

REGISTRAR OF COMPANIES

St Vincent's Family Project

Annual Report and Financial Statements

31 March 2018

Charity Registration Number
1142095

Company Registration Number
07638620 (England and Wales)

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Reference and administration details 31 March 2018

Patrons	Rev K Richardson, Baroness Richardson of Calow Lady Viola G Grosvenor
Trustees	Sister Margaret Barrett DC Mr Anthony Aldridge Ms Christina Asare-Owusu Leezah Hertzmann Dr Rosemary Keenan Sister Esther McDermott DC Mrs Judith Mitchell Sister Theresa Tighe DC Deacon Kina Saunders
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	Albie Stadtmiller
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	Royal Bank of Scotland plc 4th Floor 2½ Devonshire Square London EC2M 4XJ
Solicitors	Wedlake Bell LLP 52 Bedford Row London WC1R 4LR

Trustees' report Year to 31 March 2018

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 2018.

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

Principal aims

St Vincent's Family Project aims to support families in Westminster especially those who are experiencing difficulties. The Project aims to address the issues of parenting, child welfare and social exclusion by providing services for parents and children. The Project works with vulnerable families who are experiencing deprivation and the wider effects of poverty. It aims to offer an experience of community that inspires, supports and enables positive change in the lives of those who use its services.

These aims reflect fully the purposes that the charity was set up to further.

The aims, objectives and activities of the Project are reviewed each year. As part of this process, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit. The review of activities illustrates the ways in which the charity serves the public benefit.

Activities, specific objectives and relevant policies

Activities

As mentioned previously, the principal aim of the charity is to provide professional services to vulnerable families and children in Westminster, where the charity is based.

The charity has achieved these aims through three services.

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

Activities, specific objectives and relevant policies (continued)

Activities (continued)

- ◇ Exercise classes, including yoga and pilates
- ◇ Support groups
- ◇ Alternative therapies
- ◇ Activities for children and facilitated play for children with their parents
- ◇ Programme of visits and trips for families to places of interest locally and out of London
- ◇ Speech and language assessment and remedial help

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

- ◇ Individual sessions
- ◇ Small group work

Referrals are received from local schools with which we have established links but also from other sources including local charities, Churchill Gardens Family Centre, self-referrals and other professionals.

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

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

Equal Opportunities

St Vincent's Family Project strives to apply the principle of equal opportunities throughout the organisation, and to that end regularly reviews its Equal Opportunities & Diversity Policy.

The charity is pleased to welcome families; especially those experiencing difficulties, irrespective of age, sexual orientation, ethnic origin, gender, religion or status. Its aim is always to help those who would otherwise find themselves marginalised and excluded from the means of support they need.

The charity aims to apply equal opportunities for both paid staff and volunteers.

Activities, specific objectives and relevant policies (continued)

Child Protection

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

Protection of Vulnerable Adults

Many of the families who use the services of St Vincent's Family Project are vulnerable for a range of reasons. A Protection of Vulnerable Adults from Abuse Policy seeks to protect adults from any kind of exploitation or abuse.

All staff and volunteers are required to be checked through the Disclosure & 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 about the charity's policies within the Employee Handbook and SVFP Policy Folder.

Achievements and performance

Review of activities

St Vincent's Family Project is a Christian Vincentian charity supporting 200+ vulnerable families per annum, addressing parenting, child welfare and social exclusion in Westminster. SVFP works mainly (85% of our users) with Westminster families. Our client families often experience deprivation and poverty's wider effects. We offer a community which inspires, supports, and builds resilient families. The project is set within a context of being in the historical centre of the city, a concentration of wealth and political power, and which has the highest per capita discretionary income (£25,000) within the country. Against this backdrop, some of our families are unable to buy toys or toothpaste for their children.



IMAGE

Achievements and performance (continued)

Review of activities (continued)

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 will seek to empower people to meet their full potential.

We are Travelers Together: We are privileged to accompany families through a significant part of their journey. They are the heart of our charity and we will 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 programs. 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 will seek to be alert to identify emerging needs and respond to them in a flexible and creative way.

