

ANNUAL GENERAL MEETING

**to be held at 14.30 on Saturday 26 September 2020
by videoconference**

AGENDA

No.	Item	Report	Lead
1	Welcome and apologies for absence	Verbal	Charles Woodd
2	Minutes of Annual General Meeting held on 29 June 2019 and any matters arising	Paper	Charles Woodd
3	Highlights of the year and plans for the future	Verbal	Charles Woodd
4	Guy Mason Award 2020	Verbal	Margaret Beels
5	Financial matters		
	a) Report from the Treasurer and presentation of the annual accounts for 2019/20	Paper	Chris Riley
	b) Appointment of Independent Examiner	Verbal	Chris Riley
6	Election of Trustees and Officers	Paper	Charles Woodd
7	Any other business	Verbal	Charles Woodd
8	Date of next Annual General Meeting	Verbal	Charles Woodd

**MINUTES OF ANNUAL GENERAL MEETING HELD AT
 14.30 ON SATURDAY 29 JUNE 2019 AT
 THE CONNECTION, 12 ADELAIDE STREET, LONDON, WC2N 4HW**

Present:

Margaret Beels	Deputy Chair
Rev Richard Carter	Trustee (ex-officio representative of St Martin-in-the-Fields)
Emily Cecil-Dennett	Trustee
Graham Lawrence	Secretary (minutes)
Chris Riley	Treasurer
Nigel Thorpe	Membership Secretary
Charles Woodd	Chair

In attendance:

Pam Orchard	Chief Executive, The Connection
Cordelia Wise	Enterprise and Employment Team, The Connection
Marina D'Arco	Enterprise and Employment Team, The Connection
Members of the Friends of The Connection at St.Martin-in-the-Fields	

Apologies for absence:

Sheila Batchelor	Volunteer Co-ordinator
Jess Rayner	Trustee
Bert-Jan Zuiderduin	Charity Administrator

No.	Item	Action
1	WELCOME AND APOLOGIES FOR ABSENCE	
1.1	The Chair welcomed to the meeting all those present.	
1.2	Apologies for absence were received from Sheila Batchelor, Volunteer Co-ordinator, Jess Rayner, Trustee, Bert-Jan Zuiderduin, Charity Administrator, Olivia Wilson, volunteer and formerly a Trustee, and a number of Friends.	
2	MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 30 JUNE 2018, AND MATTERS ARISING	
2.1	The Chair presented the minutes of the Annual General Meeting held on 30 June 2018.	

Their approval was proposed by Margaret Beels and seconded by Emily Cecil. The minutes were approved as an accurate record of the meeting, for later signature by the Chair.

3 HIGHLIGHTS OF THE YEAR AND PLANS FOR THE FUTURE

- 3.1 The Chair reported that 2018/19 had been an excellent year in respect of raising money for grants to The Connection. A wide range of events had taken place, organised by the Executive Committee or by Friends. The latter continued to show great creativity and commitment, raising £38,000 during the year. The Chair encouraged further fundraising ideas from Friends and reminded them that members of the Executive Committee were available to speak (about the work of The Connection) at events arranged to raise money.
- 3.2 In respect of future events, the Chair highlighted the “Food of Love” concert to be given by the St.Martin Singers on Saturday 13 July, and he explained that an informal concert would be held (on a date to be confirmed) in the church courtyard to entertain, and hopefully to secure support from, passers-by. The Chair also reminded Friends that the Queen Eleanor Cycle Ride would take place during the August bank holiday weekend, and the Connection Coffee Morning would take place to mark World Homeless Day on 10 October.
- 3.3 Friends were reminded that in addition to raising funds for The Connection, the Friends sought to raise awareness of homelessness. Speakers Panel members had been active as speakers at events with schools, church groups and others, and a Connection with Choral Classics event was being organised (to include a talk on homelessness issues).
- 3.4 The Chair praised the commitment of the Friends’ volunteers and fundraisers. He also thanked the Committee members for their hard work throughout the year, noting that Graham Lawrence had joined the Committee as Secretary. Nigel Thorpe, who previously held that role, remained on the Committee and would continue to lead on membership, appeals, and other work. Jess Rayner and Olivia Wilson had been co-opted as Trustees during the year, working principally on publications and social media. Olivia had decided that she could not continue as a Trustee but would continue her work in a voluntary capacity. The Chair also thanked Bert-Jan Zuiderdin, the first person appointed to the Charity Administrator role; Bert-Jan had done an excellent job in the role but had decided to move on so interviews for his successor were being held at present.
- 3.5 Friends were also told that the Committee had benefited from excellent collaboration with The Connection, principally through Pam Orchard, Chief Executive, and Lizzie Charles, Director of Fundraising (both of whom attended the Committee’s meetings). Lizzie had been developing a new fundraising strategy for The Connection and would be working closely with the Committee to implement it so that the fundraising work of the two organisations was co-ordinated.
- 3.6 The Chair introduced Margaret Beels, Deputy Chair, who announced the winner of the Guy Mason Award 2019. The Committee had

