

# Bishop Thomas Grant Charitable Foundation



**Report of the Trustees**

**and**

**Accounts**

**for**

**1 September 2022 to 31 August 2023**

Registered Charity Number 1175028

# **BISHOP THOMAS GRANT CHARITABLE FOUNDATION**

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## CHARITY INFORMATION

**CHARITY NAME:** Bishop Thomas Grant Charitable Foundation

**PRINCIPAL OFFICE:** Belltrees Grove, Streatham, London SW16 2HY

**TRUSTEES:**

- Mr Stephen Beck - Chairman
- Ms Bernadette Boyle
- Miss Mary Murray
- Mrs Shelley Thompson
- Mrs Michelle Desira - Treasurer

**REGISTERED CHARITY No:** 1175028

**BANKERS:** Lloyds Bank, 25 Gresham Street, London EC2V 7HN.

**INDEPENDENT EXAMINER:** Mrs Anne Jackson, Selsdon CR2 7NS

# **BISHOP THOMAS GRANT CHARITABLE FOUNDATION**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2023**

*The Trustees present their report and the Charity's financial statements for the year ended 31 August 2023.*

*The reference and administrative details set out on page 3 form part of this report. The financial statements have been prepared in accordance with the accounting policies set out on page 10 of this report.*

**Bishop Thomas Grant Charitable Foundation** is a CIO organisation registered as a Charity (number 1175028) under the Charities Act 2011. It is governed by a constitution dated **9 October 2017**.

### **The Objectives of the Charitable Foundation**

The advancement of education primarily but not exclusively of students at Roman Catholic schools in the Catholic Archdiocese Diocese of Southwark and mainly for those of Bishop Thomas Grant Roman Catholic Secondary School, Belltrees Grove, Streatham, London SW16 2HY. This will include providing financial assistance and relief to those in need by reason of ill health, disability, economic hardship, or other disadvantages (but without imposing any limitations). It will provide grants and bursaries primarily but not exclusively for students at Roman Catholic schools in the Diocese of Southwark, particularly to school students, by providing financial assistance.

Trustees are appointed by resolution of the existing Trustees. All material items and the day-to-day running of the charity are discussed and agreed upon by the Trustees.

### **Projects and activities**

The Charitable Foundation is now well established since its inauguration in 2017. It is pleasing to report that the Charitable Foundation has continued to build up its funding base by introducing the opportunity to make donations via BTG's ParentPay option and work on this is developing well and generating several one-off and some recurring contributions. In the ongoing challenging economic climate, this has benefited the Charitable Foundation. Regular donations are seen to be the core of the Charitable Foundation's sustainability, and the Trustees have been pleased with the level of support obtained in what are difficult economic times for potential donors.

All staff/volunteers continue to provide unpaid support and their services and time freely. Without this support, the charity would find it extremely difficult to continue running as it proceeds to undertake the activities mentioned above.

Whilst the pandemic continues to have a knock-on effect, this is lessening, and fundraising is more impacted by the prevailing economic climate. It is pleasing, therefore, that the Charitable Foundation has been able to generally maintain funding levels and has been able, through prudent short-term investment of unrestricted funds held on account, to generate some interest through current slightly higher rates of interest without restricting the Charitable Foundation's ability to meet its stated aims and objectives in response to requests received and needs identified.

### **Fundraising**

Mrs Spinks is to be commended for her excellent work maintaining contact with contributors and acknowledging their contributions. It is felt that this generates significant goodwill from donors.



She plans to continue to build on this over the coming year, and the school has agreed to permit her some time in her working day to undertake some work for the Charitable Foundation on an agreed time basis. Where supporters can, they continue to provide contributions within their means in the knowledge that they have total control over this, using standing orders, cash or cheques for payments and more recently using the ParentPay option.

The Charitable Foundation is aware that students' well-being and learning opportunities are impacted by their working environment and the availability of appropriate accommodation and resources. Bishop Thomas Grant Charitable Foundation directs its funds to support developments at the school and for the students where alternative funding streams are unavailable. It is with some regret that the school's plans to develop its on-site sporting facilities, reported last year for which the Charitable Foundation hoped to lend support, has still yet to complete its progress through the local authority planning procedures, which has proved to be a very lengthy process. A planning consultant has been engaged to move this forward as quickly as possible and the Charitable Foundation hopes over the coming year to have a clearer position in regard to what support it may be requested to offer. It is felt, however, that progress is being made, and the Charitable Foundation is looking to continue to use the intervening period to increase the level of its resources to ensure it will be able to lend enough support to see the project through to completion to secure the considerable benefits it will provide to all the students, the school and the wider local community thereby fully encompassing the objectives of the Charitable Foundation. In the meantime, some support has been offered in regard to the school's IT infrastructure at a time of significant school funding budgetary constraints. The Charitable Foundation will also continue to look favourably in the intervening period to any requests to provide other funding for students and their families through the school's support mechanisms.