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

SVFP is unique in that it works with whoever is in need, regardless of their socio-economic level, though with the intention to serve the most vulnerable within the community. We provide an open service that focuses on specific targeted outcomes, that of strengthening families to grow together and live healthier and fulfilling lives. We are non-proselytising, seeking to live out our Vincentian charism by serving society's most vulnerable.

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

Achievements and performance (continued)

Review of activities (continued)

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 children's centres to those that are hard to reach and engage.

Impact for 2017/2018:

- ◆ 154 families from over 41 ethnic backgrounds
- ◆ 56 children attended 165 sessions or 330 hours of nominal cost crèche provision
- ◆ 36 families had one-to-one family welfare support
- ◆ 26 parents attended early intervention parenting courses
- ◆ 15 parents attended art and craft sessions
- ◆ 10 parents were a part of the healthy living course

Family Space partners with the local children's centre delivery group and works closely with other charities and agencies, including The Abbey Centre, Befriend a Family, Pimlico Toy Library, Home Start, Family Lives, Westminster Boating Base, Katherine Lowe Settlement, St Francis Centre, Churchill Gardens Family Centre and others. It takes referrals from the health visiting team, social workers, other charitable partners as well as self-referrals. Visiting professionals, e.g. speech and language team, parenting coordinator, specialist advice workers and social workers, are available for parents to consult. In the past year we have strengthened our partnerships within the area, by sharing our resources, such as lending our student interns to three other charities for a portion of their working time and also involving three other charities in our annual Christmas Toy Drive.



IMAGE

Achievements and performance (continued)

Review of activities (continued)

Family Space (continued)

Case Study for Family Space:

Background:

Caroline is a mother to a two year old girl that moved to the London a year ago from Asia.

She lives with a controlling, emotionally abusive husband and has been suffering from depression since her early 20s. Before she joined our services, her depression had left her house bound for five years and her only contact with the outside world was through her husband. Caroline found us online and it took her three days of walking around our centre to finally find enough courage to ring the bell and walk in.

Work undertaken:

It took many careful conversations to make Caroline feeling welcome and safe, but after two or three weeks she started engaging more with staff, volunteers and parents. She signed up for parenting classes, outings and alternative therapy. Her child was enrolled in a crèche and it took careful work with the child and with the mum, for the better part of four weeks, until the girl settled in. Caroline was referred to therapy sessions with an in house therapist.

Outcomes:

- ◆ Caroline is not feeling isolated any more as over time she met people at the project and made friends that she meets frequently in a community or at their houses.
- ◆ Caroline completed the mellow parenting programme during which she made a big shift towards self-discovery.
- ◆ Caroline's relationship with her daughter changed, in the last year, from a co-dependant, overprotective bond into a positive, secure, encouraging bond. It was gratifying to see it develop in front of our eyes and see a frozen, almost silent family turning into smiley, chatty people.
- ◆ On the basis of her newly found confidence Caroline made contact with her mother and started repair work on that relationship too.
- ◆ Caroline tried to "fix" her marriage as well but with little success. Now she is ready to make arrangements to leave her husband, and with her mother's support start a new business and a new life.

Achievements and performance (continued)

Review of activities (continued)

Creative Arts Therapy

In this financial year we have increased the numbers of primary aged children receiving art, drama and dance movement therapy. We have sustained excellent relationships with four local schools, Westminster Cathedral, St Gabriel's, St Clement Danes, St Matthews and developed a new relationship with another, St Vincent de Paul. In total we are working with five local schools, in four of those schools we work on site. We also provide sessions at our centre in the Methodist Central Hall.

Currently, we have one art therapist and two drama therapists working with us to provide creative psychotherapy sessions that are paid for by the schools and we have increased our therapy students on placement with us. This allows us to provide subsidised psychotherapy to children who may not be able to receive much needed therapy due to lack of funding or to the ever-increasing referral threshold of statutory child mental health services.

This financial year we took on two drama therapy students from the Central School, two art therapy students from the University of Hertfordshire and two dance movement therapy students from Goldsmiths. Collectively they have worked with 21 children both individually and in groups. The two art therapy students supported the lead therapist in working with a whole class of 30 children in a therapeutic art making project designed to improve relational dynamics within a difficult year group in one of the schools we work with.

