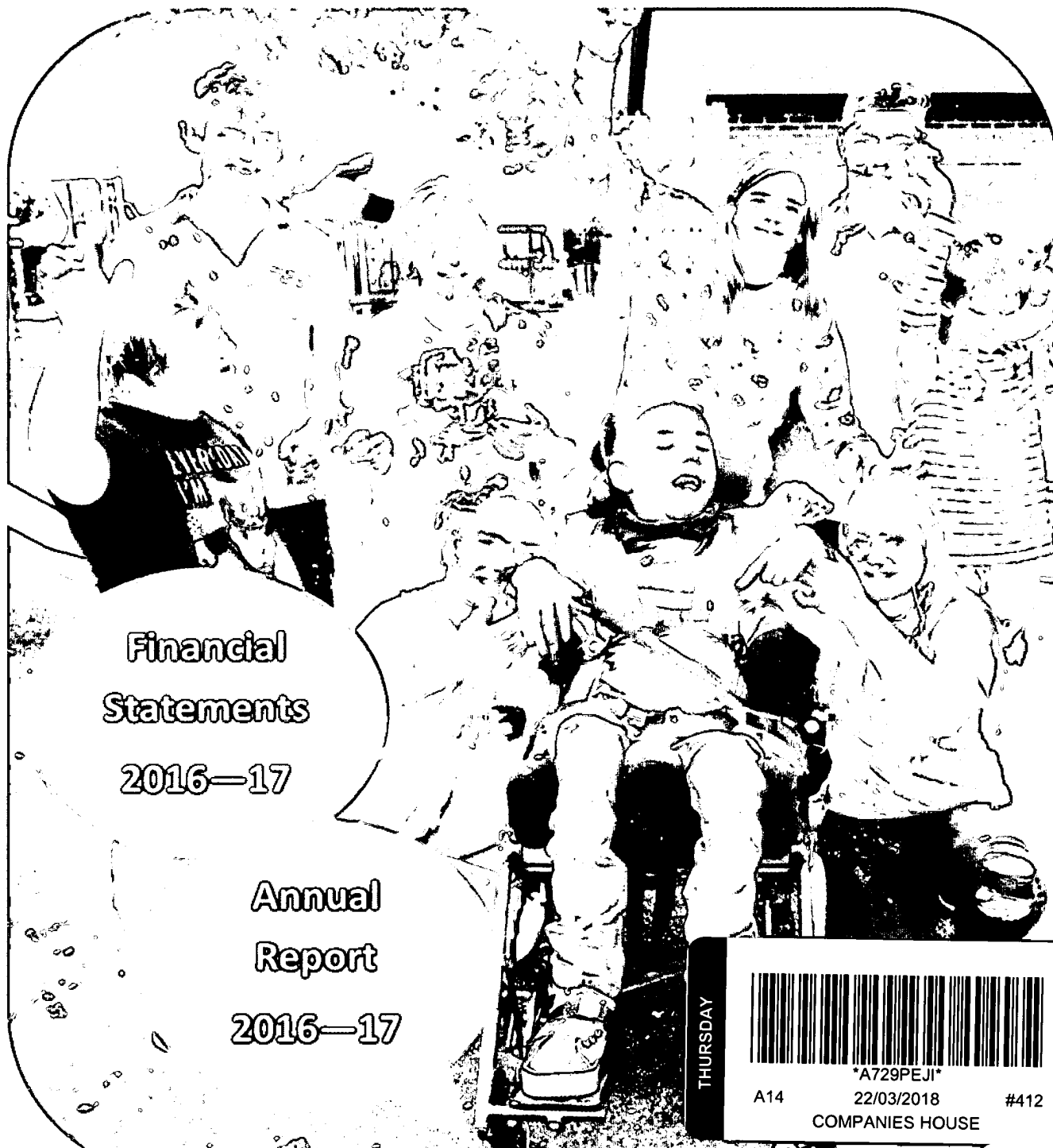




West Berkshire



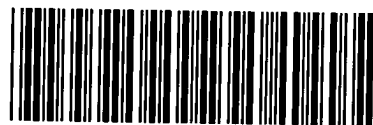
Financial  
Statements

2016—17

Annual  
Report

2016—17

THURSDAY



\*A729PEJI\*

A14

22/03/2018

#412

COMPANIES HOUSE

*transforming lives*

# Contents

Welcome	3
TRUSTEES ANNUAL REPORT 2016-17	7
Our priorities	8
The year by numbers	9
Services	10
Advice & Advocacy	19
Raising awareness	22
Generating funds	24
Innovation	26
Legal & administrative information	27
FINANCIAL REVIEW 2016-17	29
Statement of director's responsibilities	36
Independent auditor's report	38
Statement of financial activities	41
Balance sheet	42
Cash flow statement	43
Notes to financial statements	44

This report was produced in house. We are grateful to all the people who supplied photographs.



## Welcome

West Berkshire Mencap helps hundreds of people with a learning disability to live their lives the way they want.

There are 1.4 million people with a learning disability in the UK.

A learning disability is a reduced intellectual ability (IQ of under 70) and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complex information, and interact with other people. The level of support someone needs depends on individual factors, including the severity of their learning disability.

Learning disability is NOT a mental illness. The term learning difficulty is often incorrectly used interchangeably with learning disability.

This report outlines West Berkshire Mencap's activities from 1 July 2016 to 30 June 2017 and the benefit for people with learning disabilities and their families and carers.

## Message from the Chairman

### West Berkshire Mencap continues to provide excellent services to the most vulnerable

All of our Adult Day Services, except Newbury and Beenham Gateway are now based at The Slater Centre in Bone Lane and this was a great decision which has enabled staff and volunteers and the people that we support to work together much more positively.

Link Up continues to grow and has won new business including a large range of dog accessories, retaining Two Cocks Brewery following its sale to new owners and working with other charities as well as local businesses.

The Friendship skills group made the most of the study room which is fully equipped with computers.

Leisure Plus offered adults with learning disabilities leisure, sport and educational activities.

Thanks to a lot of hard work from Paul Harris we have created 'Daniels Kitchen'. This is named after Daniel Galmiche, an excellent chef and now one of our Patrons who came in and did a class with a group from Heffernan House. Eli Harris has two cookery classes a week as well as a waiting list for these classes.

More adults benefited from horticultural therapy placements at Growing4All. They grew and sold plants, herbs, and vegetables. They also made hanging baskets (which sold out) and recycled pallet furniture. We are looking for funding for a pottery and wood workshop to provide more creative and therapeutic opportunities in the future and possibly moving it to the Mencap Centre to enable more use both by Mencap but also other groups.

Our domiciliary care agency, Your Choice Services, is providing over 1,000 hours of high quality care a week to people with learning disabilities. In common with other care providers we face challenges recruiting the right people to join our team but Sandra Whitworth has taken on the role of recruitment and works closely with Caz Austin on successful recruitment. We continue to invest in staff training.

Heffernan House is now at full capacity and the tenants have settled in well and making great improvements. We are looking to open our next house, Stella Maris House, in October 2017 which is already full with five tenants.

## Message from the Chairman (continued)

Children's Services had another busy year. Activities after school, during holidays, at weekends and at other times, helped our young people learn and have fun, while giving parents and carers much needed respite. However, it must be noted that the local authority is removing all funding from Children's Services and Mark Warne, the manager, is working hard with other charities such as Pals, Dingley as well as Swings and Smiles to put on much cheaper Stay and Play sessions during the holidays which makes better use of our facilities. As always we had a very high number of teenage volunteers giving up their own time to help. Bubble Club has a range of volunteers, some with learning disabilities and some without and is a wonderful first point of call for parents in distress.

Requests for help from the Family Advisor Service run by Jackie Sillett were high. Families got support with benefit claims, child protection issues, deputyships, and much more. All of the Family Advisors are doing an accredited advocacy course which will make them the only accredited advocates in the area.

Both myself and my fellow Trustees recognise the hard work and expertise of our dedicated staff and volunteers to provide high quality services to vulnerable people and would like to thank them.

Paul Pointer  
Chair of Trustees

## Message from the Chief Executive

The success of West Berkshire Mencap over the past 12 months is thanks to a fantastic team of people.

Our underlying motto has always been 'What is best for West Berkshire Mencap' and never has this been more necessary. By West Berkshire Mencap we mean the people that we support, their families, our amazing staff and of course our volunteers.

Our priorities are to keep the Children's Services running and to fund the Family Advisor Service.

Volunteers contributed greatly to our activities. They raised funds, helped with services, organised events and much more. West Berkshire Mencap proudly invests in training and safeguarding (DBS) checks, where relevant.

Over a hundred volunteers help with activities for children. Many are young people recruited from local schools. Without volunteers we would have to reduce the number of children at our sessions. Many people who start as volunteers come back to work for us as part-time staff and some go on to become full time employees.

Several teenagers with learning disabilities work with the children's team. West Berkshire Mencap employ a number of adults with learning disabilities in a variety of roles.

West Berkshire Mencap has an extremely dedicated and dynamic team. There are 32 full time, 24 part time and 76 sessional staff.

Jackie Sillett is doing a great job at managing the FAS Team and we are getting recommendations from other authorities as well as a good name and better relationships with the other stakeholders we work with.

Amy Bosley is doing a great job at both Beenham Gateway and Growing4All and now Newbury Gateway with Ed Jones who will continue to work at Link Up.

Many partners, supporters and donors helped us in the past 12 months. They gave grants, provided advice, donated products or equipment, took part in fundraising events, raised funds themselves, and more. Our fundraising has increased since Phil King took over as Events Manager and looks to be on an upward curve although our statutory funding is lessening so we are trying to fill the gap.

Our President and Patrons continue to support our work. The board of 8 Trustees carried on providing leadership for the charity. Their expertise in a wide range of areas has been invaluable in making sure we are a professionally run organisation.

Leila Ferguson  
Chief Executive



## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

### Our priorities

#### Vision

Our vision is a world where people with a learning disability are valued equally, listened to and included. We want everyone to have the opportunity to achieve the things they want out of life...

