

# REGISTRAR OF COMPANIES



## St Vincent's Family Project

### Annual Report and Financial Statements

31 March 2019

Charity Registration Number  
1142095

Company Registration Number  
07638620 (England and Wales)



*"I love this place and my kids too. I made a lot of friends. The staff are amazing. They make me feel safe very welcome and very helpful. I'm always thankful to this staff and to the place because it is a second home to me." – Mia, one of our parents*

SATURDAY



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07/09/2019  
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**Reference and administration details 31 March 2019**

<b>Patron</b>	Lady Viola G Grosvenor
<b>Trustees</b>	Sister Margaret Barrett DC Mr Anthony Aldridge Ms Christina Asare-Owusu Leezah Hertzmann Dr Rosemary Keenan Sister Esther McDermott DC Mrs Judith Mitchell Sister Theresa Tighe DC Deacon Kina Saunders
<b>Principal office</b>	The Methodist Central Hall Storey's Gate Westminster London SW1H 9NH
<b>Telephone:</b>	020 7654 5351
<b>Facsimile:</b>	020 7654 6902
<b>Company registration number</b>	07638620 (England and Wales)
<b>Charity registration number</b>	1142095
<b>Chief Executive</b>	Albie Stadtmiller (Resigned 18 July 2018) Andrew Varley (Appointed 7 September 2018)
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Royal Bank of Scotland plc 4th Floor 2½ Devonshire Square London EC2M 4XJ
<b>Solicitors</b>	Wedlake Bell LLP 52 Bedford Row London WC1R 4LR

## Trustees' report Year to 31 March 2019

The trustees present their statutory report together with the financial statements of St Vincent's Family Project (SVFP or the Project) for the year ended 31 March 2019.

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.

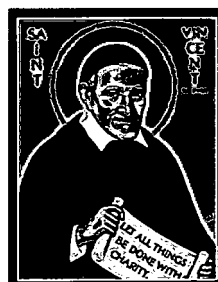
The financial statements have been prepared in accordance with the accounting policies set out on pages 29 to 32 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of 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.

### History

St Vincent's Family Project has its origins with the Spanish government, who in 1975 set up a neighbourhood programme staffed by Spanish Daughters of Charity to work with families from Spain who were living in London. They provided them with support and formed a community to help these young families. This eventually expanded to include all families within the area, when the UK Daughters of Charity of St Vincent de Paul became involved in the project in 1996. The project has been based at Methodist Central Hall for the last eleven years. It now occupies two compact floors within the Hall, having expanded its usage space about six years ago due to an increase in its provision. SVFP maintains a strong relationship with the Methodist Central Hall Church and three members hold trustee positions with us.

### The need for our work

St Vincent's Family Project is a Christian Vincentian charity supporting 100+ vulnerable families per annum, addressing parenting, child welfare and social exclusion mainly in South Westminster. SVFP works mainly (85% of our users) with Westminster families. The project is set within a context of being in the historical centre of the city, a concentration of wealth and political power, but which has seen a cut in children's services of 51% since 2011 and 75% of children's centres have closed since 2016. There has been an average annual increase in 0-18 year olds of 5.6% since 2011; the overall population has increased by 14% in the same time period; health related claims benefits have increased by 21.5%, amongst other indicators of need. Public Health figures show that in Westminster, **24.7%** of children in reception and **43.1%** in year 6, are obese or overweight, which is higher than both the London and England average. In Westminster 35.1% of 5 year olds have experienced tooth decay, again above the local and national averages.



### **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 the purposes for which the charity was set up.

### **Public benefit**

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.

### **Values**

St Vincent's Family Project has six Vincentian values that underpin our direct work with families and children. These are:

***We are Respectful:*** We celebrate the uniqueness of the individual. We welcome diversity and treat everyone non-judgmentally with equal care and attention.

***We are Inspired:*** We are committed to the nurturing of families in the belief that positive change is possible in a caring and loving environment. We seek to empower people to meet their full potential.

***We are Travellers Together:*** We are privileged to accompany families through a significant part of their journey. They are the heart of our charity and we work with them in a spirit of mutuality and friendship, always ready to listen and learn from them.

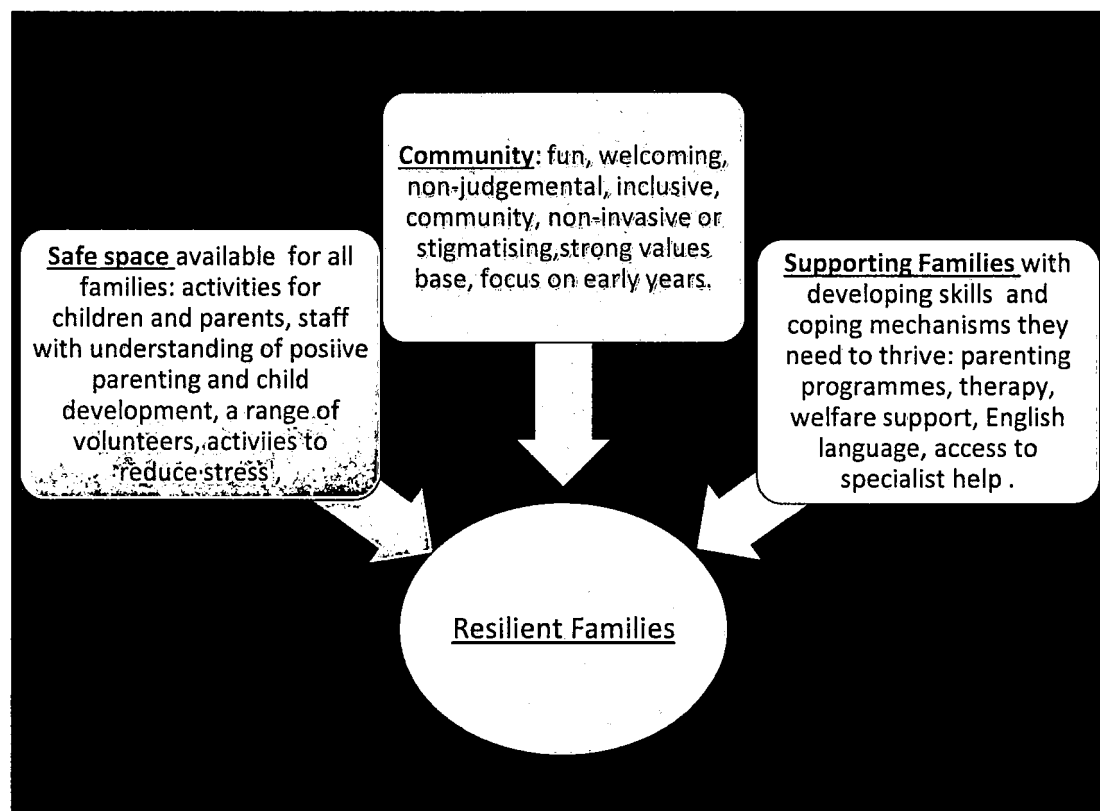
***We are Professional:*** We aim for the highest of standards in our work drawing upon 'best practice' principles and programmes. We will always seek to improve the way we do things.