decided that the award should go to the team of 17 volunteers who between them put together the crucial mailings to members, which were issued three times each year. It would not be possible to send the mailings without the support of the volunteers (whose names are listed in an appendix to these minutes), some of whom had been supporting the Friends in this way for many years. Whilst the award was for these 17 volunteers, over 50 had supported mailings since they began and all were thanked sincerely.

- 3.7 Nigel Thorpe, Membership Secretary, briefed Friends on progress with the “Let’s Go” spring appeal. The appeal aimed to raise funds for clients of The Connection who require support with travel expenses for interviews, employment or training, or other expenditure associated with travel. The appeal target was £25,000 and good progress had been made towards this, with £10,750 raised to date. The Committee had decided to extend to 31 July 2019 the closing date for the appeal and Friends were encouraged to donate, and ask others to donate, any contributions that they could.

4 FINANCIAL MATTERS

- 4.1 Chris Riley, Treasurer, presented to the Friends the financial statements and trustees’ report for 2018/19. Financially 2018/19 had been an excellent year for the Friends, with £284,000 donated to The Connection. That was in excess of 5% of The Connection’s income.
- 4.2 The accounts showed that the Friends had an accounting deficit of £82,000 for the year, which resulted from a substantial back-payment of gift aid received from HM Revenue and Customs; that payment had been accounted for in previous years so did not show as income in 2018/19 but when it was passed on to The Connection it showed as expenditure, thereby creating the accounting deficit.
- 4.3 The Friends asset position was good. Liabilities at a point in the year had exceeded £3,000, the limit defined in the constitution, so Graham Lawrence, Secretary, would be proposing an amendment to that document.
- 4.4 Subscriptions continued to play an important role, and the increase in the rate announced last year had helped to raise an extra £2,000. More significantly, the bulk of the Friends income came from donations, and these rose by 50% or £55,000. This increase owed much to the great success of the Spring Appeal, which over achieved its £25,000 target. The other main contributor was income from events and local fundraising activities, which increased by around £18,000 helped by the enormous success of the Queen Eleanor Cycle Ride in its 10th anniversary year.
- 4.5 Legacies were also very important, but variable and unpredictable. The Friends had had two successive years with income from legacies at lower levels than previously, both at around £30,000. However, further legacies were anticipated and although the details had yet to be finalised a significant increase was expected in 2019/20. In total, non-legacy income had increased by more than £62,000 to £210,000.

- 4.6 The Friends targets for 2019/20 were: to maintain non-legacy income of at least £200,000, and to raise the grant to The Connection to £300,000. With the legacies expected, these targets were achievable but the help of Friends would continue to be vital.

- 4.7 The Treasurer described the Friends costs in the year. The total had increased by nearly £9,000 (62%) to £22,000 because 2018-19 was the first full year in which the Friends had taken responsibility for the staff costs of the Charity Administrator. While costs remain low at approximately 10% of income they were more than double the £10,000 received from subscriptions. The policy had in the past been to set the subscription rate to cover costs if possible, though there is no specific reason for this. The policy had therefore been revised to allow some funding from donations. The key requirement is instead to continue to exercise tight cost control. In this context, after the increase to £15 last year the Committee had decided not to increase the subscription rate further this year.

- 4.8 The Treasurer concluded by thanking the Friends for their support during such a good year financially.

- 4.9 The Friends agreed to note the financial results set out in the accounts, and to delegate to the Executive Committee the authority to appoint a suitable examiner for the accounts for 2019-20.

5 ELECTION OF TRUSTEES

- 5.1 Graham Lawrence, Secretary, introduced a report which had been distributed to the Friends to propose the election of two people who had been co-opted to the Executive Committee during 2018/19.