In total, we have reached out to 74 children and provided them with creative arts therapy to support their resilience and increase their psychological, emotional, mental and social well-being. A minimum of 25 of those children have worked in individual therapy and up to 19 have been seen within a therapy group. The 30 children involved in the whole class therapeutic art making group had an approach specifically tailored to address their need for a creative space to work on improving relationships, communication and to offer creative initiatives to relational problem solving.

In conjunction with the whole class work, creative staff supervision was provided to teachers and teaching assistants at the school who were at times struggling to cope with the large numbers of children displaying challenging and puzzling behaviour in school. This has been particularly useful to the school in being able to use the lead therapists, and the onsite therapists as a psychological thinking space, supporting a deeper understanding of the children and assisting a sustainable relationship between SVFP and schools.

In addition to the supervisory support, the lead therapist facilitated a staff well-being day at school. Our relationships become more valued and stronger each year with our capacity to respond swiftly and sensitively, offering a robust and useful service that meets their changing needs.

When looking forward to the year ahead we anticipate sustained positive relationships with the schools that we are currently involved with so long as we can continue to offer subsidised sessions. Westminster Cathedral School buy the largest amount of therapeutic work from us and we offer them some subsidised sessions in return, which they enjoy.

Achievements and performance (continued)

Review of activities (continued)

Creative Arts Therapy (continued)

This is also the case for St Clement Danes, although they have not taken us up on the offer of free sessions this year. St Gabriel's received the benefit of our subsidised work, following which they have bought some sessions too. St Matthews and St Vincent de Paul have only subsidised work.

We have also had two referrals from statutory children's services. We are working with one of those children and are currently setting up work with the second. Social Services are paying for these sessions via school funds, as the child is seen in school. This relationship could be developed and nurtured for future referrals.

It is clear that having therapy students on placement is a great asset to SVFP and indeed to the children and families they support. Our placement students enable children to access therapy at no cost to the schools or families. However, the coordination, support and supervision they need takes a considerable amount time and is not to be underestimated, particularly if we increase student numbers. It is possible to grow our therapeutic service via the use of students, just as thriving organisations like Place 2 Be have done. However, if we do go down that route it will mean increasing hours for managers and supervisors.

Ideally, we will offer subsidised sessions from both students and fully qualified creative arts therapists. This will address those children whose needs are too great or complex for work with students. We have recently been awarded a sum of money for just that and we look forward to being able to offer subsidised work without restriction to children with perhaps more complex needs. It may be that we take on another art therapist as currently our therapists are at full capacity.

As our numbers increase it is imperative that our system of data collection and analysis is further developed so that the records can track and record our increasing numbers across the various strands of the project.

To operate optimally we are continuing to develop all of our systems as we grow.

Achievements and performance (continued)

Review of activities (continued)

Volunteer Space

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, training opportunities when appropriate, regular supervision, and consider them as part of the service delivery team. We offer them opportunities to do direct face-to-face work with our client families and to support our back office operations, including fundraising and marketing, data base work, and help with events. At the end of their time with us, the volunteers will have an idea of how a small charity operates within an urban, hyper-diverse context where local closure of statutory services, a difficult and competitive funding climate and an increased focus on financial transparency and safeguarding concerns, make for a challenging scenario to operate and thrive within 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 an Erasmus student from Umeå University, Sweden and a student from AP Hoge School, Belgium. We also had two students from the University of Essex and two international students from the USA and Singapore who supported us in the back office. We had locally based volunteers who wanted to make an impact within the community and were interested in gaining experience in working with families and children.

Impact for 2017/2018:

- ◆ **46** volunteers in total
- ◆ **7,950** hours of volunteered time to the charity, valued at **£81,090**
- ◆ Student interns from United Kingdom, Sweden, Singapore, Belgium and USA
- ◆ **9** trustees and **1** secretary who gave time outside of the scheduled board meetings and planning days

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

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 client families.

