

## **St Vincent's Family Project**

### **Annual Report and Financial Statements**

31 March 2022

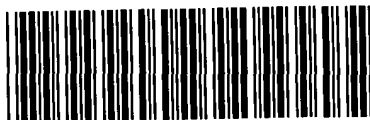
Charity Registration Number  
1142095

Company Registration Number  
07638620 (England and Wales)



*'We love St. Vincent's Family Project and my daughter had been asking when she can 'go back to school' meaning the Family Space. For us it has been like a school because we have learnt so much.'*

WEDNESDAY



\*ABIVAF0H\*

A04

14/12/2022

#205

COMPANIES HOUSE

## **Contents**

### **Reports**

Reference and administration details	1
Trustees' report	2
Independent auditor's report	21

### **Financial Statements**

Statement of financial activities	25
Balance sheet	26
Statement of cash flows	27
Principal accounting policies	28
Notes to the financial statements	32

**Reference and administration details 31 March 2022**

<b>Patron</b>	Lady Viola G Grosvenor
<b>Trustees</b>	Ms Christina Asare-Owusu (Appointed 07.11.2013) Teresa Crowley (Appointed 07.12.2020) Sister Liz Ferrie DC (Appointed 05.05.2021) Philippa Gitlin (Appointed 10.06.2019) Sister Kathleen Kennedy DC (Appointed 04.12.2020) Deacon Ali McMillan (Appointed 07.12.2020) Ifeoma Okafor (Appointed 10.06.2019) Rosemary Jackson (Appointed 23.03.2022) Joanna Wormell (Appointed 13.07.2021)
<b>Principal office</b>	The Methodist Central Hall Storey's Gate Westminster London SW1H 9NH
<b>Telephone:</b>	020 7654 5351
<b>Facsimile:</b>	020 7654 6902
<b>Company registration number</b>	07638620 (England and Wales)
<b>Charity registration number</b>	1142095
<b>Chief Executive</b>	Andrew Varley
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Royal Bank of Scotland plc 4th Floor 2½ Devonshire Square London EC2M 4XJ
<b>Solicitors</b>	Wedlake Bell LLP 52 Bedford Row London WC1R 4LR

## **Trustees' report Year to 31 March 2022**

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 2022.

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).

### **History**

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

### **The need for our work**

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



### **Principal aims**

St Vincent's Family Project aims to support families in Westminster especially those who are experiencing difficulties. The Project aims to address the issues of parenting, child welfare and social exclusion by providing services for parents and children. Our project works to develop resilience in families in their early years to have a lasting impact on their futures. It aims to offer an experience of community that inspires, supports and enables positive change in the lives of those who use its services.

These aims reflect the purposes for which the charity was set up.

### **Public benefit**

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

### **Values**

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

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

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

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

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

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

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

### **Family Space**

Family Space is open daily to local families with children (from 0-5) offering a range of facilities, activities, programmes and support available. Any family can come in on our Drop-In days, where children can use the Sensory Room, Ball Pool and different toys and books in a safe environment, whilst parents can meet in a friendly community. Staff and volunteers are there to welcome families and make them feel comfortable.

### Activities, specific objectives and relevant policies

#### *Family Space (continued)*

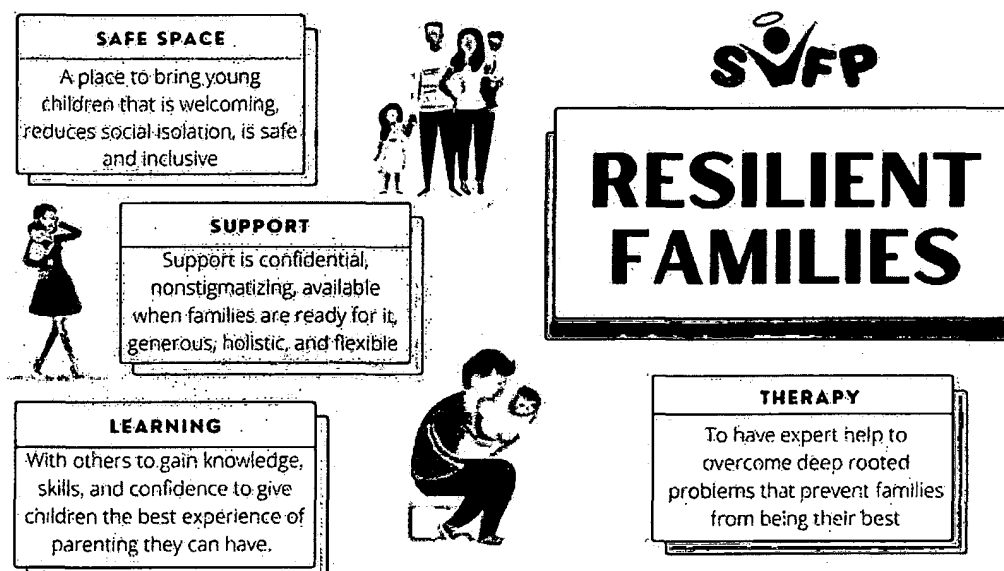
Each year we offer a range of activities that support learning, and our staff can help parents identify any issues around their child's learning and language at an early stage. We have a dedicated Sensory Room for support with children who may have special educational needs.

For parents, throughout the year we offer a range of parenting courses designed to fit different needs, in group settings, which help parents to realise they are not alone in the many challenges and responsibilities facing them.

We also have programmes to help families with preparing nutritional, affordable meals for young children, including dealing with issues such as having fussy eaters, obesity and oral hygiene.

We offer a crèche to families who need support to allow them to have time to do other things. We have offered free massage, exercise classes and other options for parents who need a break.