- 5.2 Jess Rayner and Graham Lawrence had been co-opted as described and were therefore required by the constitution to offer themselves for election at the meeting. Chris Riley and Margaret Beels proposed and seconded respectively the election of Jess Rayner. Charles Woodd and Sheila Batchelor proposed and seconded respectively the election of Graham Lawrence.

- 5.3 The Friends approved the election to the Executive Committee of Graham Lawrence and Jess Rayner, both to serve in office until the Annual General Meeting in 2022.

- 5.4 The Secretary explained that Olivia Wilson, who had been co-opted to the Executive Committee during the year, had decided not to continue in that role but would continue to support the Committee through voluntary work.

6 AMENDMENT TO THE CONSTITUTION

- 6.1 Graham Lawrence, Secretary, introduced a report which proposed a number of amendments to the constitution.

6.2 The two principal amendments were:

- To remove from the Trustees the Chief Executive of The Connection, this amendment being made at the request of Pam Orchard, Chief Executive, to avoid any possibility of a conflict of interests between the two roles; and
- To remove from the constitution the limit (currently defined as £3,000) on liabilities which the Friends may incur at any one time, the proposal being that the Executive Committee should be authorised to set in its financial procedures any limit which it thought appropriate.

6.3 The Secretary highlighted a number of more minor amendments, as set out in the report.

6.4 There being no questions from the Friends, they approved the amendments to the constitution and noted that it would be submitted to the Charity Commission.

7 ANY OTHER BUSINESS

7.1 Michael Marriott spoke to the Friends to announce that he had achieved a qualification which enabled him to lead walks around London, highlighting historic sights and other points of interest. He suggested that he could lead walks for Friends or for others to raise money for The Connection (by inviting donations from participants) and to raise awareness of its work.

8 DATE OF NEXT ANNUAL GENERAL MEETING

8.1 The Chair explained that the Annual General Meeting in 2020 would be held at approximately the same time of year but a date would be confirmed to Friends in due course.

The meeting closed at 15.15

Graham Lawrence FCIS
Secretary

7 July 2019

Signed as an accurate record of the meeting:

.....
Chair

.....
Date

APPENDIX

RECIPIENTS OF THE GUY MASON AWARD 2019

Edward and Angelina Bacon

Jacky Barlow

Tessa Campbell

Diane Ingram

Mike Marriott

Tana McEvoy

Valerie Minifie

Rosie Newton

Quentin and Poppy Pickard

Nyla Prieg

Elizabeth Smith

Jill Strutt

Jill Turner

Henrietta Van Zaelen

Susan Wolfe

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

Charity Number 1040560

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

THE FRIENDS OF THE CONNECTION AT ST.MARTIN-IN-THE-FIELDS
TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020
CHARITY INFORMATION

CHARITY NO: 1040560

TRUSTEES (EXECUTIVE COMMITTEE) DURING THE YEAR ENDED 31 MARCH 2020

Charles Woodd (Chair)
Margaret Beels (Deputy Chair)
Nigel Thorpe (Membership Secretary)
Graham Lawrence (Secretary)
Chris Riley (Treasurer)
Sheila Batchelor
Emily Cecil-Dennett
Olivia Wilson (resigned 13 June 2019)
Jess Rayner (resigned 13 October 2019)
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
455, Strand
London
WC2R 0RH

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 2020

The Trustees present their annual report and accounts for the year ended 31st March 2020.

The Executive Committee, who are the Board of Trustees and are listed on page 1, have reviewed the performance of the charity during the year and the position at 31 March 2020 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 **£480,233** to The Connection during the year, which was a 69% increase on the previous year. This was possible, since, although donations were slightly down on the previous year, the Friends received legacies totalling more than £300,000. Major contributions were also made by the charity's second Spring Appeal, which raised over £22,000, and the Queen Eleanor Cycle Ride which raised about £17,000, both including gift aid.

Legacies fluctuate a good deal from year to year, and are unpredictable. However, this year we were enormously grateful for a very substantial legacy from the estate of Jenny Joseph, which largely accounted for the much larger than normal total income from legacies for the year of £309,000. This important element in our income is clearly dependent on members remembering the Friends in their wills. Further information is available from the Friends office.