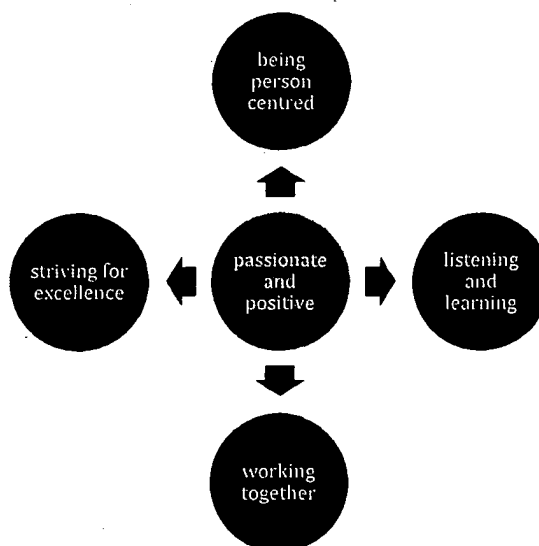
#### Mission

Our mission is to transform society's attitudes to learning disability and improve the quality of life of people with a learning disability and their families.

#### We will :

- listen to people with a learning disability
- raise awareness and change attitudes
- support all people living with a learning disability to lead fulfilling lives
- give up to date information and advice
- promote and support friendships and relationships
- promote and support healthy lifestyles

#### Values



# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Priorities

The Charity's activities are defined by our five year plan. The priorities were created following wide discussion with members and external stakeholders.



The Board of Directors, who are the charity Trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 30 June 2017 under the Companies Act 2006 and the Charities Act 2011, together with the audited financial statements for the year. The Board confirms that the latter comply with the requirements of the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).



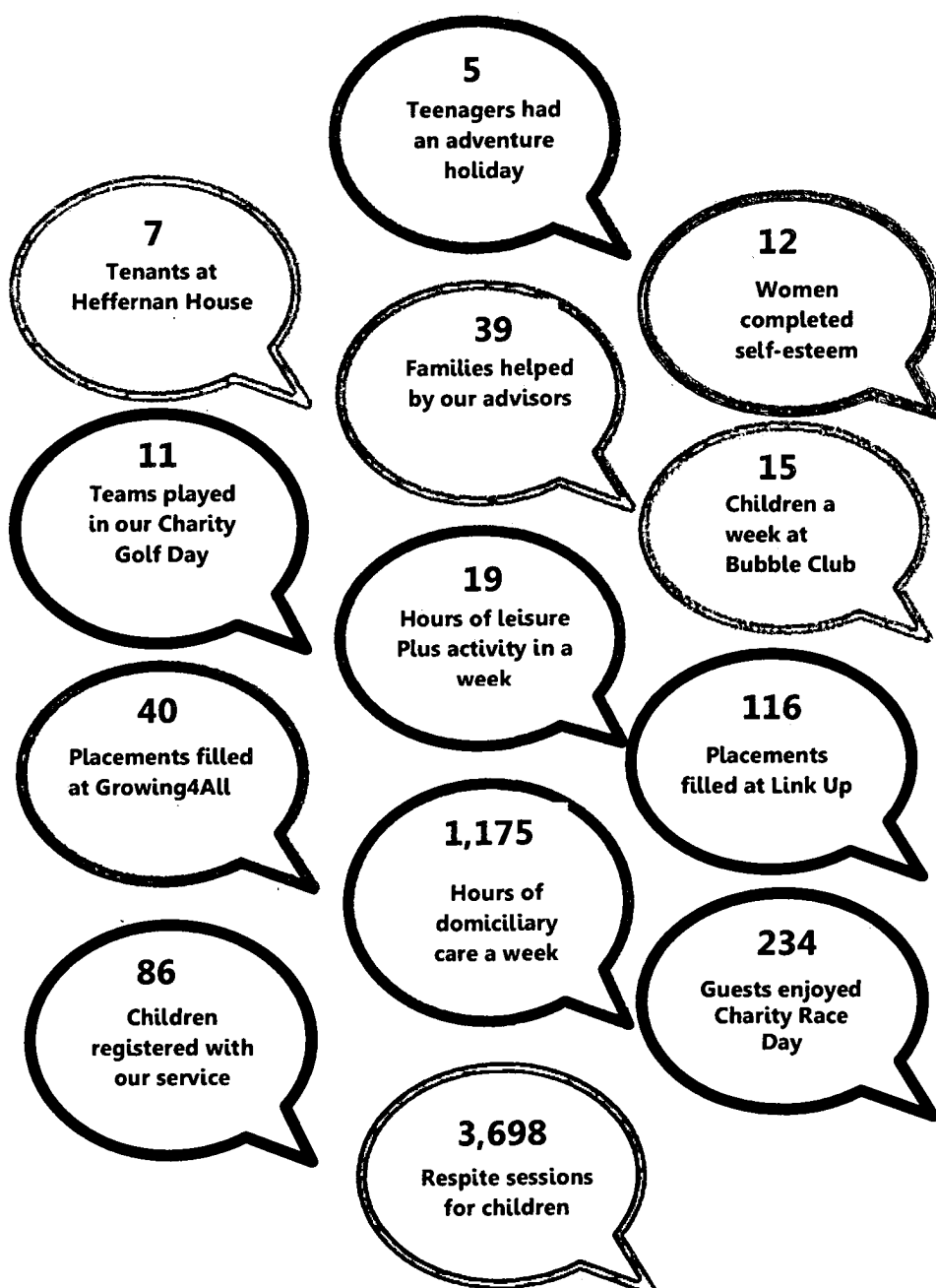
# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### The year in numbers



WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017



## Services

**Priority 1: Provide high quality services that improve the lives of people with learning disabilities and their families.**

People with learning disabilities say that they want meaningful day activities, friends and a home. For over 60 years, West Berkshire Mencap has supported people with a learning disability, their families and carers by offering high quality services. We listen to the people we support and tailor our activities to meet their wants and needs.

## Children's Service

For over 20 years we have created a safe and happy environment for children aged 0-18 years with a learning disability (with or without a physical disability) to play, have fun and socially interact. From 1 July 2016 to 30 June 2017 we provided 3,698 respite sessions for children, representing thousands of hours of care. Sadly, this year due to funding cuts, several of the services we ran have had to close, these include the Saturday club, Greenfields Play Scheme and the Sibling Club. We have however introduced Stay and Play sessions making the most of the facilities when not in use for a club.

Activities for children are based at the purpose built Mencap Centre. Our light and airy building is set in a quiet residential area with ample parking. We have a large hall with a modern kitchen. Disabled children and their siblings are able to play together. Children enjoy our soft play area, sensory room, large selection of toys plus cooking and craft activities. Outside is a large area with swings, slides and other play equipment, with access to adapted tricycles and go-karts. Many of our rooms have tracking hoists available to help children access all areas.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

Bubble club - 15 children attended the weekly parent and toddler group. They have access to all of the facilities at the centre as well as weekly planned activities, this year they enjoyed wellie painting, fruit tasting, cake decorating and other general messy and sensory play. Staff are on hand to talk to parents about any concerns they may have with their child and offer support.

Active Zone - The after school club for 5-18 year olds with a learning disability run daily (except Thursdays) from 3.30pm to 6pm. Each day the children have access to all of the facilities at the centre as well as organised craft and cooking activities. After securing some funding for this academic year we were able to increase our numbers again catering for 15 children a day.

**Case Study:** After School Club offers a safe place for children to play after school but it also offers vital respite for parents and siblings. We have one child that attends our service who needs a lot of attention which puts a lot of strain on the parents and her brother, who is also the target of a lot of his sister's aggression. Due to her attending the club it gives the family well needed rest and time for the sibling to be in a safe environment. It also gives this child a space to play and socialise with her peers that she normally would not be able to do if it wasn't for her attendance at the club. Since starting with one session a week and now doing two sessions a week we have seen a reduction in challenging behaviour and anxiety. When starting with us she found it very difficult to sit with other children during snack time and would insist on sitting with the same staff member every time but now she sits with all the other children and no longer needs a staff member to sit next to her.

Funky Thursday - The youth club for teenagers aged 12-18 runs during term time from 6pm to 8pm. The club is attended weekly by approximately 16 youngsters. We have formed a working relationship with Priors Court School and they bring a group of youngsters from their school to join in with the youth club. This year the youth club enjoyed evenings such as BBQ's, a powder paint evening, meals out and a sports night. The whole programme is now made by the youth club members; they have full input on what we do.

WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

**Holiday Play Schemes** - Since 1984 we have run a play scheme for children aged 3-18 years with learning disabilities. We run for one week during the Easter holiday and due to decreased funding we only ran for two weeks during the Summer holidays. The session runs from 9.30am to 3.30pm. We continued to use the themed days that worked well last year, activities were based around lots of different themes such as superheroes, nature and under the sea. Where possible we aimed to tie the trips into the theme of the day for example under the sea theme day would have a swimming trip and the movie day had a trip to the cinema.

The Easter Play Scheme ran for one week due to a limited number of drivers and the cost of hiring buses. This Play Scheme was based at the centre.

**Case Study:** Some children that attend our service can be very isolated due to their location or due to their families not be able to support them out in the community as they would like. Our holiday play scheme allows children the freedom to go out and about to places that they would not have the opportunity to go to. One boy that attends our services is very isolated at home due to parent's health and no transport. If it wasn't for us being able to offer this family transport he wouldn't be able to attend our scheme to be with his peers or experience new things. He was able to take part in swimming trips that he really enjoys which is something that he is unable to do at home.

**Adventure Holiday** – We did our normal holiday in February with five children to the Calvert Trust in Devon, staff members and volunteers accompanied the children. The groups enjoyed horse riding, crate stacking, abseiling, problem solving challenges, forest skills (making fire and huts), bike riding, swimming every night and a last night disco.

