

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

(A company limited by guarantee)

COMPANY REGISTERED NUMBER: 2567517

CHARITY NUMBER: 1004354

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

ANNUAL REPORT AND THE REPORT OF THE DIRECTORS

MISSION STATEMENT

The Upper Room is a community charity with a mission to effect positive change, education, and support in the lives of homeless, vulnerable and socially disadvantaged people of all ages in West London.

The Upper Room continues, since its foundation in 1990, to research the changing demographic and evolving needs of the vulnerable, socially disadvantaged and excluded groups in our London community. They are our neighbours; our programmes are designed and implemented to provide them with gifts of encouragement, including food, clothing, friendship and services to support and empower them to aspire to be as self-sufficient as possible. The projects help to give a voice to their concerns and exploitations.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives, and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

CHAIRMAN'S REPORT

This has been another active and successful year for The Upper Room. We have continued to provide a wide range of services to a diverse group of people, many of whom are very reliant on us. You will find detailed updates on all our activities later in this Report.

Probably the most significant achievement for The Upper Room this year has been the turnaround in our financial fortunes. For several years we had run a cumulative deficit – a result in part of our expanding services. However, this was clearly not a viable way to run the charity in the long-term, and I therefore made it a priority on taking over as Chair to address our finances.

Through a determined effort by everyone, we have been successful. A deficit at the start of the year of almost £29,000 has been turned into a surplus of nearly £6,000. This is tremendous news, and allows us to start working towards implementing our Reserves Policy, which you will also find later in this Report.

This outcome was achieved through a rigorous review of our activities, and the associated costs. In particular, our meals provision had become somewhat over-elaborate, which when combined with the rising cost of ingredients was proving very expensive. We still serve tasty, nutritious food in generous quantities, but have made substantial savings on providing it.

The recruitment to the Board of Sara Holloway, our new Treasurer, has been a great boon to this process. Sara is a qualified accountant who works in the NGO field, and she has brought a very welcome experience and rigour to our finances.

The Board of Trustees has also been strengthened through the appointment of Philip Burke and Susi Glyn, who both bring valuable skills to the table. Our Board is now of a more appropriate size for an operation of our scale.

One area to note from this year's Accounts is a significant decrease in our governance costs, by around two thirds. This is because the bulk of our Project Managers' time has been spent on day

to day running of their projects. Whilst it is positive that they have been busy “at the coal face”, we are aware that the strategic direction and overall executive management of the charity must not be ignored, and this is an area we will be looking to address in the coming year.

We are very aware of our responsibilities to our neighbours in the Wendell Park area. We have worked closely with the Hammersmith and Fulham Community Safety Unit, local Councillors, the Police, Wendell Park School and local residents to minimise any inconvenience. The number of complaints has fallen significantly in recent months, suggesting that this work is bearing fruit. Our relationship with the local community continues to benefit from the support of Andy Slaughter, MP for Ealing, Acton and Shepherd’s Bush, lifelong local resident and Patron of The Upper Room.

Everyone involved in The Upper Room plays a vital role. Staff, volunteers, fundraiser and Trustees are all enormously dedicated and committed to helping fulfil our mission.

We are also extremely fortunate to have so many friends and supporters throughout West London and beyond. The work we do is often challenging, and it makes a tremendous difference to all of us to know we have well-wishers all around us.

Simon Tuke

MANAGEMENT OF THE UPPER ROOM

Bruce Marquart continued in his role as Project Manager for The Upper Room, with particular responsibility for UR4Meals. As a result of successful fundraising, Janie Kidston increased her hours as Project Manager of UR4Jobs from three days a week to four. Bruce continued in his management support role for the Breakfast Club, the Foodbank, the Art Club, the supervision of ex-offender work experience programmes, and the continued funding development for the UR4Driving project.

UR4Meals:

This project is a free restaurant with a 3-star Environmental Health and Safety rating. It is a place of warmth, hospitality and respect, open five days a week for hungry people – especially the most destitute, disabled and homeless in the West London area. Services include clothing, blankets, laundry, food parcels and sleeping bags. A wide variety of outreach services use The Upper Room, including the BARKA Foundation East European resettlement Programme and the NHS Mobile Tuberculosis Testing vehicle. The designated Trustee for UR4Meals is Alyson Sich.