***We are Holistic:*** We are concerned for the different aspects of people's lives and will provide support wherever possible. We seek to be alert to identify emerging needs and respond to them in a flexible and creative way.

***We are Compassionate:*** We use our resources for the benefit of the families always taking care to make our services affordable and accessible.

### Theory of change

Our belief is that families are more likely to develop resilience in an environment where they are safe, welcomed, not judged, have positive family time, and where they can experience respect and mutual trust. This facilitates openness to ask for support and feel encouraged to develop themselves even where this is challenging. Further, a range of support, activities and programmes, professionally provided, then gives families the vehicle in which to develop.



### 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 principal service run by the charity to achieve this is Family Space.

- ◆ **Family Space** – supporting young families especially those experiencing acute need.
  - ◇ Drop-in centre
  - ◇ Crèche facilities
  - ◇ The provision of one-to-one work with families going through crisis
  - ◇ Development courses, e.g. English language, parenting skills programmes, healthy living, etc.
  - ◇ Guidance in child behaviour management
  - ◇ Support groups

**Activities, specific objectives and relevant policies (continued)**

**Activities (continued)**

♦ **Family Space (continued)**

- ◊ Alternative therapies
- ◊ Activities for children including facilitated play for children with their parents
- ◊ A programme of visits and trips for families to places of interest locally and out of London
- ◊ Children's speech and language assessment and remedial help

♦ **Creative Arts Therapy** – offering creative arts therapeutic help for school-aged children from 4 to 13 years, including art therapy, drama-therapy and dance & movement therapy.

- ◊ Individual sessions
- ◊ Small group work

Referrals are received from local schools with which we have established links but also from other sources including local charities, the Children's Centre, Health Visitors, self-referrals and other professionals.

♦ **Volunteer Space** – we have a robust volunteering programme that provides a range of volunteering activities for local residents, corporations, therapeutic placements, student interns, local teenagers and those wanting to make a difference within the community.

- ◊ Up to 40 volunteers per annum
- ◊ Roles include direct work with families, administration, marketing and fundraising
- ◊ Volunteers can see how a charity works within an urban, hyper-diverse context
- ◊ Volunteers discover our Vincentian values and are able to incorporate them and their corresponding behaviours into their good reflective practice.

**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 & 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)**

#### ***Safeguarding children***

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

#### ***Safeguarding 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 & Barring Service (DBS) and receive training in child and adult protection and safeguarding issues. As part of their induction process, they are required to read the charity's policies within the Employee Handbook and/or SVFP Policy Folder.

### **Achievements and performance**

#### ***Family Space***

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 research-based parenting programmes, support groups, healthy living courses, drop-in sessions, voluntary-led sessions of alternative therapy, arts & crafts, baby massage, inclusion programmes of events and outings, including outreach within the community and at the children's centre to those hard to reach and engage.

*Impact for 2018/2019:*

#### **◆ Outputs**

- ◆ **140** families from over **39** ethnic backgrounds received support
- ◆ **23** families had one-to-one family welfare support
- ◆ **41** parents completed parenting courses
- ◆ **28** parents were a part of the healthy living course
- ◆ **26** families completed MEND (Mind, Exercise, Nutrition..., Do it) a programme to improve health and weight of children.
- ◆ **15** families completed Unblocking Emotional Blockages support group
- ◆ **312** sessions of alternative therapies for relaxation were given to families
- ◆ **1,502** nappies were given out following our Feel Fresh online campaign
- ◆ Families enjoyed trips to Kew Gardens, Vauxhall City Farm, Horniman Museum, Mudchute Farm, Docklands Museum, Ritzy Cinema, Brixton, Winter Wonderland, and Lambeth Palace. In addition, we had a parents' evening out and a Christmas party attended by **52** Families



## **Achievements and performance (continued)**

### ***Family Space (continued)***

#### ***Impact for 2018/2019: (continued)***

##### **◆ Outcomes**

An evaluation was carried out to measure our impact on the development of the resilience of families. The evaluation was against 4 key outcome headings: Reduce social isolation; improve mental health and well-being; improve parent and children's confidence; and reduce parental conflict. Of these:

- ◆ **90%** of families agreed or strongly agreed SVFP helped them towards reducing social isolation;
- ◆ **86%** of families agreed or strongly agreed SVFP helped them improve their mental health or well-being;
- ◆ **94%** of families agreed or strongly agreed that SVFP helped them towards improving their confidence; and
- ◆ **85%** said the support had helped reduce family conflicts.
- ◆ Overall, **89%** of families who worked with us had a positive outcome which indicates we have been successful in addressing their needs.

#### ***Partnerships***

The charity became part of a formal partnership to create the South Westminster Family Hub. This is a joint working initiative led by Westminster City Council to closely integrate family services, both statutory and voluntary in the area. SVFP are part of the Integrated Leadership Team, alongside Bessborough Children's Centre, School Nursing, Family Lives Outreach, Health Visitors and the Cardinal Hume Centre. The aims of the partnership are to make access to services easier, particularly referrals between services, so families don't need to repeat their stories and have greater control over their support. This year has seen, amongst other things, the launch of the Family Hub and shared training for staff in different sectors including our own.