Our staff also provide one to one support for vulnerable families struggling with complex issues, typically, finances, poor housing, relationship and health breakdowns, including mental health. They give time and practical help to deal with problems or support the families to bring in additional, specialist support. St. Vincent's Family is part of the South Westminster Family Hub, working closely with a range of partner agencies to strengthen the support families receive.

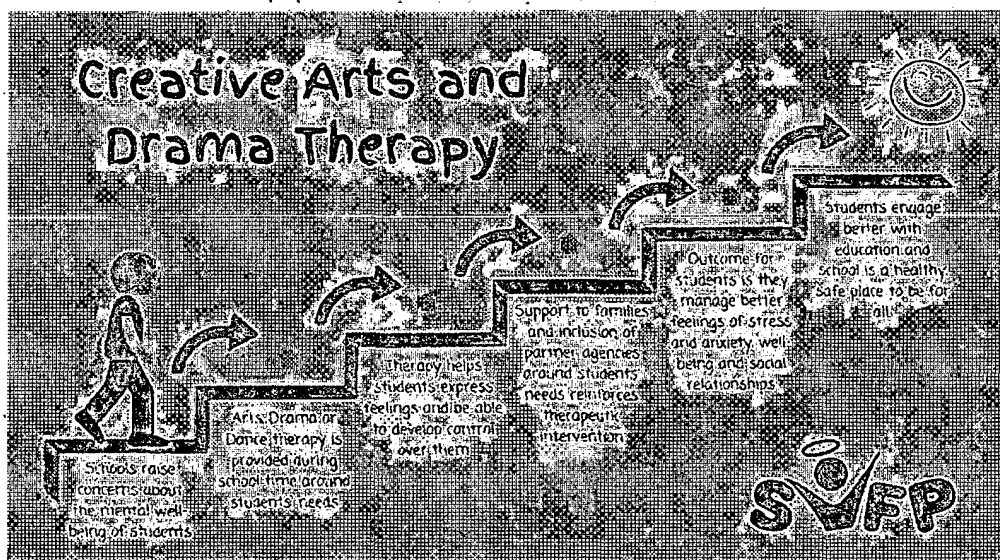


**Activities, specific objectives and relevant policies (continued)**

***Creative Arts and Drama Therapy***

Many children in school struggle because of emotional, mental or behavioural issues. For very young children this is extremely hard to understand and to articulate in order to get help. St Vincent's Family Project provides creative arts therapy for young children in local primary schools. Using drama, arts or dance, our therapists support young children to use play to express themselves, in which the therapist then helps them to further express the things that are causing them to struggle, become aware and take control of them. We use both experienced, qualified therapists to help children in the greatest difficulty as well as supervised students for children with less intense problems.

Our therapists work closely with schools, carers or parents and can provide group work and online family therapy sessions.



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

- ◆ 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 can incorporate them and their corresponding behaviours into their good reflective practice.

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

***Equal opportunities***

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

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

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

***Safeguarding***

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

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

**The impact of the Covid-19 pandemic on SVFP**

Our provision has been significantly affected by the Covid-19 again this year. In April 2021 we had just restarted having therapists go into schools again following the lockdown from the beginning of the year, and we were providing a mix of online and limited face to face sessions. For families, this compounded the stress of being isolated during the previous 12 months and one of the things we focused on was providing as many physical activities as possible during the summer. With support from Change4Life we finished the summer with a 3-day Olympics for families held in St. James Park.

At the start of the autumn term, we had a new post in our structure of Therapy Programme Manager. This was created to support the increasing demand from schools and from families for support with mental health issues, exacerbated by the two years. During the year we supported 5 additional schools (11 in total) and created therapy programmes for parents, both for group work and one to one using creative arts therapies. Our September programme was beginning to look more like our pre Covid-19 programme with face-to-face activities 5 days a week, with therapists starting in the local schools.

We were still using online meetings and sessions, but there was a significant return to face-to-face work. Because we had worked, if more intensively, with fewer families than before the pandemic, we were anxious that we were losing the numbers we previously had, which was true of many organisations. So, we focused on some outreach work in particular areas and started to plan to return to having an open Drop-In, i.e., where families could just call in without having to make an appointment. Unfortunately, a rise in Covid-19 cases, anxiety over the Omicron variant and some staff illness in early January meant we put off our Drop-In relaunch until April 2022. Westminster has one of the poorest vaccine take up in the country so other than affecting how we worked, we have also worked to engage families resistant or unsure about the vaccine, to consider valid reasons for taking it up.



**Achievements and performance**

***Impact of Family Space in 2021-2022***

***Numbers benefiting from offered programmes***

- ◆ We supported 66 families this year.
- ◆ 46 have English as a second language.
- ◆ 27 are single parent families.
- ◆ 22 different nationalities.



Activity/Programme	Numbers attending
Parenting Programme	27
Healthy Living Programme	26
One to one support	31
Group Therapy	5
One-to-one therapy	11
Crèche	49
My Bilingual Child Course	8

## **Trustees' report Year to 31 March 2022**

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

#### ***Other activities***

In January 2022, we felt able to have our first external trip out with families since before March 2020.

Between January and March 2022, we took families to the Horniman and Docklands Museum and to the Chickenshed Theatre.

#### ***Summer Olympics***

Notable for being our first big group activity since the start of the pandemic, we had a 3-day event for families which included friendly competitions, art and picnics. We were very well supported by Change4Life in putting this together and providing 'medals' to our young athletes.

#### ***Christmas 2021***

Although social restrictions and the rise in Covid-19 cases limited us, we were able to provide some Christmas celebrations with our families. This included a trip to the Chelsea Theatre to see the Dick Whittington pantomime, a visit to Winter Wonderland and our grotto. We are extremely grateful to the support for tickets, children's presents, Christmas decorations and food/provision hampers.

