

REGISTRAR OF COMPANIES

St Vincent's Family Project

Annual Report and Financial Statements

31 March 2016

Charity Registration Number
1142095

Company Registration Number
07638620 (England and Wales)



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Reference and administration details 31 March 2016

Patron	Reverend Kathleen Richardson, Baroness Richardson of Calow
Trustees	Sister Margaret Barrett DC Mr Anthony Aldridge Ms Christina Asare-Owusu Leezah Hertzmann (appointed March 2016) Dr Rosemary Keenan Sister Esther McDermott Mrs Judith Mitchell Sister Theresa Tighe Reverend Martin Turner (resigned 1 July 2015) Deacon Kina Saunders
Principal office	The Methodist Central Hall Storey's Gate Westminster London SW1H 9NH
Telephone:	020 7654 5351
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Company registration number	07638620 (England and Wales)
Charity registration number	1142095
Director	Albie Stadtmiller
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 2016

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 2016.

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 25 to 28 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

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 reflect fully 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.

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

Activities, specific objectives and relevant policies (continued)

Activities (continued)

- ◊ 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
- ◊ Dance and Movement therapy
- ◆ AnD Space – offering creative arts therapeutic help for school children aged 4 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 – providing a range of interventions enabling children separated from one or both 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 apply equal opportunities for both paid staff and volunteers.

Activities, specific objectives and relevant policies (continued)

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 (DBS) and receive training in child and adult protection and safeguarding issues.

Achievements and performance

Review of activities

St Vincent's Family Project (SVFP) is a Christian Vincentian charity supporting 200 vulnerable families, addressing parenting, child welfare and social exclusion in Westminster. SVFP works mainly (85% of our users) with Westminster families. Our client families often experience deprivation and poverty's wider effects. We offer a community which inspires, supports, and builds resilient families. We have six Vincentian values that underpin our work: respect, inspiration, travelling with those whom we serve, professionalism, a holistic approach and compassion. SVFP is unique in that it works with whoever is in need, regardless of their socio-economic level. We provide an open service that focuses on specific targeted outcomes, that of strengthening families to grow together and live healthier and fulfilling lives.

St Vincent's Family Project has its origins with the Spanish government setting up a neighbourhood programme forty years ago staffed by Spanish Sisters to work with families from Spain who were living in London, providing them with support and a community to help these young families

Achievements and performance (continued)

Review of activities (continued)

Family Space

Our namesake programme Family Space offers a varied programme of activities to support pre-school families and lay strong foundations for parenting and family life. Family Space offers a variety of accredited parenting programmes, support groups, healthy living courses, drop-in sessions, voluntary-led sessions of alternative therapy and yoga, Dance Movement Therapy (1-to-1 and groups sessions), arts & crafts, baby massage, inclusion programmes of events and outings and outreach within the community and at Children's Centres to those that are hard to reach and engage. Last year 125 families from over 42 ethnic backgrounds (147 parents and 199 children) accessed Family Space. We have on record 228 families who have been part of our family community within the last few years. The majority of our client families come from the deprived parts of South Westminster. In Churchill Ward, 43% of children were living in income-deprived households in 2010. This is the fourth highest ward level in Westminster. Overall, 35% of Westminster children live in poverty. 96% of our participants say they came to us because they were isolated and needed to connect with other families and to access much needed support. This isolation is a result of a number of factors. For example, 77% of the parents say English is their second language and others have no immediate family living nearby and are without support networks. 27% were single parent families and 88% live in social housing. Other compounding issues include those who have experienced domestic violence or abuse, mental health issues and relationship breakdown. The majority of our vulnerable families are in receipt of benefits. All of this is set within a context of being in the historical centre of the city, a concentration of wealth and political power, and which has the highest per capita discretionary income within the country. Within this backdrop, some of our families are unable to buy toys or toothpaste for their children.

Parents who attend our programmes experience positive outcomes within their lives. This includes: isolated parents discover a supportive network and make new friends; parents learn new skills and enjoy greater confidence because of our training courses; families learn to play and learn together and relationships are strengthened; poorer families can go on trips/visits and enjoy quality time together and experience relationship building; parents in particular difficulty receive advice or are put in touch with appropriate professionals; children experiencing developmental problems are helped by interaction with other children and are monitored and offered early interventions; children are readied for school and families are signposted to other organisations for help.

Family Space partners with the local Children's Centre delivery group and works closely with other area charities, e.g. All Families Matter (AFM) consortium, Cardinal Hume Centre, The Westminster Society, The Abbey Centre, Befriend a Family, Pimlico Toy Library, Home Start and others. It takes referrals from the Health Visiting Team, Social Workers, the local Children's Centre, other charitable partners as well as self-referrals. Visiting professionals, e.g. Speech & Language team, Parenting Coordinator, Specialist Advice Workers and Social Workers are available for parents to consult.

