

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 2010

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

ANNUAL REPORT AND THE REPORT OF THE DIRECTORS

MISSION STATEMENT

Who we are

The Upper Room is a charity that has been helping socially disadvantaged people in London since 1990. We work with homeless people, economic migrants, ex-offenders and other socially disadvantaged people to improve their lives and conditions and thereby make a positive contribution to society.

What we do

Our diverse services are tailored to meet the needs of our clients and include:

- UR4Meals – Providing meals to socially excluded and disadvantaged people, enhancing their health and well-being, as well as our Foodbank supplying other charities;
- UR4Jobs – A Specialist Employment Support Service provides for clients with no recourse to public funds who risk homelessness and destitution; and
- UR4Driving – A Driving school for ex-offenders to help reduce recidivism and improve their employability and life skills.

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. Our work also benefits society by making our clients less dependent on state funding and less vulnerable to crime. Additionally we are proud that clients we help can provide inspiration and hope for others.

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.

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 tougher situations and new opportunities to enhance our effectiveness and achieve successful outcomes for our clients.

CHAIRMAN'S REPORT

The past year was inevitably dominated by the fire that broke out on the St Saviour's premises at the end of July. Mercifully no-one was injured in the blaze, and the damage could have been much worse, but the extensive smoke damage meant the site was closed for around five months, causing great disruption to the congregation at the church, as well as to The Upper Room.

Not only did we work very closely with all those at St. Saviour Wendell Park during this difficult time, but all The Upper Room staff also worked enormously hard to adapt to the situation. UR4Meals and UR4Jobs had been due to close for an extended summer break a few days later, to allow for the installation of a new boiler system in the building, so this did give us a little time to make alternative arrangements. You can read about all the projects in more detail later in this

report, but we were able to find other venues for UR4Jobs, including the women's dance therapy sessions. It was decided that the particular challenges of providing a meals service made it impractical to relocate UR4Meals in the short term.

We were very touched by the support and offers of help and accommodation that we received from so many quarters. May I take this opportunity to publicly express our gratitude.

If there was a silver lining, it was that the enforced break gave us the opportunity to review our operations, and think hard about how best to manage our various projects. It had become increasingly clear that the growth of UR4Driving was placing excessive work on the – albeit broad – shoulders of Bruce Marquart. So we took the decision to recruit a dedicated UR4Meals Project Manager, leaving Bruce free to continue the successful launch of UR4Driving, as well as his work promoting the Upper Room in the community, at which he is so adept.

In February we welcomed Cecilia Seres as our new UR4Meals Project Manager. Cecilia had already proved an invaluable part of the UR4Jobs team, providing support for Romanian clients.

On the financial front, I am delighted to be able to report that for the second successive year we have achieved a surplus. This is a great testimony to the work of everyone at The Upper Room in running things responsibly and prudently, at a time when the demands for our services show no sign of diminishing.

The support of St. Saviour Wendell Park Church through the discounting of the rent charged to The Upper Room cannot be overestimated, and is very much appreciated.

We continue to work closely with St. Saviour's, the Hammersmith and Fulham Community Safety Unit, local Councillors, the Police, Wendell Park School and local residents to minimise any inconvenience to our neighbours, and to ensure that our impact on the wider community is as positive as possible.

As a Patron of The Upper Room, Andy Slaughter – MP for Ealing, Acton and Shepherd's Bush – continues to be a valued supporter of our activities.

We welcomed Bridget Stevenson as a new trustee to the board during the year, and are making good use of her skills within the human resources sector. 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 that we have well-wishers all around us.

Finally, I would like to touch on an event that, although it happened outside the period covered by this report, should not go unmentioned. The tragic plane crash that led to the deaths of so many prominent Polish citizens was particularly keenly felt at The Upper Room, as we have many staff, volunteers and guests who come from Poland. The local community was particularly affected because one of the victims was Father Bronislaw Gostomski from the Catholic Church in Greenside Road. Father Bronek was an enormously respected figure in the local community, as demonstrated by the hundreds of people who filled the church and surrounding streets for his Requiem Mass. He was also a good friend of The Upper Room. Our sympathies and condolences go to the Polish nation.