UR4Jobs:

UR4Jobs is an award-winning employment programme managed by Janie Kidston. It provides a free job preparation, training and skills development service to migrant workers from the new accession countries of Central & Eastern Europe, and to people with no recourse to public funds. UR4Jobs also provides a free lunch for homeless or vulnerably housed jobseekers. Janie reports directly to the Board of Trustees. The Board’s designated Trustee for UR4Jobs is Tony Branch, with whom Janie liaises whenever necessary. Bruce Marquart supports Janie in her work whenever required.

UR4Kids:

This was our Breakfast Club at St Michael and St George's Hall, White City. UR4Kids served children in need from five primary schools on or near the White City Estate, with William Bertrand as UR4Kids Site Manager. Alyson Sich was the designated Trustee on UR4Kids, and liaised with William Bertrand and Bruce Marquart as necessary.

The vast majority of the costs of running The Breakfast Club were covered by a grant from BBC Children in Need. In March we heard that our latest application had not been successful, and the decision was therefore taken to close the Project. We are extremely grateful to Children in Need for funding us for so long, and also for the support we have received from so many staff at the BBC, who were our near neighbours in White City.

Ex-Offender Work Experience / UR4Driving/ UR4Foodbank:

The UR4Ex-Offenders programme was a mentoring programme for ex-offenders, which came to an end on 30th April 2008. During 2008-2009 the development of UR4Driving – which gives young ex-offenders the chance to learn new skills – continued with the support of grants from the Worshipful Company of Weavers, Woodward Trust, Hilden Charitable Fund, Stanley Smith Foundation. The voluntary work experience programme is managed by Bruce. A separate management committee, consisting of experienced driving instructors, Bruce and a representative of HFCTP, will report to the two Boards – The Upper Room and HFCTP.

In partnership with Whole Foods Market of Kensington, volunteers from The Upper Room collect WFM's surplus organic bakery goods and sandwiches five days a week. This food is redistributed to four other homeless projects in London, including the American Church on Tottenham Court Road, Emmaus House in Acton, the Missionaries of Charity Convent in Southwark and The Upper Room. Bruce Marquart is the Project Manager of UR4Foodbank.

The Board meets every other month, and liaises regularly between meetings. The Finance sub-committee meets in each of the intervening months. Book-keeper Veronica Tuke supplies regular financial data to the Project Managers, fundraiser and Treasurer. Veronica reports directly to the bi-monthly Finance sub-committee, and when necessary to the Board.

The Board position of Treasurer was filled by Sara Holloway in October 2008. Sara's experience as an accountancy consultant to major charities has proved very beneficial in the restructuring of the management and financial reporting that was required because of the growth and complexity of The Upper Room operations. Sara chairs the Finance Committee.

We made some progress on Level 2 of the PQASSO Quality Management Scheme, and will be instigating staff meetings beginning in April 2009. An Awayday for strategic planning has been scheduled for mid-2009.

A full set of Policies and Procedures was developed by Janie Kidston, with Trustee support from Tony Branch, and then approved by the Board with a schedule of reviews. We are very grateful to Janie and Tony for all the work they have put in to this important but time-consuming task.

The UR4Jobs website was expanded to include all projects at The Upper Room.

INTERACTION WITH OTHER ORGANISATIONS

Each separate operation has its own set of partners.

UR4Meals links with FareShare, the national surplus food distributor, the London Borough of Hammersmith and Fulham Volunteer Bureau, the NHS Outreach Services, and the Community Police in the Wendell Park area. The BARKA Foundation, a Polish social integration charity from Poznan, West Poland, continued its resettlement programme, funded by the Borough of Hammersmith and Fulham. The Upper Room referred more than 65 East Europeans to BARKA, who helped them return to Poland to get housing and a job within the BARKA Foundation in Poznan.

UR4Kids Breakfast Club linked with the Community Police in White City, the Headteachers of five local schools, Social Services, the local vicar at St Michael and St George's Church, and the BBC CBBC children's channel research team. One highlight of last year was the filming of a 'Pudsey Bear Arrives' promotion piece for the BBC Children in Need production in November 2008.

