

# **Mustard Seed Autism Trust CIO**

## **Annual Report & Accounts**

**17th March 2023 -  
31st August 2024**



**Registered charity: 1202378**

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# Administration Details

**Mustard Seed Autism Trust CIO - registered charity: 1202378**

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

**Operational address:** Odiham Cottage Hospital, Buryfields, Odiham, RG29 1NE

**Bank:** HSBC, 30 Princes Mead, Farnborough, GU14 6YB

**Website:** [www.mustardseedautism.co.uk](http://www.mustardseedautism.co.uk)

**Email:** [office@mustardseedautism.co.uk](mailto:office@mustardseedautism.co.uk)

**Tel:** 07980636413

## Trustees

Caoimhe McManus - Chair  
Mary Prior (retired June 2024)  
Natalie Walker - Treasurer  
Elaine Ninnies  
Shelley Reddall  
Simon Martin  
Graham Burrell  
Linda Casey  
Sam Gray



## Management Staff

Francis Bland - Lead Occupational Therapist and Co-founder  
Jen Hill - Service Delivery Manager  
Sarah Clements - Fundraising and Communications Manager and Co-founder

**Office and Financial Administrator** - Nicola Wilson

**Accountants** - Charity Assist

**Independent Examiner** - Abdul Qudeir Khan, FMAAT FCPA

# Our transition to CIO

Francis Bland and Sarah Clements set up Mustard Seed Autism Trust in September 2011 and registered as a charitable trust in July 2012. They combined their skills and knowledge of occupational therapy and specialist teaching to create a unique, holistic service that supports whole families – autistic children, parents and siblings.

In 2023 we decided to transition to become a **Charitable Incorporated Organisation** to provide a better foundation to grow the charity. We registered the CIO with the Charity Commission in March 2023 and wound up the original charity on the 10th June 2024. Our name, referral criteria, and services have remained the same.

**As we did not start operating as the CIO until June 2024, this report is based on three months (June - August 2024) of service delivery and funding. For a more typical picture of the work of the charity, we can send you our 23/24 annual report and accounts for Mustard Seed Autism Trust registered charity 1148938.**



**“I learnt so much from this really informative and inclusive course! So many techniques and ideas to use in and around the home to regulate my child, and also just so nice feeling understood and around like minded individuals and others who get what you're going through. So grateful to have been a part of it and will continue to use my new knowledge to better our family life.”**

**(Empowering Parents Course feedback)**



# Our Aims

To promote and protect the physical and mental health of autistic people and related conditions and their families and carers through the provision of support, therapeutic intervention, education and practical advice.



# Our Vision



A world that understands

# Our Mission

To equip children, empower parents, and educate society so that together we can build a more understanding world.



**“Georgina magically was able to get our daughter to talk about her feelings and get her to open up, which being a stranger is very unusual, so a true testament to her skills. The most important thing is that our daughter felt heard and could understand herself and her emotions better. She came away with some coping tools to help her throughout her day to day life. The team at Mustard Seed have been great throughout the process and are a vital service.”**

(Occupational Therapy feedback)

# Supporting families

Between 12th June 2024 - 31st August 2024 we delivered.....

Occupational  
Therapy  
13 children

1-1 sessions  
11 children

Ready Steady  
Go  
3 children

Chill Out  
Zone  
8 children

Friendship  
Zone  
4 children

Advice Line  
12 calls



**“The parent sessions were extremely valuable in helping us continue the work at home, and to offload some of the week’s stresses with others who understand.”**

**(Chill Out Zone feedback)**



# Supporting families

We started supporting primary aged siblings in 2015 and a couple of years later set up a second group for young teens. Whilst our work with parents and autistic children is short term, the sibling well-being groups provide longer term support. Our monthly sessions provide two hours of fun, friendship, and well-being support for children and young people.

In June 2024 we organised day trips for both groups. The teens enjoyed a visit to Marwell Zoo and the primary group had a wonderful day at Wellington Country Park.



The monthly sessions and day trips provide the siblings with activities they don't always get to experience due to having an autistic brother or sister. They build relationships with peers with similar family backgrounds, and enjoy having their own space to focus on their needs and well-being.