Simon Tuke

THE PROJECTS

UR4Meals

Management

Up until the end of July the project was managed by Bruce Marquart. The Meals project re-started in February 2010, once the site had been refurbished following the fire, with a newly appointed project manager, Cecilia Seres. Cecilia is a Romanian national who had been working with UR4Jobs as an A2 Specialist Support Worker since May 2009. The designated Trustee for UR4Meals until January 2010 was Alyson Sich, who handed the baton to Philip Burke.

Review of activities

Being dedicated to the relief of poverty, suffering and social disadvantage for the vulnerable, marginalised and homeless people of West London, UR4Meals tries to offer their guests not only a hot and healthy meal but also a friendly, homely place where they can socialise, make friends, ask for help, listen to music, watch movies once a week, and maintain healthy relationships. It is a place of warmth, hospitality and respect, open five days a week, Monday to Friday, for hungry people – especially the most destitute, disabled and homeless in the West London area. UR4Meals serves an average of 60-80 meals per session. The Meals facility has a 3 Star Environmental Health and Safety rating.

The Upper Room co-operates with a wide variety of outreach services, night shelters and daycentres, reconnection and resettlement services. Outreach services provided by The Upper Room include the NHS Mobile Tuberculosis Testing vehicle for approximately 50-60 beneficiaries per annum.

We also receive free Polish and Romanian newspapers weekly from My Own Media, and run an Open Film Club every Tuesday evening.

UR4Meals relies on the help of up to 20 volunteers per week to deliver its services. Drawn either from the local community or from groups interested in supporting the charity, volunteers assist with a variety of tasks: helping to prepare the food; serving meals and washing up; sorting and distributing the clothing; chatting and supporting guests, and assisting with film club nights.

UR4Meals has maintained links with FareShare, the national surplus food distributor; Brook Lyndhurst; the London Borough of Hammersmith and Fulham Volunteer Bureau; the Barka Foundation; Thames Reach; the NHS Outreach Services (Mobile X-ray Unit); the London Fire Brigade; the Metropolitan Police, and the Safer Neighbourhood Team in the Wendell Park area.

Conferences attended included those run by Homeless Link, Besom and Crisis.

UR4Jobs

Management

It is managed by Janie Kidston, who successfully handled the temporary relocation of the project in autumn 2009, and reports directly to the Board of Trustees. The Board's designated Trustee for UR4Jobs is Tony Branch.

Review of activities

UR4Jobs, which started in November 2006, is an award-winning project that addresses the requirements of the needy, and in particular of migrant workers from the accession countries of Central & Eastern Europe. In addition to offering multilingual training and signposting services to clients, 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 in resolving their employment and day to day living issues. Since 2006 1,179 people have registered on the database, and we have found work for 406 people.

Having worked from The Broadway on Market Lane, Shepherd's Bush, for three months following last summer's fire, UR4Jobs consolidated links with the Broadway Centre. We continue to work with the Barka Foundation, a Polish social integration charity from Poznan. We worked with the GMB and the TUC; with 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 Shelters, the local Thames Reach H&F Outreach team and the St John of God Olallo Hostel in Euston.

2009/10 has seen the project evolve to meet the needs of a shifting demographic, which includes a significant increase in Romanian and Baltic State clients. UR4Jobs successfully bid for and won a Homeless Link Grant to offer an exclusive service to A2 (Romanian & Bulgarian) Nationals. This programme 'Enabling Employment' was delivered by Cecilia Seres. Whilst UR4Jobs Employment coordinator Ania Walczak took maternity leave, Bartek Zdrowowicz and Radu Tutuianu successfully covered the post, with Bartek moving on to work as a Polish Outreach Worker for the HSE (Health & Safety Executive). Radu Tutuianu has continued to support us by editing the UR4Jobs Newsletter and translations. During 2009, 360 new clients registered with the project for support.