UR4Foodbank: Whole Foods Market and Plum Duff bakery provided surplus food. Mike Keenoy provided free labour for minor repairs and maintenance of the refrigerated van.

UR4Jobs continues to work with the BARKA Foundation – as well as with the GMB and the TUC; Hammersmith & Fulham Volunteer Centre; the East European Advice Centre and the Federation of Poles; The Metropolitan Police, Homeless Link and numerous voluntary sector organisations across London and the UK. UR4Jobs continues to work closely with the West London Night Shelter, the local Thames Reach Outreach team and the St John of God Ollalo Hostel in Euston. We received a visit from Greg Hands, MP for Hammersmith and Fulham and Shadow Treasury Minister.

Media: The Upper Room was a credited research site for many media companies. More than 20 international and domestic documentary interviews were given, and we were covered in a feature slot on CNN International News. Most of the interviews concerned how charities survived to provide services to the poorest people during periods of rising prices and recession.

REVIEW OF LAST YEAR'S ACTIVITIES

UR4Meals:

There was a decline in the number of meals served, as Polish migrant workers were adversely affected by the recession in the construction industry, and returned to Poland. However, the Meals programme still served 19,789 hot meals over 228 days, averaging 87 servings per session. As part of the drive to balance the books, a simplified menu was introduced in Autumn 2008, which no longer required the services of a restaurant-standard chef. This reduced costs substantially, and in combination with increased surplus food collections helped The Upper Room eliminate its overall financial deficit. The Project Manager Bruce Marquart continued to provide pastoral services to guests, particularly bereavement, family reconciliation and criminal justice issues.

Conferences attended by Bruce included those run by Homeless Link and Besom.

UR4Jobs:

UR4Jobs, which started in November 2006, is a unique award-winning project that addresses the needs of Central and Eastern European Migrant workers. In addition to offering multi-lingual training and signposting clients to services, it has succeeded in providing a constructive and relaxing community atmosphere for clients to meet and address both employment and social needs. UR4Jobs aims to encourage people to become self-supporting, and to take personal responsibility. A new look website was launched in October 2008 at www.UR4Jobs.co.uk

2008/9 has seen the project evolve to meet the needs of a shifting demographic, which include a significant increase in Romanian and Baltic State clients. While UR4Jobs Employment coordinator Ania Walczak took maternity leave, Bartek Zdrowowicz successfully covered the post. We continue to welcome Central & Eastern European volunteers to train as advice and support workers in the voluntary sector. During spring 2009 UR4Jobs collaborated with the TUC Vulnerable Workers Project and the Workers Educational Trust to deliver a 12 week 'ESOL with Employment Rights' course. 15 UR4Jobs clients successfully passed accredited Entry Level 1 ESOL.

Conferences attended included those run by NACOMM and Homeless Link.

Janie Kidston took part in a Homeless Link seminar: Spotlight on Employment for Central and East Europeans. Janie also made a presentation to a Homeless Link meeting at the Labour Party Conference.

UR4Jobs clients, staff, volunteers and Trustees formed a working group which undertook redecoration of the facility during the summer 2008 break, with invaluable support from CRASH, the construction industry charity. Additional client-led activities have included an Easter Breakfast, the traditional Polish Wigilia (Christmas Eve) dinner and a May Day barbeque which included a chess tournament and football!

UR4Jobs and the Polish Psychologists' Club continue to provide a successful free counselling service in the Polish language, and have delivered three one-day workshops for Central & Eastern European Women in West London.

UR4Kids:

The Breakfast Club, based at St Michael and St George's Church Hall, completed five full years of service to the young children of White City – and especially the most disadvantaged. We served a substantial, nutritionally-balanced breakfast to up to 40 children a day, five days a week. We also provided fun activities such as African drumming, street dancing, football, basketball etc, as well as helping children with their homework. The UR4Kids Club was unsuccessful in securing the necessary funding to continue operating beyond March 2009. However, its pioneering efforts left a breakfast club legacy in all the Primary schools on the White City Estate.

