

Charity Registration No. 1004354

Company Registration No. 02567517 (England and Wales)

THE UPPER ROOM (ST SAVIOUR'S)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

THE UPPER ROOM (ST SAVIOUR'S)

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THE UPPER ROOM (ST SAVIOUR'S)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Tuke (Chair) P Mawdsley (Treasurer) K Barbour J Hillman M Morgan (Vice-Chair) P Mullings R Shaw B Stevenson
Secretary	P Mawdsley
Charity number	1004354
Company number	02567517
Registered office	St Saviour Wendell Park Church Cobbold Road London W12 9LN
Independent examiner	Katherine Dee FCA Begbies Chartered Accountants 9 Bonhill Street London EC2A 4DJ

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Our Vision

The Upper Room's vision is to support and improve the lives of vulnerable people in our community to make them more resilient and to help them make positive life choices.

Our Mission

To work with vulnerable adults to:

- alleviate poverty
- provide personalised advice & support
- increase confidence & self-esteem
- enable people to be active members of the community
- improve physical & mental wellbeing
- improve employability
- reduce (the risk of) re-offending
- reduce the risk of homelessness

Why our work is important

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

How we work

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

Where we work

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

Structure, Governance and Management

The Upper Room is a registered charity with the Charity Commission, and a company limited by guarantee, governed by a Memorandum and Articles of Association dated 11 December 1990.

Trustees are selected from a broad range of backgrounds, with consideration given to specific areas of responsibility they can take on within the charity. Trustees are elected for three-year terms. Trustees retire in rotation at the end of their term, and can stand for re-election by the Members at the AGM, subject to a maximum term of office of nine years. A full induction training pack is provided for all trustees. All trustees undergo annual safeguarding training.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The Chief Executive is empowered to make operational decisions, with the Chair of Trustees and the CEO meeting at least monthly. The charity's financial controls policy defines the level of authorisation required for expenditure with approvals, ranging from Chief Executive to full Board approval. Strategic decisions are made at Board level. Specific Board sub-committees provide oversight of particular areas of focus, such as Finance, Risk and Audit.

Pay for all employees, including key management personnel, is reviewed annually and decided at Board level. The Trustee responsible for HR conducts a benchmarking exercise for more senior positions by referencing pay surveys and pay levels in similar charitable organisations, and this is a key input to the Board level salary review. We are a London Living wage employer, and pay the London Living Wage as defined by the Living Wage Foundation, to our more junior staff members.

CHAIRMAN'S REPORT

What an extraordinary year this has been. We have moved from the excitement of the opening of our new mezzanine floor to the challenges of the coronavirus epidemic, with The Upper Room premises closed at the time of writing.

October 2019 saw the long-awaited completion of our building project. The extra floor has provided us with much-needed additional space – for staff offices, counselling and UR4Driving training rooms, as well as enhanced facilities on the existing floor.

Perhaps the most fitting tribute was paid by one of our clients, who said “You must really care about us to spend all this money on us”. And that of course is the true point of the exercise – to enhance the services we are able to offer to the most vulnerable in society.

Our temporary premises at Victoria House during the building work proved a great success. We are very grateful to Hammersmith & Fulham Council for their support in securing this location, and to the residents for making us welcome.

Our staff have been magnificent throughout the process. Initially in the move out of St Saviour's, taking the opportunity to get rid of an enormous amount of paperwork and other materials that had built up over nearly 30 years. Then coping with the temporary site, and finally the move back. Their energy and commitment have been exemplary.

Our volunteers also stepped up to the challenge with the spirit that they always bring to their work with us. Many of them were able to share the celebration of our Grand Opening in October, when a wide cross-section of those who support The Upper Room had the opportunity to explore the refurbished and extended space. The reaction was uniformly enthusiastic.

This was our first year as one of the Mayor of Hammersmith and Fulham's designated charities. We are enormously grateful for the support of Councillor Daryl Brown, and for her animated attendance at many of our events.

You will find details elsewhere in this report about our many activities over the course of the year. As always we have been humbled by the variety and scope of the ways in which people support our work. We really do appreciate it.

As I have already touched upon, the end of the financial year saw the dramatic development of Covid-19. This had a significant impact on The Upper Room, as it did on everyone.

Our UR4Driving and UR4Jobs projects moved to home working as soon as the lockdown was announced. We were able to keep UR4Meals going for another couple of weeks; we were particularly keen to do this as we knew that many other facilities had already closed down. In an effort to preserve social distancing we served takeaways outside, enforcing rigorous hygiene standards.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

However, we were eventually told that we needed to shut, in order to protect the health of our clients. Whilst we did this with great reluctance, it was the right course of action. Alternative provision was put in place by the statutory authorities, and one faint silver lining may be that the long-term housing of rough sleepers could be accelerated by this crisis. Many clients said how much they appreciated us keeping going for so long.

However events unfold over the next few months, it seems certain that more people will find themselves in vulnerable circumstances, and in need of our services. We are determined to be in good shape to care for them.

Simon Tuke
Chair of Trustees

OUR PROJECTS

UR4MEALS

Key outputs and achievements:

- 11,537 attendees, with an average of 48.3 per session.
- British – 33.8%, Polish – 29.8% and Romanians – 21.2%. The majority were aged 40-49, followed by the 50-59 age group.
- 15,510 meals and 4,874 takeaways were served.
- 900-plus meals served to Glass Door Night Shelter guests (11th November to 17th March).
- 855 instances of advice/information/help given directly or by telephone.
- 46 people were scanned for TB by the Mobile X-ray Unit in one session (due to our temporary relocation), 18 had flu and pneumonia vaccines.
- 48 people applied for Settled/Pre-Settled Status, mainly through PILC.
- 104 UR4Jobs referrals.
- 39 housing/accommodation referrals.
- 16 volunteers on average per week.
- 108 ad hoc and temporary volunteers throughout the whole 239 sessions.

Moving back into TUR's premises in October 2019 overlapped with our Harvest campaign, which also started very early (September), so we had lots of our first deliveries at Victoria House. It was quite a challenge, especially with The Upper Room's re-opening ceremony happening on 17th October. I would like to express thanks to our long-serving volunteer, Kazi, for all his hard work, Mike for organising the pick-ups and deliveries, and Nicky for the talks.

We started a new Roehampton University Research Project in October 2019 with a team of students who carried out in-depth interviews with some of our guests.

We held our Christmas Dinner on 12th December for 45 guests. We are grateful to the 36 volunteers from Nando's, GE and John Lewis. They not only served all our guests, but also decorated the room, provided some of the food, and brought and wrapped all the Christmas gifts.

