

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date: **1st January 2024**

Period end date: **31st 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	<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.</p> <p>The key projects led include:</p> <ul style="list-style-type: none">• Employment Support• HARP Health Access Refugee Programme• Our Coventry• Welfare Support• Food Support• ESOL
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>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.</p>

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>Summary of key achievements and service feedback:</p> <p>Welfare Support</p> <ul style="list-style-type: none"> • 1057 welfare support appointments for 350 different clients <p>Employment Support</p> <ul style="list-style-type: none"> • 1052 employment support appointment • 7242 hours of volunteering <p>ESOL/Courses</p> <ul style="list-style-type: none"> • 1472 hours of ESOL teaching • Clients speak 79 different languages • 38 accreditations of work-based skills courses <p>Food Support</p> <ul style="list-style-type: none"> • 2474 number of food parcels • 766 number of households supported through food • Average 50 meals a day at our onsite cafe <p>Feedback from some of our service users:</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):	Agnes Ka Yee Palairat
Position:	Chair
(e.g Secretary, Chair, etc)	
Date:	23rd September 2025

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

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 – Chair of Trustees Anita Milkah Gathunguri – Resigned July 2024 Emma Brodie - resigned David Howarth Rev Tom Adrian Cook – appointed 17 th December 2024
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 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:

11th 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> £
Incoming Resources			
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
	<hr/>	<hr/>	<hr/>
Total Incoming Resources	407,058	185,401	592,459
 Resources expended			
Charitable activities	(483,046)	(200,663)	(683,709)
	<hr/>	<hr/>	<hr/>
Net Movement in funds	(75,988)	(15,262)	(91,250)
 Funds Brought Forward	354,377	251,519	605,896
	<hr/>	<hr/>	<hr/>
Funds Carried Forward	278,389	236,257	514,646
	<hr/>	<hr/>	<hr/>

ST FRANCIS EMPLOYABILITY CIO

Balance Sheet for the year ended 31 December 2024

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

Trustee: *Agnes Palancet*
Date: *11th 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

	Income	2023	2024
	Debtors b/f	-	116,279.59
	Income	803,271.32	624,302.91
	Debtors c/f	116,279.59	84,436.00
			592,459.32
	Expenditure		
<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>

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

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for the year ended 31 December 2024**

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Basis of Independent Examiner's Statement

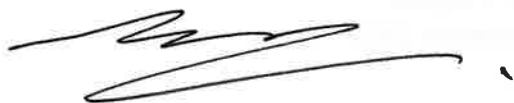
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 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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

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