

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 2019

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 trustees present their report and accounts for the year ended 31 March 2019.

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 Mission and Vision Statements

The Upper Room is a charity, and its mission is to support and improve the lives of vulnerable people in its community to make them more resilient, and to help them make positive choices.

By improving the lives of vulnerable people we also generate social outcomes for the wider community, such as fewer victims of crime.

The Upper Room's vision is of a society where vulnerable people have their self-confidence restored and can make positive contributions to society.

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.

CHAIRMAN'S REPORT

Those of you who have read our recent Annual Reports will know that the new mezzanine floor has been a perennial item. I am delighted to be able to report that work is now well under way, and due to be completed in late summer 2019.

This is the biggest project The Upper Room has ever undertaken, in terms both of physical scale and financial commitment. It is a tremendously exciting development; by doubling the space we have at our disposal it will provide us with much-needed meeting rooms, offices and storage, make it easier to hold confidential meetings with clients, enable us to expand our services, and create greatly improved working conditions for our staff, volunteers and clients, who have stoically coped with cramped facilities for too long.

THE UPPER ROOM (ST SAVIOUR'S)

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

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There are too many people involved in the project to acknowledge individually here. They include funders, donors, contractors, construction experts who have given their time free of charge or at greatly reduced rates, the staff and volunteers who have worked tirelessly to enable the work to start, the Trustees who have overseen the process, and everyone involved at St Saviour's church, who have made it possible. My heartfelt thanks to you all.

I look forward to reporting next year on our successful move back to the refurbished premises.

Nicky Flynn joined us as Chief Executive in August 2018, and has already made a tremendous contribution with her energy, enthusiasm and efficiency – not least in getting the building project off the ground, and leading the successful search for temporary premises. We are enormously grateful to Hammersmith & Fulham Council for their help in securing the use of Victoria House, and to the residents there for allowing us to use the building.

This year our more 'editorial' style Annual Review again proved a success. Our thanks to Teresa Walton for taking the excellent photos, and to Vivianne van Wessem for the design.

Of course the fundamental purpose of all this activity is to serve our clients. You can read more details later in this report about our services. Suffice to say that we continue to provide vital support for the most needy in society, at a time when that need shows no sign of abating.

Simon Tuke
Chair of Trustees

OUR PROJECTS

UR4MEALS

We continued to provide free evening meals Monday to Friday, with the help of our regular teams of volunteers from the local community.

- Served 18,589 meals and 5,065 take-aways.
- An average of 60.3 per session. The majority were UK nationals (34%), followed closely by Polish (31.5%) and Romanians (20.9%).
- 1,516 items of clothing or bedding were distributed.
- 2,079 toiletries were given.
- 148 people received emergency financial assistance.
- 64 people received first aid.
- 23 (average) volunteers each week.
- 226 ad hoc and temporary volunteers throughout the year.
- 82 people were scanned for TB over two sessions.
- 904 advice sessions given directly or over the phone.
- 23 housing/accommodation referrals.

Our Harvest campaign ran very smoothly, with all the food donations sorted by our team of volunteers: Kazi, Waldemar, Jana, Robert, Luca and Lavinia.

We held our Christmas Dinner for guests on 20th December 2018, with 73 guests and a fantastic team of volunteers from Nando's, General Electric and Comboni Cenacles of Missionary Prayer.

A team of social studies and criminology students from Roehampton University visited UR4Meals every week from November 2018 to March 2019 to carry out in-depth interviews with some of our guests, to ascertain what services they accessed and how often. The draft report came out in May 2019, and was extremely positive on the impact of the UR4Meals project. It drew a series of conclusions as to how the project benefits those who access it, including embracing the diversity of the users and volunteers, which is one of its strengths. We look forward to continuing a mutually beneficial relationship with Roehampton University.

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"University of Roehampton has always championed social inclusion, widening participation in higher education and social justice. As a fast-growing University with an increasing global outreach we also endeavour to maintain our traditionally strong links with local community organisations, in particular working with vulnerable populations. It therefore suits our fundamental values to work with the Upper Room in various ways – offering research expertise, evaluations, needs assessments and volunteering, so the University cherishes that partnership. As a Department we are also delighted that our relationship grows stronger, and we are indebted to the Upper Room for providing an exceptional and sometimes life-changing educational experience for our students. In these turbulent times with rising levels of inequality I think the Upper Room is doing incredibly important work in helping to shape young minds and future leaders." (Dr Finola Farrant, Head of Department of Social Sciences, University of Roehampton)

We held our Volunteers' Party on 23rd February for 51 guests. We are grateful to The Mayor of Hammersmith & Fulham, Councillor Daryl Brown, for attending and handing out certificates to all our volunteers. The splendid food was provided by Rekki.