**Stay and Play sessions** – these were introduced in the summer holidays and then opened during the half term session and Easter holidays. The session allows parents and carers the opportunity to bring their child and the whole family to the centre to use the facilities. Two staff set the hall up with toys and activities and are on hand if parents and carers need to be shown how to use equipment such as the hoists or magic carpet in our sensory room. It allows the parents a chance to socialise knowing their children are in a safe environment. The sessions have had a mixed response with differing numbers of families attending each one.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### **Review of Children's Services Plans for 2016-17**

- Secure long term funding for After School Club - A Bid was submitted to Children in need for 3 years funding, however it was turned down, we are continuing to look for other funding. We have received some transition funding from the local Authority.
- To be able to run our Summer Play Scheme for 4 weeks instead of just 2 weeks - summer 2016 we only had the funds to run 2 weeks of summer playscheme
- To increase numbers for Bubble Club - this is ongoing. We had increased our numbers but numbers have gone down due to some children starting school.
- To improve accessibility for the whole of the West Berkshire Mencap Centre, to help everyone get the most out of what we offer. E.g. tracking hoists for the Hall and Soft Play Room - We now have a hoist in our soft play room allowing the children to get the most out of this area, we would still like to get a hoist in the hall.
- Update the accessibility and improve what we offer in the West Berkshire Mencap Garden. E.g. more accessible wheel chair swing and climbing frame - we have received quotes for new equipment for the garden, we are looking at sourcing funding for the equipment.
- To work better with other originators and agencies that offer children services - we are part of the SEND providers forum which meet regularly and this has had a very positive impact on the way we all work together. We have run several joint stay and play sessions with other organisations, this has led to new children registering with our services and allowing parents the opportunity to experience our settings.

### **Plans for 2017/18:**

- Secure long term funding for After School Club
- To increase numbers for Bubble Club
- To gain funding to offer more sleepovers to the children.
- To work towards establishing a secure staff team.

WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

## Adult Day Services

We believe that everyone has a right to enjoy a life with new opportunities and exciting challenges. Our wide range of services cover work skills, therapeutic horticultural work, education, leisure, outings, sports, arts and crafts.

Leisure Plus sessions run three days per week offering, recreational and leisure activities including art, badminton, cooking skills, crafts, drama and trampoline skills.

Gateway Clubs help people with a learning disability take part in leisure, social and creative activities in the community, and provides opportunities for personal development. Clubs are held weekly at the Mencap Centre and fortnightly in Beenham. The aim is to break down barriers to social inclusion so people with a learning disability can lead a full and active life in the community.

Friendship Skills Group runs weekly in Ace Space in Newbury. The course helps students become as independent as possible, connect with their local community and develop a social and supportive network with their peer group. In addition to the weekly meeting, social events are run by staff in the evenings for meals out, a fundraising Spring Fayre with a local Church group, supporting the group to attend local events such as Newbury Carnival and also Saturday coffee mornings on an ad hoc basis.

Link Up Since 1995 we have offered adults with learning disabilities real work experiences. All our trainees are supported by staff who quality control check work before it is dispatched to customers. Our valued customers included: Art House Meath, Frank and Jelly's, Eddingtons, Newbury Library and Newbury Town Council. Each individual develops their potential through training and sets their own learning goals to work towards for the year. A variety of courses are offered, including Numeracy and Literacy, Healthy Living and Healthy Eating, Keeping Safe in community and Internet Safety.

Link Up is also working in partnership with Newbury Community Resource Centre (CFP) to deliver a Supported Employment program funded by West Berkshire Council for three years. Link Up provides six weeks of induction into our work skills project and individuals work towards a qualification on volunteering and employment with LASER awards.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

Growing4all Thanks to support from Greenham Common Trust, our horticultural project, based at Cottismore Garden Centre, provided work skills, practical gardening, woodwork and related crafts. G4A 'adopted' the historic Bull's Lock on Kennet & Avon Canal which they help to keep neat and tidy on a monthly basis.

G4A also provide gardening maintenance for Heffernan House on a fortnightly basis.

### **Case Study: Link Up, Friendship Skills and VSP for Supported Employment and Volunteering.**

This member, who is 25, initially started at Link Up as part of the Supported Employment program that is run in Partnership with the Community Furniture Project. From starting the course, she has since arranged her own funding from Social Services; by requesting to attend Link Up twice a week and also to attend Friendship Skills.

Before attending WBM services she was socially isolated by living with a Carer in Calcot with no day services and no opportunities to make friends or socialise.

From attending Link Up and Friendship Skills, her socialisation skills, friendship circle and confidence have increased, to the point that she organised her own birthday party at Nando's with her friends from Link Up and Friendship Skills, with one member of staff supporting the group. She is now organising a Christmas Meal for her friends and is actively encouraging her friendship circle from Friendship Skills and Link Up to meet up independently at weekends.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### **Review of Adult Day Services Plans for 2016-17**

- Continuing to look at developing existing services and supporting individuals and their parents to access personal budgets so that they can choose the services that they attend - Adult Day Services continually look at all services and adapt them as needed to ensure that all services are needed and well attended and meeting the needs of individuals attending. Yearly service reviews are sent out to service users, parents and carers, giving everybody the opportunity to voice what is working and what new activities they would be interested in. As appropriate, Adult Day Services, will respond to the needs of the people that we support and adapt and create groups as necessary. For example, Adult Day Services now run two Cookery Groups at The Slater Centre, in response to requests from service reviews, asking for small cookery groups to run regularly and affordably.
- Supporting clients and families to access WBM FAS service - Adult Day Services have worked closely with families and supported them to access WBM FAS services; FAS have provided and supported families with information about Personal budgets and any other information they have needed regarding benefits and their rights as carers and continue to do so as needed. Adult Day Services endeavour to attend annual reviews run by Social Services upon being invited and support the individual and their families at reviews, offering advice, support and signposting to families as necessary.

### **Plans for 2017/18:**

- Look to develop existing services and evolve services to meet the needs of individuals
- Support clients and families to access West Berkshire Mencap's Family Advisor Service
- Develop links with new social worker locality teams



# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Domiciliary Care & Housing

Access to quality care and support packages in their own homes transforms the lives of people with learning disabilities. We offer client centered, outcome focused support with a specific emphasis on choice. This is designed to meet the key objectives of the personalisation agenda and Valuing People Now (2009).

**Your Choice Services** The domiciliary care agency is registered with the Care Quality Commission. YCS provides support and care to adults and children in their own homes and out in the community. The support for adults grew to a total of 1175.5 base hours in a full week. The sitting service became fully integrated as part of YCS and is now known as Children's Outreach. This averages over 71.5 hours per week with as much as 100 hours.

**Heffernan House** Seven tenants are leasing self-contained flats, giving them a home of their own. Support from YCS staff enables clients with complex needs to be involved in mainstream society.

#### **Case Study: Domiciliary Care/supported living**

ST moved into Heffernan House in January 2017 after we had been supporting her in the community for three years. ST lived at home with her family and was quite socially isolated. ST had no skills or communication and also found it distressing being with other people. The staff team have worked hard with ST to integrate her into the community and into Heffernan House. She now communicates her needs via Makaton and has even said 'car' and go'. She also makes some noises if she is saying yes or no. This is a fantastic achievement for ST. She used to hate personal care but now is quite happy to have her hair washed and loves being pampered. She has become a popular member of Heffernan House and accesses all activities happily. ST's father is extremely pleased with her progress and her support and has said 'how happy he is with how everything is going and how grateful he is'. Below is ST and JH sat in Heffernan House.



# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017



### **Review of Domiciliary Care and Housing plans for 2016-17**

- ❑ Work with partners to access more property for supported living - We have worked closely with Greenham Trust to obtain Stella Maris House (a former doctors' surgery) which is being converted into five flats. Estimated completion date is around the middle of September 2017
- ❑ Boost recruitment of bank staff - Our recruitment and training manager has worked hard on boosting our staff team for the Stella Maris as well as increase the numbers of bank staff. She has used recruitment websites such as Indeed and Monster. As well as advertising on Facebook and on The Slater Centre. Handing out leaflets in Newbury town centre and at events was also an effective way of advertising. We are continually advertising for bank staff so we can increase our outreach services.

### **Domiciliary Care and Housing plans for 2017-18**

To open Stella Maris house and run smoothly.

Continue with recruitment for Stella Maris and Heffernan House.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Advice & Advocacy

Priority 2: Help people with a learning disability, their families and carers, make choices and have a voice.

West Berkshire Mencap supports people through many different situations and life opportunities. Our qualified staff give individual support to parents, carers and people with learning disabilities. We help with a variety of issues including work, leisure, housing, transition, benefits advice, behaviour management, support at assessments and reviews. We provide crisis support and advocacy through the Child Protection procedure and can also be an Appropriate Adult at the local Police station.

### Family Advisor Service

39 Families have received general support at a range of meetings: social, educational, best interest, and team around the child. Families were signposted to the services right for them either within West Berkshire Mencap or for other organisations. Many families are helped with multiple issues and on multiple occasions

20 Families were given help with benefit claims including Employment and Support Allowance, Disability Living Allowance, Personal Independence Payment, Income Support, and Carers Allowance.

Help was given to complete 12 deputyships; we average 1 per month often needing several meetings to complete the forms.

11 Families (all subject to a Child Protection Plan) were helped. We advocated for the parents providing support and information so that they can understand what is being said during meetings and enable their opinions to be heard. We have advocated for 5 of the families in family or magistrates court.

We did 4 workshops in May with a mother and father, this was commissioned work for social services, working on safety after a serious safeguarding family issue as the mother has a learning difficulty.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

The self-esteem group, Time4U, helped 12 people who have learning disabilities within their families build confidence in 2017. Unfortunately, not all families completed the course, a baby was born mid-way through. The boost in self-esteem was evident with end scores reaching personal targets. This course will run again in October, due to enquires it will be slightly modified to include two sessions on building children's self-esteem.

We have also facilitated a Parents and Carers group this year meeting monthly. Speakers have covered subjects including Dementia awareness, Shared Lives, and Fire Safety, the average attendance was 7 people.



A photo from a parents and carers meeting May 2017.

#### Case Study

Mr and Mrs B contacted us for support in December 2016, a married couple both with learning difficulties, the wife also had mobility problems. They had all their benefits stopped and had no idea why.

It took a long time to unpick how this had happened. FAS sorted through a pile of their paperwork, an area they said they struggled with. The couple had become very frustrated with The Job Centre, and phoning for benefit information, so they asked for our support. There were times when having no money exasperated their anxiety, tears and frustration poured out either on the phone to us, or when they came into the office.

