

REGISTRAR OF COMPANIES

St Vincent's Family Project

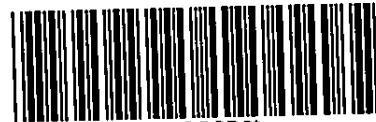
Annual Report and Financial Statements

31 March 2013

Charity Registration Number
1142095

Company Registration Number
07638620 (England and Wales)

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Contents

Reports

Reference and administration details	1
Trustees' report	2
Independent auditor's report	13

Financial Statements

Statement of financial activities	15
Balance sheet	16
Principal accounting policies	17
Notes to the financial statements	19

Reference and administration details Year to 31 March 2013

Patron	Reverend Kathleen Richardson, Baroness Richardson of Calow
Trustees	Sister Maria Robb DC (Chair) Mr Anthony Aldridge Sister Margaret Barrett DC (appointed February 2013) Miss Elizabeth Gosling MBE Dr Rosemary Keenan Sister Esther McDermott Mrs Judith Mitchell Reverend Martin Turner
Principal office	The Methodist Central Hall Storey's Gate London SW1H 9NH
Telephone:	020 7654 5351
Facsimile:	020 7654 6902
Company registration number	07638620 (England and Wales)
Charity registration number	1142095
Director	Graham Allen
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Royal Bank of Scotland plc 4th Floor 2½ Devonshire Square London EC2M 4XJ
Solicitors	Wedlake Bell LLP 52 Bedford Row London WC1R 4LR

Trustees' report Year to 31 March 2013

The trustees present their statutory report together with the financial statements of St Vincent's Family Project (the Project) for the year ended 31 March 2013

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation

The financial statements have been prepared in accordance with the accounting policies set out on pages 17 and 18 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and the requirements of Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005

Principal aims

St Vincent's Family Project aims to support families in Westminster especially those who are experiencing difficulties. The Project aims to address the issues of parenting, child welfare and social exclusion by providing services for parents and children. The Project works with vulnerable families who are experiencing deprivation and the wider effects of poverty. It aims to offer an experience of community that inspires, supports and enables positive change in the lives of those who use its services.

These aims fully reflect the purposes that the charity was set up to further.

The aims, objectives and activities of the Project are reviewed each year. As part of this process, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit. The review of activities illustrates the ways in which the charity serves the public benefit.

Governance, structure and management

Governance

The charitable company, which is governed by a Memorandum and Articles of Association, was incorporated as a company limited by guarantee (Company Registration Number 07638620 (England and Wales)) on 18 May 2011 and is a registered charity (Charity Registration Number 1142095).

The sole member of the company, and thus its parent entity, is DCSVP Services (Company Registration Number 07638065 (England and Wales)), a company limited by guarantee, set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects such as St Vincent's Family Project.

In the event of St Vincent's Family Project winding up, the member is required to contribute an amount not exceeding £1.

The names of the trustees who served during the period are set out on page 1 of this report and accounts and brief biographical details on each of the trustees are given below.

Governance, structure and management (continued)

Governance (continued)

Sister Maria Robb (Chair)

Sister Maria is a teacher by profession with over 20 years spent in various teaching posts. She has an MA in Religious Education. She has experience of working with girls with Emotional and Behavioural Disorders (EBD) and also taught deaf children at St John's Catholic School for the Deaf, Boston Spa, Yorkshire, where she became Deputy Head and Head of Pastoral Care. She has been a member of the Daughters of Charity of St Vincent de Paul for 30 years and has a keen understanding of Vincentian values and the Vincentian spirit. She serves on the Provincial Council for the Province of Great Britain.

