

REGISTRAR OF COMPANIES

St Vincent's Family Project

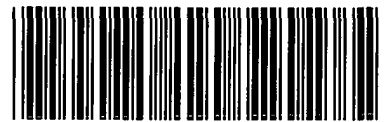
Annual Report and Financial Statements

31 March 2015

Charity Registration Number
1142095

Company Registration Number
07638620 (England and Wales)

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Reference and administration details 31 March 2015

Patron	Reverend Kathleen Richardson, Baroness Richardson of Calow
Trustees	Sister Margaret Barrett DC Mr Anthony Aldridge Ms Christina Asare-Owusu Dr Rosemary Keenan Sister Esther McDermott Mrs Judith Mitchell Sister Theresa Tighe Reverend Martin Turner Deacon Kina Saunders (appointed January 2015)
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	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 2015

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 2015.

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 19 and 20 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 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.

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:

Governance, structure and management (continued)

Governance (continued)

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.

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 twenty 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.

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. 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.

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 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.

Reverend Martin Turner

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

Deacon Kina Saunders

Deacon of the Methodist Church at the Methodist Central Hall, Westminster. Deacon 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.

Governance, structure and management (continued)

Management

At the end of March 2015, the long-serving Director Graham Allen retired. His tireless efforts for the support of the charity and the families within Westminster was celebrated with a farewell trustees' dinner and a time of celebration for staff and the attendant families at the charity's offices.

The new Director, Albie Stadtmiller, began in early March and worked in tandem with Graham as part of the hand-over of duties. Albie has a long history in working for local government, Voluntary & Community Groups and in the faith-based sectors. He most recently worked at Ealing Council as the Senior External Funding Officer and Ealing Community & Voluntary Service as the Ealing Community Network (membership 460 voluntary & community groups) Partnerships Manager. He has an MBA from Henley Business School, University of Reading.

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 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.

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.

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

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.

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

Activities, specific objectives and relevant policies (continued)

Activities (continued)

- ◇ 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.
- ◆ AnD Space – offering 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 – provides 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.

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.

Activities, specific objectives and relevant policies (continued)

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.

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. 183 families used our services during the year reflecting the diversity of the local population.

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. 96% say they came to us because they were isolated and needed to connect with other families and access much needed support. Isolation is a result of a number of factors, with 77% saying English is their second language. Others have no immediate family nearby and are without support networks. 27% were single parent families. 88% live in social housing.

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. 130 families used Family Space during the period benefitting 195 adults and 221 children.

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

We have facilitated three Triple P parenting courses, one Mellow Parenting course and one planned 'Strengthening families, Strengthening communities' course benefitting 44 parents in total. Our training courses were very successful, with a 94% retention rate. On top of this we have worked with seven families with complex needs on an individual bespoke basis providing parenting support.

Achievements and performance (continued)

Review of activities (continued)

Family Space (continued)

Parents have enjoyed the services of a volunteer cranio-sacral therapist, acupuncturist and masseuse. Dance therapy students provided music and movement activities. Weekly yoga and dance sessions proved popular activities.

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 fourteen trips were made to places of interest including Battersea Zoo (April 2014); Archbishop Park (May 2014); Coach trip to Littlehampton (June 2014); Family Fun Day with Big Family BBQ (July 2014); Horniman Museum (September 2014); Kew Gardens (October 2014); Winter Wonderland; Royal Festival Hall (November 2014); Windsor Theatre; Santa's Grotto at Sloane Square; Chelsea Theatre (December 2014); Victoria & Albert Museum (February 2015) and the British Museum (March 2015).

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

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 & Drama (AnD) 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 & Drama and Hertfordshire University. They have provided one-to-one sessions and group sessions under the guidance of the therapists.

22 children were helped through the period in a total of 304 sessions.

A holiday art project run in partnership with the Saatchi Gallery provided a 3-day opportunity for six children to explore the world of art, express their own creative interests and develop a network of supportive friendships. This will be carried forward in future years, as it proved to be an important addition to the programme.

Achievements and performance (continued)

Review of activities (continued)

Safe Space

The Safe Space service has continued to provide a range of child contact interventions. Sessions for supported and supervised contact sessions, and 'handovers' (five which happen fortnightly) and contact in the community were facilitated Saturdays and mid-week.

186 child contact sessions were run and 28 families benefitted (involving 37 children and 32 adults.)

Preparation sessions for parents and children helped families derive maximum benefit from the contact sessions and work together to the benefit and wellbeing of the children.

Our volunteer and contact staff numbers have dropped substantially within the last year but also since taking on the CAFCASS (Children And Family Court Advisory And Support Service) work. The CAFCASS new way of working with families now requires more interaction and intervention by two Contact Supervisors to work with the parents and children, instead of the one who previously observed and completed the report of observations. There will be a new round of recruitment for staff in the coming year.