Aside from the day to day delivery of services, training has been a prominent feature of the 2009/10 programme. Training workshops in Eastern European languages have included HMRC 'Information for the newly self-employed' and 'Filling in a tax return'; Health and Safety Executive 'Safety in the Work Place'; Red Kite Learning 'CSCS and employment skills training' and Portabelo Training 'Information for Agency workers'.

We continue to welcome Central & Eastern European volunteers to train as advice and support workers in the voluntary sector. Volunteers have undertaken successful training with London Borough of Hammersmith and Fulham, Housing Justice and Homeless Link. UR4Jobs volunteer Elvis Zeidins (originally from Latvia) successfully completed an NVQ Level 3 in Advice and Guidance prior to securing full-time employment as Project Coordinator at the Haringey Night Shelters.

Several activities have served to enhance the services offered throughout the year, with two emerging from our Volunteer Counselling Partnership with the Polish Psychologist's Club:

Since October 2009 UR4Jobs has offered a FREE one-to-one Polish Language Counselling Service. Sessions are delivered by Milka Witkowska, a qualified BACP-accredited therapist and native Polish speaker. To date more than 30 people have successfully accessed the service, which is the only one of its kind in Greater London. The service has received enquiries from as far away as Belfast and Poland.

UR4Jobs collaborated with Katarzyna Pugowska, founder of 'BODYMINDER', to deliver weekly 'Dance Therapy' classes. This activity explores the psychotherapeutic use of movement as a process that furthers emotional, cognitive, social and psychical integration of the individual. Over 120 unemployed or low-waged Central & Eastern European women attended the weekly classes and one-day events.

On a broader scale UR4Jobs continues to work to support the wider migrant community:

UR4Jobs, in collaboration with Poland Street (the Association of Poles in Great Britain), co-founded the Central & Eastern European Forum (CEEF). The Forum, which is hosted by representatives of various voluntary sector agencies, aims to promote contacts among Central & Eastern European Nationals and the Agencies who work with them. It seeks to encourage good practice and shared knowledge amongst its members. CEEF meets quarterly in different locations across Greater London, and to date has attracted members from more than 36 organisations.

Since September 2009 we have partnered with Open Film Club, a community film club for homeless and socially excluded people, to offer a season of films, talks and activities to UR4Jobs/Upper Room clients. The first season, entitled the 'Scene of the Crime', has evolved from collaboration with the Metropolitan Police, Directorate of Professional Standards. Their 'Community Engagement Project' offers an opportunity for people who are traditionally threatened and excluded from constructive interaction with the police to access information and support.

In October UR4Jobs co-hosted a GMB & TUC funded 'Festival of Learning – Understanding Community Cultures' which attracted more than 120 visitors.

Representatives from The Upper Room and UR4Jobs visited the St Brother Albert Aid Society in Gdansk, Poland – a large trans-national NGO working extensively with the homeless in Poland.

UR4Driving/Foodbank

Management

UR4Driving continues to be managed by Bruce Marquart. A separate management committee, consisting of experienced driving instructors, Bruce and a representative of Hammersmith and Fulham Community Transport Project, reports to the two Boards – The Upper Room and HFCTP. The designated Trustee on this project is Sara Holloway.

The UR4Foodbank: this food redistribution programme is also managed by Bruce Marquart, and is an integral part of UR4Driving.

Review of activities

The UR4Driving project became fully operational at its new location, Palingswick House, in September 2009. The project is based on volunteers giving their time on the UR4Foodbank programme, which then entitles them to be given driving lessons and any other support required to enable them to take their driving test.

The outcomes are promising for the students who go through the full programme.

UR4Driving students have achieved a very high pass rate on theory test, with 15 out of 16 passing on the first attempt. This has been a good indicator of the success of the programme for the men and women who are enrolled and participating fully.