Dr Rosemary Keenan

Dr Rosemary Keenan is a qualified social worker registered with the General Social Care Council. She is particularly interested in improving conditions for children, young people and parents. She is the Chief Executive of the Catholic Children's Society (Westminster) which delivers community services including family centres, early years' provision, counselling, therapy and mediation services. From 1990 to 2003, Rosemary was a trustee of the Catholic Child Welfare Council, an agency of the Catholic Bishops' Conference of England and Wales, and the predecessor of Caritas Social Action. Rosemary is currently a member of the Marriage and Family Life Committee of the Bishops' Conference. She is on both the Children's Trust Board in the Royal Borough of Kensington and Chelsea and their Local Safeguarding Children's Partnership Board. She is a member of the British Association of Social Workers and a Fellow of the Royal Society of Arts.

Mr Anthony Aldridge

Anthony Aldridge is a Chartered Accountant by profession and a retired finance director of a London reinsurance group. He has been involved with the Project for a number of years, assisting with finances and fundraising. He is connected with several other charities assisting the poor and homeless and is active in the field of education. He is also Chair of St Dominic's Sixth Form College in Harrow and a council member of the Sixth Form College Forum, which promotes the interests of colleges in the UK.

Reverend Martin Turner

Reverend Martin Turner is the Superintendent Minister of the Methodist Central Hall, Westminster, the host of St Vincent's Family Project. He is a member of the Methodist Conference and in the past has served on the National Methodist Strategy and Finance Committee and the Methodist Council. For nine years he was the London and South East Regional Chaplain to Action for Children.

Trustees' report Year to 31 March 2013

Governance, structure and management (continued)

Governance (continued)

Sister Esther McDermott

Sister Esther McDermott has years of experience as a qualified social worker. In the course of her career she has worked as Head of Care in a School for Blind and Partially Sighted Children, undertaken chaplaincy work in hospitals and prisons, and co-ordinated pastoral care in a residential nursing home.

Sister Esther currently serves on the Provincial Council for the Province of Great Britain of the Daughters of Charity of St Vincent de Paul.

Mrs Judith Mitchell

Judith Mitchell studied Philosophy, Politics and Economics at university and has continued her political involvement as a volunteer both at local and national level. Her volunteer involvement has extended to a number of organisations and she currently volunteers regularly in Family Space, St Vincent's Family Project. She has held a number of appointments as either governor or trustee and is currently a trustee of The Friends of The Courtauld Institute of Art. She serves on the Independent Appeals Panel, Wandsworth. She is a member of the Methodist Central Hall where she is also a trustee.

Miss Elizabeth Gosling MBE

Elizabeth Gosling trained as a social worker in Western Australia and filled a number of posts in the Department for Children and Families. Since moving to the UK she has gained an MSc in Child Welfare and currently is a Group Manager for the Children and Care Service in the London Borough of Waltham Forest. She was awarded an MBE in the 2011 New Year's Honours List for her work with families. She is a member of the Methodist Central Hall.

Sister Margaret Barrett

Sister Margaret is a secondary teacher of English and History by profession. After two years teaching deaf children she became a member of staff at St Aidan's High School, Scotland where she taught for ten years and was a member of the administrative staff. She holds an MA in Group Leadership and is an Appreciative Inquiry trained Facilitator. After a year's course on Formation she became Directrice of the new members of the Daughters of Charity. She was then appointed Provincial Leader of the Daughters of Charity in Britain and Ethiopia after which she was elected as General Councillor of the Worldwide Company of the Daughters subsequently being elected Assistant General of the Company in Paris, France. During this time she established and directed a full time course for English speaking Daughters on Vincentian Spirituality. She is currently Director of St Vincent's Centre Carlisle Place and a trustee of Depaul International.

Trustees' report Year to 31 March 2013

Governance, structure and management (continued)

Statement of trustees' responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to

- ◆ select suitable accounting policies and then apply them consistently,
- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP),
- ◆ make judgements and estimates that are reasonable and prudent,
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Trustees' report Year to 31 March 2013

Governance, structure and management (continued)

Structure and management reporting

The ultimate responsibility for the charity lies with the trustees. The day to day management is delegated to the Director. Meetings are held regularly with the trustees, service users and the staff team to ensure the quality of service and the aims of the charity are being met.

