



Annual Report and Accounts

From 1st April 2017 to 31st March 2018

Mary Frances Trust
23 The Crescent
Leatherhead
Surrey
KT22 8DY

www.maryfrancestrust.org.uk
info@maryfrancestrust.org.uk
tel. 01372 375 400

Charity No. 1055113
Company No. 3189443



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CHAIR:	Ms Julie Harper Mr Lee Bennett	- resigned May 2017 - elected Jun 2017
V-CE CHAIR:	Mr Jeremy Ross	
TRUSTEES:	Mrs R. Brewis Mr P. Lilley (Treasurer) Mrs S. Grant Mrs S. Greenhouse Mrs A. Maakan Mr P. Matthews Mrs H. Ward	- terminated Nov 2017 - terminated Jan 2017 - joined Jul 2017 - joined Nov 2017 - joined Sep 2017 - terminated May 2018 - joined May 2018
CEO and COMPANY 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 2018.

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.

On 28th March 2018, we held an extraordinary meeting with Registered Members of MFT to pass a special resolution to amend the Memorandum of Association by inserting a new clause 4 (ix):

"to amalgamate or merge with or acquire or undertake all or any of the property, liabilities and engagements of anybody having objects wholly or in part similar to those of the Charity."

The resolution was passed with 100% of Members present voting in favour.

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:

Ms J. Harper	-	Former Chair (resigned – May 2017)
Mr L. Bennett	-	Current Chair (elected – June 2017)
Mr J. Ross	-	Vice-Chair
Mrs R. Brewis	-	Trustee
Mrs S. Grant	-	Trustee
Mrs S. Greenhouse	-	Trustee
Mr P. Lilley	-	Trustee / Treasurer
Mrs A. Maakan	-	Trustee
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. These Members register before our Annual General Meeting (AGM) for duration of one year. They then have the right to vote and elect the Board of Trustees in our AGM.

We also do our best to make sure that people with lived experience of mental health problems 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 working with our Advisory Group consisting of people with experience of mental health problems. The Advisory Group also consults and collects views in our wider quarterly meetings, which we run in different locations to allow people who use our services have their say on MFT's developments.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the Directors of Mary Frances Trust for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which 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 those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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 statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

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.

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.

During the year under review, we saw a few significant changes within the Board of Trustees.

Julie Harper decided to leave the Board and in June 2017 the Chairmanship was taken over by Lee Bennett. His election was confirmed by the MFT Members at the AGM in November 2017.

At the last AGM, our long standing Board member, Rita Brewis, decided to step down from the Board.

In January 2018 we also lost our Treasurer, Peter Lilley, who very sadly passed away.

On behalf of the Board of Trustees, our staff and volunteers and Members we would like to officially thank them for their hard and committed work for the Trust.

On a positive note, we managed to co-opt to the Board fantastically skilled new Members – Susan Grant, Anu Maakan and Samantha Greenhouse. All three were officially confirmed as Trustees at the AGM in November 2017.

At the time of writing the report, we are pleased to welcome our new Treasurer – Paul Matthews – who joined us in May 2018. Paul is waiting to be confirmed as a Trustee and Treasurer by the Members of MFT at our next AGM, planned for September 2018. Unfortunately in May 2018 Anu Maakan decided to leave the Board.

In accordance with the Articles of Association, one third of the Trustees retire by rotation at the AGM each year. This year it means that Heather Ward, Jeremy Ross and Lee Bennett will be retiring. All three would like to offer themselves for re-election.

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.

It is extremely important for all the Trustees to fully understand and be able to implement, in all their work with MFT, our special way of working with people and the values and organisational ethos.

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 April 2018 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 October 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); and
- 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.

In our regular Away Days, the Board continuously reviews and adjusts the strategy, to make sure that MFT responds to the changing need as well as commissioning landscape.

In the last Away Day, in February 2018, the strategy has been refreshed and new strategic priorities for the next 3 years (20/21) have been set. The priorities include:

1. Reaching New Service Users (from underrepresented groups);
2. Developing Further the Co-Production and Co-Design Model;
3. Exploring New Technologies (for access, management and delivery of services);
4. Raising Profile of MFT;
5. Further Developing Strategic Partnerships; and
6. Increasing Unrestricted Funding.

The services directly provided by MFT currently 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.
- **Information and Advice** – 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.
- **Groups and 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 Bipolar or Hoarding Disorder.
- **Wellbeing** – these services focus on physical health (which influences our emotional and mental health) and general wellbeing. Very popular here are: holistic massage and different forms of physical activities e.g. Pilates, Zumba, Yoga, Walking.
- **Safe Haven** – an 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. The service runs out of hours, 365 days a year.

ACHIEVEMENTS AND PERFORMANCE

April 2017- March 2018.