Achievements and performance (continued)

Review of activities (continued)

Volunteer Space (continued)

Case Studies for Volunteer Space:

By: Ang Sue Fang, University at Buffalo (SUNY)

"My time interning at St Vincent's Family Project was both enjoyable and enriching. What drew me in right away was the warm, friendly and welcoming atmosphere of the organisation, which really helped me to feel at home quickly. During my time at the Project, I was able to meet many people from different backgrounds, which helped me to learn about and appreciate other cultures more. The diversity that St Vincent's has in both the staff members and families that visit is what makes the place such an open and accepting one. I was also inspired by how the Project makes a sincere effort to not only to serve their local community, but also actively participate in bigger issues that can bring real change. As a marketing and social media intern, I was able to work towards raising awareness for the work that the Project does for families, and through this, I could hone my skills as well as do meaningful work that would help to better the local community. The many opportunities I received and projects I participated in enabled me to learn and develop new skills, which will certainly benefit me in the future. St Vincent's to me, feels like a family, and to have had this chance to work with such an amazing group of people has truly made my internship experience one of a kind."

By: Aylish, student of socio-educational care work at AP University College in Antwerp

"I performed an internship at St Vincent's Family Project in the autumn/winter semester of 2017/2018. I mainly worked as a family support intern during drop-in and crèche, but I also helped with some individual support cases. I think the Project is absolutely necessary to an area such as Westminster. A lot of families in Westminster are isolated and experiencing the effects of poverty. SVFP provides a safe haven for those families, somewhere they are appreciated and not stigmatised. Because of the sense of community at SVFP, they learn how to trust again and how to build meaningful connections, within the family and outside in society. They are offered a chance to grow. Working there as a support intern also helped me grow as a person, as a professional and as a member of the team. The team creates a wonderfully encouraging environment that showed me how to be a better social worker. Being a part of SVFP and contributing to the families' wellbeing is an experience that I will always hold dear."

IMAGE

Achievements and performance (continued)

Fundraising

Fundraising and achieving a higher profile continue to be a priority for the charity as it navigates the decreasing government support for health and social care work, the impact on the voluntary sector of recent problems with some large charities and concerns over the status of staff members with EU passports, due to Brexit. We are grateful to many of our long-term funders who maintained, and in some cases increased, the amount of support they gave to our valuable work with Westminster families in need.

We have continued to try and diversify our income streams in order to be able to maintain our viability and increase the scope of our programmes. We are part of several groupings of charities, pooling resources and talent in order to make joint funding bids. We are open to working in partnership with the Council. In August we recruited a fundraiser, which was funded by an anonymous grant of £24,000, whose primary target is to find new Trust funders. This provides us with an opportunity to seek new types of resources and be creative with our funding efforts.

We will increase our marketing efforts via social media, a new website and reaching out to our corporate and small business neighbours within Westminster. A successful bid to Transform Foundation has enabled us to develop a new website, worth £18,000, and which we are due to launch mid-2018. We have raised some new funding through charitable events such as the Royal Parks Half Marathon and the Prudential Surrey 100 cycle race. We completed an EU-funded social project which allowed us to increase our partnership work. We continue to seek other friends and ambassadors for the charity who can support us with their skills, expertise and contacts.

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

St Vincent's Family Project will not undertake direct telephone marketing activities under any circumstances.

Quality Assurance

St Vincent's Family Project broadly follows the PQASSO (Practical Quality Assurance System for Small Organisations) framework for quality assurance and, in addition, seeks to be responsive to the needs of the families that it serves and to be reflective practitioners, constantly improving our service and taking on feedback and suggestions in order to improve. We solicit feedback from those who use our programmes in a variety of ways, including using surveys, suggestion forms, informal conversations and managing complaints. We take all feedback seriously and seek to listen to our clients and improve how we deliver our services.

Achievements and performance (continued)

Quality Assurance (continued)

The Family Space parenting programmes use a variety of monitoring tools to assess their effectiveness. These include attendance records, course retention rates and feedback questionnaires. The Triple PPP templates used are: DASS Scale (Depression and Anxiety Scale), demonstrating parental levels of depression, anxiety and stress; Being a Parent Scale, demonstrating results in three categories: laxness; over-reactivity and verbosity; Relationship Quality Index, showing qualitative relationship improvement (or not); strengths and difficulties questionnaire, demonstrating improvement in a child's behaviour on emotional scale, conduct problem scale, hyper-activity scale, peer problem scale and prosocial scale.