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity, and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

Activities, specific objectives and relevant policies

Activities

As mentioned previously, the principal aim of the charity is to provide professional services to vulnerable families and children in Westminster, where the charity is based.

The charity has achieved these aims through three services:

- ◆ Family space – supporting young families especially those experiencing need
 - ◇ Drop in centre
 - ◇ Crèche facilities
 - ◇ The provision of one-to-one work with families going through crisis
 - ◇ Development courses, e.g. in parenting skills, healthy living, etc
 - ◇ Guidance in child behaviour management
 - ◇ Yoga classes
 - ◇ Support groups
 - ◇ Alternative therapies
 - ◇ Activities for children and facilitated play for children with their parents
 - ◇ Programme of visits and trips for families to places of interest locally and out of London
 - ◇ Speech and Language assessment and remedial help

Trustees' report Year to 31 March 2013

Activities, specific objectives and relevant policies (continued)

Activities (continued)

- ◆ AnD Space – offering therapeutic help for school children aged 6 to 13 years through the use of art therapy and drama therapy

- ◇ Individual sessions

- ◇ Small group work

Referrals are received from local schools with which we have established links but also from other sources including self referrals

- ◆ Safe Space – enabling children who are separated for a range of reasons from one or both of their parents to maintain contact with them

- ◇ Child contact centre for supported contact

- ◇ Supervised sessions of child contact

- ◇ Handovers and contact in the community

Equal opportunities

St Vincent's Family Project strives to apply the principle of equal opportunities throughout the organisation, and to that end regularly reviews its Equal Opportunities and Diversity Policy

The charity is pleased to welcome families, especially those experiencing difficulties, irrespective of age, sexual orientation, ethnic origin, gender, religion or status. Its aim is always to help those who would otherwise find themselves marginalised and excluded from the means of support they need.

The charity aims to be an equal opportunities employer for both paid staff and volunteers.

Child protection

The charity recognises the need to protect children from harm and promote their welfare and to that end maintains a robust Child Protection Policy.

Protection of vulnerable adults

Many of the families who use the services of St Vincent's Family Project are vulnerable for a range of reasons. A Protection of Vulnerable Adults from Abuse policy seeks to protect adults from any kind of exploitation or abuse.

All staff and volunteers are required to be checked through the Disclosure and Barring Service and receive training in child and adult protection and safeguarding issues.

Trustees' report Year to 31 March 2013

Achievements and performance

Review of activities

St Vincent's Family Project has continued to provide services to vulnerable and isolated families in need. We have been funded by voluntary income and statutory grants. Over 200 families used our services reflecting the diversity of the local population. About 45 ethnic communities are represented by the families.

Family Space

Support activities for young families have continued to provide a safe and stimulating environment where families meet and discover a sense of community. This is especially important as isolation is one of the main reasons for accessing this service.

Referrals are received from Social Services, the Health Visiting Team, other agencies and professionals, and other families refer themselves.

We aim to provide a friendly base for our families where they feel welcomed, understood and appreciated. Every effort is made to offer consistent support, help and guidance to enable parents and children to enjoy a successful and fulfilling experience of family.

Family Space has continued to grow in scope and its popularity indicates it meets a local need. 145 families used Family Space during the period benefitting 153 adults and 276 children.

We have continued to run the well-established Drop in Centre, crèche facility, and support groups.

We have facilitated 2 Triple P parenting courses, 1 Mellow Parenting course and 1 Boys' Development course benefitting 43 parents.

'Looking Good' Healthy Living courses have benefitted 27 parents.

Parents have enjoyed the services of a volunteer cranio-sacral therapist and masseuse, and a dance therapy student providing music and movement activities. A weekly yoga session has proved a popular activity.

We have continued to work with the speech and language team by assessing children for speech and language development. Family Space has provided a crèche with tailored activities for children requiring remedial help to work towards school readiness.