Cecilia Seres
UR4 Meals Project Manager

UR4DRIVING

2019 has been a challenging year for UR4Driving, with the relocation to Victoria House for six months, and two changes of Project Co-ordinator. I am pleased to say that Sam has been a real asset to the staff team and our beneficiaries. She brings experience of adult education in justice settings, and is innovative in creating games and techniques to improve focus on theory test activities, understanding and adapting to different learning styles.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

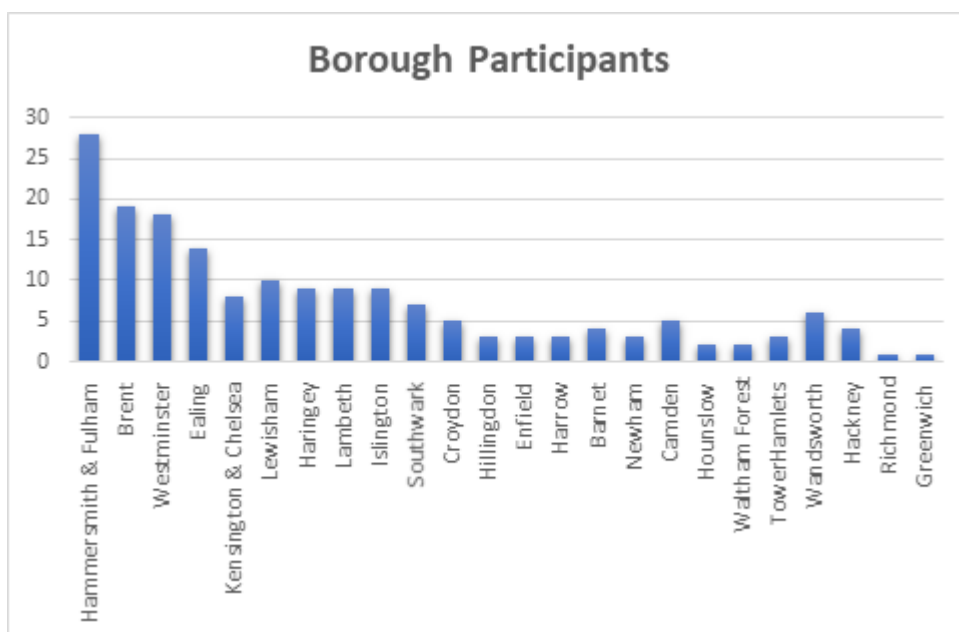
FOR THE YEAR ENDED 31 MARCH 2020

In September we started to use In-Form database, which has helped us to store and analyse information more efficiently, and move away from an excessively paper-based operation. We have been able to track progress and attendance, which is shaping how we deliver the project going forward, to become more purposeful and focused.

Having a dedicated training room has enhanced our service considerably – we have space to either make some noise, or be a quiet study zone, and invite our participants to contribute to the process. We have purchased more laptops, following a successful crowdfunding campaign on Spacehive, and can now offer nine workstations. We offer three group workshops every week for theory study, and project the test onto the wall/screen for interactive learning with attendees.

The project is as popular as ever, continuing to attract in excess of 300 applications, and 179 attended an induction with the staff team. 51 people finished the programme – completing at least 80 hours of voluntary service, a theory test pass, driving lessons, and took at least one practical driving test. We had 26 successful practical test passes, and some have continued to self-fund lessons and tests. We paid for 66 Theory tests, with 41 passes.

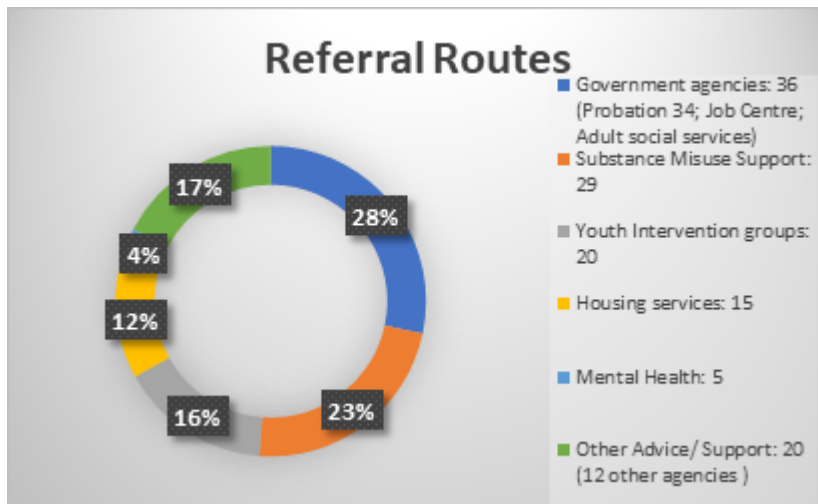
We continue to offer the project to all London boroughs, and this year's cohort have been referred from 24 London boroughs, the majority being in West London.



THE UPPER ROOM (ST SAVIOUR'S)

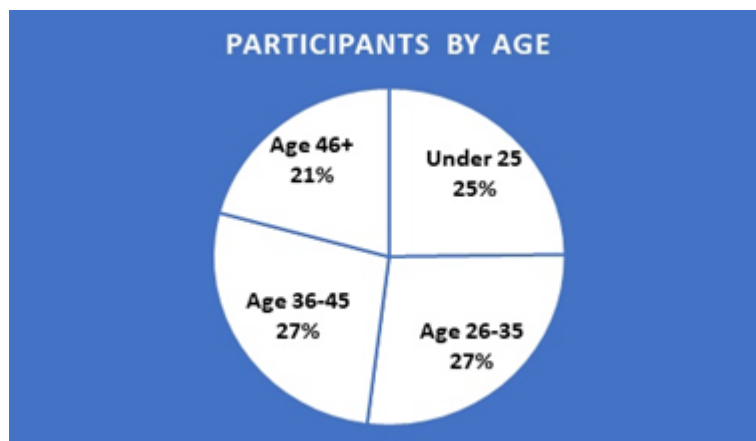
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The referral chart looks at our current participants enrolled (125). The referrals come from 33 different routes. Almost a third of our referrals continue to come from the Probation service, and we are now able to clearly map other routes as well:



Following a recommendation from one of our funders, John Lyon's Charity, we formed a close link with North Paddington Youth Centre, who refer youths who are deemed 'at risk' of offending or being victims of offending. The Youth leader accompanies his group every week, and they also volunteer at the youth centre. Three have now completed our programme and passed their test, two have started a youthwork apprenticeship at the Centre. This has been a really successful trial with a 'difficult to work with' age group, and will open up opportunities with other youth services in our catchment areas who may be able to support attendance and achievement in the same way.

