



Mustard Seed



Supporting families living with autism



# MUSTARD SEED AUTISM TRUST

Annual report and  
accounts for year ending  
August 2019

*To equip children, empower parents and  
educate society*

# Report from our Chair



Welcome to our 2018/19 annual report. This is my second year as the Chair of Trustees and it's been another year of amazing achievements but also one of tough decisions. The work done by the fabulous team here continues to be life changing for so many families, including mine. My son first came to the "Chill Out Zone" some years ago and last year he was lucky enough to be part of the new initiative for teens called 'The Life Skills group'. This course aims to help young autistic people navigate daily activities that others take for granted but which they may struggle with, such as catching the bus, going to the shops or making an important phone call. He found it challenging at first, but then starting to look forward to the sessions. I knew how well he had done when he managed to call me at work, navigating the switchboard options and receptionist with no problems!

The dedication and love from everyone involved in this charity is truly inspiring. We're constantly reassessing our work, building on successes and exploring new ways to help our families. This year Mustard Seed has worked with 150 families through OT, parenting and children's courses and individual interventions. We are starting to liaise with other therapies to offer our families even more support and hope to expand on this - it's a very exciting next step.

As always, none of this would be possible without the army of volunteers, dedicated staff and trustees - a huge thank you to all of you!

Find out about our newest and very wonderful member of staff, Stacy Reilly on page 5, who joined the team in September. This year we also welcomed two new trustees, Peter Jeffery and Ted Parker, both of whom bring many years of experience to our team and we're delighted to have them on board. During this year we said goodbye to two of our long-term trustees, Jen Daplyn and Jo Emmett. Both have been with Mustard Seed since the start and we all believe the charity is the success it is today because of their skills, knowledge and dedication. The remaining trustees and team are forever grateful and wish them both every luck in their new ventures.

Mustard Seed, like all small charities, is feeling the impact of the challenging financial climate. The waiting list continues to grow, as do the needs of the families we see every day. If we don't increase our funding, we face the possibility of restricting the services we offer. With this in mind we have updated our fundraising plan and strategy, which includes increasing and diversifying our funding streams. If you love what we do, please consider becoming a 'Friend of Mustard Seed'! Even the smallest amounts make a difference to what we can provide for our families.

Thank you for your continued support. Although the next year looks challenging, I have every confidence in our team and their ability to continue their amazing work.

*Anne Connolly*

Chair of Trustees







# Supporting families living with autism

**September 2018-August 2019**

Thanks to our supporters we have been able to run the following projects and have worked with 150 families this year.

Families First  
(1-1 work) =  
21 children

12 courses  
of Chill Out  
Zone=  
33 children

6 courses of  
Friendship  
Zone=  
16 children

Therapeutic  
Listening=  
8 children

2 courses of  
Girl Power!  
= 6 girls

Super  
Sensory Kids  
(OT)=  
72 children

Life Skills  
Group=  
6  
young people

2 courses of  
Ready Steady  
Go=  
6 children

Funtastic Fun  
Club=  
30 siblings

3 courses of  
Empowering  
Parents=  
25 parents

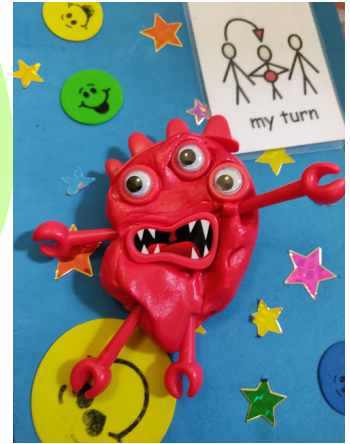
# Stories of change.....

When you hear the label 'Autism', life changes. The world as you know it stops and in its place remains an alternative future; one you hadn't bargained for. You grieve for the future you had dreamt of, for the child that no longer was.

Mustard Seed came into my life at a time when despair was the norm and anger was ever present. They extended hope through the darkest days, offered support during seemingly insurmountable difficulties and helped us to find the joy in our child again.