During the year a number of trips were made to places of interest including Kew Gardens, Chelsea Theatre, Horniman Museum, Madame Tussauds, the Tower of London, the seaside at Littlehampton, and the London Aquarium. By partnering with Variety – the Children's Charity – we have been able to access entry to attractions free of charge.

A Christmas programme including extra seasonal activities and a party with Father Christmas, and a Summer Fun Day proved to be popular events.

Trustees' report Year to 31 March 2013

Achievements and performance (continued)

Review of activities (continued)

Family Space (continued)

We have enjoyed visits from other professionals enabling parents to discuss problems in a confidential and sympathetic environment

Family Space has continued to network with other agencies Outreach Team, Home Start, Speech and Language team, the Parenting Coordinator for Westminster and the local Children's Centre

AnD Space

The art and drama therapists have provided one to one sessions for children in South Westminster aged 4 to 13 years Referrals have been received from local schools, Social Services, and from parents concerned for their own children

We have offered placements to students from the Central School of Speech and Drama and Hertfordshire University They have provided 1 to 1 sessions and group sessions under the guidance of the drama therapist

32 children were helped through the period in a total of 290 sessions

Safe Space

The Safe Space service has continued to provide child contact sessions for supported and supervised contact sessions, and 'handovers' and contact in the community The centre has operated Saturdays and mid-week.

Through the year the team of staff and volunteers has been strengthened to include Saturday Team Leaders and a growing bank of supervisors

217 child contact sessions were run and 32 families benefitted (involving 38 children and 64 adults)

Fundraising

Fundraising and finding new ways to raise revenue remain key priorities in order to secure the charity's work, expand our services and increase our reserves

Through 2012/13 the charity has been able to extend further its support base to include new funders A prudent approach to expenditure combined with successful fundraising has enabled us to end the financial year having covered all our costs with a small surplus to carry forward

The charity was particularly pleased to win a contract with Cafcass for the delivery of Child Contact Interventions

Trustees' report Year to 31 March 2013

Achievements and performance (continued)

Fundraising (continued)

The charity is pursuing partnerships with other organisations to form consortia (both within Westminster and Tri-borough – ie Hammersmith and Fulham, Kensington and Chelsea, and Westminster) to bid for future contracts

Volunteering

The work of St Vincent's Family Project depends on volunteers to help us deliver our services. Last year 46 volunteers offered their time and skills in various ways in child care, family support, child contact support, alternative therapies, fundraising, IT and administration

Volunteers came to us via the various volunteer websites, volunteer bureaux, local advertising, colleges and universities, and others by word of mouth and recommendation

We have been able to offer placements for 16 students studying a range of subjects NVQ Level 2 in Child Care, Degrees in Health & Social Studies, Art Therapy, Drama & Movement Therapy, Human Sciences, Dance Movement Psychotherapy, Mental Health, and Social Work. Students came from local London Universities and as far afield as South Toulon, France and Presov, Slovakia

In total, volunteers contributed 2,896 hours

The Project benefits from the volunteers' friendly and enthusiastic participation and is able to offer, in return, work experience and the development of skills through mentoring and training opportunities. The outcome is often greater confidence to perform and it is always gratifying when volunteers go on to find employment in their chosen career path

Quality Assurance

The Project holds the PQASSO Quality Mark at Level 1 and continues to use the system to evaluate its practices and procedures

Financial review

Results for the period

A summary of the results for the year to 31 March 2013 is given on page 15 of the financial statements

During the year, incoming resources totalled £244,322 (10 months ended 31 March 2012 - £182,964) of which £159,565 (10 months ended 31 March 2012 - £128,013) was restricted. Donations and similar incoming resources amounted to £228,866 (10 months ended 31 March 2012 - £168,042)

Trustees' report Year to 31 March 2013

Financial review (continued)

Results for the period (continued)

Resources expended totalled £235,267 (10 months ended 31 March 2012 - £174,548) and included staff costs of £167,343 (10 months ended 31 March 2012 - £117,542), premises costs of £33,728 (10 months ended 31 March 2012 - £29,580), furniture and equipment costs of £6,317 (10 months ended 31 March 2012 - £4,128) and recruitment and training costs of £3,363 (10 months ended 31 March 2012 - £2,029)