At the beginning of the financial year, MFT became the lead for a re-commissioned Community Connections Mental Health Service. This time, with changes to commissioning provided by Surrey County Council and Clinical Commissioning Groups, MFT covered a larger geographical area – Mole Valley and Epsom & Ewell (as in previous years), as well as Banstead and East Elmbridge (new areas covered by Surrey Downs CCG). Expansion into new areas required changes to the organisational structure and the development of brand new services in these areas. At the beginning of the financial year, we subcontracted partnership organisation, Wellness with a Goal (WWAG), to look after the Elmbridge area. However, after WWAG's organisational problems and their Trustees' decision to close, Mary Frances Trust stepped in to take over and improve the work that had been developed. Later on in the financial year we were subcontracted by another partner, Catalyst Support, to expand our delivery to areas of Spelthorne and West Elmbridge (North West Surrey CCG).

Staffing Changes

During the year MFT recruited an Area Co-ordinator to cover Epsom, Ewell and Banstead, and another to cover the Mole Valley area. At the time of writing this report, MFT has also appointed another Co-ordinator, to service the areas of Elmbridge and Spelthorne.

The Area Co-ordinators are now operating from venues and offices in Leatherhead, Dorking, Epsom, Banstead and Walton on Thames and West Molesey.

Significant staff changes include the appointment of the new Senior Operations Manager, John Anderton, replacing Daniel Cartwright.

After restructuring the MFT management team now comprises Patrick Wolter (CEO), John Anderton, (Senior Operations Manager) Kath Attewill (Finance & Administration Manager) and Christine Schauerman (Programme Manager).

Service Provision

Clare Burges, the Area Co-ordinator for Epsom, Ewell and Banstead has done an excellent job in developing a wide and meaningful range of services within her area. In Epsom these include a weekly drop in Café, and activities such as; Pilates; Play Reading;

activities such as Health Walks, Start Walking, Pram Walks and Yoga as well as a regular crafts activities session once a week and courses to support emotional well-being, such as Mindfulness, Dealing with Strong Emotions and Craft courses.

Having now secured access to the Brickfield Centre in the evenings, this further expands MFT's ability to provide services, especially to people who are working in the daytime. MFT are planning to use the venue in the evening to deliver even more activities and courses and conduct a greater number of initial appointments.

The Epsom Co-ordinator has done a great deal of partnership working over the year and has produced some impressive results. One example of this is the Co-Writing of a Post Stepp's course with the Psychology Team at Community Mental Health Recovery Service (CMHRS). This is for people exiting the Systems Training for Emotional Predictability and Problem Solving (STEPPS) programme. These are people living with personality disorder. The course is due to be rolled out in the next financial year and be reproduced in our other areas.

Another example of partnership working is the pre-ESOL (English for Speakers of Other Languages) course with Pound Lane Children's Centre, Epsom. This enables people whose first language is not English to gain the confidence to go on to a full ESOL class, thereby further expanding MFT's reach into the community, and linking in with our Black and Minority Ethnic (BME) work.

The Inclusion for All Project based in Longmead, Epsom, led by MFT staff member Parvin Ahmed, is still producing excellent results. Examples of this include the women only group, and a number of other projects involving sewing and crafts. A self-defence for women course also proved to be very popular

MFT also ran ESOL courses in partnership with Riverview Children's Centre, to support women with issues relating to their emotional wellbeing, whose first language was not English, to raise their levels of self-esteem and confidence. MFT secured £2,500 in funding from St James' Place Foundation which will enable us to plan the next phase of this project.

Likewise, in partnership with Surrey Care Trust and Workers' Educational Association (WEA), MFT are now running courses at Swail House in Epsom, a housing project for people who have visual impairment. There has been some great work in the development of their confidence and self-esteem, which has been so successful that some participants have gone on to offer peer support to new residents. Some have also developed enough confidence to engage with activities such as organising their own Christmas concert. This

programme also attracted a number of volunteers who have now become our bank of teacher supporters.

The connection between emotional wellbeing and physical health is long known, therefore MFT has run a number of successful courses and groups with this in mind. These have included 12-week yoga courses at Pound Lane School, for work place stress and anxiety, couch to 5k course, Run Together, Pram Walks and Start Walking, as well as Sit fit classes.

MFT's Epsom Badminton course, to improve health and well-being for people with emotional wellbeing concerns, was scheduled to run from December 2016 to September 2017, but was so popular that additional funding was sourced to continue for another three months, and many of the group have gone on to book their own courts and play together regularly.

Within Mole Valley Area, Co-ordinator John O'Malley has been working on a number of initiatives, including work relating to preventing men's suicide. This has included running a monthly men's group and a men's cycling group, aimed at getting men together so they can talk about their problems. A successful bid for the cycling project from Surrey Community Foundation of £7,583 has enabled a solid start to the programme. Besides cycling, other related activities which have proved popular include courses such as bike maintenance and healthy diet.