UR4Foodbank:

This again enlarged significantly in 2008-2009. During the Harvest period a record number of churches and schools donated food, clothing and money. Approximately 135 organisations, including 75 schools, provided these gifts for homeless and hungry people. The theme 'You're in

the Soup' included a request for soup recipes which will be published for the first time in an Upper Room Harvest Resource and Cook Book later in 2009.

UR4Art:

This continued to be managed by volunteer Richard Hall, and caters for people who would never enrol in an Art College Course, but love art. In March 2009 they began a gardening project on an allotment, in partnership with volunteer Karen Liebreich, author of the Family Kitchen Gardening Book.

UR4Driving:

Planning and development for UR4Driving continued during the year, with pilot programmes and partnership development carried out. The full-scale launch of the project was held over until the new financial year, when adequate long-term funding could be committed and prospective partners would be in place. UR4Driving received a number of grants, and notification of a three-year grant from Esmee Fairbairn Foundation starting in 2009/10; a working partnership was also established with the national training organisation, A4e, based in Sheffield with large training operations in West London.

OUR STAFF AND VOLUNTEERS

The Upper Room team is a dedicated group of people, led by Project Managers Bruce Marquart and Janie Kidston, along with William Bertrand, Site Manager of UR4Kids, and our team of staff. At St Saviour's Church, where the main projects, and now UR4Jobs, are housed, staff and volunteers serve and clear away meals, sort and distribute clothes and bedding, and help to sort and store donations of food, particularly during the Harvest Campaign, and from our FareShare deliveries. Volunteers are also key helpers at both the UR4Jobs and the UR4Kids projects.

We said a – hopefully temporary – farewell to Ania Walczak, who went on maternity leave. Ania was replaced by Bartek Zdrowowicz.

We also bade farewell to our UR4Meals chef, Davitt Fitzsimmons. Davitt has been – and remains – a staunch supporter of The Upper Room. He is an exceptionally talented chef, and we wish him the very best for the future, and hope that his talents will find expression in a suitably gourmet environment.

The loving commitment of our volunteers is what makes The Upper Room a special place of community for people who are disadvantaged, disabled, legally excluded, or socially excluded. There is a dedicated core of long-term volunteers who never fail us, who come regularly to wash dishes, sort clothes and lots more. New volunteers are welcome, and we are especially pleased to find people who are prepared to be involved at weekends. The number of volunteers on each project varies from month to month depending on individual personal commitments, skills and availability. In the course of the year we have had over 40 volunteers at The Upper Room, and last year 15 ex-offenders participated in The Upper Room-sponsored work experience, sorting food tins during the Harvest Campaign.

Our special thanks go to Diana Farminer, our longest-serving volunteer, who left us after 15 years when she moved to the south coast.

THE BOARD

A Branch
P Mullings
A Sich
S Tuke (Chair)
P Burke (appointed June 2008)
S Holloway (appointed October 2008)
S Glyn (appointed December 2008)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice. The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

make judgments 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;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE COMING YEAR

The continuing effects of the recession will make this a challenging year for charities. However, The Upper Room is well placed to continue as a viable operation. The cost-cutting measures we have taken, combined with a continued rigorous monitoring of our financial position, mean we will always be aware of precisely where we stand, and therefore able to act decisively should circumstances make this necessary.

Grant-giving organisations are understandably becoming more demanding in the reporting they require from their recipients. We will continue to develop our monitoring and reporting systems, so that we are able to provide the necessary data without it becoming an unduly time-consuming task.

We will concentrate on accessing more unrestricted funds, to help implement our Reserves Policy.

We will invoice more charities for food delivery costs to help cover the congestion charge, fuel and vehicle maintenance.

We will assess the workload of our management team, and consider whether it needs to be enlarged to reflect the growing scale of the charity, with particular emphasis on governance.

We will look to strengthen our skill set in the area of Human Resources, as the size of our workforce means that HR should now be handled by someone with specialist skills in that area.

We will expand use of the web site for timely information and contributions from external groups, as well as publishing quarterly newsletters beginning in the second half of the year, and quarterly campaigns by email and post.

