

St Francis' Fund (Newham)

St Francis' Catholic Primary School

Bow Street

London E15 1HD

Trustees Annual Report

For the period 1st April 2023 to 31st March 2024

Registered Charity number 1173650

The trustees present their annual report and financial statements of the charity for the accounting period 1st April 2023 to the end of 31st 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 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	Awele Nkemnacho	Chair	8 th April 2024
2	Marian Thorn		
3	Lois Elias		
4	Celia Willson		
5	Omotoke Alabede		
6	Emmanuel Falusi		19 th February 2024
7	Prudence Rangwanasha		
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 – Income & Expenditure to 31/3/2024

<u>Income & Expenditure to 31/3/2024</u>		
Income		
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
Expenses		
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
Surplus / (Deficit)		(15,055.08)

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

Balance Sheet as at 31/3/2024				
		31-Mar-2023	-	31-Mar-2024
Debtors				
Loans to staff		100.00		-
Cash & Bank				
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>
Current account balance		<u>27,075.03</u>		<u>12,019.95</u>

Appendix 3 – Bank Reconciliation 31/03/2024

Bank Reconciliation 31/3/2024			
			-
	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 Apeal		61.96	(61.96)
The Salvation Army UKT Fundraising Account		1,987.67	(1,987.67)
			0.00
			0.00
	92.19	2,049.63	(1,957.44)

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

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	
	25,047.56	-	25,047.56	25,047.56	27,553.32	
Expenses						
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		
Sub total	40,102.64	-	40,102.64	40,102.64	7,850.17	
Surplus / (Deficit)	- 15,055.08	-	- 15,055.08	- 15,055.08	19,703.15	19,703.15
Balance b/f	27,075.03		27,075.03	27,075.03	7,371.88	
Funds Carried FWD	12,019.95	-	12,019.95	12,019.95	27,075.03	

Appendix 6 - Balance Sheet as at 31 March 2024

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

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
	25,047.56	-	25,047.56	25,047.56	27,553.32
Expenses					
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	
Sub total	40,102.64	-	40,102.64	40,102.64	7,850.17
Surplus / (Deficit)	- 15,055.08	-	- 15,055.08	- 15,055.08	19,703.15
Balance b/f	27,075.03		27,075.03	27,075.03	7,371.88
Funds Carried FWD	12,019.95	-	12,019.95	12,019.95	27,075.03

Balance Sheet as at 31 March 2024

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



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

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