Our Leatherhead office has seen huge activity over the year with the running of weekly Art Groups, Photography, Women's Group, Men's Group, complementary therapies, and monthly Bi-polar and Hoarding self-help Groups. Continued evening courses have been very successful and attendance at these is growing.

Although many of these have taken place in Leatherhead, we have also run a number of courses in Dorking; one of the Mole Valley Area Co-ordinator's aims for 2018-19 is to expand our activities into more rural areas.

Other MFT activities this year have included running a Well-being event in partnership with Social Prescriptions where people could talk, discuss and explore ways they could improve their own well-being. This led to a number of new referrals within Mole Valley.

As part of our corporate development initiative, MFT started a 12-week yoga course for staff at Mount Green Housing Association, Surrey County Council Staff at the Malthouse Youth Centre in Dorking, and Circle Housing staff in Dorking, linking it to the Time for Change agenda. This has proved very successful and again generated many referrals.

MFT Courses

This year MFT have been pleased to be able to offer a diverse range of courses and activities, ensuring more choices for people to move towards recovery.

During 2017/2018 MFT ran a total of 77 courses which boasted 778 bookings to participate in them. Courses have been so popular that at times waiting lists developed. The courses included:

Yoga; Pilates; Mindfulness; Confidence Building; Emotional Well-Being; Stress Management; Managing Difficult Emotions; Moving Forward; Creative Therapies; Drawing; Photography, Mindful Meditation; Sit Fit; Couch to 5k; Planting Herbs, and many more.

Work developing new courses specific to MFT are well underway and will be launched in the next financial year. These courses will be unique to MFT and adopt a tailored approach. One example of this is Doing it My Way – a course designed to help people make their own decisions about the future.

MFT have offered people the opportunity to slowly integrate back in to the community using a phased approach. For example, groups such as Yoga are initially opened specifically for the people using the MFT service; once groups are established the people in the group take responsibility, paying their instructor, and finally being made open to the public. This enables people to have a gentle introduction back into the wider community

A recent donation from of £5,000 from The Anton Jurgens fund will greatly assist in planning the programme for the next year, which will enable us to explore even more options.

Other Services

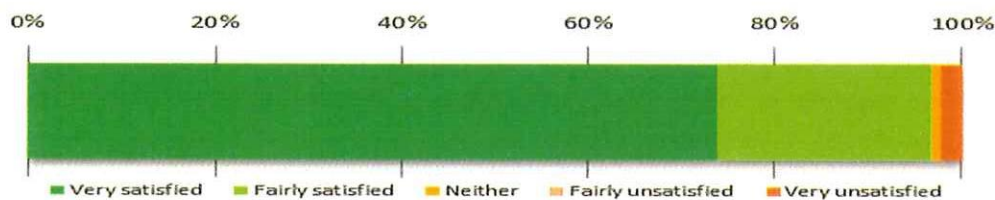
Information and Advice is given within one-to-one support sessions in all venues, and over the telephone. This financial year has seen an increase in the number of people needing support with Personal Independent Payments (PIP) claims and appeals. MFT work in partnership with organisations such as Citizens Advice Bureau; Leatherhead Start; Voluntary Action Mid Surrey; East Surrey Outreach Service; ESRA; Family Matters, Catalyst and Richmond Fellowship; B@ttitude; The North Leatherhead Partnership; Love Me Love My Mind and Work Stress Solutions to ensure that people can be signposted to get more help should it be appropriate.

Safe Haven Epsom

Safe Haven Epsom continues to provide the gold standard as an out of hours crisis service. From April 2017 until March 2018 Safe Haven Epsom supported 3638 visits from people requiring out of hours mental health support, seeing 397 people using the service for the first time.

The standard of the MFT service is reflected within its satisfaction surveys shown below.

Overall visitor satisfaction:



Safe Haven Epsom's model allows people in mental health crisis to access from 6pm to 11pm. Socialisation and peer support is also provided between 6pm and 7pm. MFT are the first to develop the model as it is, however other Safe Haven providers are now considering copying MFT due to its success.

Safe Haven is co-ordinated by Safe Haven Co-ordinator Jane Heady who is responsible for the day-to-day running of the team operations. It is supported by a team of excellent permanent staff and bank workers.

The people who attend Safe Haven are given both clinical and non-clinical intervention and the time, space and expertise to work through their crisis keeping them safe and on a path to recovery.

People who attend Safe Haven have the opportunity to be referred into the Community Connections service, of which MFT is a lead provider.

The Year 2017/18 in Numbers:

The below statistics show the growth Mary Frances Trust has been experiencing over the last few years.

In table and chart one, we clearly notice steady but consistent increase in number of referrals, which means our change of structure and developments paid off. Overall total of referrals in financial year 2017/18 equals 789.

