



**Financial Statements  
For the Year Ended 31<sup>st</sup> March 2013**

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**The Mary Frances Trust  
Company Information  
For Year Ended 31<sup>st</sup> March 2013**

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CHAIRMAN : Mrs R Bailey (appointed 17/10/2012)  
TRUSTEES : Mr N Birnie  
Mrs R Brewis  
Mrs E Parkes (Chair until 17/10/12)  
Mrs H Ward

SECRETARY : Mr Przemyslaw (Patrick) Wolter

REGISTERED OFFICE : 23 The Crescent  
Leatherhead  
Surrey  
KT22 8DY

CHARITY REGISTRATION NUMBER 1055113  
COMPANY REGISTRATION NUMBER 3189443

INDEPENDENT EXAMINER : Mrs Joan Swain BSC(Hons) FCCA  
JMSolutions(Guildford)  
13 Gatley Drive  
Guildford GU4 7JJ

BANKERS : Cafcash Ltd  
P O Box 289  
West Malling  
Kent  
ME19 4TA

## **The Mary Frances Trust**

Report of the Trustees  
For Year Ended 31<sup>st</sup> March 2013

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The Trustees present their report with the financial statements of the company for the year ended 31<sup>st</sup> March 2013.

The report was prepared with participation and contribution from the members of the Leatherhead Clubhouse.

### **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:

|              |   |                                  |
|--------------|---|----------------------------------|
| Mrs R Bailey | - | Chair - appointed 17/10/2012     |
| Mr N Birnie  | - | Trustee                          |
| Mrs R Brewis | - | Trustee                          |
| Mrs E Parkes | - | Trustee - Chair until 17/10/2012 |
| 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 delegated day-to-day responsibility to Mr Patrick Wolter, the Chief Executive of the charity. Mr Wolter is the Manager of the organisation and also the Company Secretary.

The operations are carried out by a small staff team working closely with the members who play an essential role in all aspects of operations. Membership of the organisation is open to anyone with a mental health problem; in practice mainly the users of our services. These members elect the Board of Trustees and define the organisation's short and medium term objectives.

### **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 purposes of charity law and under the company's Articles are known as the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting Mrs E Parkes and Mr N. Birnie retire by rotation at the next AGM and, being eligible, offer themselves for re-election.

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.

The Trustees are most grateful for the continued support of Mr Paul Tiller, in supervising our monthly accounts and the preparation of this Annual Report.

## **TRUSTEE INDUCTION AND TRAINING**

All new Trustees are welcomed into the Clubhouse and spend time meeting members and the staff in order to understand the operations of the charity. 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 2005 of undertaking a risk management review. The Risk Assessment and mitigation strategies were thoroughly reviewed by the Chief Executive and the Board in May 2010 and an action plan formulated to further mitigate risks. An additional review was carried out in June 2011 by the retiring and incoming managers. This was considered and accepted by the Management Board in November 2011. The Trustees review the identified risks regularly, and the Risk Assessment is next due for a complete refresh in 2014.

## **REVIEW OF OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The Mary Frances Trust is a Leatherhead based Charitable Company established in 1994 by carers, service users and professionals to support local people experiencing mental health problems. It is a non-medical service set up to address the social consequences of mental ill-health on the lives and well-being of mental health service users. 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, 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 and reduced life expectancy compared to the general population

Until 2006, we ran as a day service open five days a week and based on The Clubhouse Model (a model of social rehabilitation started in New York in the 1950's). It was from this that our main base, a homely house in the middle of Leatherhead, derives its name. Despite the changes and developments we have made since, we still view this model as the foundation on which we have built all our services. It is based on the following principles:

- Membership of a caring and supportive community
- Active and voluntary member involvement in every aspect of running our organisation (this includes day-to-day activities and monitoring, reviewing and service development)
- Equal and respectful relationships between staff and members

Over the years we have evolved a range of activities which, taken together, support members with their wellbeing and recovery, to access opportunities within the community and to have the best possible quality of life. These services have the following elements:

- An in-house day programme three days a week (our "open days")
- A range of activities and groups to promote improved physical health, wellbeing and social inclusion
- Advice and support to assist individual members in their day to day lives and to access their own choice in employment, education, volunteering and arts, leisure, faith-based and sports activities.
- Advocacy type support service

During a typical Clubhouse open day, members and staff can be found working together to run the organisation. Amongst the tasks needing attention are shopping, cooking, gardening, finance, administration and monitoring and developing services. Our aim is to provide the environment, experiences and support that will build confidence, skills and self-esteem, promote recovery and enable members to identify and achieve their individual goals and aspirations.

