

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 2022**

THURSDAY



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COMPANIES HOUSE

# **THE UPPER ROOM (ST SAVIOUR'S)**

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# THE UPPER ROOM (ST SAVIOUR'S)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	S Tuke (Chair)	
	P Mawdsley (Treasurer)	
	K Barbour	
	M Dudek	
	J Hillman	
	M Morgan (Vice-Chair)	
	R Shaw	
	P Schick	
	B Stevenson	
	C Wood	
	P Mullings	Resigned 30/06/21
<b>Secretary</b>	P Mawdsley	
<b>Charity number</b>	1004354	
<b>Company number</b>	02567517	
<b>Registered office</b>	St Saviour Wendell Park Church Cobbold Road London W12 9LN	
<b>Independent examiner</b>	Katherine Dee FCA Begbies Chartered Accountants 9 Bonhill Street London EC2A 4DJ	

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# THE UPPER ROOM (ST SAVIOUR'S)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their report and accounts for the year ended 31 March 2022.

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 the Charities Statement of Recommended Practice (second edition) and Financial Reporting Standard FRS 102.

#### **Our Vision and Mission**

The Upper Room's vision is to support and improve the lives of vulnerable people in our community to make them more resilient, and to help them make positive life choices. Our mission is to work with socially disadvantaged (or vulnerable) adults to:

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

#### **Why our work is important**

We believe in the fundamental proposition that every human being has potential which, if held captive by social exclusion, can be unlocked by our support and work. Our work has a positive, life-enhancing impact on our beneficiaries. It benefits people by improving their self-esteem and health, and enabling them to become economically independent.

Additionally, we are proud that our beneficiaries often help provide inspiration and hope for others.

#### **Where we work**

Our main hub is in West London, but we now have a satellite office in Croydon, and more broadly 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**

With the pandemic continuing, it was another challenging year for The Upper Room, but one that we weathered remarkably well, thanks to the hard work of our staff and volunteers, and the support of funders and the local community.

Fluctuating regulations around lockdowns kept us on our toes, continually reviewing and adapting our modus operandi. UR4Meals operated a takeaway-only service for a time, and has now moved to a mix of serving meals inside the building and takeaways, with meal service times extended through the afternoon. Whilst this creates more work for our staff, and in particular the chef, it does have the benefit of allowing us more one-to-one time with individual guests.

## **THE UPPER ROOM (ST SAVIOUR'S)**

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

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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UR4Driving operated purely online for a while, then moved to a mix of online and in person. The exciting development at the start of 2022 was the launch of our satellite UR4Driving project in Croydon, which represents the first step in our ambition to make the programme more widely available. Early indications are that the Croydon operation is going well.

UR4Jobs continues to be highly regarded and very popular, offering a range of bespoke services to our clients.

Finally, UR4Counselling remains in high demand, with a noticeable increase in the seriousness of the challenges people are facing in their lives, due mostly to the pandemic.

You can read more about the work of our various projects later in the Annual Report.

At this stage we have not been directly impacted by the war in Ukraine, but we are standing by for knock-on effects that this may bring.

We said farewell to our Chief Executive Nicky Flynn, who has moved to the West Country with her husband Jeremy. We are enormously grateful for the tremendous job that Nicky did for The Upper Room during her time with us.

Chris Francis has stepped up to the role of Chief Executive with great aplomb, taking to it as to the manor born.

We are delighted that a new, long-term lease has been agreed by St Saviour's and The Upper Room, cementing the long-standing links between the two organisations. I am extremely grateful to the vicar Chris Lee, the Churchwardens and the PCC for all their work in making this happen.

We have been heartened by the way in which our funding has held up during the pandemic. Doubtless the after-effects, and the current challenging economic times, will bring bumps in the road further on, but financially we are in robust health, as you can read in the Finance Report.

With the pandemic apparently finally starting to recede, there is more scope for volunteers to assist us with our work. Volunteers have always been vital to the work of The Upper Room, and it's a uniquely rewarding thing to do. So if you are interested, please do get in touch via our website.

Finally, I would just like to express my sincere thanks to everyone who contributes to making The Upper Room the success that it is. We are extraordinarily fortunate to have such an extensive and diverse group of people working for us and supporting us, all united in the common purpose of improving lives.

Simon Tuke  
Chair of Trustees

#### **OUR PROJECTS**

##### **UR4Meals**

This has been a year with a lot of change, and increasing need for the services we provide.

We saw the departure of Lavinia Dobre as chef, a well-liked member of the team who had been a part of The Upper Room for several years. Jana Unciuc stepped into the role having previously been the Senior Support Worker, and we welcomed Ashley Robinson to backfill this vacant role. The team works hard and continues to provide an excellent welcoming environment for our guests.

## THE UPPER ROOM (ST SAVIOUR'S)

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

#### FOR THE YEAR ENDED 31 MARCH 2022

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Due to COVID, we had been forced to shut down our operations for a period of six weeks towards the end of the previous financial year. This meant that we were initially quite quiet in UR4Meals in April, but as the year progressed we became increasingly busy, regularly providing 50-60 hot meals each day. For large parts of the year we were only serving takeaways as a result of restrictions brought in because of the pandemic, but we have successfully moved to providing takeaways and offering dining in, as well as distributing dry goods through food parcels routinely when we have spare food.

Since August, we have seen between 150 and 180 different men and women each month, and across the full reporting period we have supported 528 unique individuals.

#### Key outputs:

Takeaway meals	7,656
Dining in	2,156
Food parcels	5,020
Toiletries	1,169
Clothing/Bedding	1,084
Travel Assistance	132
Sleeping Bags	106
Advice Sessions	105
Collecting letters	47
Mobile phone top-ups	36
Housing referral	32
Setting up email address	24
Oyster Cards	23
Application forms	22
Legal assistance referral	14
Gift Cards to buy food	14
Translating documents	9
Passport/ID Reference	7
Mobile Phones	7
Reconnection	5
Refurbished Laptops	4

Following another brief closure in January as we grappled with the effects of the Omicron COVID variant, we have gone back to being as busy as at any point throughout the autumn of 2021. As we head into the next financial year with increased energy costs and wider increases in the cost of living, we brace ourselves to get even busier.

