

# ST FRANCIS' FUND (NEWHAM)

England & Wales · Charity number 1173650

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-07-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Francis Catholic Primary School  
Bow Street  
London  
E15 1HD

**Phone** 02085340476

**Email** [info@st-francis.newham.sch.uk](mailto:info@st-francis.newham.sch.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUPILS AT ST FRANCIS' CATHOLIC PRIMARY SCHOOL, NEWHAM BY PROVIDING AND ASSISTING IN THE PROVISION OF EDUCATIONAL, RECREATIONAL AND OTHER CHARITABLE FACILITIES IN AUGMENTATION OF THE FUNDS PROVIDED BY THE LOCAL EDUCATION AUTHORITY AND THE DEPARTMENT OF EDUCATION.

**Activities:** To advance the education of the pupils at Francis' Catholic Primary School, Newham by providing and assisting in the provision of educational, recreational and other charitable facilities in augmentation of the funds provided by the local education authority and the Department of Education.

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations
- **What:** Education/training, Disability
- **Who:** Children/young People

## Geography

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- Essex
- Throughout London

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£28,625	£28,317	-	-
2024-03-31	£27,005	£42,060	-	-
2023-03-31	£27,553	£7,850	-	-
2022-03-31	£27,659	£36,568	-	-
2021-03-31	£22,720	£74,636	-	-

## Trustees

Name	Role	Appointed
AWELE NKEMNACHO		2024-04-08
Celia Willson		2023-09-05
EMMANUEL FALUSI		2024-02-19
Joseph Kiernan		2018-07-03
Lois ELIAS		2021-04-15
MARIAN THORN		2017-07-03
NATASHA SCOTT		2017-07-03
OMOTOKE ALABEDE		2023-11-01
Prudence Rangwanasha		2023-11-21

**ST FRANCIS' FUND (NEWHAM)**

England & Wales - Charity number 1173650

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# Accounts

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# **St Francis' Fund (Newham)**

**St Francis' Catholic Primary School**

**Bow Street**

**London E15 1HD**

## **Trustees Annual Report**

**For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

**Registered Charity number 1173650**

The trustees present their annual report and financial statements of the charity for the accounting period 1<sup>st</sup> April 2024 to the end of 31<sup>st</sup> March 2025. The financial statements have been prepared in accordance with the Charity Commissions accrual accounts (CC17) – SORPS FRS102.

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## Reference and administration information

### Trustees

<b>Trustee name</b>	<b>Office (if any)</b>	<b>Term of Office Ends</b>
Awele Nkernacho	Chair	04.09.2028
Marian Thorn		29.07.2027
Lois Elias		14.04.2025
Celia Willson		04.09.2027
Omotoke Alabede		31.10.2027
Emmanuel Falusi		18.02.2028
Prudence Rangwanasha		20.11.2027
Joseph Kiernan		17.11.2025
Natasha Scott		

### Financial Advisors & Auditors

<b>Name</b>	<b>Address</b>
Rupert Jones Financial Services Limited	125 Ripple Centre, Ripple Road, Barking, Essex, IG11 7FN

### Bank

<b>Name</b>	<b>Address</b>
Barclays Bank UK PLC	1 Churchill Place, London E14 5HP

## **Structure, governance and management**

The organisation is a charitable incorporated organisation (CIO) with registered charity number 1173650; registered under constitution on 3<sup>rd</sup> July 2017. The charity funds are the voluntary funds of St Francis' Catholic Primary School, Bow Street, London E15 1HD. These funds have been registered with the Charity Commission because of the London Borough of Newham's Financial Guidance to Schools which states that "voluntary funds with income or expenditure over £5,000 are registered with the Charity Commission."

Trustees of the Governing Body of St Francis' Catholic Primary School become trustees of the St Francis' Fund Charity (Newham) unless disqualified to do so. When a member of the Governing Body of St Francis' Primary School ceases to become a governor they also cease to be a trustee of the St Francis' Fund charity.

New trustees are appointed at the same time they become a governor at St Francis' Catholic Primary school and serve as a trustee for the period of time they are a governor. The number of trustees is limited to the number of governors of St Francis' Catholic Primary School. Trustees must be quorate in line with the rules of the St Francis' governors meeting rules. Finances in the Charity bank account are monitored as part of the School's Finance Committee meetings and reported at the School's full governing body meetings once a term. There is also an annual meeting. No additional meetings have been held in this period.

The day-to-day administration of grants and loans is delegated to the Head Teacher (SORP Para 1.38). All new trustees are given a copy of the constitution, the latest annual report, the Charity Commission guidance "The essential trustee: what you need to know what you need to do (CC3)" and the Charity Commission guidance on public benefit PB1, PB2 & PB3 (SORP Para 1.18). On appointment, new trustees are asked to sign a model trustee declaration statement committing them to giving of their time and expertise.

All trustees give of their time freely and no trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests through the Governing Body process of completing an annual pecuniary interest form and withdraw from decisions where a conflict of interest arises. All trustees give of their time freely and no trustee remuneration was paid this year. Details of trustee expenses.

The Head Teacher declared that her husband's company Xenogenesis supported the Year 6 residential course.

### **Risk Management**

The trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

## Reserves Policy

The trustees aim to maintain free reserves in unrestricted funds in the bank account. The aim is to maintain a balance of no less than £5,000 in order to be able to meet most eventualities for the maintenance of the House.

## Grant Making Policy

The trustees have delegated the authority to give grants to families of pupils of the school to the Head Teacher. Through her work with pupils and their families, the head teacher is able to identify families in great need. She then meets with the parents to better understand their circumstances and through this she is able to assess the families need.

In this period, grants were made for :-

- Purchase of school uniform.
- Supporting year six pupils on the residential trip with the provision of an additional adult.

## Objectives and Activities

A summary of the purposes of the charity as set out in its governing document is, to advance the education of the pupils at St Francis' Catholic Primary school, Newham, by providing and assisting in the provision of education, recreational and other charitable facilities in augmentation of the funds provided by the local education authority and the Department of Education. (SORP Para 1.17)

The charity's main activities for the public benefit have been as follows: (SORP Para 1.17 and 1.19)

- Supporting children in need with the purchase of new school uniform.
- Providing a small Christmas gift to every pupil in St Francis' School.
- Maintaining the school house, which although not owned by the charity, the rent receipts are paid into the charity account. The house is let on the commercial letting market.
- The Charity paid for additional adult support at a Year 6 pupils at a residential course.
- Donations to other charities as a result of fund raising by the pupils of St Francis' school.
- Donation to St Francis' School for the benefit of all pupils.

## **Achievements and Performance**

### **Alleviation of financial hardship**

Thirteen pupils in were able to receive new school uniforms.

### **Maintaining the school house**

Maintenance has taken place on the school house during this period as follows:-

- Gas safety check.
- PAT test completed (Portable Appliance Testing).
- A carbon monoxide alarm was fitted.
- A privacy fence was fitted.
- The gutters were cleared
- The oven repaired.
- A new washing machine was provided because the previous one brokedown.
- The property is inspected every quarter and a condition report sent to the school.
- All house statutory inspections are up-to-date.
- The tenants renewed their rental agreement in February 2025.

The school also holds a Rented Property License for this property. The London Borough of Newham was the first borough to introduce the compulsory licensing of all privately rented properties to ensure that landlords were delivering good quality well managed properties for people to live in. Under the terms of the licensing, properties are also subject to legal checks.

The rent charged continues to be in line with the rentable value of a property of this size in this area as advised by the property agent.

## **Financial Review**

### **Review of the Charity's financial position at the end of the period**

The St Francis' Fund work is reliant on income from the school house and money collected in school for other charities (SORP Para 1.47).

#### ***The Charity received:***

- £26,540.00 income from the school house.
- £1,969.63 was raised for various charities.
- £2,085.00 was raised from Parental Contributions.

#### ***The Charity spent:***

- £1,975.64 - to support vulnerable families with the purchase of school uniform.
- £3,432.00 - to maintain the school house. £1,704.00 was spent on renewing the tenancy agreement and £1,728.00 was spent on maintenance and safety checks.
- £930.00 - on additional adult support the Year 6 residential week.
- £33.54 – on service charges and vat to online payment platform.
- £684.00 - Auditor costs
- £20,000 – donation to St Francis' School
- £477.28 – to provide a Christmas present to every child in school.
- £3,387.77 – was paid out to charities chosen by the pupils of the school to support. This is more than was collected in the current year because there were monies collected in previous years that had not been paid out.

