

# ST FRANCIS EMPLOYABILITY

England & Wales · Charity number 1182309

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-03-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Francis Of Assisi C Of E Church  
Links Road  
Coventry  
CV6 3DQ

**Phone** 02746266010

**Email** [support@stfcov.org](mailto:support@stfcov.org)

**Website** [www.stfranciscoventry.org](http://www.stfranciscoventry.org)

## Activities

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**Objects:** THE RELIEF OF UNEMPLOYMENT FOR THE PUBLIC BENEFIT IN SUCH WAYS AS MAY BE THOUGHT FIT, INCLUDING ASSISTANCE TO FIND EMPLOYMENT

**Activities:** PROVIDE EMPLOYABILITY SUPPORT THROUGH JOB SEARCH, CV WRITING, SKILLS TRAINING AND ACCREDITED QUALIFICATIONS, SUPPORT INTEGRATION AND COMMUNITY COHESION

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- Coventry City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£592,459	£683,709	£514,646	31
2023-12-31	£919,551	£660,063	£605,896	27
2022-12-31	£674,101	£589,024	£346,405	28
2021-12-31	£524,906	£439,390	£261,328	29
2020-12-31	£404,832	£355,595	-	-

## Trustees

Name	Role	Appointed
Rev Agnes Ka Yee Palairet	Chair	2023-03-18
DAVID ROBERT HOWARTH		2018-10-01
Julie Singlehurst		2025-06-11
Rev Tom Adrian Cook		2024-12-17

**ST FRANCIS EMPLOYABILITY**

England & Wales - Charity number 1182309

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# Accounts

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# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date: **1<sup>st</sup> January 2024**

Period end date: **31<sup>st</sup> December 2024**

Charity name: **St Francis Employability**

Charity No **1182309**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To employ and remunerate such staff as are necessary for carrying out the work of the Charity. St Francis Employability's primary charitable aim is to transform our community and the lives of local people, helping them to move towards social and financial inclusion, meaningful engagement in employment/education and living a fulfilling life. The key projects led include: <ul style="list-style-type: none"> <li>• Employment Support</li> <li>• HARP Health Access Refugee Programme</li> <li>• Our Coventry</li> <li>• Welfare Support</li> <li>• Food Support</li> <li>• ESOL</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. The Charity seeks to support service users holistically, so as to empower, build confidence and develop skills. Our work not only serves the charity's object of bringing relief from unemployment but also impacts well-being, offering hope, community and a sense of belonging.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our charity promotes the values of collaboration, inclusiveness, respect, innovation and integrity. Our staff are skilled, approachable, welcoming and friendly. We create an atmosphere of positivity and kindness where service users can fully engage with the support we offer.</p> <p>This past year has been a period of significant growth and impact for St Francis Employability. We have successfully advanced our mission to allow Coventry residents to overcome challenges, unlock their potential and build a future full of opportunities and fulfilment, thanks to the dedication of our staff, volunteers, and supporters.</p> <p><b>Summary of key achievements and service feedback:</b></p> <p><b>Welfare Support</b></p> <ul style="list-style-type: none"> <li>• 1057 welfare support appointments for 350 different clients</li> </ul> <p><b>Employment Support</b></p> <ul style="list-style-type: none"> <li>• 1052 employment support appointment</li> <li>• 7242 hours of volunteering</li> </ul> <p><b>ESOL/Courses</b></p> <ul style="list-style-type: none"> <li>• 1472 hours of ESOL teaching</li> <li>• Clients speak 79 different languages</li> <li>• 38 accreditations of work-based skills courses</li> </ul> <p><b>Food Support</b></p> <ul style="list-style-type: none"> <li>• 2474 number of food parcels</li> <li>• 766 number of households supported through food</li> <li>• Average 50 meals a day at our onsite cafe</li> </ul> <p><b>Feedback from some of our service users:</b></p> <p>"This course really helpful for me. Before starting this course. I am so depressed about my future, language problem, job searching etc. After completing this course I am very happy because I get confidence in language speaking, job searching and understood more about the interview preparation."</p> <p>"Dear Julia and staff, I wanted to express my heartfelt thanks for your guidance and support throughout the employability course. I appreciate the positive impact it has had on my skills and confidence. Thank you for your dedication and assistance."</p> <p>"St Francis has been a fantastic place to come for me. I feel valued by joining and helping in a community setting, but I also feel my learning has been developed."</p> <p>I feel safe, they work hard for us and try to make us feel good. I learn English in this place and volunteer. Thank you."</p>

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	Completed – see 'Report and Accounts'
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	See 'Report and Accounts'
Amount of reserves held	Para 1.22	£514646
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution with documents of policies and procedures
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustee selection methods are stated in the current constitution

## Reference and Administrative details

Charity name	St Francis Employability
Other name the charity uses	
Registered charity number	1182309
Charity's principal address	St Francis Church, Links Road, Coventry, CV63DQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Agnes Ka Yee Palairt	Chair		
2	David Howarth			
3	Emma Broodie		Resigned in Dec 2024	
4	Anita Milkah Gathunguri		Resigned in July 2024	
5	Tom Adrian Cook		From Dec 2024	

## Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature (s):	<i>Agnes Palairat.</i>
Full name (s):	<b>Agnes Ka Yee Palairat</b>
Position: (e.g Secretary, Chair, etc)	<b>Chair</b>
Date:	<b>23<sup>rd</sup> September 2025</b>

**ST FRANCIS EMPLOYABILITY CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**(Charity Registration Number 1182309)**

# ST FRANCIS EMPLOYABILITY CIO

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Detailed Income & Expenditure Account	

## **ST FRANCIS EMPLOYABILITY CIO**

### **Legal and Administrative Information for the year ended 31 December 2024**

<b>Status</b>	St Francis Employability CIO is registered with the Charity Commissioners (number 1182309). The Charity is governed by a Trust Deed dated 4 March 2019.
<b>Trustees</b>	Rev Agnes Ka Yee Palairt – Chair of Trustees Anita Milkah Gathunguri – Resigned July 2024 Emma Brodie - resigned David Howarth Rev Tom Adrian Cook – appointed 17 <sup>th</sup> December 2024
<b>Principal Address</b>	St Francis of Assisi C of E Church Links Road Coventry CV6 3DQ  Website: <a href="http://www.stfranciscoventry.org">www.stfranciscoventry.org</a>
<b>Independent Examiners</b>	TC Group Limited Nelson House 2 Hamilton Terrace Leamington Spa Warwickshire CV32 4LY

## **ST FRANCIS EMPLOYABILITY CIO**

### **Annual Report for the year ended 31 December 2024**

#### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales/Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees intend to ask the existing accountants to undertake the independent examination of the Charity in the following year.

The trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from the legislation in other jurisdictions.

## ST FRANCIS EMPLOYABILITY CIO

### Annual Report for the year ended 31 December 2024

#### Reserves statement 31st December 2024

Our reserves position:

Unrestricted funds £278,389

Restricted funds £236,257

Total reserves: £514,646

The Charity intends to maintain reserves of 6 months operating cost in order to provide financial stability and develop their principal activities.

The Charity currently hold 7 months reserves.

The Charity intends to use their reserves in the following way in 2025:

- To continue to support our projects through rising costs and support unfunded projects to continue while we seek new funding opportunities.
- To invest in new staff roles to support current and new projects. We currently have a receptionist starting in January and anticipate we will employ a volunteer mentor in the beginning of 2025.
- We intend to raise staff salaries again in April 2025, where possible in line with rising minimum wage costs.
- We will continue to invest in staff training, wellbeing and mental health support.
- We will continue to invest on our staff structure and create further opportunities.
- We plan to invest in a security system to better protect the church building and the assets within it.

#### Independent Examiner

The trustees intend to ask the existing accountants to undertake the independent examination of the Charity in the following year.

Trustee: *Agnes Palainet*  
Date: *11<sup>th</sup> June 2025*

**ST FRANCIS EMPLOYABILITY CIO  
(CHARTY NO. 1182309)**

**Independent examiner's report  
for the year ended 31 December 2024**

**Independent Examiner's Report to the Members of St Francis Employability CIO**

I report on the accounts of the Charity for the year ended 31 December 2023 which are set out on below.

**Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities 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 you as 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.

**ST FRANCIS EMPLOYABILITY CIO  
(CHARTY NO. 1182309)**

**Independent examiner's report (continued)  
for the year ended 31 December 2024**

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention other than those mentioned in point 2 below.

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. The Accounts have been prepared under the Accrual Basis for the current and comparative years.

J A Davies (FCA)

Date: 04/06/2025

On behalf of

TC Group Limited  
Nelson House  
2 Hamilton Terrace  
Leamington Spa  
Warwickshire  
CV32 4LY

**ST FRANCIS EMPLOYABILITY CIO**

**Statement of Financial Activities  
for the year ended 31 December 2024**

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>income funds</u> £	<u>Total</u> £
<b>Incoming Resources</b>			
Voluntary income	1,197	-	1,197
Activities for generating funds	10,560	-	10,560
Investment income	3,589	-	3,589
Incoming resources from charitable activities	391,712	185,401	577,113
	-----	-----	-----
<b>Total Incoming Resources</b>	407,058	185,401	592,459
 <b>Resources expended</b>			
Charitable activities	(483,046)	(200,663)	(683,709)
	-----	-----	-----
<b>Net Movement in funds</b>	(75,988)	(15,262)	(91,250)
	-----	-----	-----
<b>Funds Brought Forward</b>	354,377	251,519	605,896
	-----	-----	-----
<b>Funds Carried Forward</b>	278,389	236,257	514,646
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**ST FRANCIS EMPLOYABILITY CIO**

**Balance Sheet  
for the year ended 31 December 2024**

	<u>2024</u>	<u>2023</u>
	£	£
<b>Fixed Assets</b>		
Tangible Fixed Assets	-	-
Intangible Fixed Assets	-	-
	-----	-----
	-	-
<b>Current Assets</b>		
Current accounts and Cash	440,306	500,304
Debtors and Prepayments	84,436	116,280
	-----	-----
	524,742	616,584
<b>Creditors: due within one year</b>		
Creditors and Accruals	(10,096)	(10,688)
	-----	-----
<b>Net Current Assets</b>	514,646	605,896
<b>Creditors: due after more than one year</b>	-	-
	-----	-----
<b>Total Net Assets</b>	514,646	605,896
	=====	=====
<b>Represented By:</b>		
<b>General Fund</b>		
Brought forward	605,896	346,408
(Deficit)/Surplus for year	(91,250)	259,488
	-----	-----
	514,646	605,896
	=====	=====

Trustee: *Agnes Palacios*  
Date: *11<sup>th</sup> June 2025*

## ST FRANCIS EMPLOYABILITY CIO

### Notes to the Accounts for the year ended 31 December 2024

#### 1. Basis of Preparation

- 1.1 The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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 applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

## **ST FRANCIS EMPLOYABILITY CIO**

### **Notes to the Accounts for the year ended 31 December 2024**

#### **2. Accounting Policies**

##### **Incoming Resources**

##### **2.1 Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the Charity becomes entitled to the resources;
- the Trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

##### **2.2 Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

##### **2.3 Investment Income**

This is included in the accounts when receivable.

##### **Expenditure and Liabilities**

##### **2.4 Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

##### **Assets**

##### **2.5 Tangible Fixed Assets for use by Charity**

These are capitalised if they can be used for more than two years, and cost at least £500. They are valued at cost or, if gifted, at the value to the Charity on receipt.

#### **3. Trustees**

No fees or remuneration or expenses were paid to any of the trustees during this or the previous period.

#### **4. Employees**

The Charity had 22 employees paid a remuneration of £547,471 (2023 – 22 employees paid £483,468) in the year.

## **ST FRANCIS EMPLOYABILITY CIO**

### **Notes to the Accounts for the year ended 31 December 2024**

#### **5. Funds**

The funds of the organisation are detailed on the page labelled reserves statement 2024.

#### **6. Taxation**

The church has been registered under charitable rules and has no liability to Corporation Tax.

#### **7. Controlling Party**

The controlling party of the Charity are the trustees.

**St Francis Employability Jan to Dec 24**  
**All Activities adjusted for year end debtors and creditors**

	<b>Income</b>	<b>2023</b>	<b>2024</b>	
	<i>Debtors b/f</i>	-	-	116,279.59
	<i>Income</i>	803,271.32		624,302.91
	<i>Debtors c/f</i>	116,279.59		84,436.00
				592,459.32
	<b>Expenditure</b>			
<i>Support Costs</i>	Administration	4,352.53		5,826.12
	phone/internet	6,263.75		5,336.20
	banking	895.99		906.67
	premises	8,656.71		6,590.55
	Insurance			3,173.43
	Cleaning	1,922.11		1,326.78
	publicity	1,044.51		6,570.21
<i>Delivery costs</i>	resources	41,847.75		13,762.40
	client travel	-		1,597.07
	Equipment	5,011.19		8,018.65
	room hire	36,989.33		30,420.00
	Accreditation	5,762.52		4,705.93
	staff creditors b/f	-		10,687.96
	staff	484,474.31		551,710.79
	staff creditors c/f	10,687.96		10,095.74
	training	661.19		2,329.20
	travel	987.63		1,772.02
	food	47,394.72		38,727.26
	pastoral	125.96		120.00
<i>Other costs</i>	events	3,236.27		1,408.26
	worship	-		-
	discipleship	-		-
				<u>683,709.32</u>
Net movemnts in funds				- 91,250.00
Funds B/f				605,896.07
Funds C/f				<u><u>514,646.07</u></u>

## Document Activity Report

**Document Sent** Thu, 05 Jun 2025 11:04:36 GMT

**Document Approval Status** Pending

### Approval Activity Summary

Joanna Gerrard Pending

### Document Activity History

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Date	Activity
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**ST FRANCIS EMPLOYABILITY CIO  
(CHARTY NO. 1182309)**

**Independent examiner's report  
for the year ended 31 December 2024**

**Independent Examiner's Report to the Members of St Francis Employability CIO**

I report on the accounts of the Charity for the year ended 31 December 2024 which are set out on below.

**Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities 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**

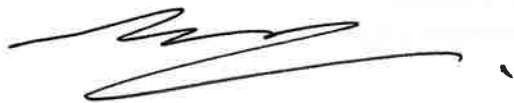
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as 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 matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J A Davies (FCA)

Date: 04/06/2025

On behalf of

TC Group Limited  
Nelson House  
2 Hamilton Terrace  
Leamington Spa  
Warwickshire  
CV32 4LY

## Document Activity Report

**Document Sent**

Tue, 03 Jun 2025 15:09:54 GMT

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**Activity**

Thu, 05 Jun 2025 09:16:40 GMT

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**ST FRANCIS EMPLOYABILITY**

England & Wales - Charity number 1182309

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# Accounts

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# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date: **1<sup>st</sup> January 2023**

Period end date: **31<sup>st</sup> December 2023**

Charity name: **St Francis Employability**

Charity No **1182309**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To employ and remunerate such staff as are necessary for carrying out the work of the Charity. St Francis Employability's primary charitable aim is to transform our community and the lives of local people, helping them to move towards social and financial inclusion, meaningful engagement in employment/education and living a fulfilling life. The main activities, projects and services aim to bring: <ul style="list-style-type: none"> <li>• Employment Support</li> <li>• Community Support</li> <li>• Supporting Migrants</li> <li>• Providing opportunities to volunteer</li> <li>• Food Support</li> <li>• ESOL &amp; Skills Support</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have regard to the Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. The Charity seeks to support service users holistically, so as to empower, build confidence and develop skills. Our work not only serves the charity's object of bringing relief from unemployment but also impacts well-being, offering hope, community and a sense of belonging.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Our charity promotes the values of collaboration, inclusiveness, respect, innovation and integrity. Our staff are skilled, approachable, welcoming and friendly. We create an atmosphere of positivity and kindness where service users can fully engage with the support we offer. Our staff also have opportunities to develop and harness their own skills and practices.</p> <p>We have positive feedback from service users and statistics on the number of people we have supported. But perhaps the most impactful signs of our achievement are shown in the smiles and laughter during a lesson, lasting friendships formed and seeing the service users' excitement as they nervously prepare for their interview in their smart shirts and ties. Through our support, we hear stories of transformation in people's lives; bringing hope and a lifeline in people's times of need.</p> <p>We realise that what we have achieved together is but the beginning of someone's meaningful future. And the charity will continue to strategise and plan our work to maximise our achievement and impacts. We long to see more service users embarking on new employment, developing their skills, and using their gifts and potential to bring about positive impacts in our society, communities and home lives.</p> <p><b>Summary of the key achievements of the year:</b> St Francis Employability has continued great work in 2023, continuing and growing on its core activities and providing much needed support within the community. Throughout 2023 St Francis Employability engaged with approximately 1577 individuals/households through its charitable activities with the many of beneficiaries receiving help from a variety of activities showing the holistic nature of our charity's work.</p> <p><b>Reaching Communities Project</b> – our Reaching Communities Project is inclusive of our community and employment support as well as our volunteering programme and community café. In 2023 our support team carried out 2238 appointments, supporting 436 individuals/households through 121 appointments in employment and wider support needs, including benefit, housing and debt guidance. We have also hosted 300 individuals as volunteers within our building, who have volunteered in areas such as hospitality, cleaning, admin and reception. Our volunteers have worked to build their confidence, work skills and aspirations throughout their time with us. 97% have said they feel they are more ready for employment following their time with us. Our community café has also continued to serve breakfast and lunch Monday to Friday free to all in need serving between 30 – 40 lunches a day.</p> <p><b>5 Doors Down</b> – our food project has continued to be extremely busy with more and more people seeking food support alongside</p>

the rising cost of living. We have continued to be a fulfilment location for foodbank parcels providing 913 parcels to support households in accessing emergency food support. We have also continued to provide household support fund parcels commissioned by the local authority and have provided 822 parcels to those accessing the HSF support. Our social supermarket has continued to support those in need of long-term support providing food support paired with interventions through our other projects working to address the reasons they are needing food support. In 2023 we had 66 different members of our Social Supermarket, approximately 55 at a time and have provided 1211 Social Supermarket parcels. Out of the 8 people who no longer need this support, 3 left due to gaining new employment and 5 left because their financial circumstances had improved.

**ESOL for all** – our internal ESOL (English for Speakers of Other Languages) school has continued running 8 different ESOL classes a week varying from pre-entry to entry 3. We have supported 213 students in improving their English skills. Our ESOL school has been highly in demand and our waiting lists have been large. We have worked through them as quickly as we can and have completed 358 assessments with potential students in 2023. We have also provided 2 classes specifically for asylum seekers in the hotels where they are housed.

**Migrant Support:**

We have continued to provide support to refugees and asylum seekers through various projects. Some specific projects include: My Coventry – The AMIF funded My Coventry was due to end in 2022 but successfully got extended to December 2023. We therefore have continued to provide employment and integration support to migrants and refugees, working to provide skills development alongside English learning and mentoring support. Through the My Coventry extension, we have supported 191 individuals and supported 16 migrants into employment. Resettlement – we have continued to work in close partnership with Coventry City Council to support newly arrived refugees in Coventry. We have provided evening ESOL lessons with a creche to support refugees' English learning and also provided creche facilities to refugees' welcome programmes and partners ESOL lessons.

**STEP** – Commissioned through World Jewish Relief, STEP was also due to end in 2022 but was extended to December 2023. Through STEP we support refugees who have come through the resettlement programme through an ESOL Employability course through which they learn about how to find work in the UK, how to maintain employment, interview skills, CV's applications and more. This is paired with a volunteering placement. We have supported 39 students through this extension.

**HARP** – Health Access for Refugees Programme is a new project for us in 2023. The aim of the project is to support migrants, asylum seekers and refugees in overcoming barriers in accessing healthcare and also understanding their rights in accessing it. Through this project we are one of four partners, and we are running ESOL for health courses looking at supporting English

	<p>learning alongside teaching learners how to access healthcare support, key health information and addressing rights and barriers to healthcare. In 2023, we supported 14 people through the course in the first quarter.</p> <p><b>BNO Support</b> – we have provided a range of BNO (British National Overseas) specific support throughout 2023. We have provided BNO conversation classes and integration classes supported through DELTA funding. We also received a grant from the Department for Housing and Levelling Up which was used to provide specific BNO employment support. Through this we ran interview and CV workshops, volunteering opportunities and wider employment support. In 2023 we engaged with 61 BNOs. BNOs have engaged in our wider support and many were also engaged with the My Coventry project.</p> <p><b>Access for All Funding</b> We received funding from the Access for All foundation in January of 2023 which enabled us to run IT lessons for those who were not digitally literate. We ran 3 cohorts working to support individuals in learning how to use computers and 30 accreditations were achieved through this. We also provided one-to-one support with computer access within our building.</p> <p><b>Employer Engagement</b> St Francis Employability has started to build connections with employers to create and strengthen pathways into employment for our beneficiaries. This work has begun as we realised more and more that while it was often very easy for our beneficiaries to get entry level jobs where English requirements are low and there is little need for specific skills, it is much harder for them to navigate routes into higher skilled work, where they can utilise the skills they have from their previous work experience.</p> <p>We are very keen to ensure that our beneficiaries are getting support to engage in employment that is meaningful for them and utilises their skills and past experience. We have found that there are significant barriers to higher levels of employment. For example: experience in the UK, DBS checks, accessibility of applications and interviews and lack of understanding from employers.</p> <p>Our aim is to engage with employers to break down these barriers and work out ways around them to create these pathways for employment within different industries and in turn utilising people's skills and experience here in the UK.</p> <p><b>Connecting with other Organisations and Charities</b> We have already made connections with the Coventry Building Society, University Hospital Coventry and Warwickshire, DHL, Severn Trent, and Cadent. These connections hope to bring greater engagement and understanding with our client groups and create opportunities for them within the workplace which is meaningful for them.</p> <p>Through working with Business in the Communities we also were able to take part in a 'seeing is believing' event. Approximately 20 corporate employers were able to visit our site and learn more</p>
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	<p>about what we do and also the barriers our beneficiaries are facing with employment. They engaged in a tour, a talk with our CEO and also talks with some of our clients who had the opportunity to talk about the barriers they are facing with employment. Through this event, we had some positive engagement with some of the corporates and we have built an amazing relationship with Orbit who supported us in fixing our leaking roof. This has provided us with much-needed security over the use of our building in the future and allowed us to continue what we do for the foreseeable future.</p> <p><b>Key events:</b>  5th May - Coronation celebration  20th June – Refugee Week meal – we held a community meal with foods from around the world to mark Refugee Week.</p> <p>We have held 2 different awards evenings to celebrate those who have achieved accreditations through the My Coventry project.</p> <p>15th December - We held a Christmas celebration for the community where we had food, carols, and another awards event.</p>
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## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	Completed – see 'Report and Account'
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	See 'Report and Account'
Amount of reserves held	Para 1.22	£605896
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution with documents of policies and procedures
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustee selection methods are stated in the current constitution

## Reference and Administrative details

Charity name	St Francis Employability
Other name the charity uses	
Registered charity number	1182309
Charity's principal address	St Francis Church, Links Road, Coventry, CV63DQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Agnes Ka Yee Palairt	Chair	From Mar 23	
2	David Howarth			
3	Emma Broodie			
4	Anita Milkah Gathunguri			
5	Sue Williams		Resigned in Nov 23	
6	Kevin Read	Chair	Resigned in Mar 23	

## Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature (s):	<i>Agnes Palairret.</i>
Full name (s):	<b>Agnes Ka Yee Palairret</b>
Position: (e.g Secretary, Chair, etc)	<b>Chair</b>
Date:	<b>22<sup>nd</sup> October 2024</b>

**ST FRANCIS EMPLOYABILITY CIO**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**(Charity Registration Number 1182309)**

# **ST FRANCIS EMPLOYABILITY CIO**

## **Contents**

Legal and Administrative Information

Independent Examination Report

Statement of Financial Activities

Balance Sheet

Notes to the Accounts

Detailed Income & Expenditure Account

## **ST FRANCIS EMPLOYABILITY CIO**

### **Legal and Administrative Information for the year ended 31 December 2023**

<b>Status</b>	St Francis Employability CIO is registered with the Charity Commissioners (number 1182309). The Charity is governed by a Trust Deed dated 4 March 2019.
<b>Trustees</b>	Rev Agnes Ka Yee Palairt Anita Milkah Gathunguri Emma Brodie David Howarth Kevin Read – Chair of Trustees – resigned March 2023 Sue Williams – resigned November 2023
<b>Principal Address</b>	St Francis of Assisi C of E Church Links Road Coventry CV6 3DQ  Website: <a href="http://www.stfranciscoventry.org">www.stfranciscoventry.org</a>
<b>Independent Examiners</b>	TC Group Limited Nelson House 2 Hamilton Terrace Leamington Spa Warwickshire CV32 4LY

## **ST FRANCIS EMPLOYABILITY CIO**

### **Annual Report for the year ended 31 December 2023**

#### **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales/Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees intend to ask the existing accountants to undertake the independent examination of the Charity in the following year.

The trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from the legislation in other jurisdictions.

**ST FRANCIS EMPLOYABILITY CIO**

**Balance Sheet  
for the year ended 31 December 2023**

	<u>2023</u>	<u>2022</u>
	£	£
<b>Fixed Assets</b>		
Tangible Fixed Assets	-	-
Intangible Fixed Assets	-	-
	_____	_____
	-	-
<b>Current Assets</b>		
Current accounts and Cash	500,304	346,408
Debtors and Prepayments	116,280	-
	_____	_____
	616,584	346,408
<b>Creditors: due within one year</b>		
Creditors and Accruals	(10,688)	(-)
	_____	_____
<b>Net Current Assets</b>	605,896	346,408
<b>Creditors: due after more than one year</b>	-	-
	_____	_____
<b>Total Net Assets</b>	605,896	346,408
	=====	=====
Represented By:		
<b>General Fund</b>		
Brought forward	346,408	261,331
(Deficit)/Surplus for year	259,488	85,077
	_____	_____
	605,896	346,408
	=====	=====

Trustee:  
Date:

*Boadie*  
3/9/24

## ST FRANCIS EMPLOYABILITY CIO

### Notes to the Accounts for the year ended 31 December 2023

#### 1. Basis of Preparation

- 1.1 The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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 applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

## **ST FRANCIS EMPLOYABILITY CIO**

### **Notes to the Accounts for the year ended 31 December 2023**

#### **2. Accounting Policies**

##### **Incoming Resources**

##### **2.1 Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the Charity becomes entitled to the resources;
- the Trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

##### **2.2 Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

##### **2.3 Investment Income**

This is included in the accounts when receivable.

##### **Expenditure and Liabilities**

##### **2.4 Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

##### **Assets**

##### **2.5 Tangible Fixed Assets for use by Charity**

These are capitalised if they can be used for more than two years, and cost at least £500. They are valued at cost or, if gifted, at the value to the Charity on receipt.

#### **3. Trustees**

No fees or remuneration or expenses were paid to any of the trustees during this or the previous period.

#### **4. Employees**

The Charity had 22 employees paid a remuneration of £483,468 (2022 – 18 employees paid £470,917) in the year.

## **ST FRANCIS EMPLOYABILITY CIO**

### **Notes to the Accounts for the year ended 31 December 2023**

#### **5. Funds**

The funds of the organisation are detailed on the page labelled reserves statement 2023.

#### **6. Taxation**

The church has been registered under charitable rules and has no liability to Corporation Tax.

#### **7. Controlling Party**

The controlling party of the Charity are the trustees.

**St Francis Employability Jan to Dec 23**

**All Activities adjusted for year end debtors and creditors**

		<b>2022</b>	<b>2023</b>	
	<b>Income</b>	<b>674,101.00</b>	<b>803,271.32</b>	
	<b>Debtors c/f</b>		<b>116,279.59</b>	
				<b>919,550.91</b>
	<b>Expenditure</b>			
<i>Support Costs</i>	Administration	2,026.37	4,352.53	
	phone/internet	4,066.54	6,263.75	
	banking	828.23	895.99	
	premises	3,688.30	8,656.71	
	Cleaning	2,809.82	1,922.11	
	publicity	606.50	1,044.51	
<i>Delivery costs</i>	resources	3,759.26	41,847.75	
	Equipment	7,981.93	5,011.19	
	room hire	36,997.09	36,989.33	
	Accreditation	5,045.44	5,762.52	
	staff	475,371.49	484,474.31	
	staff creditors c/f	-	10,687.96	
	training	3,879.20	661.19	
	travel	16,132.87	987.63	
	food	24,242.00	47,394.72	
	pastoral	1,589.19	125.96	
<i>Other costs</i>	events	-	3,236.27	
				<u><b>660,062.51</b></u>
	Net movemnts in funds			259,488.40
	Funds B/f			346,407.67
	Funds C/f			<u><u><b>605,896.07</b></u></u>

## ST FRANCIS EMPLOYABILITY CIO

### Annual Report for the year ended 31 December 2023

#### Reserves statement 31st December 2023

Our reserves position:  
Unrestricted funds £354,377  
Restricted funds £251,519  
Total reserves: £605,896

The Charity intends to maintain reserves of 6 months operating cost in order to provide financial stability and develop their principal activities.

The Charity currently hold 9 months reserves. This is in anticipation of a large number of their current funding and grant programmes ending at the end of 2023 and the need to maintain their charities activities beyond this into the first 6 months of 2024 and also potentially pay redundancy costs on top of this if the Charity were to find no alternative to funding.

The Charity intends to use their reserves in the following way in 2023:  
To support their projects through growing costs to rent, food and bills and past current funding streams.

The Charity intends to raise staff salaries reflective to the cost-of-living changes and to provide greater security and stability to their staff. Also to reflect greater levels of responsibility in some staff members and additional training.

The Charity intends to invest further in staff training and development, a cost already invested greater in during 2023. The Charity are looking at placing staff in apprenticeships and relevant additional training for their roles as desired.

The Charity intends to develop their staffing structure and create more opportunities for growth.

The Charity plans to fund a better programme to capture and record data for their projects, in turn providing greater evidence for funding opportunities and being more appealing.


The Charity also plans to invest in a video to support promotion of their charity and showcase what they can do to funders.

#### Independent Examiner

The trustees intend to ask the existing accountants to undertake the independent examination of the Charity in the following year.

Trustee:

Date:

  
3/9/24.

**ST FRANCIS EMPLOYABILITY CIO  
(CHARTY NO. 1182309)**

**Independent examiner's report  
for the year ended 31 December 2023**

**Independent Examiner's Report to the Members of St Francis Employability CIO**

I report on the accounts of the Charity for the year ended 31 December 2023 which are set out on below.

**Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities 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 you as 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.