The services we provide include:

- Very successful and popular walking, exercise and cycling groups to meet the needs of members of different levels of fitness and ability
- Information and advice about exercise, healthy eating, smoking cessation and weight management supported by local health professionals
- Cooking course delivered weekly by Clubhouse staff and specialist tutors. The emphasis of this course being cooking for one, nutrition and healthy eating.
- Low cost Complementary Therapies such as Massage and Reflexology provided by a trained nurse/therapist
- A large variety of activities and courses provided at the request of members in partnership with local organisations such as the Workers Educational Association. These have included Crafts, "Celebrate Yourself" (self-esteem), Line Dancing etc.
- A Gardening group.
- An Art Group (run in conjunction with another community group).

- Groups instigated and run by members including Music, Poetry and Discussion groups
- Computer Tuition leading to an Electronic Digital Computer Competence (eDCC) Qualification. These cover every level from Beginner to Advanced eDCC and European Computer Driving License.
- A Social Programme offering a monthly café trip and week-end social events chosen by members and open to all members including those who have moved on to employment or education. All social trips are subsidised by the profits from our Snack Bar, which is in majority run by members
- A much-loved weekly newsletter called "Communiqué" which goes out to all our members and supporters to keep them up to date with developments and activities
- A very active members' fundraising group which works with local businesses, organises sales, and Sponsored Events to supplement our funding and make the Clubhouse a more comfortable and interesting place to be.
- Advice & Support Hub. This was commissioned by Surrey PCT and Surrey County Council as a 1 year pilot advocacy service in 2009-2010. This service has been very well received and heavily used by both existing members and service users referred by other agencies. In recognition of this, we have continued to provide the service subsequently for the following years using our own resources.
- We advise and support members to identify and access opportunities for volunteering, education, sports, faith and leisure activities and work in partnership with specialist employment services.
- In addition to the specialist Advice & Support Hub, members receive 1 to 1 support in relation to a variety of concerns, including developing strategies for independent living, managing their mental health needs and substance and alcohol problems.

### **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 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 95% of our funding for 2012-2013 covering our core costs, came from Surrey County Council and NHS Surrey as part of an integrated Community Connections and Employment Service for Eastern Surrey. This involves us in partnership working with Community Connections and Employment Advisors from Richmond Fellowship Employment and Training to signpost and support members towards education, volunteering and employment opportunities.

The original contract for this service ran from April 1<sup>st</sup> 2006 to March 31<sup>st</sup> 2011. However, this has been extended at the same value for two further years (2011-2012

and then 2012-2013) pending the outcome of the various changes in commissioning (notably health commissioning and the widespread introduction of Self Directed Support). At the time of writing this report we have already secured funding for the following three years (with a possibility of extending for another year) after successfully bidding and becoming the lead for Community Connections Service for the Mole Valley District and the borough of Epsom and Ewell. The funding is being provided by Surrey County Council and local Clinical Commissioning Groups.

Since January 2008, we benefitted from the Big Lottery Chances4Change Programme to fund our Wellbeing Project. The funding was originally intended to last for 3 years, but was extended to the end of July 2011. This project was a great success and we have developed a continuation plan to keep on the activities valued by our members. We have obtained a grant from The Dancer Foundation to enable us to continue our subsidised Complementary Therapies for a further year. Groups and activities continue to be delivered by partner providers as well as our own staff who received additional training (through Chances4Change funding).

Some of our in-house fundraising and small donations will be channelled through The Frances Jones Education and Wellbeing Fund and used to support members to access courses and community connections opportunities on an individual as well as group basis. Other donations are applied according to the donors wishes and/or the needs of the organisation.

### **Achievements and Performance**

The year 2012 to 2013 has been a very busy year characterised by continuing development in the services we provide to members and people using our services.

