



Mary Frances Trust
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Charity No. 1055113



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CHAIR:	Mr M. Ellingham Ms J. Harper Mr Lee Bennett	- resigned Sep 2016 - elected Sep 2016 - resigned May 2017 - elected Jun 2017
V-CE CHAIR:	Mr Jeremy Ross	- elected Sep 2016
TRUSTEES:	Mrs R. Brewis Mr P. Lilley (Treasurer) Mrs S. Grant Mrs A. Maakan Mrs H. Ward	- joined Jul 2017 - joined Sep 2017
SECRETARY:	Mr P. Wolter	
REGISTERED OFFICE:	23 The Crescent Leatherhead Surrey KT22 8DY	
CHARITY REGISTRATION NUMBER:	1055113	
COMPANY REGISTRATION NUMBER:	3189443	
INDEPENDENT EXAMINER:	Ms Joan Swain BSC (Hons) FCCA JMSolutions 48 Rothschild Drive Sarisbury Green Southampton SO31 7NS	
BANKERS:	CAF Bank Ltd P O Box 289 West Malling Kent ME19 4TA	

The Trustees present their report with the financial statement of the company for the year ended 31st March 2017.

GOVERNING DOCUMENT

The Mary Frances Trust is incorporated as a company limited by guarantee. The Trust has adopted the Charity Commissioners' Model Memorandum and Articles of Association for a Charitable Company (GD 1 January 1995) as its governing document. In the event of the company being wound up members are required to contribute £1 per member.

OBJECTS OF THE CHARITY

The principal object of the charity is to support people with mental health problems, particularly through the use of user-led, psycho-social interventions.

TRUSTEES AND ORGANISATION

The Trustees during the year under review were:

Mr M. Ellingham	-	Chair (resigned – September 2016)
Ms Julie Harper	-	Chair (elected – September 2016)
Mr J. Ross	-	V-ce Chair (elected – September 2016)
Mr L. Bennett	-	Trustee
Mrs R. Brewis	-	Trustee
Mr P. Lilley	-	Trustee / Treasurer
Mrs H. Ward	-	Trustee

The Trustees are also directors of the charitable company and provide their services free of charge.

The Trustees are responsible for running the organisation and, during the year, they delegate day-to-day responsibility to Mr Patrick Wolter, the Chief Executive of the charity. Mr Wolter is also the Company Secretary.

The operations are carried out by a staff team and a group of volunteers working closely with people who use the service. Membership of the organisation is open to anyone with an emotional or mental health problem; in practice mainly users of our services. These members elect the Board of Trustees in our Annual General Meeting. We also do our best to develop a group of people with lived experience of mental health problems, to participate in the organisation's development and help with setting our short and long term objectives. Currently we employ a Co-production and Community Engagement Worker who is responsible for developing an Advisory Group consisting of people with experience of mental health problems.

INVESTMENT POWERS

Under the Memorandum and Articles of Association, the Trustees have the power to invest funds as they see fit.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

The directors of the company are also Trustees for the purpose of charity law and under the company's Articles are known as the Board of Trustees. In accordance with the Articles of Association, one third of the Trustees retire by rotation at the AGM each year.

During the year under review, Malcolm Ellingham decided to leave the Board and in September 2016 the Chair was taken over by Julie Harper. At the same time Jeremy Ross was elected the Vice Chair. Julie and Jeremy were then confirmed as the Chair and Vice Chair at last year's AGM in October 2016.

At this year's AGM, planned for November 2017, our long standing Board member, Rita Brewis will be retiring. Rita decided not to offer herself for re-election.

In May 2017 Julie Harper made a decision of leaving the Board of Trustees. In June 2017 Lee Bennett was elected as her successor and is waiting to be confirmed as the Chair at the November AGM.

We would like to take this opportunity to say massive thank you to Malcolm, Julie and Rita for their hard work and commitment to Mary Frances Trust.

At the time of writing the report we welcomed two more Trustees – Susan Grant and Anu Maakan are expected to be officially elected as the new Trustees in the November AGM.

The Board of Trustees seeks to recruit its members to balance various skills required to manage the charity. Traditional business skills are required as well as experience in the mental health field, which is so important to our work. We recruit new members to the Board by advertising via national recruitment agencies such as REACH as well as through local contacts.

TRUSTEE INDUCTION AND TRAINING

All new Trustees are invited to visit MFT and spend time meeting people who use our services and staff in order to understand the character and ethos of the organisation. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individuals involved.

RISK MANAGEMENT

The Trustees are aware of their responsibilities under SORP (FRS102) of undertaking a risk management review. The Risk Assessment and mitigation strategies were thoroughly reviewed by the Chief Executive and the Board in September 2017 and an action plan formulated to further mitigate the risks. The Trustees agreed that regular six-monthly reviews are needed to identify any upcoming risks and the next review is planned for March 2018.

REVIEW OF OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Mary Frances Trust (MFT) is a charitable organisation established in 1994 by people who used mental health services, carers and professionals to support people with any mental health problems. It is a non-medical service set up to address the social consequences of mental health problems on the lives and well-being of people who use mental health services. These include the following:

- Low self-esteem and self-confidence (compounded by the negative attitudes in our society towards those with mental health problems)
- Social isolation and exclusion from many areas of community life (including leisure, volunteering and education)
- Low income because of long term reliance on benefits (Mental Health service users have the lowest rate of employment of any group of disabled people)
- Poorer physical health compared to the general population.

Until 2006 our services were based strictly on the Clubhouse Model (a model of social rehabilitation started in New York in 1950's) which was an excellent starting point for development of user-led services. With time however, MFT had to adapt to the changing approach to mental health and the way services are being delivered staying at the same time faithful to our main values and principles.