New Referrals Per Quarter	Mole Valley	Epsom & Ewell	Elmbridge East	Banstead	TOTAL
Quarter 1	67	54	38	12	171
Quarter 2	63	70	22	20	175
Quarter 3	89	57	17	27	190
Quarter 4	89	98	33	33	253
TOTAL	308	279	110	92	789

Table 1 - New referrals per quarter in 2017/18

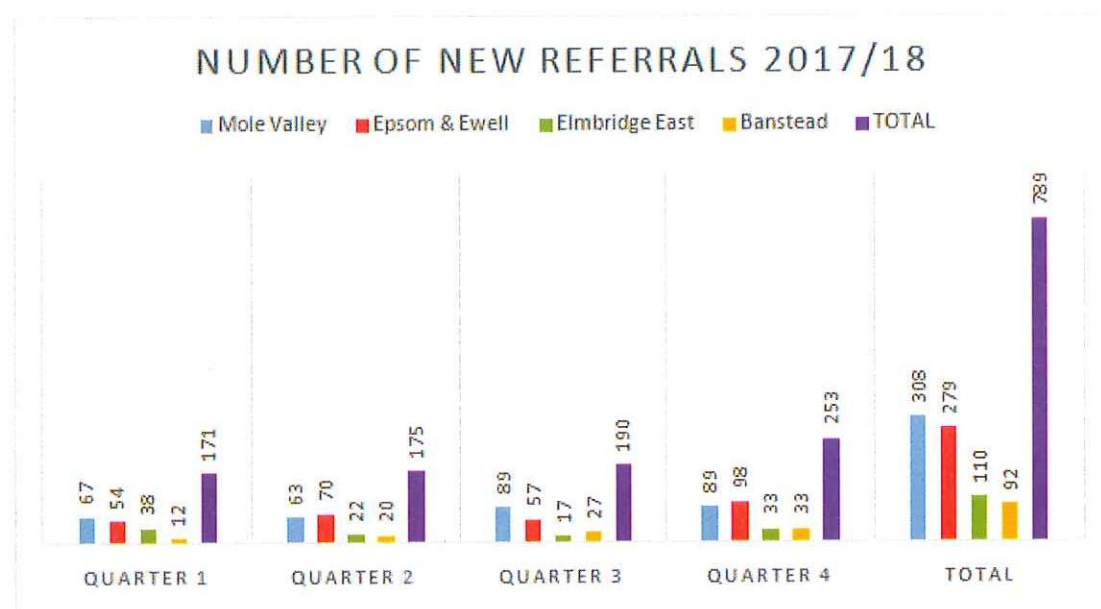


Chart 1 - New referrals per quarter in 2017/18

New Referrals in Year	Mole Valley	Epsom & Ewell	Elmbridge East	Banstead	TOTAL in financial year
2013/14	104	74	N/A	N/A	178
2014/15	198	127	N/A	N/A	325
2015/16	305	246	N/A	N/A	551
2016/17	330	266	N/A	N/A	596
2017/18	308	279	110	92	789

Table 2 - Referral numbers for the last five years

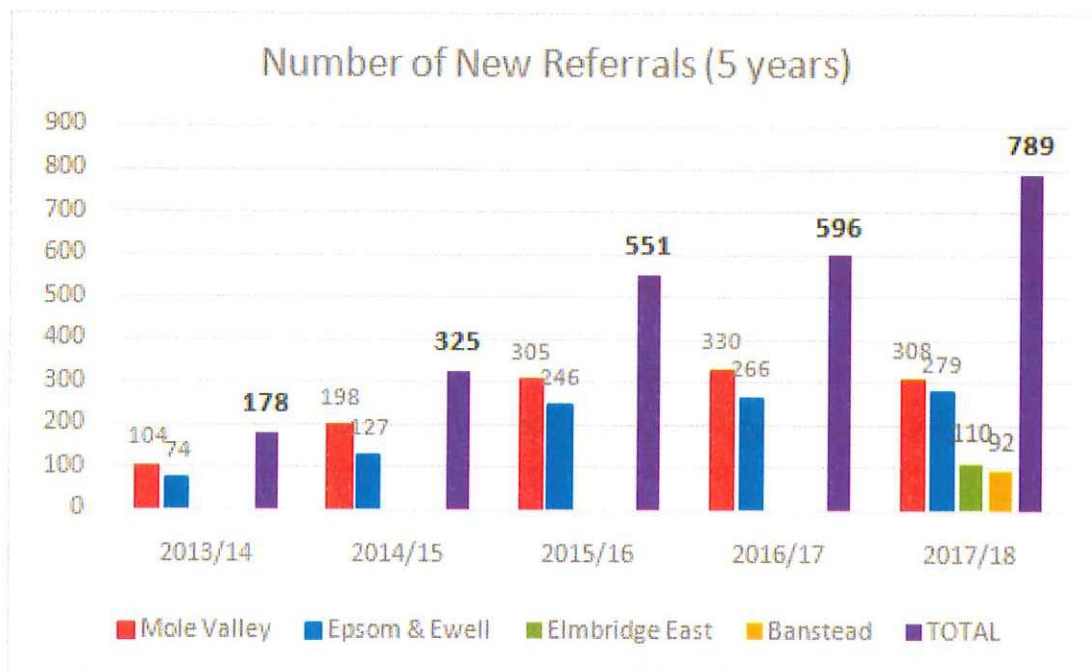


Chart 2 - Referral numbers for the last five years

The table and chart above illustrate the increase in the number of referrals over the course of the year, with almost 200 new people accessing our services, reflecting MFT's geographical growth.