We have also increased our supervision activity with all of our volunteers, which provides us with another window into how we are doing as a charity, flags up any health and safety queries, and provides direct feedback about our programme delivery and if we are upholding our Vincentian values.

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

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

Financial review

Results for the year

A summary of the results for the year to 31 March 2018 is given on page 25 of this annual report and financial statements.

During the year, income totalled £281,267 (2017 - £253,872) of which £211,806 (2017 - £185,102) was restricted. Donations income amounted to £252,439 (2017 - £238,025).

Expenditure totalled £294,244 (2017 - £238,789) and included staff costs of £210,196 (2017 - £162,874), premises costs of £32,943 (2017 - £33,024), and recruitment and training costs of £6,259 (2017 - £6,089). This year saw costs relating to the You2Tell EU Project of £17,549 (2017 - £2,074). This project came to an end just after the year end and was fully funded by a grant from the EU.

Financial review (continued)

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' expenditure.

Financial Position

At 31 March 2018, the charity had total funds of £71,021 (2017 - £83,998). Of this total, £66,586 (2017 - £20,729) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds of £4,435 (2016 - £63,269) represented 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 the aim of diversifying the charity's income streams. It is the intention of the trustees to increase the reserves in the direction of achieving an aspirational level of at least six months' expenditure.

The charity's assets

There were no acquisitions or disposals of fixed assets during the year.

Future plans

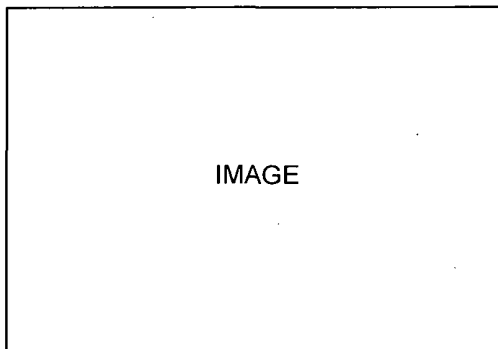
Through 2018 – 2019 St Vincent's Family Project will aim to achieve the following objectives:

- ◆ Demonstrate and instil our Vincentian values throughout our work and with those whom we serve and partner with;
- ◆ Develop the three SVFP services whilst determining and responding to the needs of our client children and families;
- ◆ Develop and build staff, volunteers, therapeutic placements and student interns, investing in their good practice, skill enhancement and growth;
- ◆ Recognise our donors and supporters, and determine how best to engage and communicate the impact their support makes;
- ◆ Continue to appoint trustees who are supportive of our mission and can bring skill sets and targeted knowledge to the work at hand;
- ◆ Seek out Ambassadors or Patrons who can help increase the charity's profile and assist with marketing and fundraising efforts;
- ◆ Maintain stable funding and adequate free cash reserves of approximately three to six months;
- ◆ Increase marketing for the charity through our website, social media, events, corporate outreach and in other creative and innovative ways;
- ◆ Charge realistic creative arts therapy fees, without compromising our policy of providing services to those in need;

Trustees' report Year to 31 March 2018

Future plans (continued)

- ◆ Extend our influence and collaboration with others through continued partnership working both at Methodist Central Hall and at other sites within the borough; and
- ◆ Maintain our current premises and good relationship with Methodist Central Hall, but have a back-up option in case of Palace of Westminster development.



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 resourced 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 is DBS checked.

Governance, structure and management (continued)

Governance (continued)

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

Ms Christina Asare-Owusu

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

Leezah Hertzmann

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.

Governance, structure and management (continued)

Governance (continued)

Leezah Hertzmann (continued)

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's 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 is currently a member of the Marriage and Family Life Committee of the Bishops' Conference. She is on the Royal Borough of Kensington and Chelsea Local Safeguarding Children's Partnership Board. She is a member of the British Association of Social Workers and a Fellow of the Royal Society of Arts.