## Appendix 1 – Income & Expenditure to 31/3/2025

St Francis's Catholic School Monthly Income/Expenditure April 2024-March 2025													
Category	April	May	June	July	August	September	October	November	December	January	February	March	Total
<i>Income</i>													
St Francis Hse	2,050.00	2,050.00	2,050.00	2,050.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,840.00	2,300.00	26,540.00
Charites	-	900.61	54.86	-	-	-	-	-	341.86	6.00	666.30	-	1,969.63
Debtors	-	-	-	-	-	-	-	-	-	-	-	-	-
Parental contribution	225.00	165.00	210.00	235.00	-	70.00	240.00	180.00	280.00	80.00	320.00	80.00	2,085.00
Misc	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>2,275.00</b>	<b>3,115.61</b>	<b>2,314.86</b>	<b>2,285.00</b>	<b>2,200.00</b>	<b>2,270.00</b>	<b>2,440.00</b>	<b>2,380.00</b>	<b>2,821.86</b>	<b>2,286.00</b>	<b>3,826.30</b>	<b>2,380.00</b>	<b>30,594.63</b>
<i>Expenses</i>													
Donation to school	-	-	-	10,000.00	-	-	-	-	10,000.00	-	-	-	20,000.00
School uniform payments	-	-	96.99	130.10	-	260.60	145.47	1,342.48	-	-	-	-	1,975.64
Funds paid to School	-	-	505.48	-	-	-	-	-	-	-	-	-	505.48
Gifts	-	-	-	163.65	-	-	-	-	-	-	-	-	163.65
Christmas Gifts to Children	-	-	477.28	-	-	-	-	-	-	-	-	-	477.28
Tea Time & Breakfast Club payments	-	-	-	-	-	-	-	-	-	-	-	-	-
Debtors	-	-	-	-	-	-	-	-	-	-	-	-	-
St Francis Hse	180.00	-	-	66.00	-	708.00	-	-	-	-	2,478.00	-	3,432.00
Charity collections	-	-	1,418.14	-	-	955.47	-	-	-	347.86	-	666.30	3,387.77
Parental Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-
Activities For Children	-	-	1,045.00	-	-	-	-	-	-	-	-	-	1,045.00
Other	3.43	2.51	3.20	3.58	-	1.07	3.66	2.75	5.93	1.31	4.88	1.22	33.54
Audit Costs	-	-	-	-	-	-	-	-	-	684.00	-	-	684.00
Bursaries	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>183.43</b>	<b>2.51</b>	<b>3,546.09</b>	<b>10,363.33</b>	<b>-</b>	<b>1,925.14</b>	<b>149.13</b>	<b>1,345.23</b>	<b>10,005.93</b>	<b>1,033.17</b>	<b>2,482.88</b>	<b>667.52</b>	<b>31,704.36</b>
<b>Balance Income - expenditure</b>													<b>- 1,109.73</b>

## Appendix 2 – Balance Sheet as at 31/3/2025

Balance Sheet as at 31 March 2025						
			Private	Governor	2024-25	2023-24
			Fund	Fund	Consolidated	Consolidated
	Fixed Assets			-	-	-
	Current Assets					
	Bank & Cash	10,910.22			10,910.22	12,019.95
	Staff Loans	-			-	-
	Current Liabilities					
	<b>Net Assets</b>	<b>10,910.22</b>		<b>-</b>	<b>10,910.22</b>	<b>12,019.95</b>
	<b>Funds of the Charity</b>					
	Restricted	-			-	-
	Unrestricted	10,910.22			10,910.22	12,019.95
	<b>Total Funds</b>	<b>10,910.22</b>		<b>-</b>	<b>10,910.22</b>	<b>12,019.95</b>

### Appendix 3 – Trial Balance 31/03/2025

Trial Balance @ 31 March 2025		
	Debit	Credit
<b>Income</b>		
Francis House		26,540
Charites		1,970
Debtors		-
Parental contributions		2,085
Misc		-
<b>Expenditure</b>		
Donations to School	20,000	
School uniform payments	1,976	
Funds paid to School	505	
Gifts	164	
Christmas Gifts to Children	477	
Tea Time & Breakfast Club payments	-	
Debtors	-	
St Francis Hse	3,432	
Charity Payments	3,388	
Parental Contribution	-	
Activities For Children	1,045	
Other	34	
Audit Costs	684	
Bursaries	-	
<b>Balance Sheet</b>		
Bank	10,910	
Reserves		12,020
<b>TOTAL</b>	<b>42,615</b>	<b>42,615</b>

## Appendix 4 – Bank Reconciliation

<b>Bank Reconciliation 31/3/2025</b>			
	Balance as per Bank Account Statement		12,405.38
	Balance as per cash book		10,910.22
	Difference		<b>1,495.16</b>
Less	Unpresented Cheques		
		1,495.16	
		<b>1,495.16</b>	
Add	Deposits		
		<b>0.00</b>	
	Total		<b>(1,495.16)</b>

## Appendix 5 - Consolidated Income & Expenditure to 31 March 2025

Consolidated Income & Expenditure to 31 March 2025					2024-25	2023-24
	Funds	Restricted	Unrestricted		Consolidated	Consolidated
Income	Fund					
Income from St Francis House	26,540.00		26,540.00		26,540.00	19,300.00
Miscellaneous Income	-		-		-	-
Grant Income	-	-	-		-	-
Parental Donations	2,085.00		2,085.00		2,085.00	7,705.00
Funds on conversion to charity			-		-	-
Net Charity	- 1,418.14		- 1,418.14		- 1,418.14	- 1,957.44
	<b>27,206.86</b>		<b>27,206.86</b>		<b>27,206.86</b>	<b>25,047.56</b>
<b>Expenses</b>						
Refreshments for Governors meetings	-		-		-	-
Refreshments for Visitors	-		-		-	-
Refreshments for Staff	-		-		-	-
Uniform	1,975.64		1,975.64		1,975.64	1,444.06
Gifts	163.65		163.65		163.65	87.67
Other	33.54		33.54		33.54	99.65
Audit Costs	684.00		684.00		684.00	680.40
St Francis House	3,432.00		3,432.00		3,432.00	5,188.00
Christmas Gifts to Children	477.28		477.28		477.28	608.17
Activities For Children	1,045.00		1,045.00		1,045.00	1,762.19
Wraparound care for children in need	-		-		-	-
Funds paid to school	20,505.48		20,505.48		20,505.48	30,000.00
Insurance	-		-		-	-
Professional Fees	-		-		-	-
Bank Charges & Admin	-		-		-	-
Parental contribution	-		-		-	120.00
Tea Time & Breakfast Club	-		-		-	112.50
<b>Sub total</b>	<b>28,316.59</b>	<b>-</b>	<b>28,316.59</b>		<b>28,316.59</b>	<b>40,102.64</b>
<b>Surplus / (Deficit)</b>	<b>- 1,109.73</b>	<b>-</b>	<b>- 1,109.73</b>		<b>- 1,109.73</b>	<b>- 15,055.08</b>
Balance b/f	12,019.95		12,019.95		12,019.95	27,075.03
<b>Funds Carried FWD</b>	<b>10,910.22</b>	<b>-</b>	<b>10,910.22</b>		<b>10,910.22</b>	<b>12,019.95</b>