**"I cannot express how wonderful the experience has been for my son. These sessions have become a highlight in his life, offering a fantastic opportunity for him to connect with other kids who share a similar family dynamic."**

**The atmosphere is always welcoming, vibrant and filled with joy. The activities are not only engaging but also perfectly designed to foster a sense of camaraderie among the siblings. It's heartening to see my son come back home with a big smile on his face, having been involved in fun games, crafts, cooking, making new friends and created lasting memories."**

**(Sibling Support Group feedback)**

# Our Team

## Staff

In July 2024 we said goodbye to one of our Family Support Workers, Stacy Reilly as she moved on to new ventures. We welcomed Maria Butler-Gibson to the team in October 2024, and she is now working with children and running groups alongside our other Family Support Worker Michelle Sharpley, and Service Delivery Manager Jen Hill. Julia Lodge has continued to support children through Play Therapy and our two Occupational Therapists Francis Bland and George Iverson have been supported throughout 2024 by Vicky Byrnes as she completed her back to work OT sessions with us. We are thrilled that Vicky will be taking on some of our Branches OT work in the year ahead. Nicola Wilson has continued to support us with her office and financial skills, and Sarah Clements has focused on securing funding to keep the charity running.



## Volunteers

We have been supported by two family support volunteers this year and 12 sibling group volunteers. We will be recruiting new volunteers to support our developing services in the latter part of 2024. All volunteers complete DBS and reference checks, and attend Safeguarding training annually. In addition, our family support volunteers complete our in-house autism induction programme before working with children.



## Trustees

We seek to be a diverse board, and many of our trustees are parents of autistic young people and children. This year we have welcomed a young trustee on board - Sam Gray, who brings a fresh perspective and passion for fundraising. We have also been supported by Liam Devlin, an IT professional who is generously donating his time and expertise to develop our IT systems.





# Funders, Supporters and Partners

## Corporate Support

We are ending this year with some exciting new corporate support and partnerships! Thank you all for your support.



## Events

In August 2024 the **Maximus Gym** in Frimley Green completed a challenging 4 hour event, raising an amazing £2776 for Mustard Seed! A huge thank you to everyone who participated and donated.



## Grants

Between 12th June and 31st August we were very grateful to receive grant funding from:

- The Community Foundation of Surrey
- Frimley ICB
- The Pierrepont Trust
- Tesco - Stronger Starts

Funded by



# Governance & Management

## Trustee Board

The Charity is governed by our board of currently eight Trustees. The board meets six times a year, and organises smaller working parties for specific tasks. All Trustees give their time voluntarily and are only reimbursed for expenses incurred on behalf of the charity. There were no Trustee expenses between 12th June -31st August 2024.

Trustees are required to disclose any relevant interests and withdraw from decisions where a conflict of interest arises. New trustees can be nominated by a current member of the board and are appointed by a resolution of the Trustees at a board meeting where quorum is met. New Trustees are provided with training and information required to fulfill their role. This includes Charity Commission guidance, our governing document, all policies and procedures, business plans, financial reports and accounts.

## Safeguarding

The protection and safeguarding of children is of utmost importance to the charity, and all trustees, staff and volunteers are DBS and reference checked before joining the organisation. DBS checks are then carried out every three years and everyone in the charity attends annual safeguarding training. Our last Safeguarding training was delivered by an external specialist in January 2024. We review and update our Safeguarding policy and procedures annually.

## Policies and Procedures

Mustard Seed has the following policies and procedures in place:

Safeguarding Children	Safeguarding Adults	Financial Controls
Conflicts of Interest	Data Protection-GDPR	Cyber Security
Equal Opportunities	Health and Safety + Lone Working	Social Media
Risk Assessment	Record Keeping	Critical Incident
Monitoring & Evaluation	Complaints	Whistle-blowing
Discipline & Grievance	Environmental	Online Safety
Ethical Fundraising	Gifts & Hospitality	Staff Supervision
Service User Involvement	Recruitment & Selection for Trustees, Staff and Volunteers	
Continuing Professional Development		

## Community Relationships

Our families are signposted to us by Paediatric Consultants at Frimley Park Hospital, local schools, Children's Services, Children and Adolescent Mental Health Service (CAMHS), health professionals, social prescribers, and via word of mouth. We work alongside many other local charities and organisations supporting families in our community.