Five years after our first meeting, Christopher is unrecognisable as the child they first met, the strategies we have learned together have provided us with a life again, afforded our family the enjoyment of each other and contributed to our future.

Christopher's Mum

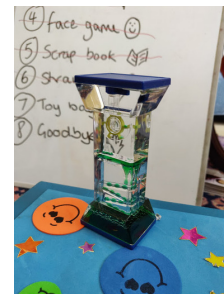


We met Laura when she was in Year 5 and struggling at school with work, friendships, anxiety and sensory regulation. Through the Chill Out Zone she learnt techniques to manage her anxiety and through the Friendship Zone developed a greater understanding of social interaction and skills. Her ability to self regulate and focus on daily tasks and school work improved dramatically through the Therapeutic Listening programme. Her new-found confidence was apparent to everyone at home and school. Our range of interventions has equipped her with new skills and understanding of the world around her. It's been an incredible journey of progress!

I have had a breakthrough with Jack. Last Thursday Jack came shopping with me. He scanned all the items himself, helped me pack them then helped carry them home. Only once has he engaged like this before and this was many years ago. Thank you so much. I think this is a huge step forwards. There is hope!!!



Jack's Mum, during Life Skills Course



Joshua is a chatty, intelligent, energetic and kind 11 year old, with a diagnosis of autism. He struggles with massive anxiety due to his autistic thinking and sensory processing difficulties. His anxiety had led to avoidant and challenging behaviour at home and school, self harm and several suicide attempts. We worked on anxiety management techniques with him through the Chill Out Zone course, giving him the security to share his feelings and explore tools to help him better manage daily life. He made incredible progress in 5 weeks! He now expresses and manages his emotions appropriately and completed his SATS tests. He has transitioned to secondary school smoothly and is optimistic about the future.

*Names have been changed*



# Our news

## We are growing!

Thanks to a grant from SC Johnson, we welcomed Stacy Reilly onto our staff team in September 2018. Stacy was previously a long term volunteer with us and brings a huge amount of professional and personal experience. She works 1-1 with children, runs groups and manages many of the day to day admin tasks. This year we have worked with 150 families - this is 50% more than any other year!

We also have 15 volunteers who provide invaluable support and we couldn't run Mustard Seed without them!

## Team training

This year Francis, Pippa, Stacy and Sarah attended a 2 day conference on Autism and Mental Health and Wellbeing in Oxford. This is a key area of our work at Mustard Seed and we are committed to staying up to date with the latest developments in the autism world. Trustees and staff have also attended training on: Safeguarding, Fundraising, Managing Volunteers, Suicide and Autism, and Supporting LGBTQ+ youth.



## OT for schools Service

Our social enterprise continues to secure funding for the charity. We completed 18 new assessments and 7 children were seen for direct OT work throughout the year.



## Delivering professional training

We have continued to provide professional training to local schools and ran a series of three workshops which were well attended, with excellent feedback. We will create a survey to identify schools' specific training needs so we can plan a programme for the year ahead. As well as a useful source of income for the charity, the training ensures good autism practice is being shared and developed in our community.



## New Life Skills Project

This year we ran our first 16 week Life Skills group for six young people aged 11-15 years. The project aim was to help prepare young people develop independent life skills and we focused on teaching skills in real life context e.g. navigating shops; ordering drinks at a café; using the library; meeting a friend. There was lots of problem solving when things don't go to plan! We celebrated everyone's successes with a bowling trip!



# Our Funders

We are very grateful to everyone who has supported us this year.....



After receiving support for her son, Hayley Linge decided to support Mustard Seed by organising a charity concert. In June 2019 the Altogether for Autism event raised an amazing £2,500! Huge thanks to Hayley and team.



Big thanks to our awesome community who have donated and fundraised for us, including families, Pine Ridge Ladies Golf Club, Farnborough Inner Wheel, local religious groups, schools and Rushmoor Rotary for your generosity.