We have had one community contact and one recent private case of four times a year contact for an autistic young man and his mother.

Safe Space would like to do more if or when more space can become available.

Fundraising

Fundraising and finding new ways to raise revenue is the key priority in order to secure the charity's work and solvency, expand our services and replenish our reserves.

Through 2014/15 the charity has extended its support base to include new funders. However, it didn't realise all of the expected funding requests, so fell short of breaking even with its accounts. Due to some staff leaving their posts, and these positions not being filled immediately, some savings were able to be made. A generous loan at the very end of the year of £25,000 allowed the charity to temporarily boost its cash reserves.

The charity has successfully delivered its second year of a three year contract with CAFCASS for the delivery of Child Contact Interventions.

The charity is a partner with the All Families Matter (AFM) consortium, comprising local voluntary groups working with families, working together to deliver an integrated approach to family support services in Westminster and beyond. The charity is currently in negotiations to expand this provision by possibly having more resource to pay for staff costs.

The charity recognises the dangers inherent in becoming overly dependent upon one single source of income particularly from government contracts. It has, therefore, established a policy of not allowing any one contract to account for more than 50% of total income. The chart below indicates how income has been derived through the last year. Income from grants and donations came from nearly 40 organisations and trusts.

Trustees' report Year to 31 March 2015

Achievements and performance (continued)

Review of activities (continued)

Fundraising (continued)

[Insert Image]

Achievements and performance (continued)

Review of activities (continued)

Volunteering

The work of St Vincent's Family Project depends on volunteers to help us deliver our services. Last year 45 volunteers offered their time and skills in various ways: in child care, family support, child contact support, alternative therapies, events, art and drama therapy, and administration.

Volunteers came to us via the various volunteer websites, volunteer bureau, local advertising, colleges and universities, and others by word of mouth and recommendation. The Daughters of Charity of St Vincent de Paul and the congregation at the Methodist Central Hall are represented in the volunteer team.

We have been able to offer placements for 14 students studying a range of subjects: NVQ Level 2 in Child Care at Westminster Kingsway College, and Degrees in Drama Therapy at Central School of Speech & Drama and Dance Movement Psychotherapy at Goldsmith College, University of London and Applied Foreign Languages at University of Toulon, South of France. In total, volunteers contributed 4,527 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.

If we were to monetise the value of the volunteers over the year it would be equivalent of:

Family Space; 3,440 hours in total, Family Space worker pay rate is £9.15 per hour, value = £31,476.

Safe Space Contact Centre; 247 hours in total, Centre Staff pay rate is £12.30 per hour, value = £3,038.

AnD Space; 840 hours in total, Therapist rate is £45 per hour, value is £37,800.

Total value of volunteers over the three project areas = £72,314.

Finally, our Finance & Volunteer Manager, Larry Harrison, has been asked to be on the One Westminster Positive Volunteering Programme Steering Group.

Quality Assurance

The Project's PQASSO Quality Mark at Level 1 has expired and we are in the process of reapplying. The system is helpful to evaluate practices and procedures.

Financial review

Results for the period

A summary of the results for the year to 31 March 2015 is given on page 17 of the financial statements.

During the year, incoming resources totalled £239,401 (2014 - £270,516) of which £97,634 (2014 - £157,945) was restricted. Donations and similar incoming resources amounted to £220,975 (2014 - £249,307).

Resources expended totalled £261,144 (2014 - £272,142) and included staff costs of £191,724 (2014 - £193,974), premises costs of £32,991 (2014 - £33,808), furniture and equipment costs of £5,908 (2014 - £12,967) and recruitment and training costs of £7,848 (2014 - £4,732).

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. However, in the past year our reserves were reduced and we aim to replenish these as a matter of urgency.

Financial position

At 31 March 2015, the charity had total funds of £37,664 (2014 - £59,407). Of this total, £nil (2014 - £555) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds of £37,664 (2014 - £58,852) represented tangible fixed assets of £2,360 (2014 - £3,545) and free reserves of £35,304 (2014 - £55,307). This level of free reserves falls short of the above stated ideal, reflecting the increased difficulty in raising funds for the Project. During the short to medium term it is the intention of the trustees to replenish these reserves as a matter of urgency.

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 2015/16 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. As above, it is hoped that more resource will be awarded to increase staff hours for Family Space.
- ◆ Consolidate our financial position as a matter of priority. In a difficult economic climate we will be looking to extend our portfolio of grant providers and gain support from the business community. This will also include hiring a Digital Media Officer in order to help with on-line funding initiatives, platform development and building the charity's profile. Funds from the European Union (EU) will also be applied for.

