



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2022		31	March	2023

Section A Reference and administration details

Charity name

FREETOWN SECONDARY SCHOOL FOR GIRLS EX-PUPILS ASSOCIATION, UK & IRELAND

Other names charity is known by

FSSGIANS UK

Registered charity number (if any)

1191039

Charity's principal address

68 BELLINGHAM ROAD

LONDON

Postcode

SE6 2PT

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	Madlyne Harding	President / Chair Trustee		Annual General Meeting and Elections
2	Sitnah Palmer	Vice President / Trustee		Annual General Meeting and Elections
3	Grace Elizabeth Christiana Akinlusi	Treasurer Trustee		Annual General Meeting and Elections
4	Angela Fubara	Assistant Treasurer Trustee		Annual General Meeting and Elections
5	Harolda C. E. O. Williams-Babin	General Secretary / Trustee		Annual General Meeting and Elections
6	Amorette Decker	Assistant General Secretary / Trustee		Annual General Meeting and Elections
7	Kadijatu McEwen	Social Secretary / Trustee		Annual General Meeting and Elections
8	Jasmil Cole Smith	Assistant Social Secretary / Trustee		Annual General Meeting and Elections
9	Leona Macauley	Publicity Officer / Trustee		Annual General Meeting and Elections
10	Willia Olu-Williams	Assistant Publicity Officer / Trustee		Annual General Meeting and Elections
11	Reverend Bernice Lemon-Thomas	Pastoral Office / Trustee		Annual General Meeting and Elections
12	Vida Wills	Pastoral Officer / Trustee		Annual General Meeting and Elections
13	Adekemi Bull	Trustee		Annual General Meeting and Elections
14	Elizabeth Jinadu	Trustee		Annual General Meeting and Elections
15	Doris Crompton- Thomas	Trustee		Annual General Meeting and Elections

16			
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20			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITY INCORPORATED ORGANISATION (ASSOCIATION)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or re-appointed at the biennial Annual General Meeting. The term of office for each elected Trustee shall be two years. A Trustee shall hold the same office for no more than two consecutive terms

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage

Our policies include Code of Conduct (Bye laws), Equal Opportunity and Diversity, Safeguarding, Volunteering, Functions and duties of charity trustees. The charity is managed by the Trustees, headed by the President (Chair) of the organisation. The organisation works in partnership with other alumni branches in Sierra Leone, The Gambia and the United States. The trustees manage the affairs of the charity in good faith and with due regard to the will of members to further the purposes of the CIO. Trustees have a wide range of special knowledge and experience and show due consideration to any major risks that the charity may be exposed to and have established procedures in place to Manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The advancement of quality education, particularly for the pupils of the Freetown Secondary School for Girls, Sierra Leone. (2) Support and assist the provision of educational facilities and a safe learning environment for pupils at the Freetown Secondary School for Girls, resulting in improved pupils' outcomes

Luncheon Sale

We had a successful Luncheon Sale on 11 June 2022 that was well attended and we raised a substantial amount (See account).

Africana Night

Our Africana night on 24 September 2022 was a huge success despite the low turnout from members. However, we had the support from non-members and it turned out to be one of our most successful events.

Thanksgiving Service

Our 38th Annual Thanksgiving Service on 22 January 2023, celebrating our Alma mater's 97th anniversary was conducted in person at St Giles Church, Camberwell. This was a successful event as we got to meet in person since our last face to face thanksgiving in 2020.

Thanks to all our members, patrons and supporters for their continued support and donations made towards the above fundraising events.

We continued with our monthly meetings, virtually and we had three face to face meetings which were also successful. We had the privilege to meet with and socialise with some of our senior members who are disadvantaged by technology and have not been able to join in, on our Zoom meetings.

Our members continued with their annual subscription and voluntary donations.

Trustees are aware of the Charity Commission guidance on public benefit/funds and that none of the income of the charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the charity. All funds raised are for public benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity is made up of ex-pupils (Alumni) who are volunteers and give up their time, financial contribution and expertise to improve the standard of the organisation and increase our fund-raising efforts.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2022 -2023 in review

Fundraising events

Our three main fundraising events i.e. Luncheons Sale, Africana Night and Thanksgiving were all successful and made profits for the association.

Annual returns

We successfully submitted our second Annual Returns and within the time frame. We also registered with the HMRC and in the process of claiming Gift Aid from our donations.

Bye Laws and Code of Conduct

We completed the Bye Laws and Code of Conduct which will complement our CIO Constitution and this was ratified at our AGM.

Bank accounts

With our new status as a Charity Incorporated Organization (CIO), we are required to upgrade our Bank Accounts to meet the Charity Commission standards.

We successfully opened three Online Bank Accounts with Metro Bank in July 2022 and we transferred our accounts from Natwest Bank into the new accounts. One current account; one subscription current account; and one savings account. These accounts provide instant access to our accounts, easy transactions and statements.