## Venue

We lease and have sole use of three therapy rooms and office space at **Odiham Cottage Hospital**. The hospital is owned by Odiham Cottage Hospital Combined Trusts, a registered charity whose objectives are to support local health services through funding and venue provision. We hire rooms once a month at **Frimhurst Family House** for our Siblings groups, and **Baker Hall** in Odiham for our parent courses.

# Finances

## Financial Management

The financial management of the charity is overseen by the Treasurer who reports to the Trustee board on a monthly basis. The Treasurer is supported by our Office and Financial Administrator, Nicola Wilson. **Charity Assist** have provided our accountancy services since December 2023.

Our Financial Controls policy is reviewed annually or as required. The charity prepares its accounts on a receipts and payments basis.

## Reserves Policy

Our Reserves policy is included within the Financial Controls policy and states that:

“The minimum level of reserves within the unrestricted fund will be the equivalent of six months operating costs, calculated and reviewed annually, or at such times where significant changes in regular expenditure occur.”

## Statement of assets and liabilities at 31st August 2024:

**Unrestricted funds - £117,811**

**Restricted funds - £18,313**

**Total funds - £136,124**

**With 6 months reserves set at £83,986 this leaves £52,138 as free reserves.**

The Trustees review the level of reserves annually and may choose to designate any free reserves to be set aside for an essential spend or specific future purpose. Our rationale is outlined in the Reserves policy:

“Mustard Seed provides professional support, training, advice, therapy and resources to vulnerable children and their families. No other charity is providing this type of support to families in our local community. Given the high demand for our specialist service and the vulnerability of our clients, the charity has deemed it important to hold reserves sufficient for six months of operations. Instant termination of services would have a severe impact on these vulnerable families. The charity would need to plan and pace a rundown of services so that the closure would not adversely affect our community. We must also ensure we have sufficient funds to cover our liabilities to our staff. Being dependent on grants and donations means our monthly income can fluctuate, so our reserves ensure we can manage any short-term cash flow shortages.”

## 2024/2025

Our expenditure budget for 1st September 2024- 31st August 2025 is £187,064  
Therefore 6 months reserves will be £93,532



**Mustard Seed Autism Trust**

**Receipts and Payments Accounts for the period ended**

**17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024**



Charity Assist Accountants Ltd

Certified Public Accountants and Charity Independent Examiners

Unit 27 Batley Enterprise Centre

513 Bradford Road Batley West Yorkshire

WF17 8LL



**Mustard Seed Autism Trust**  
**Receipts and Payments Accounts for the period ended**  
**17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024**

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**Mustard Seed Autism Trust**

**Receipts and Payments Accounts for the period ended**

**17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024**



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Mustard Seed Autism Trust

**On accounts for the year  
ended**

31<sup>st</sup> August 2024

**Charity no  
(if any)**

1202378

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity for the year ended **31/08/2024**.

**Responsibilities and  
basis of report**

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Mustard Seed Autism Trust**

**Receipts and Payments Accounts for the period ended**

**17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024**

**Independent examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

*A. Q. Khan*

**Date:**

28.3.2025

**Name:**

Abdul Qudeir Khan

**Relevant professional  
qualification(s) or body  
(if any):**

FMAAT

FCPA

**Address:**

Unit 27, Batley Enterprise Centre

513 Bradford Road

Batley

WF17 8LL



# Mustard Seed Autism Trust

## Receipts and Payments Accounts for the period ended

17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Mustard Seed Autism Trust	No (if any) 1202378
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### Receipts and payments accounts

CC16a

For the period from	Period start date 17/03/2023	To	Period end date 31/08/2024
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### Section A Receipts and payments