Upon receiving their CBT, two young men immediately secured jobs, as did another upon receiving a full motorcycle licence. Others are finding new routes to part-time employment and housing stability. Only a few (three) have dropped out due to a return to prison in the first year of project enrolment. Mental health and relapsed drug abuse have been the major reasons for initial enrollees not continuing.

UR4Driving has proved a very popular and creative approach to helping and supporting ex-offenders after release from prison and resettlement into their communities, providing them with a purpose and a path to employment. Eight London probation services are providing the bulk of candidates, with the West London Magistrate Court and Westminster Drug Link providing others. There have been a number of peer referrals that have worked out well, and the number of committed students continues to rise.

UR4Foodbank continued operations, with volunteers working alongside project staff, collecting and delivering food to homeless charities. The project works alongside the UR4Driving project, providing the project's ex-offenders with invaluable work experience in order to qualify for the external driving instruction offered by UR4Driving. With committed funding now in place, the project is now fully operational.

In addition to four day a week pick-ups from Whole Foods and Pret-a-Manger Heathrow Airport, the FoodBank has begun collections with the Sainsbury Concept store. This volume of food is being shared with The Upper Room, Streetlytes (the North Kensington homeless charity), Acton Homeless Concern, and the West London Churches Homeless Concern shelters during the winter season.

Harvest 2009: St. Saviour Wendell Park church kindly gave access (despite the post-fire refurbishment programme) to the car park, where a marquee was erected, under which the sorting of donations was carried out by a team of volunteers, prior to storage/redistribution. Bruce Marquart undertook his tireless campaign of giving talks at schools and churches in and around West London who, together with other communities, gave generously, as always, to this campaign.

UR4Kids

Following the news in March 2009 that funding was no longer available for UR4Kids, the charity then began the process of closing the project. As part of this process the UR4Kids Site Manager, Bertrand William, was made redundant. We are extremely grateful to Bertrand for the loving and dedicated service he provided for so many children over several years.

Statutory funding is now being provided for school breakfast clubs. We would like to think that UR4Kids provided a role model for how to run this sort of service.

PQASSO

We continue to make progress on Level 2 of the PQASSO Quality Management Scheme.

A Strategic Awayday was held in Summer 2009, but implementation of some of the decisions made was overtaken by the impact of the subsequent fire at the Cobbold Road site.

OUR STAFF AND VOLUNTEERS

The Upper Room team is a dedicated group of people with its Project Managers – Bruce Marquart, Janie Kidston, and Cecilia Seres – fully supporting the charity's activities.

During the year we said goodbye to Miroslaw Samocko, Zdzislaw Wozniak, Mariusz Sajdak – who worked on the UR4Meals programme – and Bartek Zdrowowicz and Anna Cichacz from UR4Jobs. Bertrand William from the UR4Kids project was made redundant; June Lewing, the charity's stalwart administrator, moved on to a fresh challenge after more than four years of loyal service.

The loving commitment of our volunteers on every Upper Room project is what makes The Upper Room a special place of community for people who are disadvantaged, disabled, legally excluded or socially excluded. For instance, on UR4Meals there is a dedicated core of volunteers, who come regularly to wash dishes, sort clothes and lots more. Since last year, the volunteer profile has changed due to the varying nature of the projects; however, new volunteers are always welcome.

THE BOARD

A Branch

P Mullings

S Tuke (Chair)

S Holloway (Treasurer)

P Burke

B Stevenson (appointed 1st September 2009)

A Sich (Company Secretary, resigned as Director 30th December 2009)

S Glyn (resigned 30th September 2009)

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. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit 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 adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors confirm that, so far as they are aware, there is no relevant audit information of which the company's auditors are unaware. They have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

THE COMING YEAR

The continuing effects of the recession will again make this a challenging year for The Upper Room. Following the re-structuring of each of the projects in 2009-2010, they are well placed to continue as viable operations in 2010-2011 with their dedicated managers.

