

St Vincent's Family Project

Annual Report and Financial Statements

31 March 2020

Charity Registration Number
1142095

Company Registration Number
07638620 (England and Wales)

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Reference and administration details 31 March 2020

Patron	Lady Viola G Grosvenor
Trustees	Sister Margaret Barrett DC Mr Anthony Aldridge Ms Christina Asare-Owusu Teresa Crowley Leezah Hertzmann Dr Rosemary Keenan Deacon Ali McMillan Mrs Judith Mitchell Ifeoma Okafor Sister Theresa Tighe DC
Principal office	The Methodist Central Hall Storey's Gate Westminster London SW1H 9NH
Telephone:	020 7654 5351
Facsimile:	020 7654 6902
Company registration number	07638620 (England and Wales)
Charity registration number	1142095
Chief Executive	Andrew Varley
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 2020

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 2020.

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 28 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).

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 fifteen 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

South Westminster is an area of contrast between wealth, history and power alongside stark social deprivation. Areas in Churchill and St. James wards are both within the 2015 top 10% of the Indices of Multiple Deprivation. There are many different communities and languages spoken sitting amongst the poverty, debt and insecure housing, social isolation is a significant problem in the area. Families with very young children have all the pressures of early parenthood, so it is unsurprising we see relationship conflicts, huge emotional stress on families leading often to mental and physical health problems. Various evidence shows that children in Westminster fare less favourably when it comes to obesity, oral hygiene, well-being, risk of involvement in crime and homelessness.

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. Our project works to develop resilience in families in their early years to have a lasting impact on their futures. 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.

Activities, specific objectives and relevant policies

Family Space

St. Vincent's Family Project - Theory of Change

From our many years of experience, we know that in order to support vulnerable people from a diverse community, it is not enough to just provide support programmes - be they therapy, work groups or one-to-one support. While it is important that we provide these crucial services, for many families, it is hard to begin a process of change so they may be hesitant to commit. For others, they simply don't understand the interventions that are being offered.

Our starting point is to provide a safe, active and fun community just for young families to come for free - if only to play, break up the day and get out of the home. We believe our role is not to assess and categorise people, but to make them feel welcome, show an interest in their lives and build a relationship of trust.

We then provide a vast range of programmes that reduce social isolation and help with all things related to parenting, including providing healthy food, supporting practical barriers such as English language, dealing with bureaucracy and accessing specialist help.

Additionally, many families come to us with some form of trauma caused by a variety of reasons, such as conflict and change related distress. We know that if trauma is not addressed early, particularly in children, it can manifest later in mental health and behavioural issues. Therefore, we offer a form of therapy that allows children to explore their feelings, share them at an early level and access the right support.



Activities, specific objectives and relevant policies (continued)

Creative Arts and Drama Therapy

Activities

The principal services run by the charity to achieve its aims are as follows:

- ◆ **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
- ◆ 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

Activities, specific objectives and relevant policies (continued)

Activities (continued)

- ♦ **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 whom 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 and those wanting to make a difference within the community.

- ◇ Up to 50 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.

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.

Activities, specific objectives and relevant policies (continued)

Safeguarding adults (continued)

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 2019/2020:

♦ **Outputs**

- ◇ **376** families visited us and 176 families received support
- ◇ **28** families had one-to-one family welfare support
- ◇ **36** parents completed parenting courses
- ◇ **35** parents were a part of the healthy living course
- ◇ **28** parents completed oral hygiene course
- ◇ **49** children attended oral hygiene session
- ◇ **19** Dad's attended Dads Space
- ◇ **26** families completed MEND (Mind, Exercise, Nutrition..., Do it) a programme to improve health and weight of children.
- ◇ **20** families attended arts and crafts sessions
- ◇ **11** families took part in a baking course
- ◇ **9** families took part in a knitting course
- ◇ **400** sessions of alternative therapies for relaxation were given to families
- ◇ Families enjoyed trips to Docklands Museum, Mudchute Farm, Kew Gardens, Horseguards Parade, Greenwich, Science Museum, Horniman, Natural History Museum and Winter Wonderland. Well attended celebrations were held at an Easter party, Summer BBQ and our Christmas Party

Achievements and performance (continued)