**Consolidated Income & Expenditure to 31 March 2025**

	Funds Fund	Restricted	Unrestricted	2024-25 Consolidated	2023-24 Consolidated
<b>Income</b>					
Income from St Francis House	26,540.00		26,540.00	26,540.00	19,300.00
Miscellaneous Income	-		-	-	-
Grant Income	-	-	-	-	-
Parental Donations	2,085.00		2,085.00	2,085.00	7,705.00
Funds on conversion to charity	-		-	-	-
Net Charity	1,418.14		1,418.14	1,418.14	1,957.44
	<b>27,206.86</b>	-	<b>27,206.86</b>	<b>27,206.86</b>	<b>25,047.56</b>
<b>Expenses</b>					
Refreshments for Governors meetings	-		-	-	-
Refreshments for Visitors	-		-	-	-
Refreshments for Staff	-		-	-	-
Uniform	1,975.64		1,975.64	1,975.64	1,444.06
Gifts	163.65		163.65	163.65	87.67
Other	33.54		33.54	33.54	99.65
Audit Costs	684.00		684.00	684.00	680.40
St Francis House	3,432.00		3,432.00	3,432.00	5,188.00
Christmas Gifts to Children	477.28		477.28	477.28	608.17
Activities For Children	1,045.00		1,045.00	1,045.00	1,762.19
Wraparound care for children in need	-		-	-	-
Funds paid to school	20,505.48		20,505.48	20,505.48	30,000.00
Insurance	-		-	-	-
Professional Fees	-		-	-	-
Bank Charges & Admin	-		-	-	-
Parental contribution	-		-	-	120.00
Tea Time & Breakfast Club	-		-	-	112.50
<b>Sub total</b>	<b>28,316.59</b>	-	<b>28,316.59</b>	<b>28,316.59</b>	<b>40,102.64</b>
<b>Surplus / (Deficit)</b>	<b>- 1,109.73</b>	-	<b>1,109.73</b>	<b>- 1,109.73</b>	<b>15,055.08</b>
Balance b/f	12,019.95		12,019.95	12,019.95	27,075.03
<b>Funds Carried FWD</b>	<b>10,910.22</b>		<b>10,910.22</b>	<b>10,910.22</b>	<b>12,019.95</b>

St Francis's Catholic School Monthly Income/Expenditure April 2024-March 2025

Category	April	May	June	July	August	September	October	November	December	January	February	March	Total
<b>Income</b>													
St Francis Hse	2,050.00	2,050.00	2,050.00	2,050.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00	2,840.00	2,300.00	26,540.00
Charities	-	900.61	54.86	-	-	-	-	-	341.86	6.00	666.30	-	1,969.63
Debtors	-	-	-	-	-	-	-	-	-	-	-	-	-
Parental contribution	225.00	165.00	210.00	235.00	70.00	240.00	180.00	280.00	80.00	80.00	320.00	80.00	2,085.00
Misc	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	<b>2,275.00</b>	<b>3,115.61</b>	<b>2,314.86</b>	<b>2,285.00</b>	<b>2,270.00</b>	<b>2,270.00</b>	<b>2,440.00</b>	<b>2,380.00</b>	<b>2,821.86</b>	<b>2,286.00</b>	<b>3,826.30</b>	<b>2,380.00</b>	<b>30,594.63</b>
<b>Expenses</b>													
Donation to school	-	-	-	10,000.00	-	-	-	-	10,000.00	-	-	-	20,000.00
School uniform payments	-	96.99	130.10	-	-	-	-	-	-	-	-	-	1,975.64
Funds paid to School	-	505.48	-	-	260.60	145.47	1,342.48	-	-	-	-	-	505.48
Gifts	-	-	163.65	-	-	-	-	-	-	-	-	-	163.65
Christmas Gifts to Children	-	477.28	-	-	-	-	-	-	-	-	-	-	477.28
Tea Time & Breakfast Club payments	-	-	-	-	-	-	-	-	-	-	-	-	-
Debtors	-	-	-	-	-	-	-	-	-	-	-	-	-
St Francis Hse	180.00	-	-	66.00	708.00	955.47	-	-	-	347.86	2,478.00	666.30	3,432.00
Charity collections	-	-	1,418.14	-	-	-	-	-	-	-	-	-	3,387.77
Parental Contribution	-	-	1,045.00	-	-	-	-	-	-	-	-	-	1,045.00
Activities For Children	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	3.43	2.51	3.20	3.58	1.07	3.66	2.75	5.93	1.31	1.31	4.88	1.22	33.54
Audit Costs	-	-	-	-	-	-	-	-	-	684.00	-	-	684.00
Bursaries	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>183.43</b>	<b>2.51</b>	<b>3,546.09</b>	<b>10,363.33</b>	<b>1,925.14</b>	<b>149.13</b>	<b>1,345.23</b>	<b>10,005.93</b>	<b>1,033.17</b>	<b>2,482.88</b>	<b>667.52</b>	<b>-</b>	<b>31,704.36</b>
<b>Balance Income - expenditure</b>													<b>-</b>
													<b>1,109.73</b>

**Balance Sheet as at 31 March 2025**

	Private Fund	Governor Fund	2024-25 Consolidated	2023-24 Consolidated
Fixed Assets		-	-	-
Current Assets				
Bank & Cash	10,910.22		10,910.22	12,019.95
Staff Loans	-		-	-
Current Liabilities				
<b>Net Assets</b>	<b>10,910.22</b>	<b>-</b>	<b>10,910.22</b>	<b>12,019.95</b>
<b>Funds of the Charity</b>				
Restricted	-		-	-
Unrestricted	10,910.22		10,910.22	12,019.95
<b>Total Funds</b>	<b>10,910.22</b>	<b>-</b>	<b>10,910.22</b>	<b>12,019.95</b>

**Trial Balance @ 31 March 2025**

	Debit	Credit
<b>Income</b>		
Francis House		26,540
Charites		1,970
Debtors		-
Parental contributions		2,085
Misc		-
<b>Expenditure</b>		
Donations to School	20,000	
School uniform payments	1,976	
Funds paid to School	505	
Gifts	164	
Christmas Gifts to Children	477	
Tea Time & Breakfast Club payments	-	
Debtors	-	
St Francis Hse	3,432	
Charity Payments	3,388	
Parental Contribution	-	
Activities For Children	1,045	
Other	34	
Audit Costs	684	
Bursaries	-	
<b>Balance Sheet</b>		
Bank	10,910	
Reserves		12,020
<b>TOTAL</b>	<b>42,615</b>	<b>42,615</b>

## Bank Reconciliation 31/3/2025

	Balance as per Bank Account Statement		12,405.38
	Balance as per cash book		10,910.22
	Difference		<u>1,495.16</u>
Less	Unpresented Cheques		
		1,495.16	
		<u>1,495.16</u>	
Add	Deposits		
		<u>0.00</u>	
	Total		<u>(1,495.16)</u>



**Section A Independent Examiner's Report**

**Report to the trustees/directors/ members of**

St Francis' Fund (Newham)

**On accounts for the year ended**

31<sup>st</sup> March

**2025**

**Charity no.:**

1173650

**Company no.:**

**Set out on pages**

1-4

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed. [The charity's gross income does not exceed £250,000] and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

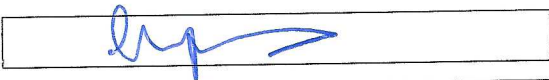

**Independent  
examiner's statement**

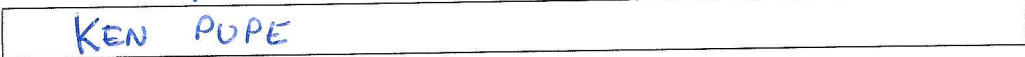
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:  Date: 

Name: 

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT (Member Association of Accounting Technicians)  
CIMA Adv Dip MA (Chartered Institute of Management Accountants – Advanced Diploma)

**Address:**

Rupert Jones Finance Limited	<b>RUPERT JONES FINANCE LIMITED</b>
Ripple Centre, 121-125 Ripple Rd	121 - 125 Ripple Road, Barking IG11 7FN
Barking, Essex IG11 7FN	Tel: 0203 137 9335
	info@rupertjonesfinance.co.uk
	www.rupertjonesfinance.co.uk

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**Recommendations: -**

none

**ST FRANCIS' FUND (NEWHAM)**

England & Wales - Charity number 1173650

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# Accounts

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# **St Francis' Fund (Newham)**

**St Francis' Catholic Primary School**

**Bow Street**

**London E15 1HD**

## **Trustees Annual Report**

**For the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

**Registered Charity number 1173650**

The trustees present their annual report and financial statements of the charity for the accounting period 1<sup>st</sup> April 2023 to the end of 31<sup>st</sup> March 2024. The financial statements have been prepared in accordance with the Charity Commissions accrual accounts (CC17) – SORPS FRS102.