The accounts show a small overall accounting deficit of £7,720, as indicated in the Statement of Financial Activities. This resulted in a further small reduction in the net assets of the charity to £74,329 at the end of the year, as shown in the Balance Sheet. These assets comprised cash reserves (see below), legacy receipts due totalling £25,000, and Gift Aid of just over £27,000 accrued during the year, offset by payments due to be made in the months immediately after the end of the financial year.

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 2020 was £23,687. The degree of caution involved has been increased as a result of

the Spring Appeal, which has the effect of smoothing the flow of income during the year.

Principal funding sources

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.

Plans for Future Periods

In the year 2020-21, the Trustees are having to adapt their plans to some extent, like all charities, due to the restrictions imposed by the Covid-19 pandemic. The Trustees are also taking the opportunity to re-examine the Friends' ongoing Fundraising Strategy, in close collaboration with the Fundraising Team within the Connection, which has recently been expanded.

The key commitments in the current Fundraising Strategy are to:

- Maximise income from subscriptions and donations by increasing membership. A programme of targeted activity to achieve this is currently under development, with the aim of achieving a closer alignment with the Connection's Individual Giving Strategy.
- Support any members who wish to take the initiative to fundraise locally for the Friends.
- Launch and manage a Spring Appeal for a specific project, although in 2020-21 this was superseded by the Trustees' decision to support the cross-site Keep Our Doors Open Appeal, led by St Martin-in-the-Fields.
- Deliver a programme of centrally organised events to raise awareness, build relationships and raise funds, although no events have so far been possible in 2020-21 due to the lockdown.
- Organise the annual Queen Eleanor Cycle Ride
- Take steps to maximise income from legacies
- Raise awareness about homelessness and encourage involvement in The Connection's work.

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. Graham Lawrence was elected as Secretary, having been earlier co-opted to the role by the Committee. After co-option by the Committee in 2018, Olivia Wilson decided not to stand for election at the AGM, and Jess Rayner decided, after being elected at the AGM, to step down in October, in both case due to their other work commitments. Both have continued to support the Friends as volunteers.

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 it is responsible for strategic decisions. Committee members have specific responsibilities so as to share the workload. The Committee is supported by a 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 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) ensuring the daily office tasks can be covered when the Charity Administrator is temporarily absent due to sickness or holiday, or if he should decide to give notice; (ii) ensuring that the requirements of the Data Protection Act 2018 are complied with; and (iii) the need to attract new members to arrest a decline in membership.

In respect of risk (i), the Committee has been well served by regular volunteer help in the office. Written procedures are in place for the benefit of new volunteers who have come into the office to assist with processing donations and thanking the Friends. The risk of fraud is an area which is kept constantly under review and is regularly discussed, as are means to reduce any exposure to this. As a very small charity with minimal staff, the Friends could, in theory, be particularly vulnerable to an unscrupulous officer. This is mitigated by some separation of function whereby 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 review the requirements of the General Data Protection Regulation (risk (ii)), which came into force in May 2018, and has instituted appropriate changes in the way personal data is collected and used. A revised Privacy Policy is available on the website. The Secretary completed a Data Protection Audit, and in the light of that, the Committee approved a Data Protection Policy.

The Committee has continued to seek ways of reversing the decline in membership (risk (iii)), and this continues to be the subject of ongoing collaborative work with the Connection's Fundraising Team, as referred to 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, and encouraging members and others to raise funds for the Friends.

This year the Committee continued to implement the Fundraising Strategy agreed in 2017-18. This includes setting targets annually for each aspect of Friends’ fundraising, The Committee then monitors progress against targets set for the year. 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 £184,979, a decrease of around £25,000 on the record total achieved in 2018-19. This total includes other trading income of £2,370.
- Our second Spring Appeal, Let’s Go!, aimed to raise £25,000 to meet the travel costs for the year incurred by clients attending interviews, training programmes, etc. In the event the total raised was over £22,000, including Gift Aid, a little short of the target, but nevertheless a great contribution towards the costs.
- We organised the third Connection Coffee Morning to mark World Homeless Day on 10 October, raising a total of £1,040.
- Our Speakers Panel undertook 9 engagements, including 4 at schools, 3 with church-based groups, and sessions with a group of retired nurses and a group of mental health workers.
- The tradition of successful Christmas fundraising continued with carol singing on Charing Cross station, raising over £800.
- The 11th Queen Eleanor Cycle Ride could not match the results of the previous year’s 10th Anniversary Ride, but nevertheless 20 cyclists raised an excellent total of £14,773 net between them, around £17,000 including Gift Aid.
- Friends have also continued to take the initiative to run their own activities locally, from cake sales to renting their car parking space and

charity walks, to further swell our fundraising total. In all, these local fundraising events generated income of about £2,760 including Gift Aid.