After 5 months of home visits, support in several meetings, making calls on their behalf, writing letters and getting them help from other services, their benefits were reinstated.

Mrs and Mrs B said that they didn't know who else would have put up with them, and thanked us for all we had done for them.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### **Review of Advice & Advocacy: Plans for 2016-17**

- Help all our clients make informed decisions and apply for Personal Budgets to enable them more freedom over their own care packages. This was achieved last year; no requests have been received for this support in 2017.
- Increase advocacy for people with a learning disability their families and carers. A service we provide that is steadily increasing as planned.
- To support Parents and Carers to apply for Deputyship where appropriate. We average one deputyship per month, and have provided speakers on applying for Deputyship.
- Provide support, advice, and guidance to enable families to stay together. We offer support and guidance that is genuine and empathetic, however helping families stay together is dependent on circumstances and proceedings.
- To provide a regular Parent and Carers group to provide information and support from staff knowledge and guest speakers. Achieved, funding was granted to support these monthly meetings.
- For Family advisors to complete an in depth Advocacy training course to enable them to support families to the best of their ability. This is ongoing due to a change in FAS staffing.

### **Advice & Advocacy: Plans for 2017-18**

- Increase advocacy for people with a learning disability their families and carers.
- Working together alongside children's services to offer more parental support and advice for parents of children with special needs.
- Completion of qualification in Advocacy City and Guilds.
- Support transition of adults with learning difficulties into new supported living, ensuring families have up to date information required on benefits and payments.

Increase peer to peer support as the people we work with have some great skills they could share.



## Raising awareness

### Priority 3: Raise awareness and change attitudes towards learning disability across West Berkshire.

Every day, more than 1.4 million people with a learning disability and their families face issues like poor healthcare, hate crime and social isolation. These issues are rarely debated and most people don't understand how these things impact lives.

West Berkshire Mencap seeks to highlight these issues and raise awareness in partnership with people with a learning disability and their families and carers.

The Mencap Centre was used as a polling station for the General and Local elections and we took the opportunity to put up a display showcasing our work and services.

Our annual race day attracted a significant number of local business people and opinion formers and was a further opportunity for us to spread our message. This year over 230 people attended.

Leila Ferguson, CEO, is contacted regularly by local media with regard to issues affecting people with learning disabilities.

The third Growing4All Open Day took place and was a huge success raising £1,500. Visitors were able to buy hanging baskets, bedding plants, items made from recycled wood, and pallet furniture. Amy Bosley, G4A Manager, attends BNI to raise awareness of the charity to local businesses.

More time is being invested in networking events such as 4Networking, BNI and BuzzConnect. This approach has served to increase awareness among local businesses and we have forged new contacts with charitable groups, such as Pangbourne Rotary Club.

Many members of these local groups have taken the opportunity to tour our services and now act as ambassadors, promoting awareness of our services.

## WEST BERKSHIRE MENCAP

(A company limited by guarantee)

### TRUSTEES ANNUAL REPORT

#### FOR THE YEAR ENDED 30 JUNE 2017

The new website designed by Web Squared gives up to date information about the charity.

2,629 people (2016 – 2,534) now follow the @wbmenap twitter feed.

1,000 people (2016 - 884) 'like' the Facebook page, we have also developed additional Facebook pages for some of our Adult Day Services such as Friendship Skills, Link Up, Growing4All and Gateway.

We have established an Instagram account which has 287 followers.

#### **Review of Raising Awareness: Plans for 2016-17**

- Promote the culture and ethos of West Berkshire Mencap internally and externally - More time is being invested in networking events such as 4Networrrking, BNI and BuzzConnect. This approach has served to increase awareness among local businesses and we have forged new contacts with charitable groups, such as Pangbourne Rotary Club
- Celebrate Link Up and the opening of the new kitchen by Daniel Galmiche - On 20<sup>th</sup> October 2016 West Berkshire Mencap officially opened our specialist kitchen with Daniel Galmiche. The day was well attended and local media covered the event. The YouTube video published by BBC Berkshire has gained over 14k views, and is our most successful promotional video so far.
- Grow social media followers by working with volunteers to develop video content - Although we have grown our base of social media support we have so far been unable to produce video content, however in the coming year we will be working to produce five promotional vignettes for social media and events.

#### **Raising Awareness: Plans for 2017-18**

- Continue to promote the culture and ethos of West Berkshire Mencap internally and externally
- Celebrate the refurbishment of The Mencap Centre with an inaugural event in early 2018
- Continue to grow social media followers and expand awareness through local networking events.

WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017



## Generating funds

### Priority 4: Generate the income to sustain and grow our services.

Throughout the year we held a variety of events to raise money for West Berkshire Mencap. Wherever possible, our members and staff are involved in fundraising. Our Fundraising Manager identified and applied for relevant grants.

#### Fund raising events

Our fund raising events included:

- Charity Race Day at Newbury Racecourse
- Christmas Craft Fair
- Christmas Carol Service
- Dewpond Dinners
- Charity Golf Day
- Newbury Bayer 10K run
- Zumbathons
- Music Night
- Quiz and Fish & Chip supper
- St Nicholas Church Coffee Morning
- Chapel Row Fayre
- The Ball for adult service users
- Bowling Tournament
- Christadelphian Spring Fair

#### Grants

West Berkshire Mencap are grateful to the following:

- The Good Exchange
- Greenham Common Trust
- Englefield Charitable Trust
- Gerald Palmer Eling Trus



# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

We are also trying to introduce new events which appeal to our corporate donors and members of the local community, making these annual events where possible.

We have not yet established an events committee to generate new ideas / provide support, but are currently looking for volunteers to support events outside of West Berkshire Mencap staff. It is our hope that these volunteers will form the foundation of a new events and fundraising committee.

#### Donations

West Berkshire Mencap receives a lot of support (both financial and in kind) from organisations, business and individuals and we would like to thank all our supporters for their donations.

#### **Generating Funds: Plans for 2017-18**

- Build 'Charity of the Year' database to establish new links with local businesses
- Continue successful fundraising events including Race Day and Golf Day
- Establish new regular events which appeal to both our corporate donors and members of the local community

WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017



## Innovation

### Priority 5: Develop new ideas to benefit people with learning disabilities and their families.

The new Family Advisors are continuing to evolve the Parents and Carers meetings and involving attendees in choosing the topics they want.

The kitchen could be used to work with some of the Heffernan House staff who need to learn to cook so plans are being made for that to happen.

We would like to move Growing4all from Cottismore to the Mencap Centre and a bid has been put on The Good Exchange to that effect.

Mark Warne has been working diligently in order to keep Children's Services provision as plentiful as possible, he is a founder member of the SEND group. This exists for charities that used to get Short Break funding. He has set up several Stay and Play sessions with these charities which tend to take place at the Mencap Centre as we have more facilities.

Gateway Clubs have new staff and exciting new plans to include trips out. We now have identified and employed a grants and bids manager whilst still encouraging every other member of staff to come up with new ideas.

This year Your Choice Services have put on a music night and a new entertainment called Heff Fest which they are looking to expand.

We will consider any service suggestions from users, parents and carers, or other professionals that will benefit people with learning disabilities and their families. We also listen closely to our staff and volunteers who work closely with each other and the people that we support getting a good view of their needs and routes for progression.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Status and Administration

West Berkshire Mencap is a company limited by guarantee (number 3790942) incorporated on 17 June 1999 and is a registered charity (Charity No: 1076658). The charity is governed by its revised Memorandum and Articles of Association adopted 17<sup>th</sup> November 2016.

All directors are appointed at the Annual General Meeting by members and each appointment is for a year. There is a 5 year restriction on the length of tenure of the Chair.

Decisions are made by line managers and, ultimately, by the Chief Executive. Policy decisions are made by the Board of Directors. Strategic decisions are formed at Board level using information from staff and users to help in the decision making process.

Directors (Trustees) who have served during the year are as follows:

Paul Pointer	Chair & Treasurer	Elected Chairman November 2016
Julian Swift-Hook	Chair	Stood down as Chair November 2016
Julian Swift-Hook	Vice Chair	Elected Vice-Chair November 2016
Darren Anderson		
Stuart Durrant		
Gill Leech		
Steve Luff-Smith		Appointed July 2016
Tom Rossiter		
Louise Thompson		

Leila Ferguson is Company Secretary and Chief Executive.

The Key management personnel are the Trustees, as above, Leila Ferguson as Chief Executive, Tony Ferguson as Project Manager and the Heads of service lines: Lucy Dodd, Jane Hall, Jackie Sillett and Mark Warne.

### Structure, Governance and Management

Trustees are sought from a wide range of backgrounds and disciplines in order to ensure that the charity is governed effectively. A skills audit has shown that we have a good range of Trustees with backgrounds in finance, legal, management and politics whilst also maintaining soft skills such as team work, problem solving, facilitation and decision making. Trustees are asked to sign a letter of representation to show that they understand the role of the Trustee and to ensure that they have declared an interest in everything they need to. They are given an induction pack to give them information about the charity. They are also offered an induction tour of our services as we are based on several sites in the district. It is important to have a diverse range of Trustees to reflect our diverse society. Trustees are offered regular training.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Compliance with the Code of Good Governance

West Berkshire Mencap's board continued to demonstrate its strong commitment to the Code of Good Governance.

### Principal Objects of the Charity

The objects of West Berkshire Mencap are :

*The relief of people who are in need by reason of their disability, (with an emphasis, priority and focus on the relief of people with a learning disability, their families, dependants and carers), by the provision of services, support and information, leading to independent living opportunities and/or improved life chances, and also by challenging discrimination through campaigning, lobbying and promoting user representation.*

It does this by carrying out activities in the following areas:

1. Promotes the care, treatment and education of people with learning disabilities and their families/carers and secure provision commensurate with their needs.
2. To increase public knowledge of the problems faced by people with learning disabilities and their families/carers.
3. To become acquainted with all people with a learning disability and their families/carers within the local area, to listen to them and develop services that take their views into consideration.
4. To foster mutual help and co-operation and friendships between parents, guardians, relatives and all entrusted with the care of those with a learning disability.
5. To provide support and a signposting service to other organisations and work in partnership to ensure that people with a learning disability and their families/carers have the rights and opportunities that they are entitled to.
6. To provide respite for families.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### **Ensuring that our work deliver our aims**

The activities which West Berkshire Mencap undertakes are defined by the organisation's strategic plan, which takes the form of a 5 year plan (2014-2019). This report outlines our activities over the past 12 months and how those activities brought benefits to people with learning disabilities and their families and carers.