**ST FRANCIS EMPLOYABILITY CIO  
(CHARTY NO. 1182309)**

**Independent examiner's report (continued)  
for the year ended 31 December 2023**

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention other than those mentioned in point 2 below.

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
  
2. The previous year's Accounts were prepared under the Cash Receipts and Expenditure Basis when they should have been prepared under the Accrual Basis. Although we can reconstruct the previous year's Balance Sheet figures as at 31<sup>st</sup> December 2022, we are unable to reconstruct the previous year's Income and Expenditure Account due to insufficient information relating to the Debtors and Creditors outstanding as at 31<sup>st</sup> December 2021, and so no comparative figures have been included.

J A Davies (FCA)

Date: 3<sup>rd</sup> September 2024

On behalf of

TC Group Limited  
Nelson House  
2 Hamilton Terrace  
Leamington Spa  
Warwickshire  
CV32 4LY

## ST FRANCIS EMPLOYABILITY 2023

### Statement of Financial Activities for the year ended 31 December 2023

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>income funds</u> £	<u>Total</u> £
<b>Incoming Resources</b>			
Voluntary income	-	9,638	9,638
Activities for generating funds	9,756	-	9,756
Investment income	1,231	-	1,231
Incoming resources from charitable activities	609,804	289,122	898,926
	_____	_____	_____
<b>Total Incoming Resources</b>	620,791	298,760	919,551
	=====	=====	=====
<b>Resources expended</b>			
Charitable activities	377,713	282,350	660,063
	_____	_____	_____
<b>Net Movement in funds</b>	243,078	16,410	259,488
	=====	=====	=====

**ST FRANCIS EMPLOYABILITY CIO**  
**Statement of Financial Activities**  
**for the year ended 31 December 2023 continued**

	year ended <u>Dec 2023</u> £
<b>TOTAL INCOMING RESOURCES</b>	919,551
<b>TOTAL RESOURCES EXPENDED</b>	<u>660,063</u>
<b>NET MOVEMENTS IN FUNDS</b>	259,488
<b>FUNDS BROUGHT FORWARD</b>	<u>346,408</u>
<b>FUNDS CARRIED FORWARD</b>	<u>605,896</u>

**ST FRANCIS EMPLOYABILITY**

England & Wales - Charity number 1182309

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# Accounts

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Annual  
report 2022

**St** job search  
volunteering **skills**  
**Francis** support  
**Employability**

# Who we are

- We are a Project, registered as a charity, based within an Anglican Parish Church in Coventry, working across an area which has pockets of deprivation ranked in the top 10% and 20% in the country.
- We work with people from all over Coventry, a city with higher-than-average unemployment and deprivation and a city that takes more Syrian (and other) refugees than any other local authority outside of London. Based in a church building in the heart of Radford, our primary aim is to transform our community and transform the lives of local people by helping people to move forward to social and financial inclusion and employment/education. The church itself was registered as a charity in 2017, however the church had been operating as a charity with exempted status since 1951. Our Employability Project (called St Francis Employability) delivers support services for unemployed people living in Coventry and was registered as a separate charity in 2019.
- **2022 was a very busy and exciting year for St Francis Employability, being the first year without any covid 19 restrictions for 2years we were able to plan forward more freely and explore more opportunities for us as a charity and our clients. We have grown as a charity, taken on supporting new groups in need and have expanded and adapted our projects to support our community more widely.**
- We are continuing to engage with people across the city in a variety of different ways delivering help and support in creative ways to the community.
- We continue to work in close partnership with a number of other local organisations, including Coventry City Council, West Midlands police, CRMC, Positive Youth, CCA, Coventry Building Society, UHCW, local schools and others to achieve targets of social inclusion, integration and promote understanding within communities, as well as supporting people to better able to live independently and be meaningful employed and economically active.

# Our aims and activities

- Our aims and activities are listed on the Charity Commission site as ‘to provide employability support through job search, CV writing, skills training and accredited qualifications and integration support and community cohesion’. We are listed as delivering education and training, preventing and relieving poverty and supporting economic and community development and employment. We provide services and advocacy, support and information.

Our aim throughout 2022 was to grow and expand the work we already offer, ensuring we are reaching those most in need within the city and delivering the best support we can. New client groups have emerged and with these have come new challenges which have informed our service offer. Changes in the cost of living have also created challenges and meant we have had to adapt our services to meet the changing needs of those we are working with.

# Partnerships

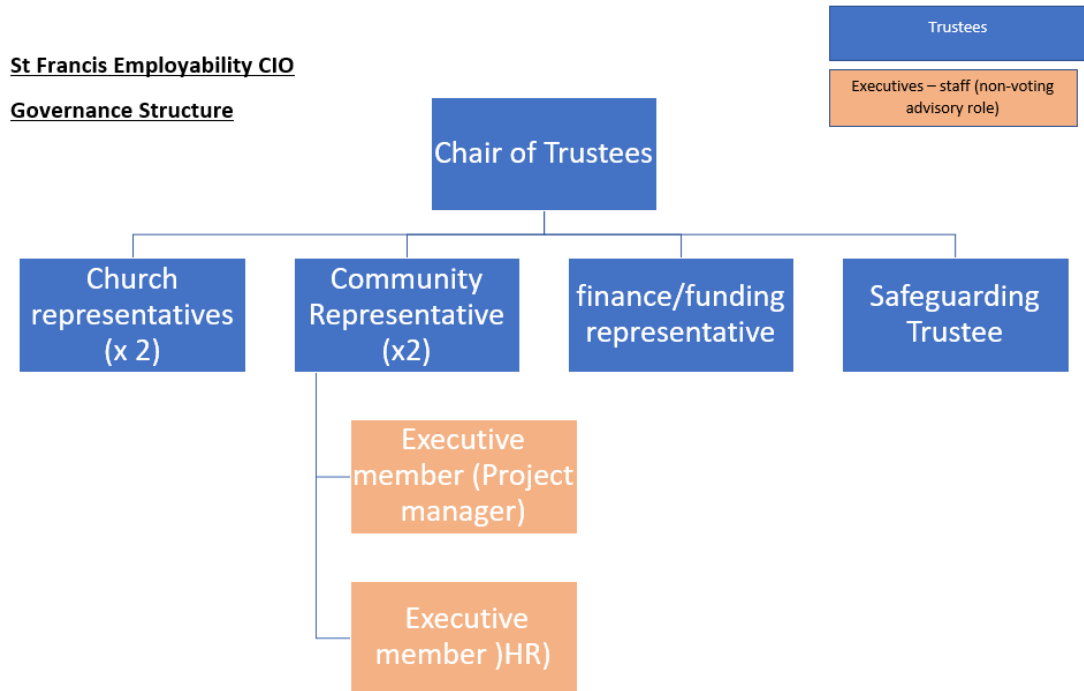
- We work in partnership with many local organisations – statutory and 3<sup>rd</sup> sector.
- Our partnerships have grown over the past year with new opportunities for projects to begin have allowed us to connect further.
- We have continued to grow relationships within 2022 with a new relationship emerging with the NHS and UHCW and also relationships with partners such as Coventry City Council and Coventry Building Society have strengthened throughout the year.



# Governance

- We have continued to maintain a strong governance structure throughout 2022.
- We have our chair of trustees, 2 church representatives and 2 community representatives as trustees who have supported us in flourishing throughout the year.

St Francis Employability CIO  
Governance Structure



# Our Projects

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# Reaching Communities

- Reaching communities has been our longest standing project within St Francis Employability and is our core activity within our building.

## What is reaching communities?

Reaching communities is our core service for engaging with the community through employment and community support and consists of; a volunteering programme where individuals can engage in practical work experience in an area of interest to them, learn new skills and gain confidence in a work environment alongside one to one support from our volunteer coordinator; our community café which provides breakfast and lunch to all, Monday to Friday free of charge; employment support provided by our employment officer which includes CV writing, job search support, interview skills and support with other work related needs; community support from our community support officer who can provide personalised support surrounding issues such as benefits, debt, housing, bills, and more; and as a more recent addition we have our social supermarket which offers a life line to those who are struggling significantly with debt, housing, benefits and employment. All of our support is also made accessible to all by being free and because we have a creche facility available those who have children can come and be confident their children will be safe and looked after while they engage in our support. It is vital for us that we are able to offer this support to anybody that needs it. We are all to aware of the restrictions that some funding programmes put in place and we want our support to be inclusive. We do not want to turn people away because they do not fit a certain “category”.

These activities as a whole allow us to provide holistic support to our community, tailoring specific help to their needs and helping them to make meaningful change towards independence and stability.

# Reaching Communities

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- Throughout 2022 we continued to offer our reaching communities project face to face and to everyone in the community. Our reaching communities project has for the majority of the year been unfunded due to our National Lottery funding finishing in March 2022 and we have relied on small pockets of funding to maintain the projects throughout the year. We have however still managed to deliver on the project and help it grow, meeting the needs of the community and more.
- We have found that the demand for appointments particularly for community support have risen throughout 2022, this is due to the rising cost of living, including food and energy prices. In 2022 we held over 900 appointments to support with community support issues alone. This is inclusive of housing, energy bills, benefits and debt management. We also offered 845 appointments to support with CV's, job search and job applications. Over 50% of those engaging in our support services are from BAME backgrounds and many are refugees/asylum seekers.
- We have had a successful year for volunteering with over 180 volunteers come and participate in our work, supporting in the kitchen, on reception, as playworkers, cleaners, gardeners and more. All volunteers have participated in training and support, as a result 35 volunteers have moved in to paid employment and 97% feel they have gained more confidence and work-based skills.
- Volunteer stats: 42% were male and 58% were female. 10% were white British and the rest were from other ethnicities.
- Throughout 2022 we have also started friendship groups under our reaching communities project that were aimed towards those that were experiencing isolation and loneliness as an impact of the pandemic in 2020/21. We started a three groups in total:
  - A craft group – aimed at encouraging people to come and share in a hobby will making friends and communicating with others.
  - A women's group – we found that throughout 2022 we were working with increasing numbers of women who were raising issues of DV and abuse and who needed support with this. As a result, we had 3 staff members attend training to be DV champions within the workplace and we started the women's group to encourage women to come out into the community, make friends, and also to have a safe space to share and raise issues if needed.
  - A sports group – this group was aimed at young men, typically asylum-seeking men, who were experiencing isolation and loneliness. The group is run by a staff member who has previously been through the asylum route and who wanted to engage young asylum-seeking men in physical activities while also supporting them in building friendships and having a safe space to explore their worries and any issues they are facing.





# FUTURE

## Reaching Communities



- Looking forward in to 2023 we have plans to seek more permanent sources of funding for the reaching communities project and to continue to expand and adapt to the needs of the community.
- We hope to establish new friendship groups and work them towards being more client and volunteer led.
- In 2023 we have a new full time volunteer coordinator starting who we are hoping can ensure volunteers are getting all the support they need and more. Our hope is they can grow within the role and help bring new ideas to the project.

# 5 Doors Down

- Our immediate response to the pandemic was to open as an emergency foodbank, working with newly recruited volunteers to deliver food to people who were vulnerable and shielding. We quickly built up a list of clients through referrals from schools and social workers and Coventry Food bank. During the first few months of the pandemic many thousands of meals and food parcels were delivered, and we were helped massively with funding through local charities.
- We developed the provision through the setting up of a Social Supermarket, to help people move away from dependency on emergency food supplies.
- 5 doors down now ties in really well without reaching communities support and we have been working very hard to establish good links between these two projects and ensure clients are getting a holistic form of support.



# 5 Doors Down

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- In 2022 5 Doors Down has grown into a core activity of ours with a significant number of people who come through our doors engaging in some aspect of this project. We have found this has been a significantly busy year for the 5 doors down project with more and more people relying on food support due to the cost-of-living crisis.
- We continue to act as a foodbank offering emergency parcels and fulfilling vouchers twice a week. Throughout 2022 we have fulfilled 857 parcels thus supporting approximately 1370 adults and children with emergency food. This is approximately 200 more parcels than in 2021.
- We have aimed throughout 2022 to ensure we are more than just emergency food support to our foodbank members, and we worked with staff to ensure they could accurately sign post to forms of help or long-term support mechanisms where needed.
- We have also been part of the household support fund in Coventry offering parcels for collection through this.
- Moving into 2022 we had approximately 25 – 30 members on our social supermarket and leaving 2022 we have had to cap our membership at 60 due to funding and resources and now have a waiting list of approximately 30 members. This shows the rapid rise in the need of the long-term food support we have to offer. Members of our social supermarket are expected to engage in activities to support moving them towards a better financial situation and to ensure they can support themselves, depending on their circumstances this can be a short or long journey.
- We have held 92 registrations this year and have handed out 1204 social supermarket parcels throughout the year.
- We were lucky to get a grant toward our food costs at the beginning of the year which supported with buying staple items for our social supermarket until April. Since then, we have sourced other small pots of money to support food buying throughout the year, but food prices are rising, and we are currently not getting enough in to cover the full cost of our food. We regularly do bookers trips, get ASDA and fresh market deliveries to ensure we offer the best we can to our members.
- We also get donations – although these have slowed down with the rising cost of living - and get surplus food donations from Tesco, Greggs, Marks and Spencer and Nando's that all contribute towards our food offer.





# FUTURE

## 5 Doors Down



- Our aim for 2023 is to seek more sustainable funding for our food and key staff members within this project ensuring we can sustain the support we currently have on offer.
- We also would like to aim to have enough funding to be able to increase the cap on our social supermarket membership list enabling us to reach more people through this support offer.

# Community Café

- Our Community Café serves breakfast and lunch 5 days a week to people who visit our premises. We often offer meals to those in our community who have been rough sleeping, are seeking asylum or who are generally struggling. The meals offer a vehicle to engagement and most of those who we encounter over a meal begin to work with us to address some of the issues they face.

## Our Projects—Community Café



# Community Cafe

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- We have continued to run our community café throughout 2022 primarily through volunteers and supported by staff.
- We serve on average breakfast for 20 people and lunch for 50 people on a daily basis Monday - Friday.
- Previously surplus food donations from Tesco have supported our community café and throughout 2021 we also made connections with Marks & Spencer and Greggs to provide surplus donations of food. This has allowed us to offer some really exciting and different meals to our clients, ensuring everyone gets a nutritious and filling meal every day.





# FUTURE

## Community cafe



- Moving forward we hope to continue to provide our community café as it is a lifeline to many people.
- It is also an amazing opportunity for many of our volunteers to get involved in and we see so many people benefit and grow from being a part of it.

# English for All

- English for All is one of our foundation projects. As Reaching Communities developed, we found more and more of the people we were trying to help into employment needed support with English language.
- We began by teaching English using volunteers but have now employed a tutor to support the daily classes we hold in the building. We have built great links with local schools to offer lessons to the parents of their children, too. We have also committed to working with people seeking asylum in the city, who can't always access other lessons. We have always struggled to find funding for this project but manage to juggle our finances to provide teaching hours!

## Our Projects— English for All



# English for All

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- Our English for all project has always been an inclusive and open project however it has not been a funded project. In June 2022 we were able to source funding for 10 months of delivery of our ESOL lessons – 8 in total – to support pre-entry to E3 learners.
- In 2022 we saw a significant rise in demand for ESOL lessons and we currently have over 200 people on a waiting list for classes. We have carried out 313 ESOL assessments throughout 2022.
- Throughout 2022 we have engaged with approximately 265 students in English support.
- Towards the end of 2022 we got great news that we have received another years' worth of funding for these lessons from April 2023 so these lessons are funding until the end of March 2024.