We will continue to work towards PQASSO Level 2 accreditation, with the support of the Hammersmith & Fulham Volunteer Centre.

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

We are aiming to consolidate our website and e-communications.

UR4Jobs has plans to develop further the Polish language counselling service, to offer extended sessions to clients, group services and specialist services for marginalised and excluded women. It also plans to further develop the Central & Eastern European Forum and develop the UR4Jobs database.

There will be increased support in the management of UR4Driving and it is planned to improve the sustainability of the UR4Foodbank project through increased invoicing for food delivery.

We are hoping to have the Cobbold Road kitchen refurbished.

We are very excited to be working with Tony Kyprianou, a volunteer from the Cranfield Trust, to

develop a long-term business plan for The Upper Room.

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

Finance report

It is very pleasing that for the second year (and in a recession year) we made a surplus – of £16,342. This is the result of a two-fold approach of having tight cost controls and broadening our funding base. This brings us a step closer to reaching our reserves target, and providing a measure of financial sustainability. In addition we had £84,844 of deferred income to hand for the year 2010-11, compared with £49,754 the previous year.

Our expenses of £227,922 in 2009/10 were down from £248,912 in 2008/9. This reflects the great effort given by staff and volunteers, despite the disruption during the year. Our income in 2009/10 was £244,264, compared with £283,401 in the previous year.

The Upper Room's income sources continue to be varied. 17% was received from donations from individuals, schools and churches. We value this contribution greatly, as it represents the wide support base we have in our community. We highly value the non-monetary contributions from our community – both food items for the meals projects and time given by the volunteers. The support of our volunteers in all three projects is vital to our work. Without their constancy of support we would not be able to function. The majority of our funding comes from donors (82%). We received 31 grants, of which 22 were continuing grantors. We value the long term support of these partners as it echoes our long-term focus to our clients.

In 2009 we launched the UR4Driving project. The intention is for it to be income-generating. This will contribute towards The Upper Room's long-term sustainability. Last year we proposed to broaden our fundraising base by applying for multi-year grants. We have begun this process and are through to the next stage on all three major proposals. We are excited about this, as it would represent a major step forward in the stability of our project income.

At The Upper Room we strive to maintain our healthy financial position by continuing to seek out diverse sources of income and having tight spending controls.

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

Our policy is to review our reserves level each year. For the year 09/10 the reserve target was set at £50,000 – an amount that would allow us to close down in three months. The Reserves Policy target for 2010/11 has been revised to £71,000, based on the same premise. We increased our unrestricted reserves from £8,061 in 08/09 to £13,249 in 09/10. Total reserves were £5,846 and £22,188 respectively.

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.

Church Donations

Acton Green Church
All Hallows, Greenford
All Saints, Fulham
All Saints, Harrow
Christ the Saviour Church, Ealing
Eastcote Parish Church
Ravenscourt Baptist Church, Hammersmith
St. Anne's Lutheran Church, Guildhall
St. Augustine (Whitton) Jubilee Year Charity
St. Dionis, Fulham
St. Dunstan with St. Thomas Church, Acton
St. Giles, Ickenham
St. Helen's, North Kensington
St. James's Church, Hampton Hill
St. John the Baptist Church, Harrow
St. John's Wood Church
St. Luke's Church, Shepherds Bush
St. Mary, The Boltons
St. Mary's, Cranford
St. Mary's, Northolt
St. Mary's, Sunbury
St. Mary's at Finchley
St. Matthew the Apostle Church, Willesden
St. Matthew's, Yiewsley
St. Michael and All Angels, Chiswick
St. Nicholas Church, Chiswick
St. Paul's, Hammersmith
St. Peter's Church, Ealing
St. Peter's, Hammersmith
St. Saviour Wendell Park Church
St. Simon's Church, Rockley Road
St. Stephen with St. Thomas Church, Shepherds Bush