Under 25s now account for our largest success rate, with nine passing their test last year.



As ever, our overarching aim is to improve the lives of all who come to The Upper Room, and we aim to support everyone in the project, to continue to build confidence and a better future. The volunteering element helps a lot with these aspects, and we are grateful to the charities and services who have supported our participants – in particular City Harvest. We signpost on to other services, and we know that 15 ex-offenders have attended a Jobs Fair, and 21 had access to ongoing employment support through UR4Jobs. We have also made referrals to our in-house counselling service, and another four attended an Assertiveness course. Five participants are continuing to volunteer with us as peer to peer mentors (under staff supervision), supporting new participants with their theory practice.

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We are forever grateful to our driving instructors – three highly experienced and qualified individuals, who kindly operate their service to us at a reduced rate, helping us achieve our goals. Of the 26 who passed their test, we know that 12 have achieved employment, two are job-seeking, five are in training programmes, four in apprenticeships, two are continuing to volunteer, and one is in full-time study.

2020 appears to be fraught with different challenges, and we strive to continue to keep our participants engaged, looking forward to the time when we can operate our services again and continue our mission.

Elaine Reeve
UR4Driving Project Manager

UR4JOBS

Georgia Parente – Mondays & Tuesdays

Additional Case Workers (January-March 2020): Angus Charlemange – F/T Case Worker; Alina (Polish) – Mondays; Jana (Romanian) – Wednesdays & Thursdays; Keith Mallinson – Wednesdays.

This financial year had its challenges, more so than in previous years, and now there is the threat of Coronavirus and the impact this is going to have on our services.

Tensions started to build up with the UK negotiating to leave the EU; our service users were unsure of how it would affect them, and this uncertainty also had a negative impact when trying to negotiate employment on their behalf – employment agencies were also unaware how it was going to affect their recruitment processes.

Clients from Eastern Europe continue to be our major beneficiaries, many of whom have become regulars, coming in daily to use the computer in order to check their emails for work updates, to ask for their post, or just for a general chat regarding their circumstances during Brexit.

We continue to receive referrals from The Passage Day Centre, Glass Door, St Mungo's and St Martin in the Fields. Beneficiaries are predominantly looking for work, and need help with a National Insurance Number, CV, job search, CSCS practice and general advice about living and working in the UK. Our staff can speak seven different languages, and if a translator is not available we sometimes use 'Google Translate' to enable us to ascertain what assistance is required.

Brexit has had a huge impact on our guests. Those who were claiming benefits suddenly found that their claims had stopped, and they had to prove Habitual Residency. This new 'condition' required the claimant to show evidence they have the right to live in the UK; Settled Status (once granted) gave those from the EU 'right to remain', thus reinstating claims.

For others wanting to make a new entitlement, they have to produce valid ID/five years' worth of wage slips/a P60/bank statements and proof of address, which is very difficult if you have been rough sleeping and have lost your documents or had them stolen!

For those individuals who are unable to produce the necessary documents, they struggle to secure any type of employment (unless it is an unsafe, unregulated, cash-in-hand job). Employers (including employment agencies) want to see valid up-to-date passports/ID, and will not accept photocopies.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Key outputs and achievements:

UR4Jobs continues to be male-orientated, with 472 attendances (428 males and only 44 females).

• Individual casework support	221
• Received financial support to purchase work-related items (Oyster Cards, trousers, safety boots and backpacks)	33
• National Insurance Appointments Made	22
• Application Forms	12
• Benefits	18
• HMRC Enquiries	17
• CVs Compiled	46
• One-to-one Job Search	48
• Job Placement	80
• Housing Referrals	30
• Legal Assistance	12
• Asylum Advice	10

One of the difficulties we face is tracking people and their progress. For some, once a CV is compiled and we have shown them how to apply for jobs online, we are not made aware as to their outcome; this is down to the fact that they do not return to let us know (we assume employment has been taken up) and when we call them for an update, we find their mobile numbers are no longer in use.

Links/Partnerships

UR4Jobs has also worked closely with two legal firms:

- Jean Demars, Development Worker and Kasia Makowska, EUSS Caseworker, both from the Public Interest Law Centre (PILC) in Lambeth. PILC support Eastern Europeans with Settled Status, and give advice to those who are homeless and experiencing discrimination when trying to access benefits, housing or employment.
- Charlotte Cook Paralegal from Lawstop. They have funding to provide Legal Aid to those who want to challenge the local authorities with regards to housing.

Hind Meflah from the Pret Foundation. I also carried out a four-hour shift with Pret A Manger in Croydon. This was part of the agreement for working in partnership with them on their Rising Stars Programme.

Edward Walsh – 3D Personnel. Edward placed several of our beneficiaries on building sites.

Georgia Parente
UR4Jobs Employment Co-ordinator

UR4Counselling

Alina Babik-Richens has an MSc in Psychological Studies, NLP Master Certification, and is a member of the British Psychological Society and Polish Psychologists Association. She works two days a week and provides individual counselling sessions (50 minutes) and group self-development workshops.

Objectives:

- To mitigate against long-term PTSD.
- To reduce beneficiaries' level of anxiety and depression.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

- To enable beneficiaries to maintain healthy relationships with their family/loved ones.
- To support carers and/or those in abusive relationships.
- To enable people to cope with self-isolation, bereavement or job loss.
- To enable people to have the motivation to secure and sustain employment, or to look for work.
- To improve beneficiaries' self-esteem.
- To help beneficiaries establish and maintain new practical functioning skills, e.g. the ability to plan and structure their day.
- To encourage beneficiaries to learn new skills for work.
- To enable beneficiaries to develop coping strategies and use/create a support network.
- To enable beneficiaries to manage their anger.

Last year she delivered 192 individual counselling sessions and 20 group self-development workshops (which were funded by a grant from Turning Point). 90% of participants rated the group workshops excellent or very good.

At the start of the Pandemic, the PTSD and anxiety management aspect was added to our counselling offer. In the last few weeks of March Alina supported 19 clients over 49 (50-minute) sessions. Our volunteer psychotherapist is also supporting two clients a week.

This service is bilingual (Polish) which enables us to reach an additional group of people who are already excluded from mainstream services on account of the language barrier.

The waiting list is growing on a daily basis, and there is already significant evidence to indicate a lasting mental health need post-Covid-19, with unprecedented levels of demand for counselling and emotional support to cope with any PTSD when it is all over. We have recently secured additional funding to extend the service to four days a week. An additional 10 hours would be delivered remotely in the evenings via Facetime/WhatsApp/Skype etc to extend the reach. This would benefit clients who are working or unable to attend during the day. It would also provide a lifeline to those who may have caring responsibilities, be self-isolating, unable to travel (for financial or other reasons), or in a difficult relationship and need to be discreet.

