

# REGISTRAR OF COMPANIES



## St Vincent's Family Project

### Annual Report and Financial Statements

31 March 2021

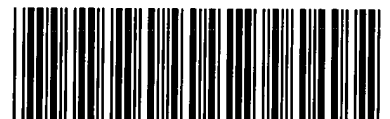
Charity Registration Number  
1142095

Company Registration Number  
07638620 (England and Wales)



*'just getting a call from staff to ask how I am was nice and helped me to ground myself. Having the WhatsApp group and doing sessions such as baking has been great.'*

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**Reference and administration details 31 March 2020**

<b>Patron</b>	Lady Viola G Grosvenor
<b>Trustees</b>	Mr Anthony Aldridge (Resigned 01.06.2020) Ms Christina Asare-Owusu (Appointed 07.11.2013) Sister Margaret Barrett DC (Resigned 07.12.2020) Teresa Crowley (Appointed 07.12.2020) Sister Liz Ferrie DC (Appointed 05.05.2021) Philippa Gitlin (Appointed 10.06.2019) Leezah Hertzmann (Resigned 05.10.2020 ) Dr Rosemary Keenan (Resigned 01.01.2020) Sister Kathleen Kennedy DC (Appointed 4.12.2020) Deacon Ali McMillan (Appointed 07.12.2020) Judith Mitchell (Resigned 01.06.20) Ifeoma Okafor (Appointed 10.06.2019) Sister Teresa Tighe (Resigned 01.06.2020) 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

**Reference and administration details 31 March 2020**

London  
WC1R 4LR

## **Trustees' report Year to 31 March 2021**

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 2021.

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 31 to 34 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

### **History**

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

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

South Westminster is an area of contrast between wealth, history and power alongside stark social deprivation. Areas in Churchill and St James wards are both within the 2015 top 10% of the Indices of Multiple Deprivation. It is in 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.



## Trustees' report Year to 31 March 2021

### Principal aims

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

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

### Public benefit

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

### Values

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

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

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

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

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

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

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

## Activities, specific objectives and relevant policies

### **Family Space**

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.

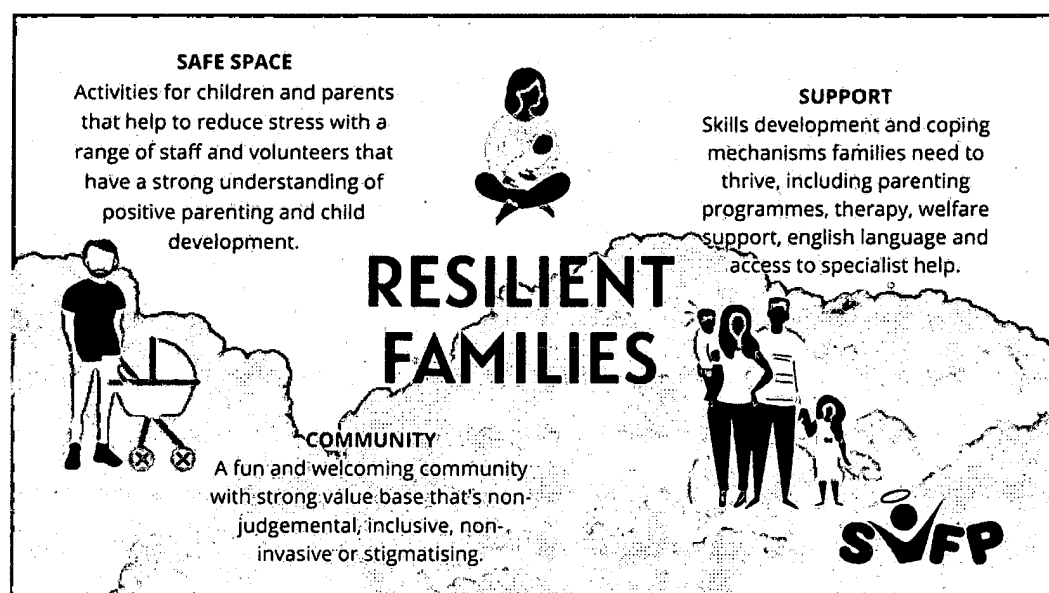
Each year we offer a range of activities that support learning and our staff can help parents identify any issues around their child's learning and language at an early stage. We have a dedicated Sensory Room for support with children who may have special educational needs.

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.