We have upgraded the kitchen with a new professional ventilation system, which was installed (free of charge!) by Chapman Ventilation Ltd, with the great help of Nando's. We have a new cooker as well, part-funded by The Daisy Trust.

We temporarily re-located to Victoria Community Hall at the end of March. We are all looking forward to returning to our new upgraded premises.

Partners: Turning Point, St. James, Urban Futures, Wates Foundation, Routes Home, Groundswell, StreetLink and Greenlight medical van.

We received regular donations from: City Harvest, Felix Project, Solidarity Spiritist Society, Nando's, Café Connection, Pret Foundation, Queen Mother's Clothing Guild, Foodinate, Coats on London, GE, Holy Innocents, St Stephen's, Christ the Saviour Church, All Saints, Ravenscourt Baptist Church, St Michael & All Angels, amongst others.

UR4DRIVING

2018 has seen UR4Driving continue into a second year of fully-funded activities. We received in excess of 350 applications, and 165 ex-offenders attended an induction for the project. We continued our strong links with the Probation Service (who provide around 50% of our client group), also building on links to other referrers from previous years. We continue to have a constant number of 50 in driving theory, and 30 in driving lessons. We now have four driving instructors, having recruited a new instructor to serve our South London community – they have helped us to reach our targets for the year. We offer this opportunity across the Greater London region, with active clients from 23 boroughs.

We paid for 66 theory tests – 40 passed, and those students went on to take driving lessons. We paid for 46 practical tests – 28 passed and 18 students failed after two attempts, and completed the programme.

Of the group who passed and participated in our exit survey, we know that: 10 have permanent jobs, four have temping work, two joined apprenticeships, two started University courses, five started courses, three continued volunteering placements, and four have not started work yet (but state that they are more confident when applying). 78% of our students reported an increase in confidence and self-esteem, and were more motivated to find work. 100% are committed to not re-offending.

New developments & notable events

The Project Manager has attended resettlement opportunities at HMP Thameside and YOI Feltham, connecting with 20 offenders each time, and also met avenues for referrals. We have enhanced our connections with Youth Offender groups such as SwitchBack, Trailblazers, Key 4 Life and Air Network. Young people are a difficult group to keep engaged, but we will continue to explore opportunities further in 2019. Switchback were particularly successful, with two of their referrals achieving a practical pass.

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We continued to build on our connection with Kairos – more than 40 of their residents registered an interest in the programme, and we are now seeing many begin to achieve success: three have achieved a full licence, five achieved their theory test and are currently taking lessons, and four more enrolled to study theory.

Our Project Manager participated in a LBHF Working Group to explore how to prevent reoffending in the borough.

Feedback from beneficiaries

"This charity gives ex-offenders that special opportunity to change and achieve. It will make a massive difference – not just to my future but self-esteem and belief in myself". (LP is recovering addict, doing a Bricklaying diploma)
"After starting driving lessons, my confidence improved and I ended up gaining full-time employment in a job that I care passionately about. It has been nearly six years since my last offence, and I can confidently say I have been successfully rehabilitated from re-offending." (DC)

"I felt like I had hit a brick wall, hit rock bottom. Getting referred here has changed my life. I was in a dark place, but I got my confidence. I love driving, I drive to relax, now I can get a car – either hire or buy. Having the freedom is just great!" (KP volunteers as a driver for a local Foodbank)

"You helped me get my licence! I'm still shaking, its going to change a lot for me, opened up a lot of opportunities for work, and family – just taking the kids to the beach whenever we want!" (DN, a recovering addict, has been rebuilding relationships with family)

"I feel wicked! Keep looking at the licence and feel amazing! It has opened up England to me – work and life opportunities!!!" (AW gained immediate driving work with Universal Tyres via UR4Jobs)

"I liked volunteering going back into prisons [promoting the project] and giving something back. You gave me a second chance and it has opened up the world to me!" (PH has since gained employment as a support worker)

"I like the atmosphere here and the good that people do here. This is my wings to open doors to deliver on my services again as a self-employed carpenter." (CR)

"You gave me the confidence to achieve. Having a full licence has opened the doors to everything – new-found freedom, I have been everywhere with the kids in a week!" (JL, a single mum, found part-time work with the organisation she volunteered with)

"I have learned not to give up and to keep trying." (HP, training to be a Heating and Ventilation engineer)

Testimonial

"My name is Clive Gifford and I am the Employment and Skills Co-ordinator for London CRC Probation. I have given the information about UR4Driving to numerous service users and have witnessed them pass their tests, find employment and become free from crime. The self-belief that this journey creates helps the ex-offender to re-invent themselves, gain self-respect and respect from the people close to them as they prove their ability to change their life around, learn to drive, find work and be crime-free. An outstanding organisation that benefits ex-offenders, their families and the community immensely."