We are part of South Westminster Resilient Families Project, which funded a review of the needs of families in South Westminster during the year. Overall it found that there had been both a growth in the population of people under 18 and a corresponding reduction in benefits, and there was evidence of increased needs in regards to poverty and health. The partnership (Cardinal Hume Centre, The Abbey Centre, Pimlico Toy Library and Befriend a Family) is currently working on developing a fundable project towards developing a service to meet the recommendations from the report.

**Achievements and performance** (continued)

**Family Space** (continued)

**Case Study for Family Space**

**Background:** Annie is a mum of a 2 year old daughter. She is of an Asian background and has been known to our services, since she was expecting her baby. She had a very difficult pregnancy and premature birth.

Annie comes from a big family. Her husband left her when her daughter, Victoria, was born. She was disowned by her family, due to cultural reasons and was made homeless with her daughter, last year. She felt hopeless, unwanted and felt as if she was a burden on her friends, family and even us, here at the Project.

We reassured Annie that she was not at all a burden and that we would do anything in our power to help her. We took mum to the housing office and assisted her with building her confidence and supported her with child care, whilst we spent the day fighting her case for accommodation and for support with housing benefit. Annie was in such a desperate state and so emotionally drained that she even found it near impossible to speak.

**Actions undertaken:** With our support and perseverance, we were able to accompany her into her new accommodation, that same evening! Annie then faced the issue of starting from scratch in her own home. We encouraged her to stay engaged with us here at the project and to visit us as often as possible. We were then able to register her with her new local GP and local children's services. We also assisted her in providing her with basic home necessities, (pots & pans/utensils/bedding/clothes).

At this time, due to Annie's emotional state, she was struggling with parenting. We offered mum therapies such as massage and cranio-sacral therapy which helped her mood and well-being. We then placed Annie on our 14 week Mellow Parenting Course, which helped her identify her needs, address them and to parent more consciously and positively.

When Annie was made homeless, Victoria's behaviour had become difficult and challenging. After attending regular crèche sessions at our project and combined with mum's Mellow Parenting Course, her daughter's behaviour made a huge turn around and she is now confident and mixing well with adults and children.

**Outcomes:** Now mum and daughter have made lots of positive social bonds here at the project, so are able to socialise well outside of the project and Annie has confidence to live more independently. Her mood is positive and bright and she is looking forward to her and her daughter's future.

Even with all this huge progress, Annie and Victoria continue to attend drop-ins and use our service regularly. They especially look forward to our monthly family trips. Annie now wishes to give back to others and has started helping out with the Healthy Living Course, following support and training.

## Achievements and performance (continued)

### *Creative Arts Therapy*

#### ♦ **Art and Drama Therapy Sessions**

This year we have provided over 318 individual Art and Drama Therapy sessions for 26 children. Our Art and Drama Therapists have worked creatively with the children to provide a safe, therapeutic space to explore, understand and process feelings, behaviours and difficulties through the vehicle of Art and Drama within a therapeutic relationship.

We have received referrals from local primary schools in South Westminster including Westminster Cathedral School, St Gabriel's School, St Matthews and St Vincent De Paul. Other referrers include St Clement Danes School, St Joseph's School, The Katherine Low Settlement and Children's Services. Our Therapists are working one and a half days on site in Westminster Cathedral School, and for individual sessions in St Gabriel's and St Clement Danes. We have had 5 children attending Art Therapy sessions at our centre in the Methodist Central Hall.

#### ♦ **Clinical Placement Provision**

This year we have provided three student placement opportunities to Art Therapy trainees from the University of Hertfordshire and one therapeutic art practitioner studying for her Children and Young Person's diploma at the British Association of Art Therapists. This has allowed us to expand the number of children we can reach, when school budgets are stretched, and has supported the learning and development of the students. Each student benefitted from a rich clinical experience within our family support service and in local schools. Weekly supervision with our lead therapist Amanda Dudley ensured safe practice and enriched the development of the students learning.

Kayleigh Ditchburn, who is an Art Therapy MA post Graduate student at the University of Hertfordshire writes of her experience of being on clinical placement at St Vincent's Family Project.

*"I have been at St Vincent Family Project as part of my second-year placement as a trainee art therapy student since September (2018) and consider the experience invaluable. I am learning so much about my clients, how to contextualise art therapy in practice and about myself. My supervisor/supervision has been imperative to my development and growth not only as an art therapy trainee but also personally. It has allowed me to reflect and implement concepts, ideas and approaches. The staff have been supportive, friendly and have allowed me to feel part of the St Vincent Family Project family".*

**Achievements and performance (continued)**

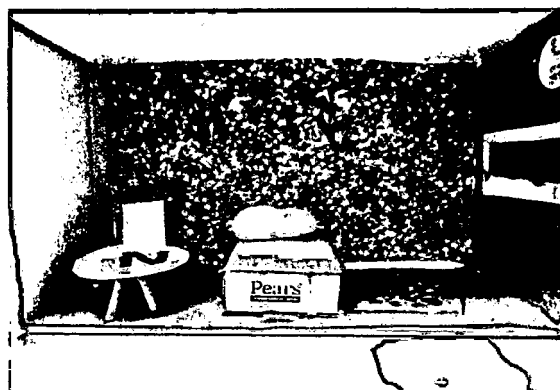
***Creative Arts Therapy (continued)***

**Case Study for Creative Arts Therapy**

Frank, a 10 year old boy, was referred to Art Therapy because he was struggling with angry feelings and outbursts of aggressive behaviour at home and at school. This often got him into trouble, including temporary exclusions from school. He had few friends and was quite a lonely boy at school. In their initial meeting together, Frank's mum explained to the Therapist that they had moved house 4 times in 2 years to escape her husband's violent abuse of her, which Frank and his siblings had witnessed. She reported that Frank was too scared to sleep alone and often wet the bed. In his Art Therapy sessions Frank was able to use the art materials to express his feelings and tell his story, initially non-verbally, through using art materials, in the presence of his therapist, who in between sessions kept his work and his feelings safe for him.