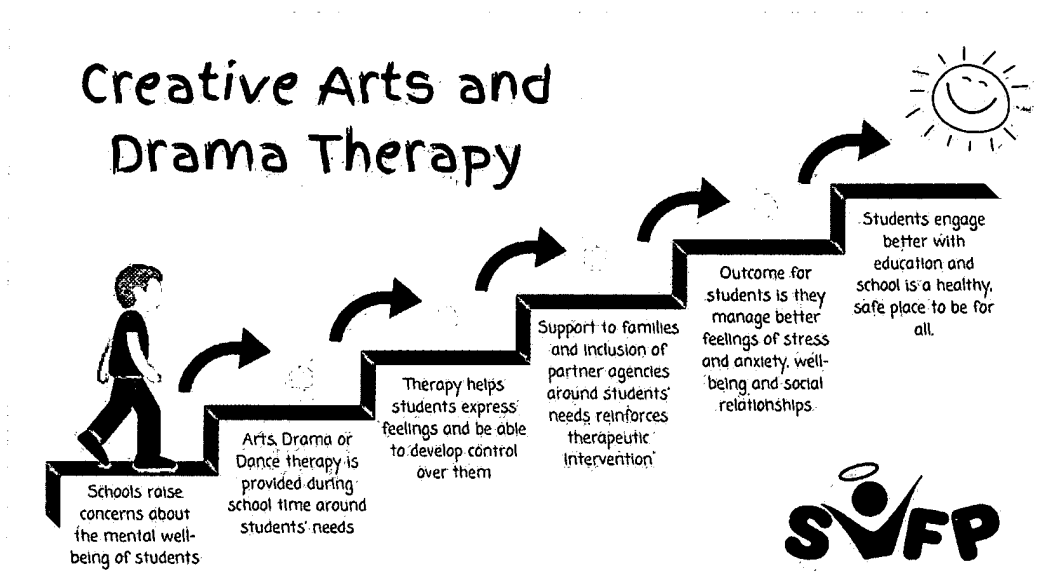


**Activities, specific objectives and relevant policies (continued)**

***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.

- ◆ Up to 50 volunteers per annum.
- ◆ Roles include direct work with families, administration, marketing and fundraising.
- ◆ Volunteers can see how a charity works within an urban, hyper-diverse context.
- ◆ Volunteers discover our Vincentian values and are able to incorporate them and their corresponding behaviours into their good reflective practice.



**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 children***

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

***Safeguarding adults***

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

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

During this year SVFP invested in an online safeguarding management system, MyConcern, which made management of safeguarding concerns achievable working remotely. Indeed the system is an improvement on our previous manual one, helping with information sharing, reporting and having access to a lot of online support and advice.

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

The year gone has been dominated by the impact of Covid-19 with the first lockdown in place before the year had started. Most of our plans and activities changed substantially through the year and we were forced, like many others, into finding new ways to provide support to vulnerable families and children.

***Family Space***

With the closure of our project due to the lockdown we were, at the start of the year, unable to provide any of our regular services, activities or programmes.

During the first weeks of the pandemic we provided support and direction to families using telephone, e-mail and social media. Much of this included help to access food, basic essentials and information relating to Covid-19 and lockdown. And, families still needed support around housing, parenting, relationship and other issues they were struggling with.

**The impact of the Covid-19 pandemic on SVFP (continued)**

***Family Space (continued)***

Our staff were now working from home and we had begun learning to use social media platforms to provide support including holding group sessions online for the first time.

We realised at the beginning a lot of our families had no, or limited access, to the internet so with supporters we were able to donate laptops to families which made an enormous difference to the help and services they could receive.

By the summer we could see many families were getting frustrated at being in social isolation. By this point, with help from the Facilities Team at the Methodist Central Hall, we were able to begin to see families for respite, and keep them Covid-19 safe. This was a great outlet for families and also allowed us to gain experience of having Covid-19 safe programmes, so by the autumn we were able to offer a blended programme of virtual and face to face Family Space.

The autumn programme included our first Group Parenting Programme of the year, alongside Community 'bubbles' of small family groups, a crèche as well as one to one sessions. Our crèche focussed on nature, thus taking children into the park and therefore giving them much needed physical activity, as well as learning and social interaction.

Throughout the summer we had not been able to use our many and valued volunteers, but in the autumn of 2020 we again needed them, albeit in smaller numbers because of the social distancing restrictions.

Family Space, given more familiarity with online help, was able to provide activities for exercise and cooking, such as a recipe challenge. Previously they had been at our project aimed at parents, but because they were being done at home online, they were adapted to include children and have turned out to be beneficial to all the family members.

Though not possible to hold our Christmas party for families we did provide a Covid-19 safe Grotto with Santa, Elves and donated gifts from especially generous supporters.