Achievements and performance (continued)

Review of activities (continued)

Family Space (continued)

Our popular parenting training courses have a 94% retention rate. These include the Positive Parenting Programme (PPP) and the Mellow Parenting (MP) Programmes and includes our outreach to particularly hard-to-reach vulnerable families. These evidence-based programmes form the backbone of our Family Space project, enabling us to be part of a community of services that supports families to build resilience and improve lives within Westminster. Last year we had 26 parents attend PPP, 10 parents come to MP and we engaged 13 hard-to-reach families with our outreach.

Art and Drama Space (AnD Space)

St Vincent's Family Project has provided Art and Drama therapy for vulnerable children across Westminster aged 4 – 13 for a decade. The programme employs licensed Creative Arts Therapists to work with children in the process of being adopted, in foster care, or who are experiencing emotional distress through hardship and are at risk of underachieving. The programme, called Arts and Drama Space (AnD Space) offers qualified Art and Drama Therapists during school term time. The therapeutic sessions are arranged in co-operation with other professionals and with the agreement of parents. The AnD Space children are referred through Westminster primary schools, Children's Centres and Social Services. The project also works with local universities to support their students who are pursuing roles in psychology to do their supervised placements and work with the children that AnD Space sees. Last year AnD Space offered Art and Drama therapy to 21 children from the Westminster area and local schools. A total of 350 sessions (1-to-1 and groups) helped children face their troubling emotions and as a result most were better able to focus on their school work and create and sustain meaningful relationships with their peers and elders.

The AnD Space project works with children who have witnessed domestic violence, live in chaotic home environments and are living in refuges. The client group that SVFP works with is hyper-diverse with a large proportion coming from Africa, Eastern Europe and the Middle East. Many of these Westminster children come from families in crisis, due to parental issues around drugs, alcohol and mental illness. A programme of regular therapeutic interventions enables the children to cope with and begin to recover from the impact of traumatised lives. Creative Arts therapy is able to provide the following benefits: improved mental health for children, children will understand their emotions better and are more able to express them appropriately, young ones will grow in confidence and self-esteem, children will have improved behaviour patterns, children are more able to cope with the pressures of daily life, a greater ability to relate effectively within the family and with their peers, a greater integration into their social groups and greater resources to achieve to the best of their ability.

Achievements and performance (continued)

Review of activities (continued)

Art and Drama Space (AnD Space) (continued)

We're finding many children who have very long waiting periods to access the Child and Adolescent Mental Health Service (CAMHS). Parents find this service difficult to access due to long waiting times, as the service is underfunded and overstretched. Our over-subscribed programme is constantly asked to take on new referrals. We are responding to this need by working with children with a migration history who come from the unique scenario of having fled conflict zones and suffering the consequences of this trauma. We have also sought to find new schools that we can partner with in the area, providing some short-term pro bono sessions in order to establish a relationship with the school in the hope that they will want to buy in more of these creative arts therapeutic interventions.

Safe Space

Safe Space is a child contact service to enable children whose parents have separated to maintain meaningful contact with their non-resident parent. Often there is a history of abuse, substance misuse, violence or inadequate parenting which make informal arrangements unsafe. The centre provides a safe and supervised environment with toys and equipment where a child can meet their non-resident parent in order to maintain a relationship with them.

Families, who have experienced relationship breakdown, are referred to Safe Space because the non-resident parent (usually the father) has applied to the courts for contact and been granted an order to that effect. The court process is invoked when parents cannot agree on contact arrangements. They are typically in conflict. There may be a history of domestic violence, abuse, substance misuse, or other risks, such as inadequacy in parenting. These factors make it unsafe to let children spend time with parents unsupervised.

It is now generally recognised that children thrive best when they have meaningful contact with both parents. Safe Space arranges contact sessions that are usually two hours in length although they can be shorter dependent upon the age of the children and the circumstances. Frequency varies but alternate Saturdays is typical. Preparatory sessions are also arranged to help parents separately prepare to work in cooperation to attend the contact sessions. Similar sessions are also arranged with the children where possible in order to listen to any fears and concerns they may have and reassure them their views have been listened to.

Achievements and performance (continued)

Review of activities (continued)

Safe Space (continued)

Different levels of contact can be organised according to risks involved. Supervised Contact is arranged when it is felt there may be a risk to the children spending time alone with the non-resident parent; either because of what may be said or done or because parenting skills may be lacking and inadequate. The presence of a Supervisor to listen to everything that is said and observe everything ensures a safe environment. After the session the Supervisor will write a report which is sent to the referrer and this may be used in court as evidence in deciding what is appropriate for future arrangements. Supported Contact, in contrast, provides a safe place equipped with toys and equipment. Because there is no risk to the children there is no need for the presence of a session supervisor; just support with staff around or volunteers. Sometimes parents don't want to meet each other and staff help with the transfer of children to the non-resident parent. Another level is contact in the community in which the centre simply acts as a handover and the family will go out and spend a couple of hours or a whole day together. The aim is always to progress the arrangements so that if possible families can move from a high degree of oversight to becoming independent.