*Frank's art at the beginning of the therapy reflecting his state of mind at the time*



*More typical work from Frank after a period of therapy*

Gradually, he was able to start making sense of what had happened in his family and came to understand that he could not have stopped the abuse and that it was not his fault. He began to be able to recognise his feelings and how they affected his behaviour, which caused him to be in less trouble at school and at home. He began to get on with his peers and enjoyed improved relationships with his siblings at home. His mum reported that he was calmer, relaxed and happy. His teacher reported that he was able to focus in class and was doing much better in his academic achievements. For Frank, home had become a place of sanctuary and happiness, no longer a place that was unsafe. He was able to put the past behind him and enjoy learning and relationships.

## **Achievements and performance (continued)**

### ***Volunteer Space***

Our efforts within the local community are greatly enhanced by our valuable volunteers and we are only able to be as effective as we are through their being a part of the support team to our vulnerable families.

St Vincent's Family Project continues to be a place where we welcome volunteers. This includes local residents, London-based Therapeutic Placements, Erasmus Programme and other international student Interns. This means that we offer our valued volunteers an *induction programme, training opportunities when appropriate, regular supervisions, and consider them as part of the service delivery team.* We offer them opportunities to do direct 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. At the end of their time with us, the volunteers will have an idea of how a small charity operates within an urban, hyper-diverse context where local closure of statutory services, a difficult and competitive funding climate and an increased focus on financial transparency and safeguarding concerns, make for a challenging scenario to operate and thrive as a charity.

Last year we had many volunteers who gave significant amounts of time over many months, including those who were with us full-time for between three to five months. These included two students from AP Hoge School, Belgium, and two students from Mid Sweden University in Östersund, Sweden. We also had two students from the University of Essex and two international students from the USA who supported us in the back office. We had locally based volunteers who wanted to make an impact within the community and were interested in gaining experience in working with families and children.

Unfortunately, because of uncertainty around Brexit, we have been unable to secure student placements from Europe for September 2019.

#### *Impact for 2018/2019:*

- ◆ **55** volunteers in total
- ◆ **7,193** hours of volunteered time to the charity, valued at **£75,886**
- ◆ Student interns from United Kingdom, Sweden, Singapore, Belgium and the USA
- ◆ **9** trustees gave time outside of the scheduled board meetings and planning days

All of our volunteers, including students on placements and summer student interns, excluding the therapeutic placements, are reimbursed for their travel expenses incurred on behalf of the charity.

**Achievements and performance (continued)**

**Volunteer Space (continued)**

**Case Study for Volunteer Space**

Alice has been interning with SVFP since September 2018. She answered a few questions and reflected on her time here so far.

**How long have you been working at St Vincent's, and what are your typical hours?**

I have been working at SVFP since the 3 September 2018. When I started I was working five days a week, with the hours normally being between 9:30-3:30. At the end of October I started an additional position so I went down to three days a week with the same hours.

**What do you do on a typical day?**

There is a basic structure to the week at SVFP where on Mondays, Wednesdays and Fridays we run a crèche for two hours in the morning for the children and on Tuesdays and Thursday we have family drop in sessions. In crèche we do a multitude of activities including cooking, painting, story reading, singing and dancing and basically any engaging activity that has social/cognitive/fine motor skills benefits. We also run a plethora of family support courses, such as English lessons, healthy living classes or parenting courses - all of which I've been involved in at one time or another. So my typical day is playing with children in a way that is fun for both of us but also helps them move along their developmental pathways, chatting to the parents about everything and anything, and helping wherever I can.

**What do you enjoy most about working at SVFP?**

I know it sounds cheesy, but I can honestly say that I thoroughly enjoy every part of my job. There are times when things are slow and I get to sit with four kids on my lap and just read book after book, and then there are far busier times where I'm involved in new projects, courses and ideas. The difference in pace means that everyday we can do something new and the fact that we get busy just shows what a cool charity SVFP is and how much it's needed. So literally everything about it fits me very well.

**What is the biggest thing you've learned and how have you grown since being at SVFP?**

I've learnt so many things that it's hard to pinpoint any single one. Just day to day I learn about different developmental milestones and parenting techniques, ways of working through anything from housing problems to severe allergies in a general setting and so many more things. Although it's probably more for my supervisors to say whether I've grown since being here, personally I feel like I have. I think that I understand religious and cultural differences better in general, specifically when it comes to child rearing, as well as learning, that I can take on more responsibility than I previously thought. I've experienced so many wonderful, trying and extremely interesting things since being here and not only have I formed amazing relationships with the families that use our services but I know that I've made some incredible friends.

## **Achievements and performance (continued)**

### ***Fundraising***

At the start of the year, our previous CEO, Albie Stadtmiller moved on from St Vincent's Family Project. The position was taken up by Andrew Varley in September 2018. The charity retained Sarah Armstrong as a part-time Fundraising Officer, but the change did put some pressure on the charity's ability to generate income to meet its budgeted target. We have been well served by a number of organisations who have funded us for some years who continued to recognise our uniqueness and support our work. We are continuing to work towards developing long term relationships with regular funders.

We have been named as St James Place Foundation Charity of the Year, and have been contacted by two other London based private companies who are interested in partnering us. We recognise this as no guarantee of long term funds, but it is a start of us building up relationships with organisations keen to exercise their corporate social responsibility.

The charity performed well in regards to individual donations, which gives us confidence that we are valued as a local charity. We were generously helped by cyclists in the Prudential Surrey 100 last year. Thanks to a redeveloped website platform, we have slowly been improving our on-line presence to generate income. Our first major campaign with this tool, Feel Fresh – aimed at raising funds for nappies and sanitary towels, just met its target at the end of March.