HARVEST APPEAL

Our Harvest Appeal was once again extremely successful, although somewhat challenging as we had only just moved back into Cobbold Road. We collected donations of dried goods from 46 schools and churches across West London, and our Chief Executive spoke to over 3,000 children in prep and primary schools. Our cupboards and shipping containers are full, and all the food and cleaning materials we collect are used throughout the year, so that we can utilise our funds to provide services to the homeless and vulnerable. We were able to redistribute some of the things we don't use to the Shepherd's Bush Families Project, who give them out to families who are living in temporary accommodation.

KEEN TO BE GREEN

Protection of the environment in which we live and operate is part of The Upper Room's values and principles, and we consider it to be sound business practice. Care for the environment is one of our key responsibilities, and an important part of the way in which we do business.

The Upper Room practises the principles of the 3Rs:

- Reduce energy consumption and waste by thinking about what we buy/receive and how we use it. For example, we use surplus food that otherwise would have to be disposed of; and minimise the use of paper-based documents;
- Re-use by trying to find a second life for items, especially food containers, jars, paper and office stationery. For example, we will:
- Recycle as the last preferred option of the 3Rs. The Upper Room is committed to recycling as much as it can. We currently recycle food, clothes and bedding as well as paper and plastics.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

FRIENDS OF THE UPPER ROOM

In a year in which we were one of the Mayor's chosen charities, and we opened up the new mezzanine floor and refurbished our entire premises, the Friends continued to operate successfully, with the last few days of our April to March year tinged by Covid-19.

The January and February Winter Lectures, the highlight of our Friends calendar, were an unqualified success. We had to change the venue to St Michael and All Angels to accommodate the throngs who wanted to hear Dame Darcey Bussell interviewed by Torin Douglas, and John Humphrys interviewed by Julian Marshall. Sir Stephen Waley-Cohen, who was to talk about RADA, had to be cancelled because of the pandemic, but we hope he can come next year. The lectures bring in many donations, but they are also a way of The Upper Room reaching out to its local residents, and encouraging them to become Friends.

Income from regular Friends donations is nearly £13,000, and we have 125 donors. We receive a sizeable benefit from Green Days each June, and this year was no exception. Thanks to all those involved in the Bedford Park Festival who made this possible. We gain much support from local schools at Harvest time when our CEO, supported by Trustees when they can, goes to schools to speak to the children and explain what The Upper Room achieves.

Other events this year included a Curry Lunch at the Indian Zing restaurant in King Street, which the Mayor attended, and a bridge tournament at Hartswood Tennis Club. For the first time we had a Christmas Carol Concert in St Saviour's, where the Addison Singers so ably led the congregation. This is an event we wish to continue.

I would like to thank Fiona our fundraiser who is the steel backbone supporting much of what we achieve. If you have the time to organise a fundraising event, however small, do give her a ring. I must also praise my fellow Trustee Bridget Stevenson whose unstinting energy is an inspiration.

The Upper Room supports some very underprivileged and vulnerable people, and the aim of the Friends is to harness the commitment of the local community to support the work we do. As we emerge from lockdown following the pandemic, our Friends will be more important than ever. Thank you.

Julian Hillman
Chair, Friends Sub-Committee

VOLUNTEERS

The Upper Room has benefitted from 100 individual volunteers' time over the year, who contributed approximately 5,000 hours to the charity. This is the equivalent of a further four full-time workers. They deliver the bulk of the direct and indirect work that we do: they sort food donations, assist the chef, serve food, wash up, give advice, and mentor clients, as well as participating in many fundraising activities on behalf of The Upper Room. Without their constant encouragement, and their many hours of support, we would not be able to function. We are extremely grateful for their commitment and dedication.

RISK MANAGEMENT

The Trustees have recognised that there are risks to which the charity, the staff, and the volunteers are exposed. A Risk and Audit Committee has been set up and meets quarterly to assess all risks and ensure compliance. Systems and policies have been established to mitigate known risks, including financial controls, employment procedures, complaints, facility contracts and volunteer training. Disclosure and Barring Service (DBS) checks are routinely applied for from the Board level on down, to ensure our organisation observes the necessary safeguards for users of our services. Policies are reviewed annually by the Board. The Charity uses Peninsula to ensure effective management of HR, recruitment and equal opportunities. We also have a health and safety policy, food hygiene policy, and risk assessments carried out on a regular basis. We have a zero-tolerance policy against abuse, for the security and well-being of our staff and volunteers.

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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FINANCE REPORT

The Upper Room's financial performance for the 2019/2020 financial year has been dominated by the impact of the recently completed major building project. The charity has completed this work within the anticipated budget, and ends the year with an increased level of general unrestricted reserves.

Our headline surplus of £68,179 is driven in part by the cashflows and accounting treatment of the building project. We have been securing funds for this project for some years. Some of these funds were received in prior financial years, and have added to our restricted reserves or designated unrestricted reserves in those years. Grants for the project totalling £138,951, which were pledged to us historically, were paid to us in the 2019/2020 financial year as costs became due. These grants are included in our income figures for the year.

The total amount spent on the building project during the year was £429,204. The majority of this is treated as capital expenditure, as the charity has increased the value of its leasehold property by carrying out the work. This capitalised expenditure shows in our financial report as a transfer from reserved and designated funds to fixed assets on our balance sheet, rather than as an expense. The total fixed asset value at the completion of the work (£439,949) is then depreciated over the remaining 30-month life of the lease, from the completion of the project in October 2019 to 31st March 2022. For the period from 1st October 2019 to 31st March 2020, this depreciation is £87,490, which is shown as an expense. The total impact of the building project on our surplus for the year is therefore the £138,951 received, less the sum of the non-capitalised expenses of £26,819 and the depreciation cost of £87,490, resulting in a surplus of £24,642.

It should be noted that in the next two financial years there will be a substantial depreciation cost (£174,980 per annum) relating to the building work, but with no offsetting income in the same year. This is very likely to result in a reported loss for the charity. Whilst our lease is due for renewal at the end of 2022, the Trustees did carefully assess the risk of the charity not being able to renew our lease and continue to make use of the improved premises. Given the assurances received from our landlord, St Saviour's Church, and the historical relationship we have with them, the Trustees considered this risk to be remote.

