

**THE FRIENDS OF THE CONNECTION**  
**AT ST MARTIN-IN-THE FIELDS**

**Charity Number 1040560**

**TRUSTEES' REPORT**  
**AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

**THE FRIENDS OF THE CONNECTION AT ST.MARTIN-IN-THE-FIELDS  
TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022  
CHARITY INFORMATION**

**CHARITY NO: 1040560**

**TRUSTEES (EXECUTIVE COMMITTEE) DURING THE YEAR ENDED 31  
MARCH 2022**

Charles Woodd (Chair)  
Margaret Beels (Deputy Chair)  
Mary Keane (Secretary)  
Chris Riley (Treasurer)  
Sheila Batchelor  
Emily Cecil-Dennett  
Alex Gandini  
Paul Taylor (resigned 15 March 2022)  
Rev. Richard Carter (ex officio)

**INDEPENDENT EXAMINER**

Ashley N. Fox FCA, ACII  
PRB Accountants LLP *Chartered Accountants*  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
RH17 7QX

**BANKERS**

HSBC  
16 King Street  
London  
WC2E 8JF

**PRINCIPAL OFFICE**

12, Adelaide Street, London, WC2N 4HW

**DATE OF FORMATION**

Under a constitution dated 3<sup>rd</sup> December 1989, most recently amended on  
29 June 2019

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees present their annual report and accounts for the year ended 31st March 2022.

The Executive Committee, who are the Board of Trustees and are listed on page 2, have reviewed the performance of the charity during the year and the position at 31 March 2022 and consider that the charity is in a good position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

***Financial Performance and End of Year Position***

The Trustees consider the financial performance of the charity during the year to have been satisfactory.

The Friends were able to make grants totalling **£204,034** to The Connection during the year. Although this overall total was significantly less than the previous year, the decrease resulted very largely from the fact that legacy income, which by its nature is variable and unpredictable, was considerably less than the high level recorded in 2020-21. In fact the level of donations to the charity at £143,649 (excluding gift aid) was around £24,000 up on the previous year, which was a very pleasing result. This increase was due at least in part to a record sponsorship total raised by the 2021 Queen Eleanor Cycle Ride of over £30,000 including gift aid, but also to an amazing year-long static cycle marathon by stalwart Friend, Ken Mason, who raised nearly £9,000 within this financial year.

As indicated in the Statement of Financial Activities, the accounts show an overall accounting deficit of about £23,000 during the year; this is not however a source of concern; as our net assets remained at around £50,000, more than enough for our needs, and furthermore we are due to receive substantially increased legacy income in 2022-23.

***Policies on reserves***

The policy of the charity is to carry a cash reserve sufficient to cover 8 months of support costs, taking into account the fact that in earlier years income from donations has been relatively low over an 8-month period from the beginning of the year. That has been interpreted as maintaining a minimum cash reserve of around £20,000, erring in practice somewhat on the side of caution. The actual cash reserve at 31 March 2022 was £20,976.

***Principal funding sources and plans for future development***

The charity is dependent for its income on subscriptions from its members, voluntary donations, legacies and the income from fundraising events. During the year, the Committee continued to implement its Fundraising Strategy agreed previously, within the constraints imposed by the Covid pandemic. At the same time, the Committee began to implement the agreed programme of



operational integration with The Connection's Fundraising Team, with a view to reversing the decline in membership and increasing operational efficiency. The aims of this programme are: to increase membership of the Friends, to involve the Friends more closely in the work of The Connection, to co-ordinate fully the two charities' communications, to use resources, staff and Trustee time more efficiently, and to avoid unnecessary duplication.

The programme came into operation formally on 1 April 2021. It included the secondment of the Friends' Charity Administrator, Rupert Dean, to The Connection's Fundraising Team for an initial 12-month period, and this has now been rolled over for a further year. This closer working has been very beneficial in terms of shared resources and expertise, particularly thanks to the excellent support the Friends have received from Nicola Hollingworth, Head of Supporter Involvement, and other members of the Fundraising Team. However, it has taken rather longer than anticipated to move ahead with a more active Friends' social media presence - this is planned for summer/autumn 2022.

### ***Recruitment and appointment of new trustees***

Trustees are elected at the Annual General Meeting (AGM) and together form the Executive Committee of the Friends. Candidates must be members of the Friends and be proposed and seconded by members of the Friends. At the 2021 AGM, Mary Keane was elected as Secretary, and Alex Gandini and Paul Taylor as Trustees, although Paul Taylor subsequently resigned for personal reasons. The Trustees have begun a process to recruit further trustees with skills in fundraising policy and practice, and also one who can act as a link with the St Martin's congregation. The trustees will seek to increase diversity in the membership of the Committee.