Reserves policy

In order to ensure a continuing service to the children and families reliant on its services, to provide sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in cash flows and to respond to unforeseen events, the trustees aim to maintain general reserves equal to approximately 3 months' expenditure

Financial position

At 31 March 2013, the charity had total funds of £61,033 (2012 - £51,978) Of this total, £3,790 (2012 - £5,440) were restricted funds held for specific purposes as specified by the donor Unrestricted funds of £57,243 (2012 - £46,538) represented tangible fixed assets of £3,877 (2012 - £5,202) and free reserves of £53,366 (2012 - £41,336) This level of free reserves falls slightly short of the above stated ideal, reflecting the investment in recent years in the Project's facilities, its staff and volunteers Over the next couple of years it is the intention of the trustees to continue to build up these reserves

The charity's assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the financial statements

Future plans

Through 2013/14 St Vincent's Family Project will aim to achieve the following objectives

- ◆ Develop the three services through the same programmes of support and respond to fresh need by creatively integrating new activities wherever possible
- ◆ Continue to consolidate our financial position In a difficult economic climate we will be looking to extend our portfolio of grant providers and gain support from the business community
- ◆ Through partnership working, the Project will aim to extend its influence and work with others to secure contracted work

Trustees' report Year to 31 March 2013

Future plans (continued)

- ◆ Wherever possible we will charge realistic fees for our services without compromising our policy of making services available to everyone regardless of their ability to pay
- ◆ Develop staff and volunteers We recognise they are the key to quality service provision and we will invest in their further understanding of family work and provide ways of skill enhancement

Approved by the trustees and signed on their behalf by

Maria Robb

SISTER MARIA ROBB

Trustee

Approved by the trustees on

13/6/13

Independent auditor's report Year to 31 March 2013

Independent auditor's report to the trustees of St Vincent's Family Project

We have audited the financial statements of St Vincent's Family Project for the year ended 31 March 2013 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's member, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's member those matters we are required to state to it in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's member for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

The trustees are also the directors of the charitable company for the purposes of company law. As explained more fully in the statement of trustees' responsibilities set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustee's report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- ◆ give a true and fair view of the state of the charitable company's affairs for the year ended 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Independent auditor's report Year to 31 March 2013

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial period for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- ◆ adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns, or
- ◆ certain disclosures of trustees' remuneration specified by law are not made, or
- ◆ we have not received all the information and explanations we require for our audit

Bursacott LLP

Simon Goodridge, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

17/6/13

Statement of financial activities Year to 31 March 2013

		Unrestricted funds £	Restricted funds £	Year ended 31 March 2013 Total funds £	Period from 18 May 2011 to 31 March 2012 Total funds £
	Notes				
Income and expenditure					
Incoming resources					
Incoming resources from generated funds					
Voluntary income	1	69,301	159,565	228,866	168,042
Interest receivable		383	—	383	217
Fundraising income		—	—	—	318
Incoming resources from charitable activities					
Crèche and Contact Centre fees		14,558	—	14,558	14,315
Other incoming resources		515	—	515	72
Total incoming resources		84,757	159,565	244,322	182,964
Resources expended					
Charitable activities					
Provision of services to vulnerable families and children	2	—	231,163	231,163	168,764
Governance costs	3	4,104	—	4,104	5,784
Total resources expended		4,104	231,163	235,267	174,548
Net incoming (outgoing) resources before transfers (net income (expenditure))					
		80,653	(71,598)	9,055	8,416
Transfers between funds	10	(69,948)	69,948	—	—
Net movement in funds	4	10,705	(1,650)	9,055	8,416
Net assets transferred from St Vincent's Family Project (Charity Registration Number 1053554) on 1 July 2011					
	13	—	—	—	43,562
Balance brought forward at 1 April 2012		46,538	5,440	51,978	—
Balance carried forward at 31 March 2013		57,243	3,790	61,033	51,978

There is no difference between the net movement in funds stated above, and the historical cost equivalent. All of the charity's activities in the above two financial periods derive from continuing operations.