Family Space (continued)

◆ Outcomes

An evaluation was carried out to measure our impact on the development of the resilience of families. The evaluation was against 5 key outcome headings: Reduce social isolation; improve mental health and well-being; improve parent and children's confidence; reduce parental conflict and improve children's speech and learning. Of these:

- ◇ **87%** of families agreed or strongly agreed SVFP helped them towards reducing social isolation;
- ◇ **75%** of families agreed or strongly agreed SVFP helped them improve their mental health or well-being;
- ◇ **100%** of families agreed or strongly agreed that SVFP helped them towards improving their confidence;
- ◇ **84%** said the support had helped reduce family conflicts;
- ◇ **97%** agreed or strongly agreed that support helped the speech and learning development of their children; and
- ◇ Overall, **85%** of families who worked with us had a positive outcome which indicates we have been successful in addressing their needs.

The percentage of families who indicated their well-being had improved was lower than other indicators and lower than the previous year. This is despite the range of health related sessions we were able to provide during the year. However, one possible answer is that our evaluation was carried out partly during the coronavirus pandemic and it is possible this caused increased anxiety amongst families.

Partnerships

The charity continues to be part of the South Westminster Family Hub, a partnership of statutory and third sector providers of services for children and families from ages 0-19. This past year saw more joint work with vulnerable families and staff and volunteers complete training provided through the partnership, including Motivational Interviewing. There was also the launch of an online system for bringing cases for joint working, to give support more easily around families without requiring them to repeat their stories.

We are still part of the South Westminster Resilient Families Project, (Cardinal Hume Centre, The Abbey Centre, Pimlico Toy Library and Befriend a Family) and this year ran Arts and Craft sessions based at Pimlico Toy Library. We have also been providing a crèche facility to support families attending vocational courses run by the Abbey Centre. And, we have provided support for Caxton Youth Organisation for a homework club for children with special educational needs.

Achievements and performance (continued)

Case Study for Family Space

Background: RS is mother of two children age 6 and 1 who fled domestic violence and has been living in a women's refuge for the last 5 months. She suffers from post-natal depression, has money issues and a difficult relationship with her mum as there is a history of childhood abuse.

Work undertaken: RS came to Family Space with literally nothing, so was immediately supported to apply for benefits and, while she was waiting for the claim to be processed, we managed to provide a supply of nappies, wipes and an emergency £150 fund alongside donations of children's clothes, books and toys. In addition, RS was referred to a food bank and was also given a Christmas hamper with food and gifts for the family.

Following this, to help with her social and emotional wellbeing RS was enrolled in different Family Space programmes: parenting classes; healthy living course and knitting group.

She also started a one to one art therapy session in January offered by our art therapy student to help her untangle her emotional issues.

Outcomes:

- ◆ *RS has been awarded full benefits which resolved her money issues.*
- ◆ *She attends all the programmes regularly and loves spending time at our drop in sessions.*
- ◆ *She doesn't feel isolated any more following meeting other people at the project and has made friends that she meets frequently outside the Project too.*
- ◆ *RS completed the Positive Parenting Classes class and reports that she finds parenting more satisfying.*
- ◆ *RS find individual therapy very beneficial*
- ◆ *She is feeling more confident and is dealing with day to day issues (accommodation, son's school appointments etc.) pragmatically and with little support.*
- ◆ *RS is updating her CV and is motivated to go back to work.*