The number of people who have actively been in receipt of our Community Connections service has also been steadily increasing as well as the number of people who were able to leave the service because, at this point, their goals had 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	Elmbridge East	Banstead	TOTAL
in Quarter 1	218	175	38	22	453
in Quarter 2	240	213	59	31	543
in Quarter 3	294	227	76	58	655
in Quarter 4	350	266	103	71	790

Table 3 - Number of people actively in receipt of our services in each quarter (2017/18)

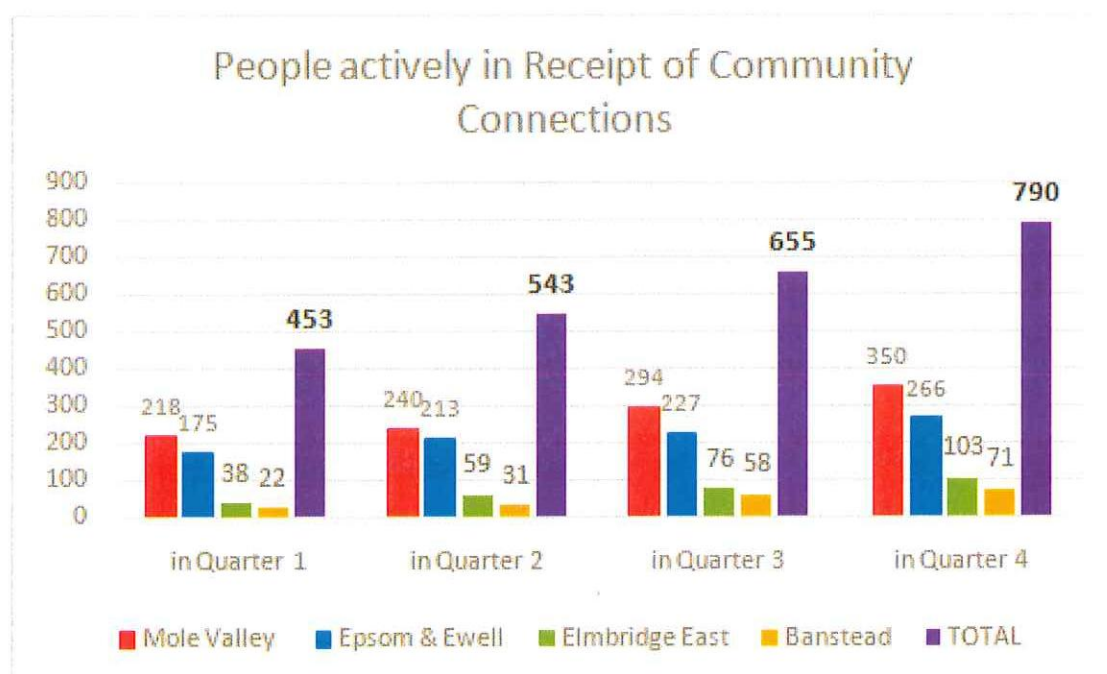


Chart 3 - Number of people actively in receipt of our services in each quarter (2017/18)

Satisfaction Survey Results	V. Sat.	Sat.	Neither Nor	Diss.	V. Diss.
How satisfied are you that MFT has improved your overall quality of life?	59%	34%	7%	0%	0%
How satisfied are you that MFT has helped you develop new skills / learn new things?	41%	46%	11%	2%	0%
How satisfied are you that MFT has improved your social interactions / relationships?	39%	46%	13%	2%	0%
How satisfied are you that MFT has improved your ability to manage your mental or emotional distress?	38%	45%	15%	2%	0%
How satisfied are you that MFT has helped you to feel more positive about the future?	40%	39%	19%	0%	2%
How satisfied are you that MFT has helped you to understand yourself and gain more control over your life?	46%	35%	17%	0%	2%

Table 4 - Satisfaction Survey Analysis (December 2017)