There have been many successes at a human level, despite the large numbers of people needing our crisis support. The case study of George is just one example:

George is a Romanian national who had been in the UK for several years, and became homeless in December 2021.

*'It was the day when my life as I knew it disappeared and all my beliefs smashed to the ground. I didn't know what to do, I was so scared.'*

He found some free WiFi and looked up day centres locally to him. Having unsuccessfully visited another service, he came to The Upper Room with no real expectation of what he would get from us. He was 'a bit overwhelmed because it looked too good to be true' and was made to 'feel at home' immediately, and 'even now, after three months, they are still giving me strong support'.

By the middle of February he had found a place to live, he has a job, and 'most importantly, I found myself and my self-esteem again'.

## THE UPPER ROOM (ST SAVIOUR'S)

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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George has already signed up to volunteer for our Meals project to help others in the way he was helped, welcoming and supporting people and using his language skills.

Cecilia Seres  
UR4Meals Project Manager

#### UR4Driving

Once again the UR4Driving project has had many challenges to meet in the past year, with huge backlogs in practical tests, caused by the closure of test centres, a reduced number of driving instructors operating, and a widespread administrative delay at DVLA.

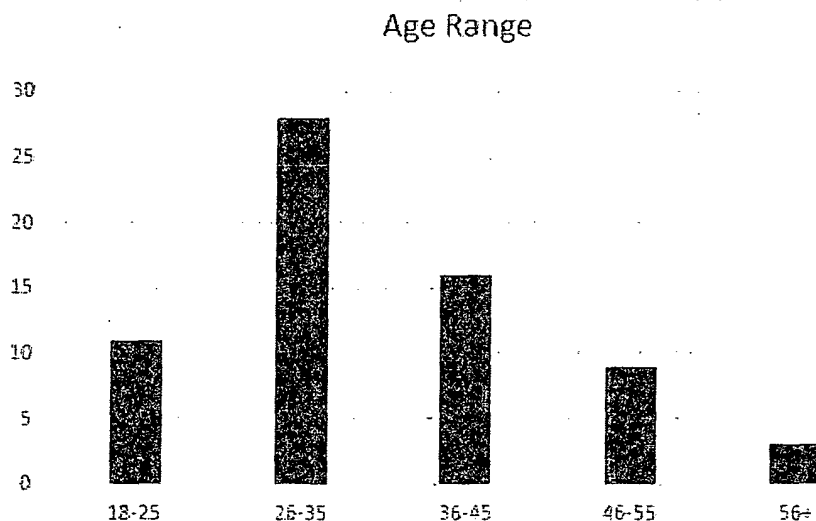
Despite this the team have achieved a great deal. Of the 61 theory tests taken, 32 were passes, with 23 at the first attempt. At the end of the period we have 42 people currently attending theory sessions. We have delivered 940 workshop sessions for 98 participants – the establishment of online workshops has continued to be a big success in maintaining attendance, and offers more options to clients. Sam has also started female-only workshops.

37 practical tests were taken, with 16 passes, eight of which were first-time passes. As we write this report we are having to book practical tests as far ahead as six months in advance, in order to secure places.

While our site in W12 continues to be busy, we have also now successfully launched our work from a second site in Croydon, in partnership with Catch 22. This has been a big development for us, and enables us to reach more people, more easily. We are only two months into this arrangement and have seen good attendance, and succeeded in achieving two theory passes so far. As part of this expansion we have brought in a new member of staff, Roy Gelly, to work directly with beneficiaries.

Probation continues to be the most frequent referral agency, and we have now started to establish good links with big organisations in South London (e.g. Catch 22, Reed) because of our presence in Croydon.

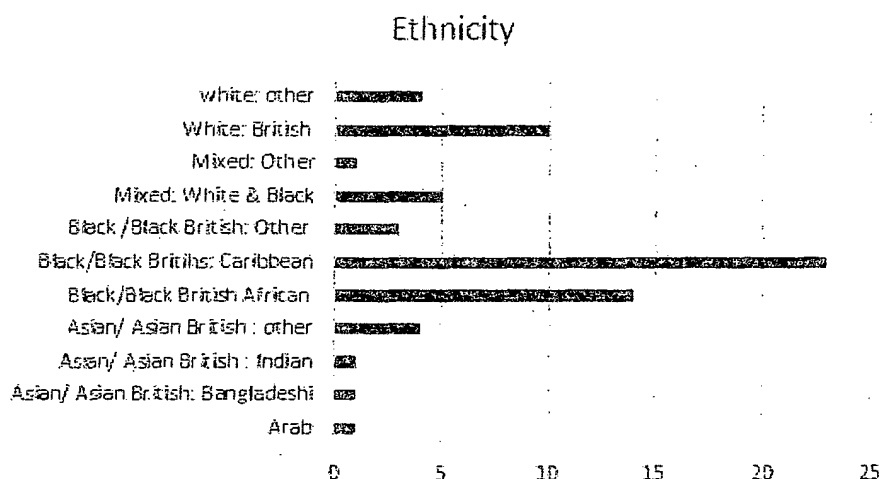
Internal referrals have been furthered, with the majority of beneficiaries accessing food from UR4Meals, and good referral pathways existing with UR4Jobs.



## THE UPPER ROOM (ST SAVIOUR'S)

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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Elaine Reeve  
UR4Driving Project Manager

#### UR4Jobs

Overall, the project has grown significantly since June 2021 when I started in this role. I have supported 85 beneficiaries, 25 of whom are still regularly attending.