Project

In March 2023, we embarked on refurbishing and equipping the Foods & Nutrition room and the Clothing & Textiles room as our identified project in the school. The refurbishment will enable the girls in the Home Economics stream to take their practical lessons, and external

Section D	Achievements and performance
	<p>examinations in a well-equipped cookery room and needlework room, giving the girls better opportunities for higher pass grades.</p> <p>This project was split into two halves due to the financial costs. Phase 1 was the Foods & Nutrition room and this has successfully been completed. Phase 2 will be the Clothing & Textiles room, to be completed the following year.</p> <p>I can proudly say we have completed the Foods & Nutrition room. We replaced the entire roof of the wing starting from the Cookery room to the Library. The interior rooms were also refurbished and now equipped with both electric and gas cookers; Deep freezers; gas cylinders; Microwaves; work station tables; white boards etc. We added extra security measures to the doors and windows.</p> <p>We plan to furnish the store room with utensils and equipment, before formally handing the finished Foods & Nutrition room to the school for start of Academic Year, September 2023.</p> <p>Benevolent Fund guidelines</p> <p>March 2023 – Benevolent Fund Guidelines draft completed to be formally ratified at AGM.</p> <p>We continue to support the school financially in collaboration with our sister branches in Freetown, and in the diaspora.</p>
Section E	Financial review

Brief statement of the charity's policy on reserves

The objective of our Charity is to aid our school in Freetown. Most of our income is designated for projects such as the maintenance of buildings and other facilities, improvement to the educational development of the students through provision of adequate teaching equipment. We aim to retain sufficient reserves for our fundraising events, unforeseen circumstances and sustainability and, to enable Trustees to respond rapidly to urgent matters or requests from the school in Freetown.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of income are our fundraising activities such as annual Luncheon sale, Africana Night and Thanksgiving service. We also rely on members generosity making monetary donations, paying for goods and services or donating items, food and drinks towards events. Their generous donations significantly reduces the overheads when organizing fundraising events.

Our CIO successfully refurbished and equipped a Foods & Nutrition room in the Home Economics department for the pupils in the school in Freetown. This facility is now benefitting the girls in their practical lessons.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>M Harding</i>	Angelafubara
Full name(s)	Madlyne Harding	Angela Fubara
Position (eg Secretary, Chair, etc)	President / Chair Trustee	Asst Treasurer / Trustee
Date	30/1/2024	

FREETOWN SECONDARY SCHOOL FOR GIRLS EX-PUPILS ASSOCIATION UK&I

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDING 31st MARCH 2023

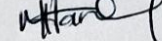
Charity Reg. no. 1191039

		Year ending 31 March 2023	Year ending 31 March 2022
INCOMING RESOURCES	£	£	£
FUNDRAISING EVENTS			
Thanksgiving	5,149.50	4,842.41	
Global Weekend Event (virtual)	-	3,597.39	
Luncheon Sale June 2022	4,969.00	-	
Africana Night September 2022	17,330.87	-	
DONATIONS			
Members subscriptions	2,940.00	1,145.00	
Birthdays		90.00	
MERCHANDISE			
Hatbands, Masks & Badges	3,277.00	577.00	
OTHER RECEIPTS			
Interest	58.22	1.89	
Hall deposit refund	575.00	500.00	
Prior year debt recovered	526.00	1,970.37	
TOTAL RECEIPTS FOR THE YEAR		34,825.59	12,724.06

EXPENSES

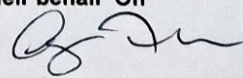
FUNDRAISING EVENTS			
Thanksgiving	2,877.34	350.00	
Global Weekend Event (virtual)	-	430.00	
Luncheon Sale June 2022	2,584.72	-	
Africana Night September 2022	10,757.72	-	
MEMBERSHIP, BENEVOLENCE & DONATIONS			
Benevolent donations	429.92	1,711.99	
Donation to other organisations	410.00	30.00	
DIRECT SUPPORT TO THE SCHOOL			
Contribution to the school's (FSSG) one shift programme	-	5,538.00	
Cost of school's kitchen refurbishment	18,000.00		
MERCHANDISE			
Hatbands, Badges & Face masks/ Tokens	7,660.00	350.00	
GOVERNANCE & ADMIN EXPENSES			
Bank charges	25.00	-	
Website fees	141.75	100.65	
Zoom charges	115.06	273.41	
AGM & Election expenses	-	150.00	
Meeting Hall Hire	350.00	164.00	
TOTAL EXPENDITURE FOR THE YEAR		43,351.51	9,098.05
Excess of Income Over Expenses	- 8,525.92		3,626.01
Opening Balance B/Fwd		38,813.87	35,187.86
Closing Balance C/Fwd 31st March 2023		30,287.95	38,813.87

This Accounts is approved by the Trusteesv And signed on their behalf On

Signed 
Name: Madlyne Harding
Trustee

28/1/24

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Signed 
Name: Angela Fubara
Trustee

28-01-24

Report of the Independent Examiner to the members of Freetown Secondary School for Girls Ex-Pupils Association UK & Ireland

Re: FINAL ACCOUNTS FOR THE YEAR TO THE 31st MARCH 2023

I have examined the accounts of the Freetown Secondary School for Girls Ex- Pupils Association which have been prepared on a Receipts & Payments basis for the year to 31st March 2023

It is my responsibility to examine the accounts without performing an audit and to report to the Trustees

Respective responsibilities of the Trustees

The Trustees are responsible for the preparation of the accounts.

They are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enables them to ensure that the Accounts comply with the regulations under section 43 (7) (b) of the charities Act 2011.

They are responsible for safeguarding the assets (Its Cash & Bank Accounts & its debtors) and hence for taking reasonable steps to prevent and detect errors fraud or other irregularities

Independent Examiner's statement.

Based on my examination Nothing has come to my attention which gives me reasonable cause to believe that, in any material respect,

The requirements to

1, Keep proper accounting records in accordance with section 130 of the charities Act 2011

2, Prepare accounts which agree with the accounting records and comply with accounting requirements have not been met.

And I express my satisfaction that the records kept are in agreement with this Accounts

Independent Examiner



Alex Davies

CASP Project

702 High Road

Leyton

London E10,6JP

Dated 28th January 2024