School Donations

Bute House School, Hammersmith
Grimsdell Mill Hill Prep School
Notting Hill & Ealing High School
St. David's School, Ashford
St. Peter's Primary School, Hammersmith

Grants and donations from charitable sources and other institutions

Adobe/Thames Community Foundation
Awards for All
City Parochial Foundation
Defence Social Service Association
Esmee Fairbairn Foundation (restricted to UR4Driving)
Garfield Weston Foundation
Homeless Link London
John Laing Charitable Trust
Lloyds TSB Foundation for England and Wales
London Borough of Hammersmith and Fulham Fast Track
London Catalyst
Mrs F B Laurence Charitable Foundation
P Wolton Charitable Trust
Polish Relief Society
Schutz Engel
StreetSmart
The 29th May 1961 Charitable Trust
The Abba Trust
The Abel Charitable Trust
The Albert Hunt Trust
The Coutts Charitable Trust
The Daisy Trust
The Girdlers' Company Charitable Trust
The Goldsmiths' Company
The Henry Smith Charity
The Hilden Charitable Trust
The Mercers' Charitable Foundation
The Olive Tree Trust
The Tudor Trust
The Wates Foundation (restricted to UR4Driving and Main core costs)
The Worshipful Company of Weavers

Other Groups/Events

Acton College, ESOL Division
Chiswick Baroque
Embassy of the Republic of Poland
Fresh and Wild (Whole Foods Corporation)
Media Reach
Populus
Richford Street Carols
St. Michael and All Angels, Green Days

St. Michael and All Angels, Bach Cantatas
Sam Griffiths' funeral donations
Streetlytes
The Big Lunch
Wendell Park Fair
Westcroft Square Residents' Association: Shakespeare in the Square

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

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 485 of the Companies Act 2006.

The above report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed, on behalf of the Board

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



A SICH
Company Secretary

Approved by the Board on 9/10/10

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 2010, 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 April 2008), 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 Sections 495 and 496 of the Companies Act 2006. 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 explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

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 2006. 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.

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs at 31 March 2010 and of its net incoming resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANY'S ACT 2006

In our opinion the information given in the Directors Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.



Mr Nicholas Ridge
Senior Statutory Auditor

11/10/10

For and on behalf of BRYAN AND RIDGE, Statutory Auditors
Chiswick,
London, W4

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

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2010

	<u>Notes</u>	Unrestricted <u>2010</u>	Restricted <u>2010</u>	Total <u>2010</u>	Total <u>2009</u>
		£	£	£	£
Income and expenditure					
Incoming resources					
Voluntary income:					
Grants		17333	184174	201507	223339
Donations		31276	5425	36701	56458
Donations and Gift Aid		5556	0	5556	2989
Interest		299	0	299	615
Other		156	45	201	0
Total incoming resources		<u>54620</u>	<u>189644</u>	<u>244264</u>	<u>283401</u>
Resources expended					
Costs of generating funds		10155	15327	25482	20514
Charitable activities		(3744)	199232	195488	221381
Governance costs		6952	0	6952	7017
Total resources expended		<u>13363</u>	<u>214559</u>	<u>227922</u>	<u>248912</u>
Net (outgoing)/incoming resources for the year		41257	(24915)	16342	34489
Transfers between funds		(36069)	36069	0	0
Fund balances brought forward		8061	(2215)	5846	(28643)
Carried forward	5	<u><u>13249</u></u>	<u><u>8939</u></u>	<u><u>22188</u></u>	<u><u>5846</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 2010

	<u>Notes</u>		<u>2010</u>		<u>2009</u>
		£	£	£	£
FIXED ASSETS					
Tangible assets	4		<u>0</u>		<u>738</u>
			0		738
CURRENT ASSETS					
Debtors	6	13355		7158	
Cash at bank and in hand		<u>98137</u>		<u>51186</u>	
		<u>111492</u>		<u>58344</u>	
CREDITORS;					
Amounts falling due within one year	7	<u>89304</u>		<u>53236</u>	
		<u>89304</u>		<u>53236</u>	
NET CURRENT ASSETS			<u>22188</u>		<u>5108</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>22188</u></u>		<u><u>5846</u></u>