Balance sheet 31 March 2013

	Notes	2013 £	2013 £	2012 £	2012 £
Fixed assets					
Tangible assets	7		3,877		5,202
Current assets					
Debtors	8	1,220		3,630	
Cash at bank and in hand		64,443		49,889	
		<u>65,663</u>		<u>53,519</u>	
Creditors amounts falling due within one year	9	<u>(8,507)</u>		<u>(6,743)</u>	
Net current assets			57,156		46,776
Total net assets			<u>61,033</u>		<u>51,978</u>
Represented by.					
Funds and reserves					
Restricted funds	10		3,790		5,440
Unrestricted funds					
General fund			57,243		46,538
			<u>61,033</u>		<u>51,978</u>

Approved by the trustees
and signed on their behalf by

Maria GRobb

Sister Maria Robb
Trustee

Approved by the trustees on

13/6/13

St Vincent's Family Project – Company Registration Number 07638620 (England and Wales)

Principal accounting policies 31 March 2013

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Companies Act 2006 Applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) have been followed in these financial statements

Incoming resources

Incoming resources are recognised in the period in which the charitable company is entitled to receipt and the amount can be measured with reasonable certainty

Items donated to the charity for its own use are included within incoming resources and resources expended at their value to the charitable company This also includes an estimate of the value of the premises provided rent free for part of the accounting period

Resources expended and the basis of apportioning costs

Expenditure is included in the statement of financial activities when incurred and includes attributable VAT which cannot be recovered

Resources expended comprise the following

- a Resources expended on charitable activities comprise expenditure on the provision of a safe and stimulating environment where parents and children can take part in activities together and as individuals
- b Governance costs are costs associated with the governance arrangements of the charitable company that relate to the general running of the charitable company as opposed to those costs associated with fundraising or charitable activity Included within this category are costs associated with the strategic as opposed to day to day management of the charitable company's activities

Costs are apportioned based on the number of sessions provided at the Family Project for each activity

Cash flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'

Tangible fixed assets

All assets costing more than £500 and with an expected useful life exceeding one year are capitalised

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life

- ◆ Furniture and equipment 25% on cost

Principal accounting policies 31 March 2013

Fund accounting

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions

General funds represent monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company charitable objects

Notes to the financial statements 31 March 2013

1 Voluntary income

	Unrestricted funds £	Restricted funds £	Year ended 31 March 2013 Total funds £	Period from 18 May 2011 to 31 March 2012 Total funds £
<i>Government grants</i>				
City of Westminster	—	20,222	20,222	16,518
<i>Other grants</i>				
Sir Harold Hood's Charitable Trust	1,000	—	1,000	2,000
The Henry Smith Charity	—	20,000	20,000	15,000
The Westminster Foundation	—	11,000	11,000	11,000
John Lyon's Charity	—	15,000	15,000	15,000
St Giles & William Shelton Education Charity	—	5,000	5,000	10,000
Ironmongers Foundation	—	10,000	10,000	7,500
Lloyds TSB Foundation for England and Wales	—	10,000	10,000	7,500
CafCass	—	5,000	5,000	4,000
Joseph Rank Trust	—	15,000	15,000	15,000
Westminster Amalgamated Charity	—	5,000	5,000	4,000
The Garfield Weston Charitable Trust	—	10,000	10,000	—
Porticus	—	19,993	19,993	—
The Mercers' Charitable Foundation	—	5,000	5,000	—
Help a Capital Child	—	2,500	2,500	—
The Maurice & Hilda Laing Charitable Trust	—	5,000	5,000	—
Strand Parishes	5,000	—	5,000	—
Mrs LD Rope Third Charitable Settlement	7,500	—	7,500	—
The Hyde Park Estate Charity	3,000	—	3,000	—
Edward Harvist Trust	—	—	—	1,500
St James Place Foundation	—	—	—	10,000
The Goldsmith Company	—	—	—	3,000
Voluntary Action Westminster	—	—	—	1,855
	16,500	138,493	154,993	107,355
<i>Donations</i>				
Methodist Central Hall	19,800	—	19,800	16,200
Other donations and voluntary income	23,501	850	24,351	13,719
	43,301	850	44,151	29,919
<i>Rent waiver</i>				
Methodist Central Hall (see below)	9,500	—	9,500	14,250
Total	69,301	159,565	228,866	168,042

