

ST.JOSEPH'S CONVENT WOLVERHAMPTON

CHARITY NUMBER 1090983

MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHARITY

HALD ON LINE

ON 30TH DAY OF JULY 2024

1. Apology

Sr. Hancy Manjaly

2. Members attended:

Sr. Andrea Burrows

Sr. EmaldaMary

Sr. Liberata Fernandes

Sr. Diana D'silva

3. Others:

Sr. Shanthi Lavi D souza

Sr. Sonia Pinto

4. Election of the Chair person:

Sr. Diana D'silva was proposed to be the chair person.

5. Tresurer:

Sr. Emaldamary . Proposed by Sr. Liberata Fernandes and seconded by Sr. Diana D'silva.

6. Approval of accounts: Since there were no AGM held in 2023 we approved the account of year ending in 2023 and 2024.

7. Appointment of Auditor:

8. The trustees unanimously agreed to appoint Accountancy 4 success Ltd for the current financial year.

9. **Annual filing of the accounts** for the year 2020, 2021, 2022 and 2023 will be done by Sarah Hilton.(Sarah Hilton working with Talbots Law firm)

10. Property updates:

Title Deeds for all the properties have to be brought up to date. The names of the following Trustees proposed by the Provincial Superior will be entered for the Title Deeds.

Sr. Emaldmary, Diana D'silva Maria Liberata Fernandes and Hancy D. Manjaly. To achieve this we need to get the dispensation letter form the Congregation's Superior General for Patricia Carolle and a letter of withdrawal from Sr. Esther who now is transferred to India and provide their address to Miss Hilton for further communication. The chemist is interested in having both the shops for long term lease so we need to act quickly. Meanwhile we could request the chemist if he is interested for a short term lease. We need to take care of the vacant property pay all the bills until it is leased out.

St. Joseph's Convent property is not valued for some years now once the refurbishment is done we will have to value it and share the information with our Auditors. Sr. Diana briefed Miss Hilton the plan regarding the renovation and modification of the extension into 2 bed room flat which could be rented out. The building has to be energy efficient and meet the current regulatory requirements. We need to consider carefully whom we rent out our new apartment once it is done.

Sr. Liberata's details will be sent to Miss Hilton to work out her State and Civil Pension.

With no other matters arising the meeting was concluded.

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
33 Alameda Gardens
Receipts and Payments Account
for the year ended 5 April 2024

	2024 £	2023 £
Income		
Rents	8,250	-
Pension & Salary Donations	14,493	17,965
Other Donations	818	5,609
Interest on Investments	12,529	654
Contributions	-	-
	<u>36,090</u>	<u>24,228</u>
Less: Expenses		
Contributions to Other Convents	8,259	9,653
Light & Heating	14,875	5,725
Community Charges & Water Rates	3,996	3,155
Legal and Professional	3,030	-
Insurance - Premises	-	739
Motor & Travel	4,327	2,889
Repairs & Maintenance	1,761	361
Food and Lodging	7,320	5,202
Telephone	1,016	975
Stationery	110	192
Salaries - Assistants	1,220	616
Sundries	982	3,561
Mass & Charity Payments	1,232	2,036
Sisters Allowances & Personal Effects	1,793	1,233
Retreats & Seminars	334	-
Bank Charges	25	26
Accountancy	1,416	1,350
Depreciation	1,913	2,550
	<u>53,609</u>	<u>40,263</u>
 Excess of payments over receipts for the year for the year	 <u>(17,519)</u>	 <u>(16,035)</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
20 Lancaster Road, Forest Gate
Receipts and Payments Account
for the year ended 5 April 2024

	2024	2023
	£	£
Income		
Pension & Salary Donations	37,816	44,525
Interest on Investments	1,955	33
Contributions	820	1,105
	<u>40,591</u>	<u>45,663</u>
Less: Expenses		
Contributions to Other Convents	6,409	5,923
Light & Heating	1,605	1,389
Community Charges & Water Rates	1,264	1,189
Insurance - Premises	762	682
Motor & Travel	2,801	5,370
Repairs & Maintenance	4,432	4,065
Food and Lodging	1,825	1,944
Telephone	473	378
Stationery	-	59
Sundries	392	755
Subscriptions	35	22
Mass & Charity Payments	3,710	4,038
Sisters Allowances & Personal Effects	1,450	2,626
Retreats & Seminars	973	-
Bank Charges	10	31
	<u>26,141</u>	<u>28,471</u>
 Excess of receipts over payments for the year	 <u>14,450</u>	 <u>17,192</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Capital Account (General Reserve)
as at 5 April 2024

	2024 £	2023 £
Opening Balance	1,340,269	1,339,112
Add: Forest Gate		
Excess of Income over Payments for the year	14,450	17,192
Add: Wolverhampton		
Excess of Income over Payments for the year	(17,519)	(16,035)
Closing Balance	<u>1,337,200</u>	<u>1,340,269</u>


Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Schedule of Assets
as at 5 April 2024

	2024 £	2023 £
FREEHOLD PROPERTIES (AT COST)	320,628	320,628
MOTOR VEHICLES	5,739	7,650
BALANCES AT BANK		
Lloyds TSB Plc (Five accounts)	588,381	596,032
NatWest Plc (Three accounts)	421,373	414,391
CASH IN HAND	1,080	1,568
	<u>1,337,200</u>	<u>1,340,269</u>
REPRESENTED BY		
CAPITAL ACCOUNT - GENERAL RESERVE	<u>1,337,200</u>	<u>1,340,269</u>

APPROVED BY THE TRUSTEES AND SIGNED BY TWO PRESENT
AT THE ANNUAL GENERAL MEETING FOR 2024.