- **Contribution** - strength based approach not just for a passive recipient. Active and voluntary involvement in every aspect of running the organisation (including delivery, monitoring, reviewing and service development)
- **Individuality** - everyone offered a personally tailored approach with supported space to think what is working and not working in their life and finding a way forward
- **Inclusivity** - not segregated, not separate from the community, providing a connection through our services into mainstream community activities
- **Commitment to equal and respectful relationships**, which serve as a model for behaviour within and outside activities associated with MFT
- **Enabling** people to find their own strengths and resources – doing with, not doing for
- **Belief** that people can improve and achieve their goals and their potential. Recovery is possible for each individual.

Over the years we have evolved a range of activities which support people using our services with their wellbeing and recovery, to access opportunities within the community, to set their own achievable goals and to have the best possible quality of life.

In the financial year 2014/15 the Board of Trustees undertook a rigorous strategic review leading to a redefinition and reshaping of services to meet the needs of the people we are here for and the challenges facing the organisation.

During the financial year 2016/17 we continued to develop our new strategy and new services.

The services directly provided by MFT include:

- **Social / Peer Support** – we run a couple of cafes which are open to people with any mental or emotional health issues and their friends and families. They provide an opportunity for people to meet with their friends in a safe and non-judgemental environment and explore further options offered by the organisation.
- **Advice & Support** – telephone or one-on-one support with a variety of issues in different areas of concern, including housing, benefits, relationships and working with other professional organisations.
- **Skills Development** – include not only a big variety of courses, training and workshops provided by MFT (self-esteem, mindfulness, assertiveness etc.) but most importantly individual support for people who would like to explore opportunities in the wider community – education, volunteering and/or social activities. Our learning opportunities include individual IT skills training.
- **Groups & Activities** – we offer a programme of groups and activities from different locations within our catchment area. Examples of the activities include: Art, Gardening, Play Reading, Ceramics and Crafts. We also offer some regular self-help groups for people with Anxiety, Bipolar or Hoarding Disorder.
- **Wellbeing** – these services focus on physical health (which influences our emotional and mental health) and general wellbeing. Very popular here is holistic massage and different forms of physical activities e.g. Pilates, Zumba, Yoga, Walking.
- **Safe Haven** – a brand new, innovative service, provided in partnership with Surrey and Borders Partnership NHS Foundation Trust. The main aim of this service is to provide a safe space for people in emotional crisis and prevent them from developing a full mental health crisis.

ACHIEVEMENTS AND PERFORMANCE

The financial year we are reporting on, was our final year as the lead for Community Connections Mental Health Services for the Borough of Epsom & Ewell and the Mole Valley District. With the previous contract coming to an end, we were required to bid for a new Community Connections

contract. The procurement process took a few months and in November 2016 we received a confirmation that we were successful. From 1st April 2017 Mary Frances Trust became one of three leads for the new Community Connections contract expanding our services to cover the area of Surrey Downs Clinical Commissioning Group (including Epsom & Ewell, Mole Valley, Banstead and East Elmbridge).

Feedback and survey results showed that the Safe Haven pilot project MFT provided in Epsom was extremely successful and it was agreed that the project would continue. A bid to extend the project was agreed and the project has now entered its second year. Safe Haven staff now have one-to-one sessions with people attending the service to build pathways that will help them to move on from their crisis. Safe Haven staffing levels remain similar currently but at the time of writing this report a Senior Safe Haven worker has been appointed and this has improved the day-to-day running of the team operations. People who attend Safe Haven are signposted to Community Connections services as appropriate to enable them to access other support, build up resilience and progress towards recovery.

In the year 2016/2017 we continued to provide services from a number of venues across the delivery area, these included but are not limited to:

- Leatherhead – 23 The Crescent (our main office)
- Brickfield Centre (Epsom)
- St Barnabas Church (Epsom) in partnership with Love Me Love My Mind
- Clarendon House (Dorking) in partnership with CMHRS Mole Valley
- Volunteer Centre (Dorking)
- Ashlea Medical Centre (Leatherhead)

In addition to the above, staff also meet individuals in different public locations where confidential conversations can take place safely, if they feel more comfortable away from the usual settings.

Our work in Epsom & Ewell continues, with services including a weekly café; Pilates; Play Reading; Art, Complimentary Therapies and a range of courses to support well-being and recovery. MFT Community Connections Workers continue to support the groups at the Brickfield Centre and have been running the Stepps and Beyond group, as well as a small group aimed at supporting men.

We ran a consultation evening at the Longmead Centre to find out about local need for a project planned for later in the year. We were Awarded a grant from Awards 4 All Lottery Fund and therefore we were able to employ a part time project worker and develop activities and services attracting number of people from BAME communities, who were underrepresented in our services.

We won £2985 funding from Sport England to run a Badminton course in Epsom, to improve health and well-being. This project started in December 2016 and came to an end in September 2017.

In Mole Valley we have been running a number of new courses and have had some excellent feedback, especially about the Mindful Meditation course and Drama Therapy taster. We also started a pilot project in Beare Green to offer support more locally to those in rural areas, who were not able to reach Dorking or any of our other centres. We held a Consultation evening for our new Men's cycling project in Mole Valley to help us to ascertain needs for the project which was launched later in the year.

In 2016 we began to run some courses in the evening, so that we could reach more people, who due to other commitments, were not be able to access daytime services. This started in a small way, with one 6 weeks' programme being offered in Epsom, and has grown now to a suite of courses that are being offered on a rolling programme in the evenings in Epsom & Ewell and Mole Valley venues.