#### ***Partnerships***

Strategically, SVFP continued to be part of the Integrative Leadership Team that forms the South Westminster Family Hub of Early Years services. Again it has been helpful to be part of this to track the changing situation with Covid-19 and how other services interpreted and responded to changes to guidelines. We have also been actively involved in contributing the boroughs Early Years strategy for the next 3 years from 2022.

It has been a good year for operational partnerships to support families. The Cardinal Hume Centre and Shelter we have worked with around support requiring specialist legal knowledge and help for different families. The Westminster Food Bank, Pret A Manager, Westminster Abbey Centre have supported our help with families in food poverty. We partner with St. Marylebone Educational Trust to support families with school age children with the costs of uniform and equipment.

Change4Life partnered with SVFP this year which helped us deliver programmes and events such as our summer Olympic Games as well as supporting staff training. This programme was developed as part of our focus on health and wellbeing.

#### ***One to one Support***

This year saw another increase in the number of families we have provided one-to-one support to. This is where a family has issues other than around parenting and/or has multiple issues. Typically, these are housing, income, relationship conflicts, many involving support to advocate for families and help steer them through administration and processes. As almost half of our families' parents don't have English as a first language some support here is common as is emotional support, simply because of the cumulative effect of pressures on families.

### Achievements and performance (continued)

#### **One to one Support (continued)**

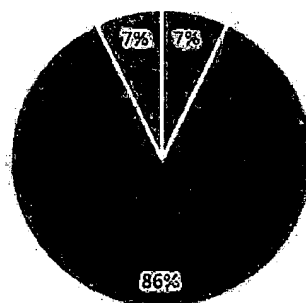
18 of the 31 families receiving one to one support also had other, mainly statutory services, involved. Generally, our experience of partnership working again has been positive which has helped families who have been anxious about dealing with them.

As with the previous year we have continued to do what we can to support families on low incomes struggling with the increased cost of living. We were very grateful to the Marylebone Educational Trust who provided a grant of £2,000 to be distributed to our families for school uniforms as well as other supporters providing food, provisions, children's clothing, nappies, Christmas gifts as well as individual emergency grants.

#### **Outcomes and feedback from families**

We asked families to give feedback on five main questions but asked them to make other comments also.

Did SVFP reduce isolation?



■ Agree ■ Strongly agree ■ Neither agree or disagree

*"Meeting the other parents gave me confidence and allowed me to socialise, also allowed my son to socialise and build his confidence "*

*"I don't have any family around. I feel connected with other people by joining SVFP programs, drop ins and crèches."*

*"I love SVFP, they have really been my support system from the past 3 years. They really do make parenting easier and the support is always good. "*

*"The project has helped through difficult times in my life, the staff always check up on me and my child "*

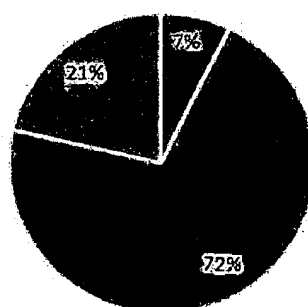
*"Every little helps and having a few bubble sessions certainly helped during a difficult time but it also felt overly restricted when all early years settings were reopened but SVFP wasn't.*

*They were helping a lot during Covid time with the bubble sessions"*

**Achievements and performance (continued)**

**Outcomes and feedback from families (continued)**

**Reduce Stress, depression and anxiety**



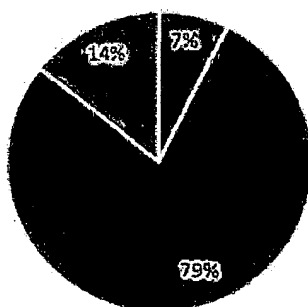
■ Neither agree or disagree ■ Strongly agree ■ Agree

*"I was in a domestic abuse relationship, part of this was that my ex was controlling me through the fact he knew I needed help with childcare. SVFP crèche and groups have gave me the freedom to work and not rely on my abusive ex. He now only has contact with our child through a third party and I have no direct contact with him, this wouldn't have been possible without the SVFP crèche. "*

*"In the last 3 months it's been wonderful knowing there is proper support back. I wanted to choose 'strongly agree' as it massively helped but there were also big gaps where I felt let down due to overly draconian restrictions that felt out of proportion "*

*"They help a lot with crèche which allows us free time to organise personal appointments like physiotherapy...also through their programs (positive parenting...)"*

**Improve parenting confidence**

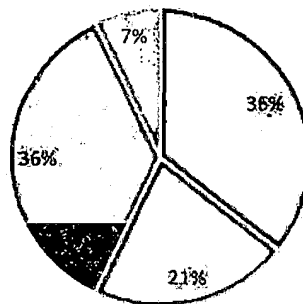


■ Neither agree or disagree ■ Strongly agree ■ Agree

**Achievements and performance (continued)**

**Outcomes and feedback from families (continued)**

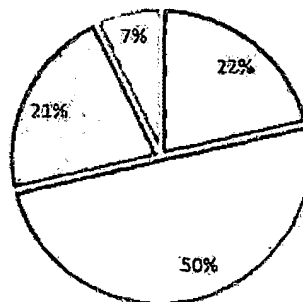
**Reduce family conflict**



■ Neither agree or disagree ■ Strongly agree ■ Agree ■ Disagree

*"I feel a great extension to the great therapy provision would be to add some couples' therapies too. Love SVFP's holistic approach but it would be better to include the couple together where necessary."*