Hampshire County Council  
Royal London  
OLM Ltd  
SC Johnson

Surrey County Council  
Frimley Fuel Allotment  
Surrey Community Foundation  
Thales Charitable Trust  
The Surrey Heath Show  
St Elizabeth Foundation  
Southern Co-op Funeral Care

And very grateful thanks to our regular donors - *Friends of Mustard Seed* - whose commitment is making a difference to so many local families.

We are also funded by supporters signed up to the Rushmoor Community Lottery, Give As You Live, Amazon Smile and PayPal Giving programs and FaceBook Birthday fundraisers.

Thank you!

Rushmoor  
**COMMUNITY  
LOTTERY**

  
Give as you Live®

**PayPal**  
Giving Fund

smile **amazon**.co.uk



# Our plans for the year ahead

Two factors are driving our plans for the year ahead.

Firstly, in 2016 we received a legacy donation which has supported the work of the charity for many years.

This will run out by August 2020 so we need to focus on securing enough funding to continue our service after this time.

Secondly, the number of referrals we are receiving has increased by over 50% in the last few years and with three staff we do not have the capacity to continue meeting this level of need. This year we received 70 new referrals in three months!

We have a choice to either reduce the service we offer (by working with less families each year and running less projects) or work to secure sufficient funding to enable us to grow the staff team and develop more sustainable streams of funding.

We are passionate about supporting these children and their families and we love a challenge! So for the year ahead Sarah Clements (Charity Co-ordinator and specialist teacher) will reduce her hours working with families and increase her time on fundraising. Stacy Reilly and Francis Bland will continue with the day to day work with families, supported by Pippa Chapman and our team of volunteers.

Our fundraising plan is in place and we are raring to go! Watch this space!



Mustard Seed Staff Team

# Structure, Governance and Management

## Governing Document

Mustard Seed Autism Trust is constituted as a Trust, registered with the Charity Commission and governed by the Trust Deed, dated 13 July 2012.

## Charitable Objects and Public Benefit

The formal objects of the charity are: “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.”

In planning the Charity’s activities, the Trustees keep in mind Charity Commission guidance on public benefit.

## Organisation

The Board of Trustees, which currently has 6 members, administers the charity. The board meets at least quarterly, and sub-committees may be set-up, as and when they are required. The Treasurer is responsible for overseeing the running of the finances. The Charity Coordinator and Senior Occupational Therapist have been appointed by the Trustees to manage the day to day operations of the charity.

All trustees give their time voluntarily and only receive payments for the reimbursement of expenses incurred on behalf of the charity. Details of trustee expenses are disclosed in the financial review. Trustees are required to disclose all relevant interests and register them with the Chair and in accordance with the charity’s policy, withdraw from decisions where a conflict of interest arises.

## Appointment of Trustees

The Trust Board seeks to be representative of the people with whom the charity works, and in selecting individuals for appointment as trustees, the existing trustees consider the skills, knowledge and experience required for the effective administration of the charity. A new trustee may be nominated by an existing member of the board of trustees and appointed by a resolution of the trustees, passed at a board meeting, at which there is a majority of the trustees present. Such resolutions are recorded in the minutes and signed by the new trustee and by the Chair.

Where new trustees are appointed, they are given an induction to the work of the Charity and provided with the information they need to fulfil their roles, including Charity Commission guidance, the Trust Deed, current business plan and latest annual report and accounts.



## Policies and Procedures

The Charity takes safeguarding very seriously and has policies in place for the protection of children and vulnerable adults. DBS checks are carried out for all trustees, staff and volunteers, and comprehensive training is provided before volunteers are able to work directly with children.

The Board of Trustees and senior staff have implemented a GDPR policy, in line with the changes in legislation. Our Privacy Policy is accessible on our website. The Board will keep the GDPR policy in review, particularly over the next few years as we gain a greater understanding of what the legislation means for charities and health organisations.