JM was referred to us by our food supply partner: City Harvest. He had been homeless and began volunteering with them to avoid being drawn into trouble at his hostel. They suggested our project and he has jumped at the chance. He has totally changed his outlook, and from a bleak youth in care, he now loves 'giving back' and sees hope for a future in better accommodation and in employment. He has felt his worth grow in the team at City Harvest, and now has the confidence and experience to become a warehouse and delivery driver in the future. He is avidly working on his theory study, and we look forward to seeing his success in 2019.

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UR4JOBS

The aim of UR4Jobs is primarily to support its clients in finding or getting back to employment.

Clients from Eastern Europe continue to be our major beneficiaries; with an increase in clients from UR4Driving, who are now becoming a small part of the project.

UR4Jobs is male-orientated, with over 200 individual males having accessed support, and only 35 females in the past year.

We receive referrals primarily from The Passage Day Centre, Glass Door, St Mungo's and St Martin in the Fields. The clients referred to us are looking for work, and need help with getting a National Insurance Number, CV, job search, CSCS practice and general advice about living and working in the UK. They are also referred because they may need help with filling in various forms on account of their poor English.

Arranging interviews for newly arrived migrants to obtain a National Insurance number is lower than before: we had around 25 people asking for a National Insurance appointment over the last year.

There have also been a large number of people (of both sexes) arriving at the centre with their suitcases, under the impression that we can help them with a bed for the night. During the winter months we worked in partnership with other organisations and churches who have been able to offer a bed, and we made referrals to StreetLink regarding rough sleepers.

We also saw a rise in people wanting to come in from the bitter cold (we were part of the Severe Weather Emergency Protocol [SWEP]). These individuals did not want any other intervention, although they were grateful for toiletries and a sleeping bag – as well as a warm drink and a light snack. They were made aware of UR4Meals and UR4Jobs, and were given the opportunity to access any additional support.

We are seeing more people with gambling addictions (three people in the first quarter of this year). We make referrals to specialist organisations.

Key Outputs and Outcomes

• People receiving advice, guidance and support	387
• Job Search	94
• Placed into employment or training	53
• CV compilation/Update	34
• National Insurance enquiries	28
• CSCS Card enquiry/training	25
• HMRC enquiries	21
• Housing referrals	27
• Universal Credit applications	16
• Support with forms	13
• Legal assistance	10
• Translation of documents	7
• Work clothes/tools purchased	1

ESOL

Two people obtained City & Guilds Functional Skills – English E3, one person achieved Maths E3, and three people obtained both English E3 and Maths E3.

Bilingual Counselling

Alina Babik-Richens joined our team in November as our in-house counsellor. She works two days a week, and in four months she has seen 12 clients face to face and two clients for counselling sessions over the phone (this enables clients who work shifts, and those who cannot travel, to access the service). In total she has supported 14 clients, and delivered 77 counselling sessions. We have recently secured funding from Turning Point to deliver 20 Mindfulness and Assertiveness Workshops over the next 12 months.

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We said goodbye to our previous counsellor Milka Witkowska in October, and we want to thank her for her hard work over many years.

Links/Partnerships

UR4Jobs is grateful for the free legal support provided by Jean Demars from Lambeth Law Centre and Charlotte Cook from Lawstop.

Lambeth Law Centre delivered workshops on Brexit and how to apply for Settled Status, and offered support to Eastern Europeans who are homeless and experiencing discrimination when trying to access benefits, housing or employment. Lawstop provided Legal Aid to support some in challenging their local authorities with regards to housing.

We have established links with the following (amongst others):

- QPR Community Trust
- St. James (Construction)
- Keltbray (Construction)
- Dorsett Hotel
- St. Cuthbert's (Hospitality Training)
- Margins (Hospitality Training)
- St Giles Trust
- Esharn Kheaw Restaurant

Challenges

In recent months, with the threat of Brexit, it has become obvious that the number of Polish and Romanian nationals (who previously worked as self-employed construction workers) has dropped. Of the few who still come to TUR to use the computers/update their CVs or seek general advice, they have complained that the 'pick-up' of manual workers from designated points has significantly decreased, and these individuals are finding themselves without a day's work. This causes hardship, and some have found themselves 'homeless', as they do not have funds to pay for even the most basic of beds in a hostel.

One of the difficulties we have is tracking people and their progress. Once a CV is compiled and we have shown them how to apply for jobs online, we are not aware of 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. The total given is of these we KNOW have been placed, as we have secured an interview ourselves for work or training. We can confidently add the number of people applying for an NI number to the list, as they often have casual work in construction or kitchens once they have obtained the number, but again no concrete proof.