**Improved children's Development**



■ Neither agree or disagree ■ Strongly agree ■ Agree ■ Disagree

*"Socialising with other children at a similar age has helped build my son's confidence and he is saying more words than he did before"*

*"My children improve their communication, language and socialisation here."*

**Achievements and performance (continued)**

**Outcomes and feedback from families (continued)**

Other comments:

*"Yes, my little one and I feeling very satisfied with the team and the way they treat little ones."*

*"Thank you for the work you do and the services you offer, it is really a life save for people who are not eligible for other services/ can't afford childcare"*

*"I think of them as my family when I don't have any here in this country"*

*"Before Covid, SVFP was a lifeline. Helped me cope with PND, provided a safe space to talk, great sensory and other development options for my baby/toddler, provided much-needed respite with courses and crèche, also enabling real friendships to be formed during those sessions that weren't possible at other playgroups."*

*Pandemic has changed our ways to live, and the truth is you neither can I say what is the best or the worst. However, I think that there should be more options for little ones to stay connected and play with each other instead of staying with their mothers."*

*Thank you for the work you do and the services you offer, it is really a life save for people who are not eligible for other services/ can't afford childcare*

*I think them as my family when I don't have any here in this country*

*It's my second home"*

*"I feel that SVFP's strength is connecting people, but also supporting family units of many descriptions in a holistic manner, particularly focusing on the mother's wellbeing which is completely overlooked in this country both medically and otherwise. It provides validation as well as encourages good parenting practices and creates networks of supportive friendships that are crucial to raising a child in a city away where one can feel isolated, particularly but not only, being away from a bigger family structure. I feel immense gratitude to SVFP for being my London family, pulling me out of some very dark times and helping me be the good mother I want to be."*

**Creative Arts Therapy**

The year started for us with recruiting for a Therapy Programme Manager to help with our aim to increase the provision of creative arts therapy to young children and vulnerable families in our area. Having seen the benefits of online therapy during Covid-19 to parents, we wanted to use it much more broadly given the negative mental health impact of the pandemic. Noelle Adames, an experienced Dramatherapist, was appointed and has managed our therapeutic offer since late summer, where we have seen a big growth in the mental health support we have previously offered.

We continue to work in local primary schools, and this also has increased and this year, as well as arts or dramatherapy with individual children and their families, we provided support to an entire school year, including staff, following a bereavement. At that school 60 individuals received some form of therapy.

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

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

Of the 10 other schools, this year we had 43 children receiving therapy. There was about the same number of boys to girls receiving therapy.

12 families also received therapy this year. We had groups sessions at our project and also at the Bessborough Hub (formerly Children's Centre). Setting up the groups timed with the anxieties around the Omicron variant and the rise in Covid cases around the New Year. With the general struggle to encourage families to come out again, this is lower than we would like, but are confident this will be easier for the coming year.

We have been very lucky, not just with Noelle, but with great therapists and, this year 3 student therapists.

#### ***Volunteer space***

We have a small staff team at SVFP and very much rely upon volunteers and students to support our work. Volunteers come from different backgrounds with a range of skills and experience, providing help across different aspects of our work.

The volunteers were involved across a range of activities including online and face to face parenting courses, one-to-one support, fitness sessions, bubble (group) sessions, Drop-In sessions, crèche, outreach, database management, back office.

Dental workshops and events such as sports day, social media and communication. This year we had 20 volunteers in total including 4 students who came for a voluntary placement and voluntary internship. This equated to 2,554 hours of volunteered time to the charity, valued at £28,221.7 (based on London Living Wage).

In addition, 9 Trustees gave time outside of the scheduled board meetings and planning days during the year.

All of our volunteers are able to be reimbursed for their travel expenses incurred on behalf of the charity.



**Achievements and performance (continued)**

***Fundraising***

Because of the surplus we had at the beginning of the year, we were less active with fundraising this year. Our main source of income came from funders who were either local with an interest and knowledge of Westminster and our work. More directly affected still by Covid-19 was income from individual donations, events and other activities, because of restrictions and later, a lack of confidence of people returning to normal lives.

We are hoping for the start of Spring to be the return to being able to be more active and have greater numbers coming through our doors.

**Financial review**

***Results for the year***

A summary of the results for the year to 31 March 2022 is given on page 25 of this annual report and financial statements.

During the year, income totalled £263,483, (2021 - £372,035) of which £130,669 (2021 - £82,100) was restricted. Donation income amounted to £237,875, (2021 - £367,341). A good deal of our income at the start of the year came from the previous year's efforts so we started the year very well and have continued to be able to meet our expenditure target, mainly through grants and donations from local Trust funds. We received support towards our development of online family therapy for families in Westminster impacted by Covid-19 and as noted, partnered the Marylebone Educational Trust to supply grants for school items for families with children of that age.

Expenditure totalled £314,278 (2021 - £269,027) and included staff costs of £244,037, (2021 - £205,363), premises costs of £33,643 (2021 - £31,436), and recruitment and training costs of £2,535 (2021 - £722).

***Financial position***

At 31 March 2022, the charity had total funds of £9,648. (2021 - funds of £60,443). Of this total, £nil (2021 - £nil) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds were £9,648 (2021 - £60,443), with free reserves (unrestricted funds excluded tangible fixed assets) amounting to £9,648

***Reserves policy***

The charity is highly committed to ensuring a continuing service to the children and families reliant on its services. In order to provide sufficient flexibility to cover temporary shortfalls in income due to timing differences in cash flows and to respond to unforeseen events, the trustees aim to maintain general reserves equal to at least three months of expenditure, which equates to approximately £79,000.

The trustees acknowledge that whilst there is a shortfall for the free reserves requirement, the charity has generated sufficient general funds to eliminate the accumulated deficit brought forward and has almost met the target to have at least three month's expenditure in reserves.



