

# **ST. JOSEPH'S CONVENT WOLVERHAMPTON**

**CHARITY NUMBER 1090983**

## **MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHARITY**

**HELD AT ST. JOSEPH'S CONVENT, 33 ALAMEDA  
GARDENS, TETTENHALL, WOLVERHAMPTON, WV6 9EX.**

**ON THE 10TH DAY OF SEPTEMBER 2021**

### **1. Apologies**

There were no apologies as all Sister were present at the meeting.

### **2. Present**

Sister Andrea Burrows  
Sister Diana D'Silva  
Sister Hancy Manjaly  
Sister Liberata Fernandes  
Sister Gobichetli Tamilnadu  
Sister Genevieve Rozario

### **3. Election of Chairwoman**

Sister Liberata Fernandes proposed by Sister Diana D'Silva and seconded by Sister Hancy Manjaly. There have been no other nominations, Sister Liberata Fernandes was duly appointed.

### **4. Minutes**

The minutes of the annual meeting of the Charity held on the 26th June 2018 were approved as correct.

### **5. Appointment of Treasurer**

Sister Liberata Fernandes proposed that Sister Hancy Manjaly be appointed Treasurer. The proposal was seconded by Sister Andrea Burrows. There being no other nominations and Sister Liberata Fernandes was appointed Treasurer.

## **6. Approval of Accounts**

The Charity's Accounts for the year ended 5th April 2017 were unanimously approved by Sister Diana D'Silva and seconded by Sister Andrea Burrows.

## **7. Appointment of an Auditor**

Sister Diana D'Silva proposed that Accountancy 4 Growth be appointed as the Charity's Auditor. The proposal was seconded by Sister Andrea Burrows and approved by the meeting.

## **8. Other business**

Mr. Hilton reported that the work at the shop had now been completed apart from replacement of the broken windows. He reported that Finchfield Glass had quoted a figure of £345.00 to replace the broken window at the front of the building and the two broken windows at the rear and that these could be replaced with unbreakable glass at a cost of £345.00. The Sisters agreed that they would accept the quotation.

Mr. Hilton further reported that they had keen interest in a proposed tenant who was a butcher by trade and after some discussion it was agreed that he be approached with the offer of a six year tenancy at an initial rent of £8,500.00 per year with an upward only review after three years and that a three year break clause should be included. The Lease was to be a full repairing Lease. It was agreed that the proposed tenant be approached and ascertain whether these terms were acceptable to him.

It was confirmed that the properties 5 and 6 Upper Green were now insured through Hipkiss & Company the Brokers in High Street, Tettenhall, Wolverhampton.

There being no other business the meeting was closed.

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**33 Alameda Gardens**  
**Income & Expenditure**  
**for the year ended 5 April 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Pension & Salary Donations	24,206	24,771
Other Donations	4,162	18,849
Interest on Investments	3,069	3,813
	<u>31,437</u>	<u>47,433</u>
<b>Less: Expenses</b>		
Contributions to Other Convents	6,422	20,631
Light & Heating	6,050	4,698
Community Charges & Water Rates	2,931	4,243
Insurance - Premises	1,687	1,535
Motor & Travel	3,208	1,821
Repairs & Maintenance	822	1,393
Food and Lodging	3,139	3,854
Telephone	939	804
Stationery	131	231
Salaries - Assistants	714	500
Sundries	6,243	503
Subscriptions	-	72
Mass & Charity Payments	1,810	696
Sisters Allowances & Personal Effects	1,528	1,262
Bank Charges	49	10
Accountancy	1,284	1,224
Depreciation	3,400	-
	<u>40,357</u>	<u>43,477</u>
 Excess of payments over receipts for the year for the year	 <u>(8,920)</u>	 <u>3,956</u>



**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**33 Alameda Gardens**  
**Income & Expenditure**  
**for the year ended 5 April 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Pension & Salary Donations	24,206	24,771
Other Donations	4,162	18,849
Interest on Investments	3,069	3,813
	<u>31,437</u>	<u>47,433</u>
<b>Less: Expenses</b>		
Contributions to Other Convents	6,422	20,631
Light & Heating	6,050	4,698
Community Charges & Water Rates	2,931	4,243
Insurance - Premises	1,687	1,535
Motor & Travel	3,208	1,821
Repairs & Maintenance	822	1,393
Food and Lodging	3,139	3,854
Telephone	939	804
Stationery	131	231
Salaries - Assistants	714	500
Sundries	6,243	503
Subscriptions	-	72
Mass & Charity Payments	1,810	696
Sisters Allowances & Personal Effects	1,528	1,262
Bank Charges	49	10
Accountancy	1,284	1,224
Depreciation	3,400	-
	<u>40,357</u>	<u>43,477</u>
 Excess of payments over receipts for the year for the year	 <u>(8,920)</u>	 <u>3,956</u>