### ***Induction and on-going training of Trustees***

New trustees are given a copy of The Essential Trustee (published by the Charity Commission – document CC3) as well as the Friends' constitution, and serve a probationary period as required by the constitution. The Chair informs them of their duties and responsibilities. Trustees are asked regularly to review their understanding of their obligations. All Trustees are notified of any new legislation pertinent to the running of a charity when this has been issued from the Charity Commission or other relevant regulator.

### ***The organisational structure of the charity and how decisions are made***

The charity is managed by the Executive Committee (Trustees) as laid down in the constitution. As noted above, the Executive Committee is elected by the members at the AGM and is responsible for strategic decisions. Committee meetings are routinely attended by the Connection CEO and the Director of Fundraising and Communications or the Head of Supporter Involvement, to ensure that the Committee is well briefed about the strategy and activities of the Connection. Committee members have specific responsibilities so as to share the workload. The Committee is supported by the part-time Charity Administrator, employed by the Friends, who handles everyday office and financial administration, leaving Committee members free to give priority to the



crucial tasks of strategic direction, recruiting new members and expanding our fundraising activities.

### ***Risk Management***

The Executive Committee continues to review the risk register and the means by which risks can be minimised. The main risks during the year have been: (i) the continuing need to arrest the decline in membership, and therefore income from donations; and (ii) to a lesser extent than the previous year, adapting to the restrictions imposed by the Covid pandemic. Other potential risks included the risk that the new Friends' Offer might not attract new Friends and that the age profile of the Executive Committee should be addressed in future recruitment. A risk around dependency on the Charity's administrator has been addressed by his closer working with The Connection's fundraising team.

We are very grateful to the Charity Administrator for continuing to work flexibly and to support the charity from a home base where appropriate. As a very small charity with minimal staff, we identified the risks the situation presented by the Covid pandemic and mitigated these by separating functions, working with The Connection. A member of The Connection opens all the Friends' post and records any donations made before the paperwork is passed to the Friends' office.

The Committee has continued to seek ways of reversing the decline in membership (risk (i)), through the new arrangements instituted formally from 1 April 2021, mentioned above.

### ***Objectives and Activities***

Our objectives are laid down in our Constitution: "The object of the Friends shall be to support the charitable work of The Connection at St Martin's in such manner as the Committee, in consultation with the Trustees of The Connection at St Martin's, shall from time to time determine, provided that such support does not relieve expenditure which a body or authority is under a statutory duty to provide."

The Friends' main activities are collecting subscriptions and donations from members, including the receipt of legacies, recruiting new members, promoting greater awareness about homelessness and the work of The Connection amongst our members and the general public, organising fundraising and awareness-raising events in central London, organising the annual Queen Eleanor Cycle Ride, and encouraging members and others to raise funds for the Friends.

The results of these efforts have been positive and can be seen from the following highlights of the year:

- Donations, subscriptions and other non-legacy income totalled £177,441, an increase of over £24,000 on the total achieved in 2020-21. This total includes other trading income of £3,004.
- The 13<sup>th</sup> Queen Eleanor Cycle Ride attracted the largest ever number of cyclists, at 30, and raised a record total of over £30,000, including Gift Aid, and after deducting expenses. The success of the 2021 Ride particularly resulted from the indefatigable efforts of Keith Busfield to recruit cyclists and secure media presence and profile. At the 2021 AGM, Keith's huge contribution to the QECR over 11 years was acknowledged with the award of the Guy Mason Award. Tragically, Keith died very suddenly and unexpectedly in March 2022. The Friends extended our deepest condolences to Keith's partner and other family members, who very generously have since donated nearly £1,900 including gift aid to the Friends in Keith's memory.
- Another supreme cycling effort was that of Ken Mason, a long-standing Friend and fundraiser for the Friends. Ken set out on an extraordinary cycling marathon more than a year ago to support the Friends. His target was 10 miles a day on the static bike in his spare bedroom. On 27 March 2022, the champagne bottle popped as Ken celebrated both reaching his target of 3,650 miles in the previous 12 months, AND also his 85th birthday! And the sponsorship he has so far attracted for the Friends has reached nearly £9,000. Ken's effort just shows how much can result from the individual initiative of Friends.
- Our Speakers Panel was largely dormant during the year, apart from one talk on Zoom, simply because of the restrictions imposed by Covid. The same restrictions prevented most other fundraising activities, including the traditional carol singing on Charing Cross Station, which had to be cancelled at the last moment.

Our part-time Charity Administrator, Rupert Dean, continued to provide excellent support to the Committee by providing essential office back-up and day-to-day financial administration, with both imagination and initiative, and an impressive attention to detail. Rupert's work has been enhanced by his secondment to The Connection's Fundraising Team.