## **Trustees' report Year to 31 March 2022**

### **Financial review (continued)**

#### ***Going concern assessment and response to Covid-19***

The Project continued to be affected by the Covid-19 pandemic during the 2021-2022 year, especially around Christmas and New Year.

From April 2022, the Project was able to remove all social distancing measures, with the intention of bringing families back in and restore the community it had before the pandemic began. It also launched a focused outreach of families around South Westminster, who may have not been out or who were new families. The Project believes this will start to increase our numbers and over the coming year become closer to what it was before March 2020.

The Project continues to have good relationships with supporters and its increased work in several schools means it has an enhanced role to play in how they manage the well-being of their pupils. Our therapy programme has benefitted from having a dedicated Programme Manager and is looking to continue to offer a range of programmes to meet the different needs of children and families,

The Project was again reliant on Trust funds during 2021-2022, but with social distancing restrictions ending, it is hopeful to carry out different activities and have events which will add some diverse income sources.

#### **Future plans**

Through 2022-23, St Vincent's Family Project will aim to achieve the following objectives:

- ♦ Continue to develop or offer creative arts therapy to improve the mental health well-being of families and children
- ♦ To reach out to as many vulnerable families, isolated during the pandemic, to be aware of us and to encourage them to come to restore the project as a community for families
- ♦ Provide a new range of fun health related programmes for families and children, including support to families affected by Covid-19
- ♦ Develop a package of help that will support families most impacted by the cost-of-living crisis
- ♦ Embed our Dad's Space programme to encourage fathers to be involved in parenting and get support when they need
- ♦ Revisit our plans for broadening sources of income e.g., by utilising our space more, or through joint initiatives with partners.

## **Governance, structure and management**

### **Governance**

The charitable company, which is governed by a Memorandum and Articles of Association, was incorporated as a company limited by guarantee (Company Registration Number 07638620 (England and Wales)) on 18 May 2011 and is a registered charity (Charity Registration Number 1142095).

The sole member of the company, and thus its parent entity, is DCSVP Services, a registered charity (Charity Registration Number 1149326) and a company limited by guarantee (Company Registration Number 07638065 (England and Wales)), set up by the Daughters of Charity of St Vincent de Paul, to safeguard the Vincentian ethos in various projects such as St Vincent's Family Project.

In the event of St Vincent's Family Project winding up, the member is required to contribute an amount not exceeding £1.

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

The names of the eight 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:

#### *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.

#### *Teresa Crowley*

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

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

***Governance (continued)***

***Sister Liz Ferrie***

Sister Liz Ferrie has served the Daughters of the Charity of St. Vincent De Paul for 53 years. She is both a qualified Nursery Nurse and RGN for adults. Her working life is one of caring for people of every age and conditions. She has also travelled considerably for her work for humanitarian causes. Having spent 6 years in Paris as English speaking Secretary, she returned to England where she has been working on research for the Daughters of Charity.

***Philippa Gitlin***

Philippa Gitlin worked both as a CEO and trustee in the UK charity sector and served on 3 school governing bodies before retiring in 2010. Since then, she has served on the board of a French Charity addition to providing consultancy on governance to other charities in the UK. She was also until recently a trustee of FARA Foundation UK, a charity supporting services to severely disadvantaged children and families living in poverty in Romania.

***Sister Kathleen Kennedy***

Sister Kathleen Kennedy entered the Daughters of Charity of St Vincent de Paul in 1966. She worked in residential child care for fourteen years, after which she ran a pre-school group in a primary school setting. She qualified as a teacher with Bachelor of Arts with Qualified Teacher Status (BAQTS) and taught in an inner city primary school for sixteen years. She worked as part of a city wide Evangelisation Team in Hull before being appointed to the Provincial Council of the Daughters of Charity.

***Deacon Ali McMillan***

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

***Ifeoma Okafor***

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

***Joanna Wormell***

Joanna Wormell, having completed a first degree in Russian, was admitted as a solicitor to the Supreme Court of England and Wales in 2002. Since 2007 Joanna has worked for RBS and currently holds the position of Managing Director, Global Head of Compliance, Capital Resolution. Though a very experienced traveller she lives in South Westminster.

***Rosemary Jackson***

Rosemary Jackson works at MasterCard International and holds the position of Sr. Vice President, Real Time Payments Solutions. Working for Mastercard for 20 years, based out of Sydney, Singapore and now London with experience across various roles covering software management, customer project implementation, business analysis, migration of core banking systems, testing and release management, working closely with banks in the UK, Nordics & Baltics, Middle East Africa and Asia Pacific markets.

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

***Structure and management reporting***

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

***Key management***

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

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

***Risk management***

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

In addition to the risks associated with Covid-19 (see above), the trustees have identified five main areas where risks may occur: governance and management, operational, financial, reputational and regulatory.

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

**Operational** looks at the risks inherent in the charity's activities including any potential shortcomings in the services provided, staffing, poor health and safety, and the disaster recovery plan, etc.

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

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

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

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

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

***Risk management (continued)***

However, they acknowledge also that the charity's activities expose it to a variety of financial risks. The charity has in place a risk management programme that seeks to identify and mitigate the effects of the risk on its finances. The principal financial risk remains the impact of the general economic conditions and its impact on charitable funding.

Whilst the current level of funding for 2022-2023 suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

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

***Statement of trustees' responsibilities***

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

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

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

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

**Trustees' report Year to 31 March 2022**

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

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

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.

Approved by the trustees and signed on their behalf by:

*Philippa Gittlin*



Trustee

Philippa Gittlin

Approved by the trustees on:

*4 November 2022*

4 November 2022

## **Independent auditor's report Year to 31 March 2022**

### **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 2022 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 2022 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.