### ***Quality Assurance***

St Vincent's Family Project has broadly followed the PQASSO (Practical Quality Assurance System for Small Organisations) framework for quality assurance but, at the start of the year, had not renewed its usage. This year we have started a programme of reviewing our policies, starting with Health & Safety and GDPR compliance. We are well served by consultation from Peninsula (specialists in employment law for businesses and charities), the Methodist Central Hall (particularly around Health and Safety and environmental issues) and DCSVP Services (member and parent entity). Once we have completed a review of this we will look at our capacity to renew the use of PQASSO again.

This year, we reviewed what outcomes we can demonstrate in achieving our aim to support families to develop resilience and reviewed the 6 outcome headings identified in the Improvement Agency Report on family resilience in South Westminster (2018). This was commissioned by the South Westminster Resilient Families Project, a partnership of voluntary sector organisations working with families in the area. These outcomes were:

- ◆ Reduce social isolation of families
- ◆ Reduce domestic abuse/controlling and coercive behavior among parents
- ◆ Improve parents' mental health and well being
- ◆ Improve parents' and children's confidence
- ◆ Support parents to resolve conflict within the home
- ◆ Improve children's communication development.

### **Achievements and performance** (continued)

#### **Quality Assurance** (continued)

Although we believe we did impact on all 6 of these headings, in regards to evaluating this we felt we can evidence outcomes on 4 of these:

- ◆ Reduce social isolation of families
- ◆ Improve parents' mental health and well being
- ◆ Improve parents' and children's confidence
- ◆ Support parents to resolve conflict within the home

We have piloted an impact evaluation based upon these headings as reported in Impact (above).

Separately, we evaluate all of our parenting programmes using the evaluation models which come as part of these packages.

We strive to further develop our ethos of being reflective, as we believe this makes for a safer environment for families, staff and volunteers. Supervision is provided routinely for staff and volunteers and there are regular meetings and de-briefings throughout the week. We have had a Team Planning Day and provided team based training throughout the year. This is challenging given most of our people are part-time and we have to be able to deliver services at scheduled times.

Additionally, we have benefited from pastoral support from the Daughters of the Charity of St Vincent de Paul and Deacon Kina Saunders, of the Methodist Central Hall.

### **Financial review**

#### **Results for the year**

A summary of the results for the year to 31 March 2019 is given on page 26 of this annual report and financial statements.

During the year, income totalled £238,026 (2018 - £281,267) of which £106,602 (2018 - £211,806) was restricted. Donations income amounted to £211,056 (2018 - £252,439).

Expenditure totalled £288,161 (2018 - £294,244) and included staff costs of £211,441 (2018 - £210,196), premises costs of £32,854 (2018 - £32,943), and recruitment and training costs of £7,731 (2018 - £6,259). Last year saw costs relating to the You2Tell EU Project of £17,549, which was fully funded by a grant from the EU. There were no such costs incurred in the current year.

#### **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 at least three months' of expenditure.



**Financial review** (continued)

**Reserves policy** (continued)

The trustees acknowledge the shortfall in the general funds at the year end and have set a number of strategies in place to address the lack of general funds.

- Firstly, a new CEO has been appointed who is now working much more closely with the chair of trustees to ensure all core costs are included in future funding bids
- The fundraising strategy has been reviewed to focus more on raising funds for general purposes.
- Diversification of income to include not only grant funding but also emphasis on general donations.

The trustees hope that by the end of next year the charity will have generated sufficient general funds to eliminate the accumulated deficit and at least have one month's expenditure in reserves.

They will continue to review the financial performance of the charity and hope to achieve the reserves policy within two years.

**Financial position**

At 31 March 2019, the charity had total funds of £20,886 (2018 - £71,021). Of this total, £49,310 (2018 - £66,586) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds were in deficit by £28,424 (2018 – in surplus by £4,435) and represented the free reserves of the charity.

It has been another very challenging year to generate resources for the charity, given the increased competition for grant funding from grant-making trusts, and hence the aim of diversifying the charity's income streams.

**Future plans**

Through 2019/2020, St Vincent's Family Project will aim to achieve the following objectives:

- ♦ To work with more families located in the Churchill Ward of the borough, one of the 10-20% most deprived areas in the country. We will do this mainly through our partnership with the Pimlico Millions and Pimlico Toy Library around our Arts and Crafts group.
- ♦ Following the success of Feel Fresh, to continue with a Nappy Bank for help relieve families in poverty.
- ♦ To be innovative, responsive and resourceful to changing needs of families in Westminster. This will include developing our Dad's Space at the weekends for fathers of young children in the area, a space for young families who have children with special educational needs and disabilities.

**Future plans** (continued)

- ◆ To spread our influence through local partnerships, particularly the Family Hub and South Westminster Resilient Families Partnership.
- ◆ To increase the provision of creative arts and drama therapy in primary schools, by seeking support for funding models that mean we get closer to all children in primary schools being able to access trauma therapy if they need it.
- ◆ To make more of UK and USA based student internship, following the current reduction of EU opportunities due to the uncertainty around Brexit.
- ◆ To increase the supervision, training and development of students and volunteers: this includes additional supervision time from the Volunteer Co-Ordinator, and access to training opportunities brought on by the Family Hub Partnership.
- ◆ To recruit new trustees due to planned departures.
- ◆ To self-assess the governance of the charity against the Charity Governance Code.
- ◆ To increase activity in grant fundraising, both with familiar supporters, but also potential new ones, particularly to create longer term relationships where possible.
- ◆ To increase activities for fundraising on-line, building on the success of the Feel Fresh Campaign which met its target to provide free nappies and sanitary goods to young families in need.
- ◆ To seek opportunities to increase income from sales of donated items e.g. clothes and toys.
- ◆ To increase activity online to tell more of our families' stories and the things that matter to them.

**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.

## **Governance, structure and management (continued)**

### ***Governance (continued)***

Potential SVFP trustees are sourced via suggestions from the Chair, trustees and the Chief Executive. Potential candidates are then interviewed by the Chief Executive with an initial recommendation to the SVFP trustees. The next stage is for an interview by a trustee. The candidate is then asked to attend a trustees' meeting as an observer and asked to make a short statement to the trustees, followed by questions and answers by the candidate and trustees. The trustees take a majority vote on whether to accept the candidate as a trustee. On appointment, the new trustee receives a short induction and they are DBS checked.