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## **Objectives and Activities**

A summary of the purposes of the charity as set out in its governing document is, to advance the education of the pupils at St Francis' Catholic Primary school, Newham, by providing and assisting in the provision of education, recreational and other charitable facilities in augmentation of the funds provided by the local education authority and the Department of Education. (SORP Para 1.17)

The charity's main activities in relation to those for the public benefit have been as follows: (SORP Para 1.17 and 1.19)

- Making a grant to one family (family of pupils) to pay for Breakfast Club.
- A small loan was given to a member of staff in February 2018, one instalment was paid to the school bank account by mistake. This has been transferred to the charity account.
- Maintaining the school house, which although not owned by the charity, the proceeds from the rent are paid to the charity account. The house is let on the commercial letting market.
- Making grants to the school for the benefit of all pupils.
- Grants to other charities as a result of fund raising by the pupils of the school.

## **Grant Making Policy**

The trustees have delegated the authority to give grants to families of pupils of the school to the Head Teacher. Through her work with pupils and their families, the head teacher is able to identify families in great need. She then meets with the parents to better understand their circumstances and through this she is able to assess the families need.

In this period, grants were made for :-

- Before school care (Breakfast Club)
- Purchase of school uniform.
- Supporting year six pupils on the residential trip with the provision of an additional adult.
- Putting on a workshop on pupil knife crime to pupils in year 5 and year 6 and to parents.
- A small Christmas gift for all pupils in school.

## **Achievements and Performance (SORP Para 1.41)**

### **Alleviation of financial hardship**

Ten pupils in six families received new school uniforms.

One family was provided with before school childcare (Breakfast club) for six months.

All children in school were provided with a small gift from Santa Clause at the end of the autumn term.

### **Maintaining the school house**

Maintenance has taken place on the school house during this period.

- Gas safety check.
- PAT test completed (Portable Appliance Testing).
- A radiator valve was fixed, following a leak.
- Overgrown shrubs and trees were cut back in the garden.
- The property is inspected every quarter and a condition report sent to the school.
- All house statutory inspections are up-to-date.
- The tenants renewed their rental agreement in January 2024.

The school also holds a Rented Property License for this property. The London Borough of Newham was the first borough to introduce the compulsory licensing of all privately rented properties to ensure that landlords were delivering good quality well managed properties for people to live in. Under the terms of the licensing, properties are also subject to legal checks.

## **Financial Review**

### **Review of the Charity's financial position at the end of the period**

**(SORP Para 1.21)**

The St Francis' Fund work is reliant on income from the school house and money collected in school for other charities (SORP Para 1.47).

#### ***The Charity received:***

- £19,300.00 income from the school house.
- £92.19 was raised for Disability Awareness.
- £1,987.67 was raised last year and paid the Salvation Army.
- £61.96 was raised last year and paid to the British Legion Poppy Appeal.
- £7,705.00 from Parental Contributions.

#### ***The Charity spent:***

- £1,444.06 - to support vulnerable families with the purchase of school uniform.
- £4,968.00 was paid out to maintain the school house. £3,648.00 was spent on letting fees and £1,320.00 was spent on maintenance, safety checks and cutting back overhanging shrubs and trees.
- £1,550.00 - on additional adult support the Year 6 residential week.
- £41.60 - Parent Pay service charges and vat – online payment platform
- £680.40 - Auditor costs
- £20,000 – donation to St Francis' School
- £608.17 – to provide a Christmas present to every child in school.

### **Reserves Policy (SORP Para 1.22)**

The trustees aim to maintain free reserves in unrestricted funds in the bank account. The aim for is to maintain a balance of no less than £5,000 in order to be able to meet most eventualities for the maintenance of the House.

## **Structure, governance and management**

The organisation is a charitable incorporated organisation (CIO) with registered charity number 1173650; registered under constitution on 3<sup>rd</sup> July 2017 (SORP Para 1.25). The charity funds are the voluntary funds of St Francis' Catholic Primary School, Maryland Park London E15 1HB. These funds have been registered with the Charity Commission as a result of the London Borough of Newham's Financial Guidance to Schools which states that "voluntary funds with income or expenditure over £5,000 are registered with the Charity Commission."

Trustees of the Governing Body of St Francis' Catholic Primary School become trustees of the St Francis' Fund Charity (Newham) unless disqualified to do so. When a member of the Governing Body of St Francis' Primary School ceases to become a governor they also cease to be a trustee of the St Francis' Fund charity (SORP Para 1.25).

New trustees are appointed at the same time they become a governor at St Francis' Catholic Primary school and serve as a trustee for the period of time they are a governor. The number of trustees is limited to the number of governors of St Francis' Catholic Primary School. Four trustees must be present at a meeting for it to be quorate. No additional meetings have been called in this period. Charity bank account balances are monitored as part of the School's Finance Committee meetings and reported the School's full governing body at least once a term.

The day to day administration of grants and loans is delegated to the Head Teacher (SORP Para 1.38). All new trustees are given a copy of the constitution, the latest annual report, the Charity Commission guidance "The essential trustee: what you need to know what you need to do (CC3)" and the Charity Commission guidance on public benefit PB1, PB2 & PB3 (SORP Para 1.18). On appointment new trustees are asked to sign a model trustee declaration statement committing them to giving of their time and expertise.

All trustees give of their time freely and no trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests through the Governing Body process of completing an annual pecuniary interest's form. The Head Teacher declared that her husband's company Xenogenesis supported the Year 6 residential course.

## Names of the charity trustees who manage the charity

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>
1	Awele Nkemnacho	Chair	8 <sup>th</sup> April 2024
2	Marian Thorn		
3	Lois Elias		
4	Celia Willson		
5	Omotoke Alabede		
6	Emmanuel Falusi		19 <sup>th</sup> February 2024
7	Prudence Rangwanasha		
8	Joseph Kiernan		
9	Natasha Scott		

## Names and addresses of advisers

	<b>Name</b>	<b>Address</b>
Financial Advisors	Rupert Jones Financial Services Limited	125 Ripple Centre, Ripple Road, Barking, Essex, IG11 7FN

## Appendix 1 – Income & Expenditure to 31/3/2024

<u>Income &amp; Expenditure to 31/3/2024</u>		
<b>Income</b>		
Income from St Francis House	19,300.00	
Miscellaneous Income(friends of FRA)	0.00	
Grant Income	0.00	
Parental Contribution	7,705.00	
Net Charity	(1,957.44)	
		25,047.56
<b>Expenses</b>		
Refreshments for Governors meetings	0.00	
Refreshments for Visitors	0.00	
Refreshments for Staff	0.00	
Funds paid to School	30,000.00	
St Francis House	5,188.00	
Christmas Gifts to Children	608.17	
Staff Clothing		
Uniform	1,444.06	
Gifts	87.67	
Other	99.65	
Bank charges & Admin		
Audit Costs	680.40	
Activities For Children	1,762.19	
Wraparound care for children in need		
Car services payments	0.00	
Tea Time & Breakfast Club payments	112.50	
Parental Contribution	120.00	
		40,102.64
<b>Surplus / (Deficit)</b>		<b>(15,055.08)</b>

## Appendix 2 – Balance Sheet as at 31/3/2024

<u>Balance Sheet as at 31/3/2024</u>				
		<u>31-Mar-2023</u>		<u>31-Mar-2024</u>
<b>Debtors</b>				
Loans to staff		100.00		-
<b>Cash &amp; Bank</b>				
Bank	26,975.03		12,019.95	
Petty Cash	0.00		0.00	
		26,975.03		12,019.95
		<u>27,075.03</u>		<u>12,019.95</u>
Current account balance b/f		7,371.88		27,075.03
Movement in Year		19,703.15		(15,055.08)
		<u>27,075.03</u>		<u>12,019.95</u>
<b>Current account balance</b>		<u>27,075.03</u>		<u>12,019.95</u>

### Appendix 3 – Bank Reconciliation 31/03/2024

<u>Bank Reconciliation 31/3/2024</u>		
	Balance as per Bank Account Statement	12,019.95
	Balance as per cash book	12,019.95
	Difference	<u>0.00</u>
Less	Unpresented Cheques	
		<u>0.00</u>
Add	Deposits	0.00
		<u>0.00</u>
	Total	<u>0.00</u>