### **Reserves policy**

The Trustees of the Charitable Foundation intend to keep a reserve that will provide a sufficient amount to ensure the day-to-day operation of the Charitable Foundation and enable timely responses to any requests for support in addition to resourcing any fundraising activities. This particularly relates to the current position regarding disadvantaged young people.

### **Risk review**

The Trustees have performed a risk review, which has resulted in an understanding that the continuation of the Charitable Foundation depends on the support of volunteers. Ensuring that a good relationship is maintained with the volunteers is essential. An annual risk review will align with any proposed Charitable Foundation activity developments.

### **Statement of Trustees' responsibilities**

The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the charity's state of affairs and its results for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with the Statement of Recommended Practice and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charitable Foundation will continue to operate.

Accordingly, in line with c) above, the Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the Charitable Foundation's financial position and thereby enable them to ensure that the financial statements are compliant. They are also responsible for safeguarding the Charitable Foundation's assets and, hence, for taking reasonable steps to prevent and detect fraud and other irregularities.

### **Independent Examiner**

The independent examiner, Mrs Anne Jackson, is willing to continue in office, and a resolution to reappoint her will be proposed at the Annual General Meeting.

### **Record of thanks**

The Trustees would like to take this opportunity to thank all the members, volunteers and the public who have contributed their time, services, or funding to the Charitable Foundation over the last year.

Total donations for 2022/23	£90,087.27
Other income	£0.00
<b>Total Receipts</b>	<b>£90,087.27</b>

### **Approval**

The Board of Trustees approved this report on 16 November 2023 and was signed on their behalf by:

Signed:



Mr Stephen Beck  
Trustee

Date:

16/11/2023

Signed:



Ms Bernadette Boyle  
Trustee

Date:

16/11/2023



**Minutes of the Annual General Meeting  
of the  
Bishop Thomas Grant Charitable Foundation Trustees  
held on Thursday 16 November 2023 at 18:00 pm**

**In Attendance**

Name	Charitable Foundation Role	Office Held	School Role
Mr Stephen Beck	Trustee	Chair	Chair of Governors
Ms Bernadette Boyle	Trustee	Vice-Chair	Headteacher
Miss Mary Murray	Trustee	Member	-
Ms Shelley Ann Thompson	Trustee	Member	Deputy Headteacher
Mrs Michelle Desira	Trustee	Treasurer	Business Manager
Mrs Pat Spinks	Also in attendance	Secretary	Finance Officer

- Apologies** – There were no apologies, as all Trustees were present
- Minutes & Matters Arising** – the minutes of the AGM held on Thursday, 24 November 2022, were agreed upon and have been formally approved as an accurate record of the meeting with no amendments. The 2022/23 Annual Report was recognised as a true reflection of the Charitable Foundation's work and aims and was approved by all the Trustees. The Trustees have liaised consistently over the past twelve months and unanimously felt the work of the group was progressing well and was having an impact on the provisions made for those it had been set up to assist. The Chair was thanked for his continued oversight of the Charitable Foundation and for keeping the Trustees fully updated.
- The Chair** – in turn, thanked the Trustees for their time to attend this meeting and for their ongoing work and support of the Charitable Foundation. He felt much had been achieved over the past year, and this was seeing the Charitable Foundation go from strength to strength. The Charitable Foundation's link with and support of the school, mainly through Mrs Spinks and Mrs Desira, who manage the bulk of the administrative load involved in running the Charitable Foundation on a day-to-day basis, is commendable. Their contributions have been invaluable and helped considerably sustain the Charitable Foundation's income. The Trustees' respective roles have once again ensured the smooth running of the Charitable Foundation, and all agreed to continue in these for the coming financial year. It was decided that these arrangements would continue to be reviewed annually for ratification at the AGM. Mrs Spinks also provides a good separation of duties for the Charitable Foundation. The position regarding the school's development fund is unchanged from last year's report but will remain under review. However, it does not materially affect the work and operation of the Foundation. A good working relationship has also been established with the school's Friends Association to ensure no conflicts between both groups' fundraising activities.