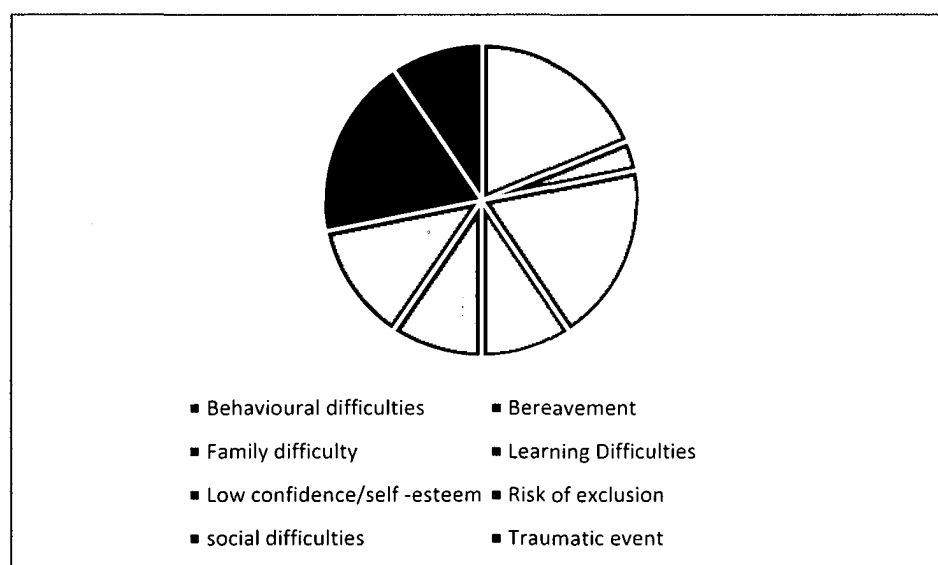
Achievements and performance (continued)

Creative Arts Therapy

♦ **Art and Drama Therapy Sessions**

This year we provided ongoing individual arts, drama or dance therapy to 29 children in local primary schools.

The most common needs identified at assessment were behavioural difficulties, family difficulties or social difficulties, but other needs were identified also. Further assessment of family backgrounds showed that most children came from families who had had conflicts, traumas or were single parent families.



By the end of the year we worked with 7 schools. They are Westminster Cathedral School, St. Clement Danes, St. Matthews, St Joseph's, Burdette Coutts and this term St. Vincent De Paul and for the first time, All Souls Primary School in Foley Street W1. Additionally, we worked with a year 7 child who refuses school; he should be attending All Saints School.

♦ **Clinical Placement Provision**

This year we have had therapy students from the University of Hertfordshire, the Royal Central School of Speech and Drama (2 students) and the Institute for Arts in Therapy and Education. As well as work with children, we have provided therapy for 4 parents in addition, which has been an added benefit.

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.

Achievements and performance (continued)

Volunteer space (continued)

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. They have opportunities to do direct face-to-face work with our client families and to support our back office operations, including fundraising and marketing, database management, 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 the University of Essex and four students from the United States of America. 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.

Impact for 2019/2020:

- ♦ 55 volunteers in total
- ♦ 4,850 hours of volunteered time to the charity, valued at £46,512
- ♦ 13 trustees gave time outside of the scheduled board meetings and planning days during the year

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

Case Study for Volunteer Space - Felicity, retired Health Visitor

How long have you volunteered at SVFP?

I have volunteered at Family Space for 9-10 years, since I retired. Normally I work 10.30-3.00pm one day a week.

What sort of things do you do at SVFP?

I greet and welcome families & children to the centre, show new families around, introduce them to others and explain how it operates. I talk with families and interact with children, especially if they are nervous or shy to help them feel confident and be able to relax. I help facilitate planned activities that are happening on the day. I also offer baby massage sessions to mothers & young babies, either in a group or 1 to 1.

What do you enjoy about volunteering here?

I enjoy interacting with the families, both the parents, grandparents and children. There is a great atmosphere amongst the staff and volunteers which is supportive. We discuss things, share ideas and learn from each other. As well as having a lot of fun.

Achievements and performance (continued)

What are the main things you have learned as a volunteer?

I have learnt to listen & appreciate some of the difficulties families are experiencing, sometimes offering advice or directing them to staff or other services. I have also learnt what an amazing team everyone is at SVFP!!

Fundraising

Given the tight financial position the charity was in by the end of the previous year, this year was always going to be a challenge. Cash flow was a problem during autumn as few main funders gave out funds during that period. Much of the planned income needed only started to come in at the end of the year. However, we had a busy stream of online donations, sales and fundraising events. Included in the latter was our CEO's completion of the Prudential Cycle 100. Subject to the uncertainty caused by the Coronavirus, we should be in a good position to begin to build some reserves.

This year we relied on Trust funds who know and already support our work, but we have also gained new supporters including the Vintners Company and the Worshipful Company of Basketmakers.

Along with our usual fundraising options we also began to offer services to partner organisations, including Westminster Abbey Centre and Caxton Youth Organisation at a level affordable to our sector, but bringing in useful income.