Unfortunately because of the lockdown in place by the start of 2021, we decided to suspend our face to face activities to limit the spread of the Coronavirus, which was especially high in central London. However, we continued to improve our ability to offer online services and though the lockdown was severe for families, the programmes have been positive and well received.

The impact of the Covid-19 pandemic on SVFP (continued)

Monday	Tuesday	Wednesday	Thursday	Friday
16 November	17 November	18 November	19 November	20 November
Tele hotlines/ advice/ support  9:00 am – 3:00 pm  Community bubble  10:30am – 12:00pm  1:00pm – 2:30pm	PPP  10:30am- 11:00am 11:00 – 11:30am  Community bubble  10:30am – 12pm  1:00pm – 2:30pm	Community bubble  10:30am – 12pm 1:00pm – 2:30pm	Curiosity Nature crèche  10:30am – 12pm  Community bubble  1:00-2:30pm	ZOOM Fitness Class  11:00-11:30am  11:45am – 12:15pm  Felicity's Live ZOOM  Baby massage
23 November	25 November	26 November	27 November	28 November
Tele hotlines/ advice/ support  9:00 am – 3:00 pm  Community bubble  10:30am – 12:00pm  1:00pm – 2:30pm	PPP  10:30am- 11:00am 11:00 – 11:30am  Community bubble  10:30am – 12pm  1:00pm – 2:30pm	Community bubble  10:30am – 12pm 1:00pm – 2:30pm	Curiosity Nature crèche  10:30am – 12pm  Community bubble  1:00-2:30pm	ZOOM Fitness Class  11:00-11:30am  11:45am 12:15pm  Felicity's Live ZOOM  Baby massage

(Example of a blended programme over 2 weeks (Nov.2020))

## Trustees' report Year to 31 March 2021

### Achievements and performance

#### *Impact of Family Space in 2020-2021*

51 families received support

#### *Numbers benefiting from offered programmes*

Parenting programme or advice	29
Toddler learnings zoom	9
Healthy Living zoom	11
Bubble session	22
Nature crèche	21
One to one support	30
<b>Total</b>	<b>122</b>

#### *One to One Support*

In 2019-2020 Family Space helped 175 families, mostly through the group courses and programmes it ran throughout the year, with many other families visiting the project and joining in the community and activities. One to one support had been increasing but had to be managed with a few severely struggling families on top of all that.

With the complete change Covid-19 has brought we have seen far fewer families but have been providing closer, more intense, one to one work through the period. This is simply because we have had more capacity added to the additional stress on already vulnerable families.

A great deal has been around emotional support, particularly managing fraught family relationships. Each family we worked with had a key support worker from our staff as well as a volunteer who they could talk to on a regular basis through the period, which for most was critical when feeling isolated.

We have also, although we are not specialist welfare advisors, been far more involved in helping families with financial issues, of course made keener by the lockdowns. Some of our achievements for the families included:

- ◆ Emergency grant donation for individual families:
- ◆ Furniture grants from Eaton Foundation for 2 families (table and chairs, beds and mattress; rugs; children desks; wardrobes)
- ◆ 2 pushchairs from Salvation Army
- ◆ Supply of nappies and pull ups from Little Village
- ◆ 13 donations of laptops
- ◆ A grant of £1,500 from St. Marylebone Educational Trust to be used for our families for school uniforms/equipment.
- ◆ From £430 - £930 one off payment in Sainsbury voucher for 21 families from Covid-19 Respite Fund.

**Achievements and performance (continued)**

***Impact of Family Space in 2020-2021 (continued)***

***Partnerships***

We continued this year to work closely with partner agencies of the South Westminster Family Hub. The one to one Family Space work saw most families having different professionals involved with regular 'team around the family' meetings taking place, albeit online for much of the year.

The partnership was critical through the year as we were able to co-ordinate services to best meet the needs of families during Covid-19. Support in accessing laptops and, at the start of lockdown, ensuring families received food and basic items was managed via partnerships. At the start of the year the Family Hub incorporated Youth Services into its group, which practically helps where families have children of varied ages, but also integrates strategic planning better for families.

***Case Study for Family Space***

*This is an interview carried out prior to Mother's Day 2021, asking one of our mum's what her experience of Covid-19 was.*

♦ ***How has Covid-19 made being a mum different from the previous year?***

'The first word that comes to mind is 'intense'. Online schooling meant all the girls had to change their routines, and I as a parent had to be responsible for them logging on and doing the work etc. Before lockdown I had one-to-one time with L, but during the pandemic I found myself spread thinly trying to meet all their needs.