The names of the nine trustees who served during the year are set out on page 1 of this report and financial statements and brief biographical details on each of the trustees are given below:

#### ***Sister Margaret Barrett DC (Chair)***

Sister Margaret is a secondary school 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 International 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 DCSVP Services 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 many 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. His roles have included 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.

**Governance, structure and management (continued)**

***Governance (continued)***

***Leezah Hertzmann***

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 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.

***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. Between 1990 and 2003, Rosemary was a trustee of the Catholic Child Welfare Council, an agency of the Catholic Bishops' Conference of England & Wales, and the predecessor of Caritas Social Action Network. Rosemary has a Masters' Degree in Equity and Change in the Public Sector and her Doctorate was on Education and Social Exclusion. 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, a Fellow of the Royal Society of Arts and a member of the Institute of Directors. She is also a member of the Catholic Social Action Network Directors Forum.

***Sister Esther McDermott DC***

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 is currently on a sabbatical.

**Governance, structure and management (continued)**

***Governance (continued)***

***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 DC***

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.

***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 Department for Work and Pensions within Job Centres 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.

***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.

**Governance, structure and management** (continued)

***Statement of trustees' responsibilities*** (continued)

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);
- ♦ 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
- ♦ to 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 Chief Executive. 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.

## **Governance, structure and management (continued)**

### ***Key management***

The trustees consider that they together with the Chief Executive 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 pay of the Chief Executive 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 any potential shortcomings in the services provided, staffing, poor health and safety, and the 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 identify and mitigate the effects of the risk on its finances. The principal financial risk remains the impact of the general economic conditions and its impact on charitable funding.

**Governance, structure and management** (continued)

***Risk management*** (continued)

Whilst the current level of funding for 2019-2020 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.

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:

Theresa Tighe (THERESA TIGHE)

Trustee

Approved by the trustees on: 15 August 2019



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

**Opinion**

We have audited the financial statements of St Vincent's Family Project (the 'charitable company') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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 2019 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.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Material uncertainty relating to going concern**

The financial statements for the year ended 31 March 2019 have been prepared by the trustees on a going concern basis. As set out in the trustees' report, the financial position of the charity needs improving and the financial performance will be highly dependent on the charity being able to generate future grants and donations. In light of the deficit on general funds at 31 March 2019 and the uncertainty over the generation of future grants and donations, we have considered the adequacy of the disclosures made by the trustees pertaining to the application of the going concern assumption in the preparation of these financial statements and their assessment of the associated uncertainties.

Details of the circumstances relating to the trustees' assessment of the going concern position is disclosed on page 15 of the trustees' report, and as part of the principal accounting policies as set out on page 29. We bring these disclosures to the attention of the member.

Our opinion is not modified in this respect.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters 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.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company'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 charitable company'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 charitable company and the charitable company's member, for our audit work, for this report, or for the opinions we have formed.

Bzzacott LLP

Amanda Francis (Senior Statutory Auditor)

For and on behalf of Buzzacott LLP, Statutory Auditor

130 Wood Street

London

EC2V 6DL

22 August 2019

**Statement of financial activities (including income and expenditure account) Year to 31 March 2019**

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Income:</b>							
Donations and grants	1	124,386	86,670	211,056	60,643	191,796	252,439
Bank interest		28	—	28	121	—	121
Crèche and Creative Art Therapy fees		—	19,932	19,932	2,750	20,010	22,760
Other trading activities		214	—	214	860	—	860
Miscellaneous		6,796	—	6,796	5,087	—	5,087
<b>Total income</b>		<b>131,424</b>	<b>106,602</b>	<b>238,026</b>	<b>69,461</b>	<b>211,806</b>	<b>281,267</b>
<b>Expenditure:</b>							
Charitable activities							
Provision of services to vulnerable families and children	2	176,226	111,935	288,161	167,787	126,457	294,244
<b>Total expenditure</b>		<b>176,226</b>	<b>111,935</b>	<b>288,161</b>	<b>167,787</b>	<b>126,457</b>	<b>294,244</b>
<b>Net (expenditure) income before transfers</b>		<b>(44,802)</b>	<b>(5,333)</b>	<b>(50,135)</b>	<b>(98,326)</b>	<b>85,349</b>	<b>(12,977)</b>
Transfers between funds	10	11,943	(11,943)	—	39,492	(39,492)	—
<b>Net (expenditure) income and net movement in funds for the year</b>	4	<b>(32,859)</b>	<b>(17,276)</b>	<b>(50,135)</b>	<b>(58,834)</b>	<b>45,857</b>	<b>(12,977)</b>
<b>Reconciliation of funds:</b>							
Balance brought forward at 1 April 2018		4,435	66,586	71,021	63,269	20,729	83,998
Balance carried forward at 31 March 2019		(28,424)	49,310	20,886	4,435	66,586	71,021

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

All of the charity's activities continued during the above two financial years.

# Balance sheet 31 March 2019

	Notes	2019 £	2019 £	2018 £	2018 £
<b>Fixed assets:</b>					
Tangible assets	7		3,824		—
<b>Current assets:</b>					
Debtors	8	3,827		24,340	
Cash at bank and in hand		45,302		78,293	
<b>Total current assets</b>		<b>49,129</b>		<b>102,633</b>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9	(32,067)		(31,612)	
<b>Net current assets</b>			<b>17,062</b>		<b>71,021</b>
<b>Total net assets</b>			<b>20,886</b>		<b>71,021</b>
<b>Represented by:</b>					
<b>The funds of the charity</b>					
Restricted funds	10		49,310		66,586
Unrestricted funds					
General fund			(28,424)		4,435
<b>Total charity funds</b>			<b>20,886</b>		<b>71,021</b>

Approved by the trustees  
and signed on their behalf by:

Theresa Tighe

(THERESA TIGHE)