The priorities in the current plan were created following extensive consultation with the membership and external stakeholders. West Berkshire Mencap discussed this at the board's strategic away-day and Trustees had the opportunity to update and refresh the plan in light of changes to the external environment, resources and feedback from partners in the sector on their evolving needs. This was signed off at the July 2014 Board meeting.

During the creation of West Berkshire Mencap's strategic plan, in the monitoring of its progress, and in the consideration of future plans, the board is ever mindful of how West Berkshire Mencap's public benefit, as defined in our objects, is delivered. The Board has reviewed and has had regard to the Charity Commission's general guidance on public benefit.

### **Criteria used to assess success.**

We have been using a system of KPI's in each of the services and these are reported back at each Board Meeting with a Red Amber Green system.

We also hold regular consultations with both the people that we support and other stakeholders to ensure that we are delivering useful high quality services.

There are various groups that meet regularly i.e. the key workers from Your Choice Services, the managers within West Berkshire Mencap, the Children's Services sessional staff etc. Services such as Gateway Club have a committee formed from the people we support.

### **Performance of material fundraising activities.**

Our fundraising activities have performed well against previous years and against fundraising objectives. Phil King is our Events Manager, Emily Buckmaster is working on grants although, as always, we have an expectation that fundraising is to be part of as many people's jobs as possible. This is partly because certain people will know their own areas and services far better and are far more passionate about them which makes for a better grant application. This year Race Day raised performed better than expected and the average contribution per person increased by 30%. Our Golf day this year was the most successful with a change of venue.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

#### **Financial Results and Reserves Policy**

As with previous years the principal funding source of the charity continued to be that of sessional fees, domiciliary care fees and local authority grants for services. In the year to 30 June 2017 incoming resources increased to £1,952,637 from £1,922,577 last year. Income from Your Choice Services increased slightly, whilst sessional fees, local authority grants and other grants have unfortunately declined. However, donations and legacies decreased this year to £41,179 from £61,861 last year.

This year expenses increased by 3% to £1,999,264, up from £1,939,152 last year. Our largest cost is still for staffing which is around 75% of this total.

As we reported last time the council had decided to grant us transitional funding of £65,102 through to March 2017 for our children's services with a further grant of £52,000 to take us through to 31<sup>st</sup> March 2018. This situation is clearly not sustainable going forward and we are urgently seeking other sources of funding.

Our restricted funds are very important for providing a degree of security for many of our existing projects and services and enabling us to develop and expand services in response to the needs of service users. However, restricted funds are just that – funds restricted to specific purposes that cannot be spent on other purposes, for example, if they are donated for a specified activity or are earned in fees or other service specific income.

This security is however only short term and we continue to aspire towards having free reserves to meet our working capital obligations for three months' salary and other smaller costs. This total is £472,000 and at the year-end free reserves stood at £89,884, as shown on the next page, meaning there is still a significant shortfall.

In defining its reserves policy, West Berkshire Mencap has considered what level of free reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management and financial sustainability. For West Berkshire Mencap free reserves represent unrestricted general funds of the charity and exclude the restricted funds held.

The determination of an appropriate reserves level is a key part of the strategic planning process. This is linked into a risk assessment of key areas of income and expenditure, along with the following:

- Working capital
- Financial risk management
- Future strategic development

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

The Trustees review the reserves level on an annual basis, along with the risk assessment of key areas of income, as this provides the information on an adequate level of reserves to be maintained in order to ensure security of existing services in the short term.

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Total charity funds per balance sheet:	<b>1,501,928</b>	<b>1,548,555</b>
<b>Deduct</b>		
Endowment funds	<b>268,187</b>	<b>275,840</b>
Restricted funds	<b>799,115</b>	<b>819,887</b>
Designated funds	<b>92,987</b>	<b>92,557</b>
Fixed assets held in general funds	<b><u>251,755</u></b>	<b><u>260,272</u></b>
Free reserves	<b><u>89,884</u></b>	<b><u>99,999</u></b>

See also note 13 for the analysis of net assets by fund.

### Investment Policy

The Trustees adopt a low risk approach to investments. They are considered at Trustee meetings and any surplus over and above immediate working capital requirements is invested in a number short term bonds at various institutions to get the best rate of return and mitigate the risk of financial loss. All other free cash is invested in deposit accounts.

### Risk Management

A formal review of the charity's risk management processes is undertaken on an annual basis.

The key controls used by the charity include:

- Formal agendas for all Board and committee activity
- Detailed terms of reference for all Committees
- Comprehensive strategic planning, budgeting and management accounting
- Established organisational structure and lines of reporting
- Formal written policies
- Clear authorisation and approval levels.

The identified risks are prioritised in terms of the likelihood of occurrence and potential impact. The Board reviews actions taken to mitigate the risks and assesses the residual risk remaining after implementing those actions. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

Key risks have been identified as follows:

- Ensuring financial sustainability and income streams against a background of ongoing cuts to services from local authorities
- Quality or process issues in services leading to problems with regulators or commissioners
- Staffing and the need to recruit, train and retain sufficient staff to ensure all service are delivered safely by competent staff

The trustees meet quarterly to discuss the situation and to review the finances and the ongoing sustainability of services. Additionally the Chair and Vice Chair have monthly meetings with the Chief Executive.

Services are reviewed regularly by external regulators and commissioners. Our recent Ofsted and CQC ratings are "Good" and we have passed all inspections by commissioners. We also ensure that each service carries out a quality satisfaction survey every year and Trustees receive reports from each service at their quarterly meetings.

Recruitment has proved to be an ongoing challenge and we have appointed a training and recruitment manager, have investigated and tested new ways of attracting candidates and have moved to values based recruitment that ensures that we not only attract candidates but attract the right sort of candidates who share our passion for providing personalised care to the people we support.

The Trustees have reviewed the adequacy of West Berkshire Mencap's internal controls, which are articulated in a controls and procedures manual. Procedures have been established for reporting failings to the appropriate levels of management and the Board of Trustees. As a result, Trustees can conclude that all major risks have been identified and the appropriate steps to mitigate these risks have been put in place.

### **Quality of Services**

At least once a year we ask for feedback about all our services from everyone who has anything to do with us whether they be users, parents, carers, social workers, home staff etc. The responses to these surveys feed into the decisions taken about changing the services to fit with the funding we receive. The results were very positive; our services are considered essential to parents and carers and of a consistently high quality. We continue our monitoring informally by talking to the people we support, their carers and other stakeholders so that we can act quickly to spread improvement or prevent the negatives.



WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

**Public Benefit**

The trustees have had regard to the public benefit guidance issued by the Charity Commission in determining their activities for the period.

One of the issues raised by our surveys is that our organisations mission is not always fully understood by the general public. People sometimes think that we are a mental health charity or that we are a branch of Royal Mencap and get our funding from them.

We are extremely good at using social media like Facebook, twitter etc. and have a core number of staff who ensure that our profile is active. We have also been able to communicate very successfully to volunteers and supporters about our activities and events.

Some of the events we hold are not purely to raise funds, they are also to raise our profile and enable us to be known to more people who may need our services or who may want to help us.

We also re-tweet other organisations that have a similar client group or match our ethos or objectives. For example we have a relationship with other local Mencaps which have been established through social media. We will continue to develop our presence on social media and provide ongoing training to those who need it.

West Berkshire Mencap provides many volunteering opportunities and does very well at recruiting, and retaining young volunteers. One of the unique features of the playschemes is that it offers a one to one volunteer for each child that attends. These volunteers are recruited from local schools and colleges and give up their free time to volunteer at West Berkshire Mencap. All of these volunteers are offered a wide range of training which includes disability awareness training, first aid, communication skills and many others.

Many of these young volunteers go on to choose a career based on their experiences as a volunteer, they go on to look at jobs as teachers, doctors, physiotherapists, and many return while they are at university to continue volunteering. They also take up volunteering with other organisations in other areas.

We have fewer adult volunteers but they are just as valuable as the younger volunteers. Some work as job coaches, accompanying clients on job taster sessions, some drive or assist on different projects. We have volunteers from all sections of the community including people with learning disabilities. West Berkshire Mencap also employs adults with learning disabilities.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

### FOR THE YEAR ENDED 30 JUNE 2017

West Berkshire Mencap provides many services that are not being provided by anyone else in this area. We provide respite, work experience, training and leisure opportunities. These benefit not only the users but also their families and professionals. Families get valuable respite and the clients learn or play and widen their experiences and ability. Our aim is that people with learning disabilities get access to the same life experiences that everyone else has, hopefully positive but sometimes negative. We continue to be an organisation that takes the most challenging people who cannot be supported by any other organisation.

#### **Related Parties**

West Berkshire Mencap cooperates with a number of other local organisations in the delivery of its services as mentioned above. These include Newbury College, Newbury Community Resource Centre, Greenham Common Trust and West Berkshire District Council.

#### **Policy for setting remuneration**

West Berkshire Mencap is committed to ensuring that we pay our staff fairly and in a way that ensures that we attract and retain the right skills to enable the organisation to survive and thrive. Senior Management meet to discuss any proposed annual increase for staff as part of the annual budget setting process and in the context of the funding for the organisation. The decision on an annual award (if any) is taken by the Board of Trustees. The salary of the Chief Executive is set directly by the Board of Trustees. Individual roles which arise during the year or where roles are changed are benchmarked against the external market by Senior Management before setting an appropriate rate.

