

Trustees' Annual Report for the period

Period start date

Period end date

From

01

09

2014

To

31

08

2015

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	Elaine Nannes			Trustees
5	Jason French			Trustees
6	Steve Williams			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

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. DBS checks are carried out for all trustees and volunteers.

Policies and Procedures:

- Financial Controls
- Anti-Discriminatory
- Recruitment and Selection
- Adult safe-guarding
- Risk assessment
- Lone-Working and Health & Safety
- Incident and Accident
- Physical Contact
- Staff supervision
- Comments and Complaints
- Recording and Storing Information
- Monitoring & Evaluation
- Environmental

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 £3,344 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. 1 trustee was reimbursed for travel, stationery and printing expenses in the year, totalling £123.57.

Section C

Objectives and activities

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 course supporting children with anxiety difficulties
- 6 week parent course for families
- Sibling support group
- OT for schools support service
- 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 a volunteer base of 17 people, assisting with various different activities.

We run a comprehensive training programme for all our volunteers involved in family and sibling support 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 also have 2 volunteers providing some administrative support.

Summary of the main achievements of the charity during the year

Over the course of the year we have supported 60 families, through a range of projects, to meet a variety of needs;

- 18 children supported one-to-one in the home
- 6 children received OT home support
- 2 children received play therapy
- 11 children received sensory motor processing therapy
- 5 children accessed the Ready Steady Go communications group
- developed a 6 week programme for supporting anxiety issues – “The Chill Out Zone”. This course is now run every half term for small groups of children with high anxiety difficulties, related to autism. 10 children have accessed the programme this year.
- 19 families supported through the Empowering Parents course
- established a Sibling Support group; 15 children now attend once a month, on a Saturday morning.

Also during the year we piloted an OT for Schools service, providing professional occupational therapy. We offer assessment, one-to-one and group therapy, reports and staff training. 4 schools have accessed this service over the first few months. This service will continue to be offered for 2015/16.

A volunteer on secondment from John Lewis supported our work with families and administrative tasks for 6 months. During this time she also set up new systems, applied for funding, created databases and created termly newsletters for our supporters. She continues to be part of our volunteer base.

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 November 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.

The charity continues to have a steady increase in donations.

There has also been an increase in voluntary contributions and income from fundraising events;

- Voluntary contributions of up to £5 per group session and £10 per 1:1 session are received from families, as a contribution towards the therapy and training sessions provided by Mustard Seed. The increase in this income is the result of the charity's increased activity.
- Mustard Seed has been developing fundraising activities and the use of volunteers to help with these, which has brought about a significant increase in the 2014/15 fundraising income.

However, there has been a significant drop in income received from grants in this financial year, falling from £16,020 in 2013/14 to £6,000 in 2014/15.

Expenditure has increased significantly, as the charity has sought to fund additional hours of consultancy work for a project co-ordinator, senior occupational therapist and the use of agency occupational therapists, to provide support, therapeutic intervention, education and practical advice to families. This has allowed the charity to increase the number of families it is able to work with. The increased activity also results in other expenditure increases, such as venue hire and resources & equipment.

Section F

Other optional information

Future Plans

A legacy donation received in 2015/16 will enable Mustard Seed to employ our Project co-ordinator and Senior occupational therapist on a 12-month fixed term contract. This will support on-going growth in service provision.

During 2015/16 Mustard Seed will be working to secure further funding, to be able to extend these contracts further.

The Trustee Board and senior management are currently working on the organisation's 3 year business plan.

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>S. Skippage</i>	<i>J. French</i>
Full name(s)	SUZANNE SKIPPAGE	JASON FRENCH
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	19th Jan 2016	19th JAN 2016.

Mustard Seed Autism Trust

1148938

Receipts and payments accounts

CC16a

For the period
from

01/09/2014

To

31/08/2015

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 £
A1 Receipts					
Donations	10,681	5,889	-	16,570	14,884
Gift Aid	1,163	250	-	1,413	1,742
Grants	-	6,000	-	6,000	16,020
Family Support voluntary contributions	1,907	-	-	1,907	750
Fundraising Events	4,626	-	-	4,626	1,741
Professional Courses provided	1,105	-	-	1,105	2,760
OT for Schools service	900	-	-	900	-
	-	-	-	-	-
Sub total (Gross income for AR)	20,381	12,139	-	32,521	37,876
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	20,381	12,139	-	32,521	37,876
A3 Payments					
Staff	5,568	8,896	-	14,464	5,900
Insurance	704	500	-	1,204	1,110
Venue Hire	-	3,344	-	3,344	1,847
Training & Affiliation	476	1,896	-	2,372	1,129
Resources & Equipment	2,013	2,744	-	4,757	2,437
Administration	500	114	-	614	741
Fundraising & Publicity	629	-	-	629	431
	-	-	-	-	-
	-	-	-	-	-
Sub total	9,890	17,493	-	27,383	13,594
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	9,890	17,493	-	27,383	13,594
Net of receipts/(payments)	10,491	- 5,354	-	5,138	24,282
A5 Transfers between funds	557	- 557	-	-	-
A6 Cash funds last year end	27,027	16,413	-	43,440	19,158
Cash funds this year end	38,075	10,502	-	48,578	43,440

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 £
B1 Cash funds	Cash at bank	37,875	10,502	-
	Petty Cash	200	-	-
		-	-	-
	Total cash funds	38,075	10,502	-

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

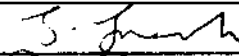

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

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

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

Signature	Print Name	Date of approval
	J. FRENCH	19/01/16
	S.M. SKIPPAGE	19/1/16

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

31 08 15

Charity no (if any)

1148938

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

[Handwritten Signature]

Date

22/02/2016

Name

ANNE MOSES

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

**FELLOW OF ICAEW
MEMBERSHIP 6733207**

Notes

[Faint handwritten notes]

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]