Trustees' report Year to 31 March 2015

Future plans (continued)

- ◆ Through partnership working, the Project will aim to extend its influence and work with others to secure contracted work.
- ◆ 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 and build 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.
- ◆ Expand our AnD Space by reaching out to new schools outside of our immediate area, but still within Westminster. This will allow us to pilot a slightly increased fee structure, increase our therapists and the number of children that we are able to work with. This will also build our profile and contribute to the vibrancy of the programme.
- ◆ Solidify our Safe Space work within the new CAFCASS framework. Also to build the staff resource in order to diversify our Supervised Contact Centre by considering Supported Contact work, assisting parents to arrange supervisions and taking on private referrals.
- ◆ Recognise our donors and supporters by improving their engagement with the charity by extending personal invitations to come and visit the offices, receiving personalised notes, having a display that recognises their contribution and building the personal relationship. Volunteers will continue to be recognised with a special Volunteer Reception, certificates recognising the hours they have donated and being part of the donor display. An idea is to create Volunteer Space, thereby recognising the added value that volunteers bring to our Project, provide some programmed training for those who are volunteers and interns, and provide a point of funding and resource for this portion of the Project.

Approved by the trustees and signed on their behalf by:



Sister Margaret Barrett
Trustee

Approved by the trustees on: 21 July 2015

Independent auditor's report Year to 31 March 2015

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 2015, 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

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 2015

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 2015 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year 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; or
- ◆ the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report.



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

12/8/15

Statement of financial activities Year to 31 March 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
Income and expenditure					
Incoming resources					
Incoming resources from generated funds					
. Voluntary income	1	123,341	97,634	220,975	249,307
. Interest receivable		290	—	290	314
Incoming resources from charitable activities					
. Crèche and Contact Centre fees		16,981	—	16,981	19,163
. Other incoming resources		1,155	—	1,155	1,732
Total incoming resources		141,767	97,634	239,401	270,516
Resources expended					
Charitable activities					
. Provision of services to vulnerable families and children	2	—	255,977	255,977	267,099
Governance costs	3	5,167	—	5,167	5,043
Total resources expended		5,167	255,977	261,144	272,142
Net incoming (outgoing) resources before transfers (net income (expenditure))					
		136,600	(158,343)	(21,743)	(1,626)
Transfers between funds	10	(157,788)	157,788	—	—
Net movement in funds	4	(21,188)	(555)	(21,743)	(1,626)
Balance brought forward at 1 April 2014		58,852	555	59,407	61,033
Balance carried forward at 31 March 2015		37,664	—	37,664	59,407

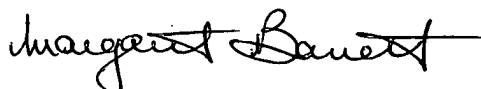
There is no difference between the net movement in funds stated above, and the historical cost equivalent.

All of the charity's activities in the above two financial periods derive from continuing operations.

Balance sheet 31 March 2015

	Notes	2015 £	2015 £	2014 £	2014 £
Fixed assets					
Tangible assets	7		2,360		3,545
Current assets					
Debtors	8	10,641		2,662	
Cash at bank and in hand		57,245		61,455	
		<u>67,886</u>		<u>64,117</u>	
Creditors: amounts falling due within one year	9	<u>(32,582)</u>		<u>(8,255)</u>	
Net current assets			35,304		55,862
Total net assets			<u>37,664</u>		<u>59,407</u>
Represented by:					
Funds and reserves					
Restricted funds	10		—		555
Unrestricted funds					
General fund			37,664		58,852
			<u>37,664</u>		<u>59,407</u>

Approved by the trustees
and signed on their behalf by:



Sister Margaret Barrett
Trustee

Approved by the trustees on: 21 July 2015

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

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.

The charity has adopted a policy whereby no single donor will contribute more than 50% of annual income.

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'.

Principal accounting policies 31 March 2015

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

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.