The UR4Driving project will be fully launched and operational. We will work on developing and expanding UR4Driving for unemployed young people and single parents.

UR4Jobs has concrete plans to develop the psychological counselling services offered by the Polish Psychologists' Club into a UK-accredited service offering support in the Polish Language.

UR4Jobs is evolving to meet the needs of a shifting demographic, which include a significant increase in Romanian and Baltic State clients. Having secured a grant from Homeless Link, UR4Jobs will offer an exclusive 'Enabling Employment' service to A2 (Romanian & Bulgarian Nationals).

Work is underway with the CEEF (Central and Eastern European Forum) which endeavours to bring together organisations who deliver services to a Central & Eastern European client group.

We will continue to assist Central and Eastern European Women with a specialist support service, and activity to address marginalisation and social exclusion.

On the evening of July 28th 2009 a serious fire broke out in the St Saviour Wendell Park Church building that houses The Upper Room. The fire was brought under control relatively quickly by the Fire Brigade, but there was still significant damage to an area of the building, as well as widespread smoke and water damage throughout. The Upper Room was about to close for its summer break at the time; this has allowed us to find other premises for our operations, whilst the St Saviour building is repaired. We anticipate being able to continue our operations largely uninterrupted.

RISK MANAGEMENT

The Trustees have recognised that there are risks to which the charity, the staff, and the volunteers are exposed. Systems and policies have been established to mitigate known risks, including financial controls, employment procedures, complaints, facility contracts and volunteer training. Child Protection Policies and CRB investigations and declarations are routinely applied from the Board level on down, to ensure our organisation observes the necessary safeguards for users of our services, especially children. Policies are reviewed periodically. The charity maintains an equal opportunities policy for employment and promotions, a health and safety policy, food hygiene policy, and risk analysis for each facility used. It has a zero-tolerance policy against abuse, for the security and well-being of its staff and volunteers.

FUNDING THE WORK OF THE UPPER ROOM

Our total income in 2008-09 increased by 18% to £283,401, from £239,605 in 2007-08. Donations from individuals, churches and schools (both local and further afield) provided 19% of Upper Room income in 2008-09, which is a rise year on year of 11%.

The largest part (79%) of our 2008-09 funding comes from grant-giving trusts and charitable foundations. The single biggest achievement in 2008-09 is that grant income rose by 20%.

In addition to our regular Harvest Campaign, a Christmas leaflet appeal – distributed door-to-door in the local area – produced an excellent result, in terms of financial donations, donations in kind and offers to volunteer. It is especially encouraging to receive such support from our neighbours. Cathy Burgess, one of our key volunteers at UR4Jobs, was instrumental in the success of this appeal.

As part of our fundraising strategy we will aim to diversify our funding sources: grants, with a particular focus on three year funding to ensure continuity; local donations; fundraising events; and income generating projects. To improve our financial sustainability we will aim to grow our reserves through raising unrestricted income.

The continuing challenge of funding The Upper Room is met by our Fundraiser, Fiona Cook, who has worked tirelessly to raise money through grants.

RESERVES POLICY

The Board is very pleased that The Upper Room has made a small surplus this year. This represents the beginnings of our reserves.

The Board has set a policy to build up a reserve fund that would enable The Upper Room to close down in an orderly fashion in the unlikely event that all our funding were to stop. The amount is set at three months of our core costs, plus any penalties incurred through breaking contracts early. With this year's budget our reserves policy is set at £50,000. This figure will be reviewed each year to ensure that it is up to date. We aim to increase our reserves each year until we reach our target set in the Reserves Policy.

DONORS

Our grateful thanks go to all those individuals, schools, community events, church and faith groups, organisations and grant-giving foundations who contribute to our work.