Having children of different age ranges was difficult: my teenager wanted space, the toddler wanted to be doing things and then I had to make sure I gave time to the middle child too.

The SVFP sessions were really important for L because small children get agitated without social interaction and lose out on their development. It feels like a whole year of development has been lost.

My 16-year-old's education was really disrupted. She missed out on celebrating end of term after her GCSEs and her Beauty college course has been very slow because she can't work on practical things. She has found studying in an overcrowded flat difficult because she is living with an active toddler. It has been a very de-motivating year for teenagers who have been left uncertain about their future.'

♦ ***What has been the worst thing about the pandemic for you?***

'The intensity has put a strain on relationships, particularly with N. Before, we both could have gone out to cool off or get support from our networks.

We have found it difficult to deal with each other's flaws. Before you could let things go, but being together 24/7, small imperfections become major. Also just feeling responsible for all the relationships is hard.

**Achievements and performance (continued)**

***Impact of Family Space in 2020-2021 (continued)***

***Case Study for Family Space (continued)***

***What has been the worst thing about the pandemic for you? (continued)***

I have auto immunity problems and caught Covid-19. That was very hard and the recovery was painful.'

♦ ***What positives have there been from this year?***

'Me and my eldest went to such a dark place this year but have now come out. I have learnt to value the time I have had with my children and got to know them better than I would have. Before they would spend hours at school, and with feeding and sleeping etc., we didn't have as much time together.

Especially with N, before the pandemic I thought she didn't need me as much, but I now realise she does need me still a bit.'

♦ ***How have you coped during this time?***

'Particularly at the beginning I was able to do some cycling. I really appreciated the one hour of exercise outdoors.

Finding out how funny my children are and really seeing their different personalities has been enjoyable.

SVFP support's; just getting a call from staff to ask how I am was nice and helped me to ground myself. Having the WhatsApp group and doing sessions such as baking has been great.'

♦ ***What are you most looking forward to when the pandemic is over?***

'Being able to go on outings. Before I would have taken trips with girls, say to London Zoo, for granted. I want to be able to take them to see more places. Doing the small things like going for a hot chocolate with them and walking through the parks.'

♦ ***What will you be doing on Mothers' Day?***

'If my kids make me a cup of tea and toast. that would be great! But I have come to think more about my responsibility for loving myself. I have to do things to make myself happy. I might have a workout in the morning. Maybe do something Italian for dinner, like Spaghetti Bolognese or Lasagne.'

***Creative Arts Therapy***

***The Impact of Covid-19 on Creative Arts and Dramatherapy***

With the first lockdown of the year, along with our Family Space, local schools also closed down, preventing our therapists from continuing. In the first few months we were very concerned that the progress made was not completely lost, so maintained contact with families, schools and other agencies including giving art/drama related activities for children to do during lockdown.

**Achievements and performance (continued)**

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

***The Impact of Covid-19 on Creative Arts and Dramatherapy (continued)***

Our Lead Therapist created some online programmes for using household items for families to do art with their children, which were very popular in the early part of lockdown.

During the summer, rather than wait for schools to re-open, with support we invested in developing online family therapy and by the end of the summer we were using our arts and drama therapy to help families in Westminster, something which the donations of laptops greatly helped. Our Lead Therapist gained a certificate following a summer course on providing online therapy.

We carried on providing this even after the schools re-opened and have retained this provision to date. Our therapists are still learning and developing their skills, but we have learnt the online option gives us an extra flexibility which allows us to do important work with families we otherwise would not be able to do. For parents with limited time availability this provided a release from the pressures they faced during Covid-19 which did not put another burden upon them.

***Schools Provision***

When schools re-opened in autumn 2020 our therapists were able to go back into most of them. One in particular chose not to increase the risk of the virus spreading so would not allow visiting services to come. Certainly we found schools to be under pressure given the increased stress on the children coming to them, so support has been critical.

Again the lockdown from the January term hindered the progress we had started to make, but we were able to work with some children who were in schools as well as using online therapy where this was appropriate.

By the end of the year we worked with 7 schools. They are Westminster Cathedral School, St. Clement Danes, St. Matthews, St Joseph's, Burdette Coutts, St. Vincent De Paul, All Souls Primary School, St. Gabriel's and St. Peter's Eaton Square.

***Clinical Placement Provision***

At the beginning of the year we have had therapy students from the University of Hertfordshire and the Royal Central School of Speech and Drama whose placements have been affected by the changes in social distancing rules. One began working at our project in the autumn until the lockdown rules came into place. They have been able to carry on with schools work and their placements have been extended to allow for them to catch up on getting face to face experience. Given the extra pressure on schools we are very pleased to have them, although their work is closely supervised so they work with children appropriate for their level of experience.

