

THE FRIENDS OF THE CONNECTION

AT ST MARTIN-IN-THE FIELDS

Charity Number 1040560

TRUSTEES' REPORT

AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

THE FRIENDS OF THE CONNECTION AT ST.MARTIN-IN-THE-FIELDS
TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023
CHARITY INFORMATION

CHARITY NO: 1040560

TRUSTEES (EXECUTIVE COMMITTEE) DURING THE YEAR ENDED 31 MARCH 2023

Charles Woodd (Chair)
Margaret Beels (Deputy Chair)
Mary Keane (Secretary)
Chris Riley (Treasurer)
Sheila Batchelor
Emily Cecil-Dennett
Alex Gandini
Rev. Richard Carter (ex officio) – until 13 February 2023

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 3rd December 1989, most recently amended on 29 June 2019

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report and accounts for the year ended 31st March 2023.

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 2023 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 very satisfactory.

The Friends were able to make grants totalling **£418,000** to The Connection during the year. This was more than double the figure for the previous year because of a dramatic increase in legacies to £276,000. In fact the level of donations to the charity at £132,000 (excluding gift aid) was very slightly down on last year's level, but the level of subscriptions was very slightly up, which hopefully marks a halt to the previous downward trend. Overall, donations were down by around £10,000. An upturn in the income to the Spring Appeal to £24,000, and donations totalling nearly £2,000 in memory of one of our most loyal and active QECR enthusiasts, the late Keith Busfield, were offset by a fall in the funds raised from the 2022 Queen Eleanor Cycle Ride (after the record result for 2021). In 2021-22, we had also benefited from the results of Ken Mason's amazing year-long sponsored static bike ride. It was with great sadness that we marked Ken's death in March 2023.

Our costs remained essentially flat at around £21,000, around 12% of our non-legacy income. The bulk of these were accounted for by staff costs.

As indicated in the Statement of Financial Activities, the accounts show an overall accounting surplus of just over £6,000, and our net assets stood at around £56,000, more than enough for our needs.

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 2023 was fractionally under that level, but above the 8 month requirement, due to the timing of year-end transactions.

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, while at the same time, continuing 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.

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 her maternity replacement, Wendy Bryan, 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, and attracting new members continues to be a significant challenge.

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 2022 AGM, none of the current Officers and Committee members were due for election, and no new Committee members were elected. The Trustees have continued to seek to recruit trustees with skills in fundraising policy and practice. The Trustees will also 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, Rupert Dean, employed by the Friends and seconded to the Connection, 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) adjusting to the fundraising situation that pertains following the Covid pandemic. Another potential risk is that the Friends' Offer might not attract new Friends. 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 collaborative arrangements instituted formally from 1 April 2021.

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 £169,778. Substantial income was also received in the form of legacies, so that grants made to The Connection totalled around £418,000.
- The 14th Queen Eleanor Cycle Ride attracted 19 cyclists for the full 4 days, and a number of others for shorter periods. They raised a total of around £19,000, including Gift Aid, and after deducting expenses – down on the previous year's record total, but still a very significant outcome. The continuing success of the QECR depends on the dedicated efforts of the

QECR Committee and support team, many of whom have served for many years, and on the ongoing generous support received from hosts along the route.

- Our Speakers Panel was largely dormant during the year, apart from one talk to a Year 10 assembly at a secondary school and a second talk to a German church group in London.
- Carol singing on Charing Cross Station did however resume, and the Friends contributed to an excellent total of over £1,100. raised by The Connection. We reintroduced a Connection Choral Classics evening at St Martin's and The Connection, in collaboration with the Brandenburg Choral Festival. Perhaps because of the timing in the week after Christmas, the take up was disappointing, but retiring collections at the concerts still raised £354. The Friends also benefited from the results of a fascinating Women in the West End walk guided by Mike Marriott, who has also generously donated the results of other walks he has organised.

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. 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, as well as by Nicola Hollingworth, the Head of Supporter Involvement and her maternity replacement Wendy Bryan. 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 until nearly the end of the year by Rev Richard Carter. We are very grateful for Richard's wise and loyal support for the Friends over many years, and we will seek to continue to strengthen our relationship with the congregation through his replacement, and in other ways.

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

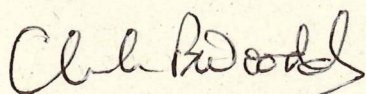
Charity law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required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

A handwritten signature in dark ink, appearing to read 'Charles Woodd', with a long horizontal flourish extending to the right.

Charles Woodd
Chair

14 September 2023

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 31st March 2023, 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.