# FUTURE

## English for All



- In 2023 we hope that we would be able to increase the number of lessons we are able to offer and therefore reach more people in the city seeking support with English.
- We are also planning on engaging in some of the hotels within Coventry housing Asylum seekers and offering English to the residents.

# Refugee Integration

- Since 2016 we have worked in a local partnership, led by Coventry City Council to support newly arrived refugees. We have worked with people from Syria, Iraq, Sudan and Yemen to help them settle into the city, to begin to learn English, to gain confidence and look for work. This project has become part of our core delivery and we employ 7 staff to engage with these clients.

## Our Projects— Refugee Integration



# Refugee Integration

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- Throughout 2022 we continued to deliver our 8 evening sessions for newly arrived refugees in the city. 6 face to face and 2 online.
- The levels of the classes constantly adapt to the varying levels and numbers of students we have coming.
- We also have playworkers who regularly attend the sessions to ensure the children are also learning and developing their English skills. Parents can also concentrate on their lessons, confidently knowing their children are cared for.
- We have also continued wider support for this client group with many engaging with our volunteering opportunities, workclub and community support and also food support.
- The lessons have also been opened up to Ukrainian refugees to further support them with their English. We have also started working with Ukrainians amongst other projects including our volunteering and My Coventry project to support them with integration and employment aims.





# FUTURE

## Refugee Integration

- We hope to continue delivering our ESOL and wider support to refugees throughout the city and working and adapting with the new groups coming into Coventry.



# STEP

- STEP is a project that we were commissioned by the local council to deliver, through AMIF funding received by World Jewish Relief. We were asked to work with newly arrived refugees from Syria to help them gain the skills and confidence they needed to move into employment. We source volunteering placements to help with work skills and English practice. We offer support as they settle into their new local communities and help them gain confidence.

## Our Projects— STEP



# STEP

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- 2022 has brought the arrival of many new refugees into Coventry with the diversity of those coming over on the resettlement program growing rapidly. We have worked with clients from Palestine, Syria, Afghanistan and Hong Kong on the STEP project in 2022.
- We have worked with 4 cohorts throughout 2022 and approximately 40 clients. 29 gained an accredited qualification in ESOL Employability and this was celebrated amongst other students during our awards evenings.
- Students also engaged with volunteering throughout the course with many working in our community café, supporting on reception and playworking in our creche.
- Many participants also moved on to other provisions following the course. Joining our health and safety, driving theory and civic courses in particular.





# FUTURE

## STEP



- Moving forward we will continue to engage with newly arrived groups through the Employability course.
- We aim to work with another 4 cohorts.

# LEAP



- LEAP is a commissioned project that began in June 2020. The aim of the funder (Home Office) was to provide pre-entry English support for those who struggled to learn English. We took the very lowest level learners and worked intensively with them for 12 weeks to help them move into mainstream English classes. In 2021 we were given the opportunity to run a second round of 2 quarters to deliver this project.

# LEAP

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- The final cohort of the LEAP project ran from January to April 2022.
- Throughout this cohort we engaged with 43 students from 19 different countries.
- The majority of students went on to engage in other English activities, volunteering or our other training courses.





**FUTURE**

**LEAP**

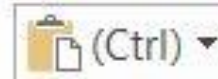


- LEAP funding came to an end in April 2022 and there are no immediate plans for it to be extended.



**MyCoventry**

This project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.



My Coventry is an AMIF funded project and began January of 2021. It is funded for 2 years which will take us to the end of 2022.

The primary aim of the project is to support third country nationals with employment and integration needs. We are one of 6 partners working on the project.

# My Coventry

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- 2022 has been a fantastic year for My Coventry with us really being able to engage with a large number of clients and support them in making real progression towards employment and integration in the city. We have engaged with new clients 212 and continued to work with 104 clients beyond their first engagement and into other quarters.
- We have worked to support 203 beneficiaries through accredited skills courses, including Employability, Health and Safety, Food Hygiene, and IT.
- We have also supported 45 beneficiaries into work.
- The My Coventry project was also opened up to Ukrainians when Russia started invading Ukraine in order to provide support to refugees coming into the UK and supporting them with learning English and working towards employment. We have worked with 13 Ukrainians so far but expect this number to rise going into 2023.
- By far our most engaged group have been Hong Kongers here on one BNO visas. We have engaged with 82 on the My Coventry project within 2022.





# FUTURE

## My Coventry



- The My Coventry project has been funding for a year extension until 31st December 2023.
- We will continue to deliver our core activities under this project and look to support the target client group the best we can, adapting and changing to their emerging needs.

# Progress in Coventry

- Progress in Coventry began in November of 2021. Its primary aim is to support newly awarded refugees who have come through the asylum route with housing and employment.
- We are a partner on this project managed by Coventry City Council and alongside ACH and Spring Housing.
- Our aim on the project is to support with volunteering meeting outcomes on intermediated employment.
- This fund is different from other projects we have been part of before and is outcome based.
- Through this project we were able to employ a volunteer coordinator whose role is to source external placements for volunteers on the project.

# Progress in Coventry

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- Progress in Coventry has been one of our slower projects, it took a while to get off the ground and into the swing of things.
- Throughout 2022 however we have engaged with 25 clients through the project successfully placing them in volunteering.
- Some of the volunteer roles they have undertaken have included working in a community Café, administration support, working in our social super Market and food bank, gardening, and conservation and as an accounting assistant with a local charity.
- RTOF is currently expanding its offer of volunteer placements across Coventry to be able to meet the needs of our client groups and the careers they wish to pursue.
- We have learnt that often volunteering, although key in gaining work experience in the UK, learning English and building confidence, it is often the last thing on the participants minds. We have had some push back from clients so have been trying to look at incentives to volunteer and we have been offering a holistic style of support where we explore additional learning and opportunities they can join in with while doing their volunteering.





# FUTURE

## Progress in Coventry



- For 2023 we have a new Volunteer coordinator within the project and our aim is to continue to engage in project clients and support them into volunteering.
- We will continue to build relationships with external volunteering opportunities.
- We would also like the Volunteer coordinator to look at engaging with the many asylum seekers in the city who, when they receive their refugee status, will be eligible for the project. The aim of this is to build relationships and expectations early.

# BNO support

- In 2021 we learned of a new group of migrants coming to the UK from Hong Kong on British National's Overseas visas.
- We were very keen to work with this client group and explore their support needs.
- Initially it was a challenge to make contact with this group of clients. Many are very wealthy and move to more affluent areas of Coventry and surrounding areas, they are also dispersed throughout the city making it harder to connect with them.
- We eventually made contact with a small group of clients, introducing ourselves and having conversations about the support we could offer them and how we could work with them moving forward.



# BNO Support

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- 2022 was a very busy year for BNO support, across the year we supported 148 BNO's across all our projects and also activities targeted at them.
- We have run 4 integration classes this year aimed at teaching newly arrive BNO's about UK culture, traditional and history.
- We also managed to join the DELTA scheme where we could get some funding for those needing additional ESOL support. BNO's generally have quite high levels of English so we put on weekly classes to support them with understanding English dialects and to support their spoken and written English.
- BNO's also joined many of our My Coventry provisions with 82 of them completing skills classes and accreditations.
- We have also supported approximately 30 BNO's into work in 2022.
- We also planned and organised a BNO open day at the Coventry Building Society arena and invited multiple organisations, including schools, voluntary organisations, employment support agencies and more, that could offer support to the BNO community. We had over 150 BNO's attend this event learning more about what support there is within Coventry for them.
- We have encountered some barriers with supporting BNO's into employment with organisations such as schools and the NHS being very hard to enter employment in, predominately due to DBS issues.
- We are relaying this information to local authorities with hopes of supporting clients through the issue.
- We have this year started to build a relationship with the NHS and UHCW. We want to ensure that our clients have accessible routes into key employment sectors within Coventry and we are beginning to establish good relationships with employers to aid this. We held meetings with ladies that work within UHCW and who wanted to support us in helping clients into work and volunteering, they recognised the barriers our clients can face sometimes and supported us in looking at ways around these. The relationship has resulted in regular tours of the UHCW for our clients looking behind the scenes at the different roles they have within the hospital. They also had some bank admin positions available and created a private link for us to share with our BNO clients who we believe would be good for this role. We had 14 apply and 8 successfully gain employment within the role. We hope this relationship will continue within 2023.



# FUTURE

## BNO Support



- Moving forward our aim is to continue to support BNO's in the next year.
- We will continue to deliver our integration and ESOL classes specifically for BNO's and will continue to communicate with them about their needs and challenges, adapting our provisions to meet these.
- We also hope to maintain our relationship with UHCW with 4 tours planned in 2023.

# Staffing

- At the end of 2022 we have 28 members of staff on payroll.
- 2022 has been a year of minimal staff change however the end of the year did see 3 members of staff move on.
- Moving into 2023 we have 25 members of staff.



# Looking forward

## Priorities for 2023:

- Continue to expand our services and adapt to the needs of those we are working with.
- Explore more relationships with businesses and organisations to grow work opportunities and routes to employment.
- To look for funding opportunities for beyond 2023 when many of our funded projects end in December 2023.

# Annual Accounts 2022



Section A Independent Examiner's Report

Report to the trustees

St Francis Employability CIC

On accounts for the year ended

31<sup>st</sup> December 2022

Charity no (if any)

1182309

Set out on pages

Remember to include the page numbers of additional sheets.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> 12/2022.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust'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 Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of AAT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

18/6/23

Name:

Elizabeth B Jackson

Relevant professional qualification(s) or body (if any):

Address:

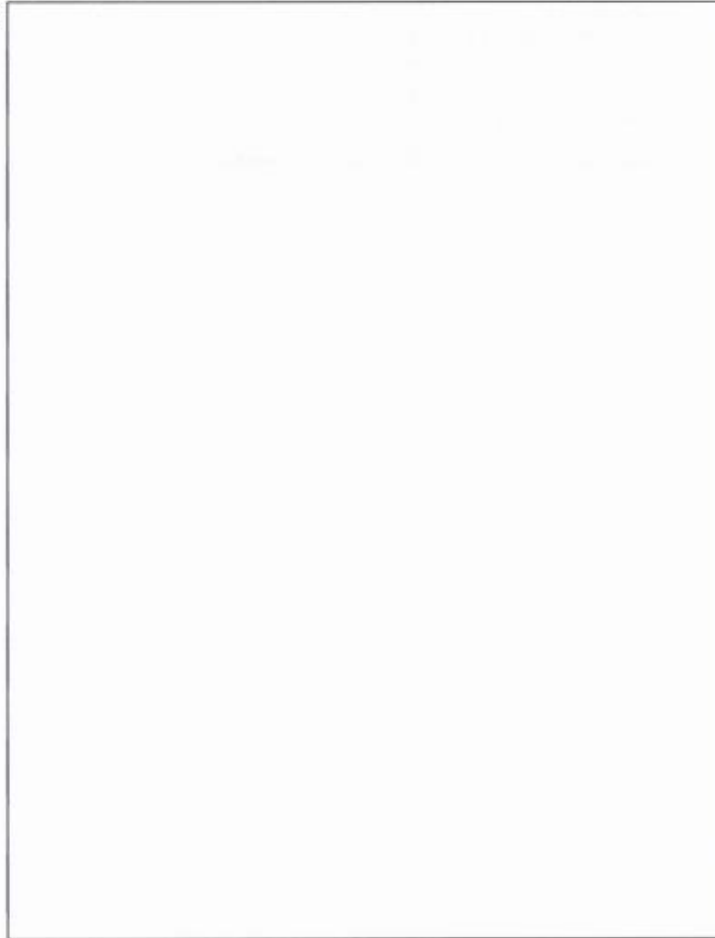
Foxglove House Love Land Donnington Newbury RG14 2JG

**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.**





St Francis Employability		Charity No (if any)	1182309	<b>CC17a</b>
<b>Annual accounts for the period</b>				
Period start date	01/01/2022	To	Period end date	

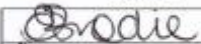

### Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	income funds	Endowments funds		
			£	£	£		
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
<b>Incoming resources from generated funds</b>							
Voluntary income	0	S01	-	-	-	-	-
Activities for generating funds	0	S02	0	-	-	-	-
Investment income	0	S03	2	-	-	2	-
<b>Incoming resources from charitable activities</b>	<b>674101</b>	<b>S04</b>	<b>103158</b>	<b>570941</b>	<b>-</b>	<b>674,099</b>	<b>524,905</b>
Other incoming resources		S05	-	-	-	-	-
<b>Total incoming resources</b>		<b>S06</b>	<b>103,160</b>	<b>570,941</b>	<b>-</b>	<b>674,101</b>	<b>524,905</b>
<b>Resources expended (Notes 4-8)</b>							
<b>Costs of Generating Funds</b>							
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs	0	S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
<b>Charitable activities</b>	<b>589024</b>	<b>S10</b>	<b>53326.9</b>	<b>535,697</b>	<b>-</b>	<b>589,024</b>	<b>439,390</b>
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	-	-	-	-	-
<b>Total resources expended</b>		<b>S13</b>	<b>53,327</b>	<b>535,697</b>	<b>-</b>	<b>589,024</b>	<b>439,390</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>S14</b>	<b>49,833</b>	<b>35,244</b>	<b>-</b>	<b>85,077</b>	<b>85,515</b>
<b>Gross transfers between funds</b>		<b>S15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		<b>S16</b>	<b>49,833</b>	<b>35,244</b>	<b>-</b>	<b>85,077</b>	<b>85,515</b>
<b>Other recognised gains/(losses)</b>							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>		<b>S19</b>	<b>49,833</b>	<b>35,244</b>	<b>-</b>	<b>85,077</b>	<b>85,515</b>
<b>Total funds brought forward</b>		<b>S20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total funds carried forward</b>		<b>S21</b>	<b>49,833</b>	<b>35,244</b>	<b>-</b>	<b>85,077</b>	<b>85,515</b>

## Balance sheet St Francis Employability at 31/12/2022

	Note	Restricted			Total this year	Total last year
		Unrestricted funds	income funds	Endowment funds		
		£	£	£		
		F01	F02	F03	F04	F05
<b>Fixed assets</b>						
Tangible assets (Note 9)	B01	-	-	-	-	-
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-	-
<b>Current assets</b>						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	0	-	-	-	-
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	118,975	227,430	-	346,405	261,328
<b>Total current assets</b>	B09	118,975	227,430	-	346,405	261,328
Creditors: amounts falling due within one year (Note 12)	B10	-	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	118,975	227,430	-	346,405	261,328
<b>Total assets less current liabilities</b>	B12	118,975	227,430	-	346,405	261,328
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
<b>Net assets</b>	B15	118,975	227,430	-	346,405	261,328
<b>Funds of the Charity</b>						
Unrestricted funds	B16	118,975	-	-	118,975	92,737
	B17	-	-	-	-	-
Restricted income funds (Note 13)	B18	227,430	-	-	227,430	168,591
Endowment funds (Note 13)	B19	-	-	-	-	-
<b>Total funds</b>	B20	346,405	-	-	346,405	261,328

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	EMMA BRODIE	18.7.23
	ANITA TURUTHI	18.7.23