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

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

Volunteers continue to be the heart of our team. This includes local residents, London-based Therapeutic Placements, UK and international student interns. We offer our valued volunteers an induction programme, training opportunities when appropriate, regular supervisions, and consider them as part of the service delivery team. They have opportunities to do direct face-to-face work with our families and to support our back office operations, including fundraising and marketing, database management, and help with events. Volunteers are making a positive impact in our families' lives, and support our charity to achieve our goals and mission. In return, they get many different skills which help them with their confidence, learn to understand how a small charity operates, and benefit from getting to know the local community.

The pandemic has affected the volunteering as most of our face to face work had to be reduced. However, the charity has quickly adapted and many volunteers have been involved in providing phone and online support to our families, facilitating online toddlers and parenting groups, and exercise classes. Thanks to the involvement of local volunteers, the project was able to deliver small face to face support groups for vulnerable families and deliver outdoor crèche. In addition, volunteers played a key part in organising a socially distanced Christmas grotto for our vulnerable families.

#### ***Impact for 2020/2021***

- ◆ 12 volunteers in total
- ◆ 870 hours of volunteered time to the charity, valued at £9,439.00
- ◆ 8 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)**

### ***Quality Assurance***

This year we have not used our outcomes evaluation due to the limited provision we have been able to deliver. Because of Covid-19. We use therapists who are qualified, have membership of a recognised professional body and receive continuing clinical supervision. All our student therapists are managed and supervised according to placement agreements with their places of education. Our Parenting Programmes all have evaluation methodologies recognised by the Early Intervention Foundation and our Therapy uses the Strength and Difficulties Questionnaire Framework.

### **Fundraising**

#### ***The Impact of Covid-19 on fundraising***

Initially following the first lockdown there was a great deal of uncertainty about how supporters would respond, and some initially were struggling to meet up to decide causing some delay to decisions. Through the year we have seen a mix of funders who have not been able to donate or changed their funding to Covid-19 related activities or who were extremely generous or flexible in their support of charities.

We had planned to carry out a number of activities at our project during the year to increase the diversity and amount of income we had, but these have been completely suspended because of lockdown. Income from our crèche, using donations, events and online fundraising have been badly affected too.

### **Financial review**

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

A summary of the results for the year to 31 March 2021 is given on page 28 of this annual report and financial statements.

During the year, income totalled £372,035 (2020 - £214,403) of which £82,100 (2020 - £120,470) was restricted. Donation income amounted to £367,341 (2020 - £189,655). 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 £269,027 (2020 - £277,854) and included staff costs of £205,363 (2020 - £210,077), premises costs of £31,436 (2020 - £32,841), and recruitment and training costs of £722 (2020 - £3,078).

#### ***Financial position***

At 31 March 2021, the charity had total funds of £60,443 (2020 - deficit funds of £42,565). Of this total, £nil (2020 - £13,098) were restricted funds held for specific purposes as specified by the donor. Unrestricted funds were £60,443 (2020 in deficit -£55,663), with free reserves (unrestricted funds excluded tangible fixed assets) amounting to £59,168.

**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' of expenditure, which equates to approximately £67,000.

The trustees acknowledge that whilst there is a slight 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.

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

Since March 2020, the coronavirus (Covid-19) outbreak had spread worldwide and caused extensive disruptions to businesses as well as economic activities globally with no exception for the UK.

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

The Project starts the year in a good financial position, with well-developed relationships with key partners and supporters. Following the year gone we are, like other services, expecting an increased demand on our service, both in terms of families coming out of lockdown and the needs arising through that. Particularly mental health, the impact of lockdown on children's development and the economic effect will, we expect, hit our families hard in the coming months.

Although we will expect to retain our core provision to families, because it works, we do want to build from our increased one to one work and use of therapy to provide more intensive support, without losing the community activities and group programmes which many families benefit from and enjoy.

We have recruited a new Therapy Programme Manager to help us develop our therapy offer, not just to schools but to our families with younger children.

During the last year we have relied even more so on grants and donations from supporters, with little or no opportunity to create fundraising events or develop alternate sources of income through our activities. Anticipating that lockdown will ease and we can return to 'normal' activities, this year we expect to return to these and also look for new opportunities, which had been part of our plans before the pandemic struck.

