

MELROSE PARIS FOUNDATION

Charity Number 1185907. Established October 2019

Trustees 'Annual Report 01/04/2024- 31/03/2025



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Registered Charity:	Melrose Paris Foundation 1185907
Registered Address:	15 Harland Street Ipswich Suffolk IP2 8JU. UK This charity is incorporated in England & Wales
Telephone:	+44 7969 528120
Website:	www.melroseparisfoundation.org
Principal Bankers:	The CAF Bank 25 King Hill Avenue Kings Hill Malling Kent ME19 4JQ. UK
Founder & CEO:	Melrose Paris
Trustees:	Mr. Richard Le Fanu-Grice (Trustee) Appointed 17/09/25 Melrose Paris (Chair) Appointed 17/09/2025. Elizabeth Roberts (Trustee) Appointed 25/09/2023.

Key Points Quick Overview

The main goals of the charity are to continue to provide help and care that makes a long-lasting difference for children, their parents, and older adults by interacting personally at a grass roots level.

As before, the Charity would like to thank Sada for her work in preparing the accounts and Lynne Denton (trustee) in preparing the supporting documents, and Charlotte Allen for completing Media updates. Also, the Charity is thankful for the continued support of Marie McKearney for all the film production.

The Charity's Objectives.

1. Enabling school children to attend school, payment of school fees, provision of stationery, books and library equipment. Provision of computer equipment and play equipment.
2. To enable health and care of individuals. Enabling people to have medical checks and necessary medications.
3. To enable children and adults with disabilities to have independence. To provide equipment such as walking frames, crutches, hospital beds for example.

The Charity continues to raise money through donations. Money continues to be allocated to transporting and shipping.

The Charity

Melrose Paris Foundation has been established to enable the advancement of the education of schoolchildren in Freetown in Sierra Leone, by the provision of support in the form of books, stationery, equipment and bursaries to children and young people of primary and secondary school age. However, more recently the Charity has been successful in enabling 7 students to enter University.

To try to prevent and relieve poverty and the advancement of health and saving of lives, by the provision of support in the form of items, medical supplies and equipment to individuals and organizations in need in such support in Freetown Sierra Leone. To enable Harmony and equality and diversity.

The Charity was established in 2019 by Melrose Paris who is the Chair of the Charity, with two Trustees, and a board.

The Charity utilizes policies to enable the safe running of the organization such as, Volunteer Management, Safeguarding Vulnerable Beneficiaries, Complaints Handling.

There are no employees in the UK or in Sierra Leone and no running costs for the charity. All the members of the Charity are volunteers ensuring all funds acquired are utilized for the Charity.

Donations are made in various forms and noted in the Financial Accounts section of this report.

Annual Plan Objectives 2024-2025

The trustees are proud to report that every pound raised will be used to enable the students and communities in Sierra Leone.

1. To continue to enable children to attend schools by funding those who need school fees paid.
4. To enable children with attendance at school by provision of books and stationary.
5. To continue to support Students in University placements. 7 new students and 6 in second year.
6. Continued support to Milton Margai University in terms of books and sharing knowledge and learning. A WhatsApp group has been established to enable students from Milton Margai and Cambridge University to share learning and ideas together.
7. Provision of funds to enable Light of Life School to extend School facilities to enable storage and use of toys and IT equipment already donated.
8. To support children attending Grassfield Preparatory School, by providing stationary, books and toys.
9. Provision of funds to support children attending Khanda Bennett School, to use IT equipment and books provided.
10. To enable continued health and welfare checks, by enabling individuals to have medical checks and necessary medications.
11. To provide new born and baby clothes and toys for new baby units and community surgery at Freetown.
12. Support to John Obey Community Hospital, provision of birthing bed.

Achievements

Light of Life School Light of Life Community Village School	Provision of toys, stationary and books, pens and chalk for the teachers. A new door and paint for the door.
	Provision of toys, stationary and books, 2 sets of crutches
Khanda Bennett Preparatory School	Provision of Toys and 2000 Leons given for a new build to enable students to attend school safely
Grassfield Preparatory School	Toys and books provided

John Obey Primary School	Provision of toys to enable the children to have a more varied play time.
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1. During 2024-2025 the Foundation has enabled 26 children and 6 University students to continue their education.

A new Academy was visited in 2025, Abierich Academy in John Obey. The Foundation provided toys for the primary school children to use in their play times.

2. Support was given to a local man Mr. Swarray (Mr. Swarray agreed for his name to be used in this report) who wanted to get back into work after a below knee amputation. A wheelchair and physiotherapy equipment was provided.

3. Continued visits to St Georges Older Persons home have been completed, and support given by way of provisions, blankets, towels and clothing.

4. A series of educational workshops regarding Social Work, were completed with Milton Margai University and Makeni University. Melrose Paris, Marie Mckearney and Lynne Denton completed the work with the establishments, and delivered books for their libraries, to enable students to have more varied reading and help with the comparison of Social Work provision between Sierra Leone and Great Britain.

Visits to Makeni Correctional Centre was also completed, and the Foundation provided a one off donation to the female and male residents within the Centre of a goodie bag containing, toothpaste, a toothbrush, soap, and packets of nuts and treats.

5. Mamas Penny is a new organization that the Foundation has agreed to support for the 2025 and 2026. This organization was formed to enable and empower women to become educated in the business world by providing initial loans to commence a business, which in turn, will support their children and families. They have supported women to become economically independent since their inception in 2020, by making soap, tie dying materials, and in the field of agriculture. There are now over 100 women that have their own businesses. The organization also provides advocacy services and has aspirations to provide more education in terms of business administration.

The Foundation provided a sewing machine, and 7000 Leons (2000 Leons provided in 2024) to enable further loans.

Clothing patterns were also given to the organization to enable the making of clothes to sell, and some tables and chairs for teaching sessions to be set up. These teaching sessions will commence with basic literacy and math.

6. A trip to Bo was completed to visit the hospital site, and the provision of medicines and medical equipment. Payment of three patients invoices were paid to enable their families not to fall into debt and therefore having a negative impact on their children.

Financial Accounts 2024/2025

Money is derived from donations, school funds are paid by donors who pay annually for the school fees. Volunteers and Charity Board members complete events such as Balls BBQ's , walks and runs, etc.

Some organizations have been contacted to ask for offers of donations in some form, and there have been donations of IT equipment, hospital beds, physiotherapy equipment and the like.

Statement of Financial Activities (incorporating Income and Expenditure) April 2024 – March 2025

Date range: Last financial year

1 Apr 2024

31 Mar 2025

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Compare with 1 year

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Profit and Loss

Melrose Paris Foundation

For the year ended 31 March 2025

	2025	2024
Turnover		
Monthly Donations	8,850.12	10,102.68
One Off Donations	150.00	940.00
Other Revenue	-	8,020.00
Total Turnover	9,000.12	19,062.68
Cost of Sales		
Direct Expenses	4,469.76	8,000.00
Total Cost of Sales	4,469.76	8,000.00
Gross Profit	4,530.36	11,062.68
Administrative Costs		
Audit & Accountancy fees	-	12.00
Bank Fees	81.27	132.30
Entertainment-100% business	175.00	-
General Expenses	931.99	626.30
Interest Paid	10.00	-
IT Software and Consumables	-	244.17
Motor Vehicle Expenses	20.10	30.00
Postage, Freight & Courier	1,868.06	2,205.00
Subscriptions	447.41	201.80
Travel - International	803.79	2,310.00
Travel - National	90.83	10.83
Total Administrative Costs	4,428.45	5,772.40
Operating Profit	101.91	5,290.28
Profit on Ordinary Activities Before Taxation	101.91	5,290.28
Profit after Taxation	101.91	5,290.28

Financial Commentary – Year Ended 31 March 2025

Overview

The Foundation experienced a **significant reduction in income and profitability** in 2025 compared to 2024. While costs were reduced, the decline in turnover outweighed the savings, resulting in a **minimal operating surplus** for the year.