We received funding from The Thomas Flack fund to run courses in the Leatherhead area, and were also lucky enough to secure funding from The Toyota fund to enable us to continue the programme of courses in Epsom & Ewell.

In 2016/2017 we ran a total of 60 courses, and 599 places were taken up on these. The courses included:

Yoga; Pilates; Mindfulness; Confidence Building; Emotional Well-Being; Stress Management; Creative Therapies; Drawing; First Aid: Food Safety Level 2; Drama Therapy; Mindful Meditation; Boot Camp; Light Exercise, Sit Fit; Health Walks and many more.

We have also encouraged a growing number of people to access Level 2 qualifications through Nescot College and people have achieved formal qualification in subjects such as Business Admin; Customer Care; Nutrition and Counselling Skills.

Being able to offer such a diverse range of courses and activities means that people are able to choose the ones that they feel will help them on the way to recovery the best. The groups are reducing their sense of social isolation and respond to the needs of people with enduring mental health needs, as well as those with mild to moderate problems. Many people find the courses give them the confidence to move on towards recovery quite quickly, while others stay to access more support through us.

Advice & Guidance and Learning & Skills support is given in one-to-one support sessions in all of the venues we work from, with some people needing 'one-off' meetings and others needing to see an advisor for a series of sessions. We work in partnership with organisations such as Citizens Advice Bureau; Leatherhead Start; Voluntary Action Mid Surrey; East Surrey Outreach Service; ESRA; Family Matters, Catalyst and Richmond Fellowship to ensure that people can be signposted to get more help should it be appropriate.

The Year 2016/17 in numbers:

It can be difficult to describe some of the developments using words, hence below we would like to introduce some statistics. They show the growth Mary Frances Trust has been experiencing over the last few years as well as, what we wanted to focus on in the year we are reporting on, a period of consolidation.

New Referrals Per Quarter	Mole Valley	Epsom & Ewell
Quarter 1	89	69
Quarter 2	72	60
Quarter 3	78	67
Quarter 4	91	70
TOTAL	330	266

Table 1. Number of new referrals per quarter in 2016/17

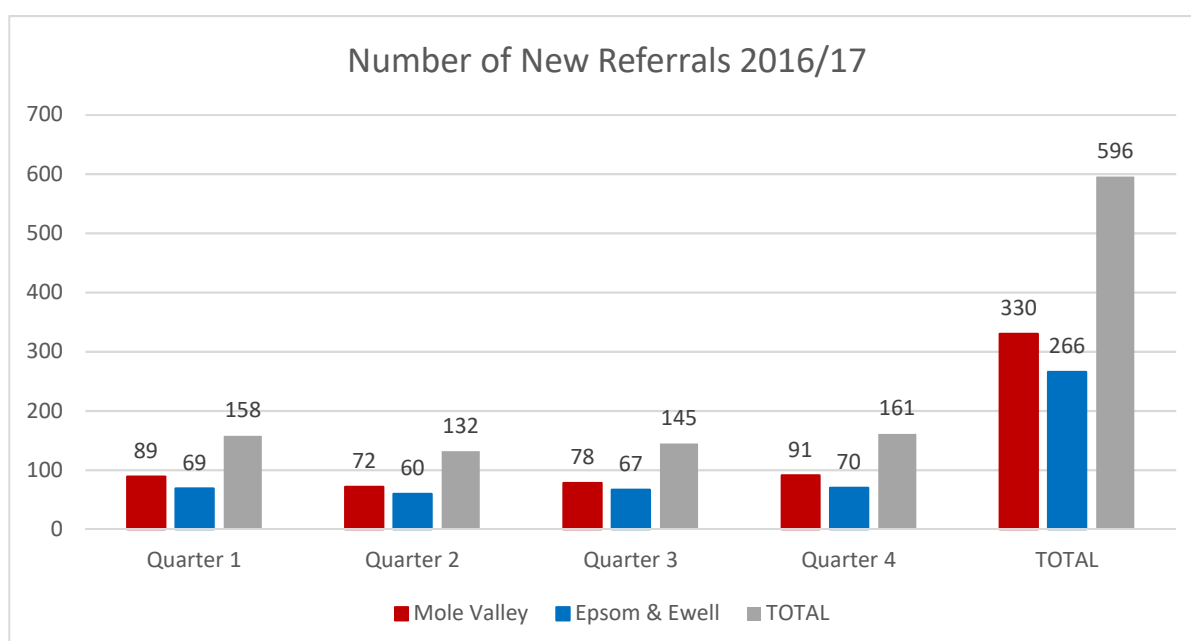


Chart 1. Number of new referrals per quarter in 2016/17

New Referrals in Year	Mole Valley	Epsom & Ewell	EE + MV
2012/13	29		29
2013/14	104	74	178
2014/15	198	127	325
2015/16	305	246	551
2016/17	330	266	596