The accounts for the year September 2022 to August 2023 have been prepared and circulated in advance. The Trustees continue to review the Charitable Foundation's Bankers (Lloyds) to ensure the most appropriate arrangements are implemented to secure the lowest costs and to earn maximum interest for the Charitable Foundation. With the approval of the Trustees the Charitable Foundation continues to seek opportunities for a percentage of the funds held to be invested in the short term to earn some interest through the current investment of two individual sums of £85,000 and one individual sum being placed on deposit over varying periods of time between 6, 12 or 18-month periods as felt appropriate. In addition, an easy access deposit account has now been opened with our bankers, Lloyds, enabling the balance of funds held on deposit to earn

interest, albeit at a lower level. The funds held in this easy access deposit account are available instantaneously. The main bank account is a Treasurer's non-interest-bearing but charge-free account, so the balance held in this account is kept to a minimum and is accordingly monitored by the Chair. As reserves grow, this will be kept under review and action taken as appropriate to maximise interest on held funds without tying them up for too long and making the award of grants difficult. The likely need to access the funds, and the security of the funds will always be borne in mind.

The Trustees formally approved the 2022 – 2023 accounts.

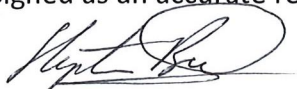
The Charitable Foundation continues to build up its funding base. There is still an impact due to the current cost of living increases. However, it is hoped that the Charitable Foundation will continue to be able to provide appropriate levels of support to enable planned projects to come to fruition. As the Charitable Foundation receives requests for help, it will hopefully be in an even stronger position to meet such requests. The Bishop Thomas Grant Charitable Foundation directs its funds in the main to support developments at the school for which alternative funding streams are unavailable. We are currently looking to assist in pushing forward the development of the projects detailed earlier in this report. In addition, continued support to maintain the school's valuable mini-bus provision will continue to be a focus for the Charitable Foundation as required. These areas depend on the Charitable Foundation's support, without which they would not otherwise happen or will decline. The Trustees confirmed their willingness to consider requests concerning all these areas. Ms Boyle agreed to keep the Trustees informed as these developments progressed.

4. **Future Plans** – The Trustees will continue to liaise regularly and meet as required. They will seek to maintain good income levels. Any funding will continue to be allocated prudently to secure the ongoing fulfilment of the Charitable Foundation's Aims and Objectives.
5. **The Trustees** - approved the reappointment of Mrs Anne Jackson to the role of independent accounts examiner to the Charitable Foundation. Mrs Spinks agreed to arrange for verification and uploading of documentation to the Charity Commission website to meet compliance with their timescales and process the Charitable Foundation's annual gift aid claim.
6. **The Trustees** – As all Trustees have confirmed they are willing to serve another term of office it was accordingly agreed that they would continue in their current roles for the coming financial year. It was agreed that it worked well with the Chair liaising with Trustees with the option to convene ad hoc meetings as felt necessary throughout the year to suit the Charitable Foundation's needs and approved this continuing. The next AGM will be held around the same time as this year in 2024, and a date will be confirmed later in the year.

The Chair thanked everyone for their attendance and ongoing involvement with the Charitable Foundation. The Charitable Foundation's work has become an increasingly valuable asset to the school, its students, young people and the local community. Therefore, the ongoing growth and development of the Charitable Foundation is critical for the future.

The meeting closed at 7.30 pm

Signed as an accurate record of the meeting of the Trustees:



Mr Stephen Beck

Charitable Foundation Trustee and Chair

Date: 12/01/2024



# BISHOP THOMAS GRANTY SCHOOL CHARITABLE FOUNDATION ACCOUNTS

1 September 2022 – 31 August 2023

ACCOUNT NUMBER: 36060568

SORT CODE: 30-90-89

Date	Details	Income	Expenditure	Bank & BB Instant Online Running balance
01/09/2022	Opening balance			£202,869.12
01-30/09/22	Donations	£9,018.75		£211,887.87
12/09/2022	Investment matured inc interest	£85,869.75		£297,757.62
01-30/10/21	Donations	£2,023.75		£299,781.37
21/10/2022	Refund - donation overpayment		£120.00	£299,661.37
01-30/11/22	Donations	£1,923.75		£301,585.12
01-30/12/22	Donations	£2,943.75		£304,528.87
07/12/2022	Refund - donation overpayment		£30.00	£304,498.87
01-30/01/23	Donations	£1,844.64		£306,343.51
01-28/02/23	Donations	£6,550.71		£312,894.22
01-30/03/23	Donations	£3,734.68		£316,628.90
30/03/2023	Investment (B)		£85,000.00	£231,628.90
01-30/04/23	Donations	£2,047.88		£233,676.78
24/05/2023	HMRC Charities GA Claim	£8,264.65		£241,941.43
01-31/05/23	Donations	£2,959.62		£244,901.05
13/06/2023	Investment (C)		£175,000.00	£69,901.05
01-30/06/23	Donations	£3,673.53		£73,574.58
01-31/07/23	Donations	£2,065.90		£75,640.48
01-31/08/23	Donations	£42,165.91		£117,806.39
31/08/2023	Closing balance			£117,806.39
		<b>£175,087.27</b>	<b>£260,150.00</b>	