The UR4Jobs focus has now shifted, and I work less with “emergency cases” and more with people who are almost ready to get into work. The aim is to offer long-term employment support, through personalised action plans that include short-term goals (part-time temporary jobs and education/training) and long-term goals (dream career/education). I have found that this method helps the guests put their current situation into perspective, and it gives them the motivation to move forward with the hope for a better future.

We have been able to create new pathways towards employment with new companies, agencies and organisations. We now partner with Social Bite, Restart, Caritas, the Pret Foundation, Radical Recruits, Only a Pavement Away and BBJS/HS2, Tossed, et al.

I have also recently re-established CSCS training; however, there will be a limited availability of this service due to the lack of extensive funding. This additional service will make the project more valuable, as the interest for this kind of qualification is very high. It helps people get into entry-level jobs in construction, railways and other fields.

Further, UR4Jobs has been collaborating with Restart Lives to deliver an employment support group here at TUR: *Ready, Steady, Work!* Attendance has been great, and we have received positive feedback from participants.

On the Health and Wellbeing project, we collaborated with the H&F homeless outreach team and nurses to deliver the first TUR Wellbeing Day, where we offered covid and flu jabs for our guests. We are also collaborating with the H&F Oral Health Awareness advisor, who comes once a month to discuss local dental services with the guests.



## THE UPPER ROOM (ST SAVIOUR'S)

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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#### Key Outputs:

Advice Sessions	100
Job search sessions	54
CSCS training/practice	40
Job Referral/Placement	36
Application Forms	30
Updating CV	26
Legal assistance referral	22
CSCS card enquiry/renewal/lost	13
Setting up email account	9
Collecting letters/documents	9
Housing referrals	8
Benefits/referral info	7
Passport/ID reference	5

I will be leading the Stepping Stones project that aims to train volunteers from our partner Caritas to deal with emergency cases and situations. It will comprise of an eight-session course that will run over the year. Each session will address a different topic: how to assess a new guest, benefits, CV preparation, DWP, etc.

Camilla Cerrone  
Employability, Health and Wellbeing Support Worker

#### Partnerships

Glass Door Homeless Charity – we have benefitted from having a specialist housing advisor with us on Monday each week since June 2021, and an additional housing advisor each Friday since January this year. In this time the partnership has helped 85 people with a range of issues. 11 people were housed, 11 received/are due to receive benefits, 12 had positive financial outcomes (received grants, freedom passes obtained, wages recovered) and two found employment.

Citizens Advice, Hammersmith & Fulham have been present onsite for one afternoon a week since August 2021. The advisor has supported 50 clients with a range of issues, but primarily benefits, immigration and housing.

#### Case study

The client was referred to the project because he was vulnerable, street homeless and had no source of income beyond charitable help. He sought help through The Upper Room after being physically attacked one night when sleeping rough, being left traumatised and with injuries that required hospital treatment. The Upper Room advisor assisted the client to claim Pension Credit, and made a referral to the local authority for homelessness assistance, getting the client a safe place to sleep that night, and help to secure longer-term housing. The client now has a bank account, a benefit in payment and assistance to find secure accommodation.

The West London Equality Centre has been running a series of drop-in sessions to assist guests with EU Settled Status applications and education. Over the course of eight sessions since the autumn of 2021 the team have been able to support 23 clients, including 18 successful applications, with the remaining five still ongoing. The team has also helped three guests by attending appointments at embassies to support passport applications, and found emergency accommodation for four other guests.

Restart Lives have recently been using our space to deliver their group sessions to support up to eight jobseekers who have experienced homelessness, with all guests being individuals who have been part of the UR4Jobs project. This is the first time we have collaborated with Restart, and we are mid-way through the six-session run.

## **THE UPPER ROOM (ST SAVIOUR'S)**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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#### **UR4Counselling**

We continue to offer six to 12 counselling sessions for each client, and I was working remotely – over the phone mainly – and had some online clients too. Clients have moderate mental health issues such as: general anxiety and health anxiety, low mood and depression symptoms, lack of coping strategies, how to deal with stress, loss and bereavement, job loss, parenting and relationship difficulties. We have supported several victims of domestic violence, modern slavery and hate crime.

66 people received emotional support over 413 sessions; 320 were delivered by me and 93 by the Volunteers.

We have expanded our team this year with the addition of two trainee therapists (Emma and Paul) to widen our ability to help different clients. Their areas of specialism are complementary to what is already on offer – integrative arts psychotherapy and person-centred therapy.

Our volunteer psychodynamic psychotherapist, Deirdre, continues to deliver two hours per week as well. Her work is consistently good and highly valued, and she also provides peer supervision to me.

I have also started advertising a coaching and mentoring service, especially for the UR4Driving participants. I can offer up to four life coaching sessions to improve goal-setting, time management, motivation and for the clients to learn and use various coaching techniques.

Clients who present with severe issues such as suicidal ideations, PTSD and severe alcohol addiction are signposted to appropriate services. If these issues emerge during sessions with our staff then we have established a fund to enable us to refer on to more specialist services, so that clients are not abandoned.

We hope to secure funding to enable us to employ a clinical supervisor to oversee referrals and overall counselling provision, and to enable further growth. Until then we have decided not to accept referrals with severe and complex needs, and we have had to reject a few referrals.

Generally there is an increase of referrals with complex needs and severe mental health difficulties, therefore a clinical/counselling manager will be essential to manage the counselling service and support trainees.

We have also significantly improved our ability to monitor our work, with the creation of a purpose-built, anonymised system for tracking activity, and establishment of better feedback mechanisms and monitoring tools for clinical success. It is very pleasing to report that we have seen near 100% client satisfaction, and over 60% improvements in scores relating to depression and anxiety.

Alina Babik-Richens  
Counsellor

#### **HARVEST APPEAL**

Once again the generosity and enthusiasm of the many schools and churches who collected food for us at Harvest time was humbling. We had more than 40 donor institutions, who have ensured that our cupboards have been well stocked throughout the winter months.

It was also a real treat to be able to get back out to a number of schools to deliver talks on The Upper Room, and enable the children to learn about what their hard work went towards. In total we visited 11 schools to give talks and assemblies.