Ultimately, the responsibility for running the charity lies with the members of the Committee, and the charity owes an enormous debt to our dedicated Committee members, who give greatly both of their time and expertise. We were sorry to lose Paul Taylor after only a short time as trustee. The Connection's CEO, Pam Orchard, has been most generous with her time and wise counsel, speaking at events and supporting our strategic thinking. She has been ably supported by the Connection's Director of Fundraising and Communications, Elizabeth Charles and her maternity replacement Katie Daley, as well as by Nicola Hollingworth, now the Head of Supporter Involvement. They have regularly attended Committee meetings in an advisory capacity. We continue to value our connection with St Martin-in-the-Fields,



represented on the Committee by Rev Richard Carter, and are seeking to strengthen our relationship with the congregation.

### ***Public Benefit Statement***

The Trustees confirm that they have referred to the guidance as published by the Charity Commission on public benefit. All charitable activities highlighted in this report are undertaken in furtherance of our charitable objects and for the public benefit.

### ***Statement of Trustees' Responsibilities***

Charity law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. Trustees are required to show and explain the charity's transactions and the financial statements must comply with regulations made under the Charities Act. Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' Report, and the responsibility of the independent examiner in relation to the Trustees' Report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

The Trustees are satisfied that they have fully discharged these responsibilities.



Charles Woodd  
Chair

Date: 14 September 2022



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FRIENDS OF THE CONNECTION AT ST MARTIN-IN-THE-FIELDS**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2022, which are set out on pages 10 to 15.

### *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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the 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 the seeking of 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 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*

I have completed my examination.

I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect: the accounting records were not kept in accordance with section 130 of the 2011 Act; or the accounts did not accord with the accounting records; or the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Ashley N. Fox FCA, ACII

PRB Accountants LLP *Chartered Accountants*  
Kingfisher House, Hurstwood Grange, Hurstwood Lane  
Haywards Heath, RH17 7QX

14 September 2022

**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted £	Restricted £	2021-22 Total £	2020-21 Total £
<b>Income and endowments from:</b>					
Donations and legacies	2	199,064	0	199,064	327,614
Other trading activities		3,004	0	3,004	795
<b>Total income and endowments</b>		<b>202,067</b>	<b>0</b>	<b>202,067</b>	<b>328,410</b>
<b>Expenditure on:</b>					
Raising funds	3, 4	20,705	0	20,705	18,448
Charitable activities	5, 6	204,672	30	204,702	311,160
<b>Total expenditure</b>		<b>225,377</b>	<b>30</b>	<b>225,407</b>	<b>329,608</b>
<b>Net income/expenditure</b>		<b>-23,309</b>	<b>-30</b>	<b>-23,339</b>	<b>-1,198</b>
Transfers between funds		0	0	0	0
<b>Net movement in funds</b>		<b>-23,309</b>	<b>-30</b>	<b>-23,339</b>	<b>-1,198</b>
<b>Total funds brought forward</b>		<b>72,580</b>	<b>551</b>	<b>73,131</b>	<b>74,329</b>
<b>Total funds carried forward</b>	<b>7</b>	<b>49,270</b>	<b>521</b>	<b>49,791</b>	<b>73,131</b>



**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**BALANCE SHEET  
AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
<b>Tangible fixed assets:</b>			
Office equipment		1	1
<b>Total fixed assets</b>	8	1	1
<b>Current assets:</b>			
Debtors	9	30,242	55,731
Cash at bank and in hand		20,976	20,572
<b>Total current assets</b>		51,217	76,303
<b>Current liabilities:</b>			
Creditors: amounts falling due within one year	10	-1,427	-3,174
<b>Total current liabilities(-)</b>		-1,427	-3,174
<b>Net current assets</b>		49,790	73,130
<b>Total net assets</b>		49,791	73,131
<b>Funds</b>	11		
Unrestricted		49,270	72,580
Restricted	12	521	551
<b>Total</b>		49,791	73,131

The notes on pages 12 to 15 form an integral part of these financial statements.

C J Riley  
Treasurer  
On behalf of the Trustees



14 September 2022

**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**1. ACCOUNTING POLICIES**

**Basis of preparation of the accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Accounting convention**

The financial statements are prepared on a going concern basis, and the assets and liabilities valued accordingly.

**Incoming resources**

All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt and the amount is measurable. Where income is received in advance of a performance or service, it is deferred until the charity is entitled to that income. Legacy income is recognised when it can be measured or estimated with sufficient reliability, and is not discounted by the time value of money if it is receivable within one year.

**Resources expended**

All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party.

**Costs of generating funds**

Comprise the costs associated with attracting voluntary income.

**Charitable activities**

Comprise donations made to The Connection at St Martin-in-the-Fields.

**Governance costs**

Comprise those costs associated with meeting the constitutional and statutory requirements of the charity.

**Allocation of support costs**

Administrative support costs have been allocated to "Costs of raising funds". Accountancy, audit fee and AGM costs are allocated to "Governance Costs".