## Appendix 4 – Charitable Income & Staff Loans

<u>Charitable Income</u>			
	Collected	Paid	Balance
-			
Disability Awareness	92.19		92.19
Poppy Appeal		61.96	(61.96)
The Salvation Army UKT Fundraising Account		1,987.67	(1,987.67)
			0.00
			0.00
	<b>92.19</b>	<b>2,049.63</b>	<b>(1,957.44)</b>

<u>Staff Loans</u>				
	Opening Balance	Loan	Repayments	Closing Balance
ADJ	100		100.00	0.00
				0.00
<b>Totals</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>

## Appendix 5 - Consolidated Income & Expenditure to 31 March 2024

### Consolidated Income & Expenditure to 31 March 2024

				2023-24	2022-23	
	Funds	Restricted	Unrestricted	Consolidated	Consolidated	
Income	Fund					
Income from St Francis House	19,300.00		19,300.00	19,300.00	21,800.00	
Miscellaneous Income	-		-	-	529.79	
Grant Income	-	-	-	-	-	
Parental Donations	7,705.00		7,705.00	7,705.00	3,165.00	
Funds on conversion to charity			-	-	-	
Net Charity	- 1,957.44	-	1,957.44	- 1,957.44	2,058.53	
	<b>25,047.56</b>	<b>-</b>	<b>25,047.56</b>	<b>25,047.56</b>	<b>27,553.32</b>	
<b>Expenses</b>						
Refreshments for Governors meetings	-		-	-	-	
Refreshments for Visitors	-		-	-	-	
Refreshments for Staff	-		-	-	-	
Uniform	1,444.06		1,444.06	1,444.06	1,014.46	
Gifts	87.67		87.67	87.67	-	
Other	99.65		99.65	99.65	647.71	
Audit Costs	680.40		680.40	680.40	630.00	
St Francis House Christmas Gifts to Children	5,188.00		5,188.00	5,188.00	4,008.00	
Children	608.17		608.17	608.17	-	
Activities For Children	1,762.19		1,762.19	1,762.19	1,550.00	
Wraparound care for children in need	-		-	-	-	
Funds paid to school	30,000.00		30,000.00	30,000.00		
Insurance	-		-	-	-	
Professional Fees	-		-	-	-	
Bank Charges & Admin	-		-	-	-	
Parental contribution	120.00		120.00	120.00		
Tea Time & Breakfast Club	112.50		112.50	112.50		
<b>Sub total</b>	<b>40,102.64</b>	<b>-</b>	<b>40,102.64</b>	<b>40,102.64</b>	<b>7,850.17</b>	
<b>Surplus / (Deficit)</b>	<b>- 15,055.08</b>	<b>-</b>	<b>- 15,055.08</b>	<b>- 15,055.08</b>	<b>19,703.15</b>	<b>19,703.15</b>
Balance b/f	27,075.03		27,075.03	27,075.03	7,371.88	
<b>Funds Carried FWD</b>	<b>12,019.95</b>	<b>-</b>	<b>12,019.95</b>	<b>12,019.95</b>	<b>27,075.03</b>	

## Appendix 6 - Balance Sheet as at 31 March 2024

Balance Sheet as at 31 March 2024			
	Private Fund	2023-24 Consolidated	2022-23 Consolidated
Fixed Assets		-	-
Current Assets			
Bank & Cash	12,019.95	12,019.95	26,975.03
Staff Loans	-	-	100.00
Current Liabilities			
<b>Net Assets</b>	<b>12,019.95</b>	<b>12,019.95</b>	<b>27,075.03</b>
<b>Funds of the Charity</b>			
Restricted	-	-	
Unrestricted	12,019.95	12,019.95	27,075.03
<b>Total Funds</b>	<b>12,019.95</b>	<b>12,019.95</b>	<b>27,075.03</b>

**Consolidated Income & Expenditure to 31 March 2024**

	Funds Fund	Restricted	Unrestricted	2023-24 Consolidated	2022-23 Consolidated
<b>Income</b>					
Income from St Francis House	19,300.00		19,300.00	19,300.00	21,800.00
Miscellaneous Income	-		-	-	529.79
Grant Income	-	-	-	-	-
Parental Donations	7,705.00		7,705.00	7,705.00	3,165.00
Funds on conversion to charity			-	-	-
Net Charity	- 1,957.44	-	1,957.44	1,957.44	2,058.53
	<b>25,047.56</b>	-	<b>25,047.56</b>	<b>25,047.56</b>	<b>27,553.32</b>
<b>Expenses</b>					
Refreshments for Governors meetings	-		-	-	-
Refreshments for Visitors	-		-	-	-
Refreshments for Staff	-		-	-	-
Uniform	1,444.06		1,444.06	1,444.06	1,014.46
Gifts	87.67		87.67	87.67	-
Other	99.65		99.65	99.65	647.71
Audit Costs	680.40		680.40	680.40	630.00
St Francis House	5,188.00		5,188.00	5,188.00	4,008.00
Christmas Gifts to Children	608.17		608.17	608.17	-
Activities For Children	1,762.19		1,762.19	1,762.19	1,550.00
Wraparound care for children in need	-		-	-	-
Funds paid to school	30,000.00		30,000.00	30,000.00	
Insurance	-		-	-	-
Professional Fees	-		-	-	-
Bank Charges & Admin	-		-	-	-
Parental contribution	120.00		120.00	120.00	
Tea Time & Breakfast Club	112.50		112.50	112.50	
<b>Sub total</b>	<b>40,102.64</b>	-	<b>40,102.64</b>	<b>40,102.64</b>	<b>7,850.17</b>
<b>Surplus / (Deficit)</b>	<b>- 15,055.08</b>	-	<b>15,055.08</b>	<b>- 15,055.08</b>	<b>19,703.15</b>
Balance b/f	27,075.03		27,075.03	27,075.03	7,371.88
<b>Funds Carried FWD</b>	<b>12,019.95</b>	-	<b>12,019.95</b>	<b>12,019.95</b>	<b>27,075.03</b>

**Balance Sheet as at 31 March 2024**

	Private Fund	Governor Fund	2023-24 Consolidated	2022-23 Consolidated
Fixed Assets		-	-	-
Current Assets				
Bank & Cash	12,019.95		12,019.95	26,975.03
Staff Loans	-		-	100.00
Current Liabilities				
<b>Net Assets</b>	<b>12,019.95</b>	-	<b>12,019.95</b>	<b>27,075.03</b>
<b>Funds of the Charity</b>				
Restricted	-		-	
Unrestricted	12,019.95		12,019.95	27,075.03
<b>Total Funds</b>	<b>12,019.95</b>	-	<b>12,019.95</b>	<b>27,075.03</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/directors/members of**

St Francis' Fund (Newham)

**On accounts for the year ended**

31<sup>st</sup> March

**2024**

**Charity no.:**

1173650

**Company no.:**

**Set out on pages**

1-4

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed. [The charity's gross income does not exceed £250,000] and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 21/01/2025

**Name:** Ken Pufe

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT (Member Association of Accounting Technicians)  
CIMA Adv Dip MA (Chartered Institute of Management Accountants – Advanced Diploma)

**Address:** Rupert Jones Finance Limited  
Ripple Centre, 121-125 Ripple Rd  
Barking, Essex IG11 7FN

**RUPERT JONES FINANCE LIMITED**  
121 - 125 Ripple Road, Barking IG11 7FN  
Tel: 0203 137 9335  
info@rupertjonesfinance.co.uk  
www.rupertjonesfinance.co.uk

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Recommendations: -

none

**ST FRANCIS' FUND (NEWHAM)**

England & Wales - Charity number 1173650

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# Accounts

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# **St Francis' Fund (Newham)**

**St Francis' Catholic Primary School**

**Bow Street**

**London E15 1HD**

## **Trustees Annual Report**

**For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

**Registered Charity number 1173650**

The trustees present their annual report and financial statements of the charity for the accounting period 1<sup>st</sup> April 2021 to the end of 31<sup>st</sup> March 2022. The financial statements have been prepared in accordance with the Charity Commissions accrual accounts (CC17) – SORPS FRS102.