#### **Conclusion relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **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.

**Other information (continued)**

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
- ◆ 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 company's 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the Senior Statutory Auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and safeguarding regulations.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships.
- ◆ carried out substantive testing of expenditure including the authorisation thereof.
- ◆ reviewed journal entries to identify unusual transactions and substantiated these where appropriate; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

**Independent auditor's report Year to 31 March 2022**

**Auditor's responsibilities for the audit of the financial statements (continued)**

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ review of the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

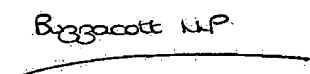
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

**Use of our report**

This report is made solely to the charitable company's member, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's member those matters we are required to state to it in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's member, for our audit work, for this report, or for the opinions we have formed.

  
A handwritten signature in black ink, appearing to read 'Amanda Francis', with a horizontal line drawn underneath it.

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

12 December 2022

**Statement of financial activities (including income and expenditure account) Year to 31 March 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Income:</b>							
Donations and grants (including Coronavirus Job Retention Scheme funding)	1	132,688	105,187	237,875	289,442	77,899	367,341
Bank interest		6	—	6	28	—	28
Crèche and Creative Art Therapy fees		—	25,482	25,482	—	4,201	4,201
Miscellaneous		120	—	120	465	—	465
<b>Total income</b>		<b>132,814</b>	<b>130,669</b>	<b>263,483</b>	<b>289,935</b>	<b>82,100</b>	<b>372,035</b>
<b>Expenditure:</b>							
Charitable activities							
Provision of services to vulnerable families and children	2	150,838	163,440	314,278	145,839	123,188	269,027
<b>Total expenditure</b>		<b>150,838</b>	<b>163,440</b>	<b>314,278</b>	<b>145,839</b>	<b>123,188</b>	<b>269,027</b>
<b>Net (expenditure) Income before transfers</b>		<b>(18,024)</b>	<b>(32,771)</b>	<b>(50,795)</b>	<b>144,096</b>	<b>(41,088)</b>	<b>103,008</b>
Transfers between funds	9	(32,771)	32,771	—	(27,990)	27,990	—
<b>Net (expenditure) Income and net movement in funds for the year</b>	3	<b>(50,795)</b>	<b>—</b>	<b>(50,795)</b>	<b>116,106</b>	<b>(13,098)</b>	<b>103,008</b>
<b>Reconciliation of funds:</b>							
Balance brought forward at 1 April 2021		60,443	—	60,443	(55,663)	13,098	(42,565)
<b>Balance carried forward at 31 March 2022</b>		<b>9,648</b>	<b>—</b>	<b>9,648</b>	<b>60,443</b>	<b>—</b>	<b>60,443</b>

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 2022**

	Notes	2022 £	2022 £	2021 £	2021 £
<b>Fixed assets:</b>					
Tangible assets	6		—		1,275
<b>Current assets:</b>					
Debtors	7	24,569		4,961	
Cash at bank and in hand		52,037		107,199	
<b>Total current assets</b>		<b>76,606</b>		<b>112,160</b>	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	8	(66,958)		(52,992)	
<b>Net current assets (liabilities)</b>			<b>9,648</b>		<b>59,168</b>
<b>Total net assets (liabilities)</b>			<b>9,648</b>		<b>60,443</b>
<b>Represented by:</b>					
<b>The funds of the charity</b>					
Restricted funds	9		—		—
Unrestricted funds					
General fund			9,648		60,443
<b>Total charity funds</b>			<b>9,648</b>		<b>60,443</b>

Approved by the trustees  
and signed on their behalf by:

*Philippa Gittlin*

*Philippa Gittlin*

Trustee

Philippa Gittlin

Approved by the trustees on:

*4 November 2022*

4 November 2022

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

**Principal accounting policies 31 March 2022**

	Notes	2022 £	2021 £
<b>Cash (outflow)flows from operating activities:</b>			
Net cash provided by operating activities	A	(55,162)	111,682
<b>Cash flows from financing</b>			
Repayment of loan		—	(60,000)
<b>Change in cash and cash equivalents in the year</b>		<b>(55,162)</b>	<b>51,682</b>
<b>Cash and cash equivalents at 1 April 2021</b>	B	<b>107,199</b>	<b>55,517</b>
<b>Cash and cash equivalents at 31 March 2022</b>	B	<b>52,037</b>	<b>107,199</b>

**Notes to the statement of cash flows for the year to 31 March 2022**

**A Reconciliation of net movement in funds to net cash flow provided by operating activities**

	2022 £	2021 £
<b>Net movement in funds (as per the statement of financial activities)</b>	<b>(50,795)</b>	<b>103,008</b>
<b>Adjustments for:</b>		
Depreciation charge	1,275	1,275
(Increase) decrease in debtors	(19,608)	5,700
Increase in creditors	13,966	1,699
<b>Net cash provided by operating activities</b>	<b>(55,162)</b>	<b>111,682</b>

**B Analysis of cash and cash equivalents**

	2022 £	2021 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>52,037</b>	<b>107,199</b>

**C Analysis of changes in net debt**

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
<b>Cash at bank and in hand</b>	<b>107,199</b>	<b>(55,162)</b>	<b>52,037</b>

## **Principal accounting policies 31 March 2022**

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 2022 with comparative information given in respect to the year to 31 March 2021.

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

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

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

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

### **Critical accounting estimates and areas of judgement**

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

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

### **Assessment of going concern**

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

The trustees accept that the financial position of the charity continues to require careful monitoring with free reserves still below that demanded by the charity's reserves policy.