# **THE UPPER ROOM (ST SAVIOUR'S)**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **KEEN TO BE GREEN**

The Upper Room continues to strive in its efforts to maintain strong principles and values related to environmental sustainability, and our aim is to become as green as we can possibly be. We have been putting the 3R principles – Reduce, Re-use, Recycle – into practice. We are also looking at:

- Raising awareness: run sustainability workshops, provide online guidance, resources and examples of sustainability in practice (through our website, FB page etc)
- Switching to a renewable/green energy supplier
- Installing bicycle infrastructure and encouraging local staff and volunteers to cycle or walk; finding refurbished bicycles to be donated to our guests
- Using a commercial-size compost bin in our kitchen

#### **EVENTS AND FUNDRAISING**

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 99 signed-up Friends, which provides a regular income of over £20,000 per annum. The pandemic put a stop to many of our planned fundraising events in 2021/22, but I am pleased to report that our Friends maintained their financial support, and we increased the membership by another nine during the year.

In April and May 2021 we held our final two online lectures, with author Michael Frayn and broadcaster Jeremy Paxman in conversation with Torin Douglas. In January 2022 we made the difficult decision to cancel our planned 2022 Winter Lecture series, in the hope that we will be able to resume them in person in 2023.

In June, just as we emerged from lockdown, we held a Plant Sale in Hartswood Road. It was a huge success, and people were so pleased to be able to see their friends and neighbours once again, and enjoy a cup of tea together in the sunshine – it was an amazing atmosphere. A huge thank you to everyone who grew plants from seed and nurtured them into adulthood, and to everyone else who helped man the various tables, or baked cakes, and to Bridget for putting it all together!

In the run-up to Christmas, Hamish Pringle of Artists at Home once again organised an online art auction, with the artists generously donating 50-100% of their profits to The Upper Room. It raised a magnificent £5,415. With sincere thanks to all the participating artists, and a special mention to Hamish, Kathryn Davey and Steph Curtis-Raleigh.

In November we were delighted to be part of the Big Give Christmas Challenge, which enabled us to match-fund donations. I am delighted to report that with the support of some of our existing donors, and many new supporters, we were able to raise over £13,175 towards our UR4Driving Project.

In December the Addison Singers led a magical Carol Concert in St Saviour's, which raised £1,653.

Horton and Garton kindly designed and produced a Christmas Card for us. Our thanks to Caroline Needham who worked tirelessly selling them outside, in all weathers, and £1,431 was raised in total.

We held our inaugural Quiz Night at Latymer Upper School in March, which was attended by over 100 people and raised £5,390. Thank you to our Quiz Master, Jamie Coia, and to Latymer for allowing us to use their facilities. The Chiswick Cheese Market have kindly nominated us as their chosen charity this year. They provided all the fine cheeses, paté, bread and relishes for the Quiz, which were much enjoyed by everyone.

We also managed to squeeze in a Bridge Afternoon and Tennis Tournament. Many thanks to Hartswood LTC and Christian Gallan of Love-Tennis.

# THE UPPER ROOM (ST SAVIOUR'S)

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

### FOR THE YEAR ENDED 31 MARCH 2022

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Our current Friends Sub-Committee comprises six Trustees – Bridget Stevenson, Phil Schick, Matthew Dudek, Kenneth Barbour, Matthew Morgan and Julian Hillman – as well as our Chief Executive Chris Francis, and Fiona Cook our Fundraiser. I would particularly like to thank Bridget for her tremendous energy and the hours of work she puts in.

If you could facilitate a fundraising event, however modest, as part of your support for The Upper Room, please do get in touch.

Chris Francis  
Chair, Events and Fundraising Committee

### VOLUNTEERS

Once again we have been more limited in allowing volunteers on-site than we would have liked, although there has been progress since the last report. We now have a regular committed group of volunteers supporting the delivery of our services, as well as those helping with administrative and fundraising and events activities.

We recorded a total of 2,221 volunteer hours.

### 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 meets quarterly, and a risk register is in place which is regularly reviewed. This Committee assesses all risks and ensures compliance. Good governance is in place, and Policies are reviewed annually by the Board. These include Financial Controls, HR, Safeguarding, GDPR and a Volunteer Policy. 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. The Charity uses Peninsula to ensure effective management of recruitment and equal opportunities. We also have a health and safety policy, food hygiene policy, and risk assessments carried out on a regular basis. We have a zero-tolerance policy against abuse, for the security and wellbeing of our staff and volunteers.

### FINANCE REPORT

The Upper Room has recorded a deficit of £164,043 for the financial year 2021-2022, but this headline figure masks a relatively strong financial performance, with an increase in grant funding and donations resulting in an increase in current assets over the course of the year.

Our reported deficit of £164,043 contains a final depreciation charge of £176,155 on the fixed asset value relating to the substantial building project undertaken by the charity in 2019. The majority of the cost of this building project was capitalised as a Leaseholder Improvement on the Charity's balance sheet at the time of completion. As the Charity had a short lease running until March 2022, this Leaseholder Improvement asset value was depreciated over the remaining life of the lease. In this financial year, the final depreciation charge reduced the value of the Leaseholder Improvements to zero. The terms of a new 12-year lease on the same property have been substantially agreed with our landlord, and so the charity will continue to benefit from the improvement made, but with no further depreciation charge in coming years. In the absence of this depreciation charge, the charity would have recorded a small surplus of £12,112.

The charity's income for the year was £480,463, a drop from £563,551 in the prior year. Two significant non-recurring items were included in the charity's reported income in 2020-2021 financial year; namely a £100,000 legacy and £39,766 of funding from the Government's Coronavirus Job Retention Scheme (furlough). These were not repeated in the current financial year. However, their absence was partially offset by an increase in both donations (£107,57 in 2021-2022 versus £89,945 in 2020-2021) and in grants receivable (£295,659 in 2021-2022 versus £289,199 in 2020-2021). Despite the easing of pandemic related restrictions over the past year, our ability to run or participate in significant fund-raising events was still curtailed, so it is very satisfying to see our donation income rebound so vigorously, return to a figure only slightly below that seen in the financial year before the pandemic hit.