Due to capacity restrictions with resource and staff, we only took referrals from CAFCASS (Children And Family Court Advisory and Support Service; managed by the Ministry of Justice) for supervised cases and handovers during this past year. We signed a new contract with CAFCASS in March 2015, but were unable to attract the needed amount of additional donors to keep the programme viable. We were contracted to work with 30 families as part of our CAFCASS contract, and we had another seven families that were long-term handovers or historical cases via Social Services or private referrals. Thus, our total number worked with over the past year was 37 families.

In April 2016, due to the lack of funding for the entire programme we shut the Contact Centre and made the seven Safe Space staff redundant. This was very unfortunate, as this much-needed service had been in operation for nine years, was unique to central London, and was providing a very meaningful and needed support and guidance system for parents to find ways to co-parent despite the entire family no longer living together. At times parents were able to put in place systems that allowed the children to engage in a meaningful relationship with both parents. At other times, this was not successful. Either way, the staff embodied the Vincentian values and responded professionally and sought to support the best outcome for the children and their families.

Fundraising

Fundraising and greater exposure continues to be a priority for the charity as it navigates the current context of decreased government support for health and social care work by charities, the spotlight put upon the Community and Voluntary Sector by the recent high-profile dissolution of large charities and the (relatively) sluggish economy. Despite this, St Vincent's Family Project has been very blessed this year to have continued its programmes and significantly increased its income. Many of our long-term supporters maintained, and in many cases increased, the amount of support they gave to our valuable work to the vulnerable within Westminster.

Achievements and performance *(continued)*

Review of activities *(continued)*

Fundraising *(continued)*

We have continued to try and diversify our income streams in order to be able to maintain our viability and increase the scope of our programmes. We are part of several groupings of charities who are pooling their resource and talent in order to make joint funding bids. Our link with the All Families Matters Consortium (AFM) is part of these efforts and at the moment constitutes the last remaining portion of Council funding that we receive. By 1 October 2016, when our contract with Westminster Council for parenting and outreach programmes comes to an end, we will be devoid of any local government funding. We are open to working in partnership with the Council, but we are not counting on any funding from this possible income stream. This provides us with an opportunity to seek new types of resource.

We will continue to increase our marketing efforts via social media, our refreshed website and reaching out to our corporate and small business neighbours within Westminster. We raised money last year supporting two local concerts (Brandenburg Choral Festival) and one running event (Royal Parks Half-Marathon). The aspiration going forward is to host a business-linked event in the coming year in order to increase our local profile and send out an introduction video to businesses within the SW1 post code. We have applied for a European Union bid with a known consortia partner and are seeking other Board Members, Trustees and Ambassadors who can support us with their skills, expertise and contacts.

One of the keys to fundraising last year was to, whenever possible, ask for that little bit more of possible revenue. In most cases, we had a favourable response. Going forward we need to increase the number of staff and long-term volunteers who can support the Director's fundraising efforts, inform the community of the positive impact that we are making within the community and provide the administrative support to hold events and seek multi-strand income streams.

Volunteering or Volunteer Space

St Vincent's Family Project continues to be a place where we welcome volunteers of all types. This includes local, corporate, and international student volunteers, including providing placements for trainee Creative Arts Therapists from universities within London. We have named our intention to develop volunteers as Volunteer Space. This means that we offer our valued volunteers an induction, training opportunities when appropriate, regular supervisions, and consider them as part of the service delivery team. We offer them opportunities to do face-to-face work with our client families and to support our back office operations, including fundraising and marketing, data base work, and help with events.

Achievements and performance (continued)

Review of activities (continued)

Volunteering or Volunteer Space (continued)

Last year we had many volunteers who gave significant amounts of time over many months, including those who were with us every day for between three to five months. These included two Erasmus students from Umea University, Sweden, a John Lewis Golden Jubilee Corporate secondment, a locally based volunteer who wanted work experience with children and families and university students who were off for the summer period or needed clinical experience. We had 18 volunteers in all, including a further dozen corporate volunteers through the linking agency Benefacto and our eight trustees who gave extra time outside of the scheduled Board Meetings and Planning Days. The 18 volunteers gave 3,275 hours of their time to the charity. If this were monetised at the voluntary London Living Wage of £9.40 per hour (SVFP is part of this initiative) then the value would be equivalent to approximately £30,000.

Our volunteers are reimbursed for their expenses on behalf of the charity, and our Erasmus students and our summer student interns are reimbursed for their travel expenses.

We created several videos last year, which we put on our website, which gave personal testimonies from our volunteers about the benefits that they had experienced in giving their time to St Vincent's Family Project. We even have a video clip from one of our Swedish students speaking in her native language in order to encourage more Swedish people to come and volunteer with us.

Quality Assurance

St Vincent's Family Project broadly follows the PQASSO (Practical Quality Assurance System for Small Organisations) framework for quality assurance and, in addition, seeks to be responsive to the needs of the families that it serves and to be reflective practitioners, constantly improving our service and taking on feedback and suggestions in order to improve. We solicit feedback from those who use our programmes in a variety of ways, including using surveys, suggestion forms, informal conversations and managing complaints. We take all feedback seriously and seek to listen to our clients and improve how we deliver our services. We had one formal complaint last year which we addressed with the client user, which allowed us to hear about the issue and to respond professionally, addressing their concerns.

