

St Francis' Fund (Newham)

St Francis' Catholic Primary School

Bow Street

London E15 1HD

Trustees Annual Report

For the period 1st April 2021 to 31st March 2022

Registered Charity number 1173650

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

Table of Contents

Objectives and Activities.....	1
Achievements and Performance (SORP Para 1.41)	2
Alleviation of financial hardship	2
Maintaining the school house.....	2
Financial Review.....	3
Review of the Charity's financial position at the end of the period	3
(SORP Para 1.21)	3
Reserves Policy (SORP Para 1.22)	3
Structure, governance and management.....	4
Names of the charity trustees who manage the charity	5
Names and addresses of advisers.....	5
Appendix 1 – Consolidated Accounts	6
Appendix 2 – Balance Sheet.....	7
Appendix 3 – Consolidated Comparison Income & Expenditure.....	Error! Bookmark not defined.
Appendix 4 – Consolidated Comparison Balance	Error! Bookmark not defined.

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 a 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 3rd 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

	Trustee name	Office (if any)	Dates acted if not for whole year
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

	Name	Address
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
	27,659.17	-	27,659.17			27,659.17	22,719.75
Expenses							
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	-
Sub total	36,568.63	-	36,568.63			36,568.63	74,636.24
Surplus / (Deficit)	- 8,909.46	-	- 8,909.46			- 8,909.46	- 51,916.49
Balance b/f	16,281.34		16,281.34			16,281.34	68,197.83
Funds Carried FWD	7,371.88	-	7,371.88			7,371.88	16,281.34

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				
Net Assets		£7,371.88	£7,371.88	£16,281.34
Funds of the Charity				
	Restricted	-	-	
	Unrestricted	£7,371.88	£7,371.88	£16,281.34
Total Funds		£7,371.88	£7,371.88	£16,281.34

Consolidated Income & Expenditure to 31 March 2022

	Funds		Restricted	Unrestricted	2021-22 Consolidated	2020-21 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
	27,659.17		-	27,659.17	27,659.17	22,719.75
Expenses						
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	-
Sub total	36,568.63		-	36,568.63	36,568.63	74,636.24
Surplus / (Deficit)	- 8,909.46		-	- 8,909.46	- 8,909.46	- 51,916.49
Balance b/f	16,281.34			16,281.34	16,281.34	68,197.83
Funds Carried FWD	7,371.88		-	7,371.88	7,371.88	16,281.34

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				
Net Assets		7,371.88	7,371.88	16,281.34
Funds of the Charity				
	Restricted	-	-	
	Unrestricted	7,371.88	7,371.88	16,281.34
Total Funds		7,371.88	7,371.88	16,281.34



Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

St Francis' Fund (Newham)

On accounts for the year
ended

31st 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.