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

BALANCE SHEET - 31 MARCH 2010

(continued)

<u>Notes</u>	<u>2010</u>	<u>2009</u>
£	£	£
CAPITAL AND RESERVES		
Capital - limited by guarantee, 7 members having a liability not exceeding £1 per member		
Unrestricted funds	13249	8061
Restricted funds	<u>8939</u>	<u>(2215)</u>
	<u><u>22188</u></u>	<u><u>5846</u></u>

The accounts have been prepared in accordance with the special provisions relating to small companies of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Signed, on behalf of the Board



S TUKE
Chairman

Approved by the Board on9/12/10.....

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

NOTES TO THE FINANCIAL STATEMENTS - 31 MARCH 2010

1. BASIS OF PREPARATION

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), 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>2010</u>	<u>2009</u>
	£	£
Auditors' remuneration	<u>3208</u>	<u>2800</u>
Staff Costs:		
Gross Salaries & Wages	94394	115661
Employer's NI Contributions net of SMP recoveries	7063	3274
Pension	<u>-</u>	<u>-</u>
	<u>101457</u>	<u>118935</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 £101457 (2009: £118935). The number of employees (full time equivalent) was: 5 (2008: 5). No employee earned more than £50000 per annum in the year.

4. TANGIBLE FIXED ASSETS

	Land & Buildings ----- £	Plant & Machinery etc ----- £	Total ----- £
Cost			
On 1 April 2009	0	37203	37203
Additions	0	0	0
Disposals	0	0	0
On 31 March 2010	<u>0</u>	<u>37203</u>	<u>37203</u>
Depreciation			
On 1 April 2009		36465	36465
Charge for the year		738	738
Deduct for disposals			0
On 31 March 2010	<u>0</u>	<u>37203</u>	<u>37203</u>
Net book value			
On 1 April 2009	<u>0</u>	<u>738</u>	<u>738</u>
On 31 March 2010	<u>0</u>	<u>0</u>	<u>0</u>

5. RESERVES

	Unrestricted Funds £	Restricted Funds £	Total £
At 1 April 2009	8061	(2215)	5846
Net incoming resources	5188	11154	16342
At 31 March 2010	<u>13249</u>	<u>8939</u>	<u>22188</u>

6. DEBTORS

	<u>2010</u>	<u>2009</u>
	£	£
Trade debtors	45	140
Others	13310	7018
	<u>13355</u>	<u>7158</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2010</u>	<u>2009</u>
	£	£
Trade creditors	0	550
Accruals	4460	2932
Deferred Income	84844	49754
	<u>89304</u>	<u>53236</u>
Secured	-	-
Unsecured	89304	53236
	<u>89304</u>	<u>53236</u>

8. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2010 (2009: Nil)

9. TAXATION

The company is a charity and exempt from direct taxation.

10. CAPITAL COMMITMENTS

There were no capital commitments at 31 March 2010 (2009: Nil)

11. RELATED PARTY TRANSACTIONS

The charity's bookkeeper is the wife of the chair of Trustees, Simon Tuke. She was paid £7,164 in the year.

UPPER ROOM (ST SAVIOUR'S WITH ST MARY'S)
 DETAILED ANALYSIS OF FINANCIAL ACTIVITIES BY FUND
 FOR THE YEAR ENDED 31 MARCH 2010