Grants and Corporate Donations

A&W de Winton Trust
Aaron D Sassoon Charitable Trust
Anonymous
Awards for All
BBC Children in Need
Church Urban Fund
City Parochial Foundation
CRASH

Garfield Weston Foundation
Great Portland Estates plc
Greggs South East
JM Finn & Co
John Laing Charitable Trust
Lloyds TSB Foundation for England and Wales
London Borough of Hammersmith and Fulham
Mrs F B Laurence Charitable Foundation
Pearce Group Ltd
Polish Consulate
Polish Relief Society
Schutz Engel
Sloane Robinson Investment Services Ltd
Stanley Smith Foundation
StreetSmart
Thames Community Foundation
The 29th May 1961 Charitable Trust
The Abba Trust
The Albert Hunt Trust
The American Church Soup Kitchen
The Big Give
The Charlotte Marshall Charitable Trust
The Clothworkers Foundation
The Coutts Charitable Trust
The ESG Robinson Charitable Trust
The Girdlers' Company Charitable Trust
The Goldsmiths' Company
The Henry Smith Charity
The Hilden Charitable Fund
The Olive Tree Trust
The SMB Charitable Trust
The Tudor Trust
The Vintners' Company
The William Allen Young Charitable Trust
The Woodroffe Benton Foundation
The Woodward Trust
The Woolf Charitable Trust
The Worshipful Company of Weavers

Church Donations

Acton Green Church
All Saints Fulham PCC
Christ Church Turnham Green
St Dunstan with St Thomas East Acton PCC
Ravenscourt Baptist Church
Shepherd's Bush Tabernacle
St Augustine Whitton PCC

St Dionis PCC
St Dunstan with Holy Angels, Parish of Cranford
St Francis of Assisi Church Isleworth
St Gabriel Acton PCC
St. George Southall
St. Giles Ickenham PCC
St. Hilda Ashford
St James Alperton
St James' Church Hampton
St Johns Wood PCC
St Marys Northolt PCC
St Mary's PCC, Osterley
St Matthews Church, SW6
St Michael and All Angels, Bedford Park
St Peter's Church PCC Ealing
St. Mary's Acton PCC
St. Mary's Sunbury Church Council
St. Michael & St George PCC
St. Paul's Hammersmith
St. Peter's Church PCC Hammersmith
St. Simon Rockley Road
St. Stephen with St. Thomas PCC
The Holy Ghost & St Stephen
St Saviour Wendell Park

School Donations

Acton College ESOL
Belmont School
Cavendish Primary School
Grimsmill Pre-Prep school
Grove Park Primary School
John Betts School
North Ealing School
St James Independent School

Other Sources

Chiswick Baroque
Opinion Leader Research Ltd
Bach Cantatas
Richford Street carol singers
St Benedicts Men's Club Golfing Society
The Upper Room Investment Club
Wendell Park Fair 2008
Westcroft Square Residents Association
Marks and Spencer

In addition, numerous individual and anonymous donations were received, not only of money but also of food, clothing and other items, for which The Upper Room is extremely grateful.

GIFT AID

Gift Aid is claimed whenever possible for donations from tax-paying donors.

ACCOUNTANTS AND AUDITORS

The Board would like to give their thanks to the auditors, Bryan and Ridge, for all their help and advice during the year regarding the financial business of The Upper Room.

The auditors, Bryan and Ridge, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed, on behalf of the Board

Registered office:
St Saviour's with St Mary's Vicarage
Cobbold Road
London
W12 9LQ

A SICH
Secretary

Approved by the Board on

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

We have audited the accounts of Upper Room (St Saviour's with St Mary's) for the year ended 31 March 2009, which comprise the Statement of Financial Activities, Balance Sheet and the related notes. These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), under the historical cost convention, the Statement of Recommended Practice: Accounting and Reporting by Charities (Revised 2005) and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described in the statement of Directors' Responsibilities the company's directors are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the accounts, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the

presentation of information in the accounts.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note (2) to the financial statements.

OPINION

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31 March 2009 and of its net incoming resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985 and the Charity SORP 2005.