Quality Assurance

We have continued to evaluate our programmes and carry out an evaluation of the impact of the service against outcomes to indicate whether we have improved families resilience (see outcomes page 7). Our Parenting Programmes all have evaluation methodologies recognised by the Early Intervention Foundation and our Therapy uses the Strength and Difficulties Questionnaire Framework. Other in-house programmes have bespoke evaluations.

Our service is part of the South Westminster Family Hub whereby staff and volunteers share learning and work towards a common model for families requiring additional or specialist help

Financial review

Results for the year

A summary of the results for the year to 31 March 2020 is given on page 25 of this annual report and financial statements.

During the year, income totalled £214,403 (2019 - £238,026) of which £120,470 (2019 - £106,602) was restricted. Donation income amounted to £189,655 (2019 - £211,056).

Expenditure totalled £277,854 (2019 - £288,161) and included staff costs of £210,077 (2019 - £211,441), premises costs of £32,841 (2019 - £32,854), and recruitment and training costs of £3,078 (2019 - £7,731).

Financial review (continued)

Financial position

At 31 March 2020, the charity had total deficit funds of £42,565 (2019 - positive funds of £20,886). Of this total, £13,098 (2019 - £49,310) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds were in deficit by £55,663 (2019 - £28,424) 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.

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.

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.

- ♦ 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.

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.

Going concern assessment and response to Covid-19

Prior to the date that the financial statements were approved, the coronavirus (Covid-19) outbreak had spread worldwide and caused extensive disruptions to businesses as well as economic activities globally with no exception for the UK.

From the end of February 2020, having been at capacity on a regular basis with up to 30 families regularly coming to the Family Space Drop-In, following the start of the spread of COVID-19 numbers dropped dramatically to a third of that. On 17 March following the Government direction, Family Space and our programmes all closed. By the end of the month schools were unable to allow children into their buildings for our therapy work to continue and some staff had been furloughed.

Going concern assessment and response to Covid-19 (continued)

We have started providing support and information to families through the use of Zoom and other social media platforms.

Through new funding, the service was able to develop, pilot and deliver online family based therapy to families in Westminster impacted by Covid-19. At the time of writing this has been extremely valuable, both in delivering vital support to families under severe pressure, but also for creating opportunities for providing different services, either during lockdowns or even beyond this period.

Additionally, as the Family Space work fell within the government exempt groups, we were able to provide respite for families and then to deliver programmes, albeit in small numbers. Our ability to provide an active Community drop-in has been severely restricted during this period, but we have managed to continue to run programmes, provide a crèche, and give one to one support to families.

Moreover, since the Government declared it would prioritise education, our schools based therapy has continued and we are as urgently in demand from schools as we have ever been. Looking immediately forward, unless the country goes into a complete lockdown, i.e. with schools closed, we will still provide regular services. Again, this will be with smaller numbers of users, which will also limit the number of volunteers we need, but it will be for the neediest and a service in demand.

The period since Covid-19 has seen us increase our income so half way through 2020-21 we are in a much healthier position financially. Some of improvements was due to fundraising activities before Covid-19, but we have also seen funds come in for Covid-19 activities e.g. online family therapy. Additionally, other funders have allowed us to use funds for core/general purposes which means we have been able to respond to the need facing us, rather than be restricted to specific projects. In addition, since the year end, the trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust have agreed to convert their loan of £60,000 into a donation.

Our ability to generate income from social events, charging for use of our facilities or crèche, and donations from visitors has stopped completely during this period. Although these were always a small part of our income, they gave us some variation as well as unrestricted money.

The charity utilised the government Job Retention Scheme which provided income for furloughed staff, but as we increased services these staff were brought back and are active again. We will apply for other government funding for which we are entitled to.

Trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the future operations of the charity, its beneficiaries, partners and stakeholders and on wider society. As well as the personal risk to health of its staff, the charity expects to lose some sources of planned income as the result of the cancellation of planned programmes and the physical absence of key personnel. But, despite continued uncertainty, the response of the charity to operational needs and the successful income generation during the period means they are cautiously optimistic about its future.