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## **Objectives and Activities**

A summary of the purposes of the charity as set out in its governing document is to advance the education of the pupils at St Francis' Catholic Primary school, Newham, by providing and assisting in the provision of education, recreational and other charitable facilities in augmentation of the funds provided by the local education authority and the Department of Education. (SORP Para 1.17)

The charity's main activities in relation to those for the public benefit have been as follows: (SORP Para 1.17 and 1.19)

- Making grants to individuals (families of pupils) paying for before and after school childcare at the school's Breakfast and Tea Time Clubs and supporting a child in Nursery to have lunch.
- A small loan that was granted to a member of staff in the last financial, was repaid in full. No other loans were made. One of the instalments was paid to the school back account by mistake, so the loan is showing as outstanding on the Charity accounts. The money will be transferred in the next financial year.
- Maintaining the school house, which although not owned by the charity, the proceeds from the rent are paid to the charity. The house is let on the commercial market.
- Making grants to the school for the benefit of all pupils.
- Grants to other charities as a result of fund raising by the pupils of the school.

### **Grant Making Policy**

The trustees have delegated the authority to give grants to families of pupils of the school to the Head Teacher. Through her work with pupils and their families, the head teacher is able to identify families in great need. She then meets with the parents to better understand their circumstances and through this she is able to assess the families need and make an appropriate grant.

In this period grants were made to parents for

- Before and After School Care (Tea Time Club & Breakfast Club)
- Supporting a Nursery child that stayed all day to have lunch.
- Supporting the children on the residential trip with additional adult support.
- Putting on a workshop on pupil knife crime to pupils in year 5 and year 6 and to parents.

The trustees hope to extend this work to support more families in the future.

## **Achievements and Performance (SORP Para 1.41)**

### **Alleviation of financial hardship**

One member of staff who was helped with a short term loan repaid it in full. The first repayment was mistakenly made to the school account. This has now been transferred to the Charity account and will be shown in the next year's financial statement.

Three families benefitted from the provision of before and after school care for vulnerable children and one nursery child benefited from the provision of lunch.

### **Maintaining the school house**

Maintenance has taken place on the school house during this period. The gas safety check was done. A new carpet was put in to the stairs and landing due to the age of the existing carpet. The property is inspected every quarter. The house is up-to-date with all its statutory inspections. The tenants renewed their rental agreement in January 2023.

The school also holds a Rented Property License for this property. The London Borough of Newham was the first borough to introduce the compulsory licensing of all privately rented properties to ensure that landlords were delivering good quality well managed properties for people to live in. Under the terms of the licensing properties are also subject to legal checks.

## Financial Review

### Review of the Charity's financial position at the end of the period

(SORP Para 1.21)

The St Francis' Fund work is reliant on income from the school house and money collected in school for other charities (SORP Para 1.47).

#### ***The Charity received:***

- £21,800 in income from the school house.
- £2058.53 was raised from the pupils and their families for charitable donations to the Salvation Army, British Legion Poppy Appeal and CAFOD.
- £3,165 from Parental Contributions, and
- £529.19 was raised for the School,

#### ***The Charity spent:***

- £1,1014.46 was spent to support vulnerable families with the purchase of school uniform.
- £4,008.00 was paid out to maintain the school house. £2,736.00 was spent on letting fees and £1,272 was spent on safety checks and replacing the hall carpet.
- £1,550.00 was spent on additional adult support the Year 6 residential week.
- £647.71 part of which was spent on a pupil knife crime workshop for the Year 5 and 6 pupils and their parents and £41.60 was spent on Parent Pay service charges and vat.
- Auditor costs were £630.00

The annual £20k donation to the school was made in adjoining financial years.

### Reserves Policy (SORP Para 1.22)

The trustees aim to maintain free reserves in unrestricted funds in the bank account. The aim is to maintain a balance of no less than £5,000 in order to be able to meet most eventualities for the maintenance of the House.

## **Structure, governance and management**

The organisation is a charitable incorporated organisation (CIO) with registered charity number 1173650; registered under constitution on 3<sup>rd</sup> July 2017 (SORP Para 1.25). The charity funds are the voluntary funds of St Francis' Catholic Primary School, Maryland Park London E15 1HB. These funds have been registered with the Charity Commission as a result of the London Borough of Newham's Financial Guidance to Schools which states that "voluntary funds with income or expenditure over £5,000 are registered with the Charity Commission."

Trustees of the Governing Body of St Francis' Catholic Primary School become trustees of the St Francis' Fund Charity (Newham) unless disqualified to do so. When a member of the Governing Body of St Francis' Primary School ceases to become a governor they also cease to be a trustee of the St Francis' Fund charity (SORP Para 1.25).

New trustees are appointed at the same time they become a governor at St Francis' Catholic Primary school and serve as a trustee for the period of time they are a governor. The number of trustees is limited to the number of governors of St Francis' Catholic Primary School. Four trustees must be present at a meeting for it to be quorate. No additional meetings have been called in this period. Charity bank account balances are monitored as part of the School's Finance Committee meetings and reported the School's full governing body at least once a term.

The day to day administration of grants and loans is delegated to the Head Teacher (SORP Para 1.38). All new trustees are given a copy of the constitution, the latest annual report, the Charity Commission guidance "The essential trustee: what you need to know what you need to do (CC3)" and the Charity Commission guidance on public benefit PB1, PB2 & PB3 (SORP Para 1.18). On appointment new trustees are asked to sign a model trustee declaration statement committing them to giving of their time and expertise.

All trustees give of their time freely and no trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests through the Governing Body process of completing an annual pecuniary interest's form. The Head Teacher declared that her husband's company Xenogenesis supported the Year 6 residential course.

## Names of the charity trustees who manage the charity

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>
1	Marian Thorn	Chair	
2	Lois Elias		
3	Celia Willson		From 5 <sup>th</sup> September '23
4	Omotoke Alabede		From 1 <sup>st</sup> November '23
8	Joseph Kiernan		
9	Natasha Scott		

## Names and addresses of advisers

	<b>Name</b>	<b>Address</b>
Financial Advisors	Rupert Jones Financial Services Limited	125 Ripple Centre, Ripple Road, Barking, Essex, IG11 7FN

## Appendix 1 – Balance Sheet as at 31/3/2023

Balance Sheet as at 31/3/2023		31-Mar-2022	31-Mar-2023
<b>Debtors</b>			
	Loans to staff	100.00	100.00
<b>Cash &amp; Bank</b>			
	Bank	7,271.88	26,975.03
	Petty Cash	0.00	0.00
		7,271.88	26,975.03
		<b>7,371.88</b>	<b>27,075.03</b>
	Current account balance b/f	16,281.34	7,371.88
	Movement in Year	(8,909.46)	19,703.15
		<b>7,371.88</b>	<b>27,075.03</b>
	<b>Current account balance</b>	<b>7,371.88</b>	<b>27,075.03</b>



### Appendix 3 – Bank Reconciliation 31/03/2023

<b>Bank Reconciliation 31/3/2023</b>			
	Balance as per Bank Account Statement		28,760.10
	Balance as per cash book		26,975.03
	Difference		<b>1,785.07</b>
Less	Unpresented Cheques		
		1,825.07	
		<b>1,825.07</b>	
Add	Deposits	40.00	
		<b>40.00</b>	
	Total		<b>(1,785.07)</b>