# **THE UPPER ROOM (ST SAVIOUR'S)**

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

### **FOR THE YEAR ENDED 31 MARCH 2022**

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Expenses increased in 2021-2022 to £600,327 from £530,505. This was largely due to increase in staff costs and also a rebound in spending on beneficiary training as the UR4Driving project was able to restart driving lessons in earnest during the year.

The charity decided in the previous financial year to designate the £100,000 legacy received in 2020-2021 to fund the establishment of a satellite UR4Driving project, and also to further the project of franchising the UR4Driving project so that it can be used by other charities. Work on both these projects started during the year, but the substantial portion of the designated funds remained available at the end of the financial year to continue funding both projects, with sufficient balance available to fully fund their budgeted expense for the next financial year. No change in this designation is currently anticipated.

I am, as ever, very appreciative of the work of all the staff of The Upper Room, and in particular the efforts of our Finance Officer, Veronica Tuke and our Fundraising Manager Fiona Cook. Both play a crucial role in the success of The Upper Room, and in supporting my role as Treasurer.

Paul Mawdsley  
Treasurer

#### **RESERVES POLICY**

The reserves policy of The Upper Room is to maintain a cash reserve which is at least equal to the calculated cost of an orderly wind-down of the organisation over a three-month period should it ever become unviable. We include in this cost 3 months of staff costs, plus the statutory redundancy payments, as well as other contractual commitments that would fall due. We also aim to limit our reserves to approximately 6 months of our budgeted expenses. On this basis, our minimum reserve level at 31st March 2022 is £89,589, and our targeted maximum is £281,000. Our general, unrestricted reserve funds, i.e. those which have not been designated for a special purpose, stand at £271,443 as at 31st March 2022, so within this target range.

#### **DONORS**

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

#### **PUBLIC BENEFIT**

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

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

<b>School Donations</b>	Belmont Primary School
	Hill House School
	St John's School, Leatherhead
	St Paul's School
	The Hall School Charity Trust

## THE UPPER ROOM (ST SAVIOUR'S)

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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#### Church Donations

St James Hampton Hill  
St Michael & St George, White City  
St Michael and All Angels, Bedford Park  
St Peter's Church, Hammersmith  
The Church of the Holy Innocents, Hammersmith

#### Grants

Anonymous  
Bite Size Pieces  
CHK Foundation  
Garfield Weston Foundation  
Groundwork UK – Tesco bags of help  
Hammersmith United Charities  
HMRC  
Institute for Public Relations  
John Lyon's Charity  
London Catalyst  
Mahoro Charitable Trust  
Mercers' Charitable Foundation  
MTC Limited  
MVM Charitable Trust  
Polish Relief Society  
Porticus UK  
Pret Foundation Trust  
Streets of London  
The 29th May 1961 Charitable Trust  
The Albert Hunt Trust  
The Charles Hayward Foundation  
The City Bridge Trust  
The Cook Charitable Trust  
The Daisy Trust  
The Drapers' Company  
The Dyers' Company Charitable Trust  
The February Foundation  
The French Huguenot Church of London Charitable Trust  
The Girdlers' Company Charitable Trust  
The Hollick Foundation  
The J E Posnansky Charitable Trust  
The Leigh Trust  
The Linbury Trust  
The Noel Buxton Trust  
The Olive Tree Trust  
The Peter Cruddas Foundation  
The Phoenix Foundation  
The Speedomick Foundation  
The Vintners' Company  
The Wogen Anniversary Trust  
The Worshipful Company of Basketmakers  
The Worshipful Company of Weavers

#### Harvest Donors

All Saints Church Fulham  
All Saints Primary School Fulham  
Belmont Primary School Chiswick  
Brackenbury Primary School  
Cavendish Primary School

## THE UPPER ROOM (ST SAVIOUR'S)

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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Grove Park Primary School Chiswick  
Hampton Hill Junior School  
Hawkesdown House School  
Heathfield Junior School  
Heathfield Nursery & Infant School  
Hill House International Junior School Kensington  
Holy Innocents Church  
John Betts Primary School  
Latymer Prep School  
Ravenscourt Baptist Church Hammersmith  
Southfield Primary School  
St Columba's Church of Scotland Knightsbridge  
St Dunstan's Church Feltham  
St James Hampton Hill  
St John XXIII Catholic Primary School  
St John's Church Fulham/Walham Green  
St John's Church Notting Hill  
St John's Wood Church  
St Mary Abbots Church, Kensington  
St Mary's Primary School Isleworth  
St Michael & St George Church White City  
St Nicholas Primary School Shepperton  
St Paul's Church Grove Park  
St Peter's Church Acton Green  
St Stephen's Church Westbourne Park

#### Other Donors

39 Steps Entertainment Ltd  
Alcoholics Anonymous  
Amazon Smile  
Artists at Home auction  
Ashley Jane Hurst  
Barons Court Project  
Blackbird Digital Royalties  
Chiswick Baroque  
Cow & Co  
Easyfundraising.org.uk  
Emmaus Medway  
Finlay Brewer  
Foodinate  
Horton and Garton  
In memory of G E T Holloway  
In memory of Lady Hawkins  
John Lewis Partnership (Westfield)  
John Pryor Charitable Trust  
Lodge Brothers  
London Borough of Hammersmith and Fulham  
PayPal Giving Fund  
Petros Singers  
Rathbone Investment Management on behalf of Keene Family Trust  
Small Tap Big Change – United in Hammersmith  
The Big Give  
Titan's golf