**St Francis Employability 2022**

**All income and expenditure**

		2021	2022	
	<i>balance brought forward</i>	175813.26	£261,328.40	
	<i>Income</i>	£524,905.08	£674,101.00	
				<b>£935,429.40</b>
	<i>Expenditure</i>			
<i>Support Costs</i>	Administration	£2,237.75	£2,026.37	
	phone	£3,195.82	£4,066.54	
	banking	£770.30	£828.23	
	premises	£13,427.89	£3,688.30	
	Cleaning	£617.85	£2,809.82	
	publicity	£634.17	£606.50	
<i>Delivery costs</i>	resources	£19,710.85	£3,759.26	
	Equipment	£777.44	£7,981.93	
	room hire	£11,802.35	£36,997.09	
	Accreditation	£3,759.19	£5,045.44	
	staff	£359,851.75	£475,371.49	
	training	£758.12	£3,879.20	
	travel	£3,000.49	£16,132.87	
	food	£14,390.54	£24,242.00	
	pastoral	£4,455.46	£1,589.19	
				<i>balance to carry forward</i>
<i>Other costs</i>			£0.00	<b>£589,024.23</b>
				<b>£346,405.17</b>

**ST FRANCIS EMPLOYABILITY**

England & Wales - Charity number 1182309

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# Accounts

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Annual report 2021



# Who we are

- We are a Project, registered as a charity, based within an Anglican Parish Church in Coventry, working across an area which has pockets of deprivation ranked in the top 10% and 20% in the country.
- We work with people from all over Coventry, a city with higher-than-average unemployment and deprivation and a city that takes more Syrian (and other) refugees than any other local authority outside of London. Based in the church building in the heart of Radford, our primary aim is to transform our community and transform the lives of local people by helping people to move forward to social and financial inclusion and employment/education. The church itself was registered as a charity in 2017, however the church had been operating as a charity with exempted status since 1951. Our Employability Project (called St Francis Employability) delivers support services for unemployed people living in Coventry and was registered as a separate charity in 2019.
- **2021 has been a successful year but not without challenge as we recovered many of our services from the effect so the pandemic. 2021 was a year of recovery and growth for us.**
- Pre pandemic our projects attracted people from across the city and through creative new ways of engaging with our community and with new projects we established during the year 2020, we continued to do so. 2021 was a year where we brought our community back to face-to-face delivery for most of it. We worked to recover existing service while also growing on newly discovered needs of the community following a difficult year.
- We continue to work in close partnership with a number of other local organisations, including Coventry City Council, West Midlands police, CRMC, Positive Youth, CCA, Coventry Building Society, local schools and others to achieve targets of social inclusion, integration and promote understanding within communities, as well as supporting people to better able to live independently and be meaningful employed and economically active.

# Our aims and activities

- Our Aims and activities are listed on the Charity Commission site as ‘to provide employability support through job search, CV writing, skills training and accredited qualifications and integration support and community cohesion’. We are listed as delivering education and training, preventing and relieving poverty and supporting economic and community development and employment. We provide services and advocacy, support and information.

Our major project development in 2021 was to regrow and rebuild our active and present community in our building. Adapting and changing services from online to face to face and also introducing new aspects of support following the challenges that have grown from the pandemic. Specifically, we have seen a growing need for food, employment, financial and fuel/energy support and this has informed much of our 2021 activities.

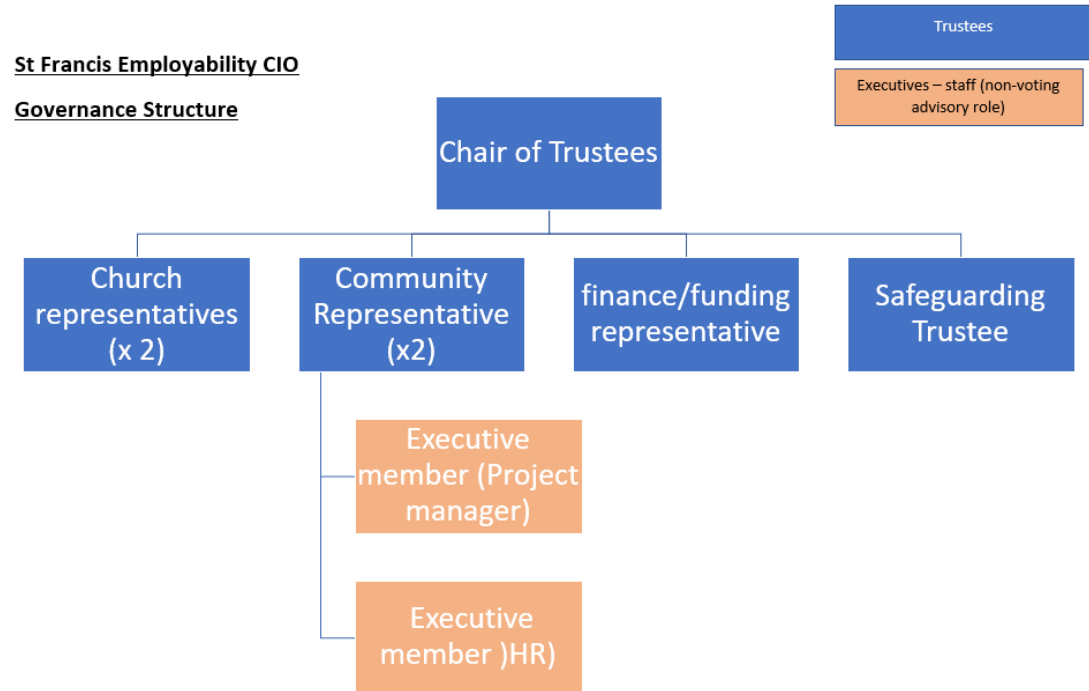
# Partnerships

- We work in partnership with many local organisations – statutory and 3<sup>rd</sup> sector.
- Our partnerships have grown over the past year with new opportunities for projects to begin have allowed us to connect further.
- We have continued to grow relationships with local organisations in Coventry partnering with organisations such as PYF, ACH, Coventry University and Spring housing in new projects started in 2021.



# Governance

- We have continued to maintain a strong governance structure throughout 2021.
- We have welcomed in a new chair of trustees and also 2 new community representatives as trustees who have supported us in flourishing throughout the year.



# Our Projects

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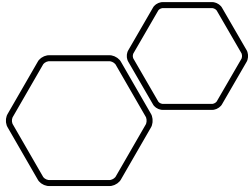
# Reaching Communities

- Reaching communities has been our longest standing project within St Francis Employability and is our core activity within our building.

## What is reaching communities?

Reaching communities is our core service for engaging with the community through employment and community support and consists of; a volunteering programme where individuals can engage in practical work experience in an area of interest to them, learn new skills and gain confidence in a work environment alongside one to one support from our volunteer coordinator; our community café which provides breakfast and lunch to all, Monday to Friday free of charge; employment support provided by our employment officer which includes CV writing, job search support, interview skills and support with other work related needs; community support from our community support officer who can provide personalised support surrounding issues such as benefits, debt, housing, bills, and more; and as a more recent addition we have our social supermarket which offers a life line to those who are struggling significantly with debt, housing, benefits and employment. All of our support is also made accessible to all by being free and because we have a creche facility available those who have children can come and be confident their children will be safe and looked after while they engage in our support. It is vital for us that we are able to offer this support to anybody that needs it. We are all to aware of the restrictions that some funding programmes put in place and we want our support to be inclusive. We do not want to turn people away because they do not fit a certain “category”.

These activities as a whole allow us to provide holistic support to our community, tailoring specific help to their needs and helping them to make meaningful change towards independence and stability.



# Reaching Communities

- At the beginning of 2021 we were still working around restrictions from the pandemic and many of our appointments and support was taking place online and only when necessary face-to-face. Moving into spring/summer and with restrictions lifting rapidly we took the opportunity to start to recover our pre-pandemic activities and invited clients and volunteers to come to the building once again. We were still cautious providing staff and visitors with masks and ensuring sanitiser and screen dividers were used when necessary.
- Our workclub, appointments and volunteering all began again. Slowly building up and recovering from the challenges of the pandemic.
- Appointments for employment and community support filled up rapidly due to an increased need for support following the challenges people faced as a result of the pandemic. Across 2021 we held over 1500 support appointments, primarily around debts and financial support due to increasing prices and loss of jobs, resulting from the pandemic. Many appointments we also around lack of ability to support themselves and their families and there were a lot of referrals to our 5doors down project for food support as a result. Over 50% of those engaging in our support services are from BAME backgrounds and many are refugees/asylum seekers.
- In 2021 we supported 33 people into paid employment and many of those engaging in the work club have engaged in volunteering and also ESOL and skills training activities that have supported them in improving their work specific skills.
- 2021 also brought back our volunteering programme. We did support some volunteers throughout the pandemic through volunteering workshops online and coffee mornings and we had some supporting with packing and delivering of food throughout the pandemic lockdown. However, our volunteering number dropped significantly. In 2021 we saw the return of 228 volunteers into our building in a variety of different roles who supported with the recovery of our café, playworking, and other activities.
- Volunteer stats: 35% were male and 65% were female. 10% were white British and the rest were from other ethnicities. A high proportion were from Hong Kong, in the UK on a BNO visa. We have recently started to do a lot of work with this client group, and they have been very keen to volunteer. They made up 19% of our volunteers this year.





# Reaching Communities

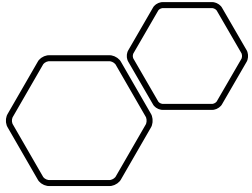
- Looking forward into 2022 we will continue to deliver the support activities we offer with employment, benefits, housing, debt and more. Our volunteering will also continue as will our workclub and opportunities to explore employment opportunities.
- 2022 will bring about the end of the National Lottery funding for this project and therefore we will be seeking replacement funding to continue being able to delivery these core, much needed activities.

# Community Café

- Our Community Café serves breakfast and lunch 5 days a week to people who visit our premises. We often offer meals to those in our community who have been rough sleeping, are seeking asylum or who are generally struggling. The meals offer a vehicle to engagement and most of those who we encounter over a meal begin to work with us to address some of the issues they face.

## Our Projects—Community Café





# Community Cafe

- Our community café operated throughout the pandemic with us providing takeaway meals for those most in need.
- 2021 allowed us to bring back some normality to our café service as we were once again able to welcome people back into the building.
- We serve on average breakfast for 20 people and lunch for 30 – 40 on a daily basis Monday - Friday. Our café is primarily run by volunteers and supported by staff.
- Previously surplus food donations from Tesco have supported our community café and throughout 2021 we also made connections with Marks & Spencer and Greggs to provide surplus donations of food. This has allowed us to offer some really exciting and different meals to our clients, ensuring everyone gets a nutritious and filling meal every day.



# Community Cafe



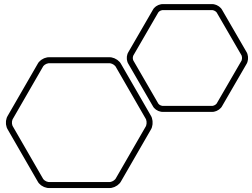
- **Moving forward we hope to continue to provide our community café as it is a lifeline to many people.**
- **It is also an amazing opportunity for many of our volunteers to get involved in and we see so many people benefit and grow from being a part of it.**

# STEP

- STEP is a project that we were commissioned by the local council to deliver, through AMIF funding received by World Jewish Relief. We were asked to work with newly arrived refugees from Syria to help them gain the skills and confidence they needed to move into employment. We source volunteering placements to help with work skills and English practice. We offer support as they settle into their new local communities and help them gain confidence.

## Our Projects— STEP





# STEP

- Following the pandemic, arrivals of new refugee families have been disrupted significantly however in Spring 2021 we saw this pick back up again with families arriving from Syria, Iraq, Yemen, Palestine and also Afghanistan through the resettlement programme with Coventry City council. These families would later join the STEP project in the summer of 2021.
- Initially this disruption in arrival of families looked to threatened the project however we adapted our services and delivered skills courses to families already in Coventry who needed some extra support with their English and Employment. We delivered a cohort of ESOL for childcare and also an ESOL for Employment course to provide this extra support to struggling individuals.
- We did manage to also deliver one cohort of accredited ESOL employability in 2021 with new families now arriving which successfully involved approximately 12 individuals who also engaged in wider services and volunteering with us.





## STEP

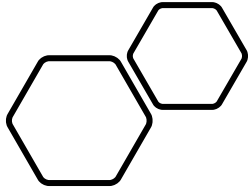
- In mid 2021 we were successfully granted further funding to continue the STEP project to the end of 2022.
- We will continue to engage with newly arrived families through our courses and volunteering supporting them closer to employment opportunities and a fulfilling life in Coventry.

# Refugee Integration

- Since 2016 we have worked in a local partnership, led by Coventry City Council to support newly arrived refugees. We have worked with people from Syria, Iraq, Sudan and Yemen to help them settle into the city, to begin to learn English, to gain confidence and look for work. This project has become part of our core delivery and we employ 7 staff to engage with these clients.

## Our Projects— Refugee Integration





# Refugee Intergration


- We continued to delivery ESOL support to Refugees coming through the integration program throughout 2020 online.
- 2021 brought back face to face classes for this client group with 6 classes beginning in the libraries 2 evenings a week but also 2 classes remaining online for those nervous and struggling to leave their homes.
- The lessons are continuously adapting to the varying levels and numbers of students we engage with and will continue to do so.
- Now back face to face we also have playworkers who regularly attend the sessions to ensure the children are also learning and developing their English skills. Parents can also concentrate on their lessons, confidently knowing their children are cared for.
- We have also continued wider support for this client group with many engaging with our volunteering opportunities, workclub and community support and also food support.





# Refugee Integration



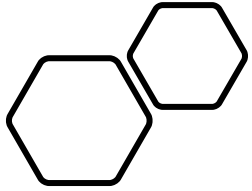
- We plan to continue this support and continue adapting to the needs of the client group.
  - More recently with the conflict in Ukraine we are starting to see Ukrainian refugees come into the city and in need of support. We are keen to explore their needs further and support them in the best way we can.
- 

# English for All

- English for All is one of our foundation projects. As Reaching Communities developed, we found more and more of the people we were trying to help into employment needed support with English language.
- We began by teaching English using volunteers but have now employed a tutor to support the daily classes we hold in the building. We have built great links with local schools to offer lessons to the parents of their children, too. We have also committed to working with people seeking asylum in the city, who can't always access other lessons. We have always struggled to find funding for this project but manage to juggle our finances to provide teaching hours!

## Our Projects— English for All





# English for All


- 2021 has allowed us to return face to face with all of our ESOL delivery.
- We have adapted our classes to allow us to reach a wider range of levels now delivering from Pre-entry to E3.
- We have seen the need for ESOL grow rapidly with us regularly receiving up to 8 referrals on a daily basis. This has led to us increasing the number of classes we offer in order to cater for this, and we expect to have to do this further moving forward as the referrals keep growing.
- We currently offer 8 different classes per week.





# English for All

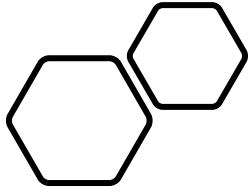


- We hope 2022 will bring about more opportunities to fund our ESOL classes. They are a core activity within our building and inform many of our other projects and sourcing some stability for them is a huge goal of ours moving forward.
  - We also expect the number of classes to grow rapidly over the next year.
- 

# Arabian Bites

- Arabian Bites was born out of the work we undertake with Syrian refugees. In order to allow them to demonstrate their skills in the kitchen, to showcase their culture through food and to develop English through volunteering we set up a restaurant – it became hugely popular, very quickly.
- We have catered for large and small events and made great links across the city. Lots of refugees (and others) volunteered at the project and built relationships.