Table 2. Increase of referral numbers in years 2012/13 – 2016/17

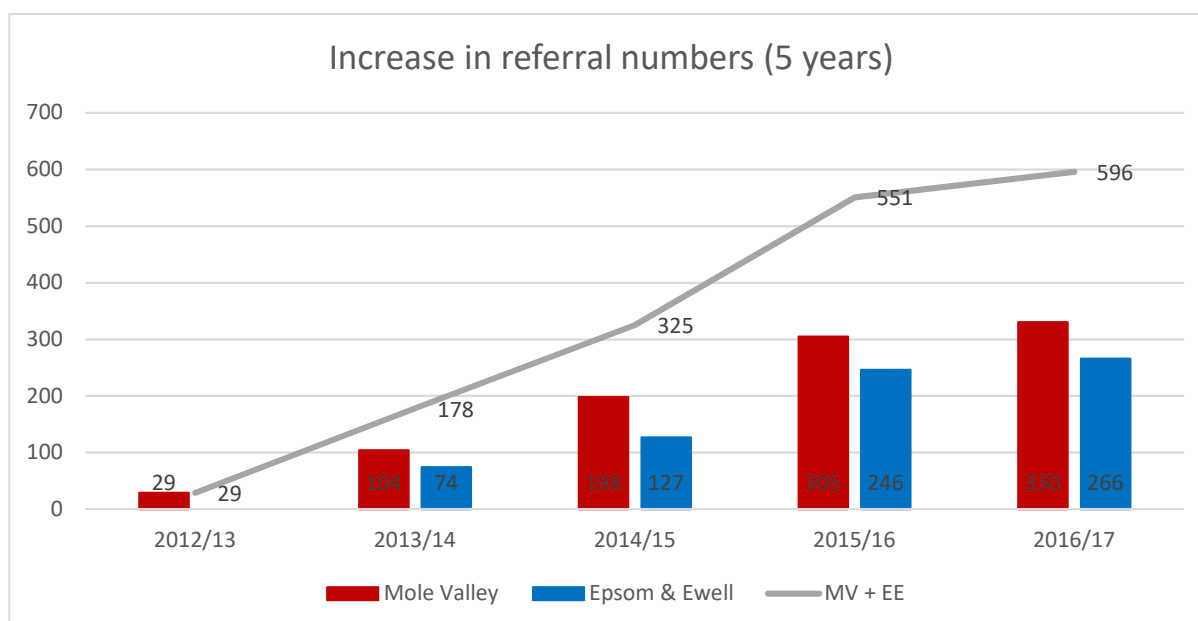


Chart 2. Increase in referral number in years 2012/13 – 2016/17

The table and the chart above clearly show that even though in the year ending 31st March 2017 we noted a slight growth with regards to number of referrals, the increase was nowhere near as significant as the one in previous years. It may mean that with the amount of funding we were receiving, we started getting to pick point and we started reaching our capacity.

In the past year we have provided 7,421 hours of Community Connections Service in Epsom & Ewell and 7,849 hours in Mole Valley, which in total gives 15,270 Community Connections hours in the last financial year.

Number of Hours of Community Connections Services Provided	Mole Valley	Epsom & Ewell
Quarter 1	1,869	1,830
Quarter 2	1,950	1,833
Quarter 3	2,040	1,863
Quarter 4	1,990	1,895
TOTAL	7,849	7,421

Table 3. Number of hours of Community Connections provided in year 2016/17

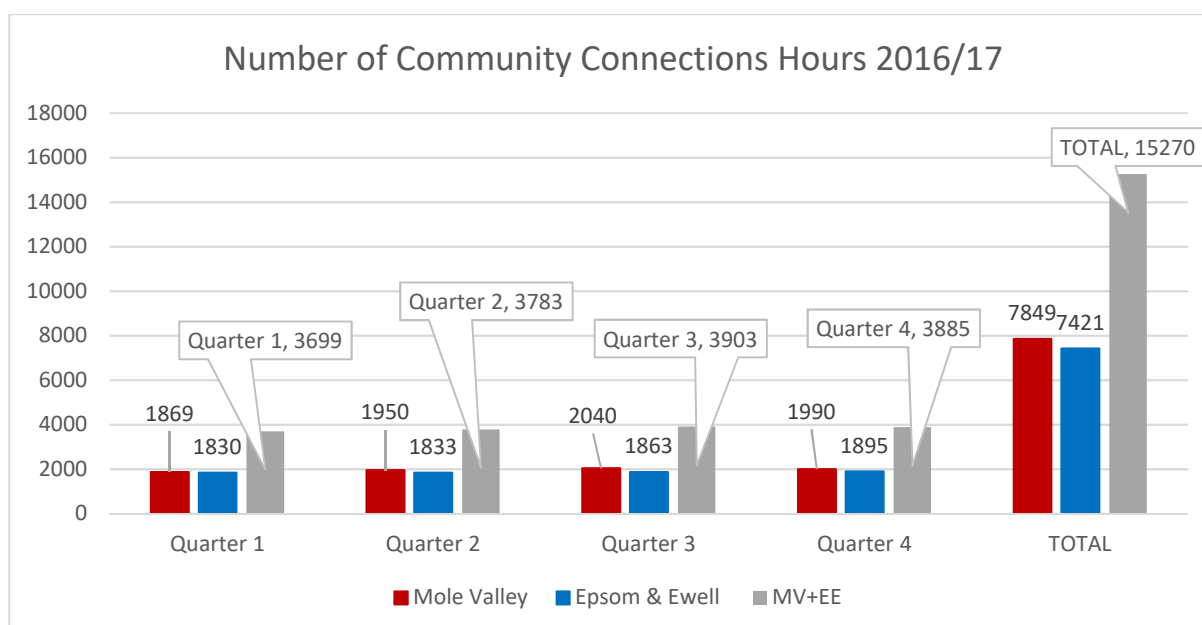


Chart 3. Number of Community Connections hours provided in year 2016/17

The number of people who have actively been in receipt of our Community Connections Service has been also steadily increasing as well as the number of people who were able to leave the service because, at this point, their goals have been met. Many of the people mentioned managed to secure voluntary or paid employment or started accessing other opportunities within the community – not connected to specific mental health services.