The following is a summary of the services we provided:

- During the course of the year on average 47 men and 33 women used our services each quarter. We also welcomed 30 new members.
- Throughout the year we have held three "Clubhouse open days" every week during which members have worked alongside staff to deliver our services. Attendance for our open days has averaged over 20 per day. During the year on average each quarter: 12 members worked in finance, 19 in reception and in the production of our weekly newsletter and 25 in the kitchen or in running the Snack Bar. Many others helped with administration, maintaining the house and garden and other necessary and important tasks.
- We also provided over 540 hours of groups and organised activities during the course of the year. Many of these were provided to promote healthy eating, physical activity and psychological wellbeing. These included: Healthy Eating Course, Arts, Crafts, Gardening, Music Appreciation, Cycling, Walking, Table Tennis, Badminton, Poetry and General Discussion and a variety of new Workshops and Taster Sessions such as Drumming, Line Dancing, Assertiveness & Communication and Balance & Fitness.
- Despite expecting our Dancer Fund to come to an end we decided to continue our extremely popular complementary therapies and 49 had an opportunity to access very reasonably priced massage and/or reflexology.

- Members lead some of our successful groups, including Discussion and Walking group and also chaired, took minutes and actively participated in our weekly house meetings – “SPUD”
- Our very popular Advice & Support Hub provided service to many people who were newly referred to the service and many more existing members.
- Outside of the Advice & Support Hub our staff provided over 100 hours of advice and guidance to members concerning education, employment, crisis management, coping with mental health issues, bereavement and many more.
- During the year we represented the Clubhouse and the views of people with mental health problems at numerous meetings, events and fora (e.g. Epsom Mental Health Week) but also invited guest speakers to the Clubhouse.
- We were very successful with members who decided to use Mary Frances Trust as a springboard to access other services in wider community. It was very helpful to use more broadly a tool – Recovery Star, which helped people who used our services, to identify their own goals. Thanks to our support 34 people this year have taken up different opportunities in the community, including courses and training (English, Maths, Latin, Drawing and Painting, Cookery, Tracing Family History etc.), voluntary and paid employment and leisure activities.
- 12 new members decided to start their eDCC computer training.
- We have developed very meaningful and mutually beneficial relationships with our statutory and voluntary sector partners incl. Community Mental Health Recovery Services in Mole Valley and Epsom & Ewell, Enabling Independence Team, Workers Educational Association, Love Me Love My Mind, Epsom Hub etc. Thanks to those partnership we started developing successfully self-help groups to support people with bipolar disorder, compulsive hoarders and carers of people with mental health problems.
- And finally we have secured funding for the next three years by winning a bidding process and becoming a Lead for Community Connections Mental Health Services for the Mole Valley District and the borough of Epsom & Ewell.

As is our usual practice, we carried out an extensive Annual Members Survey from January to March 2012 and received responses from 36 members which is just under half of our active members. The survey confirmed that members continue to experience very high levels of satisfaction with every aspect of the service we provide. Members told us that, for them, the single most important aspect of our service is the opportunity for social interaction: to make friends, experience mutual peer support and to benefit from support offered by staff. They reported that this had improved the quality of their lives and supported their recovery. They also told us that they had derived the following benefits:

- Improved self-esteem and self-confidence
- New skills (educational, practical and life skills)
- A better quality of life
- Improved physical health and wellbeing
- Assistance and support for a wide variety of problems and concerns

The standard of service we have been able to provide is entirely due to our skilled and committed staff team who continue to stay dedicated to our service users and the organisation.

**FUTURE PLANS**

Over the coming year we will be focusing on internal changes within Mary Frances Trust to meet the requirements of our new contract. Not only do we need to make sure we continue providing an excellent service in Leatherhead (Clubhouse) but also we need to make changes to the current structure of the organisation, move resources and develop new services in Epsom and Dorking. We need to work very closely with our partners to make sure that the level of service offered is at a very high standard. We also will be working on a wider scale with other lead providers in all parts of Surrey.

It is a necessity for us to raise our profile and make sure that we are well known as a lead for Community Connections Mental Health Services. Publicising and improving PR will be one of our aims for the coming year. As well as establishing our new role within the community.

We never stop researching and exploring new opportunities for potential new funding. Our current grant covers day to day functioning of the organisation, however, it would be very important to gain some additional funding to develop new services.

Our current level of resources and the size of our staff team preclude us developing further services at present. However, we will continue to look for further opportunities to develop our services and/or for partnership working.