Our income excluding grants restricted to building projects for the year was £467,083. This is higher than the equivalent figures of £426,902 for 2018/2019 (£458,902 less £32,000 of building project grants). This increase was driven almost entirely by a growth in donations from £71,684 in 2018/2019 to £118,600 in 2019/2020. Our income from non-building project grants was roughly flat year to year (£314,202 in 2019/2020 vs £313,634 in 2018/2019). Donations income is especially valuable to the charity as it can be deployed dynamically across projects where the need is greatest.

Expenditure for the year, excluding costs and depreciation related to the building project, was £423,606, a significant increase over the equivalent figure of £356,630 for 2018/2019. This increase has been driven mainly by an increase in staff costs, where staff numbers and hours were increased during the year to allow the provision of further charitable services. This increase in staff costs was partially offset by a reduction in volunteer expenses, and also by a reduction in the estimated value of donated food. This reduction in the estimated value of donated food was due in the most part to more food being donated closer to its use-by date, which reduces our estimate of its value, rather than a reduction in the quantity of donations.

As ever, I am indebted to both Veronica Tuke, our Finance Officer, and Fiona Cook, our fundraiser. Their work in respectively managing the day to day financial mechanics of the charity, and raising the funds we need to operate, are crucial to the ongoing success and financial health of The Upper Room.

Paul Mawdsley
Treasurer

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

RESERVES POLICY

The total funds held by the charity at the year end stood at £574,772. Of this total, £353,998 is invested in the charity's fixed assets, including the new mezzanine floor. A further £64,567 was held at the year end in the charity's restricted funds, having been donated for a specific purpose. The remaining £156,207 is the charity's unrestricted reserves.

The reserves policy of The Upper Room is to maintain a cash reserve equal to the calculated cost of an orderly wind-down of the organisation over a three-month period should it ever become unviable. We include in this cost three months of staff costs, plus the statutory redundancy payments, as well as other contractual commitments that would fall due. On this basis, our target reserve level at 31st March 2020 is £133,219, which is below our level of unrestricted reserves of £156,207.

DONORS

Our grateful thanks go to all those individuals, schools, community events, church and faith groups, organisations and grant-giving trusts who contribute to our work. We are continually humbled by the support of local people who volunteer at The Upper Room, giving their time and energy to the project. This extends to the generous giving at Harvest of non-perishable food that supplements our food stores hugely.

PUBLIC BENEFIT

The Trustees consider that the charitable company has complied with the duty to have due regard to public benefit as detailed in guidance published by the Charity Commission. All services are provided to our beneficiaries free of any charge.

School Donations	Ark Schools Brackenbury Primary School Notting Hill & Ealing GDST Woodmansterne School
Church Donations	Ravenscourt Baptist Church St Etheldreda with St Clement, Fulham St James's Church, Hampton Hill St John's Church, Notting Hill St Mary's and All Saints, Acton St Michael and All Angels, Bedford Park St Peter's Church, Hammersmith St Saviour Wendell Park The Church of The Holy Innocents, Hammersmith
Other Donors	15th Hammersmith Brownies Barclays Bank Chiswick Baroque Cow & Co Finlay Brewer Foodinate General Electric In memory of Anthony Branch In memory of Pauline Sin Hidge In memory of Shirley McLaughlin Inspire Technology Kerr & Co Notting Hill Media Novartis PayPal Giving Fund Petros Singers The Phoenix Foundation Waitrose

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TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Grants

Anton Jurgens Charitable Trust
Asta Management Services Ltd
City & Metropolitan Welfare Charity
City Bridge Trust
Co-op Community Fund
CRASH
David Isaacs Charitable Trust
Garfield Weston Foundation
GM Marriage Settlement
Greater London Authority (Crowdfund London Projects)
Hammersmith United Charities
Homeless Link London
The French Huguenot Church of London Charitable Trust
John Lyon's Charity
The League of the Helping Hand
London Borough of Hammersmith & Fulham
London Catalyst
Marsh Christian Trust
Munro Charitable Trust
Polish Relief Society
Porticus UK
Portrack Charitable Trust
Pret Foundation Trust
Schutz Engel
Streets of London
The 29th May 1961 Charitable Trust
The Bernard Sunley Charitable Foundation
The Buzzacott Stuart Defries Memorial Fund
The Charles Hayward Foundation
The Clothworkers' Foundation
The Daisy Trust
The Girdlers' Company Charitable Trust
The Goldsmiths' Company
The Holliday Foundation
The Leigh Trust
The Leslie Aldridge Trust
The Mrs Smith & Mount Trust
The Noel Buxton Trust
The Olive Tree Trust
The Story of Christmas
The Syder Foundation
The Tudor Trust
The William Allen Young Charitable Trust
The Woodroffe Benton Foundation
The Worshipful Company of Basketmakers
Turning Point
United in Hammersmith & Fulham
Wates Foundation

Donors in Kind

Addison Singers
Lord Adonis
All Hallows North Greenford
All Saints Fulham
Angst Productions
Askew Wine

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2020*

Belmont Primary School
Boden
Brackenburg Primary School
BBC
Bush Hall, W12
Dame Darcey Bussell
Butler & Lawler, W6
Café Connection
Dan Cameron – Chef
Carlisle Infant School
Cavendish Primary School
Chiswick & Bedford Park Prep School
City Harvest
City, University of London
Coats on London
Comboni Cenacles of Missionary Prayer
Community of the Risen Lord
COOK
Constance Craig Smith
Dannie & Carrie, Askew Road
Dorsett Hotel
Torin Douglas
Duke's Meadows
Earl's Court Free School Primary
Felix Project
Gail's Bakery
General Electric
Ginger Pig
Greenlight Medical Van
Hair Technik, Goldhawk Road
Hampton Hill Junior School
Hampton Hill Nursery School
Hartwood Tennis Club
Hawkesdown House School
Heathfield Nursery & Infant School, Twickenham
Hill House
Hilton London, Olympia
The Church of the Holy Innocents, W6
Sarah Houston
John Humphrys
Innocent Drinks
Latymer Preparatory School
Leiths School of Food & Wine
John Lewis
Lin and Lin, King Street
L'Oreal
LOVEtennis
Julian Marshall
Nando's
NHS Mobile X-Ray Unit
Novartis UK
Oddono's Gelati, Chiswick

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Orchard House School
Petcare, W4
PILC
Pret A Manger
Queen Mother's Clothing Guild
QPR
Ravenscourt Baptist Church
Alex Reeve
Josie Reeve
Roehampton University
Prof. Steve Schifferes
Southfield Primary School
St Augustine's of Canterbury
St Catherine's School, Twickenham
St Columba's Church of Scotland
St Dunstan's Church, Feltham
St Dunstan's, East Acton
St George's Church, Campden Hill
St Hilda's Church, Ashford
St John XXIII Catholic Primary School
St John's Notting Hill
St John's Walham Green CE Primary School
St John's Wood Church
St Luke's W12
St Mary Abbots Church
St Mary's Catholic Primary School
St Michael and All Angels, Bedford Park
St Michael & St George, White City
St Nicholas Church of England Primary School
St Peter's Church, Hammersmith
St Stephen's & St Thomas
St Stephen's CE Primary School Westbourne Park
Strand on the Green Infant & Nursery School
Tara House Nursery
TeamSport
The Hall Junior School
The Hall Middle School
The Purls
The Raven
The River Café
Wendell Primary School
West London Free School Primary / Earls Court Free School
W6 Garden Centre
William Hogarth School Chiswick

THE UPPER ROOM (ST SAVIOUR'S)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Statement of Trustees' responsibilities

The Trustees, who are also the directors of The Upper Room (St Saviour's) for the purpose of company law, are responsible for preparing the Trustees' Report and the 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 which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' report was approved by the Board of Trustees.



