



# Trustees' Annual Report for the period

Period start date: From Day 01, Month 09, Year 2012 To Day 31, Month 08, Year 2013  
 Period end date

## Section A Reference and administration details

Charity name: Mustard Seed Autism Trust

Other names charity is known by:

Registered charity number (if any): 1148938

Charity's principal address: 23 Ash Tree Close

Farnborough

Hampshire

Postcode

GU14 0QP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joanna Emmett	Chair		Trustees
2	Jennifer Daplyn	Treasurer		Trustees
3	Suzanne Skippage			Trustees
4	Sarah Thomas	Secretary	From 1 September 2012 to 28 January 2013	Trustees
5	Elaine Nannes	Secretary	From 28 January 2013	Trustees
6	Jason French		From 30 September 2013	Trustees
7	Steve Williams		From 30 September 2013	Trustees
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Sarah Clements, Project Co-ordinator  
Francis Bland, Occupational Therapist

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Trust Deed, dated 13 July 2012
How the charity is constituted	Trust
Trustee selection methods	Appointed by the existing Trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties.
- trustees' consideration of major risks and the system and procedures to manage them.

There is a child protection policy in place. Criminal records bureau checks are carried out for all trustees and volunteers.

#### Policies and Procedures:

- Anti-Discriminatory
- Lone-Working
- Risk assessment
- Recording and Storing Information
- Incident and Accident
- Recruitment and Selection

We are Community Partners with Frimhurst Family House (ATD Fourth World)

All trustees give their time voluntarily and only receive payments for the reimbursement of expenses incurred on behalf of the charity. Trustee expenses in the year totalled £193.98 with 1 trustee reimbursed £155 for the purchase of IT software & £38.98 for printing & stationery.

**Summary of the objects of the charity set out in its governing document**

To promote and protect the physical and mental health of people with Autism and related conditions and their families and carers through the provision of support, therapeutic intervention, education and practical advice in such ways as the Trustees may from time to time think fit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities we keep in mind the Charity Commission's guidance on public benefit.

We offer:

- professional and practical support with communication, social and sensory difficulties in the home environment
- Play Therapy for children with complex emotional difficulties
- Sensory Motor Therapy in a specially equipped venue
- Sensory Therapy in the home
- Attention and Interaction groups to support communication
- 6 week parent course for families
- Autism and Sensory courses for schools, organisations and other local professionals

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant about:

- \* policy on grantmaking
- \* policy programme related investment
- \* contribution made by volunteers.

In addition to our two Team Leaders (co-founders), we have 13 volunteers. We run a comprehensive training programme for all our volunteers and are committed to on-going training for all our staff. Some volunteers who have completed the programme are now supporting our work with families. All volunteers have a mentor and follow our procedures on shadowing and supervision. We are developing a team of fundraising volunteers.

**Summary of the main achievements of the charity during the year**

After running a pilot year (September 2011-Aug 13), we have just completed our first year as a charity (September 2012-13).

We have supported 11 families in the home environment, focusing on sensory, behaviour, communication and social issues. 91% of programmes targets were achieved.

We secured funding to be able to purchase specialist sensory equipment and hire a venue once a week. 4 children have participated in Sensory Motor Therapy programmes.

We ran our first Empowering Parents Course. This is a 6 week course for families who have recently received a diagnosis of autism for their child. 7 families attended and we received excellent feedback.

During the year we have run training workshops for professionals and local organisations.

Members of the team have attended a variety of courses and conferences.

We have participated in community networking events, produced our own leaflet and now have a website.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity does not currently have any employees, fixed assets or other financial commitments which would require a reserves policy to be in place. It is the trustees intention to put in a place a policy to maintain reserves to cover 3 months of cashflow, as and when this changes.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds this year has been grant funding, predominantly from Hampshire County Council for the provision of childrens services.

The charity has minimal management costs, no employees and no fixed assets. Our main costs incurred have been for resources & equipment, staff training, insurance, volunteer travel expenses and hire of premises for treatment sessions. This year we have been able to make a number of one-off purchases of equipment, which will be of great benefit to children in the occupational therapy sensory sessions we provide.

## Section F

## Other optional information

### Future plans

In the year ahead we plan to develop the range of therapies and activities our service offers;

- relaxation skills
- anger management,
- fine motor skills
- support for siblings, etc.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>J. Small</i>	<i>S.M. Skippage</i>
Full name(s)	JENNIFER BURNETT	SUZANNE MARION SKIPPAGE
Position (eg Secretary, Chair, etc)	CHAIR	TRUSTEE
Date	2013 4th July	





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<b>Receipts and payments accounts</b>				
For the period from	01/09/2012	To	31/08/2013	

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	8,773	935	-	9,708	3,172
Gift Aid	403	237	-	640	-
Grants	-	15,615	-	15,615	3,731
Treatment Sessions provided	240	-	-	240	-
Fundraising Events	107	-	-	107	922
Training Courses provided	910	-	-	910	40
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,433</b>	<b>16,787</b>	<b>-</b>	<b>27,220</b>	<b>7,865</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,433</b>	<b>16,787</b>	<b>-</b>	<b>27,220</b>	<b>7,865</b>
<b>A3 Payments</b>					
Staff Expenses	127	1,327	-	1,454	318
Insurance	-	1,110	-	1,110	1,009
Venue Hire	136	1,546	-	1,682	-
Training & Affiliation	3	2,323	-	2,326	450
Resources & Equipment	-	5,593	-	5,593	480
Administration	28	271	-	299	267
Fundraising & Publicity	72	101	-	173	-
Governance	-	-	-	-	768
	-	-	-	-	-
<b>Sub total</b>	<b>366</b>	<b>12,271</b>	<b>-</b>	<b>12,637</b>	<b>3,292</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Loan repaid	1,000	-	-	1,000	-
<b>Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	<b>-</b>
<b>Total payments</b>	<b>1,366</b>	<b>12,271</b>	<b>-</b>	<b>13,637</b>	<b>3,292</b>
<b>Net of receipts/(payments)</b>	<b>9,067</b>	<b>4,516</b>	<b>-</b>	<b>13,583</b>	<b>4,573</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,057</b>	<b>3,517</b>	<b>-</b>	<b>5,574</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>11,124</b>	<b>8,033</b>	<b>-</b>	<b>19,157</b>	<b>4,573</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	10,924	8,034	-
	Petty Cash	200	-	-
		-	-	-
	<b>Total cash funds</b>	<b>11,124</b>	<b>8,034</b>	<b>-</b>

(agree balances with receipts and payments account(s))

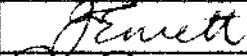

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Training sessions provided		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer Equipment	IT	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	J. R. BENNETT	22/4/14
	S. M. SKIPPAGE	22/4/14





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

MUSTARD SEED AUTISM TRUST

On accounts for the year  
ended

31/08/2013

Charity no  
(if any)

1148938

Set out on pages

1-5 and 1 and 2

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below\*)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Hugh Moses FCA

Date:

25/03/2014

Name:

HUGH MOSES P/A Hugo & Co

Relevant professional  
qualification(s) or body  
(if any):

FELLOW OF THE INSTITUTE OF CHARTERED Accountants  
England and Wales  
MEMBERSHIP NUMBER 6733207

Address:

**Hugo & Co**  
Chartered Accountants  
198 Cookham Road  
Maidenhead  
Barks SL6 7HN  
Tel: 01628 788224

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

[Empty rectangular box for disclosure details]