Trustee

Approved by the trustees on: 15 August 2019

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

# Statement of cash flows Year to 31 March 2019

	Notes	2019 £	2018 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	A	(27,892)	(31,207)
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(5,099)	—
Net cash used in investing activities		(5,099)	—
<b>Change in cash and cash equivalents in the year</b>		<b>(32,991)</b>	<b>(31,207)</b>
Cash and cash equivalents at 1 April 2018	B	78,293	109,500
Cash and cash equivalents at 31 March 2019	B	45,302	78,293

## Notes to the statement of cash flows for the year to 31 March 2019.

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

	2019 £	2018 £
Net movement in funds (as per the statement of financial activities)	(50,135)	(12,977)
<b>Adjustments for:</b>		
Depreciation charge	1,275	900
Decrease (increase) in debtors	20,513	(17,910)
Increase (decrease) in creditors	455	(1,220)
<b>Net cash used in operating activities</b>	<b>(27,892)</b>	<b>(31,207)</b>

### B Analysis of cash and cash equivalents

	2019 £	2018 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>45,302</b>	<b>78,293</b>

## **Principal accounting policies 31 March 2019**

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 2019 with comparative information given in respect to the year to 31 March 2018.

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.

### **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 judgement or estimate that has been made in these financial statements relates to the useful economic life of tangible fixed assets used in determining the annual depreciation charge.

### **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 at least one year from the date of approval of these financial statements.

The trustees accept that the financial position of the charity needs improving and falls well below that demanded by the charity's reserves policy. The trustees know that the next few years will be challenging. The period in 2018/19 when the charity was without a CEO, and the continuing challenging economic climate that has led to greater competition between charities for a declining pot of funds, have led to the charity struggling to maintain the level of donations and grants.

**Assessment of going concern (continued)**

However, the charity does have a number of strategies that have been implemented to address this situation including the appointment of the new CEO and a plan to focus on raising funds for general purposes. This will need to be done alongside the requirement for St Vincent's Family Project to continue to implement robust and careful budgeting and monitoring of cash flow.

In the meantime, the trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration Number 236803) (see note 13) have confirmed that they will continue to provide financial and other support to the charity in the short to medium term to enable it to remain a going concern. The Charitable Trust gave a donation to the charity of £25,000 in 2018/19. Given this, the trustees are of the opinion that St Vincent's Family Project will have sufficient resources to meet its liabilities as they fall due.

**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, bank interest, crèche and creative art therapy fees, income from other trading activities, and miscellaneous 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.

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.

Income derived from the levying of charges for Crèche and Creative Art Therapy and income from trading activities is measured at the fair value of the consideration received or receivable, excluding discounts and rebates.

Miscellaneous income is measured at fair value and accounted for on an accruals basis.



### **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 £3,000 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.

# Notes to the financial statements 31 March 2019

## 1 Donations and grants

	Unrestricted funds £	Restricted funds £	2019 Total funds £
<b>Grants</b>			
The Westminster Experiment and Research in Evangelism Trust	1,500	—	1,500
Swire Charitable Trust	5,000	—	5,000
Westminster City Council	—	3,650	3,650
Ironmongers Foundation	—	25,000	25,000
Living Communities	—	5,000	5,000
The Pimlico Million	—	1,920	1,920
Westminster Amalgamated Charity	—	7,000	7,000
The St Giles-in-the-Fields and William Shelton Educational Charity	—	15,000	15,000
Mrs L D Rope Third Charitable Settlement	—	13,500	13,500
The Hyde Park Estate Charity	5,000	—	5,000
Westminster Alms House	—	15,000	15,000
	<b>11,500</b>	<b>86,070</b>	<b>97,570</b>
<b>Donations</b>			
Daughters of Charity of St Vincent de Paul Charitable Trust	25,000	—	25,000
Methodist Central Hall	42,871	—	42,871
Other donations	45,015	600	45,615
	<b>112,886</b>	<b>600</b>	<b>113,486</b>
<b>2019 Total funds</b>	<b>124,386</b>	<b>86,670</b>	<b>211,056</b>

	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Grants</b>			
City of Westminster (sensory room)	—	5,000	5,000
EU Story Labs	—	14,353	14,353
The Westminster Foundation	—	25,000	25,000
St Giles & William Shelton Education Charity	—	15,000	15,000
Ironmongers Foundation	—	25,000	25,000
John Lyon's Charity	—	30,000	30,000
Westminster Amalgamated Charity	—	8,000	8,000
Porticus	—	23,993	23,993
Strand Parishes Trust	—	5,750	5,750
Mrs L D Rope Third Charitable Settlement	—	13,500	13,500
The Hyde Park Estate Charity	—	5,000	5,000
Awards for All	—	10,000	10,000
Westminster Alms House	—	10,000	10,000
Marsh Christian Trust	400	—	400
	<b>400</b>	<b>190,596</b>	<b>190,996</b>
<b>Donations</b>			
Methodist Central Hall	41,984	—	41,984
Other donations	18,259	1,200	19,459
	<b>60,243</b>	<b>1,200</b>	<b>61,443</b>
<b>2018 Total funds</b>	<b>60,643</b>	<b>191,796</b>	<b>252,439</b>

## 2 Charitable activities

	Unrestricted funds £	Restricted funds £	2019 Total funds £	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Provision of services to vulnerable families and children</b>						
Staff costs	107,200	76,691	183,891	95,207	69,638	164,845
Creative Arts Therapy	—	27,550	27,550	—	35,230	35,230
Family Space	—	4,044	4,044	—	4,040	4,040
Volunteer Space	4,532	—	4,532	—	17,549	17,549
Premises	29,204	3,650	32,854	32,943	—	32,943
Furniture and equipment	2,753	—	2,753	1,025	—	1,025
Insurance	3,367	—	3,367	3,952	—	3,952
Printing, postage, telephone and stationery	5,764	—	5,764	5,509	—	5,509
Recruitment and training	7,731	—	7,731	6,259	—	6,259
Travel and subsistence	94	—	94	3,406	—	3,406
Professional fees	5,147	—	5,147	7,211	—	7,211
Subscriptions	1,881	—	1,881	2,738	—	2,738
Governance costs (note 3)	5,700	—	5,700	4,420	—	4,420
Miscellaneous	2,853	—	2,853	5,117	—	5,117
<b>2019 Total funds</b>	<b>176,226</b>	<b>111,935</b>	<b>288,161</b>	<b>167,787</b>	<b>126,457</b>	<b>294,244</b>