WEST BERKSHIRE MENCAP  
(A company limited by guarantee)

TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017

President

Arthur Heffernan

Patrons

Richard Benyon MP

Lorraine Chase

Mick Gooding

Ricky Groves

David Smith MRICS

Sir Philip Wroughton

Daniel Galmiche

Josh Dugdale

Trustees

Darren Anderson

Paul Pointer [Chair/Treasurer]

Julian Swift-Hook [Vice Chair]

Tom Rossiter

Gill Leech

Louise Thompson

Stuart Durrant

Stephen Luff Smith

Chief Executive

Leila Ferguson [Company Secretary]

Registered Office

The Mencap Centre  
Enborne Gate  
Enborne Road  
Newbury  
Berkshire  
RG14 6AT

Auditors

Crowe Clark Whitehill LLP  
Aquis House  
49-51 Blagrove Street  
Reading  
Berkshire  
RG1 1PL

Bank

National Westminster Bank plc  
Newbury Market Place  
30 Market Place  
Newbury  
Berkshire  
RG14 5AJ

Solicitors

Gardner Leader  
White Hart House  
Market Place  
Newbury  
Berkshire  
RG14 5BA

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Statement of director's responsibilities

The Trustees (who are also directors of West Berkshire Mencap for the purposes of company law) are responsible for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards.)

Company law requires the Trustees to prepare financial statements for each financial year.

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- 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 statement; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.
- 

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions, disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the directors are aware, there is no relevant audit information of which the charity's auditors are unaware. The directors have each taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

# WEST BERKSHIRE MENCAP

(A company limited by guarantee)

## TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2017

### Auditors

A resolution reappointing Crowe Clark Whitehill LLP as auditors to the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the provisions applicable to small companies.

Signed on behalf of the Board:



P. Pointer

Director

Date: 19/10/17

# INDEPENDENT AUDITORS' REPORT

## TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### Opinion

We have audited the financial statements of West Berkshire Mencap for the year ended 30 June 2017 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# INDEPENDENT AUDITORS' REPORT

## TO THE MEMBERS OF WEST BERKSHIRE MENCAP

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 36, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# INDEPENDENT AUDITORS' REPORT

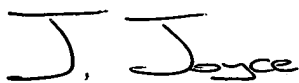
## TO THE MEMBERS OF WEST BERKSHIRE MENCAP

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.



Janette Joyce  
Senior Statutory Auditor  
For and on behalf of Crowe Clark Whitehill LLP  
Statutory Auditor

Aquis House  
49 – 51 Blagrove Street  
Reading

Dated 19.12.17



# WEST BERKSHIRE MENCAP

(A Company limited by guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES

### FOR THE YEAR ENDED 30 JUNE 2017

(incorporating an income and expenditure account)

	Note	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2017 £	Total 2016 £
<b>INCOME AND ENDOWMENTS FROM:</b>						
Donations & Legacies		29,183	11,996	-	41,179	61,861
Charitable activities	4	25,615	1,726,406	-	1,752,021	1,735,797
Other trading activities		91,473	60,696	-	152,169	114,138
Investments		2,267	-	-	2,267	2,159
Other Income		<u>4,342</u>	<u>659</u>	<u>-</u>	<u>5,001</u>	<u>8,622</u>
<b>Total income</b>		<b><u>152,880</u></b>	<b><u>1,799,757</u></b>	<b><u>-</u></b>	<b><u>1,952,637</u></b>	<b><u>1,922,577</u></b>
<b>EXPENDITURE ON:</b>						
Raising funds		43,637	1,784	-	45,421	60,807
Charitable activities	5	<u>87,838</u>	<u>1,858,352</u>	<u>7,653</u>	<u>1,953,843</u>	<u>1,878,345</u>
<b>Total resources expended</b>	7	<b><u>131,475</u></b>	<b><u>1,860,136</u></b>	<b><u>7,653</u></b>	<b><u>1,999,264</u></b>	<b><u>1,939,152</u></b>
<b>Net income/(expenditure)</b>		<b><u>21,405</u></b>	<b><u>(60,379)</u></b>	<b><u>(7,653)</u></b>	<b><u>(46,627)</u></b>	<b><u>(16,575)</u></b>
<b>Transfers between funds</b>		<b><u>(39,607)</u></b>	<b><u>39,607</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Net movement in funds</b>		<b>(18,202)</b>	<b>(20,772)</b>	<b>(7,653)</b>	<b>(46,627)</b>	<b>(16,575)</b>
<i>Funds at 1 July 2016</i>		<u>452,828</u>	<u>819,887</u>	<u>275,840</u>	<u>1,548,555</u>	<u>1,565,130</u>
<b>Funds at 30 June 2017</b>		<b><u>434,626</u></b>	<b><u>799,115</u></b>	<b><u>268,187</u></b>	<b><u>1,501,928</u></b>	<b><u>1,548,555</u></b>

The notes on pages 44 to 57 form part of these accounts

# WEST BERKSHIRE MENCAP

(A Company limited by guarantee)

## BALANCE SHEET

### FOR THE YEAR ENDED 30 JUNE 2017

Company Number: 3790942

		2017	2016
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	8	639,820	656,785
<b>CURRENT ASSETS</b>			
Debtors	9	314,360	295,177
Cash at bank and in hand		<u>689,783</u>	<u>720,308</u>
		<b>1,004,143</b>	<b>1,015,485</b>
<b>CREDITORS:</b> Amounts falling due within one year	10	<u>(142,035)</u>	<u>(123,715)</u>
<b>NET CURRENT ASSETS</b>		<u>862,108</u>	<u>891,770</u>
<b>NET ASSETS</b>		<u><b>1,501,928</b></u>	<u><b>1,548,555</b></u>
<b>FUNDS</b>			
Unrestricted General	12	341,639	360,271
Designated	12	92,987	92,557
Restricted	11	799,115	819,887
Endowment	11	<u>268,187</u>	<u>275,840</u>
	13	<u><b>1,501,928</b></u>	<u><b>1,548,555</b></u>

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small company regime within Part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 19/10/17

Paul Pointer  
Chairman

Paul Pointer  
Treasurer

The notes on pages 44 to 57 form part of these accounts

# WEST BERKSHIRE MENCAP STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2017

	2017 £	2016 £
<b>Cash flows from operating activities</b>		
Net cash (used in) provided by operating activities	<u>(8,263)</u>	<u>(183,779)</u>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	<u>(22,262)</u>	<u>(21,272)</u>
Net cash used in investing activities	<u>(22,262)</u>	<u>(21,272)</u>
Change in cash and cash equivalents in reporting period	<u>(30,525)</u>	<u>(205,051)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u>720,308</u>	<u>925,359</u>
Cash and cash equivalents at the end of the reporting period	<u><b>689,783</b></u>	<u><b>720,308</b></u>

## Reconciliation of net income/expenditure to net cash flow from operating activities

	2017 £	2016 £
Net income/(expenditure)	(46,627)	(16,575)
<b>Adjustments for</b>		
Depreciation charges	39,227	41,214
Loss/(profit) on the sale of fixed assets	-	-
(Increase)/decrease in debtors	(19,183)	(81,755)
Increase/(Decrease) in creditors	<u>18,320</u>	<u>(126,663)</u>
	<u><b>(8,263)</b></u>	<u><b>(183,779)</b></u>

## Analysis of cash equivalents

	2017 £	2016 £
Cash in hand	602,190	633,125
Notice deposits	<u>87,593</u>	<u>87,183</u>
Total cash and cash equivalents	<u><b>689,783</b></u>	<u><b>720,308</b></u>

# West Berkshire Mencap

## Notes to financial statements

### for the year ended 30 June 2017

#### 1. COMPANY INFORMATION

The principal activity of the charity is the provision of services for people with a learning disability and their parents, carers and professionals. The charity (registered number 3790942 and charity number 1076658) is incorporated and domiciled in the UK. The address of the registered office is The Mencap Centre, Enborne Gate, Enborne Road, Newbury, Berkshire, RG14 6AT.

#### 2. ACCOUNTING POLICIES

##### a) Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

West Berkshire Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The charity has cash resources and has no requirement for external funding. The Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

##### b) Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, which are described in note 2, Trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the revision affects the current and future periods.

In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

##### c) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

# West Berkshire Mencap

## Notes to financial statements

### for the year ended 30 June 2017

#### d) Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from donations & fundraising is recorded on a receipts basis.
- Incoming resources from charitable trading activity are accounted for when earned.

Where grants receivable relate directly to the provision of services they are accounted for as grants and contract work. Other grants are accounted for as donations and legacies.

#### e) Resources expended

Expenditure is recognized on an accrual basis as each liability is incurred.

Costs of generating funds comprise the costs associated with fundraising activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and central costs of an indirect nature necessary to support them. Central costs, not covered by other incoming resources, are recharged to the individual funds on an estimate of the staff time and space used by the activity.

Charitable expenditure is reported under three sub headings:

- Staff costs relating to the provision of services.
- Other activity expenditure.
- Support costs comprising support staff, premises costs, IT costs and general office costs In previous years Governance costs (costs associated with meeting the constitutional and statutory requirements of the charity, the audit fees and costs in respect of the strategic management of the charity) were shown separately in the Statement of Financial Activities. To comply with Charities SORP FRS 102 Governance costs have been included within support costs

#### f) Fund Accounting

Unrestricted funds held by the charity are those which can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are where specific conditions are imposed by the donor which restricts the use of unspent funds. The income is taken directly to the relevant restricted funds.

# West Berkshire Mencap

## Notes to financial statements

### for the year ended 30 June 2017

#### g) Restricted funds

Where specific conditions imposed by the donor would restrict the use of unspent funds, the income is taken directly to the relevant restricted funds. Restricted income also arises from the income generated by each activity, which the Trustees then consider to be restricted to continuing and improving that service as that would be the expectation of the users and their carers. Deficits on funds are met from unrestricted funds.

#### h) Designated Funds

The Directors have set up a 'sinking fund' in respect of future maintenance costs on the respite bungalow and on Heffernan House. Funds are put aside at a rate of £4,000 per annum for the respite bungalow and £12,000 per annum for Heffernan House.

#### i) Endowed Funds

These are funds provided to the charity for ongoing use as a Respite Centre.

#### j) Depreciation and capitalisation of fixed assets

Fixed assets are depreciated over their expected useful economic lives as follows:

Freehold property	2% straight line
Leasehold property	10% straight line
Motor vehicles	25% reducing balance
Equipment	25% reducing balance

Contributions towards the cost of fixed assets are included as income whilst the gross cost of fixed assets are capitalised. Items under £1,000 are not capitalised.