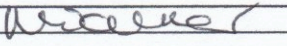
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	2,361	-	-	2,361	-
Family support-voluntary contributions	223			223	
Fundraising	592			592	
Grants	10,000	9,519		19,519	
HMRC gift aid	399			399	
Bank interest	617	-	-	617	-
OT for schools & professional courses	2,224	-		2,224	-
<b>Sub total (Gross income for AR)</b>	<b>16,416</b>	<b>9,519</b>	<b>-</b>	<b>25,935</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>16,416</b>	<b>9,519</b>	<b>-</b>	<b>25,935</b>	<b>-</b>
<b>A3 Payments</b>					
Bank charges	21	-		21	-
DBS checks	39			39	-
Donation platform fees	47			47	
Licence	20			20	-
Office expenses	24	41		65	
Occupational therapists	1,327	-		1,327	-
OCH move	-	18		18	
PAYE NIC	4,432	946		5,378	
Pensions	977			977	-
Play therapists	410	160		570	
Premises hire	3,803			3,803	
Resources and equipment for sessions	635	78		713	
Staff training	69			69	
Staff salaries	21,528	6,454		27,982	
Subscriptions	81	-		81	
Telephone	-	80		80	
<b>Sub total</b>	<b>33,412</b>	<b>7,777</b>	<b>-</b>	<b>41,189</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>33,412</b>	<b>7,777</b>	<b>-</b>	<b>41,189</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 16,996</b>	<b>1,742</b>	<b>-</b>	<b>- 15,254</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>134,807</b>	<b>16,571</b>	<b>-</b>	<b>151,378</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>117,811</b>	<b>18,313</b>	<b>-</b>	<b>136,124</b>	<b>-</b>



# Mustard Seed Autism Trust

## Receipts and Payments Accounts for the period ended

17<sup>th</sup> March 2023 to 31<sup>st</sup> August 2024

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Equals money	361	-	-
	HSBC 849	11,165	-	-
	HSBC 857	105,680	18,313	-
	Paypal	605	-	-
	<b>Total cash funds</b>	<b>117,811</b>	<b>18,313</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			NATALIE WALKER	12/12/24

# Strategy Review & Plans

## Strategy Day plans

In January 2024 the team leaders and trustees met for a Strategy Day to start developing plans for the next 5 years. Feedback from the local community and families was collated and used to make decisions about our priority areas. We identified 5 areas of focus: School Development, Parent Support, Autism with complex needs, our Digital Offer and development of our OT for Schools service.

Progress to date:

## School Development

- Reviewed staff capacity
- Piloted work with Ash Grange school and delivered parent workshops
- Delivered focused parent workshops for Talavera school

## Parent Support

- Piloted parent support sessions during children's Chill Out Zone course
- Excellent feedback led to sessions being established for other group courses
- First specialist workshop for parents planned and delivered
- 2 new family support volunteers received induction training

## Autism with complex needs

- Defined complex needs (mental well-being support), our criteria, and type of support to be offered ("Intensive Support")
- Planned and secured funding for staff training
- Secured funding for one team member to provide Intensive Support to selected families

## Digital Offer

- Reviewed current work, developed plan for year ahead
- Social media policy created
- Funding secured to develop resources hub for our website and social media
- Volunteer IT Consultant joined team, providing technical support and advice

## OT for Schools Service

- New name and re-brand - "Branches Occupational Therapy"
- Increased team of contracted therapists to deliver Branches work
- Meetings with local schools- sharing new package
- Created new business plan and reviewed policies and procedures
- Created webpage for Branches





# Support Us

There are many ways to support the valuable work we do at Mustard Seed Autism Trust.....

- **volunteering**
- **fundraising**
- **donating**
- **leaving a gift in your will**
- **becoming a trustee**
- **sharing our social media posts so more families can benefit from our resources**

Our termly **newsletters** share more about our work, our impact stories, events and celebrations - please sign up via our website or pop us an email!

THANKYOU



## Contact us for more information:



Phone

**07704260199**



Email

[info@mustardseedautism.co.uk](mailto:info@mustardseedautism.co.uk)



Website

[www.mustardseedautism.co.uk](http://www.mustardseedautism.co.uk)



Social media

Facebook

Instagram

LinkedIn

TikTok

BlueSky