**Consolidated Income & Expenditure to 31 March 2023**

	<b>Funds Fund</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>2022-23 Consolidated</b>	<b>2021-22 Consolidated</b>
<b>Income</b>					
Income from St Francis House	21,800.00		21,800.00	21,800.00	21,600.00
Miscellaneous Income	529.79		529.79	529.79	952.00
Grant Income	-	-	-	-	-
Parental Donations	3,165.00		3,165.00	3,165.00	2,170.00
Funds on conversion to charity			-	-	-
Net Charity	2,058.53		2,058.53	2,058.53	2,937.17
	<b>27,553.32</b>	<b>-</b>	<b>27,553.32</b>	<b>27,553.32</b>	<b>27,659.17</b>
<b>Expenses</b>					
Refreshments for Governors meetings	-		-	-	-
Refreshments for Visitors	-		-	-	-
Refreshments for Staff	-		-	-	-
Uniform	1,014.46		1,014.46	1,014.46	1,850.00
Gifts	-		-	-	71.99
Other	647.71		647.71	647.71	277.54
Audit Costs	630.00		630.00	630.00	600.00
St Francis House	4,008.00		4,008.00	4,008.00	5,524.00
Christmas Gifts to Children	-		-	-	-
Activities For Children	1,550.00		1,550.00	1,550.00	1,738.00
Wraparound care for children in need	-		-	-	-
Funds paid to school	-		-	-	22,500.00
Insurance	-		-	-	-
Professional Fees	-		-	-	-
Bank Charges & Admin	-		-	-	-
Tea Time & Breakfast Club	-		-	-	4,007.10
<b>Sub total</b>	<b>7,850.17</b>	<b>-</b>	<b>7,850.17</b>	<b>7,850.17</b>	<b>36,568.63</b>
<b>Surplus / (Deficit)</b>	<b>19,703.15</b>	<b>-</b>	<b>19,703.15</b>	<b>19,703.15</b>	<b>8,909.46</b>
Balance b/f	7,371.88		7,371.88	7,371.88	16,281.34
<b>Funds Carried FWD</b>	<b>27,075.03</b>	<b>-</b>	<b>27,075.03</b>	<b>27,075.03</b>	<b>7,371.88</b>

**Balance Sheet as at 31 March 2023**

	<b>Private Fund</b>	<b>Governor Fund</b>	<b>2022-23 Consolidated</b>	<b>2021-22 Consolidated</b>
Fixed Assets		-	-	-
Current Assets				
Bank & Cash	26,975.03		26,975.03	7,271.88
Staff Loans	100.00		100.00	100.00
Current Liabilities				
<b>Net Assets</b>	<b>27,075.03</b>	<b>-</b>	<b>27,075.03</b>	<b>7,371.88</b>
<b>Funds of the Charity</b>				
Restricted	-		-	
Unrestricted	27,075.03		27,075.03	7,371.88
<b>Total Funds</b>	<b>27,075.03</b>	<b>-</b>	<b>27,075.03</b>	<b>7,371.88</b>



**Independent examiner's report  
on the accounts**

**Section A Independent Examiner's Report**

**Report to the trustees/directors/members of**

St Francis' Fund (Newham)

**On accounts for the year ended**

31<sup>st</sup> March

**2023**

**Charity no.:**

1173650

**Company no.:**

**Set out on pages**

1-4

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed. [The charity's gross income does not exceed £250,000] and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

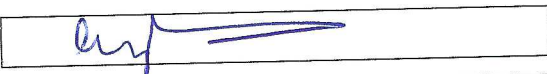

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:  Date: 

Name: 

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT (Member Association of Accounting Technicians)  
CIMA Adv Dip MA (Chartered Institute of Management Accountants – Advanced Diploma)

**Address:**

Rupert Jones Finance Limited  
Ripple Centre, 121-125 Ripple Rd  
Barking, Essex IG11 7FN

**RUPERT JONES FINANCE LIMITED**  
121 - 125 Ripple Road, Barking IG11 7FN  
Tel: 0203 137 9335  
info@rupertjonesfinance.co.uk  
www.rupertjonesfinance.co.uk

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Recommendations: -

Debtors

£100 ref ADJ remains as outstanding. No movement in year.

**ST FRANCIS' FUND (NEWHAM)**

England & Wales - Charity number 1173650

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# Accounts

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# **St Francis' Fund (Newham)**

**St Francis' Catholic Primary School**

**Bow Street**

**London E15 1HD**

## **Trustees Annual Report**

**For the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

**Registered Charity number 1173650**

The trustees present their annual report and financial statements of the charity for the accounting period 1<sup>st</sup> April 2021 to the end of 31<sup>st</sup> March 2022. The financial statements have been prepared in accordance with the Charity Commissions accrual accounts (CC17) – SORPS FRS102.

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## **Objectives and Activities**

A summary of the purposes of the charity as set out in its governing document is to advance the education of the pupils at St Francis' Catholic Primary school, Newham, by providing and assisting in the provision of education, recreational and other charitable facilities in augmentation of the funds provided by the local education authority and the Department of Education. (SORP Para 1.17)

The charity's main activities in relation to those for the public benefit have been as follows: (SORP Para 1.17 and 1.19)

- Making grants to individuals (families of pupils) paying for before and after school childcare at the school's Breakfast and Tea Time Clubs and supporting a child at a residential trip.
- A small loan that was granted to a member of staff in the last financial, was repaid in full. No other loans were made.
- Maintaining the school house, which although not owned by the charity, the proceeds from the rent are paid to the charity. The house is let on the commercial market.
- Making grants to the school for the benefit of all pupils.
- Grants to other charities as a result of fund raising by the pupils of the school.

## **Grant Making Policy**

The trustees have delegated the authority to give grants to families of pupils of the school to the Head Teacher. Through her work with pupils and their families, the head teacher is able to identify families in great need. She then meets with the parents to better understand their circumstances and through this she is able to assess the families need and make an appropriate grant.

In this period grants were made to parents for

- Before and After School Care (Tea Time Club & Breakfast Club)
- Supporting children to go on school trips
- Supporting a child to attend a week long residential school trip.
- Supporting the children on the residential trip with additional adult support.

The trustees hope to extend this work to support more families in the future.

## **Achievements and Performance (SORP Para 1.41)**

### **Alleviation of financial hardship**

One member of staff who was helped with a short term loan repaid it in full.

Three families benefitted from the provision of before and after school care for vulnerable children.

### **Maintaining the school house**

There have been various maintenance issues with the house during this period. The gas safety check was done, as well as the five yearly Domestic Electrical Installation Condition Report and Certification. All remedial works that were raised as part of this inspection have been rectified.

The tumble dryer broke down. IT couldn't be fixed and so was replaced. There was one emergency call out for a water pipe issue. We continue to deal with maintenance issues as they arise. The house is up-to-date with all its statutory inspections.

The tenants only committed to a 6 month rental agreement in July 2021 and then committed to a 12 month rental agreement in January 2022.

The school also holds a Rented Property License for this property. London Borough of Newham was the first borough to introduce the compulsory licensing of all privately rented properties to ensure that landlords were delivering good quality well managed properties for people to live in. Under the terms of the licensing properties are also subject to legal checks.

## Financial Review

### Review of the Charity's financial position at the end of the period

(SORP Para 1.21)

The St Francis' Fund work is reliant on income from the school house and money collected in school for other charities (SORP Para 1.47).

The final repayment of the short term loan was made in May 2021. The school has raised **£5,554.69** for other charities such as The Magpie Project, CAFOD and the NewWay Project. Funds were raised through various school fund raising activities such as a well-being marathon which included a range of activities such as skipping, running and jumping. There was a sponsored walk and a dance-a-thon.

£4,195.10 has been paid out in grants to families for the activities indicated above.

£1,550.00 was paid out to support a year group on a residential trip.

**£1,540.00** was spent of maintaining the house and £3984.00 was spent on letting agent service fees.

**£2,170.00** was donated to the Charity from parents of children attending the school. This formed part of the donation from the Charity to the School.

**£22,500** was donated to the school.

### Reserves Policy (SORP Para 1.22)

The trustees aim to maintain free reserves in unrestricted funds in the bank account. The aim for is to maintain a balance of no less than £5,000 in order to be able to meet most eventualities for the maintenance of the House.

## **Structure, governance and management**

The organisation is a charitable incorporated organisation (CIO) with registered charity number 1173650; registered under constitution on 3<sup>rd</sup> July 2017 (SORP Para 1.25). The charity funds are the voluntary funds of St Francis' Catholic Primary School, Maryland Park London E15 1HB. These funds have been registered with the Charity Commission as a result of the London Borough of Newham's Financial Guidance to Schools which states that "voluntary funds with income or expenditure over £5,000 are registered with the Charity Commission."

Trustees of the Governing Body of St Francis' Catholic Primary School become trustees of the St Francis' Fund Charity (Newham) unless disqualified to do so. When a member of the Governing Body of St Francis' Primary School ceases to become a governor they also cease to be a trustee of the St Francis' Fund charity (SORP Para 1.25).