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Capital Account (General Reserve)**  
**as at 5 April 2022**

	2022 £	2021 £
Opening Balance	1,349,462	1,330,161
Add: Forest Gate Excess of Income over Payments for the year	(1,430)	15,345
Add: Wolverhampton Excess of Income over Payments for the year	(8,920)	3,956
Closing Balance	<u><u>1,339,112</u></u>	<u><u>1,349,462</u></u>

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Balance Sheet**  
**as at 5 April 2022**

		2022 £	2021 £
<b>Fixed assets</b>			
Motor vehicles	1	10,200	-
Freehold property	2	320,628	320,628
		<u>330,828</u>	<u>320,628</u>
<b>Current assets</b>			
Bank/building society balances		1,008,140	1,028,317
Cash in hand		144	517
		<u>1,008,284</u>	<u>1,028,834</u>
<b>Net current assets</b>		1,008,284	1,028,834
<b>Net assets</b>		<u>1,339,112</u>	<u>1,349,462</u>
<b>Capital account</b>			
Balance at start of period		1,349,462	1,330,161
Net (loss)/profit		(10,350)	19,301
		<u>1,339,112</u>	<u>1,349,462</u>

I approve these accounts and confirm that I have made available all relevant records and information for their preparation.

Signed:

*Se Liberata*

Date

**23 August 2022**

**Trustee**

*L. Diana*

Date

**23 August 2022**

**Trustee**



**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Schedule of Assets**  
**as at 5 April 2022**

	2022 £	2021 £
FREEHOLD PROPERTIES (AT COST)	320,628	320,628
MOTOR VEHICLES	10,200	-
BALANCES AT BANK		
Lloyds TSB Plc (Five accounts)	593,799	614,816
NatWest Plc (Three accounts)	414,341	413,501
CASH IN HAND	144	517
	<u>1,339,112</u>	<u>1,349,462</u>
REPRESENTED BY		
CAPITAL ACCOUNT - GENERAL RESERVE	<u>1,339,112</u>	<u>1,349,462</u>

APPROVED BY THE TRUSTEES AND SIGNED BY TWO PRESENT  
AT THE ANNUAL GENERAL MEETING FOR 2020.

*S. Liberata*.....  
Trustee

Date **23 August 2022**

*S. Diana*.....  
Trustee

Date **23 August 2022**

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Schedule of Bank and Cash balances**  
**as at 5 April 2022**

		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
<b>BANK BALANCES</b>			
Lloyds TSB	019 3001	51,042	71,597
Lloyds TSB	106 0410	25,756	26,219
Lloyds TSB	Term Deposit to 07/12/21	152,000	152,000
Lloyds TSB	Term Deposit to 16/09/20	300,000	300,000
Lloyds TSB	Term Deposit	65,000	65,000
Natwest	0775 0749	12,941	12,101
Natwest	Term Deposit to 01/09/20	101,400	101,400
Natwest	Term Deposit to 11/06/20	300,000	300,000
		<u>1,008,140</u>	<u>1,028,317</u>
<b>CASH BALANCES</b>			
	Alameda Gardens	99	254
	Lancaster Road	46	263
		<u>144</u>	<u>517</u>

**Schedule of Freehold Properties**  
**as at 5 April 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>LAND AND BUILDINGS (At Cost)</b>		
33 Alameda Gardens		
Wolverhampton	9,700	9,700
20 Lancaster Road		
London - Cost	273,054	273,054
- Extension	37,874	37,874
		<u>320,628</u>
		<u>320,628</u>



**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Profit & Loss Account**  
**for the year ended 5 April 2022**

	2022 £	2021 £
<b>Sales</b>	68,548	83,830
<b>Expenses</b>		
Employee costs	3,482	3,318
Premises costs	11,174	11,178
Repairs	5,859	2,235
General administrative expenses	41,687	37,276
Motor expenses	7,389	4,129
Travel and subsistence	4,548	5,154
Legal and professional costs	1,284	1,224
Other finance charges	75	15
	<u>78,898</u>	<u>64,529</u>
<b>(Loss)/profit</b>	<u>(10,350)</u>	<u>19,301</u>

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Notes to the Accounts**  
**for the year ended 5 April 2022**