Future plans

Through 2020-21, St Vincent's Family Project will aim to achieve the following objectives:

- ◆ To continue to review our Covid-19 risk assessment so we can provide services to families safely to our maximum capacity.
- ◆ Continue to fund and develop online family therapy and to become an expert in this area.
- ◆ Develop hybrid programmes for families including Parenting and Healthy Living, i.e. that have online and face to face options
- ◆ Focus on sustained core funding for main activities through grant applications/relationships with long term supporters.
- ◆ Continue to develop partnerships for operational improvement e.g. Family Hub and explore other partner opportunities which also increase or vary income.
- ◆ To develop sustainable funding for schools therapy, by focusing fundraising activity on this area and developing strong relationships with schools.
- ◆ Improve evaluation methodology for both Family Space and Creative Arts and Drama through wider use of online surveys, easier technological solutions and review of methodology.
- ◆ To continue to develop learning and development opportunities for staff and volunteers, including additional online courses, development of Vincentian Values programme and more use of Family Hub training.
- ◆ To transition effectively as a result of changes in trustees.
- ◆ To find specific funding for Dad's Space.

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.

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.

Governance, structure and management (continued)

Governance (continued)

Ms Christina Asare-Owusu

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

Leezah Hertzmann

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.

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.

Philippa Gitlin

Philippa Gitlin has many years' experience both leading and supporting charities. She has been Director at Caritas and CEO of Family Service Units in London. More recently she has been working as a consultant for DePaul International and FARA UK working with children in the Romanian care system.

Deacon Ali McMillan

Deacon of the Methodist Church at the Methodist Central Hall, Westminster, Deacon Ali McMillan had been a Teacher in Secondary Schools and Sixth form colleges before joining the ministry. She has through her pastoral activities worked with all age ranges in the community.

Ifeoma Okafor

Ifeoma Okafor's first degree was in Microbiology but she then went on to complete an MSc in Financial Economics and is now a Financial and Accounting Reporting Manager at Standard Chartered Bank PLC. She has a background in supporting charities work and coaching people into employment

Teresa Crowley

Teresa works as a Pastoral Liaison Officer and Careers Leader at Notre Dame School. In both roles she deals with outside agencies and is a school liaison for many different businesses, charities and local authority agencies. Teresa has a degree in Social Sciences and a Post Graduation Qualification in Careers Leadership. She loves her job at Notre Dame working on enrichment projects with the students which include programmes like: an art project around the First World War that was exhibited at The Guildhall, a dance project with Rambert which saw the students perform at their studio and writing a book of memories with the local elderly day centre.

Governance, structure and management (continued)

Statement of trustees' responsibilities

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

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

In preparing these financial statements, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ 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.

Governance, structure and management (continued)

Structure and management reporting

The ultimate responsibility for the charity lies with the trustees. The day to day management is delegated to the 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.

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.

In addition to the risks associated with Covid-19 (see above), 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.

Governance, structure and management (continued)

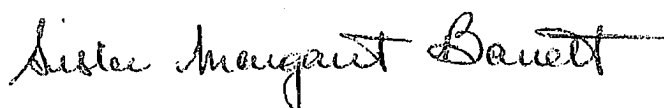
Risk management (continued)

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.

Whilst the current level of funding for 2019-2020 suggests that the charity will not 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:

A handwritten signature in black ink, reading "Sister Margaret Barrett". The signature is written in a cursive style with a long horizontal flourish at the end.

Sister Margaret Barrett
Trustee

Approved by the trustees on: 4 December 2020

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 2020 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 2020 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.

Emphasis of matter relating to the effects of Covid-19

We draw attention to the principal accounting policies on page 28, which describe the economic and social disruption the charity is facing as a result of Covid-19. Our opinion is not modified in this respect.

Conclusion relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Independent auditor's report Year to 31 March 2020

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. 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.