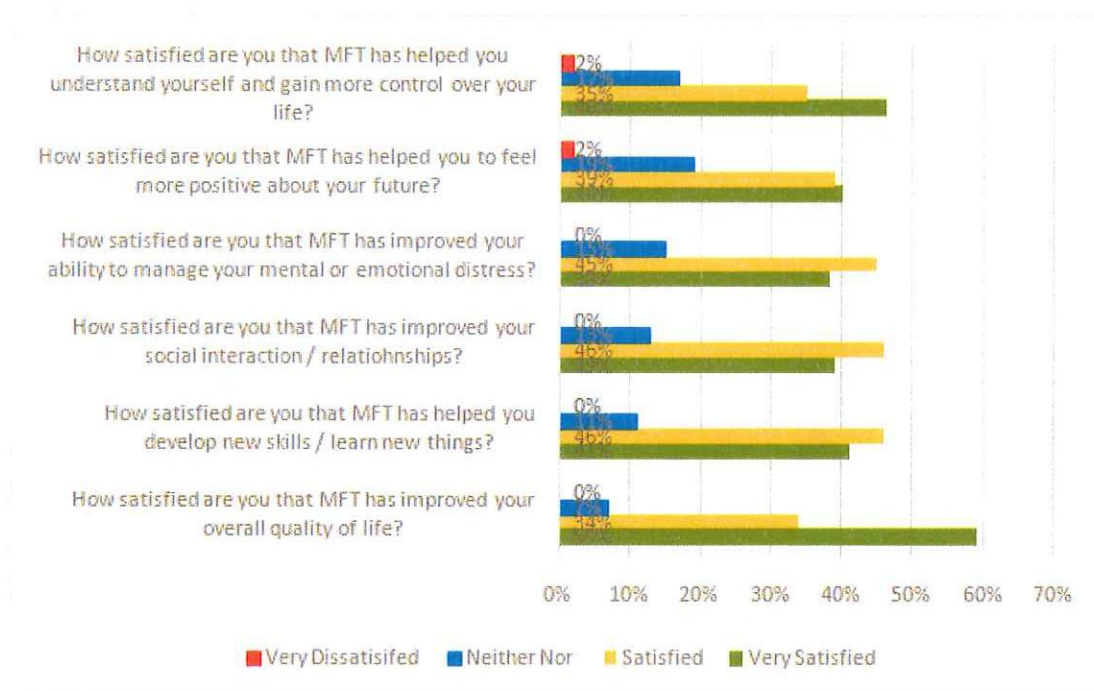


Chart 4 - Satisfaction Survey Analysis (December 2017)

We are always very proud that, even with changes to the organisation and the substantial growth, we continue to deliver high quality services that are valued by the people benefiting from them. Using our 6-monthly survey (table 4 and chart 4), we can demonstrate that people who have been accessing our services are overall very satisfied with the outcomes they achieve.

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. In our case, approximately 90% of MFT funding for 2017-2018 covered core costs and came from Surrey County Council and NHS Surrey (Surrey Downs Clinical Commissioning Group) as part of the integrated Community Connections Service.

Throughout the year, MFT managed to secure small funding grants and generous donations for specific projects. MFT are very grateful to Community Foundation for Surrey, Anton Jurgens Charitable Trust, Merland Rise Fund, St James Place Foundation and other private donors and funders for their support during the year, enabling us to provide and enhance services to more people.

MFT are currently in a process of searching for a skilled Fundraiser, who would help us rebuild our reserves and also focus on some new projects, which are not part of Community Connections provision.

FUTURE PLANS

Our plans for the next 3 years are very clearly set out in the strategy document and focus on the described priorities. They include:

1. Reaching New Service Users (from underrepresented groups)
2. Developing Further the Co-Production and Co-Design Model
3. Exploring New Technologies (for access, management and delivery of services)

4. Raising Profile of MFT
5. Further Developing Strategic Partnerships
6. Increasing Unrestricted Funding

It is important to mention that the strategy agreed by the Board is a working document and the actions established with the staff team and the Advisory Group can at any point be amended or even changed.

As part of our strategic priorities, in the next financial year, we would like to remain flexible and respond to new opportunities arising from partnership working with our local partners (SABP, Catalyst, Richmond Fellowship), as well as commissioning bodies and national guidelines.

We are planning to get further involved in transforming mental health services in Surrey and make sure that in the current difficult financial climate, people of Surrey receive the best possible service.

FINANCIAL PERFORMANCE

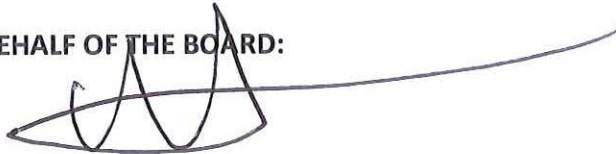
The most appropriate measure of the operational performance of a charity such as MFT, in effect its profit or loss, is the movement on Unrestricted Reserves. This is because Unrestricted Reserves are calculated on the accruals basis, matching income to expenditure within a time period; whereas Restricted 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 2017/18 was a surplus of £38,561.

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 6 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 3.6 months' operations on the basis of the 2018/19 budget.

ON BEHALF OF THE BOARD:



.....
Lee Bennett – CHAIR

Dated:

17/8/18

Report to the Trustees/Directors/Members of Mary Frances Trust on accounts for the year ended 31 March 2018, charity number 1055113, company number 3189443, set out on pages 16 to 23.