Sister Esther McDermott DC

Sister Esther McDermott has years of experience as a qualified social worker. In the course of her career she has worked as Head of Care in a school for blind and partially sighted children, undertaken chaplaincy work in hospitals and prisons, and co-ordinated pastoral care in a residential nursing home. Sister Esther is currently involved in pastoral work at St Vincent's Family Project.

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.

Governance, structure and management (continued)

Governance (continued)

Sister Theresa Tighe DC

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

Deacon Kina Saunders

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

Statement of trustees' responsibilities

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

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

Governance, structure and management (continued)

Statement of trustees' responsibilities (continued)

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

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Structure and management reporting

The ultimate responsibility for the charity lies with the trustees. The day to day management is delegated to the Chief Executive. Meetings are held regularly with the trustees, service users and the staff team to ensure the quality of service and the aims of the charity are being met.

Key management

The trustees consider that they together with the Chief Executive comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The pay of the Chief Executive is reviewed annually by the trustees.

Risk management

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

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

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

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

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

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

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

Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

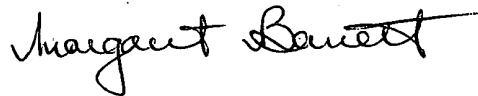
However, they acknowledge also that the charity's activities expose it to a variety of financial risks. The charity has in place a risk management programme that seeks to mitigate the effects of the risk on its finances. The principal financial risk remains the impact of the general economic conditions and continued austerity cuts on the charity's funders. Whilst the current level of funding for 2018-2019 suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

Trustees' report Year to 31 March 2018

Risk management (continued)

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

Approved by the trustees and signed on their behalf by:



Trustee (MARGARET BARRETT)

Approved by the trustees on: 5 July 2018

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 2018 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 2018 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.

Conclusions 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 2018

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

27 July 2018

Statement of financial activities (including income and expenditure account) Year to 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Income:					
Donations	1	60,643	191,796	252,439	238,025
Bank interest		121	—	121	436
Crèche and Creative Art Therapy fees		2,750	20,010	22,760	14,093
Other trading activities		860	—	860	820
Miscellaneous		5,087	—	5,087	498
Total income		69,461	211,806	281,267	253,872
Expenditure:					
Charitable activities					
Provision of services to vulnerable families and children	2	167,787	126,457	294,244	238,789
Total expenditure		167,787	126,457	294,244	238,789
Net (expenditure) income before transfers		(98,326)	85,349	(12,977)	15,083
Transfers between funds	10	39,492	(39,492)	—	—
Net (expenditure) income and net movement in funds for the year	4	(58,834)	45,857	(12,977)	15,083
Reconciliation of funds:					
Balance brought forward at 1 April 2017		63,269	20,729	83,998	68,915
Balance carried forward at 31 March 2018		4,435	66,586	71,021	83,998

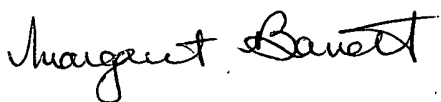
All recognised gains and losses are included in the above statement of financial activities.

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

Balance sheet 31 March 2018

	Notes	2018 £	2018 £	2017 £	2017 £
Fixed assets:					
Tangible assets	7		—		900
Current assets:					
Debtors	8	24,340		6,430	
Cash at bank and in hand		78,293		109,500	
Total current assets		102,633		115,930	
Liabilities:					
Creditors: amounts falling due within one year	9	(31,612)		(32,832)	
Net current assets			71,021		83,098
Total net assets			71,021		83,998
Represented by:					
The funds of the charity					
Restricted funds	10		66,586		20,729
Unrestricted funds					
General fund			4,435		63,269
Total charity funds			71,021		83,998

Approved by the trustees
and signed on their behalf by:



Trustee (MARGARET BARRETT)

Approved by the trustees on: 5 July 2018

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

Statement of cash flows Year to 31 March 2018

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Net cash (used in) provided by operating activities	A	(31,207)	9,672
Cash flows from investing activities:			
Purchase of tangible fixed assets		—	(542)
Net cash used in investing activities		—	(542)
Change in cash and cash equivalents in the year		(31,207)	9,130
Cash and cash equivalents at 1 April 2017	B	109,500	100,370
Cash and cash equivalents at 31 March 2018	B	78,293	109,500

Notes to the statement of cash flows for the year to 31 March 2018.

