15,000	0	0	15,000
	18,896	0	0	18,896

4. DONATIONS

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

The Barnsbury Trust
 Childwick Trust
 Doris Field Charitable Trust
 Oxford University Communities Trust
 Gerald Palmer Trust
 Pye Foundation
 Sir Jules Thorn Trust
 Thornton Trust

Oxford and District Mencap
Notes to the Accounts - 31 December 2023

5. EMPLOYEES REMUNERATION

The total remuneration paid to employees during the year was £7,000 (2022: £12,000). Honoraria of £1,600 (2022: £1,562) were paid to medics, cooks and volunteer leaders during the year.

6. 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.

7. SEVEN O'CLOCK CLUB

The Seven O'Clock Club resumed in 2023 with the opening of the re-built Bullingdon Community Centre . in Headington, Oxford. The start post Covid had just six members but later months saw numbers increase to over 30 supported by a team of 8 volunteers. Members enjoy many activities including Arts and Crafts and trips out during the summer.

8. MACARONI WOODS HOLIDAY

The September holiday usually held in the Brecon Beacons took place at a new location in Gloucestershire. 7 guests enjoyed a week at Macaroni Woods.

9. HILL END HOLIDAYS OXFORD 2023

Hill End Holidays had 70 guests supported 2:1 by volunteers over 3 weeks at the Hill End Centre near Oxford over the summer supported by a team of volunteers, cooks, medics and drivers.