Number of People Actively in Receipt of Community Connections Service	Mole Valley	Epsom & Ewell
in Quarter 1	311	280
in Quarter 2	330	307
in Quarter 3	353	336
in Quarter 4	383	349

Table 4. Number of people actively in receipt of our services in each quarter (2016/17)

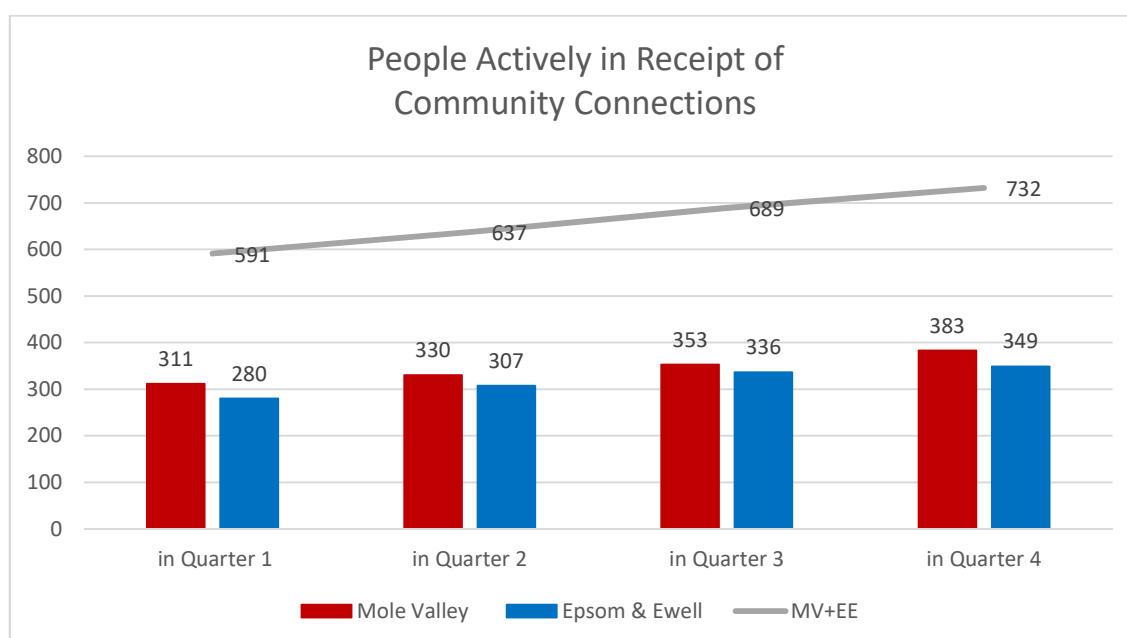


Chart 4. Number of people actively in receipt of our services each quarter (2016/17)

Satisfaction Survey Results	Q1 (EE)	Q2 (MV)	Q3 (EE)	Q4 (MV)
How satisfied are you that Community Connections service has improved your overall quality of life?	94%	90%	93%	95%
How satisfied are you that the Community Connections has improved your control over your life?	87%	81%	64%	93%
How satisfied are you that Community Connections has improved your social interaction?	74%	66%	86%	85%
How satisfied are you that Community Connections has improved your ability to manage your mental distress?	84%	84%	75%	79%
How satisfied are you that Community Connections has improved your ability to manage your finances?	76%	59%	60%	31%
How satisfied are you that Community Connections has improved your physical health?	84%	63%	72%	67%

Table 5. Satisfaction Survey Analysis – results show percentage of people satisfied or very satisfied