S Tuke (Chair)

Trustee

Dated: 28 September 2020

THE UPPER ROOM (ST SAVIOUR'S)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE UPPER ROOM (ST SAVIOUR'S)

I report to the Trustees on my examination of the financial statements of The Upper Room (St Saviour's) (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the Trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Katherine Dee FCA

Dated: 29/09/2020

THE UPPER ROOM (ST SAVIOUR'S)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

Current financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
	Notes				
<u>Income and endowments from:</u>					
Donations and legacies	2	103,705	478,228	581,933	439,883
Fundraising activities	3	18,831	224	19,055	13,659
Investments- bank interest		2,046	-	2,046	2,360
Other income	4	3,000	-	3,000	3,000
Total income		127,582	478,452	606,034	458,902
<u>Expenditure on:</u>					
Raising funds	5	42,233	-	42,233	37,616
Charitable activities	6	204,093	291,529	495,622	324,812
Total resources expended		246,326	291,529	537,855	362,428
Net (outgoing)/incoming resources before transfers		(118,744)	186,923	68,179	96,474
Gross transfers between funds		216,205	(216,205)	-	-
Net income/(expenditure) for the year/ Net movement in funds		97,461	(29,282)	68,179	96,474
Fund balances at 1 April 2019		412,744	93,849	506,593	410,119
Fund balances at 31 March 2020		510,205	64,567	574,772	506,593

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE UPPER ROOM (ST SAVIOUR'S)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

Prior year: 2018-2019		Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes			
<u>Income and endowments from:</u>				
Donations and legacies	2	145,024	294,859	439,883
Fundraising activities	3	13,659	-	13,659
Investments- bank interest		2,360	-	2,360
Other income	4	3,000	-	3,000
Total income		164,043	294,859	458,902
<u>Expenditure on:</u>				
Raising funds	5	37,616	-	37,616
Charitable activities	6	62,350	262,462	324,812
Total resources expended		99,966	262,462	362,428
Net (outgoing)/incoming resources before transfers		64,077	32,397	96,474
Gross transfers between funds		55,047	(55,047)	-
Net income/(expenditure) for the year/ Net movement in funds		119,124	(22,650)	96,474
Fund balances at 1 April 2018		293,620	116,499	410,119
Fund balances at 31 March 2019		412,744	93,849	506,593

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE UPPER ROOM (ST SAVIOUR'S)

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10		353,998		73,956
Current assets					
Debtors	11	4,167		35,630	
Cash at bank and in hand		276,348		474,693	
		<u>280,515</u>		<u>510,323</u>	
Creditors: amounts falling due within one year	12	<u>(59,741)</u>		<u>(77,686)</u>	
Net current assets			220,774		432,637
Total assets less current liabilities			<u>574,772</u>		<u>506,593</u>
Income funds					
Restricted funds	15		64,567		93,849
<u>Unrestricted funds</u>					
Designated funds	16	353,998		260,136	
General unrestricted funds		<u>156,207</u>		<u>152,608</u>	
			510,205		412,744
			<u>574,772</u>		<u>506,593</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 28 September 2020



S Tuke (Chair)
Trustee

Company Registration No. 02567517

THE UPPER ROOM (ST SAVIOUR'S)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	21		178,172		85,347
Investing activities					
Purchase of tangible fixed assets		(378,562)		(69,509)	
Interest received		2,046		2,360	
Net cash used in investing activities			(376,516)		(67,149)
Net (decrease)/increase in cash and cash equivalents			(198,344)		18,198
Cash and cash equivalents at beginning of year			474,693		456,495
Cash and cash equivalents at end of year			276,348		474,693

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

The Upper Room (St Saviour's) is a private company limited by guarantee incorporated in England and Wales. The registered office is St Saviour Wendell Park Church, Cobbold Road, London, W12 9LN.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity receives donated food. In accordance with the SORP these are recognised at fair value to the donor. Fair value is the price at which the food could be sold. Where the food would be unsaleable by the donor no value is recognised. Where food that would still be saleable is received an estimate is made of the value. It is estimated that 5% of the food received has sale value. Any stock of food held at the balance sheet date is of minimal value and accordingly not included in the accounts.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Grants are recognised when receivable. Where grants are for a specific future time period the funds are deferred. Multi-year grants which have implicit time apportionment are deferred to the extent that they are for future time periods.

Grants received by the charity that are donations towards general costs are shown as unrestricted income. Where the donor specifies that the funds may only be spent on specific items or projects the grants are shown as restricted income.

All grants received by the charity are voluntary income toward the costs of the charity and are not generated as a direct result of achieving specific levels, of output or charitable services, under contract. In accordance with the SORP these grants are shown as voluntary income rather than income from charitable activities.

1.5 Resources expended

Liabilities arise from legal or constructive obligations that commit the charity to expenditure. Where the commitment has arisen before the balance sheet date the expenditure is recognised in the accounts.

Costs of generating funds are those costs incurred in obtaining funds through events, grants, donations and other income streams.

Costs of participating in or running fundraising event are recognised in the period in which the fundraising event takes place. General costs of raising funds are recognised as the cost is incurred.

Costs relating to charitable activities are those costs incurred in undertaking charitable activities. These costs are either direct costs or an allocation of support and governance costs.

Governance costs are purely those necessary for the charity to meet the administrative requirements of the Charity Commission. Governance costs are apportioned over each charitable area in the same ratio as support costs.