# Arabian Bites

- In early 2021 we put a lot of energy into the recovery of Arabian Bites. Pre-pandemic it was a very successful project and was flourishing.
- The recovery of this project has proved very difficult. The building we operated from was not ours and we had to adhere to their covid restrictions which prevented us from opening as a café. We did however pursue takeaway services and catering opportunities. Pre-pandemic catering opportunities were our most successful venture.
- With the country still recovering from the pandemic and group gatherings in small supply, catering opportunities were not very often and we therefore were not able to sustain our Arabian Bites project on the lack of income we were receiving.
- We also had a limited time in the kitchen we were using and in November when this came to an end, we were not able to source another building in which to operate. Funding was a big factor in this.
- We made the decision at the end of 2021 to stop the Arabian Bites project.



# Arabian Bites

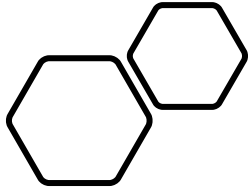


- We will continue to look for the right opportunities to bring the Arabian Bites project back if the right circumstances present themselves. It is not something we have ruled out.

# LEAP



- LEAP is a commissioned project that began in June 2020. The aim of the funder (Home Office) was to provide pre-entry English support for those who struggled to learn English. We took the very lowest level learners and worked intensively with them for 12 weeks to help them move into mainstream English classes. In 2021 we were given the opportunity to run a second round of 2 quarters to deliver this project.



# LEAP

- Leap initially ran from September 2020 to May 2021 and within this time we engaged with 99 learners. The majority of this time we were in periods of strict restrictions, limiting the extent to which we could engage with our students. We continued to deliver online.
- In September 2021 we were again given the opportunity to run another 2 quarters of the project taking us to April 2022.
- In this time, we were able to offer face to face delivery and we engaged more successfully with learners reaching out to 153 over the 8 months.



# LEAP



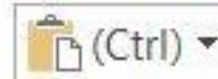
- **LEAP has now finished and we will hopefully be looking for some more long-term funding to continue to support the same client group.**





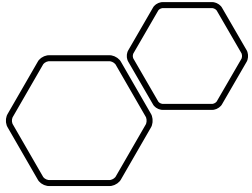
**MyCoventry**

This project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.



My Coventry is an AMIF funded project and began January of 2021. It is funded for 2 years which will take us to the end of 2022.

The primary aim of the project is to support third country nationals with employment and integration needs. We are one of 6 partners working on the project.



# My Coventry

- Initially My Coventry got off to a rocky start. As we began to delivery, we went into a lockdown which restricted the types of courses and activities we could offer. Under the project we offer accredited ESOL employability, accredited IT, Civic orienteering and accredited work-focused courses such as food hygiene and health and safety. Much of the first 2 quarters was online or working around strict restrictions and because of this our KPI's were not met. The tight eligibility criteria for the project also contributed significantly to this.
- Moving forward into the second half of 2021 we were able to delivery in the way we initially intended and did see our registrations and outcomes grow as a result of this but while still battling the eligibility for the project.
- During 2021 we engaged with 79 clients through the project and saw many successes with employment, education and training opportunities with these clients.



# My Coventry



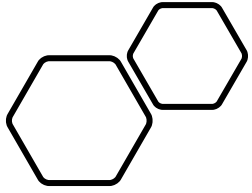
- **Moving into 2022 we are feeling positive about the growth of this project and hope to make up lost targets from the beginning of 2021.**
- **We are engaging with new client groups such as people on BNO visas from Hong kong and also Ukrainian refugees who are keen to get involved in the projects activities.**



# 5 Doors Down

- Our immediate response to the pandemic was to open as an emergency foodbank, working with newly recruited volunteers to deliver food to people who were vulnerable and shielding. We quickly built up a list of clients through referrals from schools and social workers and Coventry Food bank. During the first few months of the pandemic many thousands of meals and food parcels were delivered, and we were helped massively with funding through local charities.
- We developed the provision through the setting up of a Social Supermarket, to help people move away from dependency on emergency food supplies and the Coronavirus Resilience Fund helped us with this.





# 5 doors down

- 5 doors down has grown into a core activity of ours with it working closely alongside our reaching communities' activities to ensure we provide holistic and wrap around support for all our clients and volunteers.
- We continue to act as a foodbank and social supermarket recognising the need for more long-term support in many families, especially coming out of the pandemic.
- In 2021 we have seen our social supermarket numbers grow and fall as many families have joined us but also as many have made significant progress through working with our community support officer to secure employment and also financial stability.
- Over 2021 we have had 93 families sign up to the social supermarket, currently with 33 engaging with us at one time.
- The households engaging with us have varying needs from support with employment, debt, housing, English language, benefits and more.
- We like to provide a holistic service where we address their need for food support but also the underlying reasons they need to rely on the support.
- We regularly get deliveries from Fareshare to support with the food we need for our families and also receive surplus food donations from Marks and Spencer, Greggs and Tesco that add to the food we can offer.



## 5 doors down



- We expect to see the need for food support grow over the next year. In particular with rising food prices and energy and fuel costs we are already seeing number rise rapidly.
- With this rise we are also seeing a need to source more food for our members, and this is something we will need to explore and address in 2022.

# RTOF

## – Coventry connects

- Coventry connects is a new project that began in November of 2021. Its primary aim is to support newly awarded refugees with housing and employment.
- We are a partner on this project managed by Coventry City Council and alongside ACH and Spring Housing.
- Our aim on the project is to support with volunteering meeting outcomes on intermediated employment.
- This fund is different from other projects we have been part of before and is outcome based.
- Through this project we were able to employ a volunteer coordinator whose role is to source external placements for volunteers on the project.



- The end of 2021 marked the beginning of this project, and we are excited to see how it grows and the opportunities that arise from it



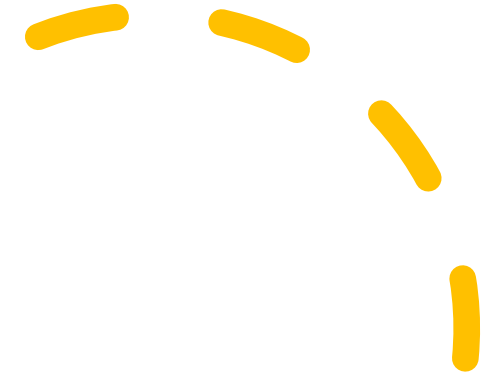
# BNO support

- In 2021 we learned of a new group of migrants coming to the UK from Hong Kong on British National's Overseas visas.
- We were very keen to work with this client group and explore their support needs.
- Initially it was a challenge to make contact with this group of clients. Many are very wealthy and move to more affluent areas of Coventry and surrounding areas, they are also dispersed throughout the city making it harder to connect with them.
- We eventually made contact with a small group of clients, introducing ourselves and having conversations about the support we could offer them and how we could work with them moving forward.



- The need of this client group is very different to client groups we have worked with before.
- They are a very wealthy and highly educated group and although needed some support with employment and English we found their biggest barriers are with housing, mortgages and integration.
- We have since put on integration classes to support them with understanding life in the UK, accessing services and navigating our systems.
- These have been very well attended and very well received by the clients with lots of positive feedback.
- To the end of 2021 we had started engaging with approximately 30 BNO clients.
- Many have also engaged with the My Coventry Provisions we offer.

# BNO support

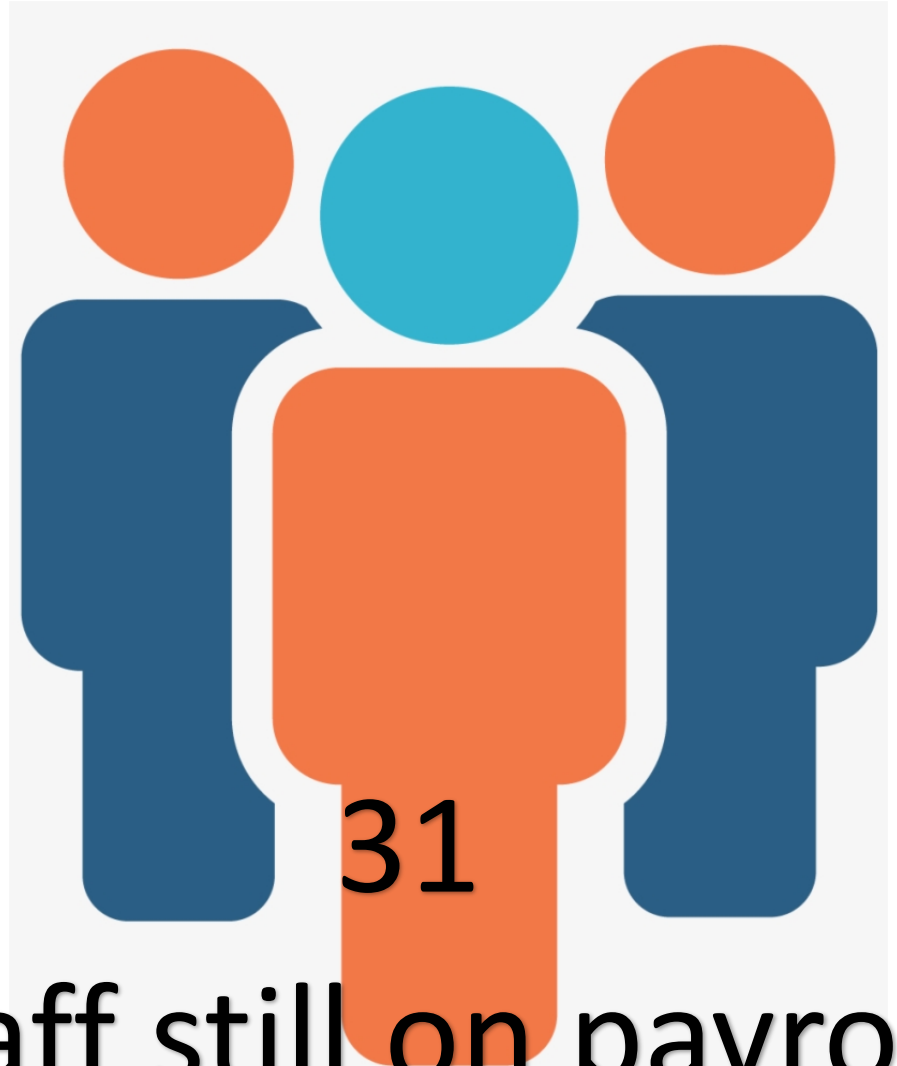


- **Moving forward we hope to increase our support for this client group and explore their needs further.**



# Staffing

- Following the challenges of 2020, 2021 has actually led to an increase in our members of staff with new projects and opportunities allowing us to expand our team.
- As of December 2021, we had 31 members of staff on payroll.



Staff still on payroll

# Looking forward

## Priorities for 2022:

- Continue to expand our services and adapt to the needs of those we are working with
- Continue to recover services and projects following the pandemic looking at what we can do to improve the services we offer moving forward
- Source funding for projects for which funding streams are ending

# Annual Accounts 2021



Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity name:  
St Francis Employability CIO

On accounts for the year  
ended

31/12/2021

Charity no  
(if any)

1182309

Set out on pages

5

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/21.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

01/07/2022

Name:

Elizabeth Barbara Jackson

Relevant professional  
qualification(s) or body  
(if any):

Address:

Foxglove House  
Love Lane Donington RG14 2JG

Only complete if the examiner needs to highlight 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.



St Francis Employability		Charity No (if any)	1182309	<b>CC17a</b>
<b>Annual accounts for the period</b>				
Period start date	<b>01/01/2021</b>	To	Period end date	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	income funds	Endowment funds		
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
<b>Incoming resources from generated funds</b>							
			-	-	-	-	-
Voluntary income	3698.75	S01	3,699	-	-	3,699	9,795
Activities for generating funds	520721.834	S02	143630.09	377576.74	-	521,207	446,391
Investment income		S03	-	-	-	-	-
<b>Incoming resources from charitable activities</b>							
	524905.084	S04	-	0	-	-	456,186
Other incoming resources		S05	-	-	-	-	-
<b>Total incoming resources</b>			<b>147,329</b>	<b>377,577</b>	<b>-</b>	<b>524,906</b>	<b>456,186</b>
<b>Resources expended (Notes 4-8)</b>							
<b>Costs of Generating Funds</b>							
			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs	0	S08	-	-	-	-	36,094
Investment management costs		S09	-	-	-	-	-
Charitable activities	439389.97	S10	85768.72	353,621	-	439,390	352,405
Governance costs		S11	-	-	-	-	-
Other resources expended		S12	-	-	-	-	-
<b>Total resources expended</b>			<b>85,769</b>	<b>353,621</b>	<b>-</b>	<b>439,390</b>	<b>388,499</b>
<b>Net incoming/(outgoing) resources before transfers</b>			<b>61,560</b>	<b>23,955</b>	<b>-</b>	<b>85,516</b>	<b>67,687</b>
<b>Gross transfers between funds</b>							
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>			<b>61,560</b>	<b>23,955</b>	<b>-</b>	<b>85,516</b>	<b>67,687</b>
<b>Other recognised gains/(losses)</b>							
			-	-	-	-	-
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
<b>Net movement in funds</b>			<b>61,560</b>	<b>23,955</b>	<b>-</b>	<b>85,516</b>	<b>67,687</b>
<b>Total funds brought forward</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total funds carried forward</b>			<b>61,560</b>	<b>23,955</b>	<b>-</b>	<b>85,516</b>	<b>67,687</b>

## Section B

## Balance sheet St Francis Employability at 31/12/2021

	Note	Restricted			Total this year £ 2021	Total last year £ 2020
		Unrestricted funds £ F01	Income funds £ F02	Endowment funds £ F03		
<b>Fixed assets</b>						
Tangible assets (Note 9)	B01	-	-	-	-	-
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
<b>Total fixed assets</b>	B04	-	-	-	-	-
<b>Current assets</b>						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	0	-	-	-	-
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	92,737	168,591	-	261,328	175,813
<b>Total current assets</b>	B09	92,737	168,591	-	261,328	175,813
Creditors: amounts falling due within one year (Note 12)	B10	-	-	-	-	-
<b>Net current assets/(liabilities)</b>	B11	92,737	168,591	-	261,328	175,813
<b>Total assets less current liabilities</b>	B12	92,737	168,591	-	261,328	175,813
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
<b>Net assets</b>	B15	92,737	168,591	-	261,328	175,813
<b>Funds of the Charity</b>						
Unrestricted funds	B16	92,737	-	-	92,737	-
	B17	-	-	-	-	-
Restricted income funds (Note 13)	B18	168,591	-	-	168,591	-
Endowment funds (Note 13)	B19	-	-	-	-	-
<b>Total funds</b>	B20	261,328	-	-	261,328	175,813
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval		

**St Francis Employability 2021**  
**All income and expenditure**

	<i>bf 2020</i>	£175,813.29	
	<i>Income</i>	£524,905.08	
			£700,718.37
	<i>Expenditure</i>		
<i>Support Costs</i>	Administration	£2,237.75	
	phone	£3,195.82	
	banking	£770.30	
	premises	£13,427.89	
	Cleaning	£617.85	
	publicity	£634.17	
<i>Delivery costs</i>	resources	£19,710.85	
	Equipment	£777.44	
	room hire	£11,802.35	
	Accreditation	£3,759.19	
	staff	£359,851.75	
	training	£758.12	
	travel	£3,000.49	
	food	£14,390.54	
<i>Other costs</i>	pastoral	£4,455.46	
		£439,389.97	£439,389.97
			£261,328.40

**ST FRANCIS EMPLOYABILITY**

England & Wales - Charity number 1182309

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# Accounts

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Annual report 2020



# Who we are

- We are a Project, registered as a charity, based within an Anglican Parish Church in Coventry, working across an area which has pockets of deprivation ranked in the top 10% and 20% in the country.
- We work with people from all over Coventry, a city with higher than average unemployment and deprivation and a city that takes more Syrian (and other) refugees than any other local authority outside of London. Based in the church building in the heart of Radford, our primary aim is to transform our community and transform the lives of local people by helping people to move forward to social and financial inclusion and employment/education. The church itself was registered as a charity in 2017, however the church had been operating as a charity with exempted status since 1951. Our Employability Project (called St Francis Employability) delivers support services for unemployed people living in Coventry and was registered as a separate charity in 2019.
- **2020 was our first full year of operating as an independent charity – and of course it turned out to be a particularly challenging year!**
- Pre pandemic our projects attracted people from across the city and through creative new ways of engaging and the new projects we established during the year, we have continued to do so. We work in close partnership with a number of other local organisations, including Coventry City Council, West Midlands police, CRMC, Positive Youth, CCA and others to achieve targets of social inclusion, integration and promote understanding within communities, as well as supporting people to better able to live independently and be meaningful employed and economically active.
-

# Our aims and activities

- Our Aims and activities are listed on the Charity Commission site as ‘to provide employability support through job search, CV writing, skills training and accredited qualifications and integration support and community cohesion’. We are listed as delivering education and training, preventing and relieving poverty and supporting economic and community development and employment. We provide services and advocacy, support and information.
- 



Our major project development in 2020 was a response to the pandemic and the new need within our local community. We established a project called **5Doors Down** which centered around a foodbank, delivering emergency food to those affected by the pandemic. This has developed considerably since those first days.