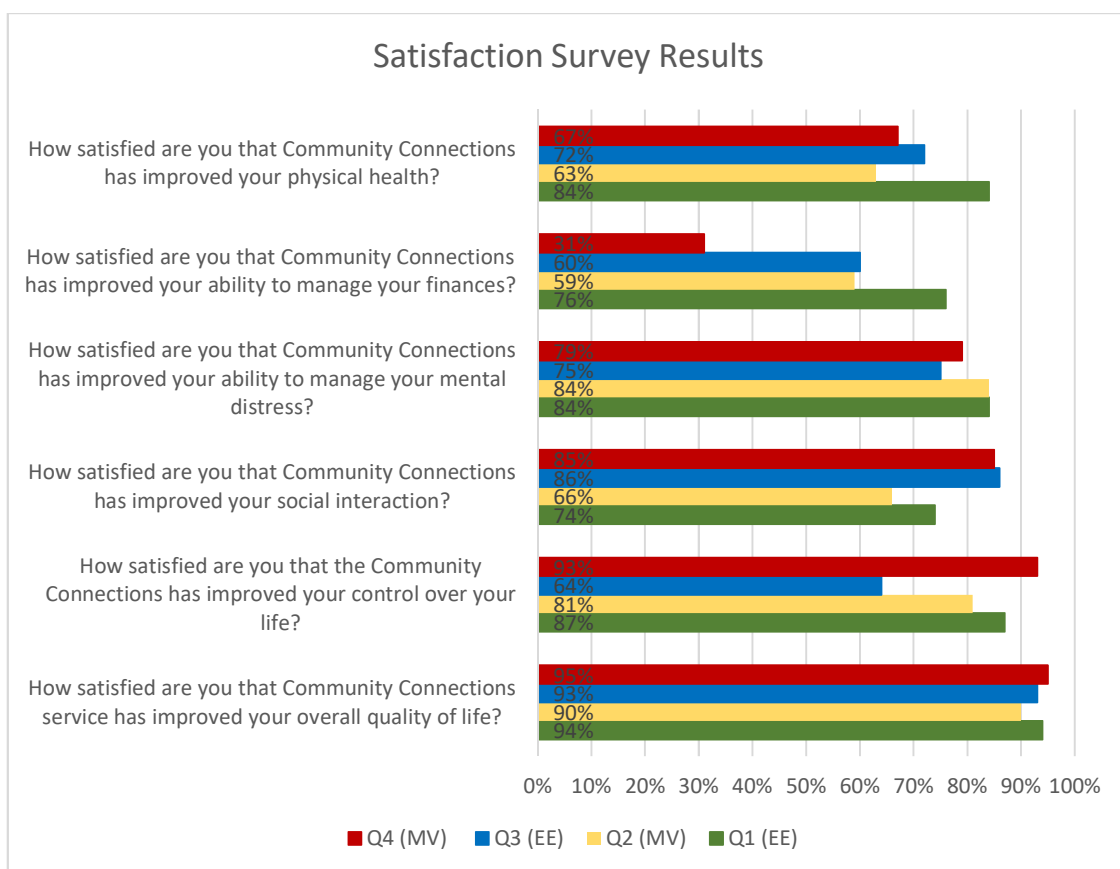


Chart 5. Satisfaction Survey Results – results show percentage of people very satisfied or satisfied.

PUBLIC BENEFIT STATEMENT

The Trustees are satisfied that these activities are carried out for the public benefit, having due regard for the guidance given by The Charity Commission. All Board Members give their time freely and no remuneration was paid to the Board Members.

FUNDING

Like many other charities of our size providing services to people with disabilities, we receive the majority of funding from statutory funders but have employed a part-time fundraiser to help address the reliance. She will help the Trust to identify alternative non-restricted streams of income. In our case about 90% of our funding for 2016-2017 covering our core costs, came from Surrey County Council and NHS Surrey (Surrey Downs Clinical Commissioning Group) as part of the integrated Community Connections Service.

At the time of writing this report we have received information that, after a competitive and complicated procurement process, we were awarded a new Community Connections contract for the following 3 years (with a possibility of extension for further 2 years).

We also know that the Safe Haven project has become a part of the Community Connections contract.

The extension of both projects guaranteed the annual income to stay at similar level comparing to the year we are reporting on.

Throughout the year we managed to secure small funding grants and generous donations for specific projects. We are very grateful to Community Foundation for Surrey, Clothworkers Foundation, Mole Valley District Council, Thomas Flack Fund, Big Lottery, Sport England, Toyota Epsom and other private donors and funders for their support during the year, enabling us to provide and enhance services to more people.

FUTURE PLANS

With the onset of the new Community Connections contract, we started expanding our services to cover the Banstead and East Elmbridge areas. This means we are subcontracting Wellness With A Goal (WWAG) for provision of services in the Elmbridge area, and employing a part time support worker to cover the Borough of Banstead.

At the time of writing the report we have employed Suki Kaur as part time Fundraising & Communications Officer and Jo Cranfield as part time Co-Production and Community Engagement Worker, with Clare Burgess moving from working at the Safe Haven to

becoming the part time support worker for Banstead and Epsom, having replaced Stephen Honey at Brickfield.

We also had change in the Operational Manager position – with Daniel Cartwright leaving MFT in September and being replaced by John Anderton.

The ‘Inclusion for All’ 1 year project in the Longmead area of Epsom & Ewell, started in 2017 and is focusing on engaging more people from ethnic minorities. Again, at the time of writing Parvin Ahmed has been employed as the part time sessional worker for this project.

As part of the new Community Connections provision we are now also offering an opportunity for Admin Apprentice.

FINANCIAL PERFORMANCE

The most appropriate measure of the operational performance of a charity such as MFT, in effect its profit or loss, is the movement on Unrestricted Reserves. This is because Unrestricted Reserves are calculated on the accruals basis, matching income to expenditure within a time period; whereas Restricted Reserves are calculated on the cash basis, recognising income and expenditure as they happen. The latter approach leads to timing differences, such as when a grant is received just before a year-end, but paid out in the next financial year. Restricted Reserves are built up when donors closely define the way in which their donations are to be utilised.

Thus the operational result for 2016/17 was a loss of £10,738, with £15,619 available for spending on defined future projects. The loss was primarily due to 2016/17 being the final year of a multi-year fixed rate contract.

RESERVES POLICY

The charity is primarily funded through contracts with the local Clinical Commissioning Group and Surrey County Council and as such it is difficult to put aside monies to fund future expenditure. However, the Trustees aim to ensure that they have future commitments from the above organisations to cover expenditure for the next 12 months. It is the aim of the Trust to maintain unrestricted reserves available to cover ongoing operating costs for 3 to 6 months over time. At this time the unrestricted reserves cover 4.3 months’ operations on the basis of the 2017/18 budget.

ON BEHALF OF THE BOARD:

.....
Lee Bennett – CHAIR

Dated:

Report to the Trustees/directors/members of Mary Frances Trust on accounts for the year ended 31 March 2017, charity number 1055113, company number 3189443, set out on pages 16 to 23.

Respective responsibilities of trustees and examiner.

The trustees (who are also the directors of the company for the purposes of company law) 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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 report

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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed..... Date.....