Support Costs are allocated in proportion to charitable activities and the new mezzanine floor in the ratio of 42:39:19 (2019: 50:38:12). No support costs have been estimated to arise in the current year or previous year in respect of fundraising.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Once completed, over the term of the lease
Kitchen equipment	10 years
Computers	3 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Leasehold improvements comprise the costs of the construction of a mezzanine floor. In accordance with the accounting policy, the asset is depreciated over the term of the lease. The lease expires in March 2022 and accordingly the asset is being depreciated over a short period of time creating a significant annual charge.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors and accruals are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to personal pension schemes are charged as an expense as they fall due as shown in note 9.

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Donations and gifts	95,025	23,575	118,600	71,684
Grants receivable	2,500	450,653	453,153	345,634
Statutory funding	1,000	4,000	5,000	3,360
Donated food, materials and professional services	5,180	-	5,180	19,205
	<u>103,705</u>	<u>478,228</u>	<u>581,933</u>	<u>439,883</u>
For the year ended 31 March 2019	<u>145,024</u>	<u>294,859</u>		<u>439,883</u>
Donations and gifts				
Gift aid	14,001	38	14,039	9,887
Donations from schools, churches and individuals	79,151	17,220	96,371	61,797
Other	1,873	6,317	8,190	-
	<u>95,025</u>	<u>23,575</u>	<u>118,600</u>	<u>71,684</u>
Grants recognised in the year				
City Bridge Trust	-	36,414	36,414	35,700
The Story of Christmas		30,000	30,000	
CRASH		65,000	65,000	-
Hammersmith United Charities		15,000	15,000	-
Homeless Link		25,000	25,000	-
Porticus UK	-	30,000	30,000	35,000
Schutz Engel	-	29,676	29,676	30,000
The Tudor Trust	-	-	-	30,000
John Lyon's Charity	-	25,000	25,000	25,000
The Leslie Aldridge Trust		20,000	20,000	-
The Lockwood Charitable Foundation	-	-	-	25,000
Pret Foundation Trust	-	17,394	17,394	20,553
The Goldsmiths' Company Charitable Trust	-	20,000	20,000	20,000
The Swire Charitable Trust	-	-	-	15,000
Garfield Weston Foundation	-	20,000	20,000	15,000
Other under £15,000	2,500	117,169	119,669	94,381
	<u>2,500</u>	<u>450,653</u>	<u>453,153</u>	<u>345,634</u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

3 Fundraising activities

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Fundraising events	18,831	224	19,055	13,659
	=====	=====	=====	=====
For the year ended 31 March 2019	13,659	-		13,659
	=====	=====		=====

4 Other income

	2020	2019
	£	£
NI Employer's incentive	3,000	3,000
	=====	=====

5 Raising funds

	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Staging fundraising events	4,594	1,679
Fundraising agents and grant monitoring	37,639	34,891
Other fundraising costs	-	1,046
	=====	=====
Fundraising and publicity	42,233	37,616
	=====	=====

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

	UR4Driving	UR4Meals	UR4Jobs	Total	UR4Driving	UR4Meals	UR4Jobs	Total
	2020	2020	2020	2020	2019	2019	2019	2019
	£	£	£	£	£	£	£	£
Staff costs	47,872	81,827	31,558	161,257	54,804	66,877	11,623	133,304
Depreciation	-	4,686	-	4,686	-	-	-	-
Client training-lessons and test fees	51,211	-	2,078	53,289	46,511	-	1,815	48,326
Kitchen (food, health and safety)	-	2,119	-	2,119	-	2,189	-	2,189
Beneficiary awards	200	1,200	1,446	2,846	-	1,229	77	1,306
Volunteer expenses	2,913	1,476	97	4,486	6,818	2,866	430	10,114
Office costs	2,327	375	1,465	4,167	397	294	50	741
Motor expenses	-	1,900	-	1,900	-	2,072	-	2,072
Professional fees and consultancy	2,880	4,791	10,255	17,926	2,796	2,796	6,702	12,294
Staff training costs	244	880	1,327	2,451	-	998	400	1,398
Travel expenses	17	146	-	163	60	-	34	94
Rent, rates and refuse	-	36	800	836	228	2,280	236	2,744
Sundry expense	309	1,700	15	2,024	355	682	54	1,091
Donated food estimate	-	2,680	-	2,680	-	12,205	-	12,205
Loss on disposal of tangible assets	-	4,686	-	4,686	-	-	-	-
	<u>107,973</u>	<u>108,502</u>	<u>49,041</u>	<u>265,516</u>	<u>111,969</u>	<u>94,488</u>	<u>21,421</u>	<u>227,878</u>
Share of support costs (see note 7)	95,692	88,857	43,289	227,838	66,707	21,253	6,706	94,666
Share of governance costs (see note 7)	953	885	430	2,268	1,134	862	272	2,268
	<u>204,618</u>	<u>198,244</u>	<u>92,760</u>	<u>495,622</u>	<u>179,810</u>	<u>116,603</u>	<u>28,399</u>	<u>324,812</u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

(Continued)

	UR4Driving	UR4Meals	UR4Jobs	Total	UR4Driving	UR4Meals	UR4Jobs	Total
	2020	2020	2020	2020	2019	2019	2019	2019
	£	£	£	£	£	£	£	£
Analysis by fund								
Unrestricted funds	32,810	130,511	40,772	204,093	17,921	39,306	5,123	62,350
Restricted funds	171,808	67,733	51,988	291,529	161,889	77,297	23,276	262,462
	<u>204,618</u>	<u>198,244</u>	<u>92,760</u>	<u>495,622</u>	<u>179,810</u>	<u>116,603</u>	<u>28,399</u>	<u>324,812</u>

Support costs are allocated in proportion to charitable activities in the ratio of 42:39:19 across Driving, Meals and Jobs.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Staff costs	71,937	-	71,937	52,115	-	52,115
Depreciation	89,149	-	89,149	3,104	-	3,104
Computer	3,177	-	3,177	1,567	-	1,567
New floor expenses	26,819	-	26,819	5,798	-	5,798
Miscellaneous expense	6,142	-	6,142	1,223	-	1,223
Office administration	5,300	-	5,300	2,121	-	2,121
Advertising, including staff	283	-	283	943	-	943
Professional fees- HR	3,317	-	3,317	2,133	-	2,133
Rent & utilities	21,127	-	21,127	25,081	-	25,081
Staff training	587	-	587	581	-	581
Independent examination fees	-	2,268	2,268	-	2,268	2,268
	<u>227,838</u>	<u>2,268</u>	<u>230,106</u>	<u>94,666</u>	<u>2,268</u>	<u>96,934</u>
Analysed between Charitable activities	<u>227,838</u>	<u>2,268</u>	<u>230,106</u>	<u>94,666</u>	<u>2,268</u>	<u>96,934</u>

Governance costs includes payments to the Independent Examiners of £2,268 inclusive of VAT (2019-£2,268).