#### k) Operating leases

Rentals payable under operating leases are taken to the Statement of Financial Activities as they fall due.

#### l) Pension costs

The company makes a contribution to personal schemes for senior employees and the pension charge represents the amounts payable by the company to the fund in respect of the year. The company also operates a stakeholder pension for all other employees. There are no stakeholder contributions payable by the company.

#### m) Donated assets

Donated assets intended for continuing use by the charity are included as donations in the year of the gift. The value placed on these items is the approximate value that it would have cost the charity to purchase those items based on published price lists for similar items offered for sale.

#### n) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### o) Creditors and provisions

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### p) Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value

### q) Company limited by guarantee

The company is a Company limited by guarantee, and is a registered Charity. Each members' liability would be limited to an amount not exceeding £1 in the event of the company winding up. There are 8 members for these purposes at the year end.

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 3. NET INCOMING RESOURCES

Are stated after charging the following:	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible assets	<b>39,227</b>	<b>41,214</b>
Auditors fees - audit	<b>8,160</b>	<b>7,500</b>
- other	<b>-</b>	<b>-</b>
Other operating leases	<b>39,192</b>	<b>46,298</b>
Loss on disposal of assets	<b>-</b>	<b>-</b>

### 4. CHARITABLE ACTIVITIES

	<b>Sessional Fees</b>	<b>Residential Income</b>	<b>Respite Centre Rent</b>	<b>Sheltered Workshop</b>	<b>Grants and Contract Work</b>	<b>Total 2017</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Children's Services	<b>51,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>88,852</b>	<b>140,675</b>	<b>177,426</b>
Adult Day Services	<b>153,427</b>	<b>-</b>	<b>-</b>	<b>42,888</b>	<b>282,490</b>	<b>478,805</b>	<b>430,436</b>
Domiciliary Care and Housing	<b>1,010,978</b>	<b>45,262</b>	<b>25,470</b>	<b>-</b>	<b>-</b>	<b>1,081,710</b>	<b>1,098,806</b>
Advice and Advocacy	<b>5,421</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,410</b>	<b>50,831</b>	<b>29,129</b>
	<b>1,221,649</b>	<b>45,262</b>	<b>25,470</b>	<b>42,888</b>	<b>416,752</b>	<b>1,752,021</b>	<b>1,735,797</b>

### 5a. CHARITABLE EXPENDITURE

	<b>Staff Costs</b>	<b>Depreciation</b>	<b>Other Operating Expenses (Note 5b)</b>	<b>Support Costs (Note 6)</b>	<b>Total 2017</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Children's Services	<b>147,610</b>	<b>4,959</b>	<b>20,422</b>	<b>33,236</b>	<b>206,227</b>	<b>213,401</b>
Adult Day Services	<b>276,540</b>	<b>9,162</b>	<b>71,361</b>	<b>117,551</b>	<b>474,614</b>	<b>381,971</b>
Domiciliary Care and Housing	<b>768,280</b>	<b>10,583</b>	<b>53,800</b>	<b>293,820</b>	<b>1,126,483</b>	<b>1,089,521</b>
Advice and Advocacy	<b>38,536</b>	<b>-</b>	<b>828</b>	<b>19,317</b>	<b>58,681</b>	<b>63,465</b>
General	<b>-</b>	<b>-</b>	<b>12,511</b>	<b>75,327</b>	<b>87,838</b>	<b>129,987</b>
	<b>1,230,966</b>	<b>24,704</b>	<b>158,922</b>	<b>539,251</b>	<b>1,953,843</b>	<b>1,878,345</b>



# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 5b. OTHER OPERATING EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2017 £	Total 2016 £
Activities cost	126	15,390	-	15,516	30,381
Training allowance	-	23,920	-	23,920	27,896
Sheltered workshop materials	-	23,293	-	23,293	6,272
Motor expenses	-	37,654	-	37,654	49,512
Insurance	7,299	8,488	-	15,787	13,471
Sundry expenses	5,086	37,666	-	42,752	40,099
	<b>12,511</b>	<b>146,411</b>	<b>-</b>	<b>158,922</b>	<b>167,631</b>

### 6. SUPPORT COSTS

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2017 £	Total 2016 £
Staff costs	246,739	-	-	246,739	198,363
Staff Uniforms	1,241	943	-	2,184	
Webroster costs	-	1,670	-	1,670	1,870
Payroll provider	3,524	-	-	3,524	4,487
IT Support	11,752	(90)	-	11,662	11,921
Telephone	13,101	733	-	13,834	11,992
Publications, printing & stationery	13,329	16,131	-	29,460	24,362
Advertising & publicity	210	4,970	-	5,180	5,536
Motor expenses	7,249	-	-	7,249	1,906
Travel expenses	368	23,833	-	24,201	28,759
Repairs & renewals	4,435	6,909	-	11,344	23,236
Rent & rates	-	42,462	-	42,462	31,203
Light & heat	8,458	28,980	-	37,438	(3,838)
Cleaning	5,019	14,093	-	19,112	17,775
Other premises costs	9,610	13,584	-	23,194	42,428
Affiliation fees	2,751	5,765	-	8,516	4,298
Training	1,515	22,010	-	23,525	18,344
Depreciation	14,523	-	-	14,523	24,296
Loss on sale of assets	-	-	-	-	-
Audit fees	9,180	-	-	9,180	7,670
Professional fees	613	240	-	853	2,077
Bank charges	3,334	67	-	3,401	2,570
Allocation of office/ premises costs to Activity Groups	(281,624)	281,624	-	-	-
	<b>75,327</b>	<b>463,924</b>	<b>-</b>	<b>539,251</b>	<b>459,265</b>

Total governance costs included in support costs are £10,273 (2016: £9,757)

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 7a. TOTAL RESOURCES EXPENDED

	<b>Staff £</b>	<b>Depreciation £</b>	<b>Other £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Charitable activities	<b>1,477,705</b>	<b>39,227</b>	<b>436,911</b>	<b>1,953,843</b>	<b>1,878,345</b>
Costs of generating funds	-	-	<b>45,421</b>	<b>45,421</b>	<b>60,807</b>
	<b><u>1,477,705</u></b>	<b><u>39,227</u></b>	<b><u>482,332</u></b>	<b><u>1,999,264</u></b>	<b><u>1,939,152</u></b>

### 7b. STAFF COSTS

	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Wages and salaries	<b>1,379,633</b>	<b>1,329,237</b>
Social security costs	<b>89,099</b>	<b>89,824</b>
Pension costs	<b>8,973</b>	<b>13,833</b>
	<b><u>1,477,705</u></b>	<b><u>1,432,894</u></b>

	<b>2017 No.</b>	<b>2016 No.</b>
Average number of employees during year		
Full time	<b>32</b>	<b>29</b>
Part time	<b>75</b>	<b>88</b>
Average FTE employees	<b>45.20</b>	<b>47.96</b>

None of the directors of the company received a salary in the current or preceding year. No director received any reimbursed expenses during the year *(2016: £nil)*.

One employee *(2016: one)* earned more than £60,000 per annum in the £60,000 to £70,000 band.

Key management personnel received aggregate remuneration of £255,471 *(2016: £242,321)*.

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 8. TANGIBLE FIXED ASSETS

	Freehold Property £	Leasehold Property Improvement £	Endowed Funds £	Total £
<b>COST</b>				
At 1 July 2016	511,776	276,398	306,179	1,094,353
Additions	-	6,773	15,490	22,262
At 30 June 2017	<u>511,776</u>	<u>283,171</u>	<u>321,669</u>	<u>1,116,615</u>
<b>DEPRECIATION</b>				
At 1 July 2016	143,057	51,409	243,102	437,568
Charge for the year	10,236	9,350	19,642	39,227
At 30 June 2017	<u>153,293</u>	<u>60,759</u>	<u>262,744</u>	<u>476,795</u>
<b>NET BOOK VALUES</b>				
At 30 June 2017	<u><b>358,483</b></u>	<u><b>222,412</b></u>	<u><b>58,925</b></u>	<u><b>639,820</b></u>
At 30 June 2016	<u>368,719</u>	<u>224,989</u>	<u>63,077</u>	<u>656,785</u>

The charity enjoys the benefit of a 999-year lease, with 979 years remaining, in respect of its premises at Enborne Gate at a peppercorn rent.

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

Freehold property is the Respite Centre (Bailey Thomas House) at Haysoms Drive, Newbury. It was valued in October 2003 by an independent chartered surveyor at a value of £500,000. The Trustees consider the land element to be of negligible value due to the planning restrictions attaching to it.

### 9. DEBTORS

	2017 £	2016 £
Trade Debtors	214,399	196,140
Prepayments	38,679	38,414
Accrued Income	61,282	60,623
	<u><b>314,360</b></u>	<u><b>295,177</b></u>

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 10. CREDITORS: Amounts falling due within one year

	2017	2016
	£	£
Other taxes and Social Security	25,379	25,051
Other creditors	26,647	35,305
Accruals	54,187	7,500
Deferred Income	35,822	55,859
	<u>142,035</u>	<u>123,715</u>

All deferred income at 1 July 2016 has been released during the year to incoming resources. This income relates to income received in advance for specific events, such as Summer Playscheme, which took place after the year end and grant income for a period spanning the year end.

### 11. ENDOWED AND RESTRICTED FUNDS

	1 July 2016	Movement in Funds			30 June 2017
	£	Incoming resources £	Resources Expended £	Transfers £	£
<b>Restricted Funds</b>					
Respite Centre	92,880	-	(2,582)	-	90,298
Your Choice Services	391,125	1,117,579	(1,118,032)	-	390,672
Leisure Plus	71,723	38,734	(21,572)	-	88,885
Gateway Club	12,753	17,698	(13,838)	-	16,613
Friendship skills	1,187	11,596	(6,895)	-	5,888
FAS	26,737	51,482	(58,680)	-	19,538
Link Up	179,054	416,008	(432,309)	-	162,753
Children's Activities	44,428	146,660	(206,227)	39,607	24,468
	<u>819,887</u>	<u>1,799,757</u>	<u>(1,860,136)</u>	<u>39,607</u>	<u>799,115</u>
<b>Endowed Funds</b>					
Respite Centre	275,840	-	(7,653)	-	268,187
	<u>1,095,727</u>	<u>1,799,757</u>	<u>(1,867,789)</u>	<u>39,607</u>	<u>1,067,302</u>

#### Respite Centre

The Respite Centre arises as part of a development gain agreed with the district council whereby the developer agreed to provide a five bed roomed bungalow for respite care. The district council required a six bed roomed facility and therefore West Berkshire Mencap agreed to fund the additional bedroom. There were restrictive covenants when the planning permission was granted, restricting the use of the building to that of a Respite Centre for those with learning disabilities. The additional costs were covered by a third party grant. This grant is accounted for as a restricted fund due to the terms of the grant. If the building ceases to be used as a residential facility before September 2023, then the grant is repayable on a sliding scale.