- As is recorded above, this year was a spectacularly good one for legacies, with a total of £309,000 being received in legacy income.

Our programme this year has been well supported by our website www.friendsoftheconnection.org.uk and an expanded programme of activity on Facebook, Twitter and other platforms developed by Emily Cecil-Dennett and our volunteer Social Media Team. We have worked in increasingly close collaboration with The Connection's Fundraising Team, under the direction of Elizabeth Charles. This year, our first paid part-time Charity Administrator, Bert-Jan Zuiderduin, moved on after three and a half years in the post. He was replaced by Rupert Dean, who has taken on the role of providing the Committee with essential office back-up and day-to-day financial administration, with both imagination and initiative, and an impressive attention to detail.

Ultimately, the responsibility 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 delighted that Graham Lawrence, a professional company secretary, was elected to the role of Secretary at the AGM. 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. Both regularly attend 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.

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

4 September 2020

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 2020, which are set out on pages 11 to 16.

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

The Charity's gross income exceeded £250,000, and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and

- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met;

or

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

Ashley N. Fox FCA, ACII

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

4 September 2020

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020**

	Notes	Unrestricted £	Restricted £	2019-20 Total £	2018-19 Total £
Income and endowments from:					
Donations and legacies	2	444,664	47,428	492,092	236,064
Other trading activities		2,370	0	2,370	2,465
Total income and endowments		447,034	47,428	494,462	238,528
Expenditure on:					
Raising funds	3, 4	21,234	0	21,234	21,160
Charitable activities	5, 6	433,520	47,428	480,948	284,728
Total expenditure		454,754	47,428	502,182	305,888
Net income/expenditure		-7,720	0	-7,720	-67,360
Transfers between funds		0	0	0	0
Net movement in funds		-7,720	0	-7,720	-67,360
Total funds brought forward		81,498	551	82,049	149,409
Total funds carried forward	7	73,778	551	74,329	82,049

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

**BALANCE SHEET
AS AT 31 MARCH 2020**

	Notes	2020 £	2019 £
Tangible fixed assets:			
Office equipment		1	1
Total fixed assets	8	1	1
Current assets:			
Debtors	9	52,199	65,890
Cash at bank and in hand		23,687	19,834
Total current assets		75,886	85,725
Current liabilities			
Creditors: amounts falling due within one year	10	-1,558	-3,677
Total current liabilities		-1,558	-3,677
Net current assets		74,328	82,048
Total net assets		74,329	82,049
Funds			
Unrestricted	11	73,778	81,498
Restricted	12	551	551
Total		74,329	82,049

The notes on pages 13 to 16 form an integral part of these financial statements.

C J Riley
Treasurer
On behalf of the Trustees

4 September 2020

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

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

Expenses totalling £116 were paid to Trustees.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020 (cont.)**

	Unrestricted £	Restricted £	2019-20 Total £	2018-19 Total £
2. Donations and legacies				
Subscriptions	9,471	0	9,471	9,973
Donations	97,897	47,428	145,325	164,524
Legacies	309,483	0	309,483	28,365
Gift aid	27,813	0	27,813	33,202
Total	208,271	47,428	492,092	236,064
3. Expenditure on raising funds				
Staff costs	17,144	0	17,144	16,332
Events and activities	1,620	0	1,620	2,445
Other current spending	2,470	0	2,470	2,383
Total	21,160	0	21,234	21,160
4. Expenditure on goods and services (events, activities and other current)				
Postage	341	0	341	199
Stationary and printing	2,198	0	2,198	2,402
Insurance	591	0	591	532
Legal and professional fees	35	0	35	0
Design	0	0	0	0
Other goods and services	925	0	925	1,694
Total	4,090	0	4,090	4,828
5. Expenditure on charitable activities				
Grants to the Connection at St Martin's	432,805	47,428	480,233	283,912
Money owed to ST Martin's	70	0	70	0
Governance costs	645	0	645	816
Total	256,935	47,428	480,948	284,728
6. Governance costs				
Independent examiner fee	645	0	645	816
AGM	0	0	0	0
Total	645	0	645	816