**RESERVES POLICY**

The charity is primarily funded through contracts with the local Clinical Commissioning Groups 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 build unrestricted reserves available to cover ongoing operating costs for 3 to 6 months over time. At this time the unrestricted reserves cover just over 6 months' operations.

**ON BEHALF OF THE BOARD:**

.....  
**Mrs R Bailey – CHAIRMAN**

**Dated:**

# **The Mary Frances Trust Independent Examiner's Report For Year Ended 31<sup>st</sup> March 2013**

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## **Independent Examiner's Report to the Trustees of The Mary Frances Trust**

I report on the financial statements of the company for the year ended 31 March 2013 which are set out on pages 11 to 18.

This report is made solely to the company's Trustees, as a body, in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work, for this report, or for the opinions I have formed.

## **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 financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and in accordance with Part 16 of the Companies Act 2006 and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**The Mary Frances Trust  
Independent Examiner's Report  
For Year Ended 31<sup>st</sup> March 2013**

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**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 386 of the Companies Act 2006; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated:

Joan Swain BSC(Hons) FCCA  
Association of Chartered Certified Accountants  
JMSolutions(Guildford)  
13 Gatley Rd  
Guildford GU4 7JJ

## The Mary Frances Trust Statement of Financial Activities For Year Ended 31<sup>st</sup> March 2013

|  | Notes | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ | Total<br>2013<br>£ | 2012<br>£      |
|--|-------|---------------------------|-------------------------|--------------------|----------------|
| <b>INCOMING RESOURCES</b>  |       |                           |                         |                    |                |
| <b>Incoming resources from charitable activities</b>                     |       |                           |                         |                    |                |
| Grants and contributions from members<br>(see income analysis – Page 17) |       | 216,847                   | 102                     | 216,949            | 230,337        |
| <b>Incoming resources from generated funds</b>                           |       |                           |                         |                    |                |
| Interest   |       | 1,410                     | -                       | 1,410              | 1,263          |
| Donations and sundry income  | 2     | 1,351                     | -                       | 1,351              | 1,131          |
|  |       | -----                     | -----                   | -----              | -----          |
| <b>TOTAL INCOMING RESOURCES</b>  |       | <b>219,608</b>            | <b>102</b>              | <b>219,710</b>     | <b>232,731</b> |
|  |       | =====                     | =====                   | =====              | =====          |
| <b>RESOURCES EXPENDED</b>  |       |                           |                         |                    |                |
| <b>Costs of generating funds</b>   |       |                           |                         |                    |                |
| Fundraising and publicity  | 3     | 1,000                     | -                       | 1,000              | 1,000          |
| <b>Charitable activities</b><br>(see expenditure analysis – page 18)     |       | 207,158                   | 538                     | 207,696            | 223,550        |
| <b>Governance costs</b>  | 4     | 1,916                     | -                       | 1,916              | 2,036          |
|  |       | -----                     | -----                   | -----              | -----          |
| <b>TOTAL RESOURCES EXPENDED</b>  |       | <b>210,074</b>            | <b>538</b>              | <b>210,612</b>     | <b>226,586</b> |
|  |       | =====                     | =====                   | =====              | =====          |
| <b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>                    |       | <b>9,534</b>              | <b>(436)</b>            | <b>9,098</b>       | <b>6,145</b>   |
| <b>TOTAL FUNDS AT 1 APRIL 2012</b>                                       |       | <b>121,478</b>            | <b>814</b>              | <b>122,292</b>     | <b>116,147</b> |
|  |       | -----                     | -----                   | -----              | -----          |
| <b>TOTAL FUNDS AT 31 MARCH 2013</b>                                      |       | <b>131,012</b>            | <b>378</b>              | <b>131,390</b>     | <b>122,292</b> |
|  |       | =====                     | =====                   | =====              | =====          |

The notes on pages 13 to 18 form part of these accounts.

