

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date: **1st January 2023**

Period end date: **31st 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	<p>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:</p> <ul style="list-style-type: none"> • Employment Support • Community Support • Supporting Migrants • Providing opportunities to volunteer • Food Support • ESOL & Skills Support
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>Summary of the key achievements of the year: 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>Reaching Communities Project – 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>5 Doors Down – our food project has continued to be extremely busy with more and more people seeking food support alongside</p>

	<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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>
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	<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>BNO Support – 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>Access for All Funding 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>Employer Engagement 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>Connecting with other Organisations and Charities 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>Key events: 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 Palairat.</i>
Full name (s):	Agnes Ka Yee Palairat
Position:	Chair
(e.g Secretary, Chair, etc)	
Date:	22nd October 2024

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

ST FRANCIS EMPLOYABILITY CIO

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ST FRANCIS EMPLOYABILITY CIO

Legal and Administrative Information for the year ended 31 December 2023

Status

St Francis Employability CIO is registered with the Charity Commissioners (number 1182309).
The Charity is governed by a Trust Deed dated 4 March 2019.

Trustees

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

Principal Address

St Francis of Assisi C of E Church
Links Road
Coventry
CV6 3DQ

Website: www.stfranciscoventry.org

Independent Examiners

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

Trustee:
Date:

Shodie
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

		2022	2023	
	Income	674,101.00	803,271.32	
	Debtors c/f		116,279.59	
				919,550.91
	Expenditure			
Support Costs	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	
Delivery costs	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	
Other costs	events	-	3,236.27	
				<u>660,062.51</u>
Net movemnts in funds				259,488.40
Funds B/f				346,407.67
Funds C/f				<u><u>605,896.07</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 31st 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 31st December 2021, and so no comparative figures have been included.

J A Davies (FCA)

Date: 3rd 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> £
Incoming Resources			
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
	<hr/>	<hr/>	<hr/>
Total Incoming Resources	620,791	298,760	919,551
	<hr/>	<hr/>	<hr/>
Resources expended			
Charitable activities	377,713	282,350	660,063
	<hr/>	<hr/>	<hr/>
Net Movement in funds	243,078	16,410	259,488
	<hr/>	<hr/>	<hr/>

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

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