## **Trustees' report Year to 31 March 2021**

### **Future plans**

Through 2021-22, St Vincent's Family Project will aim to achieve the following objectives:

- ◆ To continue to review our Covid-19 risk assessment so we can provide services to families safely to our maximum capacity.
- ◆ Continue to utilise online services as part of our offer, either as separate programmes or blended with face to face programmes.
- ◆ Develop a (free) membership model, that allows us to categorise and therefore manage better the different levels of need in our project e.g. families requiring intensive support are Gold Members, users of group programmes are Silver, users of Drop-In and activities are Bronze members. This will help us to clarify the targeting of resources.
- ◆ Embed the Therapy Programme Manager post to improve our therapeutic offer.
- ◆ Revisit our plans for broadening sources of income e.g. by utilising our space more, or through joint initiatives with partners.
- ◆ To improve our capacity at meeting the needs of families in economic hardship at an early stage. That is to be preventative, rather than develop a specialism in welfare advice.
- ◆ To continue to develop learning and development opportunities for staff and volunteers, including additional online courses, development of Vincentian Values programme and more use of Family Hub training.
- ◆ To fill our Board places and to improve the diversity of trustees.

### **Governance, structure and management**

#### **Governance**

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

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

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

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

***Governance (continued)***

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

The names of the 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.

***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 is currently also a trustee of FARA Foundation UK, a charity supporting services to severely disadvantaged children and families living in poverty in Romania.

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

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

#### ***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.

### ***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.

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

***Risk management***

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

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

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

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

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

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

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

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

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 2021-2022 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).

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

***Statement of trustees' responsibilities***

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

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

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

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

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

Each of the trustees confirms that:

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

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

**Trustees' report Year to 31 March 2021**

Approved by the trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Gitlin', written in a cursive style.

Philippa Gitlin  
Trustee

Approved by the trustees on: 16 November 2021



**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 2021 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 2021 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.

## **Independent auditor's report Year to 31 March 2021**

### **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
- ◆ 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.

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.

## **Independent auditor's report Year to 31 March 2021**

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

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.

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.

**Independent auditor's report Year to 31 March 2021**

**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

17 November 2021

**Statement of financial activities (including income and expenditure account) Year to 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
<b>Income:</b>							
Donations and grants (including Coronavirus Job Retention Scheme funding)	1	289,442	77,899	367,341	91,160	98,495	189,655
Bank interest		28	—	28	59	—	59
Crèche and Creative Art Therapy fees		—	4,201	4,201	—	21,975	21,975
Other trading activities		—	—	—	1,148	—	1,148
Miscellaneous		465	—	465	1,566	—	1,566
<b>Total income</b>		<b>289,935</b>	<b>82,100</b>	<b>372,035</b>	<b>93,933</b>	<b>120,470</b>	<b>214,403</b>
<b>Expenditure:</b>							
Charitable activities							
Provision of services to vulnerable families and children	2	145,839	123,188	269,027	136,166	141,688	277,854
<b>Total expenditure</b>		<b>145,839</b>	<b>123,188</b>	<b>269,027</b>	<b>136,166</b>	<b>141,688</b>	<b>277,854</b>
<b>Net income (expenditure) before transfers</b>		<b>144,096</b>	<b>(41,088)</b>	<b>103,008</b>	<b>(42,233)</b>	<b>(21,218)</b>	<b>(63,451)</b>
Transfers between funds	9	(27,990)	27,990	—	14,994	(14,994)	—
<b>Net income (expenditure) and net movement in funds for the year</b>	3	<b>116,106</b>	<b>(13,098)</b>	<b>103,008</b>	<b>(27,239)</b>	<b>(36,212)</b>	<b>(63,451)</b>
<b>Reconciliation of funds:</b>							
Balance brought forward at 1 April 2019		(55,663)	13,098	(42,565)	(28,424)	49,310	20,886
Balance carried forward at 31 March 2020		60,443	—	60,443	(55,663)	13,098	(42,565)

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 2021

	Notes	2021 £	2021 £	2020 £	2020 £
<b>Fixed assets:</b>					
Tangible assets	6		1,275		2,550
<b>Current assets:</b>					
Debtors	7	4,961		10,661	
Cash at bank and in hand		107,199		55,517	
<b>Total current assets</b>		112,160		66,178	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	8	(52,992)		(111,293)	
<b>Net current assets (liabilities)</b>			59,168		(45,115)
<b>Total net assets (liabilities)</b>			60,443		(42,565)
<b>Represented by:</b>					
<b>The funds of the charity</b>					
Restricted funds	9		—		13,098
Unrestricted funds					
General fund			60,443		(55,663)
<b>Total charity funds</b>			60,443		(42,565)

Approved by the trustees  
and signed on their behalf by:



Philippa Gitlin  
Trustee

Approved by the trustees on: 16 November 2021

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

## Principal accounting policies 31 March 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	111,682	10,215
<b>Cash flows from financing</b>			
Repayment of loan		(60,000)	—
<b>Change in cash and cash equivalents in the year</b>		<b>51,682</b>	<b>10,215</b>
<b>Cash and cash equivalents at 1 April 2020</b>	B	<b>55,517</b>	<b>45,302</b>
<b>Cash and cash equivalents at 31 March 2021</b>	B	<b>107,199</b>	<b>55,517</b>

### Notes to the statement of cash flows for the year to 31 March 2021

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

	2021 £	2020 £
<b>Net movement in funds (as per the statement of financial activities)</b>	<b>103,008</b>	<b>(63,451)</b>
<b>Adjustments for:</b>		
Depreciation charge	1,275	1,274
Decrease (increase) in debtors	5,700	(6,834)
(Decrease) increase in creditors	1,699	79,226
<b>Net cash provided by operating activities</b>	<b>111,682</b>	<b>10,215</b>

#### B Analysis of cash and cash equivalents

	2021 £	2020 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>107,199</b>	<b>55,517</b>

#### C Analysis of changes in net debt

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	(4,483)	111,682	<b>107,199</b>
Loans falling due within one year	60,000	(60,000)	—
<b>Total net debt</b>	<b>55,517</b>	<b>51,682</b>	<b>107,199</b>



## **Principal accounting policies 31 March 2021**

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 2021 with comparative information given in respect to the year to 31 March 2020.

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 slightly below that demanded by the charity's reserves policy. Trustees acknowledge and recognise the potential impact of the continuing Covid-19 pandemic on the future operations of the charity, its beneficiaries, partners and stakeholders and on wider society.

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

**Assessment of going concern (continued)**

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

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

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.

**Income recognition (continued)**

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Donated goods are recognised at fair value unless it is impractical to measure this reliably in which case a derived value, being the cost of the item to the donor, is used. An equivalent amount is included as expenditure except where the donated good is a fixed asset in which case the corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the charity's accounting policies.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

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

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

**Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

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

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

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

All expenditure is stated inclusive of irrecoverable VAT.

## **Principal accounting policies 31 March 2021**

### **Tangible fixed assets**

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

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

- ♦ Furniture and equipment      25% on cost

### **Debtors**

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

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

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

### **Creditors and provisions**

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

### **Fund structure**

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

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

### **Leased assets**

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

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

	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	<b>28,888</b>	<b>—</b>	<b>28,888</b>
<b>2021 Total funds</b>	<b>289,442</b>	<b>77,899</b>	<b>367,341</b>
	Unrestricted funds £	Restricted funds £	2020 Total funds £
<b>Grants</b>			
Westminster City Council	—	1,000	1,000
Westminster Foundation	—	10,000	10,000
MyWestminster Fund	—	7,141	7,141
Ironmongers Foundation	—	25,000	25,000
Sisters of the Holy Cross	25,000	—	25,000
Buzzacott Stuart Defries Memorial Fund	1,000	—	1,000
The Pimlico Million	—	1,500	1,500
The St Giles-in-the-Fields and William Shelton Educational Charity	—	15,000	15,000
The Woodward Charitable Trust	—	500	500
Local Giving	500	—	500
London Catalyst	—	2,000	2,000
John Lewis Partnership	—	6,000	6,000
Vintners Company	—	5,000	5,000
Sr Harold Hood's Charitable Trust	2,000	—	2,000
	<b>28,500</b>	<b>73,141</b>	<b>101,641</b>
<b>Donations</b>			
Methodist Central Hall	45,290	—	45,290
Other donations	17,370	25,354	42,724
	<b>62,660</b>	<b>25,354</b>	<b>88,014</b>
<b>2020 Total funds</b>	<b>91,160</b>	<b>98,495</b>	<b>189,655</b>

**2 Charitable activities**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
<b>Provision of services to vulnerable families and children</b>						
Staff costs	83,932	94,874	178,806	76,478	104,297	180,775
Creative Arts Therapy	—	26,558	26,558	—	29,302	29,302
Family Space	—	1,756	1,756	—	4,999	4,999
Volunteer Space	76	—	76	—	3,090	3,090
Premises	31,436	—	31,436	32,841	—	32,841
Furniture and equipment	8,855	—	8,855	3,263	—	3,263
Insurance	3,350	—	3,350	4,099	—	4,099
Printing, postage, telephone and stationery	3,821	—	3,821	4,128	—	4,128
Recruitment and training	722	—	722	3,228	—	3,228
Travel and subsistence	—	—	—	570	—	570
Professional fees	3,531	—	3,531	6,582	—	6,582
Subscriptions	1,882	—	1,882	1,117	—	1,117
Governance costs	6,624	—	6,624	2,700	—	2,700
Miscellaneous	1,610	—	1,610	1,160	—	1,160
<b>2021 Total funds</b>	<b>145,839</b>	<b>123,188</b>	<b>269,027</b>	<b>136,166</b>	<b>141,688</b>	<b>277,854</b>