# The Mary Frances Trust

## Balance Sheet

### At 31<sup>st</sup> March 2013

**Company Registration Number - 3189443**

|   | Notes | 2013    |         | 2012    |         |
|---|-------|---------|---------|---------|---------|
|   |       | £       | £       | £       | £       |
| <b>FIXED ASSETS</b>                                 |       |         |         |         |         |
| Tangible Assets for use by the Charity              | 8     |         | 179     |         | 2,687   |
| <b>CURRENT ASSETS</b>                               |       |         |         |         |         |
| Sundry Debtors and Prepayments                      | 9     | 8,950   |         | 8,950   |         |
| Cash at Bank in Hand                                |       | 127,408 |         | 112,755 |         |
|   |       | -----   |         | -----   |         |
|   |       | 136,358 |         | 121,706 |         |
| <b>CREDITORS: Amounts falling due within 1 year</b> | 10    |         |         |         |         |
|   |       | 5,147   |         | 2,100   |         |
|   |       | -----   |         | -----   |         |
| <b>NET CURRENT ASSETS</b>                           |       |         | 131,211 |         | 119,605 |
|   |       |         | -----   |         | -----   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>        |       |         | 131,390 |         | 122,292 |
|   |       |         | =====   |         | =====   |
| <b>RESERVES</b>                                     |       |         |         |         |         |
| Unrestricted Fund                                   | 14    |         | 131,012 |         | 121,478 |
| Restricted Funds                                    | 14    |         | 378     |         | 814     |
|   |       |         | -----   |         | -----   |
|   |       |         | 131,390 |         | 122,292 |
|   |       |         | =====   |         | =====   |

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 requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**ON BEHALF OF THE BOARD:**

.....  
**Mrs R Bailey - Chairman**

.....  
**Mrs H Ward - Trustee**

Approved by the Board on

The notes on pages 13 to 18 form part of these accounts.

# The Mary Frances Trust

## Notes to the Financial Statements

### For Year Ended 31<sup>st</sup> March 2013

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#### 1. ACCOUNTING POLICIES

##### Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Standard for Smaller Entities (effective April 2008); the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005 (SORP 2005) and the Charities (Accounts and Reports) Regulations 2008.

##### Tangible Fixed Assets for use by the Charity

Capital items over £1000 are capitalised and depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                          |   |                            |
|--------------------------|---|----------------------------|
| Improvements to property | - | over the term of the lease |
| Office equipment         | - | 33% on cost                |
| Fixtures and fittings    | - | 33% on cost                |
| Computer equipment       | - | 33% on cost                |

##### 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.

##### Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. As described in the Trustee's 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.

##### 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.

**The Mary Frances Trust**  
**Notes to the Financial Statements**  
**For Year Ended 31<sup>st</sup> March 2013**

| <b>2. DONATIONS AND SUNDRY INCOME</b>  | <b>2013</b> | <b>2012</b> |
|--|-------------|-------------|
|  | <b>£</b>    | <b>£</b>    |
| Other donations inclusive of gift aid  | 1,351       | 1,131       |
|  | -----       | -----       |
|  | 1,351       | 1,131       |
|  | =====       | =====       |
| <br>   |             |             |
| <b>3. PUBLICITY AND FUNDRAISING</b>  | <b>2013</b> | <b>2012</b> |
|  | <b>£</b>    | <b>£</b>    |
| Staff and Other Costs  | 1,000       | 1,000       |
|  | -----       | -----       |
|  | 1,000       | 1,000       |
|  | =====       | =====       |
| <br>   |             |             |
| <b>4. GOVERNANCE COSTS</b>   | <b>2013</b> | <b>2012</b> |
|  | <b>£</b>    | <b>£</b>    |
| Independent Examiner's Fee/Audit Fees  | 500         | 500         |
| Sundry Expenses  | 979         | 911         |
| Bank Charges   | 31          | 33          |
| Board Expenses   | 406         | 592         |
|  | -----       | -----       |
|  | 1,916       | 2,036       |
|  | =====       | =====       |
| <br>   |             |             |
| <b>5. NET INCOMING RESOURCES</b>   | <b>2013</b> | <b>2012</b> |
|  | <b>£</b>    | <b>£</b>    |
| Net incoming resources are stated after charging:                              |             |             |
| Depreciation – Owned Assets  | 2,508       | 2,747       |
| Independent Examiner's Fee/Auditors Remuneration                               | 500         | 500         |
|  | =====       | =====       |
| <br>   |             |             |
| <b>6. STAFF COSTS AND NUMBERS</b>  | <b>2013</b> | <b>2012</b> |
|  | <b>£</b>    | <b>£</b>    |
| Salaries and wages   | 116,080     | 119,565     |
| Employer's NIC   | 11,592      | 11,321      |
| Pension Contributions  | 6,348       | 7,414       |
|  | -----       | -----       |
|  | 134,020     | 138,300     |
|  | =====       | =====       |
| Trustees' Emoluments and Other Benefits etc                                    | -           | -           |
|  | =====       | =====       |
| Average number of employees  | 5           | 5           |
|  | =====       | =====       |
| The number of employees whose emoluments fell within the following bands were: |             |             |
| £10,001 - £20,000  | 1           | 1           |
| £20,001 - £30,000  | 3           | 3           |
| £30,001 - £40,000  | 1           | 1           |
|  | =====       | =====       |