 Buzzacott LLP

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

15 December 2020

Statement of financial activities (including income and expenditure account) Year to 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Income:							
Donations and grants	1	91,160	98,495	189,655	124,386	86,670	211,056
Bank interest		59	—	59	28	—	28
Crèche and Creative Art Therapy fees		—	21,975	21,975	—	19,932	19,932
Other trading activities		1,148	—	1,148	214	—	214
Miscellaneous		1,566	—	1,566	6,796	—	6,796
Total income		93,933	120,470	214,403	131,424	106,602	238,026
Expenditure:							
Charitable activities							
Provision of services to vulnerable families and children	2	136,166	141,688	277,854	176,226	111,935	288,161
Total expenditure		136,166	141,688	277,854	176,226	111,935	288,161
Net expenditure before transfers		(42,233)	(21,218)	(63,451)	(44,802)	(5,333)	(50,135)
Transfers between funds	10	14,994	(14,994)	—	11,943	(11,943)	—
Net expenditure and net movement in funds for the year	4	(27,239)	(36,212)	(63,451)	(32,859)	(17,276)	(50,135)
Reconciliation of funds:							
Balance brought forward at 1 April 2019		(28,424)	49,310	20,886	4,435	66,586	71,021
Balance carried forward at 31 March 2020		(55,663)	13,098	(42,565)	(28,424)	49,310	20,886

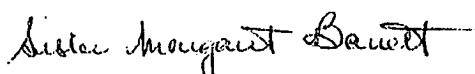
All recognised gains and losses are included in the above statement of financial activities.

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

Balance sheet 31 March 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets:					
Tangible assets	7		2,550		3,824
Current assets:					
Debtors	8	10,661		3,827	
Cash at bank and in hand		55,517		45,302	
Total current assets		66,178		49,129	
Liabilities:					
Creditors: amounts falling due within one year	9	(111,293)		(32,067)	
Net current (liabilities) assets			(45,115)		17,062
Total net (liabilities) assets			(42,565)		20,886
Represented by:					
The funds of the charity					
Restricted funds	10		13,098		49,310
Unrestricted funds					
General fund			(55,663)		(28,424)
Total charity funds			(42,565)		20,886

Approved by the trustees
and signed on their behalf by:



Sister Margaret Barrett
Trustee

Approved by the trustees on: 4 December 2020

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

Statement of cash flows 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	A	10,215	(27,892)
Cash flows from investing activities:			
Purchase of tangible fixed assets		—	(5,099)
Net cash used in investing activities		—	(5,099)
Change in cash and cash equivalents in the year		10,215	(32,991)
Cash and cash equivalents at 1 April 2019	B	45,302	78,293
Cash and cash equivalents at 31 March 2020	B	55,517	45,302

Notes to the statement of cash flows for the year to 31 March 2020.

A Reconciliation of net movement in funds to net cash flow provided by (used in) operating activities

	2020 £	2019 £
Net movement in funds (as per the statement of financial activities)	(63,451)	(50,135)
Adjustments for:		
Depreciation charge	1,274	1,275
(Increase) decrease in debtors	(6,834)	20,513
Increase in creditors	79,226	455
Net cash provided by (used in) operating activities	10,215	(27,892)

B Analysis of cash and cash equivalents

	2020 £	2019 £
Total cash and cash equivalents: Cash at bank and in hand	55,517	45,302

C Analysis of changes in net debt

	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
Cash at bank and in hand	45,302	(49,785)	(4,483)
Loans falling due within one year	—	60,000	60,000
Total	45,302	10,215	55,517

Principal accounting policies 31 March 2020

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 2020 with comparative information given in respect to the year to 31 March 2019.

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.

In addition to the above, the full impact following the recent emergence of the global coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the charity's activities, beneficiaries, funders, suppliers and the wider economy.

As set out in these accounting policies under "going concern", the trustees have considered the impact of the pandemic on the charity's financial position and going concern. They have concluded that with the support from Daughters of Charity of St Vincent de Paul Charitable Trust, it is appropriate for the charity to continue to prepare its accounts on the going concern basis.

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.

Assessment of going concern (continued)

The trustees accept that the financial position of the charity needs improving and falls well below that demanded by the charity's reserves policy. Trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the future operations of the charity, its beneficiaries, partners and stakeholders and on wider society.

From the end of February 2020, having been at capacity on a regular basis with up to 30 families regularly coming to the Family Space Drop-In, following the start of the spread of COVID-19 numbers dropped dramatically to a third of that. On 17 March following the Government direction, Family Space and other programmes all closed. By the end of the month schools were unable to allow children into their buildings for therapy work to continue and some staff had been furloughed. The charity started providing support and information to families through the use of Zoom and other social media platforms.

Through new funding, the charity was able to develop, pilot and deliver online family based therapy to families in Westminster impacted by Covid-19. Additionally, as the Family Space work fell within the government exempt groups, the charity was able to provide respite for families and then to deliver programmes, albeit in small numbers. The charity's ability to provide an active Community drop-in has been severely restricted during this period, but it has managed to continue to run programmes, provide a crèche, and give one to one support to families.

Moreover, since the Government declared it would prioritise education, schools based therapy has continued and the charity is as urgently in demand from schools as it has ever been.

The period since Covid-19 has seen the charity increase its income and at the date of approving these accounts it is in a much healthier position financially as funds have been received for Covid-19 activities e.g. online family therapy. Additionally, a number of funders have allowed the use of previously restricted monies for core/general purposes. In addition, since the year end, the trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust have agreed to convert their loan of £60,000 into a donation.

The charity has utilised the government Job Retention Scheme for a short while which provided income for furloughed staff, but as it increased services these staff were brought back and are active again. The charity will continue to apply for other government funding to which it is entitled.

Trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the future operations of the charity, its beneficiaries, partners and stakeholders and on wider society. As well as the personal risk to health of its staff, the charity expects to lose some sources of planned income as the result of the cancellation of planned programmes and the physical absence of key personnel. But, despite continued uncertainty, the response of the charity to operational needs and the successful income generation during the period means they are cautiously optimistic about its' future.

Assessment of going concern (continued)

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 to enable it to remain a going concern in the short to medium term.

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.

1 Donations and grants

	Unrestricted funds £	Restricted funds £	2020 Total funds £
Grants			
Westminster City Council	—	1,000	1,000
Westminster Foundation	—	10,000	10,000
MyWestminster Fund	—	7,141	7,141
Ironmongers Foundation	—	25,000	25,000
Sisters of the Holy Cross	25,000	—	25,000
Buzzacott Stuart Defries Memorial Fund	1,000	—	1,000
The Pimlico Million	—	1,500	1,500
The St Giles-in-the-Fields and William Shelton Educational Charity	—	15,000	15,000
The Woodward Charitable Trust	—	500	500
Local Giving	500	—	500
London Catalyst	—	2,000	2,000
John Lewis Partnership	—	6,000	6,000
Vintners Company	—	5,000	5,000
Sr Harold Hood's Charitable Trust	2,000	—	2,000
	28,500	73,141	101,641
Donations			
Methodist Central Hall	45,290	—	45,290
Other donations	17,370	25,354	42,724
	62,660	25,354	88,014
2020 Total funds	91,160	98,495	189,655
	Unrestricted funds £	Restricted funds £	2019 Total funds £
Grants			
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
	11,500	86,070	97,570
Donations			
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
	112,886	600	113,486
2019 Total funds	124,386	86,670	211,056

2 Charitable activities

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Provision of services to vulnerable families and children						
Staff costs	76,478	104,297	180,775	107,200	76,691	183,891
Creative Arts Therapy	—	29,302	29,302	—	27,550	27,550
Family Space	—	4,999	4,999	—	4,044	4,044
Volunteer Space	—	3,090	3,090	4,532	—	4,532
Premises	32,841	—	32,841	29,204	3,650	32,854
Furniture and equipment	3,263	—	3,263	2,753	—	2,753
Insurance	4,099	—	4,099	3,367	—	3,367
Printing, postage, telephone and stationery	4,128	—	4,128	5,764	—	5,764
Recruitment and training	3,228	—	3,228	7,731	—	7,731
Travel and subsistence	570	—	570	94	—	94
Professional fees	6,582	—	6,582	5,147	—	5,147
Subscriptions	1,117	—	1,117	1,881	—	1,881
Governance costs (note 3)	2,700	—	2,700	5,700	—	5,700
Miscellaneous	1,160	—	1,160	2,853	—	2,853
2020 Total funds	136,166	141,688	277,854	176,226	111,935	288,161

3 Governance costs

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Audit services	2,700	—	2,700	5,700	—	5,700