The period since the onset of Covid-19 saw the charity increase its income following previous years when it had finished the year in deficit. During that time, it established a good relationship with funders who understood the charity and provided regular support and showed flexibility during the pandemic. Going forward the charity is looking to develop more long-term relationships with funders, as well as diversifying other streams, for example increasing its donations stream, which was limited during the pandemic.

The trustees recognise that maintaining and increasing income will be challenging, but the charity's work continues to be essential, especially given the cost-of-living-crisis, impacting families on low incomes.

The charity utilised the government Coronavirus Job Retention Scheme for a short while

## **Principal accounting policies 31 March 2022**

### **Assessment of going concern (continued)**

In the meantime, the trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration Number 236803) (see note 12) have confirmed that, if necessary, they will continue to provide financial and other support to the charity to enable it to remain a going concern in the short to medium term.

Given this, the trustees are of the opinion that St Vincent's Family Project will have sufficient resources to meet its liabilities as they fall due.

### **Income recognition**

Income is recognised in the period in which the charitable company is entitled to receipt, the amount can be measured with reasonable certainty, and it is probable that the income will be received.

Income comprises donations, grants, bank interest, crèche and creative art therapy fees, income from other trading activities, and miscellaneous income.

Donations and grants 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 or grant 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.

Income from the Coronavirus Job Retention Scheme is credited to the statement of financial activities once the charitable company is entitled to the funding and the amount receivable has been quantified.

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 accrual's 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 accrual's basis.

Expenditure on charitable activities comprises expenditure on the provision of a safe and stimulating environment where parents and children can take part in activities together and as individuals.

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

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

All expenditure is stated inclusive of irrecoverable VAT.

#### **Tangible fixed assets**

All assets costing more than £3,000 and with an expected useful life exceeding one year are capitalised.

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

- ◆ Furniture and equipment      25% on cost

#### **Debtors**

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

#### **Cash at bank and in hand**

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

#### **Creditors and provisions**

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



## **Principal accounting policies 31 March 2022**

### **Fund structure**

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

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

### **Leased assets**

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

**1 Donations and grants (including Coronavirus Job Retention Scheme funding)**

	Unrestricted funds £	Restricted funds £	2022 Total funds £
<b>Grants</b>			
City of Westminster Trust	—	4,000	4,000
Westminster Foundation	—	11,000	11,000
Westminster Almshouses	15,000	—	15,000
Westminster Amalgamated	—	8,000	8,000
ESC Lottery Fund	—	4,000	4,000
Mercers Trust	—	21,030	21,030
St Marylebone Educational Trust	—	2,000	2,000
Mrs LD Rope 3 <sup>rd</sup> Charity	—	15,000	15,000
Quaker Social Action	—	1,486	1,486
Strand Parishes	—	400	400
Young Westminster	—	8,186	8,186
The St Giles-in-the-Fields and William Shelton Educational Charity	15,000	30,085	45,085
DPC	5,000	—	5,000
Daughters of Charity of St Vincent de Paul	40,000	—	40,000
Strand Parishes	5,000	—	5,000
John Lyons Charity	30,000	—	30,000
	<b>110,000</b>	<b>105,187</b>	<b>215,187</b>
<b>Donations</b>			
Other donations	6,286	—	6,286
	<b>6,286</b>	<b>—</b>	<b>6,286</b>
Coronavirus Job Retention Scheme grant	16,402	—	16,402
<b>2022 Total funds</b>	<b>132,688</b>	<b>105,187</b>	<b>237,875</b>

Notes to the financial statements 31 March 2022

**1 Donations and grants (including Coronavirus Job Retention Scheme funding)**  
(continued)

	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Grants</b>			
City of Westminster Trust	4,065	4,881	8,946
Westminster Foundation	11,928	—	11,928
Westminster Almshouses	10,000	—	10,000
Westminster Amalgamated	8,000	—	8,000
Ironmongers Foundation	—	50,000	50,000
Mercers Trust	—	5,640	5,640
St Marylebone Educational Trust	—	1,591	1,591
R L Glasspool	—	300	300
Daughters of Charity of St Vincent de Paul	3,000	—	3,000
Sisters of the Holy Cross	15,000	—	15,000
Swire Charitable Trust	52,535	—	52,535
The St Giles-in-the-Fields and William Shelton Educational Charity	—	14,487	14,487
Garfield Weston Foundation	10,000	—	10,000
Edward Harvest Trust	998	—	998
John Lyons Charity	30,000	—	30,000
Two Magpies	15,000	—	15,000
Hyde Park Place	5,000	—	5,000
	<b>165,526</b>	<b>76,899</b>	<b>242,425</b>
<b>Donations</b>			
Methodist Central Hall	16,680	—	16,680
Daughters of Charity of St Vincent de Paul	60,000	—	60,000
Other donations	18,348	1,000	19,348
	<b>95,028</b>	<b>1,000</b>	<b>96,028</b>
Coronavirus Job Retention Scheme grant	28,888	—	28,888
<b>2021 Total funds</b>	<b>289,442</b>	<b>77,899</b>	<b>367,341</b>