An amount of £869 (2012 - £869) was paid to purchase trustees liability insurance.

Trustees expenses of £592 were paid in the year (2012 - £592).

## The Mary Frances Trust Notes to the Financial Statements For Year Ended 31<sup>st</sup> March 2013

### 7. TAXATION

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

|  | Improvements<br>to Property<br>£ | Office<br>Equipment<br>£ | Fixtures<br>and Fittings<br>£ | Computer<br>Equipment<br>£ | Total<br>£ |
|--|----------------------------------|--------------------------|-------------------------------|----------------------------|------------|
| <b>8. TANGIBLE FIXED ASSETS FOR USE BY THE CHARITY</b> |                                  |                          |                               |                            |            |
| <b>Cost</b>  |                                  |                          |                               |                            |            |
| At 1 <sup>st</sup> of April 2012                       | 19,412                           | 6,624                    | 31,171                        | 25,354                     | 82,561     |
| Additions  | -                                | -                        | -                             | -                          | -          |
| Disposals  | -                                | -                        | -                             | -                          | -          |
|  | -----                            | -----                    | -----                         | -----                      | -----      |
| At 31 <sup>st</sup> March 2013                         | 19,412                           | 6,624                    | 31,171                        | 25,354                     | 82,561     |
|  | -----                            | -----                    | -----                         | -----                      | -----      |
| <b>Depreciation</b>                                    |                                  |                          |                               |                            |            |
| At 1 <sup>st</sup> April 2012                          | 19,412                           | 6,624                    | 30,601                        | 23,237                     | 79,874     |
| Charge for the Year                                    | -                                | -                        | 570                           | 1,938                      | 2,508      |
| Disposals  | -                                | -                        | -                             | -                          | -          |
|  | -----                            | -----                    | -----                         | -----                      | -----      |
| At 31 <sup>st</sup> March 2013                         | 19,412                           | 6,624                    | 31,171                        | 25,175                     | 82,382     |
|  | -----                            | -----                    | -----                         | -----                      | -----      |
| <b>Net Book Value</b>                                  |                                  |                          |                               |                            |            |
| At 31 <sup>st</sup> March 2013                         | -                                | -                        | -                             | 179                        | 179        |
|  | =====                            | =====                    | =====                         | =====                      | =====      |
| At 31 <sup>st</sup> March 2012                         | -                                | -                        | 570                           | 2,117                      | 2,687      |
|  | =====                            | =====                    | =====                         | =====                      | =====      |

All Fixed Assets are held for use by the Charity.

|                         | 2013<br>£ | 2012<br>£ |
|-------------------------|-----------|-----------|
| <b>9. DEBTORS</b>       |           |           |
| Other debtors           | -         | -         |
| Prepayments             | 8,950     | 8,950     |
| H M Revenue and Customs | -         | -         |
|                         | -----     | -----     |
|                         | 8,950     | 8,950     |
|                         | =====     | =====     |

|   | 2013<br>£ | 2012<br>£ |
|---|-----------|-----------|
| <b>10. CREDITORS: amounts falling due within one year</b> |           |           |
| Accruals  | 5,147     | 2,100     |
|   | -----     | -----     |
|   | 5,147     | 2,100     |
|   | =====     | =====     |

### 11. PENSIONS

The charity operates a defined contribution scheme. The pension charge represents contributions payable by the charity and amounted to £6,348 (2012 - £7,414).