The Family Space parenting programmes use a variety of monitoring tools to assess their effectiveness. These are included with attendance records, course retention rates and feedback questionnaires. The Triple PPP templates used are: DASS scale (Depression and Anxiety scale), demonstrating parental levels of depression, anxiety and stress; Being a Parent Scale, demonstrating results in three categories: Laxness; Over-reactivity and Verbosity; Relationship Quality Index, showing qualitative relationship improvement (or not); Strengths and Difficulties Questionnaire, demonstrating improvement in child's behaviour on Emotional scale, Conduct Problem scale, Hyper-activity scale, Peer problem scale and Prosocial scale.

Achievements and performance (continued)

Review of activities (continued)

Quality Assurance (continued)

Other monitoring tools include the Family Space Questionnaire that will be administered with paper copies, via Social Media, face-to-face verbally and in group sessions. Reports are also submitted to the SVFP Board on a quarterly basis.

Each programme also has its own outcome indicators, reports and feedback form attached to it. SVFP has a comprehensive monitoring and assessment system to ensure it achieves all its planned outcomes and impacts. We received training in the 'Make it Count' programme delivered by VAW and we have created Aims and Objectives triangles with outputs and outcomes for each service and activity. There are also staff evaluations about each project, concerning how the processes and referrals worked, things to be improved, children and family satisfaction, staff feedback concerning how the sessions worked, number of referrals received and any other stakeholder or partner agency feedback. Finally, the Key Performance Indicators (KPIs) will be reviewed for each project to see if the targets were met and/or need to be revised.

Financial review

Results for the period

A summary of the results for the year to 31 March 2016 is given on page 22 of this annual report and financial statements.

During the year, income totalled £312,154 (2015 - £239,401) of which £191,704 (2015 - £97,634) was restricted. Donations income amounted to £293,683 (2015 - £220,975).

Expenditure totalled £280,903 (2015 - £261,144) and included staff costs of £210,102 (2015 - £191,724), premises costs of £33,862 (2015 - £32,991), furniture and equipment costs of £6,540 (2015 - £5,908) and recruitment and training costs of £2,155 (2015 - £7,848).

Reserves policy

The charity is highly committed to ensuring a continuing service to the children and families reliant on its services. In order to provide sufficient flexibility to cover temporary shortfalls in income due to timing differences in cash flows and to respond to unforeseen events, the trustees aim to maintain general reserves equal to approximately three months' expenditure.

The budgeted expenditure for the coming year is £220,500. This reflects a reduced expenditure due to the closure of the Safe Space Contact Centre. This reduced budget then facilitates us meeting our general free reserves policy of approximately three months' expenditure. This level of free reserves will be set aside in line with our Reserves Policy above.

Financial review (continued)

Financial position

At 31 March 2016, the charity had total funds of £68,915 (2015 - £37,664). Of this total, £2,850 (2015 - £nil) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds of £66,065 (2015 - £37,664) represented tangible fixed assets of £2,073 (2015 - £2,360) and free reserves of £63,992 (2015 - £35,304).

It has been a very challenging year to generate resources for the charity, including the renegotiating of contracts (for our Parenting Programmes), completing contracts (for our Contact Centre work with CAFCASS), increased competition for grant funding from trusts, and beginning to diversify the charity's income streams. It is the intention of the trustees to increase the reserves to an aspirational level of six months' expenditure.

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 2016 - 2017 St Vincent's Family Project will aim to achieve the following objectives:

- ◆ Demonstrate and instil our Christian Vincentian values throughout all of our work and with those whom we serve and partner with.
- ◆ Develop the three services of Family Space programmes, Creative Arts Therapy and Volunteer Space whilst determining and responding to the needs of our client children and families.
- ◆ Develop and build staff, volunteers and student interns, investing in their good practice and providing ways of skill enhancement and growth.
- ◆ Recognise our donors and supporters and determine how best to engage with them, communicate the difference that their involvement makes, and show appropriate and bespoke gratitude for their investment in meeting the needs of vulnerable children and families.
- ◆ Continue to add to our Board of Trustees individuals who are supportive of our mission and can bring skill sets and targeted knowledge to the work at hand. Also to seek out Ambassadors or Patrons who can help increase the charity's profile and assist with marketing and fundraising efforts.
- ◆ Maintain stable funding and adequate free reserves of three to six months.
- ◆ Increased marketing of the charity and sharing the impact that we are making within the community through our website, social media, events, corporate outreach and other creative and innovative ways.

Future plans (continued)

- ◆ Continue to expand our vibrant Creative Arts Therapy programmes, charging realistic fees for our services without compromising our policy of making services available to everyone regardless of their ability to pay.
- ◆ Through continued partnership working extend our influence and collaboration with others to secure contracted work.
- ◆ Maintain our current premises and good relationship with Methodist Central Hall, but have a back-up option in case of redevelopment of the Palace of Westminster, and the possibility of the government needing to relocate to Methodist Central Hall and/or other large premises.