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

This is stated after charging:

	2021 £	2020 £
Staff costs (note 4)	205,363	210,077
Auditor's remuneration (including VAT)		
· Current year statutory audit services	6,624	4,680
· Previous year	1,044	—
Depreciation	1,275	1,274

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

	2021 £	2020 £
Staff costs during the year were as follows:		
Wages and salaries	164,811	167,156
Pension costs	3,518	3,219
Social security costs	10,477	10,400
	<b>178,806</b>	<b>180,775</b>
Contract staff	26,557	29,302
	<b>205,363</b>	<b>210,077</b>

The average number of employees, based on head count, was 7 (2020 – 9) whereas the average number of employees, based on full time equivalents, was 6 (2020 – 6). There were no employees who earned £60,000 per annum or more (including benefits) during the year (2020 – none).

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

The trustees consider that they together with the Chief Executive comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £58,719 (2020: - £58,735).

No of the trustees received any remuneration in respect of their services during either year (2020—none). Expenses were £Nil reimbursed to the trustees (2020—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.

**6 Tangible fixed assets**

	Furniture and equipment £
<b>Cost</b>	
At 1 April 2020 and at 31 March 2021	<u>5,099</u>
<b>Depreciation</b>	
At 1 April 2020	2,549
Charge for year	<u>1,275</u>
At 31 March 2021	<u>3,824</u>
<b>Net book values</b>	
At 31 March 2021	<u>1,275</u>
At 31 March 2020	<u>2,550</u>

**7 Debtors**

	2021 £	2020 £
Accrued income	—	7,141
Other debtors	<u>4,961</u>	<u>3,520</u>
	<u>4,961</u>	<u>10,661</u>

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

	2021 £	2020 £
Accruals	5,580	3,600
Amount due to Methodist Central Hall (note 11)	2,412	2,412
Loan from Daughters of Charity of St Vincent de Paul Charitable Trust (note 12)	—	60,000
Sundry creditors	—	281
Deferred income: grants received in advance	<u>45,000</u>	<u>45,000</u>
	<u>52,992</u>	<u>111,293</u>

**8 Creditors: amounts falling due within one year (continued)**

	2021 £	2020 £
Deferred income at 1 April	45,000	25,000
Amounts released from previous years	(45,000)	(25,000)
Resources deferred in the year	45,000	45,000
Deferred income at 31 March	45,000	45,000

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 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	—

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

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:

*Sensory Room*

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

*Family Space Project*

Funds provided to assist with the Family Space Project.

*Creative Arts Therapy Project*

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



# 10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	2021 Total funds £	Unrestricted funds £	Restricted funds £	2020 Total funds £
<b>Fund balances are represented by:</b>						
Fixed assets	1,275	—	1,275	2,550	—	2,550
Current assets	112,160	—	112,160	53,080	13,098	66,178
Creditors: amounts falling due within one year	(52,992)	—	(52,992)	(111,293)	—	(111,293)
<b>Total net assets (liabilities)</b>	<b>60,443</b>	<b>—</b>	<b>60,443</b>	<b>(55,663)</b>	<b>13,098</b>	<b>(42,565)</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 (2020 - £5,844), £487(2020 - £487) of which was accrued at the year end. In addition, the Project paid rent to Methodist Central Hall of £22,800 (2020 - £22,800). £1,900 (2020 - £1,900) of which was accrued at the year end.
- During the year Methodist Central Hall gave a donation of £16,680 (2020 – £45,290) 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.

At the end of the previous financial year, the charity had a £60,000 interest free loan from Daughters of Charity of St Vincent de Paul Charitable Trust (note 8). This loan was converted into a donation in the year. The trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust 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.

# 13 Related party transactions

During the year, one trustee made donations to the charity of £300 (2020 – one trustee donated £1,500). There are no other related party transactions requiring disclosure (2020 – none).

**14 Operating lease commitments**

At 31 March 2021 the charity had the following future minimum commitments under non-cancellable operating leases in respect of a photocopier:

	2021 £	2020 £
Leases which expire:		
· Within one year	2,626	2,626
· Between one and five years	5,252	7,659
	<b>7,878</b>	10,285

**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.