Chiswick,
London, W4

BRYAN AND RIDGE

Registered Auditors

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2009

	<u>Notes</u>	Unrestricted 2009	Restricted 2009	Total 2009	Total 2008
		£	£	£	£
Income and expenditure					
Incoming resources					
Voluntary income:					
Grants		49834	173505	223339	186012
Donations		48009	8449	56458	48709
Gift Aid		2989	0	2989	4101
Interest		615		615	783
Total incoming resources		<u>101447</u>	<u>181954</u>	<u>283401</u>	<u>239605</u>
Resources expended					
Costs of generating funds		0	20514	20514	19086
Charitable activities		0	221381	221381	225779
Governance costs		7017	0	7017	23983
Total resources expended		<u>7017</u>	<u>241895</u>	<u>248912</u>	<u>268848</u>
Net (outgoing)/incoming resources for the year		94430	(59941)	34489	(29243)
Transfers between funds		(125915)	125915	0	0
Fund balances brought forward		<u>39546</u>	<u>(68189)</u>	<u>(28643)</u>	<u>600</u>
Carried forward	5	<u><u>8061</u></u>	<u><u>(2215)</u></u>	<u><u>5846</u></u>	<u><u>(28643)</u></u>

THE COMPANY HAS NO RECOGNISED GAINS AND LOSSES OTHER THAN THE PROFIT OR LOSS FOR THE PERIOD.

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

BALANCE SHEET - 31 MARCH 2009

	<u>Notes</u>		<u>2009</u>		<u>2008</u>
		£	£	£	£
FIXED ASSETS					
Tangible assets	4		<u>738</u>		<u>738</u>
			738		738
CURRENT ASSETS					
Debtors	6	7158		4163	
Cash at bank and in hand		<u>51186</u>		<u>18708</u>	
		<u>58344</u>		<u>22871</u>	
CREDITORS;					
Amounts falling due within one year	7	<u>53236</u>		<u>52252</u>	
		<u>53236</u>		<u>52252</u>	
NET CURRENT ASSETS			<u>5108</u>		<u>(29381)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>5846</u></u>		<u><u>(28643)</u></u>

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

BALANCE SHEET - 31 MARCH 2009

(continued)

<u>Notes</u>	<u>2009</u>	<u>2008</u>
£	£	£
CAPITAL AND RESERVES		
Capital - limited by guarantee, 10 members having a liability not exceeding £1 per member		
Unrestricted funds	8061	39546
Restricted funds	(2215)	(68189)
	<u>5846</u>	<u>(28643)</u>

The accounts have been prepared in accordance with the special provisions relating to small companies of Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Signed, on behalf of the Board

S TUKE
Director

Approved by the Board on

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2009

1. BASIS OF PREPARATION

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), under the historical cost convention, the Statement of Recommended Practice: Accounting and Reporting by Charities (Revised 2005).

The principal accounting policies of the charitable company are set out below.

(a) INCOME

Income represents grants and donations receivable. Grants received and allocable to a specific period, are treated as deferred income so far as the deferred element is concerned.

(b) FUND ACCOUNTING

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

(c) TANGIBLE FIXED ASSETS AND DEPRECIATION

All fixed assets are being written off over two years.

2. OPERATING ACTIVITIES

	<u>2009</u>	<u>2008</u>
	£	£
Auditors' remuneration	<u>2800</u>	<u>3000</u>
Staff Costs:		
Gross Salaries & Wages	115661	116225
Employer's NI Contributions net of SMP recoveries	3274	13259
Pension	-	-
	<u>118935</u>	<u>129484</u>

In common with many other businesses of our size and nature we use our auditors to prepare and assist with the preparation of the financial statements. The auditors also provide advice about computerised accounting software.

3. DIRECTORS AND EMPLOYEES

The directors received no remuneration from the company during the year or the previous year. Staff costs during the year were £118935 (2008: £129484). Average number of employees was: 5 (2008: 7). No employee earned more than £50,000 per annum in the year.