	<u>Restricted</u>								
	<u>Unrestricted</u>	<u>Main</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Payroll</u>	<u>UR4Kids</u>	<u>UR4Jobs</u>	<u>Total</u>	<u>2009</u>
Grants	17333	22467 ²	9313	66586 ^{1 2}	0	0	85808	201507	223339
Donations	31276	500	221	265	0	3319	1120	36701	56458
Donations and Gift Aid	5556	0	0	0	0	0	0	5556	2989
Other	156	0	0	0	0	0	45	201	0
Interest	299	0	0	0	0	0	0	299	615
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	54620	22967	9534	66851	0	3319	86973	244264	283401
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Costs of generating funds</i>									
Fundraising	10155	0	1031	7152	0	0	7144	25482	20514
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<i>Charitable activities</i>									
Food	0	884	5497	50	0	0	994	7425	17982
Health&Safety/Cleaning	0	0	1237	0	0	0	145	1382	2709
Art course	0	0	0	0	0	0	0	0	49
Awards & Grants	0	50	926	0	0	0	1557	2533	4571

	<u>Restricted</u>							<u>Total</u>	<u>2009</u>
	<u>Unrestricted</u>	<u>Main</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Payroll</u>	<u>UR4Kids</u>	<u>UR4Jobs</u>		
Computer & Internet	0	60	0	0	0	0	1221	1281	3799
Dues & Subscriptions	0	449	122	118		0	170	859	439
Meals & Entertainment	0	39	0	0	0	0	183	222	311
Miscellaneous	0	(1482)	25	0	0	0	45	(1412)	2452
Office Administration	0	4086	52	134	0	0	895	5167	5107
Payroll	0	9107	5604	2878	(52)	1697	10246	29480	115484
Project Manager	(3744)	819	12045	24652	0	0	30884	64656	11300
Supervisor	0	0	3652	0	0	0	0	3652	0
Support workers	0	0	0	0	0	0	6561	6561	0
Employment co-ordinator	0	0	0	0	0	0	4439	4439	0
Book-keeper	0	800	1916	2864	0	0	1584	7164	8342
Professional Fees	0	685	261	0	0	0	6067	7013	128
Telephone	0	2812	183	335	0	0	2357	5687	4083
Small Tools and Equipment	0	416	325	73	0	0	894	1708	3954
Bank Charges	0	296	0	0	0	0	140	436	1039
Utilities	0	2107	0	0	0	0	0	2107	4352
Repairs & Maintenance	0	935	0	0	0	0	0	935	2021
Rent, Rubbish, Rates	0	6803	0	1841	0	0	4521	13165	16921
Streetsmart	0	712	0	0	0	0	0	712	1009
Training	0	162	0	6092	0	0	6646	12900	5321
Travel & Meetings	0	181	59	282	0	0	51	573	1590
Vehicle Expense	0	0	0	13636	0	0	0	13636	8398
Volunteer expenses	0	7	748	660	0	0	1054	2469	0

	<u>Restricted</u>							<u>Total</u>	<u>2009</u>
	<u>Unrestricted</u>	<u>Main</u>	<u>UR4Meals</u>	<u>UR4Driving</u>	<u>Payroll</u>	<u>UR4Kids</u>	<u>UR4Jobs</u>		
Transferred Overheads	0	(3190)	0	0	0	0	3190	0	20
Depreciation	0	738	0	0	0	0	0	738	0
	(3744)	27476	32652	53615	(52)	1697	83844	195488	221381
<i>Governance costs</i>									
Admin/Office (Governance portion)	0	0	0	0	0	0	0	0	0
Payroll expenses (Governance portion)	3744	0	0	0	0	0	0	3744	3566
Professional fees	3208	0	0	0	0	0	0	3208	3451
Bank charges	0	0	0	0	0	0	0	0	0
	6952	0	0	0	0	0	0	6952	7017
Net (outgoing)/incoming resources	41257	(4509)	(24149)	6084	52	1622	(4015)	16342	34489
Transfers between funds	(36069)	4509	24149	0	(52)	593	6870	0	0
Fund balances brought forward	8061	0	0	0	0	(2215)	0	5846	(28643)
Carried forward	13249	0	0	6084	0	0	2855	22188	5846

1. Esmee Fairbairn Foundation grant is restricted to the UR4Driving project.
2. The Wates Foundation grant is restricted to the UR4Driving project and to core (Main) costs.