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, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), 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:

Sister Margaret Barrett (chair from June 2013)

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 of St Vincent de Paul. She was then appointed Provincial Leader of the Daughters of Charity of St Vincent de Paul 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.

Governance, structure and management (continued)

Governance (continued)

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 Vice Chair of St Dominic's Sixth Form College in Harrow and a Director of Terra Nova Pension Trustee Limited.

Ms Christina Asare-Owusu

Christina Asare-Owusu has been a member of the congregation at the Methodist Central Hall for over 20 years, teaching in the Junior Church (J C Live!) for over 15 years. She is a member of the Church Council, the Events Committee, a Pastoral Leader, and the Secretary of the Friends of Westminster. She is also a School Governor and serves on the Independent Education Appeals Panel for Wandsworth Council. She works on the News Team at the Mail on Sunday.

Leezah Hertzmann (appointed March 2016)

Leezah Hertzmann is a senior individual and couple psychoanalytic psychotherapist. She is also an experienced manager, researcher and trainer having worked in both the voluntary and statutory sectors. Leezah worked as a policy adviser to central government at a formative time for Family and Children's Mental Health Services. Her work ethic is underpinned by a commitment to finding better ways of helping families, particularly those populations who are hard to engage in services. With a proven track record of influencing and shaping practice, keeping people on board and bringing about change without alienating staff, she brings to this a depth and breadth of experience working with challenging populations. Most recently, at the Tavistock Centre for Couple Relationships, she developed a number of interventions and services for parents in entrenched conflict, including domestic violence, whose disputes are harmful for children, one of which was awarded the Innovative Excellence Award 2015 by the British Psychoanalytic Council. She has published widely on a range of subjects and regularly lectures widely in the UK and abroad.

Governance, structure and management (continued)

Governance (continued)

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 and therapy. 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 Network. Rosemary is currently a member of the Marriage and Family Life Committee of the Bishops' Conference. She is on the Royal Borough of Kensington and Chelsea 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.

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 congregation at the Methodist Central Hall where she is also a trustee.

Sister Theresa Tighe

Sister Theresa has been a member of the Daughters of Charity of St Vincent de Paul and their community for many years. Her training is in youth and community work and in pursuing that she provides a short counselling course as a way of supporting young people. Most of her experience has involved working with young people with disabilities and their families. She has also engaged with children and families through parish ministry. She regards each child as a unique gift from God and feels it is a wonderful privilege to be able to share and celebrate in the lives of those who use St Vincent's Family Project. Sister Theresa currently serves as a Provincial Councillor on the leadership team of the British Province of the Daughters of Charity of St Vincent de Paul, and serves as a trustee of the Daughters of Charity of St Vincent de Paul Charitable Trust.

Governance, structure and management (continued)

Governance (continued)

Reverend Martin Turner

Reverend Martin Turner was the Superintendent Minister of the Methodist Central Hall, Westminster, where St Vincent's Family Project is based. In the past he 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.

Deacon Kina Saunders

Deacon of the Methodist Church at the Methodist Central Hall, Westminster, Deacon Kina Saunders is originally from the outskirts of Birmingham. She worked as a Civil Servant in the Jobcentre for 24 years before becoming a Methodist Minister in 2009. She worked in Gateshead until 2014 before moving to London. She enjoys walking, films, theatre and music.

Management

Albie Stadtmiller has been the Director of St Vincent's Family Project since April 2015. He has an MBA from Henley Business School, University of Reading. Albie spent many years working within local government, the faith-based sector and supporting voluntary and community groups. Please see his LinkedIn profile for more details.

The managerial team consists of an Assistant Director, a Family Space Manager, a Volunteer and Finance Manager and a Manager for the Creative Arts Therapy.

Statement of trustees' responsibilities

The trustees (who are directors of St Vincent's Family Project for the purposes of company law) are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. 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 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

- ◆ 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.

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.

Key Management

The trustees consider that they together with the managerial team comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. The managerial team consists of the Director, Assistant Director, Family Space Manager, Volunteer and Finance Manager and Manager for Creative Arts Therapy.

The pay of the managerial team is reviewed annually by the trustees.

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

The trustees have identified five main areas where risks may occur: governance and management; operational; financial; reputational; and regulatory.

Governance and management looks at the risk of the charity, suffering from a lack of direction, at the skills and training of its members and staff, and the good use of its resources.

Operational looks at the risks inherent in the charity's activities including shortcomings in the services provided, difficulties with staff, poor health and safety, lack of a disaster recovery plan, etc.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, poor accounting, etc.

Reputational looks at possible damage to the charity's reputation.

Regulatory looks at the effects of government policies, the consequences of non-compliance with laws and regulations and poor risk assessment.

Having assessed the major risks to which the charity is exposed, 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.