# Partnerships

- We work in partnership with many local organisations – statutory and 3<sup>rd</sup> sector.



In 2020 we entered a new partnership with Coventry Foodbank and have developing relationships with others: Coventry Diocese, the Job Centre, FareShare, Coventry Building Society and Tesco.

We hope that these partnerships will develop in 2021

## Partnerships

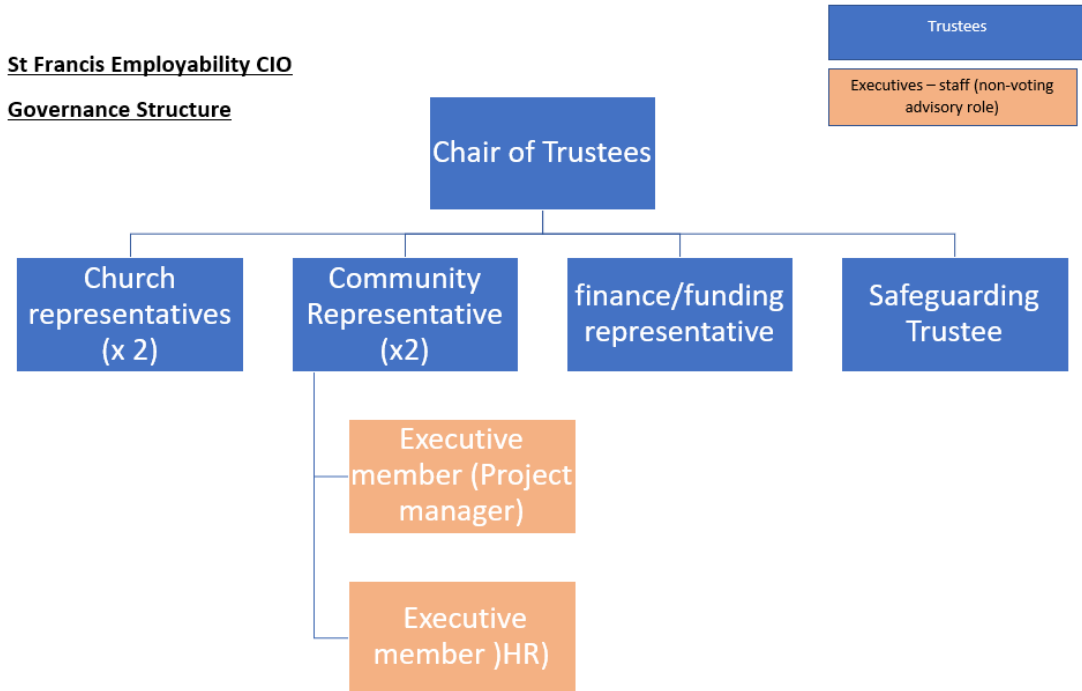
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# Governance

- In 2020, following our launch as a CIO, we worked hard to develop a good governance structure

**St Francis Employability CIO**  
**Governance Structure**



# Our Projects

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# Reaching Communities

- Our Reaching Communities Project entered its 5th year – funded by the National Lottery. We run a volunteering program and a work club and engage with people from all over Coventry. We offer volunteering placements to some of the hardest to place people in Coventry and are happy to work with people with no English, people who are differently abled and people who have particular barriers that prevent them from volunteering elsewhere.

## Our Projects—Reaching Communities

### Support in looking for work and volunteering placements.

Initially funded to work in the Radford area, we now draw clients from all over the city. Many are referred by the Job Centre, but many are self-referrals.



- Reaching Communities

COVID-19 has meant that most of our provisions are now delivered online, and we have developed methods and resources which means we can still support those in need, despite the restrictions we face.

Over the past 16 months we have continued to be available for appointments either by phone, zoom and when possible limited face to face appointments have been carried out. We have engaged with 233 individuals over this period who had on average 3 appointments with us. We supported 87 with employment support, 104 with housing issues, 30 with Debt issues, 139 with benefit related support and 161 in other areas of support.

Of those that we supported 89 identified as male and 144 as female. 37% were white British/white other, 42% identified as black Caribbean/African/other, 11% identified as Asian Pakistani/Indian/Bangladeshi/other and 10% identified as other/Arab/Roma.

87% of clients we supported were between 35 and 65.

In addition to this we have continued to engage with our volunteers and clients through weekly virtual coffee mornings maintaining our presence in the community, tackling the loneliness and isolation of the pandemic. We also provided volunteering workshops teaching people what volunteering is and the benefits of taking part to prepare people for volunteering post pandemic.



# COVID-19 RESPONSE

A horizontal bar composed of small squares in various colors: red, orange, yellow, green, blue, purple, pink, and grey.

## Our Projects—Reaching Communities

### Support in looking for work and volunteering placements.

Initially funded to work in the Radford area, we now draw clients from all over the city. Many are referred by the Job Centre, but many are self-referrals.



# Reaching Communities

**Moving forward with our reaching communities project we are working to rebuild our face to face provisions following the covid 19 pandemic and we want to continue to enable more people to fulfil their potential by working to address issues at the earliest possible stage by:**

- Offering local people, the opportunity to engage with the services we offer.
- Providing full and part time work experience (volunteer) placements.
- Personalised one-to-one support for the service user so that an individual pathway can be developed to address any barriers that may be hindering them from fulfilling their full potential.
- Providing, through the volunteering, accessible community services that add value to the local community and benefit the wider community (peer support in looking for work, ESOL classes, play opportunities for local children, breakfast and lunch club, open gardens, and more). To ensure the local community spaces are looked after (gardening volunteers) and local business have volunteers to support them (some of our volunteers work in local charity shops and museums). To bring people together and build strong relationships in and across communities.
- Working with the different communities coming into Coventry to provide a platform where different people can meet one another and discover common understanding and common ground. Provide opportunities for people from different backgrounds to work together as part of a volunteering team and to offer one another support, as well as the creation of themed friendship groups to further enable this to happen.



ing for work and volunteering  
ded to work in the Radford area, we now draw  
over the city. Many are referred by the Job Centre, many are self-referrals.



# Community Café

- Our Community Café serves breakfast and lunch 5 days a week to people who visit our premises. We often offer meals to those in our community who have been rough sleeping, are seeking asylum or who are generally struggling. The meals offer a vehicle to engagement and most of those who we encounter over a meal begin to work with us to address some of the issues they face.

## Our Projects—Community Café



# Community Cafe

- Our community café has undergone some significant changes in the past 16 months. We have no longer been able to have community meals and instead have been offering takeaway breakfasts and lunches for those most in need.
- We have provided approximately 1500 breakfasts/lunches since March 2020.
- Staff and some volunteers have worked hard to make a variety of lunches which are served as a takeaway.



## COVID-19 RESPONSE

### Our Projects—Community Café





# Community Cafe

- Moving forward we hope to reopen our community café. As our other projects move back to face to face delivery we will begin to provide drinks, breakfasts and lunches once again. We will encourage new and old volunteers to get involved to support us in this and we will once again be able to have lunch as a community.



# Building Bridges

- Building Bridges is a project that we were commissioned by the local council to deliver. We were asked to work with recently arrived migrants to help them gain the skills and confidence they needed to move into employment. We source volunteering placements to help with work skills and English practice.

## Our Projects—Building Bridges



# Building Bridges

- The building bridges project was very successfully moved online at the beginning of the pandemic. Staff worked hard over a period of 2 weeks to adapt all resources of the ESOL Employability course to online delivery, replacing the volunteering element with another module to support them in improving their employability.
- Resource packs were created and delivered to students and 2 successful cohorts were carried out within the year 2020.



## COVID-19 RESPONSE

### Our Projects—Building Bridges





# Building Bridges

- The building bridges project ended in December 2020 and it is clear the project had a huge impact in Coventry, and made a big difference to many. St Francis saw an over-achievement in all of the outputs which it delivered. 12,145 hours of volunteering were recorded against a target of 10,000 and this over-attainment would likely have been significantly greater had several months not been lost to COVID-19 pandemic.
- Against the target of 480 hours of teaching being delivered, St Francis Employability delivered 540 hours of teaching. In terms of total hours of learning, this adds up to 7,680 hours of learner contact across all participants. Additionally, to these figures St Francis Employability got 26 people into paid employment.

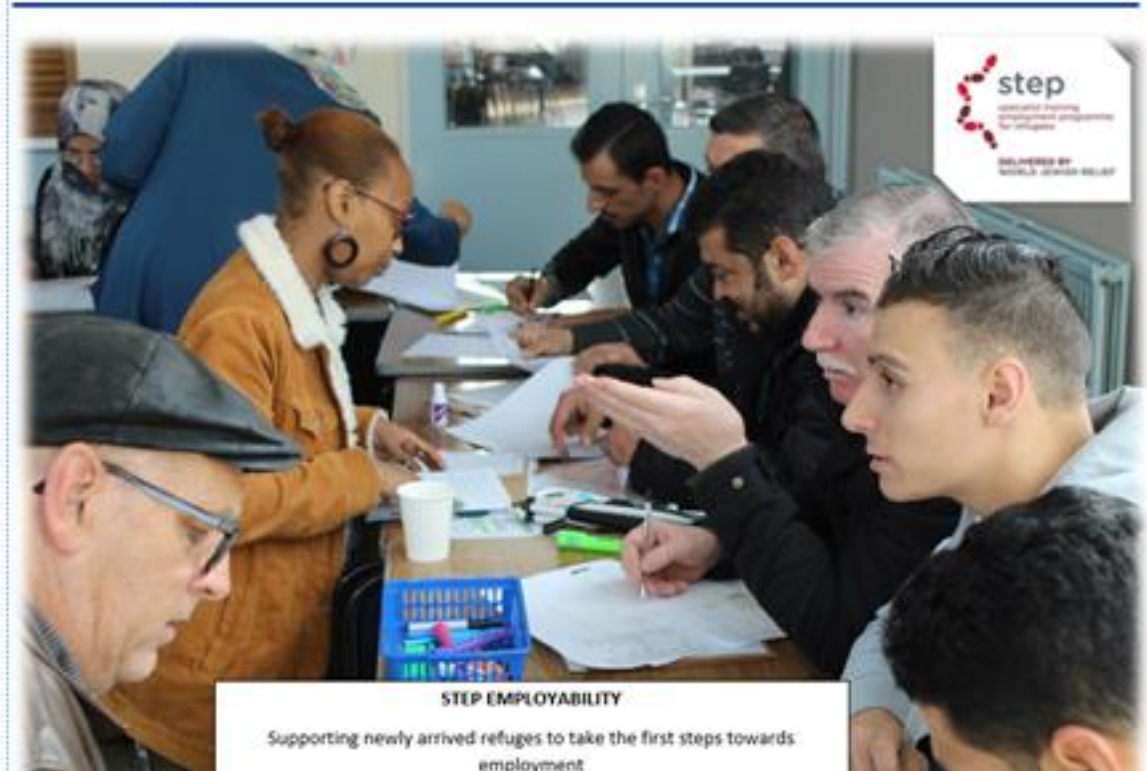


Church of Assisi Objective	Target	Actual	+/-
Clients from migrant communities to take up volunteering	120	128	+8
Clients attending 6 hours of ESOL per week	120	128	+8
Clients completing at least 10 hrs volunteering	120	128	+8
Participants to complete a second placement	12	35	+23
Hours of volunteering delivered	10000	12145	+2145
ESOL hours delivered	480	540 <sub>16</sub>	+60

# STEP

- STEP is a project that we were commissioned by the local council to deliver, through AMIF funding received by World Jewish Relief. We were asked to work with newly arrived refugees from Syria to help them gain the skills and confidence they needed to move into employment. We source volunteering placements to help with work skills and English practice. We offer support as they settle into their new local communities and help them gain confidence.

## Our Projects— STEP



# STEP

- As with the building bridges project our staff worked very hard to move the STEP delivery (ESOL employability) online and successfully completed 2 cohorts of the course.
- STEP was dependent on new arrivals coming into the city and when covid 19 hit no new arrivals were coming into the country leaving us with no clients to move into a 3<sup>rd</sup> Employability cohort.
- Instead of pausing the project we worked to develop different work-based skills courses (accredited and non-accredited) such as food hygiene, health and safety, CSCS prep, customer service and ESOL for childcare to delivery to existing clients on the STEP program, helping to develop their employability skills further and in an area of interest to them.
- Under the STEP program, from August 2020 we carried out 2 H&S courses, 1 food hygiene course, 1 customer service, 1 IT course, 1 CSCS prep course and we are currently teaching an ESOL for childcare course.
- These courses have engaged approximately 75 clients in work based skills helping them improve their employability as well as their English.



## COVID-19 RESPONSE

### Our Projects—STEP





## STEP

- We are currently working with a group of refugee women on the STEP program who have expressed an interest in childcare but lack the English to gain employment in this area currently.
- We have therefore developed an ESOL for childcare course which will teach these ladies English tailored towards working with children while also supporting them in gaining more knowledge and skills surrounding the topic.
- In May 2021 Coventry received a group of new refugee arrivals from Syria and we are currently preparing to deliver an ESOL employability course in September 2021.



# Refugee Integration

- Since 2016 we have worked in a local partnership, led by Coventry City Council to support newly arrived refugees. We have worked with people from Syria, Iraq, Sudan and Yemen to help them settle into the city, to begin to learn English, to gain confidence and look for work. This project has become part of our core delivery and we employ 7 staff to engage with these clients.

## Our Projects— Refugee Integration



# Refugee Integration

- For the past 16 months our refugee integration lessons have continued online. Our tutors worked incredibly hard to ensure the students understood zoom and whatsapp as these are the platforms we use and the lessons carried on as usual online.
- We also created some childrens packs and a childrens whatsapp group run by our playworkers to provide resources to the children of the families on the integration programs. Each week the playworkers would share tasks with the children and the children would share pictures of their work. We had engagement from approximately 30 children.
- We have provided ongoing support to integration clients with many seeking support with housing, benefits, employment, debt and food over the pandemic.
- We set up a covid support line for our integration clients which was operated by 2 Arabic speaking tutors in order to provide advice and support, particularly surrounding booking and taking covid tests.