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

	2018 £	2017 £
Net movement in funds (as per the statement of financial activities)	(12,977)	15,083
Adjustments for:		
Depreciation charge	900	1,715
(Increase) decrease in debtors	(17,910)	480
Decrease in creditors	(1,220)	(7,606)
Net cash (used in) provided by operating activities	(31,207)	9,672

B Analysis of cash and cash equivalents

	2018 £	2017 £
Total cash and cash equivalents: Cash at bank and in hand	78,293	109,500

Principal accounting policies 31 March 2018

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 2018 with comparative information given in respect to the year to 31 March 2017.

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

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

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

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

Critical accounting estimates and areas of judgement

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

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

Assessment of going concern

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

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. As noted in the trustees' report, the principal financial risk remains the impact of the general economic conditions and continued austerity cuts on the charity's funders. Whilst the current level of funding for 2018 - 2019 suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

Principal accounting policies 31 March 2018

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.

Expenditure recognition (continued)

Governance costs are costs associated with the governance arrangements of the charitable company that relate to the general running of the charitable company as opposed to those costs associated with fundraising or charitable activity. Included within this category are costs associated with the strategic as opposed to day to day management of the charitable company's activities.

Costs are apportioned based on the number of sessions provided at the Family Project for each activity.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £500 and with an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life:

- ◆ Furniture and equipment 25% on cost

Debtors

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

Cash at bank and in hand

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

Creditors and provisions

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

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent monies which are freely available for application towards achieving any charitable purpose that falls within the charitable company's charitable objects.

Principal accounting policies 31 March 2018

Leased assets

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

Notes to the financial statements 31 March 2018

1 Donations

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<i>Government grants</i>				
City of Westminster (sensory room)	—	5,000	5,000	10,000
<i>Other grants</i>				
Big Lottery	—	—	—	10,000
EU Story Labs	—	14,353	14,353	9,521
Dean and Westminster	—	—	—	3,000
Westminster City Council	—	—	—	8,941
Sir Harold Hood's Charitable Trust	—	—	—	2,000
The Westminster Foundation	—	25,000	25,000	20,000
St Giles & William Shelton Education Charity	—	15,000	15,000	10,000
Ironmongers Foundation	—	25,000	25,000	20,000
CAFCASS	—	—	—	3,090
John Lyon's Charity	—	30,000	30,000	30,000
Westminster Amalgamated Charity	—	8,000	8,000	8,000
Porticus	—	23,993	23,993	—
Strand Parishes Trust	—	5,750	5,750	—
Mrs L D Rope Third Charitable Settlement	—	13,500	13,500	13,500
The Hyde Park Estate Charity	—	5,000	5,000	5,000
London Communities Trust	—	—	—	5,000
Swire Charitable Trust	—	—	—	5,250
Westminster Society for Children with Learning Disabilities	—	—	—	8,940
St James' Place Foundation	—	—	—	10,000
Awards for all	—	10,000	10,000	—
Westminster Alms House	—	10,000	10,000	—
Marsh Christian Trust	400	—	400	—
	400	190,596	190,996	182,242
<i>Donations</i>				
Methodist Central Hall	41,984	—	41,984	41,262
Other donations	18,259	1,200	19,459	14,521
	60,243	1,200	61,443	55,783
2018 Total funds	60,643	191,796	252,439	238,025
2017 Total funds	52,923	185,102	238,025	

2 Charitable activities

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Provision of services to vulnerable families and children				
Staff costs	95,207	69,638	164,845	136,232
Creative Arts Therapy	—	35,230	35,230	26,642
Family Space	—	4,040	4,040	1,982
You2Tell EU Project	—	17,549	17,549	2,074
Premises	32,943	—	32,943	33,024
Furniture and equipment	1,025	—	1,025	5,046
Insurance	3,952	—	3,952	3,209
Postage, telephone and stationery	5,509	—	5,509	3,580
Recruitment and training	6,259	—	6,259	6,089
Travel and subsistence	3,406	—	3,406	3,888
Professional fees	7,211	—	7,211	4,381
Subscriptions	2,738	—	2,738	2,499
Governance costs (note 3)	4,420	—	4,420	5,420
Miscellaneous	5,117	—	5,117	4,723
2018 Total funds	167,787	126,457	294,244	238,789
2017 Total funds	5,420	233,369	238,789	