Joan Swain B.Sc(Hons) F.C.C.A.
Association of Chartered Certified Accountants
48 Rothschild Drive
Sarisbury Green, Southampton
SO31 7NS

	Notes	Unrestricted Fund £	Restricted Fund £	Total 2017 £	2016 £
INCOMING RESOURCES					
Incoming resources from charitable activities					
Grants & contributions from people that use our services (see income analysis – Note 16)		374,744	34,461	409,205	246,629
Incoming resources from generated funds					
Interest		2,148		2,148	2,036
Donations and sundry income	2	20,759		20,759	24,434
TOTAL INCOMING RESOURCES		397,651 =====	34,461 =====	432,112 =====	273,099 =====
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising and publicity	3	8,119		8,119	1,750
Charitable activities (see expenditure analysis – Note 17)					
		397,874	18,842	416,716	257,803
Governance costs	4	2,396		2,396	2085
TOTAL RESOURCES EXPENDED		408,389 =====	18,842 =====	427,231 =====	261,638 =====
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	5	(10,738)	15,619	4,881	11,461
TOTAL FUNDS AT 1 APRIL 2016		144,391 -----	6,752 -----	151,143 -----	139,682 -----
TOTAL FUNDS AT 31 MARCH 2017		133,653 =====	22,371 =====	156,024 =====	151,143 =====

The notes on pages 21 to 25 form part of these accounts.

Company Registration Number - 3189443

	Notes	£	2017	£	2016	£
FIXED ASSETS						
Tangible Assets for use by the Charity	8		883		2,239	
CURRENT ASSETS						
Sundry Debtors and Prepayments	9	21,951		16,961		
Cash at Bank and in hand	10	141,365		162,747		
		-----		-----		
CREDITORS: Amounts falling due within 1 year	11	8,175		30,804		
		-----		-----		
NET CURRENT ASSETS			155,141		148,884	
			-----		-----	
TOTAL ASSETS LESS CURRENT LIABILITIES			156,024		151,143	
			=====		=====	
RESERVES						
Unrestricted Fund	15	133,653		144,391		
Restricted Fund	15	22,371		6,752		
		-----		-----		
		156,024		151,143		
		=====		=====		

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Charities Act 2011.

ON BEHALF OF THE BOARD:

.....
Mr L Bennett – Chair

Approved by the Board on

.....

The notes on pages 21 to 25 form part of these accounts.

1. ACCOUNTING POLICIES

Accounting Convention

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102.

Tangible Fixed Assets for use by the Charity

Capital items over £500 are capitalised at cost and depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life, as follows:

Improvements to property	-	over the term of the lease
Office equipment	-	three years
Fixtures and fittings	-	three years
Computer equipment	-	three years.

Incoming Resources

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.

Donations, grants, tax recoverable under gift aid and interest earned are credited to income when receivable. Grants, which are based on proof of expenditure, are included in income at the year end and any amount owing is included in debtors.

The value of services provided by volunteers has not been included but is described in the Trustees Annual Report.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. As described in the Trustees' Report, the charity's principal activity is the provision of community based facilities. All costs incurred in the running and maintenance of the Trust are therefore treated as direct charitable expenditure and are inclusive of irrecoverable VAT.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Governance costs include those costs associated with administration of the charity and compliance with constitutional and statutory requirements and include independent examiner's fees and costs linked to the strategic management of the charity.

Unrestricted Funds

These are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds

These are funds to be used for the specific purposes laid down by the donor. Expenditure which meets these criteria is charged to the fund. Where the fund has not been fully spent in this financial year the balance is carried forward.

Operating Leases

Costs in respect of operating leases are charged on a straight line basis over the term of the lease.

Pension costs

The charity operates a defined contribution scheme for its employees; contributions are accounted for when payable.

2. DONATIONS AND SUNDRY INCOME	2017	2016
	£	£
Room Hire	15,757	8,239
Donations inclusive of gift aid	5,002	16,195
	-----	-----
	20,759	24,434
	=====	=====
3. PUBLICITY AND FUNDRAISING	2017	2016
	£	£
Incurred seeking grants	6,776	750
Publicity	1,343	1,000
	-----	-----
	8,119	1,750
	=====	=====
4. GOVERNANCE COSTS	2017	2016
	£	£
Independent Examiner's Fee	800	500
Sundry Expenses	917	858
Bank Charges	25	42
Board Expenses	654	685
	-----	-----
	2396	2,085
	=====	=====
5. NET INCOMING / (OUTGOING) RESOURCES	2017	2016
	£	£
Net incoming resources are stated after charging:		
Depreciation – Owned Assets	1,356	2,140
Independent Examiner's Fees	800	500
	=====	=====
6. STAFF COSTS AND NUMBERS	2017	2016
	£	£
Salaries and wages	250,885	151,940
Employer's National Insurance Contributions	21,286	11,850
Pension Contributions (including salary sacrifice)	19,315	7,757
Employment Costs	3,450	4,391
	-----	-----
	294,936	175,938
	=====	=====
Trustees' Emoluments and Other Benefits	-	-
	=====	=====
Average number of employees	13	9
	=====	=====
There were no employees who received remuneration in excess of £60,000		

No trustees' expenses were paid in either year.

7. TAXATION

The charitable company is exempt from Corporation Tax on its charitable activities.

	Improvements to Property £	Office Equipment £	Fixtures and Fittings £	Computer Equipment £	Total £
8. TANGIBLE FIXED ASSETS FOR USE BY THE CHARITY					
Cost					
At 1 st of April 2016	19,412	6,624	31,171	33,143	90,350
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
At 31 st March 2017	19,412	6,624	31,171	33,143	90,350
	-----	-----	-----	-----	-----
Depreciation					
At 1 st April 2016	19,412	6,624	31,171	30,904	88,111
Charge for the Year	-	-	-	1,356	1,356
Disposals	-	-	-	-	-
	-----	-----	-----	-----	-----
At 31 st March 2017	19,412	6,624	31,171	32,260	89,467
	-----	-----	-----	-----	-----
Net Book Value					
At 31 st March 2017	-	-	-	883	883
	=====	=====	=====	=====	=====
At 31 st March 2016	-	-	-	2,239	2,239
	=====	=====	=====	=====	=====

All Fixed Assets are held for use by the Charity.