# West Berkshire Mencap

## Notes to financial statements

### for the year ended 30 June 2017

#### 11. ENDOWED AND RESTRICTED FUNDS (continued)

##### Your Choice Services

Your Choice is the name given to the Domiciliary Care Agency which provides a wide range of care options to people with learning disabilities. This includes the seven supported living flats at Heffernan House, the Home Sitting service and outreach packages in West Berkshire and Hampshire.

##### Leisure Plus

Leisure Plus provides sports and leisure activities for adults with learning disabilities. The scheme encourages links with other associations and similar projects to widen and improve leisure pursuits in the community.

##### Family Advisor Service

Family Advisor Service provides support, advice and information to people with a learning disability, their families and professionals working with them. It offers a variety of support services for parents and carers as well as providing individual support.

##### Link Up

Link Up covers the provision of job coaches, the Link Up scheme and Growing4All. The job coaches assist those with a learning disability into work by the provision of support during work placements and 'taster' work sessions. Link Up is a sheltered work skills project for people with learning disabilities who want to learn about employment in a real work setting. Members of the project carry out a number of varied tasks in a live work setting. Growing4All is the horticultural arm of the Link Up project.

##### Children's Activities

Children's Activities covers a number of projects and schemes. Bubble Club is a parent and toddler group for children aged 0-5 years with a learning disability and their siblings. The Toy Library lends toys to children with special needs to help stimulate and assist with their development. Youth Club and Active Zone are both after-school clubs. Youth Club provides an opportunity for teenagers to mix without their younger siblings. Active Zone provides fun activities with a curriculum theme so the children can learn through play. Saturday Club, which runs once a month, is for school-aged children with a learning disability. The holiday playscheme is a 1:1 caring environment that operates during August and occasionally at Easter or Christmas for children and young adults aged 3-19 with a learning disability. There are various entertainers who visit the play-scheme and trips out to various local venues.

##### Gateway Club

Gateway is the provision of the Gateway Club, which opens doors into the community for adults with a learning disability.

##### Skill and Chill

Skill and Chill presents an opportunity to help transform the lives of people with a learning disability and additional challenging behaviours by offering a regular supported club that both offers regular activities and events but also listens to what people want and responds to their requests. Each session is two hours long and is split into two parts. 1 - A one hour 'skill' sessions, offering the chance to develop new skills, practise existing ones or to work on specific goals and achievable outcomes. 2 - This is followed by a one hour 'chill' session which gives the chance to unwind and relax. Activities include: music, dance, cooking, gardening, aromatherapy, sensory/tactile sessions, art, games, sport, bowling, short trips out, soft play, camera/video activities.

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 12. UNRESTRICTED FUNDS

	<i>1 July 2016</i>	Movement in Funds			<b>30 June 2017</b>
	£	Incoming resources £	Resources Expended £	Transfers £	£
Designated property fund	<i>92,557</i>	-	-	430	<b>92,987</b>
General Fund	<i>360,271</i>	152,880	(131,475)	(40,037)	<b>341,639</b>
	<u><i>452,828</i></u>	<u>152,880</u>	<u>(131,475)</u>	<u>(39,607)</u>	<u><b>434,626</b></u>

The designated fund represents a sinking fund established under the terms of the management agreement with Golden Lane Housing in respect of the respite bungalow, Baily Thomas House. It is designed to cover the maintenance costs of the respite centre. Following a review of the property fund, the directors determined that no amounts needed to be put aside this year other than to reflect the interest on the associated bank accounts.

They also determined that there was no need to put aside any additional amounts this year to cover future maintenance costs of Heffernan House in a similar fashion to Bailey Thomas House.

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 13. ANALYSIS OF NET ASSETS as at 30 JUNE 2017

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	268,187	-	-	268,187
<b>Restricted Funds</b>				
Your Choice	-	435,171	(44,499)	390,672
Leisure Plus	11	89,261	(387)	88,885
Gateway Club	-	16,793	(180)	16,613
Friendship Skills	-	5,888	-	5,888
FAS	-	21,322	(1,784)	19,538
Link Up	14,692	163,908	(15,847)	162,753
Childrens activities Respite Centre	14,877 90,298	53,556 -	(43,965) -	24,468 90,298
	119,878	785,899	(106,662)	799,115
<b>Unrestricted Funds</b>				
Designated Property Fund	-	92,987	-	92,987
General Funds	251,755	125,257	(35,373)	341,639
	639,820	1,004,143	(142,035)	1,501,928

### 13a. COMPARATIVE ANALYSIS OF NET ASSETS as at 30 JUNE 2016

	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Total £
Endowment Respite Centre	275,840	-	-	275,840
<b>Restricted Funds</b>				
Your Choice	-	425,424	(34,299)	391,125
Leisure Plus	15	72,094	(386)	71,723
Gateway Club	-	14,331	(1,578)	12,753
Friendship Skills	-	1,187	-	1,187
FAS	-	30,828	(4,091)	26,737
Link Up	7,942	183,381	(12,269)	179,054
Childrens' activities Respite Centre	19,836 92,880	76,035 -	(51,443) -	44,428 92,880
	120,673	803,280	(104,066)	819,887
<b>Unrestricted Funds</b>				
Designated Property Fund	-	92,557	-	92,557
General Funds	260,272	119,648	(19,649)	360,271
	656,785	1,015,485	(123,715)	1,548,555

# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 14. OPERATING LEASE COMMITMENTS

At 30 June 2017 the company had commitments under non-cancellable operating leases expiring as follows:-

	Land & Buildings		Other	
	2017	2016	2017	2016
	£	£	£	£
Less than 1 year	31,200	31,200	5,234	9,774
Between 2-5 years	77,300	124,800	5,632	15,585
More than 5 years	464,900	448,600	-	-
	<b>573,400</b>	<b>604,600</b>	<b>10,866</b>	<b>25,359</b>

### 15. CONTINGENT LIABILITIES

The grant received in respect of the respite centre is potentially repayable if the building ceases to be used as a respite facility for those with learning disabilities before September 2023. It would be repayable in full before 30 September 2017 and on a sliding scale thereafter.

### 16. RELATED PARTIES

Julian Swift-Hook, Chairman/Vice Chairman of West Berkshire Mencap, was a Councillor in Newbury Town Council. During the year the charity received £471 from the Council, in the form of payment for work orders completed at Link Up. There was £0 owing at the year end.

Paul Pointer, Treasurer/Chairman of West Berkshire Mencap and partner of PBA Accountants. During the year the charity received £1380 for sponsorship of and tickets for events. There as £0 owing at the year end.

Gill Leech, Trustee of West Berkshire Mencap and partner in Regent Lettings paid £1675 to the charity for sponsorship of and tickets for events. There was £0 owing at the year end.

### 17. FINANCIAL INSTRUMENTS

	2017	2016
	£	£
Financial assets measured at amortised cost	904,182	977,071
Financial liabilities measured at amortised cost	106,214	42,805

The company's income, expense, gains and losses in respect of financial instruments are summarised below

	2017	2016
	£	£
<b>Interest income and expense:</b>		
Interest income	2,267	2,159
Interest expense	-	-

Financial assets measured at amortised cost comprise trade debtors, other debtors and cash equivalents. Financial liabilities measured at amortised cost comprise other creditors and accruals excluding deferred income.

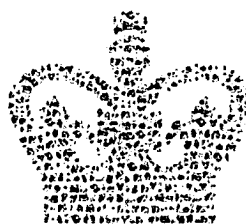


# West Berkshire Mencap

## Notes to financial statements for the year ended 30 June 2017

### 18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Endowed Funds £	Total 2016 £
<b>INCOME AND ENDOWMENTS FROM:</b>				
Donations & Legacies	11,085	50,776	-	61,861
Charitable activities	25,419	1,710,378	-	1,735,797
Other trading activities	112,439	1,699	-	114,138
Investments	2,139	20	-	2,159
Other Income	<u>841</u>	<u>7,781</u>	<u>-</u>	<u>8,622</u>
<b>Total income</b>	<u>151,923</u>	<u>1,770,654</u>	<u>-</u>	<u>1,922,577</u>
<b>EXPENDITURE ON:</b>				
Raising funds	60,747	60	-	60,807
Charitable activities	<u>129,987</u>	<u>1,740,705</u>	<u>7,653</u>	<u>1,878,345</u>
<b>Total resources expended</b>	<u>190,734</u>	<u>1,740,765</u>	<u>7,653</u>	<u>1,939,152</u>
<b>Net income/(expenditure)</b>	<u>(38,811)</u>	<u>29,889</u>	<u>(7,653)</u>	<u>(16,575)</u>
<b>Transfers between funds</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>	<u>(38,811)</u>	<u>29,889</u>	<u>(7,653)</u>	<u>(16,575)</u>
<i>Funds at 1 July 2015</i>	<u>491,639</u>	<u>789,998</u>	<u>283,493</u>	<u>1,565,130</u>
<b>Funds at 30 June 2016</b>	<u>452,828</u>	<u>819,887</u>	<u>275,840</u>	<u>1,548,555</u>



**The Queen's Award  
for Voluntary Service**

[westberkshiremencap.org](http://westberkshiremencap.org)



West Berkshire Mencap is a company limited by guarantee  
(number 3790942) incorporated on 17 June 1999  
and is a registered charity (Charity No: 1076658).

Registered office: Enborne Gate, Enborne Road, Newbury, RG14 6AT  
Affiliated to but not funded by the Royal Mencap Society