Until 31 August 2012 the charity's premises at the Methodist Central Hall were provided rent free. An estimate of the value of the premises to the charity has been determined and included both within voluntary income above and within resources expended (see note 2) until this date. From 1 September 2012 onwards, the charity has had a formal rental agreement for its premises.

Notes to the financial statements 31 March 2013

2 Charitable activities

	Unrestricted funds £	Restricted funds £	Year ended 31 March 2013 Total funds £	Period from 18 May 2011 to 31 March 2012 Total funds £
Provision of services to vulnerable families and children				
Staff costs	—	167,343	167,343	117,542
Premises	—	33,728	33,728	29,580
Provisions	—	3,406	3,406	2,605
Furniture and equipment	—	6,317	6,317	4,128
Postage, telephone and stationery	—	4,616	4,616	4,866
Recruitment and training	—	3,363	3,363	2,029
Travel and subsistence	—	4,966	4,966	2,853
Professional fees	—	3,625	3,625	2,981
Subscriptions	—	1,969	1,969	1,128
Miscellaneous	—	1,830	1,830	1,052
	—	231,163	231,163	168,764

The cost of premises includes an amount of £9,500 (10 month period ended 31 March 2012 - £14,250) being an estimate of value to the charity of premises at Methodist Central Hall for the period up to 31 August 2012 (see note 1)

3 Governance costs

	Unrestricted funds £	Restricted funds £	Year ended 31 March 2013 Total funds £	Period from 18 May 2011 to 31 March 2012 Total funds £
Statutory audit services	4,104	—	4,104	5,784

4 Net movement in funds

This is stated after charging

	Unrestricted funds £	Restricted funds £	Year ended 31 March 2013 Total funds £	Period from 18 May 2011 to 31 March 2012 Total funds £
Staff costs (note 5)	—	167,343	167,343	117,542
Auditor's remuneration (including VAT)				
Current year statutory audit services	4,920	—	4,920	5,784
Prior year statutory audit services	(816)	—	(816)	
Depreciation	—	2,853	2,853	2,114

Notes to the financial statements 31 March 2013

5 Staff costs

	Year ended 31 March 2013 £	Period from 18 May 2011 to 31 March 2012 £
Staff costs during the period were as follows		
Wages and salaries	139,250	95,975
Social security costs	9,322	7,008
Contract staff	18,771	14,559
	167,343	117,542
Staff costs per function were as follows		
Provision of services to vulnerable families and children	167,343	117,542

There were no employees who earned £60,000 per annum or more (including benefits) during the period (period from 18 May 2011- 31 March 2012 – none)

The average number of employees, analysed by function, was

	Year ended 31 March 2013	Period from 18 May 2011 to 31 March 2012
Provision of services to vulnerable families and children	13	11

The average number of full time equivalent employees in 2013 was 5 (from 18 May 2011 to period ended 31 March 2012 – 5)

None of the trustees received any remuneration in respect of their services during either period. Expenses were not reimbursed to the trustees.

