



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 1 February 2020 **To** 31 January 2021

**Charity name:** Friends of Servite Association

**Charity registration number:** 1185688

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The primary purpose of the Friends of Servite Association is to advance the education of pupils in the school. The Friends of Servite Association is a registered charity, which aims to fundraise for important projects for the school.</p> <p>The Friends of Servite Association has made significant donations towards purchasing computing equipment, additional books for KS1 reading scheme, and the purchase of technical equipment to support school needs.</p>
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>The purpose of the Friends of Servite Association is to advance the education of pupils in the school. This is achieved by developing effective relationships between the staff, parents and others associated with the school and by engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.</p> <p>Friends of Servite has raised money through fundraising activities at the school to support the purchase of equipment for the school.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on	Para 1.18	<p>The trustees had regard for the guidance on public benefit issued by the Charity Commission.</p>

public benefit		
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Due to COVID-19 restrictions there were no contributions made by volunteers to fundraising activities.
Other		Not applicable

## **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	Friends of Servite purchased chrome books, additional books for KS1 reading scheme, and the purchase of related technical equipment (speaker sound system) for ceremonies (all totalling in the sum of £21462). In addition, the charity donated £8500 to families related to the school to support families struggling with the COVID-19 pandemic.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Over the course of 2020, the Friends of Servite Association was in close liaison with Servite Roman Catholic Primary School to ensure that the
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		<p>school and students had the necessary equipment to support virtual learning. The Association was able to fulfil its purpose by engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils. The Association also purchased equipment to ensure that the school was able to conduct ceremonies whilst maintaining adherence to social distancing policies.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>The performance of fundraising activities was curtailed by the social distancing restrictions related to the COVID19 pandemic. The main source of funds for the Friends of Servite Association were financial contributions made directly from donors.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not Applicable</p>
<p>Other</p>		<p>Not Applicable</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Friends of Servite Association's main source of funds in 2020 consisted of financial contributions made directly from donors. These donations compensated for the inability to conduct fundraising activities due to restrictions related to the COVID19 pandemic. Notwithstanding, the Association was able to generate a net income in the sum of £24852.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Friends of Servite Association is holding reserves to apply to the renovation of the school hall facilities to be completed in 2022/2023.
Amount of reserves held	Para 1.22	The Friends of Servite Association is holding reserves in the sum of £31406 by way of cash at bank.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Friends of Servite Association's main source of funds in 2020 were financial contributions made directly from donors. There were several fundraising activities however these were small in comparison.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable.
A description of the principal risks facing the charity	Para 1.46	The COVID-19 pandemic hit Servite families hard. We have seen a significant reduction in the number of donations received from parents and friends of the school.
Other		Not applicable

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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 19 September 2019
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated association
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	A notice is published in the Servite School Newsletter for consecutive weeks inviting volunteers to apply to become a trustee of the Friends of Servite Association. The committee members meet to elect and appoint a new trustee or reappoint trustees to the Association annually at the Annual General Meeting.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Friends of Servite Association has adopted training policies and procedures for new trustees. These include the completion of the induction training presentation, review of the administrative resources archive and introduction to co-trustee members and school contacts.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The organisational structure of the Friends of Servite Association is small. The Association has 4 trustee members. Please see trustees listed in Charity Trustee Table.
Relationship with any related parties	Para 1.51	Not Applicable.
Other		The trustees oversee the day to day running of the Friends of Servite Association. The trustees seek the views of its members, the school leadership team and the volunteers in identifying which activities to undertake. All trustees give their time voluntarily and receive no remuneration or other benefits from their role as trustee.

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## Reference and Administrative details

Charity name	<b>Friends of Servite Association</b>
Other name the charity uses	Not Applicable
Registered charity number	1185688
Charity's principal address	252 Fulham Road London SW10 9NA

## 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	Sinead McLeod	Co-Chair		
2	Stefanie Braschel	Co-Chair		
3	Laura Perera	Treasurer		
4	Clelia Supparo	Trustee		
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Corporate trustees - names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not Applicable		




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not Applicable		

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not Applicable
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## Other optional information

Not Applicable
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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)**

Laura Perera

**Full name(s)**

Laura Perera

**Position (eg  
Secretary, Chair, etc)**

Treasurer

**Date**

25/11/21

1Feb2020-  
31Jan2021

## FRIENDS OF SERVITE - Accounting Statement

INCOME					
Donation	Date	Donation	GiftA id	Amount	Description
Mr C	17 February 2020	482.00		482.00	Private Individual Donation
Mr B	12 March 2020		1,327 .91	1,327.91	Gift Aid
Mr H	13 March 2020	10,000.00		10,000.0 0	via GS Charity Donation Scheme
Mr C	17 March 2020		14.46	14.46	Gift Aid
Mr C	03 April 2020		3.61	3.61	Gift Aid
Mr H	30 April 2020	15,000.00		15,000.0 0	via GS Charity Donation Scheme
Mr W	17 July 2020		1,245 .00	1,245.00	Private Individual Donation
Mr W	27 July 2020		1,246 .00	1,246.00	Private Individual Donation
Mr W	10 August 2020		623.0 0	623.00	Private Individual Donation
Mr W	26 August 2020		1,246 .00	1,246.00	Private Individual Donation
Mr W	25 September 2020		1,557 .50	1,557.50	Private Individual Donation
Mr W	19 October 2020		311.5 0	311.50	Private Individual Donation
Mr TC	14 December 2020	3,000.00		3,000.00	via GS Charity Donation Scheme
Mr H	31 December 2020	10,000.00		10,000.0 0	via GS Charity Donation Scheme
		<b>38,482.00</b>	<b>7,57 4.98</b>	<b>46,056. 98</b>	
Other	Date	Donation	GiftA id	Amount	Description
EasyFundraisin g	28 February	114.81		114.81	Fundraising

	2020				
EasyFundraising	27 May 2020	59.57		59.57	Fundraising
EasyFundraising	21 August 2020	24.51		24.51	Fundraising
EasyFundraising	16 November 2020	167.33		167.33	Fundraising
		<b>366.22</b>	<b>0.00</b>	<b>366.22</b>	

<b>TOTAL INCOME 2020/2021</b>				<b>46,423.20</b>	
<b>EXPENSES</b>					
<b>Expenses 2020</b>	<b>Date</b>	<b>Payee</b>	<b>GiftA id</b>	<b>Amount</b>	<b>Description</b>
Books	29 February 2020	Atlantic Europe Publishing		1,381.50	Purchase of Books for Servite Library
Family Holy Cross Support	30 November 2020	Servite		500.00	Donation to Holy Cross Family during COVID
Family Servite Support	03 December 2020	Servite		8,000.00	Donation to 8 Servite Families during COVID
Servite Christmas Present	03 December 2020	Servite		213.00	Purchase of Christmas Present for Students
<b>Subscription</b>	<b>Date</b>	<b>Payee</b>	<b>GiftA id</b>	<b>Amount</b>	<b>Description</b>
Parentkind Membership 2020	20 July 2020	Parentkind 2020		110.00	Payment for subscription to Parentkind for Charity Support
<b>Liabilities</b>	<b>Date</b>	<b>Payee</b>	<b>GiftA id</b>		
Chrome Book Purchase	24 January 2021	Servite		11,367.00	Cheque payable to Servite to reimburse laptop purchase for support during COVID
<b>TOTAL EXPENSES 2020/2021</b>				<b>21,571.50</b>	
<b>NET EARNINGS 2020/2021</b>				<b>24,851.70</b>	

<b>CASH AT BANK 31 JANUARY 2020</b>				6,554.14	
MONIES HELD ON ACCOUNT FOR CHROME BOOK PURCHASE				11,367.00	
NET EARNINGS				24,851.70	
<b>CASH AT BANK 31 JANUARY 2021</b>				<b>42,772.84</b>	