.....
Trustee

Date **25 July 2024**

.....
Trustee

Date **25 July 2024**

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Balance Sheet
as at 5 April 2024

		2024 £	2023 £
Fixed assets			
Motor vehicles	1	5,739	7,650
Freehold property	2	320,628	320,628
		<u>326,367</u>	<u>328,278</u>
Current assets			
Bank/building society balances	1,009,754	1,010,423	
Cash in hand	1,080	1,568	
	<u>1,010,834</u>	<u>1,011,991</u>	
Net current assets		1,010,834	1,011,991
Net assets		<u>1,337,200</u>	<u>1,340,269</u>
Capital account			
Balance at start of period		1,340,269	1,339,112
Net (loss)/profit		(3,069)	1,157
		<u>1,337,200</u>	<u>1,340,269</u>

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

Signed:

.....
Trustee

Date

25 July 2024

.....
Trustee

Date

25 July 2024

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Schedule of Bank and Cash balances
as at 5 April 2024

		2024	2023
		£	£
BANK BALANCES			
Lloyds TSB	019 3001	13,086	35,010
Lloyds TSB	106 0410	57,695	43,422
Lloyds TSB	Term Deposit	152,000	152,000
Lloyds TSB	Term Deposit	300,600	300,600
Lloyds TSB	Term Deposit	65,000	65,000
Natwest	0775 0749	16,627	12,941
Natwest	Term Deposit	104,716	101,420
Natwest	Term Deposit	300,030	300,030
		<u>1,009,754</u>	<u>1,010,423</u>
 CASH BALANCES			
	Alameda Gardens	331	996
	Lancaster Road	749	573
		<u>1,080</u>	<u>1,568</u>

Schedule of Freehold Properties
as at 5 April 2024

		2024	2023
		£	£
LAND AND BUILDINGS (At Cost)			
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 2024

	2024	2023
	£	£
Sales	76,681	68,548
Expenses		
Employee costs	4,463	3,482
Premises costs	21,740	11,174
Repairs	6,193	5,859
General administrative expenses	24,688	41,687
Motor expenses	7,129	7,389
Travel and subsistence	9,145	4,548
Legal and professional costs	4,446	1,284
Other finance charges	35	75
Depreciation and loss/(profit) on sale	1,913	3,400
	79,750	78,898
Loss	(3,069)	(10,350)

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Notes to the Accounts
for the year ended 5 April 2024

1 Profit and loss account analysis

	2024	2023
	£	£
Sales		
Contributions	820	1,105
Interest on Investments	14,484	687
Rental Income	8,250	-
Pension & Salary Donations	52,309	62,490
Other Donations	818	5,609
	<u>76,681</u>	<u>69,891</u>
Employee Costs		
Wages and Salaries	1,220	616
Sisters Allowances and Personal Effects	3,243	3,859
	<u>4,463</u>	<u>4,475</u>
Premises Costs		
Community Charge & Waters Rates	5,259	4,344
Light and Heat	16,481	7,114
	<u>21,740</u>	<u>11,458</u>
Repairs and Maintenance	<u>6,193</u>	<u>4,426</u>
General Administrative Expenses		
Telephone and Fax	1,489	1,353
Stationery and Printing	110	251
Subscriptions	35	22
Insurance	762	1,421
Retreats & Seminars	1,307	-
Mass & Charity Payments	4,942	6,074
Contributions to Other Convents	14,668	15,576
Sundry Expenses	1,376	4,316
	<u>24,688</u>	<u>29,013</u>
Motor & Travel Expenses	<u>7,129</u>	<u>8,259</u>
Food & Lodging	<u>9,145</u>	<u>7,146</u>
Legal and Professional Costs		
Accountants Fees	1,416	1,350
Other Legal and Professional	3,030	-
	<u>4,446</u>	<u>1,350</u>
Other Finance Charges		
Bank Charges	<u>35</u>	<u>57</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>1,913</u>	<u>2,550</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Notes to the Accounts
for the year ended 5 April 2024

2 Motor Vehicles

	2024
	£
Cost	
At 6 April 2023	13,600
At 5 April 2024	<u>13,600</u>
Depreciation	
At 6 April 2023	5,950
Charge for the year	<u>1,913</u>
At 5 April 2024	<u>7,863</u>
Net book value	
At 5 April 2024	<u>5,739</u>
At 5 April 2023	<u>7,650</u>

3 Freehold Property

	2024
	£
Cost	
At 6 April 2023	320,628
Additions	-
Disposals	-
At 5 April 2024	<u>320,628</u>
Depreciation	
At 6 April 2023	-
At 5 April 2024	<u>-</u>
Net book value	
At 5 April 2024	<u>320,628</u>
At 5 April 2023	<u>320,628</u>

**Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
for the year ended 5 April 2024**

Information

Trustees at above date

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
01543 466366
Tel ~~0871 222 1920~~ Fax 0871 222 1921
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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 2024 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

25 July 2024

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