IT is still a barrier for some of our service users. They need help with signing up to the Universal Credit site, filling in application forms or forms of any description, and they also require support with uploading their CV, both onto the UC site and to employment agency websites.

There has been a rise in those with limited English language skills coming to TUR with legal documents that need translating. Once translated, there is usually a follow-up call to either the DWP, an employment agency, solicitors or other government services. This can be time-consuming and frustrating for the volunteers, who can spend a long time with one client – and they will come back weekly for further assistance. We are advertising for more volunteers with the relevant language skills.

Volunteers

Georgia Parente, the Employment Co-ordinator, has been supported by four volunteers – two Polish Speakers, one multilingual (Russian, Romanian, Italian) and one English person. We are most grateful for their invaluable contribution and dedication.

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HARVEST APPEAL

Our Harvest Appeal was very well received by the local community and beyond. We collected donations from 25 Schools and 21 Churches, and handed out 500 brown bags to local infant schools. The bags are decorated by the children, and are then returned with their food items. Our newly appointed Chief Executive was thrown in at the deep end. Nicky underwent a baptism of fire and carried out nine speaking engagements – all in the first three months of her being at The Upper Room.

KEEN TO BE GREEN

In our environmental policy we state that caring for the environment is one of our key responsibilities. We take this very seriously, and do this by ensuring we recycle in line with local council guidelines. We have a special bin for paper cups, and re-use all plastic containers. We have a volunteer who champions our environmental work, in tandem with the Project Manager.

In addition we recycle thousands of items of donated clothes, bedding and occasional household equipment which we receive in donations, and distribute them to our clients.

FRIENDS OF THE UPPER ROOM

The Friends Sub-Committee's purpose is to increase support locally, and to raise money. The number of regular donors has greatly increased; we now have 54 signed-up Friends, which provides a regular income of around £10,000 per annum, plus of course considerable income from our fundraising events during the year.

The pool of goodwill in the neighbourhood is now substantial. Our events like the Bridge and Tennis tournaments held at Hartwood Tennis Club, alongside the Winter Lectures, mean we enjoy a high profile in our local community, and we are a respected local charity. We also provided our regular stall at Green Days in June 2018.

We completed our sixth year of Winter Lectures, at which we now regularly get audiences of 70 to 80 local people. The programme this year started with Sandy Burnett, who entertained us with "The Age of Jazz" from its beginnings a century ago up to the outbreak of the Second World War. Matthew Morgan, who has recently moved to the Royal Collection, enlightened us on "Peter Paul Rubens – diplomat and painter of genius". Sian Alexander gave a very interesting lecture on the history of "The Lyric Hammersmith". For our final lecture of the series Prof. Steve Schifferes interviewed Lord Andrew Adonis on the vexed subject of "Has Brexit changed our politics forever?". We are most grateful to our speakers for giving up their time.

Our current Friends Sub-Committee members are four Trustees – Bridget Stevenson, Kenneth Barbour, Matthew Morgan and myself – as well as our Chief Executive Nicky Flynn, and Fiona Cook our Fundraiser. I would particularly like to thank Bridget for her tremendous energy and the hours of work she puts in, and also the ever-present Fiona, making sure the nuts and bolts of our activities and events are safely in place.

If you could facilitate a fundraising event, however modest, as part of your support for The Upper Room, please contact Fiona at The Upper Room.

Julian Hillman
Chair, Friends Sub-Committee

VOLUNTEERS

The Upper Room has benefitted from 126 individual volunteers' time over the year, who contributed approximately 7,500 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.

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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. It has a zero-tolerance policy against abuse, for the security and well-being of its staff and volunteers.

FINANCE REPORT

The Upper Room has achieved a surplus for the 2018/2019 financial year, increasing its project-specific grant income and its expenditure, and securing sufficient funds to give the trustees confidence to start the long-anticipated building project.

Total income for the year has fallen from £470,934 in 2017/2018 to £458,902 in 2018/2019, with both grant and donation income falling. However, it should be noted that the 2017/2018 income included £90,539 of grant income specifically restricted for use on the building project. In 2018/2019, the equivalent figure fell to £32,000. If we consider the year on year change in grant income excluding grants for the building project, our grant income for the regular on-going work of the charity has increased this financial year.

Expenditure for the year increased from £352,973 in 2017/2018 to £362,428 in 2018/2019. This increase has been driven mainly by staff costs, client training costs and volunteer expenses which have all increased, partially offset by a reduction in fundraising expenses. The excess of income over expenditure gives a healthy headline surplus of £96,474, but as this figure includes grant income received for the building project, for which a corresponding expenditure is not included, an adjusted figure – excluding the building work grants – of £64,474 is a more accurate representation of the surplus relating to the ordinary work of the charity.