## THE UPPER ROOM (ST SAVIOUR'S)

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

FOR THE YEAR ENDED 31 MARCH 2022

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#### In-kind Donors

Anna Schick  
Artists at Home  
Base Face Pizza  
Benedict Gannon  
Café Connections  
Caroline Needham  
Chiswick Cheese Market  
Christian Gallan's LOVEtennis  
City Harvest  
Deirdre Shaw  
Emma Blijdenstein  
Felix Project  
Fuller's  
Hartwood LTC  
Hartwood Road Plant Sale  
Honest Burgers  
Horton and Garton  
Jamie Coia  
Jeremy Paxman  
Latymer Upper School  
Michael Frayn  
Milly Forrest  
Nando's  
Paul Taylor  
Philip Michael Martin  
Prop Up Project  
Queens Park Rangers FC  
Simon Kimble  
Sipsmith Distillery  
St Saviour Wendell Park  
The Good Wine Shop  
The Hogarth Club  
The Kids Network  
The Queen Mother's Clothing Guild  
Torin Douglas  
Venture Photography



# THE UPPER ROOM (ST SAVIOUR'S)

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

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



**S Tuke (Chair)**

Trustee

Dated: 28 June 2022

# THE UPPER ROOM (ST SAVIOUR'S)

## INDEPENDENT EXAMINER'S REPORT

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

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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 2022.

#### **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)  
Begbies Chartered Accountants

9 Bonhill Street  
London  
EC2A 4DJ

Dated: 28 June 2022

# THE UPPER ROOM (ST SAVIOUR'S)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

### Current financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<u>Income and endowments from:</u>					
Donations and legacies	2	157,816	258,385	416,201	523,758
Charitable activities	3	-	37,533	37,533	16,661
Fundraising activities	4	22,402	-	22,402	18,230
Investments- bank interest		327	-	327	689
Other income	5	4,000	-	4,000	4,173
<b>Total income</b>		<b>184,545</b>	<b>295,918</b>	<b>480,463</b>	<b>563,511</b>
<u>Expenditure on:</u>					
Raising funds	6	44,179	-	44,179	39,109
Charitable activities	7	300,695	299,632	600,327	530,505
<b>Total resources expended</b>		<b>344,874</b>	<b>299,632</b>	<b>644,506</b>	<b>569,614</b>
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(160,329)</b>	<b>(3,714)</b>	<b>(164,043)</b>	<b>(6,103)</b>
Fund balances at 1 April 2021		514,662	54,007	568,669	574,772
<b>Fund balances at 31 March 2022</b>		<b>354,333</b>	<b>50,293</b>	<b>404,626</b>	<b>568,669</b>

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

All income and expenditure derive from continuing activities.

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

# THE UPPER ROOM (ST SAVIOUR'S)

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

Prior year: 2020-2021		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<u>Income and endowments from:</u>				
Donations and legacies	2	300,559	223,199	523,758
Charitable activities	3	-	16,661	16,661
Fundraising activities	4	18,230	-	18,230
Investments- bank interest		689	-	689
Other income	5	4,000	173	4,173
<b>Total income</b>		<b>323,478</b>	<b>240,033</b>	<b>563,511</b>
<u>Expenditure on:</u>				
Raising funds	6	39,109	-	39,109
Charitable activities	7	279,912	250,593	530,505
<b>Total resources expended</b>		<b>319,021</b>	<b>250,593</b>	<b>569,614</b>
<b>Net expenditure for the year/</b>				
<b>Net movement in funds</b>		<b>4,457</b>	<b>(10,560)</b>	<b>(6,103)</b>
Fund balances at 1 April 2020		510,205	64,567	574,772
<b>Fund balances at 31 March 2021</b>		<b>514,662</b>	<b>54,007</b>	<b>568,669</b>

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 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	11		1,703		180,762
<b>Current assets</b>					
Debtors	12	3,317		108,512	
Cash at bank and in hand		478,500		318,434	
		481,817		426,946	
<b>Creditors: amounts falling due within one year</b>	13	(78,894)		(39,039)	
Net current assets			402,923		387,907
<b>Total assets less current liabilities</b>			404,626		568,669
<b>Income funds</b>					
Restricted funds	16		50,293		54,007
<u>Unrestricted funds</u>					
Designated funds	17	82,890		280,762	
General unrestricted funds		271,443		233,900	
			354,333		514,662
			404,626		568,669

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 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 28 June 2022



S Tuke (Chair)  
Trustee

Company Registration No. 02567517

# THE UPPER ROOM (ST SAVIOUR'S)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	22		159,740		45,600
<b>Investing activities</b>					
Purchase of tangible fixed assets		-		(4,203)	
Interest received		327		689	
<b>Net cash generated from/(used in) investing activities</b>			327		(3,514)
<b>Net increase in cash and cash equivalents</b>			160,067		42,086
Cash and cash equivalents at beginning of year			318,434		276,347
<b>Cash and cash equivalents at end of year</b>			478,500		318,434

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 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 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

##### 1.2 Going concern

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

##### 1.3 Charitable funds

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

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

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

##### 1.4 Incoming resources

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

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

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known with reasonable certainty, 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 15% (2021: 30%) 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 2022

#### 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 40:40:11:9 (2021: 34:47:19). 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 the statement of financial activities.

