

Registered Charity  
261236

Oxford and District Mencap  
Report and Accounts  
Year ended 31 December 2024

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 2024**

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 2024.

#### **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. The charity is controlled by its governing document, a deed of trust. The charity is an unincorporated association.

#### **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 FCCA, CTA  
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 2024 (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

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 2024 (continued)**

#### **Achievements and performance 2024**

This year we took 70 guests on our residential holidays over 5 weeks at Macaroni Wood residential centre in Gloucestershire. We moved all our holiday weeks to this centre last year and it has proved to be very popular. The accommodation and facilities are very good. We have around 80 volunteers, mainly students, so that each guest has their own volunteer to act as a buddy and help them engage in the activities. Guests with complex needs who might also be physically disabled are allocated two volunteers. Many of our volunteers return each year. Each holiday week has two leaders.

We have a team of minibus drivers, 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 and no one is refused a holiday because they cannot pay..

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 ends 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 including 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.

Oxford Mencap also runs a weekly social club for people with a learning disability which has around 40 members.

We held a Christmas party in December 2024 at The Jubilee Hall St Andrews Church, Oxford. We provided a meal, a magician, dancing, face painting and Father Christmas bringing gifts for our guests. Some of our volunteers were able to come too as well as some of our guests parents and the committee members. A total of 97 came. Everyone enjoyed it and we will be doing this again in 2025.



## **Oxford and District Mencap**

### **Report of the trustees for the year ended 31 December 2024 (continued)**

#### **Financial Review**

During the year, the Charity received total income of £61,624 (2023 £73,553) and incurred total expenditure of £60,192 (2023 £55,067) creating a surplus of £1,432 for the period (2023 £18,486 surplus) as detailed in the attached accounts.

The fund balances totalling £85,526 (2023: £84,094) 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.

#### **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.

**Oxford and District Mencap**

**Report of the trustees for the year ended 31 December 2024 (continued)**

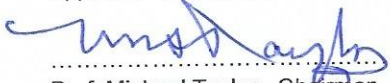
**Trustees' Responsibilities**

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 16/4/25 by

  
.....  
Prof. Michael Taylor - Chairman

**Oxford and District Mencap**  
**Statement of Financial Activities for the year ended 31st December 2024**

	<b><u>Unrestricted Funds</u></b> <b><u>£</u></b>	<b><u>Restricted Funds</u></b> <b><u>£</u></b>	<b><u>Total 2024</u></b> <b><u>£</u></b>	<b><u>Total 2023</u></b> <b><u>£</u></b>
<b><u>Income And Expenditure</u></b>				
Incoming resources from generated funds:				
Voluntary income:				
Donations	16,447	0	16,447	6,140
Other Income	43,125	0	43,125	65,729
Incoming resources from charitable activities:				
Investment Income	2,052	0	2,052	1,684
<b>Total Incoming Resources</b>	<b>61,624</b>	<b>0</b>	<b>61,624</b>	<b>73,553</b>
<b><u>Resources Expended</u></b>				
Charitable activities	54,648	0	54,648	41,852
Governance Costs	5,544	0	5,544	13,214
<b>Total Resources Expended</b>	<b>60,192</b>	<b>0</b>	<b>60,192</b>	<b>55,067</b>
Net Incoming Resources for the year	1,432	0	1,432	18,486
Fund Balances Brought Forward (note 3)	65,198	18,896	84,094	65,608
Fund Balances Carried Forward	66,630	18,896	85,526	84,094

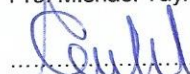
The notes on pages 10 to 12 form part of these accounts.

**Oxford and District Mencap**  
**Balance Sheet at 31 December 2024**

	2024 £	2023 £
<b><u>Current Assets</u></b>		
Debtors		
Gift aid	784	911
Nat West		
Current and Reserve Accounts	61,569	57,183
CCLA Investment Bank		
COIF Deposit Fund	20,000	20,000
COIF Turner Award	3,070	3,070
CAF Bank	103	2,930
	<u>84,742</u>	<u>83,183</u>
<b><u>Total Assets</u></b>	<u>85,526</u>	<u>84,094</u>
	<u>85,526</u>	<u>84,094</u>
<b><u>Represented by:-</u></b>		
<b><u>Restricted Funds</u></b>		
Balance Brought Forward	18,896	18,896
Transfer from General Funds	<u>0</u>	<u>0</u>
	18,896	18,896
<b><u>Unrestricted Funds</u></b>		
Balance Brought Forward	65,198	46,712
(Deficit)/Surplus for the year	1,432	18,486
Transfer to Other Funds	<u>0</u>	<u>0</u>
	<u>66,630</u>	<u>65,198</u>
	<u>85,526</u>	<u>84,094</u>