6 Taxation

St Vincent's Family Project is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the financial statements 31 March 2013

7 Tangible fixed assets

	Furniture and equipment £
Cost	
At 1 April 2012	19,930
Additions	1,528
At 31 March 2013	21,458
Depreciation	
At 1 April 2012	14,728
Charge for period	2,853
At 31 March 2013	17,581
Net book values	
At 31 March 2013	3,877
At 31 March 2012	5,202

8 Debtors

	2013 £	2012 £
Other debtors	1,220	3,630

9 Creditors: amounts falling due within one year

	2013 £	2012 £
Accruals	6,095	6,196
Amount due to related party (note 12)	2,412	547
	8,507	6,743

Notes to the financial statements 31 March 2013

10 Restricted funds

The income funds of the charity include the following restricted funds

	At 1 April 2012 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2013 £
Family Space Project	—	111,065	(121,696)	10,631	—
Art and Drama Space Project	5,440	5,000	(48,062)	41,412	3,790
Safe Space Project	—	43,500	(61,405)	17,905	—
	5,440	159,565	(231,163)	69,948	3,790

Restricted projects which have a funding deficit are supported by a transfer from unrestricted funds

The specific purposes for which the funds are to be applied are as follows

Family Space Project

Funds provided to assist with the Family Space Project

Art and Drama Space Project

Funds that have been provided specifically as a contribution to costs associated with the Art and Drama Space Project

Safe Space Project

Funds that have been provided specifically to assist with the Safe Space Project

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2013 Total funds £
Fund balances at 31 March 2013 are represented by.			
Tangible fixed assets	3,877	—	3,877
Current assets	61,873	3,790	65,663
Creditors amounts falling due within one year	(8,507)	—	(8,507)
Total net assets	57,243	3,790	61,033

Notes to the financial statements 31 March 2013

12 Connected organisations

St Vincent's Family Project is related to the Daughters of Charity of St Vincent de Paul Charitable Trust (the Charitable Trust) (Charity Registration No 236803) by virtue of the fact that two of the trustees of the Project are also trustees of the Charitable Trust

Transactions between the two charities during the period were as follows

- ♦ Donations of £550 (2012 - £560) were received from various foundations of the Charitable Trust which were all unrestricted

St Vincent's Family Project is related to the Methodist Central Hall by virtue of the fact that one of its trustees is a trustee of Methodist Central Hall also, one trustee is a trustee and senior employee of the Methodist Central Hall and a third trustee is a member of the Methodist Central Hall

- ♦ During the year the Project contributed service charges to the Methodist Central Hall of £6,496 (2012 - £4,990), £512 (2012 - £547) of which was accrued at the period end
- ♦ During the year the Methodist Central Hall gave a donation of £16,000 (2012 - £16,200) to the Project for use in meeting core costs
- ♦ From 1 April 2012 to 31 August 2012, the Project occupied free of charge premises owned by the Methodist Central Hall. The value of these premises to the charity was £9,500 (2012 - £14,250), which is included in the accounts as a gift in kind. From 1 September 2012, the Project paid rent to the Methodist Central Hall of £13,300 (2012 - £nil), £1,900 (2012 - £nil) of which was accrued at the period end. This was funded by an additional grant from Methodist Central Hall of £13,300

13 Transfer of undertakings

With effect from midnight on 30 June 2011, the activities, assets and liabilities of a charitable trust (St Vincent's Family Project (Charity Registration No 1053554)) were transferred to the new charitable company

The net assets transferred as at midnight on 30 June 2011 were

	£
Tangible fixed assets	7,316
Debtors	5,000
Cash at bank	73,937
Creditors amounts falling due within one year	(42,691)
	<u>43,562</u>

Notes to the financial statements 31 March 2013

14 Lease obligations

At 31 March 2013 the charity had annual commitments under non-cancellable operating leases for property as follows

	2013 £	2012 £
Between 2 and 5 years	22,800	—

15 Liability of member

The charity is constituted as a company limited by guarantee. In the event of the charity being wound up its member is required to contribute an amount not exceeding £1.

16 Control

Control of the charitable company lies with its member and parent entity, DCSVP Services, a company limited by guarantee (Company Registration Number 07638065 (England and Wales)). The registered office of DCSVP Services is Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE.