

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

(A company limited by guarantee)

COMPANY REGISTERED NUMBER 2567517

CHARITY NUMBER 1004354

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

Bryan and Ridge
Chiswick, London W4



UPPER ROOM (ST. SAVIOUR'S WITH ST. MARY'S)

ANNUAL REPORT AND THE REPORT OF THE TRUSTEES 2011 - 2012

Mission Statement

Who we are

The Upper Room is a charity that has been helping socially disadvantaged people in London since 1990. We work with homeless people, economic migrants, ex-offenders and other socially disadvantaged people to improve their lives and conditions, and thereby make a positive contribution to society.

What we do

Our diverse services are tailored to meet the needs of our clients and include

- UR4Meals – Providing meals to socially excluded and disadvantaged people, enhancing their health and well-being;
- UR4Jobs – A Specialist Employment Support Service provides for clients with no recourse to public funds who risk homelessness and destitution, and
- UR4Driving – A Driving school for ex-offenders to help reduce recidivism and improve their employability and life skills, our FoodBank supplies food to other charities

Why our work is important

We believe in the fundamental proposition that every human being has potential which, if held captive by social exclusion, can be unlocked by our support and work. Our work has a positive, life-enhancing impact on our clients. Our work benefits our clients by lifting their personal self-esteem, improving their health and making them more economically independent. Our work also benefits society by making our clients less dependent on state funding and less vulnerable to crime. Additionally, we are proud that clients we help can provide inspiration and hope for others.

Where we work

Our main hub is in West London, but we are a London-wide organisation. Our work touches the lives of thousands of people every year.

How we work

We provide an environment for clients which is self-respecting and safe. Our services are personalised, and we pride ourselves on our innovative solutions to meet the needs of our clients. As an organisation, we do not shy away from tougher situations and new opportunities to enhance our effectiveness and achieve successful outcomes for our clients.

Chairman's Report

2011 – 2012

It is a great pleasure to be able to report that, for the fourth year in succession, we have recorded a significant surplus. This represents solid progress towards meeting the measures in our Reserves Policy, and is an important step in ensuring the strength and stability of The Upper Room in what continue to be challenging times.

One of the key responsibilities of the Board of Trustees is of course the prudent financial management of the charity. It is heartening to note that we have delivered the sound results detailed later in this report whilst continuing to expand the services we offer. I would particularly like to acknowledge our Treasurer Sara Holloway, for bringing such a high level of rigour and professionalism to her task, allied with tremendous compassion and commitment to serving our clients. Our fundraiser Fiona Cook also deserves recognition for producing results year after year, and for meeting the ever more detailed requirements of funders in terms of reporting.

We have continued to strengthen our Board of Trustees, with the appointment of Julian Hillman, Matthew Morgan and Ken Barbour. They bring valuable fresh skills and experience to our work. We have also formalised the roles of the Board, so that each Trustee has responsibility for a specific area, which provides additional support to our staff.

The Strategic Plan that we developed with the help of the Cranfield Trust is proving an extremely useful tool in guiding our deliberations, giving us a clear focus on where we are going and the priorities we need to address.

Just before the start of 2011-2012, Tony Branch left the Board. Tony had been a Trustee for longer than anyone can remember, and had made an enormous contribution to our work. I would like to take this opportunity to thank him for his commitment and dedication over so many years.

With great regret we said farewell this year to our Operations Director Michael Chandler, who decided that he needed a full-time job, and one that was geographically rather closer to home. In the comparatively short time he was with us, Michael made a terrific contribution, and we wish him all the best in his new role.

We are very fortunate to have found an excellent replacement for Michael in the person of Amanuel Woldeus. Amanuel has got to grips with the job very quickly, and is already making a big difference.

An undoubted highlight of the year was our UR4Driving project winning the special Andy Ludlow 21st Anniversary Award for Best Use of Volunteers, which came with a cheque for £15,000. The Award was announced on a splendid evening at City Hall, which incorporated a grandstand view of Tower Bridge opening (not apparently solely laid on for our benefit). Two days later there was another presentation ceremony in the Speaker's Apartments at the Palace of Westminster, where we had the great honour of receiving the Award from Mr Speaker John Bercow himself, and were joined by our stalwart Patron Andy Slaughter MP.

Our relationship with St Saviour's Church continues to be a vital pillar of our work, and one for which we are enormously grateful. I had the privilege of being asked to read at both their Harvest Festival and their Advent Service.

St Michael and All Angels in Bedford Park continue to support us very generously as one of their designated charities. Highlights this year included performances of Bach's St John Passion and St. Matthew Passion, as well of course as the ever-popular Green Days.

You will find more detailed reports on our various projects below. It only remains for me to express my heartfelt thanks to everyone involved in The Upper Room's work: staff, volunteers, Trustees, Patrons, funders, donors and the local community. To see so many people working to make a difference in the lives of the less fortunate is always deeply moving.

The Projects

UR4Meals feeds 90-120 socially excluded men and women, five days a week. It also provides free clothing and bedding, volunteer opportunities, support with health and housing, onward referrals and reconnection services.

Over the last 12 months UR4Meals served 25,216 meals and 4,062 take-aways. The number of vulnerable adults attending UR4Meals has steadily been rising. The statistics reveal that 88% of these are male, 40% Polish, 40% English, 6% Romanian, 2% Lithuanian, 5% other, and the remaining 2% unknown. The largest group were aged 40-49, followed by the 50-59 and 30-39 age groups.

Alongside the provision of meals, UR4Meals delivers a wide range of additional support and essential equipment. We continue to provide clothing, blankets & sleeping bags (272), and toiletries (2,171). The mobile TB Scan Unit visited the Upper Room in May, October and December 2011. 188 clients were scanned.

In November and December *Good4You* delivered two Disability Workshops as part of a pilot project to help disabled beneficiaries apply for a Freedom Pass. To date five have successfully been granted. In response to beneficiary demand, this service is now being provided weekly, with 50 unique beneficiaries to date and more than 129 one-to-one sessions delivered. These services have gone beyond Freedom Pass applications, and six legal aid solicitors have been appointed to help with housing, benefits advice (DLA, ESA, JSA etc), appeals, tribunals and immigration. The pilot project has expanded to include volunteers from service users, and *Good4You* are through to the second stage of a Big Lottery funding application.

UR4Meals has referred 17 homeless clients for housing. A shortage of beds in night shelters and hostels continues to be the biggest concern for us. Many of our clients, particularly the Central and Eastern Europeans, have no option but to live in squats.

"The Upper Room is clearly helping homeless and destitute individuals in West London. From our own public health perspective your service is invaluable in enabling us to reach an extremely vulnerable population who are at high risk of infectious and drug-resistant forms of tuberculosis, and also in providing support to patients undergoing essential treatment." (Source: Alistair Story - Clinical Lead, Find and Treat)

UR4Jobs is a pioneering and multilingual employment support service for 300 beneficiaries per annum. It was launched in 2006, specialising in supporting Central and Eastern European recent migrants, but is now expanding to cover ex-offenders. It breaks the circuit of un-employability and homelessness by providing personalised support, administrative assistance, entry level skills training, motivational courses and access to jobs.

In 2011 UR4Jobs registered 182 new beneficiaries. 89% were unemployed, and 38% were homeless or sleeping rough. 48% were Polish, 32% Romanian, 6% Lithuanian, 4% were from the UK, and the remainder were from other EU countries.

UR4Jobs assisted 77 people to open bank accounts, 177 to attend CSCS training, 44 to take CSCS tests, 97 to register for National Insurance, 35 to register for self-employment and 71 to acquire EHIC cards. 34 were referred to Rehab/Detox and 13 housing referrals made. In addition we compiled CVs for 96 people, gave 44 job references and referred/placed 121 people in jobs.

The Central and East European Forum has continued to meet quarterly, most recently to include presentations from No Second Night Out and the Gang Master Licensing Agency to establish strategic responses to employers who do not pay their workers. This is a common problem, and one client has been referred to AIRE Centre to prepare his case for an employment tribunal.

The mental health of unemployed CEE Nationals is still a cause for concern, and bilingual counselling sessions have recently restarted. Two volunteer psychologists from the Polish Psychologists Club have been offering individuals a course of 6-12 sessions.

"UR4Jobs helped me get a free passport which enables me to start looking for a legitimate job and apply for benefits. I was one step away from homelessness, but now I know that it will not happen to me." Maciej (Poland)

UR4Driving aims to improve the employability, enhance the life skills and reduce recidivism among 30 ex-offenders a year by teaching them to drive in return for voluntary work at the UR4Meals FoodBank, and then treating their driving licences as vocational qualifications for work in the transport sectors.

Phase 1 is a probationary period of 80 hours' voluntary work at the FoodBank. The candidates earn their driving lessons by helping to collect surplus food from Whole Foods in Kensington and Sainsbury's Concept Store, and redistributing it to four other homeless day centres. This structures their days and gives them a chance to either improve or prove their abilities to be punctual, reliable and fully capable of working in a team.

Phase 2 is an intensive course of external driving lessons, and the candidates can opt for a Car, Motorbike or Fork Lift licence. Those who pass their tests can attend UR4Jobs for help with basic numeracy and literacy skills (where necessary), compiling their CV, interview skills and job search. A driving licence not only increases the range of jobs available, but also the geographical location and rates of pay.

Since 2010 we have achieved the following licences: 40 Car, two Motorbike, two Forklift, one CBT and five MIDAS certificates for minibuses drivers.

Since January 2010 only two people – less than 10% – have re-offended after completing the course. This compares favourably with a national rate of 60%. 12 people have obtained driving jobs, and 13 have secured other employment. Over 150 people with an offending history have participated or are currently enrolled.

Its pioneering spirit and discipline earned UR4Driving the Andy Ludlow Special Award for Best Use of Volunteers in October 2011. This prestigious prize was presented by Rt Hon John Bercow MP at a ceremony in the State Rooms of the Speaker's House in the House of Commons, and it included £15,000 of unrestricted funding.

In December 2011, the Mayor of Hammersmith & Fulham recognised the ex-offenders themselves by presenting six UR4Driving candidates with Volunteer Awards for their contribution to the community.

"This is the first time as an adult that I have been out of prison for more than 12 months and this will be my first Christmas at home. I have just turned 30. When I came to UR4Driving I knew it would help me. The most important thing is that I got a job immediately because I had a licence, and was over 26. I was able to get my first flat and buy the furniture for it. I have managed to save over £2,000 in 3 months. Getting my licence has had an enormous impact on my life. I still volunteer at UR4Driving." (KK)

Harvest Appeal 2011

Our Harvest Appeal continues to be a source of community strength to us, with its invaluable donations of food and money. Many of the churches and schools who participated in the Appeal kindly brought their gifts directly to Cobbold Road, where Alyson Sich, our administrator, and a team of UR4Driving project volunteers sorted them and stored the crated tins in the container for future use. Meanwhile, Bruce Marquart and another team of UR4Driving volunteers picked up donations from other locations. Bruce, supported by Matthew Morgan, one of our Trustees, also spoke at many churches and school assemblies in support of the Appeal. We estimate that the container holds in excess of 30,000 tins, these, and the other goods we receive, are used to feed our guests throughout the year, and are also distributed as part of the FoodBank project where appropriate.

Keen to be Green

In furtherance of the charity's Environmental Policy, and with a general objective of minimising our carbon footprint, the chef and the FoodBank team continue to arrange for all vegetable waste to be recycled to a couple of local gardeners for use in their gardens and allotments.

The Board

P Mullings
S Tuke (Chair)
S Holloway (Treasurer)
B Stevenson
R Shaw
J Hillman (appointed 9th November 2011)
M Morgan (appointed 5th April 2011)
K Barbour (appointed 14th January 2012)

The Staff

Amanuel Woldesus	Operations Director	(part time)
Alyson Sich	Upper Room Administrator	(part time)
Cecilia Seres	UR4Meals Project Manager	
Chris Williams	UR4Meals Cook	(part time)
Halina Jakubik	UR4Meals Kitchen Cleaner	(part time)
Milka Witkowska	UR4Jobs Project Manager	(part time)
Bartłomiej Kaczmarczyk	UR4Jobs Employment Coordinator	(part time)
Bruce Marquart	UR4Driving/FoodBank Project Manager	
Nadine Ofosu-Adjei	UR4Driving Administrator	(part time)
Neil Cyster	Driver	(part time)

Volunteers

We have had 136 volunteers over the year. They deliver the bulk of the direct and indirect work that we do: they serve food, give advice and mentor clients, as well as participating in many fundraising activities on behalf of The Upper Room. Without their constant encouragement, and their many hours of direct and indirect support, we would not be able to function. We thank them all.

Risk Management

The Trustees have recognised that there are risks to which the charity, the staff, and the volunteers are exposed. Systems and policies have been established to mitigate known risks, including financial controls, employment procedures, complaints, facility contracts and volunteer training. CRB investigations and declarations are routinely applied from the Board level on down, to ensure our organisation observes the necessary safeguards for users of our services. Policies are reviewed periodically. The charity maintains an equal opportunities policy for employment and promotions, a health and safety policy, food hygiene policy, and risk analysis for each facility used. It has a zero-tolerance policy against abuse, for the security and well-being of its staff and volunteers.

Finance Report

It is with immense gratitude and thanks to all our supporters that The Upper Room has again made a modest surplus. Our unrestricted reserves cumulatively now stand at £65,446. Amanuel, our new Operations Director this year, has continued the culture of managing our costs tightly as well as looking for new funding and new sources of funding. Our thanks go to Veronica Tuke, our Finance Manager, who processes all the transactions and produces the reports for the programme managers and the board. Due to her diligence, we are confident of always knowing our financial position. Many thanks Veronica.

Our total income rose 15% to £342,778. An organic growth rate that the organisation can absorb, and a pleasing one in the continuing uncertain economic climate. Our support from the local community continues to be strong, with almost £35,000 coming from donations. This does not include the many, many hours that our volunteers give as they work in the kitchens and elsewhere within The Upper Room. Their time is unpaid but not unrecognised. They bring so much more than their hands. Thank you for giving your time so readily and so constantly.

The Upper Room is predominantly funded by grant applications, 90% from 34 grant-making bodies. Our success in attracting funding is based on our excellent and award-winning programmes. Fiona Cook, our fundraiser, is very effective at presenting our stories and ideas to potential donors. Thank you Fiona. In recognition of all that she does, her role has been formally broadened to include the monitoring and evaluation of the projects, which she has been already doing.

Reserves Policy

Our reserves policy continues to be set at three months' operational costs, as this would enable us to close down responsibly meeting all our obligations. As The Upper Room continues to grow, this target continues to stretch before us. For the year 2012/13 the target is £89,000. However as we continue to make surpluses we are 74% of our way to reaching that target. This is a great achievement.

This year the board clarified that our reserves are not just a safety net, but are also there to support the projects. This year, the board released money to add to funds already raised to purchase a refrigerated van that the Driving project would use. A further illustration is the ongoing practice of releasing unrestricted funds to each of the projects at year end so that they break even. This matches the spirit in which many of our donations are given.

Donors

Our grateful thanks go to all those individuals, schools, community events, church and faith groups, organisations and grant-giving foundations who contribute to our work.

Grants and donations from charitable sources and other institutions

Allchurches Trust Limited
Anonymous
Big Lottery Fund
Charlotte Marshall Charitable Trust
Embassy of the Republic of Poland
Esmée Fairbairn Foundation
Evan Cornish Foundation
Fresh and Wild
Garfield Weston Foundation
Lloyds TSB Foundation for England and Wales
London Borough of Hammersmith and Fulham
Relief Society for Poles
Schutz Engel
StreetSmart
Thames Community Foundation
The Coutts Charitable Trust

The Daisy Trust
 The Drapers' Company
 The French Huguenot Church of London Charitable Trust
 The Girdlers' Company Charitable Trust
 The Goldsmiths' Company
 The Greggs Foundation
 The Henry Smith Charity
 The London Housing Foundation - Andy Ludlow Special Award
 The Maurice & Hilda Laing Charitable Trust
 The Olive Tree Trust
 The Rank Foundation
 The Sir Jules Thorn Charitable Trust
 The SMB Charitable Trust
 The Trusthouse Charitable Foundation
 The Tudor Trust
 The William Allen Young Charitable Trust
 The Woolf Charitable Trust
 Trust for London
 Wates Foundation

CHURCH DONATIONS

All Hallows Church, Twickenham
 All Saints Church, Fulham
 Church of the Annunciation, Marble Arch
 Ealing Churches Winter Night Shelter
 Holy Innocents, Hammersmith
 Kingsbury Free Church (Baptist)
 Omega Praise
 Ravenscourt Baptist Church, Hammersmith
 St. Luke's Church, Shepherd's Bush
 St Dunstan's Church, East Acton
 St Gabriel's Church, North Acton
 St Helens Church, North Kensington
 St James's Church, West Hampstead
 St James's Church, Hampton Hill
 St John's Church, Notting Hill
 St John's Church, Ealing
 St John with St James, Fulham
 St Mary's Church, Northolt
 St Michael and All Angels, Bedford Park (including Green Days, Bedford Park Festival, Lent & Christmas appeals)
 St. Michael and All Angels, Bedford Park performances of Bach's St John Passion and the St Matthew Passion, conducted by Sandy Burnett
 St. Paul's Church, Grove Park
 St. Peter's Church, Hammersmith
 St. Peter's Church, Ealing
 St. Saviour Wendell Park
 St Simon's Church, Shepherd's Bush
 St Stephen with St Thomas, White City

The United Benefice of St Mary with All Souls, Kilburn and St James, West Hampstead

SCHOOL DONATIONS

Denmead School
Grimsdell Mill Hill Prep School
Hampton School
Notting Hill & Ealing High School

OTHER DONATION SOURCES

Chiswick Baroque/carol singing
Embassy of the Republic of Poland
Fulham Palace Allotments
In memoriam Peter Krook
In memoriam Sir Roger Hugh Cary
Polish Relief Fund

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice. Under company law, the directors 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 company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to

select suitable accounting policies and then apply them consistently,

make judgments and estimates that are reasonable and prudent;

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that, so far as they are aware, there is no relevant audit information of which the company's auditors are unaware. They have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

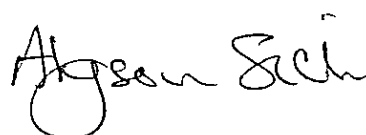
The Board would like to give their thanks to the auditors, Bryan and Ridge, for all their help and advice during the year regarding the financial business of The Upper Room

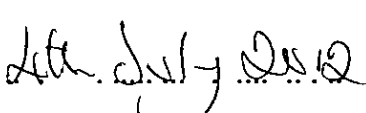
The auditors, Bryan and Ridge, will be proposed for re-appointment in accordance with Section 485 of the Companies Act 2006

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

Signed, on behalf of the Board

Registered office:
Parish Office
St Saviour Wendell Park Church
Cobbold Road
London
W12 9LN


A SICH
Company Secretary

Approved by the Board on 

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)**

We have audited the accounts of Upper Room (St Saviour's with St Mary's) for the year ended 31 March 2012, which comprise the Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view. Our responsibility is to audit the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including "APB Ethical Standards - Provisions available for Small Entities (Revised)," in the circumstances set out in note (2) to the accounts.

SCOPE OF THE AUDIT OF THE ACCOUNTS

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements.

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the accounts

- give a true and fair view of the state of the company's affairs at 31 March 2012 and of its net incoming resources for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANY'S ACT 2006

In our opinion the information given in the Directors Report for the financial year for which the accounts are prepared is consistent with the accounts

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the accounts and the directors' report in accordance with the small companies regime



Mr Nicholas Ridge
Senior Statutory Auditor

For and on behalf of BRYAN AND RIDGE, Statutory Auditors
Chiswick,
London, W4

4/7/12

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2012

<u>Notes</u>	<u>Unrestricted</u> <u>2012</u>	<u>Restricted</u> <u>2012</u>	<u>Total</u> <u>2012</u>	<u>Total</u> <u>2011</u>
	£	£	£	£
Income and expenditure				
Incoming resources				
Voluntary income				
Grants	8497	298085	306582	251145
Donations	30890	1700	32590	41337
Gift Aid on Donations	2271	0	2271	2872
Fundraising	0	0	0	2198
Other	0	835	835	230
Interest	500	0	500	334
Total incoming resources	<u>42158</u>	<u>300620</u>	<u>342778</u>	<u>298116</u>
Resources expended				
Costs of generating funds	765	33168	33933	29264
Charitable activities	28073	245108	273181	246432
Governance costs	3985	0	3985	10821
Total resources expended	<u>32823</u>	<u>278276</u>	<u>311099</u>	<u>286517</u>
Net (outgoing)/incoming resources for the year	9335	22344	31679	11599
Transfers between funds	20241	(20241)	0	0
Fund balances brought forward	35890	(2103)	33787	22188
Carned forward	5 <u>65466</u>	<u>0</u>	<u>65466</u>	<u>33787</u>

THE COMPANY HAS NO RECOGNISED GAINS AND LOSSES OTHER THAN THE PROFIT OR LOSS FOR THE PERIOD

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

BALANCE SHEET - 31 MARCH 2012

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
		£	£
FIXED ASSETS			
Tangible assets	4	<u>5175</u>	<u>0</u>
		5175	0
CURRENT ASSETS			
Debtors	6	11828	18228
Cash at bank and in hand		<u>112790</u>	<u>92682</u>
		<u>124618</u>	<u>110910</u>
CREDITORS,			
Amounts falling due within one year	7	<u>64327</u>	<u>77123</u>
		<u>64327</u>	<u>77123</u>
NET CURRENT ASSETS		<u>60291</u>	<u>33787</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>65466</u>	<u>33787</u>

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

BALANCE SHEET - 31 MARCH 2012

(continued)

	<u>Notes</u>	<u>2012</u>	<u>2011</u>
	£	£	£
CAPITAL AND RESERVES			
Capital - limited by guarantee, 8 members having a liability not exceeding £1 per member			
Unrestricted funds		65466	35890
Restricted funds		0	(2103)
		<u>65466</u>	<u>33787</u>

The accounts have been prepared in accordance with the special provisions relating to small companies of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Signed, on behalf of the Board



S TUKE
Chairman

Approved by the Board on 8 July 2012

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)
NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2012

1 BASIS OF PREPARATION

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), under the historical cost convention, the Statement of Recommended Practice Accounting and Reporting by Charities (Revised 2005).

The principal accounting policies of the charitable company are set out below

(a) INCOME

Income represents grants and donations receivable. Grants received and allocable to a specific period, are treated as deferred income so far as the deferred element is concerned.

(b) FUND ACCOUNTING

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

(c) TANGIBLE FIXED ASSETS AND DEPRECIATION

All fixed assets are being written off over two years

2 OPERATING ACTIVITIES

	<u>2012</u>	<u>2011</u>
	£	£
Auditors' remuneration	<u>3396</u>	<u>3276</u>
Staff Costs:		
Gross Salaries & Wages	143645	105922
Employer's NI Contributions net of SMP recoveries	10824	8092
Pension	<u>800</u>	<u>-</u>
	<u>155269</u>	<u>114014</u>

In common with many other businesses of our size and nature we use our auditors to prepare and assist with the preparation of the financial statements. The auditors also provide advice about computerised accounting software.

3. DIRECTORS AND EMPLOYEES

The directors received no remuneration from the company during the year or the previous year. Staff costs during the year were £155,269 (2011: £114,014). The number of employees (full time equivalent) was 6 (2011: 5). No employee earned more than £60,000 per annum in the year.

4. TANGIBLE FIXED ASSETS

	Land & Buildings	Plant & Machinery etc	Total
	£	£	£
Cost			
On 1 April 2011	0	37,203	37,203
Additions	0	10,350	10,350
Disposals	0	(3,700)	(3,700)
On 31 March 2012	<u>0</u>	<u>43,853</u>	<u>43,853</u>
Depreciation			
On 1 April 2011	0	37,203	37,203
Charge for the year	0	5,175	5,175
Deduct for disposals	0	(3,700)	(3,700)
On 31 March 2012	<u>0</u>	<u>38,678</u>	<u>38,678</u>
Net book value			
On 1 April 2011	<u>0</u>	<u>0</u>	<u>0</u>
On 31 March 2012	<u>0</u>	<u>5,175</u>	<u>5,175</u>

5. RESERVES

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
At 1 April 2011	35,890	(2,103)	33,787
Net incoming resources	9,335	22,344	31,679
Transfers between funds	20,241	(20,241)	0
At 31 March 2012	<u>65,466</u>	<u>0</u>	<u>65,466</u>

6 DEBTORS

	<u>2012</u>	<u>2011</u>
	£	£
Trade debtors	305	60
Others	11523	18168
	<u>11828</u>	<u>18228</u>

7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2012</u>	<u>2011</u>
	£	£
Trade creditors	0	0
Accruals	4799	9724
Deferred Income	59525	67399
	<u>64324</u>	<u>77123</u>
Secured	-	-
Unsecured	64324	77123
	<u>64324</u>	<u>77123</u>

8 CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2012 (2011: Nil)

9 TAXATION

The company is a charity and exempt from direct taxation on income and gains to the extent that these are applied to its charitable objects.

10 CAPITAL COMMITMENTS

There were no capital commitments at 31 March 2012 (2011: Nil)

11 RELATED PARTY TRANSACTIONS

The charity's bookkeeper is the wife of the chair of Trustees, Simon Tuke. She was paid £6,386 in the year (2011 £6,384)

12 PENSION CONTRIBUTIONS

The charity does not operate a pension scheme for its employees but in accordance with employee contracts of employment, Upper Room makes employer contributions to an employee's personal pension scheme. The contribution is equal to the contribution made by the employee up to a limit of 6% of gross salary.

13 ALLOCATION OF EXPENDITURE

1 Costs directly allocated to activities

Staff costs, Food, Health&Safety/Cleaning, Awards & Grants, Client Training,
Computer & Internet, Film Club, Dues & Subscriptions Meals & Entertainment
Miscellaneous Office Administration

The allocation is on the basis of actual cost or time spent

2 Support costs allocated to activities:

Telephone, Tools, Utilities, Repairs and Maintenance, Rent, Insurance, Refuse

The allocation is based on floorspace:

Meals	50%
Drving	5%
Jobs	35%
Main	10%

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)
DETAILED ANALYSIS OF FINANCIAL ACTIVITIES BY FUND
FOR THE YEAR ENDED 31 MARCH 2012

	<u>Unrestricted</u>	<u>Restricted</u>					
		<u>Main/Core</u>	<u>UR4Meals</u>	<u>Big Lottery Fund</u>		<u>UR4Driving</u>	
				<u>UR4Driving</u>	<u>Other</u>	<u>UR4Jobs</u>	<u>Total</u>
							<u>2011</u>
Grants	8497	58945 ²	61884	52633	81473 ^{1 2}	43150	306582
Donations	30890	500	1200	0	0	0	41337
Gift Aid on donations	2271	0	0	0	0	0	2271
Fundraising	0	0	0	0	0	0	0
Other	0	0	0	0	835	0	835
Interest	500	0	0	0	0	0	500
	42158	59445	63084	52633	82308	43150	342778
<i>Costs of generating funds</i>							298116
Fundraising	765	7587	7285	0	12927	5369	33933
<i>Charitable activities</i>							
Food	0	0	8763	0	331	172	9266
Health&Safety/Cleaning	0	0	0	0	0	0	0
							2081

	<u>Unrestricted</u>	<u>Restricted</u>		<u>Big Lottery Fund</u>		<u>UR4Driving</u>		<u>Total</u>	<u>2011</u>
		<u>Main/Core</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Other</u>	<u>UR4Jobs</u>	<u>Total</u>		
Awards & Grants	0	0	1200	0	0	293	1493	4903	
Client Training	0	0	0	15738	15225	3186	34149	32765	
Computer & Internet	300	0	34	0	736	780	1850	1385	
Film Club	0	0	201	0	0	0	201	0	
Dues & Subscriptions	0	0	0	0	0	0	0	140	
Meals & Entertainment	0	0	0	0	0	0	0	642	
Miscellaneous	925	40	0	0	55	0	1020	1278	
Office Administration	1065	0	454	0	834	314	2667	5870	
Administrator	7436	0	0	3489	2725	0	13650	8863	
Operations Director	15277	0	0	7639	0	0	22916	16519	
Project Manager	0	0	24095	14316	20443	22695	81549	77216	
Session workers	0	0	16428	0	6123	0	22551	20342	
Employment co-ordinator	0	0	0	0	0	13804	13804	5149	
Pension costs	0	0	300	0	0	500	800	0	
Book-keeper	0	2500	1168	0	1518	1201	6387	6384	
Professional Fees	0	0	4378	0	0	0	4378	5365	
Telephone	745	1228	612	0	1429	1067	5081	6390	
Small Tools and Equipment	0	191	640	0	77	85	993	1930	
Bank Charges	388	0	45	0	45	11	489	452	

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Big Lottery Fund</u>				<u>UR4Driving</u>	<u>Total</u>	<u>2011</u>
		<u>Main/Core</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Other</u>	<u>UR4Jobs</u>			
Utilities	0	3333	0	0	0	0	3333	2813	
Repairs & Maintenance	0	2156	170	0	1534	0	3860	1134	
Rent, Rubbish, Rates	1358	10436	0	5638	(2006)	0	15426	15257	
StreetSmart	0	0	0	0	0	0	0	116	
Staff Training	0	30	124	0	234	374	762	0	
Travel & Meetings	409	0	0	0	84	51	544	298	
Vehicle Expense	170	0	321	0	9676	0	10167	11421	
Volunteer expenses	0	0	4631	3909	1895	235	10670	9561	
Transferred Overheads	0	(17501)	9723	0	972	6806	0	0	
Depreciation	0	0	0	0	5175	0	5175	0	
	28073	2413	73287	50729	67105	51574	273181	246432	
Governance costs									
Admin/Office (Governance portion)	0	0	0	0	0	0	0	0	
Payroll expenses (Governance portion)	0	0	0	0	0	0	0	3564	
Professional fees	3985	0	0	0	0	0	3985	7257	
Bank charges	0	0	0	0	0	0	0	0	
	3985	0	0	0	0	0	3985	10821	

	<u>Unrestricted</u>	<u>Restricted</u>		<u>Big Lottery Fund</u>		<u>UR4Driving</u>		<u>UR4Jobs</u>	<u>Total</u>	<u>2011</u>
		<u>Main/Core</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Other</u>	<u>UR4Jobs</u>	<u>Total</u>			
Net (outgoing)/incoming resources	9335	49445	(17488)	1904	2276	(13793)	31679	11599		
Transfers between funds	20241	(49445)	17488	(1904)	2925	10695	0	0		
Fund balances brought forward	35890	0	0	0	(5201)	3098	33787	22188		
Carried forward	65466	0	0	0	0	0	65466	33787		

1 Esmee Fairbairn Foundation grant is restricted to the UR4Driving project

2 The Wales Foundation grant is restricted to the UR4Driving project and to core (Main) costs