

St Francis' Fund (Newham)

St Francis' Catholic Primary School

Bow Street

London E15 1HD

Trustees Annual Report

For the period 1st April 2022 to 31st March 2023

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.

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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 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 the Year 6 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	Lois Elias		
3	Celia Willson		From 5 th September '23
4	Omotoke Alabede		From 1 st November '23
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 – Balance Sheet as at 31/3/2023

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

Appendix 2 – Income & Expenditure to 31/3/2023

Income & Expenditure to 31/3/2023				
	Income			
		Income from St Francis House	21,800.00	
		Miscellaneous Income(friends of FRA)	529.79	
		Grant Income	0.00	
		Parental Contribution	3,165.00	
		Net Charity	2,058.53	
				27,553.32
	Expenses			
		Refreshments for Governors meetings	0.00	
		Refreshments for Visitors	0.00	
		Refreshments for Staff	0.00	
		Funds paid to School	0.00	
		St Francis House	4,008.00	
		Christmas Gifts to Children	0.00	
		Staff Clothing		
		Uniform	1,014.46	
		Gifts	0.00	
		Other	647.71	
		Bank charges & Admin		
		Audit Costs	630.00	
		Activities For Children	1,550.00	
		Wraparound care for children in need		
		Car services payments	0.00	
		Tea Time & Breakfast Club payments	0.00	
		Parental Contribution	0.00	
				7,850.17
	Surplus / (Deficit)			19,703.15

Appendix 3 – Bank Reconciliation 31/03/2023

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

Appendix 4 – Charitable Income & Staff Loans

<u>Charitable Income</u>			
	Collected	Paid	Balance
Donation to charity funds	8.90		8.90
Kickathon - children collection	1,987.67		1,987.67
Poppy	61.96		61.96
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
	2,058.53	0.00	2,058.53

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

Consolidated Income & Expenditure to 31 March 2023

	Funds	Restricted	Unrestricted	2022-23 Consolidated	2021-22 Consolidated
Income	Fund				
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
	27,553.32	-	27,553.32	27,553.32	27,659.17
Expenses					
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
Sub total	7,850.17	-	7,850.17	7,850.17	36,568.63
Surplus / (Deficit)	19,703.15	-	19,703.15	19,703.15	8,909.46
Balance b/f	7,371.88		7,371.88	7,371.88	16,281.34
Funds Carried FWD	27,075.03	-	27,075.03	27,075.03	7,371.88

Balance Sheet as at 31 March 2023

	Private Fund	Governor Fund	2022-23 Consolidated	2021-22 Consolidated
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				
Net Assets	27,075.03	-	27,075.03	7,371.88
Funds of the Charity				
Restricted	-		-	
Unrestricted	27,075.03		27,075.03	7,371.88
Total Funds	27,075.03	-	27,075.03	7,371.88



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

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:

21/11/2023

Name:

KEN PUPE

**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

Section B**Disclosure**

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.