**The Mary Frances Trust**  
**Notes to the Financial Statements**  
**For Year Ended 31<sup>st</sup> March 2013**

**12. OPERATING LEASE COMMITMENTS**

|   | <b>2013</b> | <b>2012</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| At 31 <sup>st</sup> March 2013, the charity had aggregate annual commitments under non-cancellable operating leases as set out below: |             |             |
| Leases which expire within 1 year   |             |             |
| Land and Buildings  | -           | -           |
| Leases which expire within 2 to 5 years   | 35,800      | 35,800      |
| Land and Buildings  | -           | -           |
| Other   | 593         | 583         |
|   | -----       | -----       |
|   | 36,393      | 36,383      |
|   | =====       | =====       |

**13. 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 five statutory members (Trustees).

|                              | <b>Balance 1<sup>st</sup><br/>April 2012</b> | <b>Movement in<br/>Incoming</b> | <b>Resources<br/>Outgoing</b> | <b>Balance 31<sup>st</sup><br/>March 2013</b> |
|------------------------------|--|---------------------------------|-------------------------------|---|
|                              | <b>£</b>                                     | <b>£</b>                        | <b>£</b>                      | <b>£</b>                                      |
| <b>14. MOVEMENT IN FUNDS</b> |  |                                 |                               |   |
| <b>Restricted Funds</b>      | 814  | 102                             | 538                           | 378   |
| <b>Unrestricted Funds</b>    | 121,478                                      | 219,608                         | 210,074                       | 131,012                                       |
|                              | -----  | -----                           | -----                         | -----   |
|                              | 122,292                                      | 219,710                         | 210,612                       | 131,390                                       |
|                              | =====  | =====                           | =====                         | =====   |

**The Mary Frances Trust**  
**Notes to the Financial Statements**  
**For Year Ended 31<sup>st</sup> March 2013**

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**15. DIRECT CHARITABLE INCOME ANALYSIS**

|                            | <b>Frances<br/>Jones Fund<br/>(restricted)</b> | <b>Unrestricted<br/>Funds (Social<br/>Inclusion)</b> | <b>Total 2013</b> | <b>Total 2012</b> |
|----------------------------|--|--|-------------------|-------------------|
| <b>Income</b>              |  |  |                   |                   |
| Surrey County Council      |  | 91,320   | 91,320            | 91,320            |
| E E M S PCT                |  | 118,168  | 118,168           | 118,168           |
| Contributions from Members |  | 5,679  | 5,679             | 4,890             |
| S. E. Coast NHS            |  | -  | -                 | 9,703             |
| Kingston University        |  | 1,680  | 1,680             | 1,731             |
| Frances Jones Fund         | 102  |  | 102               | 2,482             |
| Complimentary Therapy      |  |  | 0                 | 2,043             |
| Other                      |  | -  | -                 | -                 |
|                            | -----  | -----  | -----             | -----             |
| <b>Total</b>               | 102  | 216,847  | 216,949           | 230,337           |
|                            | =====  | =====  | =====             | =====             |

**The Mary Frances Trust**  
**Notes to the Financial Statements**  
**For Year Ended 31<sup>st</sup> March 2013**

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**16. DIRECT CHARITABLE EXPENDITURE ANALYSIS**

|                       | Frances Jones<br>Fund (restricted) | Unrestricted Funds<br>2013 | Total 2013 | Total 2012 |
|-----------------------|------------------------------------|----------------------------|------------|------------|
| <b>Expenditure</b>    |                                    |                            |            |            |
| Staff Costs           | -                                  | 133,020                    | 133,020    | 137,300    |
| Training              |                                    | 668                        | 668        | 1,521      |
| Depreciation          |                                    | 2,508                      | 2,508      | 2,747      |
| Facility Costs        |                                    | 56,204                     | 56,204     | 60,220     |
| Complementary Therapy |                                    | 1,947                      | 1,947      | -          |
| Food                  |                                    | 4,402                      | 4,402      | 3,984      |
| Insurance             |                                    | 4,372                      | 4,372      | 5,774      |
| Education             |                                    | 1,787                      | 1,787      | 1,811      |
| Social Program        | 538                                | 2,015                      | 2,553      | 1,720      |
| Other                 | -                                  | 235                        | 235        | 8,473      |
|                       | ----                               | -----                      | -----      | -----      |
| <b>Total</b>          | 538                                | 207,158                    | 207,696    | 223,550    |
|                       | ===                                | =====                      | =====      | =====      |