Following a long preparatory period, the Board gave the go-ahead to commence work on the building project during the 2018/2019 financial year. Costs of £62,057 related to the project are included in the 2018/2019 accounts. Whilst from a cashflow perspective the charity is spending money on the building project, the accounting treatment of the work is to capitalise the cost to the fixed assets part of the balance sheet as a leasehold improvement. This means that the cost of the work does not appear as expenditure at the point of payment, but instead the cost will be realised as an expense over time as depreciation of this fixed asset value, starting after completion of the work.

Before making the decision to start the building work in earnest, the Board carefully considered the financial implications of making such a substantial spending commitment. In doing this, three main questions were considered:

- 1) Could the charity afford the cost of the work?
- 2) Was the cost a wise investment of the charity's money? and
- 3) Was the charity sufficiently well funded that it could expect to be able to continue to operate after the completion of the work?

In answering these questions, the Board assessed a range of evidence, including the cost of equivalent commercial premises, our security of tenure on our leased property, and our current and projected funding position. Ultimately the Board considered that all questions were answered positively, and approval to proceed was given.

As in previous years, our statutory accounts include an estimated figure to represent the value of non-cash donations received by the charity. The largest component of this figure of £19,205 is the value of donated food to the UR4Meals project, but we have also received some building work on a pro-bono basis this year.

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I would like to thank Veronica Tuke, our Finance Officer, who continues to ensure the day to day financial functions of The Upper Room run calmly, accurately and efficiently, and Fiona Cook, our fundraiser, whose ability to coax funding from a wide range of generous sources never fails to impress me, and allows the charity to carry on its vital work.

Paul Mawdsley
Treasurer

RESERVES POLICY

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 have amended our method of calculating this figure during the year so that it now assumes all staff will continue to work for the duration of the three-month close down period. On this basis, our target reserve level at 31st March 2019 is £106,395. Our general, unrestricted reserve funds, i.e. those which have not been designated for a special purpose, stand at £152,608 as at 31st March 2019, so in excess of our target reserve level. The Trustees consider it prudent to maintain a conservative level of reserves during the period of significant expected expenditure on the building project.

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 hugely supplements our food stores.

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.

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GRANTS AND DONATIONS FROM GRANT-GIVING TRUSTS, CHARITABLE FOUNDATIONS AND OTHER INSTITUTIONS

Grants

Bite Size Pieces
City Bridge Trust
Drug & Alcohol Wellbeing Service/Turning Point
Garfield Weston Foundation
Hammersmith United Charities
The French Huguenot Church of London Charitable Trust
John Lewis Partnership
John Lyon's Charity
LB Hammersmith & Fulham
London Catalyst
Marsh Christian Trust
Mrs Smith & Mount Trust
Polish Relief Society
Porticus UK
Portrack Charitable Trust
Pret Foundation Trust
Schutz Engel
The Albert Hunt Trust
The Daisy Trust
The Drapers' Company
The February Foundation
The Fitton Trust
The Girdlers' Company Charitable Trust
The Goldsmiths' Company Charity
The Hollick Foundation
The Leigh Trust
The Lockwood Trust
The Olive Tree Trust
The Patsy Wood Trust
The Sobell Foundation
The Swire Charitable Trust
The William Allen Young Charitable Trust
Waitrose
Wates Foundation

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Church Donations	All Hallows, North Greenford Ravenscourt Baptist Church St George's, Campden Hill St Hilda's Church, Ashford St James's Church, Hampton Hill St Michael and All Angels, Bedford Park St Peter's Church, Hammersmith St Saviour Wendell Park St Simon's, Rockley Road
School Donations	Brackenbury Primary School Hill House Junior School Notting Hill & Ealing GDST South Hampstead High School Southfield Primary School
Other Donors	In memory of Charles Metherell In memory of Mary O'Dwyer (UR4Meals regular guest) Barclays Bank – Chiswick High Road Bown Design and Build (Love Music concert) Chiswick Baroque Chiswick Branch Labour Party Finlay Brewer Foodinate Kerr & Co General Electric The Petros Singers Social Venture Partners London Wednesday Welcome – St George's URC
Donors in kind	Sian Alexander Alishba, W12 All Hallows North Greenford Angst Productions Beirut Mezza, W12 Belmont Primary School Bethel Christian Ministries Sandy Burnett Bush Hall, W12 Café Connection