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



# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.7 Cash and cash equivalents

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

#### 1.8 Financial instruments

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

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

##### **Basic financial assets**

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

##### **Basic financial liabilities**

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

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

##### **Derecognition of financial liabilities**

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

#### 1.9 Employee benefits

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

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

#### 1.10 Retirement benefits

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

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 2 Donations and legacies

	2022	2021
	£	£
Donations and gifts	107,571	89,945
Legacies receivable	6,458	100,900
Grants receivable	295,659	289,199
Statutory funding including CJRS (furlough)	476	39,766
Donated food, materials and professional services	6,037	3,948
	<u>416,201</u>	<u>523,758</u>
<b>Donations and gifts</b>		
Gift aid	14,868	11,450
Donations from schools, churches and individuals	92,703	76,495
Other	-	2,000
	<u>107,571</u>	<u>89,945</u>
<b>Grants recognised in the year</b>		
City Bridge Trust	7,872	9,103
CHK Foundation	10,000	-
Charles Hayward Foundation	10,000	-
Emmaus Medway	20,000	-
Garfield Weston Foundation	25,000	-
Hammersmith United Charities	15,250	7,500
Homeless Link	-	45,000
John Lyon's Charity	-	25,000
Mahoro Charitable Trust	10,000	10,000
Porticus UK	11,250	30,000
Pret Foundation Trust	10,000	10,000
Schutz Engel	-	30,000
Streets of London	15,000	13,000
The Drapers' Company	15,000	-
The Goldsmiths' Company Charitable Trust	-	1,667
The Hollick Foundation	10,000	-
The Leslie Aldridge Trust	-	20,000
The Linbury Trust	10,000	-
The Mercers' Charitable Foundation	30,000	12,500
The Olive Tree Trust	15,000	16,354
The Worshipful Company of Weavers	15,000	-
Other under £10,000	66,287	59,075
	<u>295,659</u>	<u>289,199</u>

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 3 Charitable activities

	2022 £	2021 £
Performance related grant - City Bridge Trust	37,533	16,661

### 4 Fundraising activities

	2022 £	2021 £
Fundraising events	22,402	18,230

### 5 Other income

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
NI Employer's incentive	4,000	-	4,000	4,000
Other income	-	-	-	173
	4,000	-	4,000	4,173
<b>For the year ended 31 March 2021</b>	<b>4,000</b>	<b>173</b>		<b>4,173</b>

### 6 Raising funds

	2022 £	2021 £
<u>Fundraising and publicity</u>		
Staging fundraising events and other costs	6,439	2,712
Fundraising agents and grant monitoring	37,740	36,397
Fundraising and publicity	44,179	39,109

## THE UPPER ROOM (ST SAVIOUR'S)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 7 Charitable activities

	UR4Driving	UR4Meals	UR4Jobs	UR4Counselling	Total 2022	UR4Driving	UR4Meals	UR4Jobs	Total 2021
	2022	2022	2022	2022		2021	2021	2021	
	£	£	£	£	£	£	£	£	£
Staff costs	67,657	97,389	22,019	21,327	208,392	51,263	91,099	33,005	175,367
Depreciation	-	-	-	-	-	-	293	-	293
Client training-lessons and test fees	34,425	-	2,202	-	36,627	13,587	-	-	13,587
Kitchen (food, health and safety)	147	2,847	44	-	3,038	-	3,224	-	3,224
Beneficiary awards	-	1,200	1,851	1,129	4,180	-	-	1,500	1,500
Volunteer expenses	3,091	1,115	33	3	4,242	635	451	-	1,086
Office costs	2,364	2,772	359	393	5,888	696	898	788	2,382
Motor expenses	-	2,331	-	-	2,331	-	2,048	-	2,048
Professional fees and consultancy	8,092	3,345	3,847	-	15,284	9,386	2,839	3,715	15,940
Staff training costs	287	931	175	999	2,392	139	1,041	1,225	2,405
Rent, rates and refuse	-	-	-	-	-	-	855	-	855
Sundry expense	69	-	-	-	69	155	1,022	558	1,735
Donated food estimate	-	6,037	-	-	6,037	-	3,948	-	3,948
	<u>116,132</u>	<u>117,967</u>	<u>30,530</u>	<u>23,851</u>	<u>288,480</u>	<u>75,861</u>	<u>107,718</u>	<u>40,791</u>	<u>224,370</u>
Share of support costs (see note 8)	123,832	123,832	34,053	27,862	309,579	103,315	142,817	57,735	303,867
Share of governance costs (see note 8)	907	907	250	204	2,268	771	1,066	431	2,268
	<u>240,871</u>	<u>242,706</u>	<u>64,833</u>	<u>51,917</u>	<u>600,327</u>	<u>179,947</u>	<u>251,601</u>	<u>98,957</u>	<u>530,505</u>

## THE UPPER ROOM (ST SAVIOUR'S)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

#### 7 Charitable activities

(Continued)

	UR4Driving 2022 £	UR4Meals 2022 £	UR4Jobs 2022 £	UR4Counselling 2022 £	Total 2022 £	UR4Driving 2021 £	UR4Meals 2021 £	UR4Jobs 2021 £	Total 2021 £
<b>Analysis by fund</b>									
Unrestricted funds	93,095	137,261	19,937	50,402	300,695	67,278	160,136	52,498	279,912
Restricted funds	147,776	105,445	44,896	1,515	299,632	112,669	91,465	46,459	250,593
	<u>240,871</u>	<u>242,706</u>	<u>64,833</u>	<u>51,917</u>	<u>600,327</u>	<u>179,947</u>	<u>251,601</u>	<u>98,957</u>	<u>530,505</u>

Support costs are allocated in proportion to charitable activities in the ratio of 2022: 40:40:11:9 across Driving, Meals, Jobs and Counselling (2021: 34:47:19 across Driving, Meals and Jobs).

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	79,601	-	79,601	89,805	-	89,805
Depreciation	179,060	-	179,060	177,146	-	177,146
Computer	8,000	-	8,000	3,954	-	3,954
Miscellaneous expense	8,455	-	8,455	8,197	-	8,197
Office administration	2,820	-	2,820	599	-	599
Advertising, including staff	182	-	182	426	-	426
Professional fees	6,354	-	6,354	2,125	-	2,125
Rent & utilities	23,676	-	23,676	20,299	-	20,299
Staff training	1,431	-	1,431	1,316	-	1,316
Independent examination fees	-	2,268	2,268	-	2,268	2,268
	<u>309,579</u>	<u>2,268</u>	<u>311,847</u>	<u>303,867</u>	<u>2,268</u>	<u>306,135</u>
Analysed between Charitable activities	<u>309,579</u>	<u>2,268</u>	<u>311,847</u>	<u>303,867</u>	<u>2,268</u>	<u>306,135</u>

Governance costs includes payments to the Independent Examiners of £2,268 inclusive of VAT (2021-£2,268).