Turnover

Total Turnover decreased by 53%, from £19,062.68 in 2024 to £9,000.12 in 2025.

Breakdown:

- **Monthly Donations:**
Decreased from £10,102.68 to £8,850.12 (down 12%)
- **One-Off Donations:**
Dropped significantly from £940.00 to £150.00 (down 84%)
- **Other Revenue:**
Reduced from £8,020.00 to £0.00

Commentary:

The sharp fall in income is mainly driven by the **loss of Other Revenue** and a steep decline in **one-off donations**, suggesting reduced fundraising activity or fewer external funding sources in 2025.

Cost of Sales

- **Direct Expenses:**
Reduced from £8,000.00 to £4,469.76 (down 44%)

Commentary:

The reduction in direct costs reflects **lower activity levels**, aligning with the decrease in overall income.

Gross Profit

- **Gross Profit decreased from £11,062.68 to £4,530.36 (down 59%)**

Commentary:

Despite lower direct expenses, the decline in turnover significantly reduced gross profit, indicating **weaker operational performance**.

Administrative Costs

Total Administrative Costs fell by 23%, from £5,772.40 to £4,428.45.

Key movements:

- **Travel (International):**
Reduced from £2,310.00 to £803.79
- **Postage, Freight & Courier:**
Reduced from £2,205.00 to £1,868.06
- **General Expenses:**
Increased from £626.30 to £931.99

- **Subscriptions:**
Increased from £201.80 to £447.41

Commentary:

Cost control is evident, particularly in **international travel and postage**, although some overheads such as **subscriptions and general expenses increased**, partially offsetting savings.

Profitability

- **Operating Profit:**
Fell sharply from £5,290.28 in 2024 to £101.91 in 2025
- **Profit After Tax:**
Also £101.91 (no tax charge reported)

Commentary:

The Foundation effectively **broke even in 2025**, with only a small surplus. This indicates **limited financial buffer** and increased reliance on stable or improved income streams to maintain activities.

Key Observations & Risks

- **High dependency on monthly donations** – now the primary income source
 - **Loss of diversified revenue** (Other Revenue at £0)
 - **Thin operating margin** (approx. 1% vs 28% in 2024)
-

Recommendations

- **Rebuild diversified income streams**, particularly one-off donations and alternative revenue sources
 - **Review subscription and general expenses** for value for money
 - **Strengthen fundraising campaigns** to restore income levels
 - **Maintain cost discipline**, especially in non-essential administrative costs
-

Summary Statement (For Reports or Trustees)

“For the year ended 31 March 2025, Melrose Paris Foundation reported a significant decline in turnover, primarily due to reduced one-off donations and the absence of other revenue streams. While administrative and direct costs were reduced in line with lower activity levels, the Foundation achieved only a marginal operating surplus of £101.91, highlighting the need to strengthen income generation and diversify funding sources to ensure long-term financial sustainability.”

Statement of Financial Position 31 March 2025

Date: End of last financial year

31 Mar 2025

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Compare with 1 year

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Balance Sheet

Melrose Paris Foundation

As at 31 March 2025

	31 Mar 2025	31 Mar 2024
Current Assets		
Cash at bank and in hand		
Melrose Paris Foundation Bank	1,264.42	1,219.70
Total Cash at bank and in hand	1,264.42	1,219.70
Total Current Assets	1,264.42	1,219.70
Creditors: amounts falling due within one year		
Directors' Loan Account	1,035.50	1,035.50
VAT	(114.19)	(57.00)
Total Creditors: amounts falling due within one year	921.31	978.50
Net Current Assets (Liabilities)	343.11	241.20
Total Assets less Current Liabilities	343.11	241.20
Net Assets	343.11	241.20
Capital and Reserves		
Current Year Earnings	101.91	5,290.28
Retained Earnings	241.20	(5,049.08)
Total Capital and Reserves	343.11	241.20