However, they acknowledge also that the charity's activities expose it to a variety of financial risks. The charity has in place a risk management programme that seeks to mitigate the effects of the risk on its finances. The principal financial risk remains the impact of the general economic conditions and continued austerity cuts on the charity's funders. Whilst the current level of funding for 2016/17 coupled with the closure of Safe Space suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

Risk management (continued)

The other key risk for the charity, as identified by the trustees, arises because operationally the charity works with children and vulnerable adults. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that all those who work or volunteer for the charity and work with children or vulnerable adults must obtain clearance from the Disclosure and Barring Service (DBS).

Approved by the trustees and signed on their behalf by:



Trustee

(MARGARET BARRETT DC)

Approved by the trustees on: 20.06.2016

Independent auditor's report Year to 31 March 2016

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

We have audited the financial statements of St Vincent's Family Project for the year ended 31 March 2016, which comprise the statement of financial activities, the balance sheet, the statement of cash flows, 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), including FRS 102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland.

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

As explained more fully in the Statement of Trustees' Responsibilities set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 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 trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Independent auditor's report Year to 31 March 2016

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 as at 31 March 2016 and of 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit, the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements and the trustees' report has been prepared in accordance with applicable legal requirements. Also, in our opinion, in light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have identified no material misstatements in the trustees' report.

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; or
- ◆ the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report.

Buzzacott LLP

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

26 July 2016

Statement of financial activities (including income and expenditure account) Year to 31 March 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
Income:					
Donations	1	101,979	191,704	293,683	220,975
Bank interest		276	—	276	290
Crèche and Contact Centre fees		14,691	—	14,691	16,981
Other trading activities		635	—	635	—
Other		2,869	—	2,869	1,155
Total income		120,450	191,704	312,154	239,401
Expenditure:					
Charitable activities					
Provision of services to vulnerable families and children	2	6,180	274,723	280,903	261,144
Total expenditure		6,180	274,723	280,903	261,144
Net income (expenditure) before transfers		114,270	(83,019)	31,251	(21,743)
Transfers between funds	10	(85,869)	85,869	—	—
Net income (expenditure) and net movement in funds for the year	4	28,401	2,850	31,251	(21,743)
Reconciliation of funds:					
Balance brought forward at 1 April 2015		37,664	—	37,664	59,407
Balance carried forward at 31 March 2016		66,065	2,850	68,915	37,664

All recognised gains and losses are included in the above statement of financial activities.

Discontinued operations

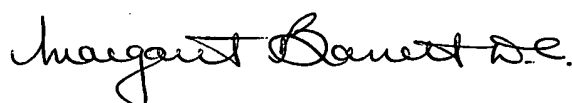
In April 2016 the Safe Space contact centre was closed and so constitutes a discontinued activity as shown below:

	2016			2015		
	Continuing £	Discontinued £	Total £	Continuing £	Discontinued £	Total £
Income	245,921	66,233	312,154	199,799	39,602	239,401
Expenditure	210,830	70,073	280,903	188,740	72,404	261,144
Net income (expenditure) and net movement in funds for the year	35,091	(3,840)	31,251	11,059	(32,802)	(21,743)

Balance sheet 31 March 2016

	Notes	2016 £	2016 £	2015 £	2015 £
Fixed assets:					
Tangible assets	7		2,073		2,360
Current assets:					
Debtors	8	6,910		10,641	
Cash at bank and in hand		100,370		57,245	
Total current assets		107,280		67,886	
Liabilities:					
Creditors: amounts falling due within one year	9	(40,438)		(32,582)	
Net current assets			66,842		35,304
Total net assets			68,915		37,664
Represented by:					
The funds of the charity					
Restricted funds	10		2,850		—
Unrestricted funds					
General fund			66,065		37,664
Total charity funds			68,915		37,664

Approved by the trustees
and signed on their behalf by:



Trustee

(MARGARET BARRETT DC)

Approved by the trustees on: 20-06-2016

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

Statement of cash flows Year to 31 March 2016

	Notes	2016 £	2015 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	44,451	(4,210)
Cash flows from investing activities:			
Purchase of tangible fixed assets		(1,326)	—
Net cash used in investing activities		(1,326)	—
Change in cash and cash equivalents in the year		43,125	(4,210)
Cash and cash equivalents at 1 April 2015	B	57,245	61,455
Cash and cash equivalents at 31 March 2016	B	100,370	57,245

Notes to the statement of cash flows for the year to 31 March 2016.

A Reconciliation of net movement in funds to net cash flow from operating activities

	2016 £	2015 £
Net movement in funds (as per the statement of financial activities)	31,251	(21,743)
Adjustments for:		
Depreciation charge	1,613	1,185
Decrease (increase) in debtors	3,731	(7,979)
Increase in creditors	7,856	24,327
Net cash provided by (used in) operating activities	44,451	(4,210)

B Analysis of cash and cash equivalents

	2016 £	2015 £
Total cash and cash equivalents: Cash at bank and in hand	100,370	57,245

Principal accounting policies 31 March 2016

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2016.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The financial statements have been prepared in accordance with the principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest pound.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the financial statements, the trustees and management have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

Critical accounting estimates and areas of judgement

Preparation of the financial statements requires the trustees and management to make significant judgements and estimates.