4. TANGIBLE FIXED ASSETS

	Land & Buildings ----- £	Plant & Machinery etc ----- £	Total ----- £
Cost			
On 1 April 2008		37203	37203
Additions			0
Disposals			0
On 31 March 2009	<u>0</u>	<u>37203</u>	<u>37203</u>
Depreciation			
On 1 April 2008		36465	36465
Charge for the year			0
Deduct for disposals			0
On 31 March 2009	<u>0</u>	<u>36465</u>	<u>36465</u>
Net book value			
On 1 April 2008	<u>0</u>	<u>738</u>	<u>738</u>
On 31 March 2009	<u>0</u>	<u>738</u>	<u>738</u>

5. RESERVES

	Unrestricted Funds £	Restricted Funds £	Total £
At 1 April 2008	39546	(68189)	(28643)
Net incoming resources	(31485)	65974	34489
At 31 March 2009	<u>8061</u>	<u>(2215)</u>	<u>5846</u>

6. DEBTORS

	<u>2009</u>	<u>2008</u>
	£	£
Trade debtors	140	150
Others	7018	4013
	<u>7158</u>	<u>4163</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2009</u>	<u>2008</u>
	£	£
Trade creditors	550	235
Accruals	2932	3000
Deferred Income	49754	49017
	<u>53236</u>	<u>52252</u>
Secured	-	-
Unsecured	53236	52252
	<u>53236</u>	<u>52252</u>

8. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2009 (2008: Nil)

9. TAXATION

The company is a charity and exempt from direct taxation.

10. CAPITAL COMMITMENTS

There were no capital commitments at 31 March 2009 (2008: Nil)

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)

DETAILED ANALYSIS OF FINANCIAL ACTIVITIES BY FUND

FOR THE YEAR ENDED 31 MARCH 2009

	<u>Unrestricted</u>	Main	Meals - Henry Smith	Meals - Other	<u>Restricted</u> Driving	Payroll	UR4Kid s	UR4Jobs	<u>Total</u>	<u>2008</u>
Grants	49834	4433	19517	2700	29300		44836	72719	223339	186012
Donations	48009			120	10		4089	4230	56458	48709
Gift Aid	2989								2989	4101
Interest	615								615	783
	<u>101447</u>	<u>4433</u>	<u>19517</u>	<u>2820</u>	<u>29310</u>	<u>0</u>	<u>48925</u>	<u>76949</u>	<u>283401</u>	<u>239605</u>
<i>Costs of generating funds</i>										
Fundraising		9219			(516)		6440	5371	20514	19086
<i>Charitable activities</i>										
Food		359		12979	11		4228	405	17982	21495
Health&Safety/Cleaning				1534	61		1079	35	2709	2301
Art course		49							49	1689
Awards & Grants		2254		132				2185	4571	1847

Computer & Internet	(24)						3823	3799	5085
Dues & Subscriptions	352		55		32			439	117
Ex Offenders/Mercers								0	301
Meals & Entertainment	190		59		62			311	89
Miscellaneous	2010		71				371	2452	2840
Office Administration	3252			1190			665	5107	3980
Payroll	12976	19517	7879	19132	(42)	22324	33698	115484	99159
Project Manager	500						10800	11300	21750
Book-keeper	2535					3098	2709	8342	9825
Professional Fees	55						73	128	0
Telephone	2595			75			1413	4083	3493
Small Tools and Equipment	462		689	293		1186	1324	3954	2890
Bank Charges	917						122	1039	1455
Utilities	4352							4352	3866
Repairs & Maintenance	1862					112	47	2021	977
Rent, Rubbish, Rates	10561					5345	1015	16921	21567
Streetsmart	1009							1009	4305
Training	404		100	82			4735	5321	3891
Travel & Meetings	264		274	628		82	342	1590	2984
Vehicle Expense	86			8270		2	40	8398	4511

Transferred Overheads		(25831)			5900		2842	17109	20	0
Depreciation									0	6817
	0	21189	19517	23658	35756	(42)	40392	80911	221381	227234
<i>Governance costs</i>										
Admin/Office (Governance portion)									0	
Payroll expenses (Governance portion)	3566								3566	17067
Professional fees	3451								3451	5461
Bank charges									0	
	7017	0	0	0	0	0	0	0	7017	22528
Net (outgoing)/incoming resources	94430	(25975)	0	(20838)	(5930)	42	2093	(9333)	34489	(29243)
Transfers between funds	(125915)	61705	0	20838	5930	(42)	0	37484	0	0
Fund balances brought forward	39546	(35730)	0	0	0	0	(4308)	(28151)	(28643)	600
Carried forward	8061	0	0	0	0	0	(2215)	0	5846	(28643)