Balance Sheet Commentary – As at 31 March 2025

Melrose Paris Foundation

Overview

The Foundation remains in a **positive net asset position**, with a modest improvement in its financial standing during the year. While overall asset levels remain low, the organisation has strengthened its balance sheet slightly through the generation of a small operating surplus.

Current Assets

- **Cash at bank and in hand:**
Increased marginally from **£1,219.70 (2024)** to **£1,264.42 (2025)**

Commentary:

The slight increase in cash reflects the **small operating surplus generated in 2025**, helping to maintain short-term liquidity despite reduced income levels during the year.

Creditors (Amounts Falling Due Within One Year)

- **Directors' Loan Account:**
Unchanged at £1,035.50
- **VAT:**
Reduced from £57.00 to £114.19 (repayable)

Note: The VAT balance shows as negative, indicating a **VAT receivable from HMRC** at year-end rather than a liability.

- **Total Creditors:**
Reduced from £978.50 to £921.31

Commentary:

The decrease in total creditors suggests **improved short-term obligations management**, although the continued presence of a Directors' Loan Account indicates reliance on director funding for operational support.

Net Current Assets

- **Net Current Assets:**
Increased from £241.20 (2024) to £343.11 (2025)

Commentary:

This improvement reflects the combination of **stable cash levels and a small reduction in liabilities**, strengthening the Foundation's short-term financial position.

Capital and Reserves

- **Current Year Earnings:**
£101.91 (2025) compared to £5,290.28 (2024)
- **Retained Earnings:**
Improved from a **deficit of £5,049.08 (2024)** to a **positive balance of £241.20 (2025)**
- **Total Capital and Reserves:**
- Increased from £241.20 to £343.11

Commentary:

The movement in retained earnings reflects the **carry-forward of the 2025 surplus**, resulting in a positive reserves position. However, overall reserves remain **modest**, limiting the Foundation's ability to absorb financial shocks or fund expansion without additional income.

Key Observations & Risks

- **Low cash reserves** relative to ongoing operational needs
- **Dependence on Directors' Loan** for funding stability
- **Limited financial buffer** despite improvement in net assets

Recommendations

- Build **cash reserves** to improve financial resilience
 - Consider a **repayment plan or formalisation of the Directors' Loan**
 - Strengthen **fundraising and income generation** to grow retained earnings
-

Summary Statement (For Trustees' or Annual Report Use)

"As at 31 March 2025, the Foundation reported net assets of £343.11, reflecting a modest improvement on the prior year. Cash balances increased slightly to £1,264.42, while current liabilities reduced to £921.31. The year's operating surplus of £101.91 contributed to a positive retained earnings position; however, reserves remain limited, and the organisation continues to rely on director funding to support short-term liquidity."

Objectives and Plans for 2026

2026 will be a year of wind down for the Foundation after much thought and deliberation, some members have left the Foundation and due to the financial climate the donations have decreased. The members that to go out to Sierra Leone are older and unfortunately there are no other members who are able to continue this.

The Foundation has agreed to continue to fund the children and students currently provided for until the end of their education.

Also;

1. The consideration of funding the erection of a new building to enable 2 classes to be run at the Light of Life Community Village School.
13. Provision of medicines and equipment to Bo Hospital.
14. The provision of £600 to Mamas Penny to enable them to buy a Casava Machine, that will benefit all the people within there scheme. If further sewing machines can be acquired, they will be donated to Mamas Penny.
15. Each school will be supported by the provision of stationary, books and toys.
16. John Obey Abierich Academy will also have a one off provision of books and stationary items.