## 3 Governance costs

	Unrestricted funds £	Restricted funds £	2019 Total funds £	Unrestricted funds £	Restricted funds £	2018 Total funds £
Audit services	5,700	—	5,700	4,420	—	4,420

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

This is stated after charging:

	2019 £	2018 £
Staff costs (note 5)	211,441	210,196
Auditor's remuneration (including VAT)		
· Current year statutory audit services	4,500	4,200
· Previous year	1,200	—
Depreciation	1,275	900

**5 Staff costs and remuneration of key management personnel**

	2019 £	2018 £
Staff costs during the year were as follows:		
Wages and salaries	172,048	154,290
Pension costs	1,805	938
Social security costs	10,038	8,993
	<u>183,891</u>	<u>164,221</u>
Contract staff	27,550	45,351
Redundancy payments	—	624
	<u>211,441</u>	<u>210,196</u>

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2018 – none).

The trustees consider that they together with the Chief Executive 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 total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £46,656 (2018 - £46,830).

The average number of employees, based on head count, was 10 (2018 – 8) whereas the average number of employees, based on full time equivalents, was 6 (2018 – 5).

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 £
<b>Cost</b>	
At 1 April 2018	7,301
Additions	5,099
Disposals	(7,301)
At 31 March 2018	<u>5,099</u>
<b>Depreciation</b>	
At 1 April 2018	7,301
Charge for year	1,275
On disposals	(7,301)
At 31 March 2019	<u>1,275</u>
<b>Net book values</b>	
At 31 March 2019	<u>3,824</u>
At 31 March 2018	<u>—</u>

**8 Debtors**

	2019 £	2018 £
Prepayments	711	5,711
Accrued income: grants receivable	—	14,353
Other debtors	3,116	4,276
	<u>3,827</u>	<u>24,340</u>

**9 Creditors: amounts falling due within one year**

	2019 £	2018 £
Accruals	4,500	4,200
Amount due to Methodist Central Hall (note 12)	2,412	2,412
Sundry creditors	155	—
Deferred income: grants received in advance	25,000	25,000
	<u>32,067</u>	<u>31,612</u>

**10 Restricted funds**

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

	At 1 April 2018 £	Income £	Expenditure £	Core costs transfers £	At 31 March 2019 £
Sensory Room	20,750	—	—	(5,099)	15,651
Kitchen refurbishment	—	3,650	(3,650)	—	—
Family Space Project	—	69,482	(69,482)	—	—
Creative Arts Therapy Project	34,583	33,470	(27,550)	(6,844)	33,659
Salary Fund	11,253	—	(11,253)	—	—
	<u>66,586</u>	<u>106,602</u>	<u>(111,935)</u>	<u>(11,943)</u>	<u>49,310</u>

	At 1 April 2017 £	Income £	Expenditure £	Core costs transfers £	At 31 March 2018 £
Sensory Room	10,000	10,750	—	—	20,750
Family Space Project	—	83,605	(60,938)	(22,667)	—
Creative Arts Therapy Project	—	79,105	(35,230)	(9,292)	34,583
Salary Fund	—	23,993	(12,740)	—	11,253
Advice Space Project	3,282	—	—	(3,282)	—
EU Story Labs	7,447	14,353	(17,549)	(4,251)	—
	<u>20,729</u>	<u>211,806</u>	<u>(126,457)</u>	<u>(39,492)</u>	<u>66,586</u>

For those restricted funds which have allowances for "core costs", the expenditure is charged to unrestricted funds which are then reimbursed via a transfer from restricted funds as shown above.

# **10 Restricted funds (continued)**

The specific purposes for which the funds were received and applied in 2019 are as follows:

## *Sensory Room*

Funds provided to assist with the sensory room. The transfer to core costs relate to the capitalisation of furniture and equipment for the sensory room.

## *Kitchen refurbishment*

Funds provided for the refurbishment of the kitchen.

## *Family Space Project*

Funds provided to assist with the Family Space Project.

## *Creative Arts Therapy Project*

Funds provided specifically as a contribution towards the costs associated with the Creative Arts Therapy Project.

## *Salary Fund*

Funds provided specifically for the salary of a Fundraiser.

# **11 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	2019 Total funds £	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Fund balances are represented by:</b>						
Fixed assets	3,824	—	3,824	—	—	—
Current assets	(181)	49,310	49,129	36,047	66,586	102,633
Creditors: amounts falling due within one year	(32,067)	—	(32,067)	(31,612)	—	(31,612)
<b>Total net (liabilities) assets</b>	<b>(28,424)</b>	<b>49,310</b>	<b>20,886</b>	<b>4,435</b>	<b>66,586</b>	<b>71,021</b>

# **12 Methodist Central Hall**

St Vincent's Family Project is connected to 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 Methodist Central Hall, and a third trustee is a member of the Methodist Central Hall.

- ◆ During the year the Project contributed service charges to Methodist Central Hall of £6,165 (2018 - £6,119), £512 (2018 - £512) of which was accrued at the year end. In addition, the Project paid rent to Methodist Central Hall of £22,800 (2018 - £22,800), £1,900 (2018 - £1,900) of which was accrued at the year end.
- ◆ During the year Methodist Central Hall gave a donation of £42,871 (2018 - £41,984) 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 DCSVP Services, the parent organisation of St Vincent's Family Project.

During the year, St Vincent's Family Project received a donation of £25,000 (2018 - £nil) from the Trust.

**14 Related party transactions**

During the year, three trustees made donations of £635 in aggregate to the charity (2018 - £240).

**15 Operating lease commitments**

At 31 March 2019 the charity had the following future minimum commitments under non-cancellable operating leases in respect of a photocopier:

	2019 £	2018 £
Leases which expire:		
. Within one year	2,626	—
. Between one and five years	10,339	—
	<u>12,965</u>	<u>—</u>

**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.