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Cambridge School
Carlisle Infant School
Christ the Saviour Church
City Harvest
Coats on London
Comboni Cenacles of Missionary Prayer
Community of the Risen Lord
COOK
Dorsett Hotel
Earl's Court Free School Primary
Gail's Bakery
General Electric
Greenlight Medical Van
Hall of Remembrance, Flood Street
Hawkesdown House School
Heathfield Nursery & Infant School, Twickenham
Hill House
The Church of the Holy Innocents, W6
Imperial College Community Engagement
Innocent Drinks
Latymer Preparatory School
Matthew Morgan
Nando's
Nara Simone Medispa
New Covenant Church Wood Green
Ranji Pereira
Pret Foundation
Matthew Price
Prohands
Ravenscourt Baptist Church
Rekki
QPR Community Trust
Queen Mother's Clothing Guild
St Augustine of Canterbury
St Barnabas Church
St Columba's, Pont Street
St Dunstan's East Acton
St Etheldreda's Church, Fulham
St George's Church, Campden Hill
St Saviour Wendell Park Church

THE UPPER ROOM (ST SAVIOUR'S)

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

FOR THE YEAR ENDED 31 MARCH 2019

Solidarity Spiritist Society
Solomons
SomTam Thai Restaurant, W12
Southfield Primary School
Strand on the Green Infant & Nursery School
The Chiswick Salon, W4
The Godolphin & Latymer School
The Felix Project
The Hall Junior School, Belsize Park
Chuka Umunna MP
Teresa Walton Photography
Wendell Park Primary School
West London Free School Primary
Vivianne van Wessem

THE UPPER ROOM (ST SAVIOUR'S)

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

FOR THE YEAR ENDED 31 MARCH 2019

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: 27 June 2019

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 2019.

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: 22/6/19.....

THE UPPER ROOM (ST SAVIOUR'S)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<u>Income and endowments from:</u>					
Donations and legacies	2	145,024	294,859	439,883	453,035
Fundraising activities	3	13,659	-	13,659	13,253
Investments- bank interest		2,360	-	2,360	896
Other income	4	3,000	-	3,000	3,750
Total income		<u>164,043</u>	<u>294,859</u>	<u>458,902</u>	<u>470,934</u>
<u>Expenditure on:</u>					
Raising funds	5	<u>37,616</u>	<u>-</u>	<u>37,616</u>	<u>50,797</u>
Charitable activities	6	<u>62,350</u>	<u>262,462</u>	<u>324,812</u>	<u>302,176</u>
Total resources expended		<u>99,966</u>	<u>262,462</u>	<u>362,428</u>	<u>352,973</u>
Net incoming resources before transfers		64,077	32,397	96,474	117,961
Gross transfers between funds		<u>55,047</u>	<u>(55,047)</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year/ Net movement in funds		119,124	(22,650)	96,474	117,961
Fund balances at 1 April 2018		<u>293,620</u>	<u>116,499</u>	<u>410,119</u>	<u>292,159</u>
Fund balances at 31 March 2019		<u><u>412,744</u></u>	<u><u>93,849</u></u>	<u><u>506,593</u></u>	<u><u>410,120</u></u>

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 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	10		73,956		7,551
Current assets					
Debtors	11	35,630		6,695	
Cash at bank and in hand		474,693		456,496	
		510,323		463,191	
Creditors: amounts falling due within one year	12	(77,686)		(60,622)	
Net current assets			432,637		402,569
Total assets less current liabilities			506,593		410,120
Income funds					
Restricted funds	15		93,849		116,499
<u>Unrestricted funds</u>					
Designated funds	16	260,136		193,731	
General unrestricted funds		152,608		99,890	
			412,744		293,621
			506,593		410,120

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 2019.

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.

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 27 June 2019



S Tuke (Chair)
Trustee

Company Registration No. 02567517

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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 unless the funds have been designated for other purposes.

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 20% 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 2019

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 in the ratio of 50:38:12 across Driving, Meals and Jobs respectively. 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.

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.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

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 2019

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations and gifts	70,569	1,115	71,684	81,980
Grants receivable	55,250	290,384	345,634	357,545
Statutory funding	-	3,360	3,360	1,540
Donated food, materials and professional services	19,205	-	19,205	11,970
	<u>145,024</u>	<u>294,859</u>	<u>439,883</u>	<u>453,035</u>
For the year ended 31 March 2018	<u>112,306</u>	<u>340,729</u>		<u>453,035</u>
Donations and gifts				
Gift aid	9,887	-	9,887	9,717
Donations from schools, churches and individuals	60,682	1,115	61,797	72,263
	<u>70,569</u>	<u>1,115</u>	<u>71,684</u>	<u>81,980</u>
Grants recognised in the year				
City Bridge Trust	-	35,700	35,700	
Porticus	-	35,000	35,000	
Schutz Engel	-	30,000	30,000	
Tudor Trust	-	30,000	30,000	
John Lyon's Charity	-	25,000	25,000	
The Lockwood Trust	25,000	-	25,000	
Pret Foundation Trust	-	20,553	20,553	
The Goldsmiths' Company Charity	-	20,000	20,000	
The Swire Charitable Trust	-	15,000	15,000	
Garfield Weston Foundation	15,000	-	15,000	
Other under £15,000	15,250	79,131	94,381	
	<u>55,250</u>	<u>290,384</u>	<u>345,634</u>	