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020 (cont.)**

	2019-20
7. Movement in Unrestricted Funds	
Opening fund 1 April 2019	81,498
Incoming resources	447,034
Outgoing resources	454,754
Closing fund 31 March 2020	73,778

8. Fixed assets for use by the charity

Cost at 1 April 2019	979
Depreciation at 1 April 2019	978
Depreciation charged in year	0
Depreciation at 31 March 2020	978
Net book value at 31 March 2019	1
Net book value at 31 March 2020	1

	31-Mar-20	31-Mar-19
9. Current assets: debtors		
Legacies	25,000	34,000
Gift Aid due	27,199	31,890
Total	52,199	65,890

10. Current liabilities: amounts due within one year

Independent examiner fee	668	725
Employee payroll admin, tax and pension payments	890	517
Income due to CSTM/StM	0	2,435
Total	1,558	3,677

11. Analysis of net assets between funds	Unrestricted	Restricted	Total
Fund balances at 31 March 2020:			
Tangible fixed assets	1	0	1
Current assets	75,335	551	75,886
Current liabilities	-1,558	0	-1,558

Total	73,778	551	74,329
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**THE FRIENDS OF THE CONNECTION
AT ST MARTIN-IN-THE-FIELDS**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020 (cont.)**

12. Restricted funds

1 Towels, socks and underwear

Opening fund 1 April 2019	521
Incoming Resources	-
Outgoing Resources	-
Closing Fund 31 March 2020	521

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.

2 Walking Group

Opening fund 1 April 2019	30
Incoming Resources	-
Outgoing Resources	-
Closing Fund 31 March 2020	30

The money came from a Friend who raised money by holding a coffee morning for her walking group in 2010. She raised £600. The original purpose of this fund was to help a Connection clients' walking group. The group no longer exists and the Friend who raised the money gave permission for the money to be spent on kitting out clients who attend The Connection's Pilgrimage to Canterbury with walking gear.

3 Donations in 2019-20

During 2019-20 various donations were received with a requirement that they should be used for specific purposes: the Spring Appeal raised £22,428 for transport; £15,000 for the prescribing outreach clinic; and £10,000 for expanding outreach services. These are treated as restricted fund transactions.

13. Related Party

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.

TRUSTEE ELECTION RECORD

This document defines the current terms of office of the Trustees of The Friends of The Connection at St. Martin-in-the-Fields (the Friends), and the dates on which the Trustees must be proposed for re-election at an Annual General Meeting (AGM). The document is subject to the Constitution, dated 26 June 2019 (the Constitution).

As defined in clause 8 of the Constitution, the Trustees comprise the Executive Committee. The Chief Executive and the Director of Fundraising and Communications from The Connection at St. Martin-in-the-Fields attend Executive Committee meetings but they are not Trustees of the Friends.

Name	Role ¹				Year of co-option or election	Year of/due for re-election	Year due for re-election
	Officer	Ordinary	Co-opted	Other			
Sheila Batchelor		Trustee (and Office Volunteer)			2015	2018	2021
Margaret Beels	Deputy Chair				2017	2020	
Revd Richard Carter				Ex-officio Trustee ²	N/A	N/A	N/A
Emily Cecil-Dennett		Trustee			2017	2020	
Graham Lawrence ³	Secretary		Trustee		2019	N/A	N/A
Jess Rayner ⁴			Trustee		2019	N/A	N/A
Chris Riley	Treasurer				2017	2020	
Nigel Thorpe ⁵		Trustee			2017	N/A	N/A
Olivia Wilson ⁶			Trustee		2018	N/A	N/A
Charles Woodd	Chair				2015	2018	2021

¹ The Trustees' roles are defined in clause 8 of the Constitution.

² The Trustee who is appointed as the representative of St.Martin-in-the-Fields is not subject to election or re-election at any AGM.

³ Graham Lawrence will step down from the Executive Committee on 31 October 2020.

⁴ Jess Rayner stepped down from the Executive Committee in October 2019 (but will continue to undertake voluntary work).

⁵ Nigel Thorpe stepped down from the Executive Committee in September 2020 (but will continue to undertake voluntary work).

⁶ Olivia Wilson stepped down from the Executive Committee in June 2019 (but will continue to undertake voluntary work).

Graham Lawrence FCIS – Secretary, September 2020