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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); and
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed..... *Joan Swain* Date..... 17/8/18

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 2018 £	2017 £
INCOMING RESOURCES					
Incoming resources from charitable activities					
Grants & contributions from people that use our services (see income analysis – Note 16)		549,505	16,233	565,738	409,205
Incoming resources from generated funds					
Interest		2,055		2,055	2,148
Donations and sundry income	2	29,296		29,296	20,759
TOTAL INCOMING RESOURCES		580,856	16,233	597,089	432,112
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising and publicity	3	4,643		4,643	8,119
Charitable activities					
(see expenditure analysis – Note 17)		533,909	15,984	549,893	416,716
Governance costs	4	3,743		3,743	2,396
TOTAL RESOURCES EXPENDED		542,295	15,984	558,279	427,231
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	5	38,561	249	38,810	4,881
TOTAL FUNDS AT 1 APRIL 2017		133,653	22,371	156,024	151,143
TOTAL FUNDS AT 31 MARCH 2018		172,214	22,620	194,834	156,024

The notes on pages 25 to 32 form part of these accounts.

Company Registration Number - 3189443

	Notes	£	2018	£	2017	£
FIXED ASSETS						
Tangible Assets for use by the Charity	8		1,909		883	
CURRENT ASSETS						
Sundry Debtors and Prepayments	9	11,560		21,951		
Cash at Bank and in hand	10	193,375		141,365		
		-----		-----		
CREDITORS: Amounts falling due within 1 year	11	12,010		8,175		
		-----		-----		
NET CURRENT ASSETS			192,925		155,141	
			-----		-----	
TOTAL ASSETS LESS CURRENT LIABILITIES			194,834		156,024	
			=====		=====	
RESERVES						
Unrestricted Fund	15	172,214		133,653		
Restricted Fund	15	22,620		22,371		
		-----		-----		
		194,834		156,024		
		=====		=====		

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 25 to 32 form part of these accounts

Company Registration Number - 3189443

	2018 £	2017 £
Cash flows from operating activities	51,789	-23,530
Cash flows from investing activities:		
Purchase of tangible fixed assets	-1,834	-
Interest received	2,055	2,148
	-----	-----
	221	2,148
	-----	-----
Change in cash and cash equivalents in the reporting period	52,010	-21,382
Cash and cash equivalents at the beginning of the reporting period	141,365	162,747
Cash and cash equivalents at the end of the reporting period	----- 193,375 =====	----- 141,365 =====
Reconciliation of net income to net cash flow from operating activities	2018 £	2017 £
Net income for the reporting period (as per the Statement of financial activities)	38,810	4,881
Adjustments for:		
Depreciation charges	808	1,356
Interest received	-2,055	-2,148
Decreased(increase) in debtors	10,391	-4,990
Increase (decrease) in creditors	3,835	-22,629
	-----	-----
	51,789	-23,530
	=====	=====

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	2018	2017
	£	£
Room Hire	17,062	15,757
Donations inclusive of gift aid	12,234	5,002
	-----	-----
	29,296	20,759
	=====	=====
3. PUBLICITY AND FUNDRAISING	2018	2017
	£	£
Incurred seeking grants	3,885	6,776
Publicity	758	1,343
	-----	-----
	4,643	8,119
	=====	=====
4. GOVERNANCE COSTS	2018	2017
	£	£
Independent Examiner's Fee	650	800
Sundry Expenses	1,578	917
Bank Charges	60	25
Board Expenses	1,455	654
	-----	-----
	3,743	2,396
	=====	=====
5. NET INCOMING / (OUTGOING) RESOURCES	2018	2017
	£	£
Net incoming resources are stated after charging:		
Depreciation – Owned Assets	808	1,356
Independent Examiner's Fees	650	800
	=====	=====
6. STAFF COSTS AND NUMBERS	2018	2017
	£	£
Salaries and wages	304,977	250,885
Employer's National Insurance Contributions	24,496	21,286
Pension Contributions(including salary sacrifice)	28,410	19,315
Employment Costs	7,917	3,450
	-----	-----
	365,800	294,936
	=====	=====
Trustees' Emoluments and Other Benefits	-	-
	=====	=====
Average number of employees	17	13
	=====	=====
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 2017	19,412	6,624	31,171	33,143	90,350
Additions	-	654	-	1,180	1,834
Disposals	-	-	-	-	-
At 31 st March 2018	19,412	7,278	31,171	34,323	92,184
Depreciation					
At 1 st April 2017	19,412	6,624	31,171	32,260	89,467
Charge for the Year	-	144	-	664	808
Disposals	-	-	-	-	-
At 31 st March 2018	19,412	6,768	31,171	32,924	90,275
Net Book Value					
At 31 st March 2018	-	510	-	1,399	1,909
At 31 st March 2017	-	-	-	883	883

All Fixed Assets are held for use by the Charity.