A handwritten signature in dark ink, appearing to be 'Ashley N. Fox', with a long horizontal stroke extending to the right.

Ashley N. Fox FCA, ACII

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

14 September 2023

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted £	Restricted £	2022-23 Total £	2021-22 Total £
Income and endowments from:					
Donations and legacies	2	443,636	0	443,636	199,064
Other trading activities		2,128	0	2,128	3,004
Total income and endowments		445,764	0	445,764	202,067
Expenditure on:					
Raising funds	3, 4	20,949	0	20,949	20,705
Charitable activities	5, 6	417,851	521	418,372	204,702
Total expenditure		438,800	521	439,321	225,407
Net income/expenditure		6,964	-521	6,443	-23,339
Transfers between funds		0	0	0	0
Net movement in funds		6,964	-521	6,443	-23,339
Total funds brought forward		49,270	521	49,791	73,131
Total funds carried forward	7	56,235	0	56,235	49,791

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

**BALANCE SHEET
AS AT 31 MARCH 2023**

	Notes	2023 £	2022 £
Tangible fixed assets:			
Office equipment		1	1
Total fixed assets	8	1	1
Current assets:			
Debtors	9	38,871	30,242
Cash at bank and in hand		18,666	20,976
Total current assets		57,537	51,217
Current liabilities:			
Creditors: amounts falling due within one year	10	-1,304	-1,427
Total current liabilities(-)		-1,304	-1,427
Net current assets		56,234	49,790
Total net assets		56,235	49,791
Funds	11		
Unrestricted		56,235	49,270
Restricted	12	0	521
Total		56,235	49,791

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 2023

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023 (cont.)**

	Unrestricted £	Restricted £	2022-23 Total £	2021-22 Total £
2. Donations and legacies				
Subscriptions	7,926	0	7,926	7,702
Donations	132,758	0	132,758	143,649
Legacies	275,986	0	275,986	24,626
Gift aid	26,966	0	26,966	23,086
Total	443,636	0	443,636	199,064
3. Expenditure on raising funds				
Staff costs	16,668	0	16,668	16,638
Events and activities*	1,362	0	1,362	1,476
Other current spending*	2,918	0	2,918	2,591
Total	20,949	0	20,949	20,705
4. Expenditure on goods and services* (events, activities and other current)				
Postage	352	0	352	460
Stationary and printing	1,550	0	1,550	1,232
Insurance	628	0	628	578
Legal and professional fees	53	0	53	143
Design	0	0	0	0
Bank/Just Giving charges	215	0	215	177
Other goods and services	1,482	0	1,482	1,476
Total	4,280	0	4,280	4,067
5. Expenditure on charitable activities				
Grants to the Connection at St Martin's	417,149	521	417,670	204,034
Governance costs	702	0	702	668
Total	417,851	521	418,372	204,702
6. Governance costs				
Independent examiner fee	702	0	702	668
AGM	0	0	0	0
Total	702	0	702	668

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (cont.)**

		2022-23	
7. Movement in Unrestricted Funds			
Opening fund 1 April 2022		49,270	
Incoming resources		445,764	
Outgoing resources		438,800	
Closing fund 31 March 2023		56,235	
8. Fixed assets for use by the charity			
Cost at 1 April 2022		979	
Depreciation at 1 April 2022		978	
Depreciation charged in year		0	
Depreciation at 31 March 2023		978	
Net book value at 31 March 2022		1	
Net book value at 31 March 2023		1	
	31-Mar-23		31-Mar-22
9. Current assets: debtors			
Legacies	0		12,500
Gift Aid due	38,691		17,125
Donations due	0		617
Tax rebate due	174		0
Direct debit refund due	6		0
Total	38,871		30,242
10. Current liabilities: amounts due within one year			
Independent examiner fee	700		700
Employee payroll admin, tax and pension payments	593		720
Bank charges due	11		7
Total	1,304		1,427
11. Analysis of net assets between funds	Unrestricted	Restricted	Total
Fund balances at 31 March 2023:			
Tangible fixed assets	1	0	1
Current assets	57,537	0	57,537
Current liabilities	-1,304	0	-1,304
Total	56,235	0	56,235

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023 (cont.)**

12. Restricted funds		
1 <u>Towels, socks and underwear</u>		
Opening fund 1 April 2022		521
Incoming Resources		-
Outgoing Resources		521
Closing Fund 31 March 2023		0
<p>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, and no-one objected. The money was spent in 2022-23.</p>		
2 <u>Donations in 2022-23</u>		
<p>No donations during 2021-22 were received with a requirement that they should be used for specific purposes.</p>		
13. Related Party		
<p>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.</p>		