### 9 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 travel expenses totalled £nil (2021: £nil).

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 10 Employees

##### Number of employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
11	11

##### Employment costs

	2022 £	2021 £
Wages and salaries	256,047	236,255
Social security costs	20,082	18,304
Employer pension costs	11,864	10,613
	<u>287,993</u>	<u>265,172</u>

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

#### 11 Tangible fixed assets

	Leasehold improvements £	Kitchen equipment £	Computers £	Total £
<b>Cost</b>				
At 1 April 2021	442,299	18,324	12,903	473,526
At 31 March 2022	<u>442,299</u>	<u>18,324</u>	<u>12,903</u>	<u>473,526</u>
<b>Depreciation</b>				
At 1 April 2021	263,644	16,656	12,463	292,763
Depreciation charged in the year:	178,655	185	220	179,060
At 31 March 2022	<u>442,299</u>	<u>16,841</u>	<u>12,683</u>	<u>471,823</u>
<b>Carrying amount</b>				
At 31 March 2022	-	1,483	220	1,703
At 31 March 2021	<u>178,654</u>	<u>1,668</u>	<u>440</u>	<u>180,762</u>

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 12 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Legacy due	-	100,000
Prepayments and accrued income	3,317	8,512
	<u>3,317</u>	<u>108,512</u>

### 13 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income - grants received for future time periods	14	63,008	36,514
Accruals		15,886	2,525
		<u>78,894</u>	<u>39,039</u>

### 14 Deferred income

	2022 £	2021 £
Arising from grants for future time periods	<u>63,008</u>	<u>36,514</u>

	2022 £	2021 £
Deferred income brought forward	(36,514)	(46,096)
Recognised in the year	36,514	46,096
Provided in the year	63,008	36,514
	<u>63,008</u>	<u>36,514</u>

### 15 Statutory funding

The charity recognised £476 of statutory funding during the year, entirely for Coronavirus Job Retention Scheme grants. (All statutory funding 2021: £39,766, of which £29,766 was CRJS). There were no unfulfilled conditions attaching to the grants at the year end.



# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 16 Restricted funds

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£	£
UR4Driving	36,868	78,310	(93,508)	21,670	119,098	(108,543)	32,225
UR4Meals	23,183	77,637	(88,965)	11,855	108,091	(103,746)	16,200
City Bridge Trust							
UR4Driving	-	16,661	(16,661)	-	37,533	(37,533)	-
UR4Jobs	4,516	59,925	(43,959)	20,482	23,946	(44,428)	-
UR4							
Counselling	-	-	-	-	3,000	(1,132)	1,868
Core funding	-	7,500	(7,500)	-	4,250	(4,250)	-
	<u>64,567</u>	<u>240,033</u>	<u>(250,593)</u>	<u>54,007</u>	<u>295,918</u>	<u>(299,632)</u>	<u>50,293</u>

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

Name of Restricted fund	Purpose of Fund
UR4Driving	Grants to fund the UR4Driving project
UR4Meals	Grants to fund the UR4Meals project
City Bridge Trust UR4Driving	City Bridge Trust grant to fund the UR4Driving project
UR4Jobs	Grants to fund the UR4Jobs project
UR4 Counselling	Grants to fund the UR4Counselling project
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 2022

#### 17 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 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Resources expended 31 March 2022 £
Fixed assets		353,998	4,203	(177,439)	180,762	1,703
UR4Driving		-	100,000	-	100,000	(18,813)
		<u>353,998</u>	<u>104,203</u>	<u>(177,439)</u>	<u>280,762</u>	<u>82,890</u>
<b>Unrestricted Fund</b>	<b>Purpose of Fund</b>					
Fixed asset fund	Income invested in the charity's fixed assets based on the net book value					
UR4Driving	Legacy funds designated for the specific purpose of establishing a satellite UR4Driving project at a second location and furthering the project of franchising UR4Driving					

#### 18 Analysis of net assets between funds

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,703	-	1,703	180,762	-	180,762
Current assets/(liabilities)	352,630	50,293	402,923	333,900	54,007	387,907
	<u>354,333</u>	<u>50,293</u>	<u>404,626</u>	<u>514,662</u>	<u>54,007</u>	<u>568,669</u>

# THE UPPER ROOM (ST SAVIOUR'S)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 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:

	2022 £	2021 £
Within one year	-	13,080
	-	13,080

The charity was party to a 7 year lease commencing on the 1st April 2015. The lease had a prevailing rent of £29,000 per annum, however subject to an agreement commencing on 1st April 2013 the charity paid a discounted rent of £13,080 per annum. The above comparative disclosure of lease commitments represents the discounted rate payable over the remaining year.

The lease expired on 31st March 2022, and at the balance sheet date the new lease had yet to be agreed.

#### 20 Related party transactions

Mrs V Tuke, the wife of chair of trustees, Mr Simon Tuke, received £12,035 (2021: £11,590) for bookkeeping services.

During the year, the charity received £1,181 (2021: £1,062) in donations from trustees.

#### Remuneration of key management personnel

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

	2022 £	2021 £
Aggregate compensation	63,958	66,510

#### 21 Limited by Guarantee

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

## THE UPPER ROOM (ST SAVIOUR'S)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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<b>22</b>	<b>Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Deficit for the year	(164,043)	(6,103)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(327)	(689)
	Depreciation of tangible fixed assets	179,060	177,439
	Movements in working capital:		
	Decrease/(increase) in debtors	105,195	(104,345)
	Increase/(decrease) in creditors	13,361	(11,120)
	Increase/(decrease) in deferred income	26,494	(9,582)
	<b>Cash generated from operations</b>	<b>159,740</b>	<b>45,600</b>

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<b>23</b>	<b>Analysis of changes in net funds</b>
	The charity had no debt during the year.