3 Governance costs

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Audit services	4,420	—	4,420	5,420

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

This is stated after charging:

	2018 £	2017 £
Staff costs (note 5)	210,196	162,874
Auditor's remuneration (including VAT)		
Current year statutory audit services	4,200	5,420
Depreciation	900	1,715

5 Staff costs and remuneration of key management personnel

	2018 £	2017 £
Staff costs during the year were as follows:		
Wages and salaries	154,290	127,789
Pension costs	938	383
Social security costs	8,993	8,060
	<u>164,221</u>	<u>136,232</u>
Contract staff	45,351	26,642
Redundancy payments	624	—
	<u>210,196</u>	<u>162,874</u>
Staff costs per function were as follows:		
Provision of services to vulnerable families and children	164,845	136,232
Creative Arts Therapy	35,230	26,642
You2Tell EU Project	10,121	—
	<u>210,196</u>	<u>162,874</u>

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2017 – none).

The trustees consider that they together with the Chief Executive comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £46,830 (2017 – £41,734).

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

	2018	2017
Provision of services to vulnerable families and children	8	8

The average number of full time equivalent employees in 2018 was 5 (2017 – 3).

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

6 Taxation

St Vincent's Family Project is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the financial statements 31 March 2018

7 Tangible fixed assets

	Furniture and equipment £
Cost	
At 1 April 2017 and At 31 March 2018	7,301
Depreciation	
At 1 April 2017	6,401
Charge for year	900
At 31 March 2018	7,301
Net book values	
At 31 March 2018	—
At 31 March 2017	900

8 Debtors

	2018 £	2017 £
Prepayments	5,711	1,917
Accrued income: grants receivable	14,353	—
Other debtors	4,276	4,513
	24,340	6,430

9 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	4,200	5,420
Amount due to Methodist Central Hall (note 12)	2,412	2,412
Deferred income: grants received in advance	25,000	25,000
	31,612	32,832

10 Restricted funds

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

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

Restricted projects which have allowances for "core costs" are shown in the above table as transfers to unrestricted funds.

The specific purposes for which the funds are to be applied are as follows:

Sensory Room

Funds provided to assist with 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.

Salary Fund

Funds provided specifically for the salary of a Fundraiser.

Advice Space Project

Funds provided specifically to assist with the Advice Space Project.

EU Story Lab

European Union funding received towards costs of the Story Lab project.

11 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2018 Total funds £
Fund balances at 31 March 2018 are represented by:			
Current assets	36,047	66,586	102,633
Creditors: amounts falling due within one year	(31,612)	—	(31,612)
Total net assets	4,435	66,586	71,021

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, a third trustee is a member of the Methodist Central Hall, and a fourth trustee is an employee of Methodist Central Hall.

- ◆ During the year the Project contributed service charges to Methodist Central Hall of £6,119 (2017 - £6,144), £512 (2017 - £512) of which was accrued at the year end. In addition, the Project paid rent to Methodist Central Hall of £22,800 (2017 - £22,800), £1,900 (2017 - £1,900) of which was accrued at the year end.
- ◆ During the year Methodist Central Hall gave a donation of £41,984 (2017 - £41,262) 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.

There were no transactions (2017 - None) with the Daughters of Charity of St Vincent de Paul Charitable Trust during the year.

14 Related party transactions

During the year, two trustees made donations of £240 in aggregate to the charity (2017 - £nil).

Notes to the financial statements 31 March 2018

15 Leasing commitment

At 31 March 2018 the charity had the following future minimum commitments under non-cancellable operating leases in respect to property as follows:

	2018 £	2017 £
Leases which expire:		
Within one year	—	3,800

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.