9. DEBTORS	2018 £	2017 £
Prepayments and accrued income	11,112	12,160
Debtors	448	9,791
	11,560	21,951
	=====	=====
10. CASH AT BANK	2018 £	2017 £
Short term cash investments	71,045	69,891
Short term deposits	51,311	50,477
Cash at bank and on hand	71,019	20,997
	193,375	141,365
	=====	=====
11. CREDITORS: amount falling due within one year	2018 £	2017 £
Accruals	4,251	2,290
Deferred income	-	-
Tax and social security	7,759	5,885
	12,010	8,175
	=====	=====
12. PENSIONS		

The Charity operates a defined contribution scheme. The pension charge represents contributions payable by the Charity and amounted to £28,410 including salary sacrifice (2017 £19,315). 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:

	2018 £	2017 £
Leases expiring within 1 year	39,620	35,800
Land and Buildings		-
Leases expiring within 2 to 5 years		
Land and Buildings	-	-
Other	667	667
	-----	-----
	40,287	36,467
	=====	=====

14. LIMITED BY GUARANTEE

The Charity is limited by guarantee and has no share capital.
On 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 2017 £	Movement Incoming £	Resources Outgoing £	Balance 31 st March 2018 £
15. MOVEMENT IN FUNDS				
Restricted Funds	22,371	16,233	15,984	22,620
Unrestricted Fund	133,653	580,856	542,295	172,214
	-----	-----	-----	-----
	156,024	597,089	558,279	194,834
	=====	=====	=====	=====

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	5,371	-	-	5,371
PPP fund	346	-	346	-
Awards for All	9,309	-	7,720	1,589
Toyota Fund	1,588	-	1,588	-
CSH Surrey Community Fund	450	-	450	-
Sport England	2,802	-	2,802	-
Brickfield Community Fund	748	-	-	748
Men on Bikes	1,379	7,583	1,368	7,594
Anton Jurgens Charitable Trust	-	5,000	560	4,440
Merland Rise Fund	-	650	650	-
Inclusion For All	-	500	500	-
St James Place Foundation	-	2,500	0	2,500
	-----	-----	-----	-----
	22,371	16,233	15,984	22,620

Details of restricted funds held and movements during 2017 reporting period.

	Balance brought 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	1979	1588
Thomas Flack	-	3,600	3,600	-
CSH Surrey Community Fund	-	990	540	450
Sport England	-	3,192	390	2802
Brickfield Community Fund	-	1,331	583	748
Men on Bikes	-	1,379	-	1379
	<u>6,752</u>	<u>34,461</u>	<u>18,842</u>	<u>22,371</u>

16. DIRECT CHARITABLE INCOME ANALYSIS

Income	Restricted Funds 2018	Unrestricted Funds 2018	Total 2018	Total 2017
Community Connections Grant		394,534	394,534	216,217
Contributions from people that use our services		6,384	6,384	7,100
NESCOT		500	500	-
Richard Jenden Fund	0		0	14
PPP Fund	0		0	1,000
Safe Haven		146,087	146,087	149,427
SECAMB		2,000	2,000	2,000
Clothworkers Grant	0		0	9,500
Awards For All	0		0	9,905
Toyota Fund	0		0	3,550
Thomas Flack Fund	0		0	3,600
CSH Surrey Community Fund	0		0	990
Sport England	0		0	3,192
Brickfield Community Fund	0		0	1,331
Men On Bikes	7,583		7,583	1,379
Anton Jurgens Charitable Trust	5,000		5,000	-
Merland Rise Fund	650		650	-
Inclusion For All	500		500	-
St James Place Foundation	2,500		2,500	-
	-----	-----	-----	-----
Total	16,233	549,505	565,738	409,205
	=====	=====	=====	=====

17. DIRECT CHARITABLE EXPENDITURE ANALYSIS

Expenditure	Restricted Fund 2018	Unrestricted Fund 2018	Total 2018	Total 2017
Staff Costs		230,021	230,021	294,936
Training		2,426	2,426	1,867
Depreciation		808	808	1,356
Facility Costs		70,213	70,213	68,849
Complementary Therapy		1,597	1,597	3,675
Food		2,225	2,225	2,142
Insurance		1,972	1,972	2,040
Education		3,005	3,005	1,259
Safe Haven		146,087	146,087	21,750
WWAG		75,555	75,555	-
PPP Fund	346		346	1,654
Clothworkers Grant	-		-	9,500
Awards For All	7,720		7,720	596
Toyota Fund	1,588		1,588	1,979
Thomas Flack Fund	-		-	3,600
CSH Surrey Community Fund	450		450	540
Sport England	2,802		2,802	390
Brickfield Community Fund	-		-	583
Men on Bikes Project	1,368		1,368	-
Anton Jurgens Charitable Trust	560		560	-
Merland Rise Fund	650		650	-
Inclusion For All	500		500	-
Total	15,984	533,909	549,893	416,716