Approved on behalf of the Trustees on

  
 Prof Michael Taylor - Chairman

  
 Eamonn McDonald - Treasurer

16/4/25



**Oxford and District Mencap**

**Income and Expenditure Account for the year ended 31 December 2024**

	<b><u>1.01.24</u></b> <b><u>31.12.24</u></b> £	<b><u>1.01.23</u></b> <b><u>31.12.23</u></b> £
<b><u>INCOME</u></b>		
<b><u>Members Subscriptions and Donations</u></b>		
Donations - General & subscriptions	10,903	6,140
Gift Aid - HMRC	784	911
Fundraising	491	5,523
Bank Interest Received	2,053	1,684
Legacies	5,000	0
	<hr/> 8,328	<hr/> 8,118
<b><u>TOTAL FOR THE YEAR</u></b>	<hr/> 19,231	<hr/> 14,258
ADD NET INCOME / LESS NET EXPENDITURE FOR THE YEAR (Summary attached)	<hr/> -17,799	<hr/> 4,228
<b><u>TRANSFER TO (FROM) ACCUMULATED FUND</u></b>	<hr/> 1,432	<hr/> 18,486

**Oxford and District Mencap****Summary of Expenditure for the year ended 31 December 2024**

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
<b><u>7 O'Clock Club - note 7</u></b>		
Expenditure Hire of hall	2,092	1,610
Activities	0	197
Transport - taxi hire	0	0
	<u>2,092</u>	<u>1,807</u>
Less Income		
Subs: Received	2,133	3,014
	<u>2,133</u>	<u>3,014</u>
	-41	-1,207
<b><u>Holiday at Macaroni Woods - note 8</u></b>		
Expenditure Accommodation	20,130	1,725
Activities, food & transport	19,202	3,016
Annual storage hire	1,224	0
Administration wages	12,000	0
	<u>52,556</u>	<u>4,741</u>
Less Income Guest Contributions	21,937	3,600
Specific Donations	13,750	0
Fundraising	4,572	0
	<u>40,259</u>	<u>3,600</u>
	12,297	1,141
<b><u>Holidays at Hill End Activity Centre Oxford - note 9</u></b>		
Expenditure Accommodation	0	21,635
Activities, food & transport	0	12,445
Annual storage hire	0	1,224
Administrator wages	0	7,000
	<u>0</u>	<u>42,304</u>
Less Income Guest Contributions	0	18,960
Specific Donations	0	23,000
Specific fundraising	0	10,720
	<u>0</u>	<u>52,680</u>
	0	-10,376
Carried Forward	<u>12,255</u>	<u>-10,442</u>

**Oxford and District Mencap**

**Summary of Expenditure for the year ended 31 December 2024**

	2023	2023
<b><u>(Continued)</u></b>	£	£
Brought Forward	12,255	-10,442
 <b><u>General Expenses</u></b>		
Affiliation Fees	139	100
Accountancy Charges (Inc VAT)	732	678
Lottery Licence and Subscriptions	216	410
Insurance	1,295	996
Volunteers & leaders meal of thanks	982	2,380
Medical Supplies	210	0
Medics,cooks & volunteer leaders -		
Honorarium gifts	1,600	1,600
Printing & stationery	370	50
	5,544	6,214
Net income / Net expenditure	17,799	-4,228

**Oxford and District Mencap**

**Notes to the Accounts - 31 December 2024**

**1. ACCOUNTING POLICIES**

The financial statements of the entity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 of Ireland (FRS102) (effective 1 January 2015)' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Accounting Convention**

The financial statements are prepared under the historical cost convention.

**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.



**Oxford and District Mencap**  
**Notes to the Accounts - 31 December 2024**

**2. ANALYSIS OF ASSETS BETWEEN FUNDS**

	<u>Unrestricted funds General</u>	<u>Unrestricted funds Designated</u>	<u>Restricted funds</u>	<u>Total</u>
Fixed Assets	0	0	0	0
Net Current Assets	66,630	0	18,896	85,526
	66,630	0	18,896	85,526

**3. RESTRICTED FUNDS**

	<u>Balance at 31 December 2023</u>	<u>Movement in Funds Surplus/ (Deficit) for the year</u>	<u>Transfer from General Fund</u>	<u>Balance at 31 December 2024</u>
(i) 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:-

Baily Thomas Charitable Trust  
Doris Field Charitable Trust  
Gerald Palmer Trust  
PF Charitable Trust  
Stanton Ballard Charitable Trust  
Thornton Trust

**Oxford and District Mencap**  
**Notes to the Accounts - 31 December 2024**

**5. EMPLOYEES REMUNERATION**

The total remuneration paid to employees during the year was £12,000 (2023: £7,000). Honoraria of £1,600 (2023: £1,600) 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 2024 - Up to 40 members attend each week for bingo, games, crafts and refreshments. We are grateful to the Oxford Playhouse for the free tickets they have provided through their Community Scheme, with members enjoying plays during the year and the pantomime at Christmas time. Members also attended the Oxford Mencap Christmas party held on December 21st at Summertown, Oxford.

**8. MACARONI WOODS HOLIDAY**

The 2024 Summer Holidays took place at Macaroni Woods in Gloucestershire over weeks in July /August/September instead of the Hill End Centre in Oxford.