## COVID-19 RESPONSE

### Our Projects— Refugee Integration





# Refugee Integration

- We are currently continuing our ESOL lessons online and continue to provide support for our integration clients as it is needed.
- We hope to move back to face to face delivery in the next month or so.



# English for All

- English for All is one of our foundation projects. As Reaching Communities developed, we found more and more of the people we were trying to help into employment needed support with English language.
- We began by teaching English using volunteers but have now employed a tutor to support the daily classes we hold in the building. We have built great links with local schools to offer lessons to the parents of their children, too. We have also committed to working with people seeking asylum in the city, who can't always access other lessons. We have always struggled to find funding for this project but manage to juggle our finances to provide teaching hours!

## Our Projects— English for All



# English for All

- Our English for All lessons have been delivered online for the duration of the pandemic. Tutors continued to assess new students and place them in the class most suitable for them.
- Our tutors have also worked to create videos and resources that have been placed on our very own ESOL website where students who struggled to attend the set lessons could still access English support.



## COVID-19 RESPONSE



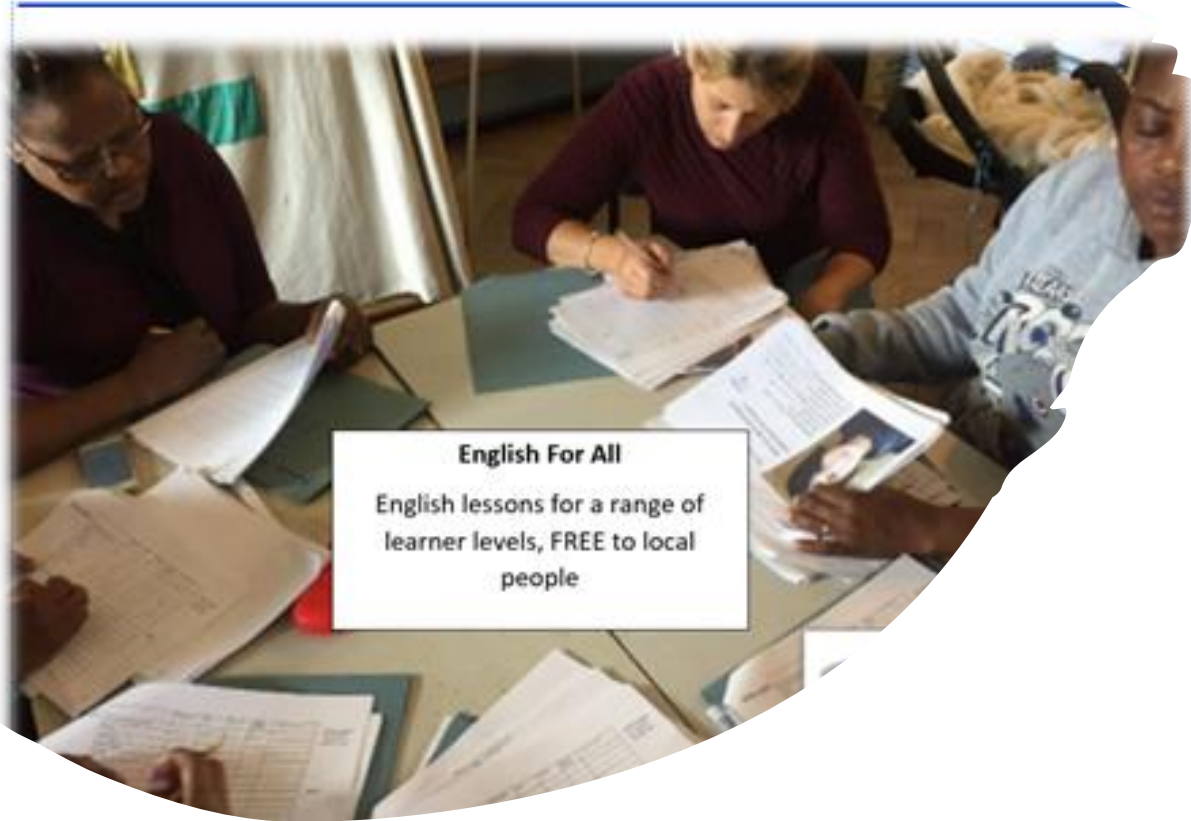
### Our Projects— English for All



#### English For All

English lessons for a range of learner levels, FREE to local people





## English for All

- Right now our English for All classes are more popular than ever with new referrals coming in everyday. Our tutors are working hard to get through assessments and the hope is to move the classes to face to face delivery within the next few weeks.



# Arabian Bites

- Arabian Bites was born out of the work we undertake with Syrian refugees. In order to allow them to demonstrate their skills in the kitchen, to showcase their culture through food and to develop English through volunteering we set up a restaurant – it became hugely popular, very quickly.
- We have catered for large and small events and made great links across the city. Lots of refugees (and others) volunteered at the project and built relationships.



# Arabian Bites

- Unfortunately due to the nature of the Arabian Bites project we had to temporarily pause this project for the duration of the pandemic.
- Our trade was mainly through external catering and our sit in buffet and takeaways were minimal. Also due to the space we had, we could not change to being a takeaway based kitchen and we decided it would be for the best to stop delivery until we were able to serve food in the way we did best.
- As we closed we had to pause all volunteering associated with Arabian bites and staff were furloughed.



## COVID-19 RESPONSE

### Our Projects— Arabian Bites





# Arabian Bites

- Arabian Bites has now recently opened again. It is on a much smaller scale than it was previously and due to changes in the space we had originally, we are no longer able to open as a restaurant. We are currently trialing takeaways and external catering with the aim to open more as trade grows again.
- We are also searching for different kitchen spaces within the city with the aim of expanding our business as more restrictions are lifted.
- Our aim for the future is to get the kitchen back up and running to its full potential and get volunteers back and learning employability skills, food hygiene and English with us once again while also continuing to promote community cohesion and integration.



# LEAP



- LEAP is a commissioned project that began in June 2020. The aim of the funder (Home Office) was to provide pre-entry English support for those who struggled to learn English. We took the very lowest level learners and worked intensively with them for 12 weeks to help them move into mainstream English classes.

# LEAP

- The LEAP project was a short one and started and ended within the covid 19 pandemic. It started in September 2020 when some restrictions had been lifted and we started to initially deliver face to face. Unfortunately a few weeks in case numbers soared and we had to move to online delivery.
- This came with its challenges, we were working with extremely pre-entry learners who also had poor IT skills and also little access to technology and it was a struggle to keep them engaged.
- We also could not carry out the volunteer element of the project.
- Throughout the length of the project however we did engage with 99 learners who showed significant improvement in their English abilities and many moved on into other provisions such as further English support, skills courses and employment support.
- We also engaged all students in Advice and Guidance support providing they were equipped with the knowledge to engage in wider community activities and support where needed.
- Students also had the opportunity to engage in additional literacy and IT support.



**COVID-19  
RESPONSE**



**Learn English  
in Coventry**



## LEAP

- Leap finished in May 2021 and we successfully engaged with 99 learners.
- We have also successfully bid for another 9 months of delivery which will begin in September 2021.
- It is hoped that as this will be face to face we will be able to engage with more students and also get them engaging in our other support and provisions more successfully, including volunteering.



Learn English  
in Coventry



**MyCoventry**

This project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.



- Another project that began during the pandemic, MyCoventry. This is a multi partner project, delivering English language and Employability skills to newly arrived people. The project funding started in January 2021 and will run for two years. This is Home Office funded.

- The My Coventry project started at the beginning of the year when we went into another national lockdown. Because of this COVID 19 has had a significant impact on all our delivery. Despite restrictions, we have managed to deliver all the courses we needed to online. Accredited courses meant that paperwork and learning sheets were sent in the post to participants, and lessons were delivered through zoom. We have however struggled to meet our targets for each quarter.
- Despite this, our learners have all engaged well and we have successfully completed 2 cohorts of ESOL Employability, 1 of food hygiene, 1 health and safety, 2 civic orienteering and 2 IT. We have also had 11 clients gain job interviews with 10 successfully gaining employment. Many of our clients engage in volunteering and on a weekly basis they engage with our learning mentor who supports them on their journey with us.
- We have worked to make the course more appealing to clients with walking tours being added to compliment our civic orienteering courses, face to face IT and mentoring sessions and we soon plan to do a presentation of certificates to say well done to all who have completed their accredited courses.



**MyCoventry**

This project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.





MyCov

Project is part funded by the EU  
on flows more efficient acc



- We are now entering into Quarter 3 of our delivery and we have moved everything back to face to face. So far delivery is going well and clients are engaging, we have already secured jobs for 2 clients and others are making good progress in the course.
- We hope by Quarter 4 we will have settled back into some normality and will be able to make more progress with clients and expand the opportunities we can provide them.

# 5 Doors Down

- Our immediate response to the pandemic was to open as an emergency foodbank, working with newly recruited volunteers to deliver food to people who were vulnerable and shielding. We quickly built up a list of clients through referrals from schools and social workers and Coventry Food bank. During the first few months of the pandemic many thousands of meals and food parcels were delivered, and we were helped massively with funding through local charities.
- We developed the provision through the setting up of a Social Supermarket, to help people move away from dependency on emergency food supplies and the Coronavirus Resilience Fund helped us with this.





## 5 Doors Down

- Moving forward, 5 doors down will continue to provide food support to people across the city.
- We continue to be part of feed the hungry which helps local individuals and families know we are present in the community.
- Our social supermarket is growing and we hope soon to create a more efficient set up with clients being able to come in and have more choice over the items they receive.



# Staffing

- 2020 has been a challenging year for our staff. The immediate impact of the first lockdown was that we needed to put some people on furlough. We rapidly developed a recovery plan and diversified, developing an emergency food response team and moving a lot of our provision online. We have been able to keep most of our staff on, but there have been challenges. A couple of staff have remained on furlough, and we have had to make two people redundant.



# Looking forward

- Priorities for 2021:
  - Recovery – get back to face to face delivery and clients in the building
  - Re-build volunteering program
  - Source replacement funding for Reaching Communities
  - Source replacement funding for LEAP ESOL
  - Identify recover options for Arabian Bites
  - Relocate project staff and Foodbank into church hall
  - Develop foodbank as a social supermarket and source on gong funding
  - Maintain 6 months reserves

# Annual accounts 2020



St Francis Employability CIO		Charity No (if any)	1182309	<b>CC17a</b>
Annual accounts for the period				
Period start date	01/01/2020	To	Period end date	

### Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year	Total last year
			Unrestricted funds	income funds	Endowment funds		
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>							
<b>Incoming resources from generated</b>							
			-	-	-	-	-
	Voluntary income	S01	9,795	9,795	-	9,795	11,555
	Activities for generating funds	S02	41,559	-	-	41,559	55,901
	Investment income	S03	0	-	-	-	-
	<b>Incoming resources from charitable</b>	S04	73,240	331,592	-	404,832	347,802
	<b>Other incoming resources</b>	S05	0	-	-	-	-
	<b>Total incoming resources</b>	S06	114,799	341,387	-	456,186	415,258
<b>Resources expended (Notes 4-8)</b>							
<b>Costs of Generating Funds</b>							
			-	-	-	-	-
	Costs of generating voluntary income	S07	0	-	-	-	-
	Fundraising trading costs	S08	37,223	-	-	37,223	53,294
	Investment management costs	S09	0	-	-	-	-
	<b>Charitable activities</b>	S10	56,166	299,429	-	355,595	253,189
	<b>Governance costs</b>	S11	0	-	-	-	-
	<b>Other resources expended</b>	S12	0	-	-	-	-
	<b>Total resources expended</b>	S13	93,389	299,429	-	392,818	306,483
	<b>Net incoming/(outgoing) resources before transfers</b>	S14	21,410	41,958	-	63,368	108,775
	<b>Gross transfers between funds</b>	S15	-	-	-	-	-
	<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S16	21,410	41,958	-	63,368	108,775
<b>Other recognised gains/(losses)</b>							
	Gains and losses on revaluation of fixed assets for the charity's own use	S17	-	-	-	-	-
	Gains and losses on investment assets	S18	-	-	-	-	-
	<b>Net movement in funds</b>	S19	21,410	41,958	-	63,368	108,775
	<b>Total funds brought forward</b>	S20	20,896	87,880	-	108,775	-
	<b>Total funds carried forward</b>	S21	42,306	129,838	-	172,143	108,775

## Section B Balance sheet

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
		F01	F02	F03	F04	F05
<b>Fixed assets</b>						
Tangible assets (Note 9)	B01	- 0	-	-	- 0	1,129
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
<i>Total fixed assets</i>	B04	- 0	-	-	- 0	1,129
<b>Current assets</b>						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	0	-	-	-	-
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	95,317	80,496	-	175,813	108,126
<i>Total current assets</i>	B09	95,317	80,496	-	175,813	115,997
<b>Creditors: amounts falling due within one year</b> (Note 12)	B10	3,670	-	-	3,670	480
<i>Net current assets/(liabilities)</i>	B11	91,647	80,496	-	172,143	115,997
<i>Total assets less current liabilities</i>	B12	91,647	80,496	-	172,143	117,126
<b>Creditors: amounts falling due after one year</b> (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
<i>Net assets</i>	B15	91,647	80,496	-	172,143	117,126
<b>Funds of the Charity</b>						
Unrestricted funds	B16	91,647			91,647	67,927
	B17	-			-	-
Restricted income funds (Note 13)	B18	80,496	-		80,496	48,070
Endowment funds (Note 13)	B19			-	-	-
<i>Total funds</i>	B20	172,143	-	-	172,143	115,997

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\*  Accounting Standards;
- or  Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[\*\* except for the following].

*Give details in this box if a different standard has been followed.*

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

*Give details in this box of any material changes that have been made.*

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

*Give details in this box of any material changes that have been made.*

**Section C** **Notes to the accounts** **(cont)**

**Note 7** **Paid employees**

*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	277331.68	398,480
Employer's National Insurance costs	27225.5	16,403
Pension costs	3,304	3,304
<b>Total staff costs</b>	<b>307,861</b>	<b>418,187</b>

**7.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work	Fundraising	-
	Charitable Activities	14
	Governance	-
	Other	-
<b>Total</b>	<b>14</b>	<b>16</b>

**7.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

**Brief details of the scheme**

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	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

Section C Notes to the accounts						
<b>Note 9 Tangible fixed assets</b>						
<i>Please complete this note if the charity has any tangible fixed assets</i>						
<b>9.1 Cost or valuation</b>						
	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	1,129	-	1,129
Additions	-	-	-	1,120	-	1,120
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	2,249	-	2,249
<b>9.2 Accumulated depreciation and impairment provisions</b>						
<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB	
<b>** Rate</b>						
Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	2,249	-	2,249
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	2,249	-	2,249
<b>9.3 Net book value</b>						
Brought forward	-	-	-	1,129	-	1,129
Carried forward	-	-	-	0	-	0
<b>9.4 Revaluation</b>						
<i>If any fixed assets have been revalued please give details of the valuer and method of valuation</i>						

**Section C** **Notes to the accounts** **(cont)**

**Note 11 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	7,870.4	-	-
Prepayments and accrued income	-	-	-	-
<b>Total</b>	-	7,870.4	-	-

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors**

12.1 Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	-	-	-	-

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

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