THE UPPER ROOM (ST SAVIOUR'S)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

3 Fundraising activities

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Fundraising events	13,659	-	13,659	13,253
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
For the year ended 31 March 2018	9,358	3,895		13,253
	<u> </u>	<u> </u>		<u> </u>

4 Other income

	2019	2018
	£	£
Net gain on disposal of tangible fixed assets	-	750
NI Employer's incentive	3,000	3,000
	<u> </u>	<u> </u>
	3,000	3,750
	<u> </u>	<u> </u>

5 Raising funds

	2019	2018
	£	£
<u>Fundraising and publicity</u>		
Staging fundraising events	1,679	3,047
Fundraising agents and grant monitoring	34,891	47,656
Other fundraising costs	1,046	94
	<u> </u>	<u> </u>
Fundraising and publicity	37,616	50,797
	<u> </u>	<u> </u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Charitable activities

	UR4Driving	UR4Meals	UR4Jobs	Total 2019	Total 2018
	2019 £	2019 £	2019 £	£	£
Staff costs	54,804	66,877	11,623	133,304	129,298
Client training-lessons and test fees	46,511	-	1,815	48,326	40,173
Kitchen (food, health and safety)	-	2,189	-	2,189	2,422
Beneficiary awards	-	1,229	77	1,306	4,606
Volunteer expenses	6,818	2,866	430	10,114	4,756
Office costs	397	294	50	741	292
Motor expenses	-	2,072	-	2,072	2,407
Professional fees and consultancy	2,796	2,796	6,702	12,294	8,148
Staff training costs	-	998	400	1,398	1,476
Travel expenses	60	-	34	94	27
Rent, rates and refuse	228	2,280	236	2,744	1,664
Sundry expense	355	682	54	1,091	116
Donated food estimate	-	12,205	-	12,205	11,970
Marketing	-	-	-	-	1,784
	<u>111,969</u>	<u>94,488</u>	<u>21,421</u>	<u>227,878</u>	<u>209,139</u>
Share of support costs (see note 7)	66,707	21,253	6,706	94,666	90,877
Share of governance costs (see note 7)	1,134	862	272	2,268	2,160
	<u>179,810</u>	<u>116,603</u>	<u>28,399</u>	<u>324,812</u>	<u>302,176</u>
Analysis by fund					
Unrestricted funds	17,921	39,306	5,123	62,350	30,240
Restricted funds	161,889	77,297	23,276	262,462	271,936
	<u>179,810</u>	<u>116,603</u>	<u>28,399</u>	<u>324,812</u>	<u>302,176</u>
For the year ended 31 March 2018					
Unrestricted funds	-	12,513	17,727		30,240
Restricted funds	133,396	108,529	30,011		271,936
	<u>133,396</u>	<u>121,042</u>	<u>47,738</u>		<u>302,176</u>

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

7 Support costs

	Support costs	Governance costs	2019	2018
	£	£	£	£
Staff costs	52,115	-	52,115	51,502
Depreciation	3,104	-	3,104	1,924
Computer	1,567	-	1,567	946
New floor expenses	5,798	-	5,798	-
Miscellaneous expense	1,223	-	1,223	770
Office administration	2,121	-	2,121	1,793
Advertising, including staff	943	-	943	1,242
Professional fees - HR	2,133	-	2,133	-
Rent & utilities	25,081	-	25,081	30,551
Staff training	581	-	581	2,149
Independent examination fees	-	2,268	2,268	2,160
	<u>94,666</u>	<u>2,268</u>	<u>96,934</u>	<u>93,037</u>
Analysed between				
Charitable activities	<u>94,666</u>	<u>2,268</u>	<u>96,934</u>	<u>93,037</u>

Governance costs includes payments to the Independent Examiners of £2,268 inclusive of VAT (2018 - £2,160).

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 20. Reimbursed expenses totalled £30 (2018: £24).