The main judgements and estimates that have been made in these financial statements relate to the useful economic life of tangible fixed assets.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

Assessment of going concern (continued)

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. As noted in the trustees' report, the principal financial risk remains the impact of the general economic conditions and continued austerity cuts on the charity's funders. Whilst the current level of funding for 2016/17 coupled with the closure of Safe Space suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

Income recognition

Income is recognised in the period in which the charitable company is entitled to receipt, the amount can be measured with reasonable certainty and it is probable that the income will be received.

Income comprises donations, investment income, crèche and contact centre fees and other income.

Donations, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Donated goods are recognised at fair value unless it is impractical to measure this reliably in which case a derived value, being the cost of the item to the donor, is used. An equivalent amount is included as expenditure except where the donated good is a fixed asset in which case the corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the charity's accounting policies.

Creche and contact centre are recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable, excluding any discounts and value added tax.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

The charity has adopted a policy whereby it is not acceptable for any single donor to contribute more than 50% of annual income.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities comprises expenditure on the provision of a safe and stimulating environment where parents and children can take part in activities together and as individuals.

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.

All expenditure is stated inclusive of irrecoverable VAT.

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

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

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's charitable objects.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the term of the lease.

1 Donations

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<i>Government grants</i>				
City of Westminster	—	—	—	12,588
<i>Other grants</i>				
Sir Harold Hood's Charitable Trust	—	—	—	1,000
The Westminster Foundation	15,000	—	15,000	15,000
St Giles & William Shelton Education Charity	—	10,000	10,000	5,000
Ironmongers Foundation	—	15,000	15,000	15,000
CAFCASS	—	39,440	39,440	27,390
John Lyon's Charity	—	30,000	30,000	—
Westminster Amalgamated Charity	—	—	—	6,000
The Garfield Weston Foundation	—	20,000	20,000	—
Porticus	—	24,993	24,993	19,993
The Maurice & Hilda Laing Charitable Trust	—	—	—	5,000
Strand Parishes	5,000	5,000	10,000	5,000
Mrs LD Rope Third Charitable Settlement	12,000	—	12,000	7,000
The Hyde Park Estate Charity	—	—	—	5,000
Edward Harvist Trust	—	—	—	1,705
French Huguenot	—	5,000	5,000	—
London Communities	—	—	—	5,000
All Churches Trust Limited	—	500	500	—
Bircham Dyson Bell	750	—	750	—
Swire Charitable Trust	—	2,500	2,500	2,500
Goldsmiths Company	—	—	—	3,000
Westminster Society for Children with Learning Disabilities	—	30,670	30,670	11,256
Zurich Community Trust	—	—	—	5,000
St James' Place Foundation	—	—	—	10,000
Rothschild Group	—	250	250	—
Zacchaeus 2000	—	2,475	2,475	—
Westminster Experimenting and Research	—	1,000	1,000	—
Marsh Christian Trust	300	—	300	—
	33,050	186,828	219,878	162,432
<i>Donations</i>				
Methodist Central Hall	40,666	—	40,666	49,750
Daughters of Charity of St Vincent de Paul Charitable Trust	25,000	—	25,000	—
Other donations	3,263	4,876	8,139	8,793
	68,929	4,876	73,805	58,543
2016 Total funds	101,979	191,704	293,683	220,975
2015 Total funds	123,341	97,634	220,975	

2 Charitable activities

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
Provision of services to vulnerable families and children				
Staff costs	—	210,402	210,402	191,724
Premises	—	33,862	33,862	32,991
Provisions	—	2,971	2,971	3,342
Furniture and equipment	—	6,540	6,540	5,908
Postage, telephone and stationery	—	5,645	5,645	4,812
Recruitment and training	—	2,155	2,155	7,848
Travel and subsistence	—	2,905	2,905	3,775
Professional fees	—	4,510	4,510	2,045
Subscriptions	—	1,975	1,975	1,566
Governance costs (note 3)	6,180	—	6,180	5,167
Miscellaneous	—	3,758	3,758	1,966
2016 Total funds	6,180	274,723	280,903	261,144
2015 Total funds	5,167	255,977	261,144	

3 Governance costs

	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
Audit services	5,280	—	5,280	5,167
Other professional fees	900	—	900	—
	6,180	—	6,180	5,167

4 Net income (expenditure) and net movement in funds for the year

This is stated after charging:

	2016 £	2015 £
Staff costs (note 5)	210,402	191,724
Auditor's remuneration (including VAT)		
Current year statutory audit services	5,280	5,167
Depreciation	1,613	1,185

5 Staff costs and remuneration of key management personnel

	2016 £	2015 £
Staff costs during the year were as follows:		
Wages and salaries	171,261	159,625
Pension costs	—	1,904
Social security costs	10,869	7,637
	<u>182,130</u>	<u>169,166</u>
Contract staff	21,643	22,558
Redundancy payments	6,629	—
	<u>210,402</u>	<u>191,724</u>
Staff costs per function were as follows:		
Provision of services to vulnerable families and children	210,402	191,724

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2015 – none).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees and the managerial team. The managerial team consists of the Director, Assistant Director, Family Space Manager, Volunteer and Finance Manager and Manager for Creative Arts Therapy. The total remuneration (including taxable benefits but excluding employer's pension contributions) of the key management personnel for the year was £114,110 (2015 - £109,177).