## Lloyds Bank

Expenditure	£260,150.00	£202,869.12	Opening balance
Income	£175,087.27	£117,806.39	Closing balance
	<b>-£85,062.73</b>	<b>-£85,062.73</b>	Movement

Balance held at bank	£117,806.39	Lloyds Treasurers A/C & BB Instant Online A/C
Balance held on deposit	£175,000.00	Lloyds Fixed Term Deposit A/C
Balance held on deposit	£85,000.00	Union Bank of India UK
Balance held on deposit	£85,000.00	Cambridge & Counties Bank
	<b>£462,806.39</b>	

Accounts prepared by Mrs P Spinks

Signed:- .....(P Spinks)

## **BISHOP THOMAS GRANT CHARITABLE FOUNDATION**

### **Basis of preparation of the report of the independent examiner to the Trustees of the Charitable Foundation**

#### **Respective responsibilities of the Trustees and examiner;**

The Charitable Foundation's Trustees are responsible for the preparation of the accounts. The Charitable Foundation's Trustees consider that an audit is not required for this year [under section 144(2) of the Charities Act 2011 (the 2011 Act)] and that an independent examination and report is needed.

#### **Basis of independent examiner's statement**

The examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 for a full audit.

## **STATEMENT OF FINANCIAL ACTIVITIES**

#### **Accounting policies**

These accounts (financial statements) comply with the Charities Act and have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations. The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

#### **Fixed Assets and Depreciation**

If held at any time, tangible fixed assets will be stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives.

#### **Investments**

Investments held are valued at market value at the balance sheet date, and any gain or loss will be taken to the Statement of Financial Activities.

#### **Income**

Income comprises the value of any goods and services the charity supplies and subscriptions. Voluntary income and donations are accounted for as received by the charity. The Charitable Foundation is not registered for value-added tax since it is below the threshold for VAT registration.

#### **Independent Examiners Report**

See pages 11 and 12



Section A

Independent Examiner's Report

Report to the trustees of

Charity Name

Bishop Thomas Grant Charitable Foundation

On accounts for the year  
ended

August 31<sup>st</sup> 2023

Charity no  
(if any)

1175028

Set out on page

9 (nine)

Responsibilities and basis  
of report

I report to the Trustees on my examination of the accounts of the above Charitable Foundation for the year ended 31/08/2023

As the Charitable Foundation's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Having satisfied myself that the accounts of the Charitable Foundation are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Bishop Thomas Grant Charitable Foundation's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011

Act.

Independent examiner's  
statement

N.B. The Charitable Foundation's gross income did not exceed £250,000.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination, which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts did not accord with the accounting records or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

15.5.24

Name:

Mrs Anne Jackson



<b>Relevant professional qualification(s) or body:</b>  <b>Address:</b>	N/A
	11 Brent Road
	Selsdon
	Surrey CR2 7NS

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern

<b>Give here brief details of any items that the examiner wishes to disclose.</b>	N/A

# **BISHOP THOMAS GRANT CHARITABLE FOUNDATION**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **TRUSTEES EXPENSES**

No expenses were paid to any of the Charitable Foundation's Trustees for the year ended 31<sup>st</sup> August 2023.

### **STAFF COSTS**

There are no employees of the Charitable Foundation, and all work is contributed voluntarily.

### **LAND AND BUILDINGS**

The Charitable Foundation does not own any land or buildings.

### **DESIGNATED FUNDS**

All funds currently held are undesignated. Designated funds will comprise of unrestricted funds that the Trustees can and have set aside to run the Charitable Foundation.

### **ACCOUNTS HELD**

Taking account of FSCS regulations the Charitable Foundation currently holds five accounts as follows:-

- 1) Lloyds Bank Treasurers Current Account (*non-interest bearing/free banking*)
- 2) Lloyds Bank BB Instant Online (*Interest bearing easy access*)
- 3) Lloyds Bank Deposit (*Interest Bearing Fixed Term*)
- 4) Cambridge and Counties Bank (*Interest Bearing Fixed Term*)
- 5) Union Bank of India (*Interest Bearing Fixed Term*)

### **EXPENDITURE**

The Bishop Thomas Grant Charitable Foundation's expenditure will be accounted for and classified under relevant headings that aggregate all costs related to/incurred by that category. On a reasonable, justifiable and consistent basis, the Trustees will apportion expenditures involving more than one category and within the parameters of the administration of the Foundation.



End of Report