The Trust also has in place policies covering:

Financial Controls , Conflicts of Interest , Equal Opportunities , Physical Contact, Lone-Working and Health & Safety , Risk Assessment , Incident & Accident, Recruitment & Selection for Trustees, Staff and Volunteers, Monitoring & Evaluation, Staff Supervision & Professional Development, Discipline & Grievance Procedures, Comments & Complaints , User Involvement, Gifts & Hospitality  
Data Protection & Recording & Storing Information, Environmental policy.

## Related Parties

Our families are signposted to us by paediatric consultants at Frimley Park Hospital, schools, Social Services, Behaviour Support Service, Children and Adolescent Mental Health Service (CAMHS), NHS Occupational Therapy and word of mouth. We work alongside health, social care and education to promote the health and wellbeing of children on the autistic spectrum.

## Frimhurst Community

Our relationship with Frimhurst Family House, (Registered charity: ATD Fourth World), continues to evolve and we have now been part of the Frimhurst Community for six years. Frimhurst Enterprises is a social enterprise providing work opportunities for young people with learning difficulties. They provide the refreshments for our Empowering Parents Course and training courses we run at Frimhurst. Venue hire at Frimhurst House enables Mustard Seed to provide a range of one-to-one and group services, supporting the whole family. During this year payments of £7,642 were made to ATD Fourth World for venue hire.



# FINANCIAL REVIEW

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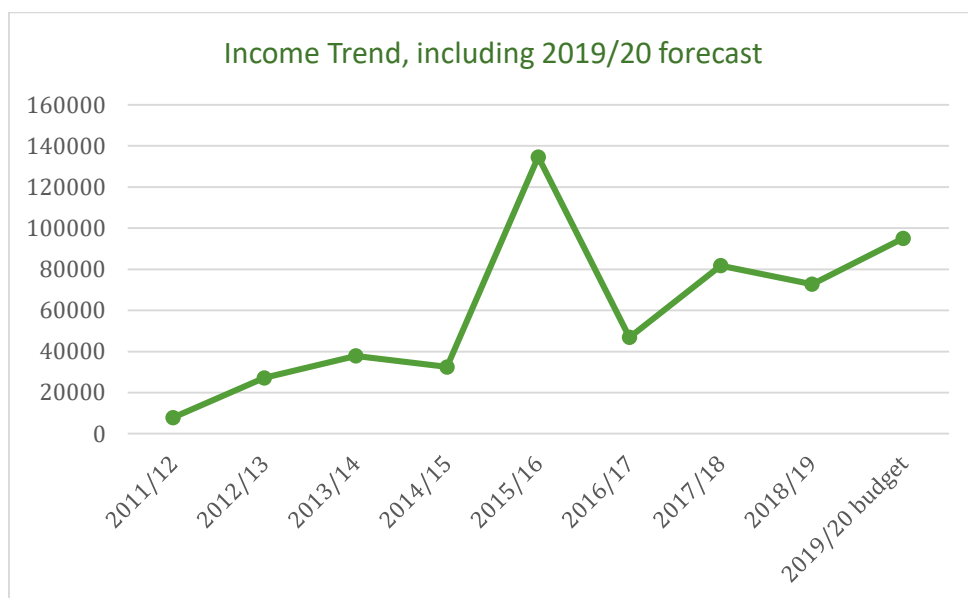
## Overview

The Mustard Seed Trustees budgeted for a deficit of £20k in 2018/19. This allowed for the use of free-reserves and was in line with year 3 of the Charity's 5-year business plan.

The actual in-year result was a deficit of £9,496.

