

St Francis' Fund (Newham)

St Francis' Catholic Primary School

Bow Street

London E15 1HD

Trustees Annual Report

For the period 1st April 2024 to 31st March 2025

Registered Charity number 1173650

The trustees present their annual report and financial statements of the charity for the accounting period 1st April 2024 to the end of 31st 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

Trustee name	Office (if any)	Term of Office Ends
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

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

Bank

Name	Address
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 3rd 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
Income														
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	-	-	-	-	-	-	-	-	-	-	-	-		-
														-
Total Income	2,275.00	3,115.61	2,314.86	2,285.00	2,200.00	2,270.00	2,440.00	2,380.00	2,821.86	2,286.00	3,826.30	2,380.00		30,594.63
Expenses														
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	-	-	-	-	-	-	-	-	-	-	-	-		-
Total Expenditure	183.43	2.51	3,546.09	10,363.33	-	1,925.14	149.13	1,345.23	10,005.93	1,033.17	2,482.88	667.52	-	31,704.36
									Balance Income - expenditure					- 1,109.73

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

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

Appendix 3 – Trial Balance 31/03/2025

Trial Balance @ 31 March 2025			
		Debit	Credit
Income			
Francis House			26,540
Charites			1,970
Debtors			-
Parental contributions			2,085
Misc			-
Expenditure			
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		-	
Balance Sheet			
Bank		10,910	
Reserves			12,020
TOTAL		42,615	42,615

Appendix 4 – Bank Reconciliation

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

Appendix 5 - Consolidated Income & Expenditure to 31 March 2025

Consolidated Income & Expenditure to 31 March 2025							
		Funds	Restricted	Unrestricted	2024-25 Consolidated	2023-24 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	
		27,206.86		27,206.86	27,206.86	25,047.56	
Expenses							
	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	
	Sub total	28,316.59	-	28,316.59	28,316.59	40,102.64	
Surplus / (Deficit)							
		- 1,109.73	-	- 1,109.73	- 1,109.73	- 15,055.08	
	Balance b/f	12,019.95		12,019.95	12,019.95	27,075.03	
	Funds Carried FWD	10,910.22	-	10,910.22	10,910.22	12,019.95	

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
	27,206.86	-	27,206.86	27,206.86	25,047.56
Expenses					
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
Sub total	28,316.59	-	28,316.59	28,316.59	40,102.64
Surplus / (Deficit)	- 1,109.73	-	1,109.73	- 1,109.73	15,055.08
Balance b/f	12,019.95		12,019.95	12,019.95	27,075.03
Funds Carried FWD	10,910.22	-	10,910.22	10,910.22	12,019.95

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
Income													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Income	2,275.00	3,115.61	2,314.86	2,285.00	2,200.00	2,270.00	2,440.00	2,380.00	2,821.86	2,286.00	3,826.30	2,380.00	30,594.63
Expenses													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	183.43	2.51	3,546.09	10,363.33	-	1,925.14	149.13	1,345.23	10,005.93	1,033.17	2,482.88	667.52	31,704.36
													-
													-
													Balance Income - expenditure
													1,109.73

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				
Net Assets	10,910.22	-	10,910.22	12,019.95
Funds of the Charity				
Restricted	-		-	-
Unrestricted	10,910.22		10,910.22	12,019.95
Total Funds	10,910.22	-	10,910.22	12,019.95

Trial Balance @ 31 March 2025

	Debit	Credit
Income		
Francis House		26,540
Charites		1,970
Debtors		-
Parental contributions		2,085
Misc		-
Expenditure		
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	-	
Balance Sheet		
Bank	10,910	
Reserves		12,020
TOTAL	42,615	42,615

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

31st 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.

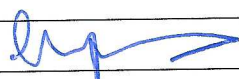
**Independent
examiner's statement**

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: 27/01/2016

Name: KEN POPE

**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: -

none