New trustees are appointed at the same time they become a governor at St Francis' Catholic Primary school and serve as a trustee for the period of time they are a governor. The number of trustees is limited to the number of governors of St Francis' Catholic Primary School. Four trustees must be present at a meeting for it to be quorate. No additional meetings have been called in this period. Charity bank account balances are monitored as part of the School's Finance Committee meetings and reported the School's full governing body at least once a term.

The day to day administration of grants and loans is delegated to the Head Teacher (SORP Para 1.38). All new trustees are given a copy of the constitution, the latest annual report, the Charity Commission guidance "The essential trustee: what you need to know what you need to do (CC3)" and the Charity Commission guidance on public benefit PB1, PB2 & PB3 (SORP Para 1.18). On appointment new trustees are asked to sign a model trustee declaration statement committing them to giving of their time and expertise.

All trustees give of their time freely and no trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests through the Governing Body process of completing an annual pecuniary interest's form. The Head Teacher declared that her husband's company Xenogenesis supported a year group at a residential course.

## Names of the charity trustees who manage the charity

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>
1	Marian Thorn	Chair	
2	Fr Michael Copps		
3	Humphery Irabor	Vice Chair	
4	Mayair Gomes		
5	Iwebunor Aniya		
6	Lois Elias		
7	Juilana Darkwah		
8	Joseph Kiernan		
9	Natasha Scott		

## Names and addresses of advisers

	<b>Name</b>	<b>Address</b>
Financial Advisors	Rupert Jones Financial Services Limited	125 Ripple Centre, Ripple Road, Barking, Essex, IG11 7FN

# Appendix 1 – Consolidated Accounts

## Consolidated Income & Expenditure to 31 March 2022

					2021-22	2020-21
	Funds	Restricted	Unrestricted		Consolidated	Consolidated
Income	Fund					
Income from St Francis House	21,600.00		21,600.00		21,600.00	19,800.00
Miscellaneous Income	952.00		952.00		952.00	1,504.00
Grant Income	-	-	-		-	-
Parental Donations	2,170.00		2,170.00		2,170.00	1,370.00
Funds on conversion to charity	-		-		-	-
Net Charity	2,937.17		2,937.17		2,937.17	45.75
	<b>27,659.17</b>	-	<b>27,659.17</b>		<b>27,659.17</b>	<b>22,719.75</b>
<b>Expenses</b>						
Refreshments for Governors meetings	-		-		-	-
Refreshments for Visitors	-		-		-	-
Refreshments for Staff	-		-		-	-
Uniform	1,850.00		1,850.00		1,850.00	-
Gifts	71.99		71.99		71.99	-
Other	277.54		277.54		277.54	840.00
Audit Costs	600.00		600.00		600.00	780.00
St Francis House	5,524.00		5,524.00		5,524.00	2,934.00
Christmas Gifts to Children	-		-		-	12.87
Activities For Children	1,738.00		1,738.00		1,738.00	2,546.61
Wraparound care for children in need	-		-		-	-
Funds paid to school	22,500.00		22,500.00		22,500.00	67,500.00
Insurance			-		-	-
Professional Fees			-		-	-
Bank Charges & Admin			-		-	22.76
Tea Time & Breakfast Club	4,007.10		4,007.10		4,007.10	-
<b>Sub total</b>	<b>36,568.63</b>	-	<b>36,568.63</b>		<b>36,568.63</b>	74,636.24
<b>Surplus / (Deficit)</b>	<b>- 8,909.46</b>	-	<b>- 8,909.46</b>		<b>- 8,909.46</b>	<b>- 51,916.49</b>
Balance b/f	16,281.34		16,281.34		16,281.34	68,197.83
<b>Funds Carried FWD</b>	<b>7,371.88</b>	-	<b>7,371.88</b>		<b>7,371.88</b>	<b>16,281.34</b>

## Appendix 2 – Balance Sheet

Balance Sheet as at 31 March 2022

			2021-22	2020-21
		Private	Consolidated	Consolidated
		Fund		
Fixed Assets			-	-
Current Assets				
	Bank & Cash	£7,271.88	£7,271.88	£15,581.34
	Staff Loans	£100.00	£100.00	£700.00
Current Liabilities				
<b>Net Assets</b>		<b>£7,371.88</b>	<b>£7,371.88</b>	<b>£16,281.34</b>
<b>Funds of the Charity</b>				
	Restricted	-	-	
	Unrestricted	£7,371.88	£7,371.88	£16,281.34
<b>Total Funds</b>		<b>£7,371.88</b>	<b>£7,371.88</b>	<b>£16,281.34</b>



Consolidated Income & Expenditure to 31 March 2022

	Funds Fund	Restricted	Unrestricted	2021-22 Consolidated	2020-21 Consolidated
<b>Income</b>					
Income from St Francis House	21,600.00		21,600.00	21,600.00	19,800.00
Miscellaneous Income	952.00		952.00	952.00	1,504.00
Grant Income	-	-	-	-	-
Parental Donations	2,170.00		2,170.00	2,170.00	1,370.00
Funds on conversion to charity	-		-	-	-
Net Charity	2,937.17		2,937.17	2,937.17	45.75
	<b>27,659.17</b>	<b>-</b>	<b>27,659.17</b>	<b>27,659.17</b>	<b>22,719.75</b>
<b>Expenses</b>					
Refreshments for Governors meetings	-		-	-	-
Refreshments for Visitors	-		-	-	-
Refreshments for Staff	-		-	-	-
Uniform	1,850.00		1,850.00	1,850.00	-
Gifts	71.99		71.99	71.99	-
Other	277.54		277.54	277.54	840.00
Audit Costs	600.00		600.00	600.00	780.00
St Francis House	5,524.00		5,524.00	5,524.00	2,934.00
Christmas Gifts to Children	-		-	-	12.87
Activities For Children	1,738.00		1,738.00	1,738.00	2,546.61
Wraparound care for children in need	-		-	-	-
Funds paid to school	22,500.00		22,500.00	22,500.00	67,500.00
Insurance			-	-	-
Professional Fees			-	-	-
Bank Charges & Admin			-	-	22.76
Tea Time & Breakfast Club	4,007.10		4,007.10	4,007.10	-
<b>Sub total</b>	<b>36,568.63</b>	<b>-</b>	<b>36,568.63</b>	<b>36,568.63</b>	<b>74,636.24</b>
<b>Surplus / (Deficit)</b>					
	<b>- 8,909.46</b>	<b>-</b>	<b>- 8,909.46</b>	<b>- 8,909.46</b>	<b>- 51,916.49</b>
Balance b/f	16,281.34		16,281.34	16,281.34	68,197.83
<b>Funds Carried FWD</b>	<b>7,371.88</b>	<b>-</b>	<b>7,371.88</b>	<b>7,371.88</b>	<b>16,281.34</b>

Balance Sheet as at 31 March 2022

			2021-22	2020-21
		Private	Consolidated	Consolidated
		Fund		
Fixed Assets			-	-
Current Assets				
	Bank & Cash	7,271.88	7,271.88	15,581.34
	Staff Loans	100.00	100.00	700.00
Current Liabilities				
<b>Net Assets</b>		<b>7,371.88</b>	<b>7,371.88</b>	<b>16,281.34</b>
<b>Funds of the Charity</b>				
	Restricted	-	-	
	Unrestricted	7,371.88	7,371.88	16,281.34
<b>Total Funds</b>		<b>7,371.88</b>	<b>7,371.88</b>	<b>16,281.34</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/directors/members of**

St Francis' Fund (Newham)

**On accounts for the year ended**

31<sup>st</sup> March

**2022**

**Charity no.:**

1173650

**Company no.:**

**Set out on pages**

1-4

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed. [The charity's gross income does not exceed £250,000] and I am qualified to undertake the examination by being a qualified member of The Association of Accounting Technicians.

It is my responsibility to:

- examine the accounts under section 145 of the Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

31/1/2023

Name:

Ken Pupé

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT (Member Association of Accounting Technicians)  
CIMA Adv Dip MA (Chartered Institute of Management Accountants – Advanced Diploma)

**Address:**

Rupert Jones Finance Limited

Ripple Centre, 121-125 Ripple Rd

Barking, Essex IG11 7FN

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Recommendations: -

Debtors

£100 ref ADJ remains as outstanding. No movement in year.