1 Voluntary income

	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
<i>Government grants</i>				
City of Westminster	—	12,588	12,588	23,752
<i>Other grants</i>				
Sir Harold Hood's Charitable Trust	1,000	—	1,000	1,000
The Westminster Foundation	15,000	—	15,000	15,000
St Giles & William Shelton Education Charity	—	5,000	5,000	5,000
Ironmongers Foundation	—	15,000	15,000	10,000
Lloyds Foundation for England and Wales	—	—	—	10,000
CAFCASS	—	27,390	27,390	18,200
Joseph Rank Trust	—	—	—	15,000
Westminster Amalgamated Charity	6,000	—	6,000	5,000
The Garfield Weston Charitable Trust	—	—	—	10,000
Porticus	19,993	—	19,993	19,993
The Mercers' Charitable Foundation	—	—	—	5,000
The Maurice & Hilda Laing Charitable Trust	—	5,000	5,000	5,000
Strand Parishes	5,000	—	5,000	5,000
Mrs LD Rope Third Charitable Settlement	7,000	—	7,000	7,500
The Hyde Park Estate Charity	5,000	—	5,000	4,000
Edward Harvist Trust	1,705	—	1,705	3,000
Drapers Company	—	—	—	5,000
London Communities	—	5,000	5,000	5,000
Trusthouse Charitable Fund	—	—	—	15,000
Bircham Dyson Bell	—	—	—	1,000
Swire Charitable Trust	2,500	—	2,500	2,500
Goldsmiths Company	3,000	—	3,000	—
Westminster Society for Children with Learning Disabilities	—	11,256	11,256	—
Zurich Community Trust	—	5,000	5,000	—
St James' Place Foundation	—	10,000	10,000	—
	66,198	96,234	162,432	190,945
<i>Donations</i>				
Methodist Central Hall	49,750	—	49,750	43,035
Other donations and voluntary income	7,393	1,400	8,793	15,327
	57,143	1,400	58,543	58,362
Total	123,341	97,634	220,975	249,307

2 Charitable activities

	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
Provision of services to vulnerable families and children				
Staff costs	—	191,724	191,724	193,974
Premises	—	32,991	32,991	33,808
Provisions	—	3,342	3,342	4,608
Furniture and equipment	—	5,908	5,908	12,967
Postage, telephone and stationery	—	4,812	4,812	6,030
Recruitment and training	—	7,848	7,848	4,732
Travel and subsistence	—	3,775	3,775	5,065
Professional fees	—	2,045	2,045	2,045
Subscriptions	—	1,966	1,966	1,411
Miscellaneous	—	1,566	1,566	2,459
	—	255,977	255,977	267,099

3 Governance costs

	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
Statutory audit services	5,167	—	5,167	5,043

4 Net movement in funds

This is stated after charging:

	2015 £	2014 £
Staff costs (note 5)	191,724	193,974
Auditor's remuneration (including VAT)		
Current year statutory audit services	5,167	5,043
Depreciation	1,185	3,657

5 Staff costs

	2015 £	2014 £
Staff costs during the period were as follows:		
Wages and salaries	159,625	161,277
Pension costs	1,904	1,904
Social security costs	7,637	10,654
	<u>169,166</u>	<u>173,865</u>
Contract staff	22,558	20,139
	<u>191,724</u>	<u>193,974</u>
Staff costs per function were as follows:		
Provision of services to vulnerable families and children	191,724	193,974

There were no employees who earned £60,000 per annum or more (including benefits) during the period (2014 – none).

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

	2015	2014
Provision of services to vulnerable families and children	17	18

The average number of full time equivalent employees in 2015 was 6 (2014 – 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.

7 Tangible fixed assets

	Furniture and equipment £
Cost	
At 1 April 2014 and 31 March 2015	15,121
Depreciation	
At 1 April 2014	11,576
Charge for period	1,185
At 31 March 2015	12,761
Net book values	
At 31 March 2015	2,360
At 31 March 2014	3,545

8 Debtors

	2015 £	2014 £
Other debtors	1,690	2,662
Prepayments	3,323	—
Accrued income	5,628	—
	10,641	2,662

9 Creditors: amounts falling due within one year

	2015 £	2014 £
Accruals	5,170	5,843
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	—
	32,582	8,255

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

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

10 Restricted funds

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

	At 1 April 2014 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2015 £
Family Space Project	—	43,032	(112,720)	69,688	—
Art and Drama Space Project	555	15,000	(70,853)	55,298	—
Safe Space Project	—	39,602	(72,404)	32,802	—
	555	97,634	(255,977)	157,788	—

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 towards the 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 £	2015 Total funds £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	2,360	—	2,360
Current assets	67,886	—	67,886
Creditors: amounts falling due within one year	(32,582)	—	(32,582)
Total net assets	37,664	—	37,664

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 (2014 - £5,844), £512 (2014 - £512) of which was accrued at the year end.
- ♦ During the year the Methodist Central Hall gave a donation of £49,750 (2014 - £43,035) to the Project for use in meeting core costs. During the year the Project paid rent to the Methodist Central Hall of £22,800 (2014 - £22,800), £1,900 (2014 - £1,900) of which was accrued at the year end.

13 Lease obligations

At 31 March 2015 the charity had annual commitments under non-cancellable operating leases in respect to property as follows:

	2015 £	2014 £
Leases which expire:		
Between 2 and 5 years	22,800	22,800

14 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.

15 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.