THE UPPER ROOM (ST SAVIOUR'S)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
	8	7

Employment costs

	2019 £	2018 £
Wages and salaries	165,762	160,894
Social security costs	12,498	14,297
Other pension costs	7,159	5,609
	<u>185,419</u>	<u>180,800</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 2018	-	26,826	9,931	36,757
Additions	62,047	5,150	2,312	69,509
	<u>62,047</u>	<u>31,976</u>	<u>12,243</u>	<u>106,266</u>
At 31 March 2019				
	<u>62,047</u>	<u>31,976</u>	<u>12,243</u>	<u>106,266</u>
Depreciation and impairment				
At 1 April 2018	-	19,744	9,462	29,206
Depreciation charged in the year	-	2,099	1,005	3,104
	<u>-</u>	<u>21,843</u>	<u>10,467</u>	<u>32,310</u>
At 31 March 2019				
	<u>-</u>	<u>21,843</u>	<u>10,467</u>	<u>32,310</u>
Carrying amount				
At 31 March 2019	62,047	10,133	1,776	73,956
	<u>62,047</u>	<u>10,133</u>	<u>1,776</u>	<u>73,956</u>
At 31 March 2018	-	7,082	469	7,551
	<u>-</u>	<u>7,082</u>	<u>469</u>	<u>7,551</u>

THE UPPER ROOM (ST SAVIOUR'S)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

11 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Other debtors	30,000	-
Prepayments and accrued income	5,630	6,695
	<u>35,630</u>	<u>6,695</u>

12 Creditors: amounts falling due within one year

	Notes	2019	2018
		£	£
Deferred income - grants received for future time periods	13	18,800	53,667
Accruals		58,886	6,955
		<u>77,686</u>	<u>60,622</u>

13 Deferred income

	2019	2018
	£	£
Arising from grants for future time periods	<u>18,800</u>	<u>53,667</u>

	2019	2018
	£	£
Deferred income brought forward	(53,667)	(88,438)
Recognised in the year	53,667	88,438
Provided in the year	18,800	53,667
	<u>18,800</u>	<u>53,667</u>

14 Statutory funding

The charity recognised £3,360 of statutory funding during the year (2018: £1,540). This was received from the London Borough of Hammersmith and Fulham towards the UR4Jobs project. There were no unfulfilled conditions attaching to the grant at the year end.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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				
	Balance at 1 April 2018	Incoming resources	Resources expended	Transfers	Balance at 31 March 2019
	£	£	£	£	£
UR4Driving	7,040	106,250	(113,290)	-	-
UR4Meals	-	74,889	(67,494)	-	7,395
City Bridge Trust UR4Driving	-	35,700	(35,700)	-	-
UR4Jobs	3,360	26,020	(20,180)	-	9,200
Asset grants and new floor	106,099	32,000	(5,798)	(55,047)	77,254
Core funding	-	20,000	(20,000)	-	-
	<u>116,499</u>	<u>294,859</u>	<u>(262,462)</u>	<u>(55,047)</u>	<u>93,849</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	UR4 Driving 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 2019

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 2018	Incoming resources	Resources expended	Transfers	Balance at 31 March 2019
	£	£	£	£	£
Fixed assets	7,551	14,462	(3,104)	55,047	73,956
Capital improvements	186,180	-	-	-	186,180
	<u>193,731</u>	<u>14,462</u>	<u>(3,104)</u>	<u>55,047</u>	<u>260,136</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

17 Analysis of net assets between funds

	Unrestricted 2019	Restricted 2019	Total 2019	Total 2018
	£	£	£	£
Fund balances at 31 March 2019 are represented by:				
Tangible assets	73,956	-	73,956	7,551
Current assets/(liabilities)	<u>338,788</u>	<u>93,849</u>	<u>432,637</u>	<u>402,569</u>
	<u>412,744</u>	<u>93,849</u>	<u>506,593</u>	<u>410,120</u>

18 Financial commitments and contingent liabilities and assets

At the balance sheet date preparatory works had commenced on a building project to add a mezzanine floor to the premises occupied under a lease, in order to provide more space for the provision of charitable activities. The main build cost is anticipated to be £402,330 including VAT with relocation costs to temporary accommodation and other miscellaneous costs to total £17,733. In addition gifts in kind of £7,000 have been recognised within these accounts for donated professional time of architects, surveyors and other building work.

At the balance sheet date the charity had received restricted funds for the project of £108,099, with a further £30,000 ready to be drawn down against pledges. A further £110,000 has been pledged towards the project and can be drawn down as costs are incurred.

The charity is continuing its fundraising efforts to cover the cost of the works. Any balance of the project costs after restricted funding has been exhausted will be met using the charity's unrestricted reserves.

THE UPPER ROOM (ST SAVIOUR'S)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

19 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:

	2019 £	2018 £
Within one year	11,786	11,786
Between two and five years	23,572	35,358
	<u>35,358</u>	<u>47,144</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 £11,786 per annum. The above disclosure of lease commitments represents the discounted rate payable over the remaining years.

20 Related party transactions

Mrs V Tuke, the wife of chair of trustees, Mr Simon Tuke, received £8,368 (2018: £8,135) for bookkeeping services.

A company related to the chair of trustees was paid £107 (£139) for the costs of printing the annual accounts.

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.

	2019 £	2018 £
Aggregate compensation	<u>51,091</u>	<u>53,032</u>

21 Limited by Guarantee

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