



# Trustees' Annual Report for the period

Period start date                      Period end date  
 Day                      Month                      Year                      Day                      Month                      Year  
**From**                      01                      09                      2013                      **To**                      31                      08                      2014

## 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 Emett	Chair		Trustees
2	Jennifer Daplyn	Treasurer		Trustees
3	Suzanne Skippage			Trustees
4	Elaine Nannes	Secretary		Trustees
5	Jason French		From 30 September 2013	Trustees
6	Steve Williams		From 30 September 2013	Trustees

### 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

## 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. DBS 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
- Financial Controls
- Physical Contact

We are community partners with Frimhurst Family House (ATD Fourth World). Venue hire at Frimhurst House has enabled Mustard Seed to expand the sensory and play therapy we are able to offer and start working with some children in groups. During the year payments of £1,800 were made to ATD Fourth World for venue hire.

One of the trustees, Jason French, is employed by ATD Fourth World, at Frimhurst. Mustard Seed has made provision in the decision making process and financial procedures to ensure that there are no issues arising from conflicts of interest.

All trustees give their time voluntarily and only receive payments for the reimbursement of expenses incurred on behalf of the charity. 3 trustees were reimbursed for travel, stationery and fundraising expenses in the year, totalling £491.15.

**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, emotional and sensory difficulties in the home environment
- Play therapy for children with complex emotional difficulties
- Sensory Motor and Processing 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)**

In addition to our two Team Leaders (co-founders), we have 14 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.

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers

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

Mustard Seed continues to support families in the home environment and is also now able to provide some services at a specially equipped venue. Our focus is on sensory, behaviour, communication and social issues.

The Empowering Parents Course now runs three times a year, with 7 families attending each course.

The Ready Steady Go communication group has also been established and resourced ready to run three times a year.

Team Leaders have received training to be able to run a new project targeting anxiety in children with autism.

The needs of local siblings have been researched and funding has been secured to establish a Sibling Support Group.

Our family social event brought together families that we have worked with, families on our waiting list, volunteers and trustees.

## Section E

## Financial review

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

The charity's reserves policy (included within the Financial Controls policy and last reviewed by the trustees in June 2014) is as follows:

The minimum level of reserves within the unrestricted fund will be the equivalent of three months operating costs, calculated and reviewed annually, or at such times where significant changes in regular expenditure occur.

### 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 continues to be grant funding, predominantly from Hampshire County Council, for the provision of children's services.

We have also seen a significant increase in donations and have registered for gift aid with HMRC, allowing the charity to collect gift aid available from donations received in previous financial years.

Fundraising income has mainly come from one event held in October 2013.

The increase in donations we received this year has allowed the charity to start funding some hours of consultancy work for a project co-ordinator and senior occupational therapist, supporting the charities objectives to provide support, therapeutic intervention, education and practical advice to families.

## Section F

## Other optional information

### Future Plans

- In the year ahead Mustard Seed Autism Trust would like to be able to increase the funded consultancy hours for the project co-ordinator and senior occupational therapist.
- The 'Chill Out Zone' group will be run for the first time in Autumn 2014, targeting anxiety in children with autism.
- The Sibling Support group will also be run for the first time in Autumn 2014, with a view to running this group once a month, providing support & fun activities for siblings of children with autism.

## Section G

## Declaration

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

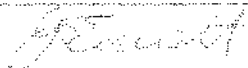

### Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc.)

Date

	
Sarah C. Jones	Sarah C. Jones
Secretary	Secretary
10/10/14	10/10/14





Mustard Seed Autism Trust

1148938

## Receipts and payments accounts

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For the period  
from

01/09/13

To

31/08/14

### 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	11,864	3,200	-	14,864	9,707
Gift Aid	1,442	300	-	1,742	640
Grants	-	16,020	-	16,020	15,815
Treatment Sessions provided	750	-	-	750	240
Fundraising Events	1,741	-	-	1,741	107
Training Courses provided	2,760	-	-	2,760	910
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>18,356</b>	<b>19,520</b>	<b>-</b>	<b>37,876</b>	<b>27,219</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>18,356</b>	<b>19,520</b>	<b>-</b>	<b>37,876</b>	<b>27,219</b>
<b>A3 Payments</b>					
Staff	898	5,002	-	5,900	1,455
Insurance	460	650	-	1,110	1,110
Venue Hire	77	1,770	-	1,847	1,882
Training & Affiliation	270	859	-	1,129	2,325
Resources & Equipment	28	2,410	-	2,437	5,593
Administration	362	379	-	741	298
Fundraising & Publicity	359	72	-	431	173
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>2,453</b>	<b>11,140</b>	<b>-</b>	<b>13,594</b>	<b>12,635</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Loan repaid	-	-	-	-	1,000
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b>Total payments</b>	<b>2,453</b>	<b>11,140</b>	<b>-</b>	<b>13,594</b>	<b>13,635</b>
<b>Net of receipts/(payments)</b>	<b>15,903</b>	<b>8,380</b>	<b>-</b>	<b>24,282</b>	<b>13,584</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>11,124</b>	<b>8,033</b>	<b>-</b>	<b>19,157</b>	<b>5,574</b>
<b>Cash funds this year end</b>	<b>27,027</b>	<b>16,413</b>	<b>-</b>	<b>43,439</b>	<b>19,158</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	26,827	16,413	-
	Petty Cash	200	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,027</b>	<b>16,413</b>	-

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

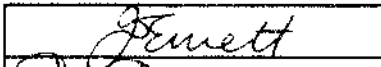
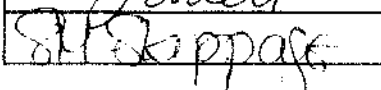
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	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. EMMETT	10/3/15
	SUZANNE M SKIPPAGE	10/3/15



# Independent Examiner's Report on the Accounts

**Section A**

**Independent Examiner's Report**

Report to the trustees/members of

Charity Name  
 MUSTARD SEED AUTISM TRUST

On accounts for the year ended

3 1 0 8 1 4

Charity no (if any)

1 1 4 8 9 3 8

Set out on pages

(remember to include the page numbers of additional sheets)

**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;
  - 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

Date

2/3/2014

Name

HUGH MOSES

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

Fellow of ICAEW  
 MEMBERSHIP No. 6733207

Address

198 Goodham Road  
 Maidenhead  
 BERKSHIRE  
 SL6 7HN



Only complete if the examiner needs to highlight material problems

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