**1 Profit and loss account analysis**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>		
Contributions	985	295
Interest on Investments	3,102	4,338
Rental Income	-	2,000
Pension & Salary Donations	60,299	58,348
Other Donations	4,162	18,849
	<u>68,548</u>	<u>83,830</u>
<b>Employee Costs</b>		
Wages and Salaries	714	500
Sisters Allowances and Personal Effects	2,768	2,818
	<u>3,482</u>	<u>3,318</u>
<b>Premises Costs</b>		
Community Charge & Waters Rates	4,157	5,442
Light and Heat	7,017	5,736
	<u>11,174</u>	<u>11,178</u>
<b>Repairs and Maintenance</b>	<u>5,859</u>	<u>2,235</u>
<b>General Administrative Expenses</b>		
Telephone and Fax	1,585	1,134
Stationery and Printing	182	253
Subscriptions	22	94
Insurance	2,324	2,161
Retreats & Seminars	-	665
Mass & Charity Payments	12,786	2,652
Contributions to Other Convents	17,840	29,310
Sundry Expenses	6,948	1,007
	<u>41,687</u>	<u>37,276</u>
<b>Motor &amp; Travel Expenses</b>	<u>7,389</u>	<u>4,129</u>
<b>Food &amp; Lodging</b>	<u>4,548</u>	<u>5,154</u>
<b>Legal and Professional Costs</b>		
Accountants Fees	<u>1,284</u>	<u>1,224</u>
<b>Other Finance Charges</b>		
Bank Charges	<u>75</u>	<u>15</u>
<b>Depreciation and loss/(profit) on sale</b>		
Depreciation	<u>3,400</u>	<u>-</u>

**Sisters of Saint Joseph of Tarbes Charitable Trust**  
**St Joseph's Convent, Wolverhampton**  
**Notes to the Accounts**  
**for the year ended 5 April 2022**

**1 Motor Vehicles**

	<b>2022</b>
	<b>£</b>
<b>Cost</b>	
At 6 April 2021	8,365
Additions	13,600
Disposals	<u>(8,365)</u>
At 5 April 2022	<u>13,600</u>
<b>Depreciation</b>	
At 6 April 2021	8,365
Charge for the year	3,400
On disposals	<u>(8,365)</u>
At 5 April 2022	<u>3,400</u>
<b>Net book value</b>	
At 5 April 2022	<u>10,200</u>
At 5 April 2021	<u>-</u>

**2 Freehold Property**

	<b>2022</b>
	<b>£</b>
<b>Cost</b>	
At 6 April 2021	320,628
Additions	-
Disposals	-
At 5 April 2022	<u>320,628</u>
<b>Depreciation</b>	
At 6 April 2021	-
At 5 April 2022	<u>-</u>
<b>Net book value</b>	
At 5 April 2022	<u>320,628</u>
At 5 April 2021	<u>320,628</u>



**Sisters of Saint Joseph of Tarbes Charitable Trust  
St Joseph's Convent, Wolverhampton  
for the year ended 5 April 2022**

**Information**

**Trustees at above date**

Sr. Genevieve Rozario - deceased 16 July 2021  
Sr. Liberata Fernandes  
Sr. Andrea Burrows  
Sr. Diana D'Silva  
Sr. Hancy Davassy Manjaly  
Sr. Emaldamary Gobichettipalayam

**Address**

St Joseph's Convent  
33 Alameda Gardens  
Wolverhampton  
WV6 9EX

**Accountants**

Accountancy 4 Success Ltd  
Accountants and Business Advisers  
33 Wolverhampton Road  
Cannock  
Staffordshire  
WS11 1AP

Tel 0871 222 1920 Fax 0871 222 1921  
Email [info@accountancy4growth.co.uk](mailto:info@accountancy4growth.co.uk)  
Website [www.accountancy4growth.co.uk](http://www.accountancy4growth.co.uk)

## **REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF SISTERS OF SAINT JOSEPH OF TARBES CHARITABLE TRUST**

We report on the accounts of the Trust for year ended 5th April 2021 which are set out on pages 3 to 9.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of Section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43 (7) (b) of the Act, whether particular matters have come to my attention.

### **Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

- (1) Which gives us reasonable causes to believe that in any material respect the requirements
  - (a) to keep accounting records in accordance with Section 41 of the Act and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
**Accountancy 4 Success Ltd**

Date

**23 August 2022**

Accountants and Business Advisers  
33 Wolverhampton Road  
Cannock  
Staffordshire  
WS11 1AP