## Financial Highlights

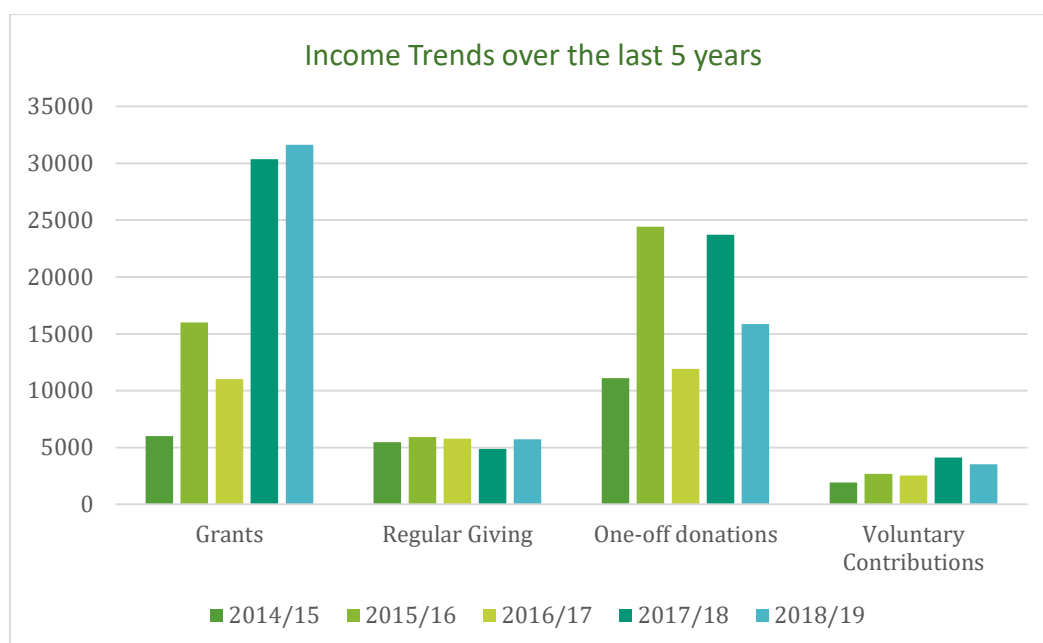
- Income for the year totalled £72,782, a decrease of ~£9k on 2017/18 income levels.



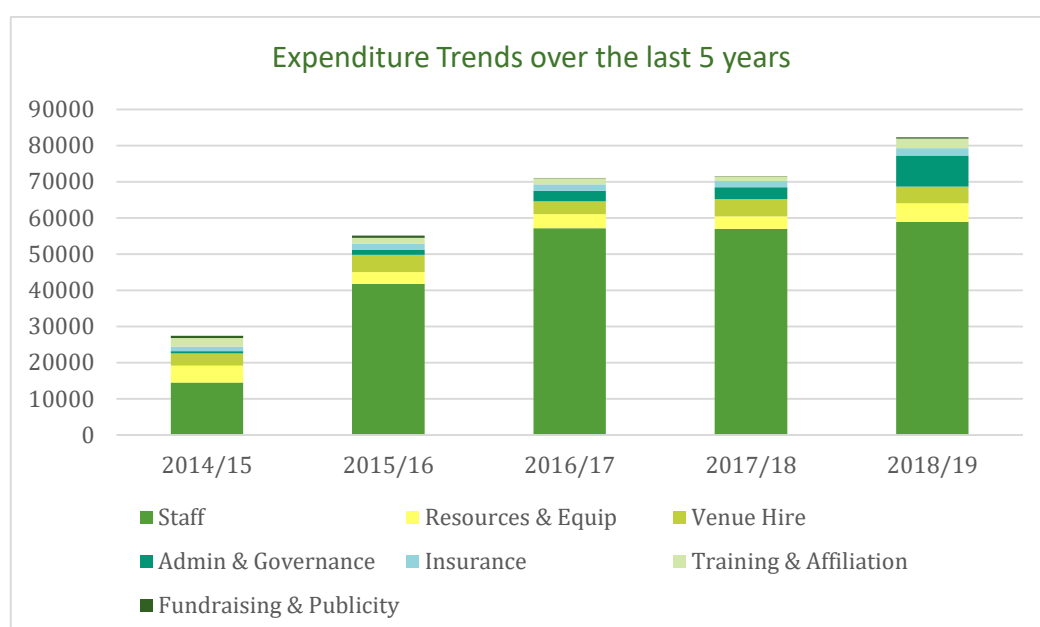
- Grant income increased slightly from £30,353 in 2017/18 to £31,636 in 2018/19. In order to increase grant income in the future it has been decided that this will be the Charity Coordinator's primary focus in 2019/20, with a target for grant income set at £46k. The charity does not work with a professional fundraiser.
- One-off donations (including legacies) from individuals and organisations were £10.9k lower than in 2017/18, however regular giving has increased by £0.8k. Regular givers are an important part of our funding, as it allows for better cashflow planning and as part of the 5-year business plan and development of a new fundraising strategy, Mustard Seed is aiming to gradually increase regular giving over the coming years.
- Voluntary contributions declined by £0.6k. This is an area that the charity continues to monitor and adjusts how it communicates with families regarding voluntary contributions accordingly. The Charity does maintain its stance that this is a