**Expenses paid to Trustees or connected persons**

None.

**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022 (cont.)**

	Unrestricted	Restricted	2021-22 Total	2020-21 Total
	£	£	£	£
<b>2. Donations and legacies</b>				
Subscriptions	7,702	0	7,702	9,918
Donations	143,649	0	143,649	119,558
Legacies	24,626	0	24,626	174,986
Gift aid	23,086	0	23,086	23,152
<b>Total</b>	<b>199,064</b>	<b>0</b>	<b>199,064</b>	<b>327,614</b>
<b>3. Expenditure on raising funds</b>				
Staff costs	16,638	0	16,638	16,070
Events and activities*	1,476	0	1,476	350
Other current spending*	2,591	0	2,591	2,027
<b>Total</b>	<b>18,448</b>	<b>0</b>	<b>20,705</b>	<b>18,448</b>
<b>4. Expenditure on goods and services* (events, activities and other current)</b>				
Postage	460	0	460	390
Stationary and printing	1,232	0	1,232	1,341
Insurance	578	0	578	599
Legal and professional fees	143	0	143	35
Design	0	0	0	0
Bank/Just Giving charges	177	0	177	0
Other goods and services	1,476	0	1,476	12
<b>Total</b>	<b>4,067</b>	<b>0</b>	<b>4,067</b>	<b>2,377</b>
<b>5. Expenditure on charitable activities</b>				
Grants to the Connection at St Martin's	204,004	30	204,034	310,460
Governance costs	668	0	668	700
<b>Total</b>	<b>204,672</b>	<b>30</b>	<b>204,702</b>	<b>311,160</b>
<b>6. Governance costs</b>				
Independent examiner fee	668	0	668	700
AGM	0	0	0	0
<b>Total</b>	<b>668</b>	<b>0</b>	<b>668</b>	<b>700</b>



**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022 (cont.)**

		<b>2021-22</b>	
<b>7. Movement in Unrestricted Funds</b>			
Opening fund 1 April 2021		72,580	
Incoming resources		202,067	
Outgoing resources		225,377	
<b>Closing fund 31 March 2022</b>		<b>49,270</b>	
<b>8. Fixed assets for use by the charity</b>			
<b>Cost at 1 April 2021</b>		<b>979</b>	
Depreciation at 1 April 2021		978	
Depreciation charged in year		0	
<b>Depreciation at 31 March 2022</b>		<b>978</b>	
Net book value at 31 March 2021		1	
<b>Net book value at 31 March 2022</b>		<b>1</b>	
	<b>31-Mar-22</b>		<b>31-Mar-21</b>
<b>9. Current assets: debtors</b>			
Legacies	12,500		35,000
Gift Aid due	17,125		20,731
Donations due	617		0
<b>Total</b>	<b>30,242</b>		<b>55,731</b>
<b>10. Current liabilities: amounts due within one year</b>			
Independent examiner fee	700		700
Employee payroll admin, tax and pension payments	720		755
QECR advance payments	0		1,719
Bank charges due	7		0
<b>Total</b>	<b>1,427</b>		<b>3,174</b>
<b>11. Analysis of net assets between funds</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Fund balances at 31 March 2022:			
Tangible fixed assets	1	0	1
Current assets	50,696	521	51,217
Current liabilities	-1,427	0	-1,427
<b>Total</b>	<b>49,270</b>	<b>521</b>	<b>49,791</b>

**THE FRIENDS OF THE CONNECTION  
AT ST MARTIN-IN-THE-FIELDS**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022 (cont.)**

<b>12. Restricted funds</b>		
<b>1 <u>Towels, socks and underwear</u></b>		
Opening fund 1 April 2021		521
Incoming Resources		-
Outgoing Resources		-
<b>Closing Fund 31 March 2022</b>		<b>521</b>
This money was raised following an appeal in 2011 to all Friends for socks and towels for Connection clients (or money to purchase them). In 2013, Connection staff asked if this money could be used to purchase underwear as well. Friends were contacted to ask their permission. No-one objected. Sufficient funds are held.		
<b>2 <u>Walking Group</u></b>		
Opening fund 1 April 2021		30
Incoming Resources		-
Outgoing Resources		30
<b>Closing Fund 31 March 2022</b>		<b>0</b>
The money came from a Friend who raised money by holding a coffee morning for her walking group in 2010. She raised £600. The purpose of this fund was to help a Connection clients' walking group. The group now walks on Thursdays, and the money was spent in 2021-22.		
<b>3 <u>Donations in 2021-22</u></b>		
No donations during 2021-22 were received with a requirement that they should be used for specific purposes.		
<b>13. Related Party</b>		
The Connection at St Martin-in-the-Fields (CSTM) is a related party. As stated in the constitution, all funds are collected on behalf of this entity.		