	2017 £	2016 £
9. DEBTORS		
Prepayments and accrued income	12,160	11,394
Debtors	9,791	5,567
	-----	-----
	21,951	16,961
	=====	=====

	2017 £	2016 £
10. CASH AT BANK		
Short term cash investments	69,891	68,599
Short term deposits	50,477	50,000
Cash at bank and on hand	20,997	44,148
	-----	-----
	141,365	162,747
	=====	=====

	2017 £	2016 £
11. CREDITORS: amount falling due within one year		
Accruals	2,290	3,463
Deferred income	-	21,660
Tax and social security	5,885	5,681
	-----	-----
	8,175	30,804
	=====	=====

12. PENSIONS

The charity operates a defined contribution scheme. The pension charge represents contributions payable by the charity and amounted to £19,315 including salary sacrifice (2016 £7,757). In the year the pension costs are all against unrestricted funds.

13. OPERATING LEASE COMMITMENTS

At 31st March 2017, the charity had aggregate annual commitments under non-cancellable operating leases as set out below:

	2017 £	2016 £
Leases expiring within 1 year	35,800	35,800
Land and Buildings		-
Leases expiring within 2 to 5 years		
Land and Buildings	-	-
Other	667	667
	-----	-----
	36,467	36,467
	=====	=====

14. LIMITED BY GUARANTEE

The charity is limited by guarantee and has no share capital.
On a winding up each statutory member is liable to contribute a sum not exceeding £1.00.
At the year-end there were seven statutory members (Trustees).

	Balance 1 st April 2016 £	Movement Incoming £	Resources Outgoing £	Balance 31 st March 2017 £
15. MOVEMENT IN FUNDS				
Restricted Funds	6,752	34,461	18,842	22,371
Unrestricted Fund	144,391	397,651	408,389	133,653
	-----	-----	-----	-----
	151,143	432,112	427,231	156,024
	=====	=====	=====	=====

Details of restricted funds held and movements during the current reporting period.

	Balance bought forward £	Income £	Expenditure £	Balance carried forward £
Frances Jones Fund	378	-	-	378
Richard Jenden Fund	5,357	14	-	5,371
PPP fund	1,000	1,000	1,654	346
Clothworkers Grant	-	9,500	9,500	-
Awards for All	-	9,905	596	9,309
Toyota Fund	17	3,550	1,979	1,588
Thomas Flack	-	3,600	3,600	-
CSH Surrey Community Fund	-	990	540	450
Sport England	-	3,192	390	2,802
Brickfield Community Fund	-	1,331	583	748
Men on Bikes	-	1,379	-	1,379
	6,752	34,461	18,842	22,371

Details of restricted funds held and movements during 2016 reporting period.

	Balance bought forward	Income	Expenditure	Balance carried forward
	£	£	£	£
Frances Jones Fund	378	-	-	378
Richard Jenden Fund	524	4,833	-	5,357
Lawther Fund	-	2,000	2,000	-
PPP Fund	-	1,000	-	1,000
Toyota	465	-	448	17
Dora Fedoruk Memorial Fund (CFS)	1,053	-	1,053	--
	<u>2,420</u>	<u>7,833</u>	<u>3,501</u>	<u>6,752</u>

16. DIRECT CHARITABLE INCOME ANALYSIS

	Restricted Funds 2017	Unrestricted Funds 2017	Total 2017	Total 2016
Income				
Community Connections Grant		216,217	216,217	216,203
Contributions from people that use our services		7,100	7,100	6,012
Kingston University		-	-	667
Richard Jenden Fund	14		14	4,833
Lawther Fund	-		-	2,000
PPP Fund	1,000		1,000	1,000
Safe Haven		149,427	149,427	15,914
SECAMB		2,000	2,000	
Clothworkers Grant	9,500		9,500	
Awards For All	9,905		9,905	
Toyota Fund	3,550		3,550	
Thomas Flack Fund	3,600		3,600	
CSH Surrey Community Fund	990		990	
Sport England	3,192		3,192	
Brickfield Community Fund	1,331		1,331	
Men On Bikes	1,379		1,379	
	-----	-----	-----	-----
Total	34,461	374,744	409,205	246,629
	=====	=====	=====	=====

17. DIRECT CHARITABLE EXPENDITURE ANALYSIS

	Restricted Fund 2017	Unrestricted Fund 2017	Total 2017	Total 2016
Expenditure				
Staff Costs		294,936	294,936	175,938
Training		1,867	1,867	1,118
Depreciation		1,356	1,356	2,140
Facility Costs		68,849	68,849	65,281
Complementary Therapy		3,675	3,675	4,159
Food		2,142	2,142	2,482
Insurance		2,040	2,040	2,629
Education		1,259	1,259	4,056
Safe Haven		21,750	21,750	-
PPP Fund	1,654		1,654	
Clothworkers Grant	9,500		9,500	-
Awards For All	596		596	
Toyota Fund	1,979		1,979	
Thomas Flack Fund	3,600		3,600	
CSH Surrey Community Fund	540		540	
Sport England	390		390	
Brickfield Community Fund	583		583	
	-----	-----	-----	-----
Total	18,842	397,874	416,716	257,803
	=====	=====	=====	=====