**2 Charitable activities**

	Unrestricted funds £	Restricted funds £	2022 Total funds £	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Provision of services to vulnerable families and children</b>						
Staff costs	85,051	112,196	197,247	83,932	94,874	178,806
Creative Arts Therapy	—	46,790	46,790	—	26,558	26,558
Family Space	—	4,454	4,454	—	1,756	1,756
Volunteer Space	3,080	—	3,080	76	—	76
Premises	33,643	—	33,643	31,436	—	31,436
Furniture and equipment	3,349	—	3,349	8,855	—	8,855
Insurance	3,505	—	3,505	3,350	—	3,350
Printing, postage, telephone and stationery	3,957	—	3,957	3,821	—	3,821
Recruitment and training	2,535	—	2,535	722	—	722
Travel and subsistence	32	—	32	—	—	—
Professional fees	3,982	—	3,982	3,531	—	3,531
Subscriptions	5,267	—	5,267	1,882	—	1,882
Governance costs	4,200	—	4,200	6,624	—	6,624
Miscellaneous	2,237	—	2,237	1,610	—	1,610
<b>2022 Total funds</b>	<b>150,838</b>	<b>163,440</b>	<b>314,278</b>	<b>145,839</b>	<b>123,188</b>	<b>269,027</b>

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

This is stated after charging:

	2022 £	2021 £
Staff costs (note 4)	244,037	205,364
Auditor's remuneration (including VAT)		
· Current year statutory audit services	4,920	6,624
· Previous year	—	1,044
Depreciation	1,275	1,275

As the charity is part of a large group, it is required to have its accounts audited rather than an independent examination. The difference between the independent examination fee and audit fee is £1,100, which has been paid by the parent charity, DC Services.

### 4 Staff costs and remuneration of key management personnel

	2022 £	2021 £
Staff costs during the year were as follows:		
Wages and salaries	181,754	164,811
Pension costs	3,843	3,518
Social security costs	11,650	10,477
	197,247	178,806
Contract staff	46,790	26,558
	244,037	205,364

The average number of employees, based on head count, was 8 (2021 – 7) whereas the average number of employees, based on full time equivalents, was 7 (2021 – 6). There were no employees who earned £60,000 per annum or more (including benefits) during the year (2021 – 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 £59,574 (2021 - £58,719).

No of the trustees received any remuneration in respect of their services during either year (2021–none). Expenses were £Nil reimbursed to the trustees (2021–none).

### 5 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 2022

**6 Tangible fixed assets**

	Furniture and equipment £
<b>Cost</b>	
At 1 April 2021 and at 31 March 2022	5,099
<b>Depreciation</b>	
At 1 April 2021	3,824
Charge for year	1,275
At 31 March 2022	5,099
<b>Net book values</b>	
At 31 March 2022	—
At 31 March 2021	1,275

**7 Debtors**

	2022 £	2021 £
Other debtors	21,173	4,961
Prepayments	3,396	—
	<b>24,569</b>	<b>4,961</b>

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

	2022 £	2021 £
Accruals	4,920	5,580
Amount due to Methodist Central Hall (note 11)	2,412	2,412
Social security and other taxes	3,916	—
Sundry creditors	710	—
Deferred income: grants received in advance	55,000	45,000
	<b>66,958</b>	<b>52,992</b>

	2022 £	2021 £
Deferred income at 1 April	45,000	45,000
Amounts released from previous years	(45,000)	(45,000)
Resources deferred in the year	55,000	45,000
Deferred income at 31 March	<b>55,000</b>	<b>45,000</b>

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

## 9 Restricted funds

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

	At 1 April 2021 £	Income £	Expenditure £	Core cost transfers £	At 31 March 2022 £
Family Space Project	—	65,266	(84,689)	19,423	—
Creative Arts Therapy Project	—	65,403	(78,751)	13,348	—
	—	130,669	(163,440)	32,771	—

	At 1 April 2020 £	Income £	Expenditure £	Core cost transfers £	At 31 March 2021 £
Family Space Project	—	63,112	(65,572)	2,460	—
Creative Arts Therapy Project	13,098	18,988	(57,616)	25,530	—
	13,098	82,100	(123,188)	27,990	—

For those restricted funds which have allowances for "core costs", the expenditure is charged to unrestricted funds which are then reimbursed via a transfer from restricted funds as shown above. The specific purposes for which the funds were received and applied in 2021 are as follows:

### *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.

## 10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2022 Total funds £	Unrestricted funds £	Restricted funds £	2021 Total funds £
<b>Fund balances are represented by:</b>						
Fixed assets	—	—	—	1,275	—	1,275
Current assets	76,606	—	76,606	112,160	—	112,160
Creditors: amounts falling due within one year	(66,958)	—	(66,958)	(52,992)	—	(52,992)
<b>Total net assets</b>	<b>9,648</b>	<b>—</b>	<b>9,648</b>	<b>60,443</b>	<b>—</b>	<b>60,443</b>

#### 11 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 senior employee and trustee of Methodist Central Hall. Two other trustees are active member of the Methodist Central Hall.

- ◆ During the year the Project contributed service charges to Methodist Central Hall of £5,844 (2021 - £5,844), £487 (2021 - £487) of which was accrued at the year end. In addition, the Project paid rent to Methodist Central Hall of £22,800 (2021 - £22,800). £1,900 (2021 - £1,900) of which was accrued at the year end.
- ◆ During the year Methodist Central Hall gave a donation of £Nil (2021 – £16,680) to the Project for use in meeting core costs.

#### 12 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.

The Daughters have provided a 3-year grant to St Vincent's Family Project to the value of £40,000 per year commencing in this financial year. This grant is for core costs. DC Services contributed to the audit fee of St Vincent's Family Project during the year, as outlined in note 3.

#### 13 Related party transactions

During the year, no trustee made donations to the charity of £nil (2021 – one trustee donated £300). There are no other related party transactions requiring disclosure (2021 – none).

#### 14 Operating lease commitments

At 31 March 2022 the charity had the following future minimum commitments under non-cancellable operating leases in respect of a photocopier:

	2022 £	2021 £
Leases which expire:		
· Within one year	2,626	2,626
· Between one and five years	2,626	5,252
	<b>5,252</b>	<b>7,878</b>

#### 15 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.

#### 16 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.