4 Net expenditure and net movement in funds for the year

This is stated after charging:

	2020 £	2019 £
Staff costs (note 5)	210,077	211,441
Auditor's remuneration (including VAT)		
· Current year statutory audit services	4,680	4,500
· Previous year	—	1,200
Depreciation	1,274	1,275

5 Staff costs and remuneration of key management personnel

	2020 £	2019 £
Staff costs during the year were as follows:		
Wages and salaries	167,156	172,048
Pension costs	3,219	1,805
Social security costs	10,400	10,038
	180,775	183,891
Contract staff	29,302	27,550
	210,077	211,441

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2019 – 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 £58,735 (2019 - £46,656).

The average number of employees, based on head count, was 9 (2019 – 10) whereas the average number of employees, based on full time equivalents, was 6 (2019 – 6).

None of the trustees received any remuneration in respect of their services during either year (2019–none). Expenses were not reimbursed to the trustees (2019–none).

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 2019 and at 31 March 2020	5,099
Depreciation	
At 1 April 2019	1,275
Charge for year	1,274
At 31 March 2020	2,549
Net book values	
At 31 March 2020	2,550
At 31 March 2019	3,824

8 Debtors

	2020 £	2019 £
Prepayments	—	711
Accrued income	7,141	—
Other debtors	3,520	3,116
	10,661	3,827

9 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	3,600	4,500
Amount due to Methodist Central Hall (note 12)	2,412	2,412
Loan from Daughters of Charity of St Vincent de Paul Charitable Trust (note 13)	60,000	—
Sundry creditors	281	155
Deferred income: grants received in advance	45,000	25,000
	111,293	32,067

Since the year end, the trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust have confirmed that the above loan is to be converted into a donation during the year to 31 March 2021.

	2020 £	2019 £
Deferred income at 1 April	25,000	25,000
Amounts released from previous years	(25,000)	(25,000)
Resources deferred in the year	45,000	25,000
Deferred income at 31 March	45,000	25,000

Deferred income relates to grants received in advance of the year in which they relate to.

10 Restricted funds

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

	At 1 April 2019 £	Income £	Expenditure £	Core costs transfers £	At 31 March 2020 £
Sensory Room	15,651	—	(8,969)	(6,682)	—
Family Space Project	—	75,095	(72,339)	(2,756)	—
Creative Arts Therapy Project	33,659	45,375	(60,380)	(5,556)	13,098
	49,310	120,470	(141,688)	(14,994)	13,098

10 Restricted funds (continued)

	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>

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. The specific purposes for which the funds were received and applied in 2020 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.

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.

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Unrestricted funds £	Restricted funds £	2019 Total funds £
Fund balances are represented by:						
Fixed assets	2,550	—	2,550	3,824	—	3,824
Current assets	53,080	13,098	66,178	(181)	49,310	49,129
Creditors: amounts falling due within one year	(111,293)	—	(111,293)	(32,067)	—	(32,067)
Total net (liabilities) assets	(55,663)	13,098	(42,565)	(28,424)	49,310	20,886

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 £5,844 (2019 - £6,165), £487 (2019 - £512) of which was accrued at the year end. In addition, the Project paid rent to Methodist Central Hall of 22,800 (2019 - £22,800 £1,900 (2019 - £1,900) of which was accrued at the year end.
- ♦ During the year Methodist Central Hall gave a donation of 45,290 (2019 – £42,871) 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, the charity received a £60,000 interest free loan from Daughters of Charity of St Vincent de Paul Charitable Trust (note 9). Subsequent to the year end, the trustees of the Trust have confirmed that the £60,000 loan has been converted into a donation.

The trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust have confirmed that they will continue to provide financial and other support to the charity to enable it to remain a going concern in the short to medium term.

14 Related party transactions

During the year, one trustee made donations of £1,500 in aggregate to the charity (2019 - £635). There are no other related party transactions requiring disclosure (2019 – none).

15 Operating lease commitments

At 31 March 2020 the charity had the following future minimum commitments under non-cancellable operating leases in respect of a photocopier:

	2020 £	2019 £
Leases which expire:		
Within one year	2,626	2,626
Between one and five years	7,659	10,339
	10,285	12,965

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.