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year except as disclosed in note 19. Reimbursed expenses totalled £nil (2019: £30).

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	10	8

Employment costs

	2020 £	2019 £
Wages and salaries	209,301	165,762
Social security costs	15,870	12,498
Other pension costs	8,023	7,159
	<u>233,194</u>	<u>185,419</u>

During the year no employee earned over £60,000 per annum.

10 Tangible fixed assets

	Leasehold improvements £	Kitchen equipment £	Computers £	Total £
Cost				
At 1 April 2019	62,047	31,976	12,243	106,266
Additions	377,902	-	660	378,562
Disposals	-	(15,505)	-	(15,505)
At 31 March 2020	<u>439,949</u>	<u>16,471</u>	<u>12,903</u>	<u>469,323</u>
Depreciation				
At 1 April 2019	-	21,843	10,467	32,310
Depreciation charged in the year	87,490	5,339	1,005	93,834
Eliminated in respect of disposals	-	(10,819)	-	(10,819)
At 31 March 2020	<u>87,490</u>	<u>16,363</u>	<u>11,472</u>	<u>115,325</u>
Carrying amount				
At 31 March 2020	<u>352,459</u>	<u>108</u>	<u>1,431</u>	<u>353,998</u>
At 31 March 2019	<u>62,047</u>	<u>10,133</u>	<u>1,776</u>	<u>73,956</u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	-	30,000
Prepayments and accrued income	4,167	5,630
	<u>4,167</u>	<u>35,630</u>

12 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Deferred income - grants received for future time periods	13	46,096	18,800
Accruals		13,645	58,886
		<u>59,741</u>	<u>77,686</u>

13 Deferred income

	2020 £	2019 £
Arising from grants for future time periods	46,096	18,800

	2020 £	2019 £
Deferred income brought forward	(18,800)	(88,438)
Recognised in the year	18,800	88,438
Provided in the year	46,096	18,800
	<u>46,096</u>	<u>18,800</u>

14 Statutory funding

The charity recognised £5,000 of statutory funding during the year (2019: £3,360). This comprises of £4,000 and £1,000 received from the London Borough of Hammersmith and Fulham towards the UR4Jobs project and for general unrestricted purposes respectively. There were no unfulfilled conditions attaching to the grants at the year end.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds			
	Balance at 1 April 2018	Incoming resources	Resources expended	Transfers	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£	£	£	£	£
UR4Driving	7,040	106,250	(113,290)	-	-	155,925	(119,057)	-	36,868
UR4Meals	-	74,889	(67,494)	-	7,395	72,243	(56,455)	-	23,183
City Bridge Trust UR4Driving	-	35,700	(35,700)	-	-	36,414	(36,414)	-	-
UR4Jobs	3,360	26,020	(20,180)	-	9,200	43,745	(48,429)	-	4,516
Asset grants and new floor project	106,099	32,000	(5,798)	(55,047)	77,254	138,951	-	(216,205)	-
Core funding	-	20,000	(20,000)	-	-	31,186	(31,186)	-	-
	<u>116,499</u>	<u>294,859</u>	<u>(262,462)</u>	<u>(55,047)</u>	<u>93,849</u>	<u>478,464</u>	<u>(291,541)</u>	<u>(216,205)</u>	<u>64,567</u>

The restricted funds represent income funds expendable at the discretion of the trustees in furtherance of the charity's object in accordance with the conditions imposed by the donor. The purpose of each fund is set out below:

Name of Restricted fund	Purpose of Fund
UR4Driving	Grants to fund the UR4Driving project
UR4Meals	Grants to fund the UR4Meals project
City Bridge Trust UR4Driving	City Bridge Trust grant to fund the UR4Driving project
UR4Jobs	Grants to fund the UR4Jobs project
Asset grants	Grants to fund fixed asset purchase
Core funding	Grants to fund rent and management

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Balance at 1 April 2019 £	Resources expended £	Transfers £	Balance at 31 March 2020 £
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £				
Fixed assets	7,551	14,462	(3,104)	55,047	73,956	(122,343)	402,385	353,998
Capital improvements	186,180	-	-	-	186,180	-	(186,180)	-
	<u>193,731</u>	<u>14,462</u>	<u>(3,104)</u>	<u>55,047</u>	<u>260,136</u>	<u>(122,343)</u>	<u>216,205</u>	<u>353,998</u>

Unrestricted Fund	Purpose of Fund
Fixed asset fund	Income invested in the charity's fixed assets based on the net book value
Capital improvements	Funds designated for the purpose of improvements to the leasehold premises

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

17 Analysis of net assets between funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:						
Tangible assets	353,998	-	353,998	73,956	-	73,956
Current assets/ (liabilities)	156,207	64,567	220,774	338,788	93,849	432,637
	<u>510,205</u>	<u>64,567</u>	<u>574,772</u>	<u>412,744</u>	<u>93,849</u>	<u>506,593</u>

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	12,748	11,786
Between two and five years	12,748	23,572
	<u>25,496</u>	<u>35,358</u>

The charity is party to a 7-year lease commencing on the 1st April 2015. The lease has a prevailing rent of £29,000 per annum, however subject to an agreement commencing on 1st April 2013 the charity currently pays a discounted rent of £12,748 per annum. The above disclosure of lease commitments represents the discounted rate payable over the remaining years.

19 Related party transactions

Mrs V Tuke, the wife of chair of Trustees, Mr Simon Tuke, received £10,551 (2019: £8,368) for bookkeeping services.

A company related to the chair of Trustees was paid £nil (2019: £107) for the costs of printing the annual accounts.

During the year, the charity received £1,127 in donations from Trustees.

Remuneration of key management personnel

The remuneration of key management personnel, including pension contributions, employer national insurance and prior to all deductions is as follows.

	2020 £	2019 £
Aggregate compensation	<u>53,822</u>	<u>51,091</u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

20 Limited by Guarantee

The charitable company is limited by guarantee. The guarantee is limited to £1 for each member.

21 Cash generated from operations	2020 £	2019 £
Surplus for the year	68,179	96,474
Adjustments for:		
Investment income recognised in statement of financial activities	(2,046)	(2,360)
Loss on disposal of tangible fixed assets	4,686	-
Depreciation of tangible fixed assets	93,835	3,104
Movements in working capital:		
Decrease/(increase) in debtors	31,463	(28,935)
(Decrease)/increase in creditors	(45,241)	51,931
Increase/(decrease) in deferred income	27,296	(34,867)
Cash generated from operations	178,172	85,347

22 Analysis of changes in net funds

The charity had no debt during the year.