voluntary contribution and should not have any bearing on accessibility to services for those on low incomes.



- Expenditure for the year was £10.7k higher than the previous year, but £8.5k lower than had been budgeted.



## Financial Management

The financial management of the Charity is overseen by the Treasurer who reports to the Trustee Board on a regular (normally monthly) basis. The Treasurer is supported by a

Finance Administrator (who is a bought in service from ROCKSALT). The Charity's Financial Controls policy was reviewed and updated in June 2019. The Charity prepares its accounts on a receipts and payments basis.

### Reserves Policy and Reserves

The Charity's reserves policy (included within the Financial Controls policy) is that;

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.

At 31 August 2019 unrestricted funds totalled £96,999. Of this, £22,500 is held as per the reserves policy. A further £53,578 has been designated by the Trustees, for staff pay, to cover employment contracts up to August 2020. The Trustees consider that it is important to secure these funds for staff resources, as it can prove challenging for charities to obtain grant funding for staff posts. This leaves free reserves of £20,921 available to be used for future projects.

	£
<b>UNRESTRICTED FUNDS AT 31.08.19</b>	96,999
<b>LESS;</b>	
<b>RESERVES AT 01.09.19</b>	22,500
<b>DESIGNATED STAFF FUND</b>	53,578
<b>FREE RESERVES</b>	20,921

### Trustee Expenses

One Trustee (working for ROCKSALT as a bought in service) was paid £4,240.60 (whilst they were serving as a Trustee, until May 2019). Payment for these services to a Trustee was agreed at the Trustee meeting in September 2018. All other Trustees have given their time voluntarily.

Trustees are reimbursed for expenses incurred on behalf of the charity. Two Trustees were reimbursed for expenses totalling £257.87.

	£
<b>TRAVEL</b>	101.78
<b>IT - WEBSITE</b>	61.20
<b>PRINTING &amp; STATIONERY</b>	69.94
<b>AUDIT &amp; GOVERNANCE</b>	24.95
<b>TRUSTEE EXPENSES</b>	257.87

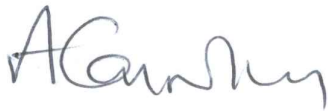


## TRUSTEE DECLARATION

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

Signed on behalf of Mustard Seed's Trustees:

A Connolly



Chair of Trustees

Date: 12 NOV 2019

P Jeffery



Treasurer

Date: 12 - NOV - 2019

# FINANCIAL STATEMENTS

## MUSTARD SEED AUTISM TRUST RECEIPTS AND PAYMENTS ACCOUNTS FOR THE PERIOD FROM 01/09/2018 TO 31/08/2019

	UNRESTRICTED FUNDS TO THE NEAREST £	RESTRICTED FUNDS TO THE NEAREST £	TOTAL FUNDS TO THE NEAREST £	LAST YEAR TO THE NEAREST £
<b>RECEIPTS</b>				
Donations	21,189	380	21,569	28,599
Legacies	200	-	200	2,661
Gift Aid	1,615	-	1,615	3,021
Grants	-	31,636	31,636	30,353
Family Support voluntary contributions	3,526	-	3,526	4,127
Fundraising Events	2,273	-	2,273	501
Professional Courses	1,474	-	1,474	1,700
OT for Schools service	10,270	-	10,270	10,786
Bank Interest	218	-	218	62
<b>TOTAL RECEIPTS</b>	<b>40,766</b>	<b>32,016</b>	<b>72,782</b>	<b>81,810</b>
<b>PAYMENTS</b>				
Staff	32,120	26,780	58,900	56,920
Insurance	1,987	-	1,987	1,794
Venue Hire	1,415	3,216	4,631	4,813
Training & Affiliation	1,981	732	2,713	1,219
Resources & Equipment	1,100	4,014	5,114	3,452
Administration & Governance	7,307	1,287	8,593	3,281
Fundraising & Publicity	266	74	340	108
<b>TOTAL PAYMENTS</b>	<b>46,176</b>	<b>36,103</b>	<b>82,279</b>	<b>71,587</b>
<b>NET OF RECEIPTS/(PAYMENTS)</b>	<b>(5,410)</b>	<b>(4,087)</b>	<b>(9,496)</b>	<b>10,223</b>
Transfer between funds	-	-	-	-
Cash funds last year end	102,409	11,780	114,189	103,965
<b>CASH FUNDS THIS YEAR END</b>	<b>96,999</b>	<b>7,693</b>	<b>104,692</b>	<b>114,189</b>

MUSTARD SEED AUTISM TRUST  
STATEMENT OF ASSETS AND LIABILITIES  
AT THE END OF THE PERIOD

CATEGORIES	DETAILS	UNRESTRICTED FUNDS TO THE NEAREST £	RESTRICTED FUNDS TO THE NEAREST £	TOTAL FUNDS TO THE NEAREST £
Cash funds	Cash at bank	96,999	7,693	104,692

	DETAILS	FUND TO WHICH ASSET BELONGS
Assets retained for the charity's own use	Computer Equipment	IT

The financial statements were presented at the Trustees meeting on 15<sup>th</sup> October 2019, subsequently approved via e-mail, and then signed on behalf of the trustees by;

A Connolly



Chair of Trustees

Date: 12 NOV 2019

P Jeffery



Treasurer

Date: 12-NOV-2019



## REFERENCE AND ADMINISTRATION DETAILS

**Charity name:** Mustard Seed Autism Trust

**Registered charity number:** 1148938

**Registered address:** 23 Ash Tree Close, Farnborough, GU14 0QP

### Charity Trustees:

Anne Connolly – Chair since 1<sup>st</sup> September 2018

Jennifer Daplyn – Treasurer, resigned in May 2019

Peter Jeffery – joined board in January 2019, Treasurer from June 2019

Elaine Ninnies

Stephen Williams

Mary Prior

Ted Parker- joined board in July 2019

### Senior Staff:

Sarah Clements – Charity Co-ordinator

Francis Bland – Senior Occupational Therapist

### Financial Administrator and advisor:

Jennifer Daplyn, MIAB, Rock Salt

### Banker:

HSBC

30 Princes Mead, Farnborough,  
Hampshire, GU14 6YB

### Independent Examiner:

Maggie Arundell

# INDEPENDENT EXAMINER'S REPORT

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Report to the Trustees of: Mustard Seed Autism Trust

On accounts for the year end: 31 August 2019

Charity Number: 1148938

## 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

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

Signed:



Date:

19/12/2019

Name:

M R Arundell

Relevant professional qualification(s) or body (if any): Jupp Castle Ltd (ACCA practice)

Address:

5 Woodside, Blackwater, Camberley, GU17 9JJ