The average number of employees, analysed by function, was:

	2016	2015
Provision of services to vulnerable families and children	15	17

The average number of full time equivalent employees in 2016 was 5 (2015 – 6).

None of the trustees received any remuneration in respect of their services during either year. 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.

7 Tangible fixed assets

	Furniture and equipment £
Cost	
At 1 April 2015	15,121
Additions	1,326
Disposals	(9,688)
At 31 March 2016	<u>6,759</u>
Depreciation	
At 1 April 2015	12,761
Charge for year	1,613
Disposals	(9,688)
At 31 March 2016	<u>4,686</u>
Net book values	
At 31 March 2016	<u>2,073</u>
At 31 March 2015	<u>2,360</u>

8 Debtors

	2016 £	2015 £
Prepayments	1,840	3,323
Accrued income	1,740	5,628
Other debtors	3,330	1,690
	<u>6,910</u>	<u>10,641</u>

9 Creditors: amounts falling due within one year

	2016 £	2015 £
Accruals	18,026	5,170
Amount due to Methodist Central Hall (note 12)	2,412	2,412
Loan from the Daughters of Charity of St Vincent de Paul Charitable Trust (see below)	—	25,000
Deferred income	20,000	—
	<u>40,438</u>	<u>32,582</u>

During 2015, St Vincent's Family Project received a loan of £25,000 from the Daughters of Charity of St Vincent de Paul Charitable Trust to cover short term cash flow requirements. Interest was not payable on the loan and the loan was not subject to specific repayment terms. The loan was repaid in full in June 2015.

The Daughters of Charity of St Vincent de Paul Charitable Trust is a connected organisation of St Vincent's Family Project, by virtue of the fact that certain of its trustees are also trustees of DCSVP Services, the parent organisation of St Vincent's Family Project.

9 Creditors: amounts falling due within one year (continued)

Income of £20,000 has been deferred during the year because the charity has not yet met the conditions for recognising the income.

10 Restricted funds

The income funds of the charity include the following restricted funds:

	At 1 April 2015 £	Income £	Expenditure £	Transfers £	At 31 March 2016 £
Family Space Project	—	111,296	(110,881)	—	415
Art and Drama Space Project	—	11,000	(91,229)	80,229	—
Safe Space Project	—	64,433	(70,073)	5,640	—
Advice Space Project	—	4,975	(2,540)	—	2,435
	—	191,704	(274,723)	85,869	2,850

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 provided specifically as a contribution towards the costs associated with the Art and Drama Space Project.

Safe Space Project

Funds provided specifically to assist with the Safe Space Project.

Advice Space Project

Funds provided specifically to assist with the Advice Space Project.

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2016 Total funds £
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	2,073	—	2,073
Current assets	104,430	2,850	107,280
Creditors: amounts falling due within one year	(40,438)	—	(40,438)
Total net assets	66,065	2,850	68,915

12 Methodist Central Hall

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

- ◆ During the year the Project contributed service charges to the Methodist Central Hall of £6,144 (2015 - £6,144), £512 (2015 - £512) of which was accrued at the year end. In addition, the Project paid rent to the Methodist Central Hall of £22,800 (2015 - £22,800), £1,900 (2015 - £1,900) of which was accrued at the year end.
- ◆ During the year the Methodist Central Hall gave a donation of £40,666 (2015 - £49,750) to the Project for use in meeting core costs.

13 Daughters of Charity of St Vincent de Paul Charitable Trust

St Vincent's Family Project is connected to the Daughters of Charity of St Vincent de Paul Charitable Trust (the Trust) (a registered charity, Charity Registration No 236803 (England and Wales) and SC039155 (Scotland)) by virtue of the fact that certain of the trustees of the Trust are also trustees of SCSVP Services, the parent organisation of St Vincent's Family Project.

During the year the Trust made available a loan to St Vincent's Family Project of £25,000 to assist with short term cash flow. The loan was interest free and there were no fixed repayment terms. The loan was repaid in full in June 2015.

The Daughters of Charity of St Vincent de Paul Charitable Trust gave a donation of £25,000 to the charity during the year (2014 - £nil).

14 Related party transactions

During the year the Project received an aggregate amount of £nil (2015 - £100) in donations from the trustees.

15 Leasing commitment

At 31 March 2016 the charity had the following future minimum commitments under non-cancellable operating leases in respect to property as follows:

	2016 £	2015 £
Within one year	22,800	22,800
Between one and five years	3,800	26,600
	26,600	49,400

16 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.

17 Control

Control of the charitable company lies with its member and parent entity, DCSVP Services, a registered charity (Charity Registration Number 1149326) and 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. The financial statements of DCSVP Services can be obtained from the registered office.