

# Bishop Thomas Grant Charitable Foundation



Report of the Trustees

&

Accounts for

1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018

Registered Charity Number 1175028

*Bishop Thomas Grant R.C. School - Belltrees Grove Streatham London SW16 2HY*

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## **CHARITY INFORMATION**

**CHARITY NAME:** Bishop Thomas Grant Charitable Foundation

**PRINCIPAL OFFICE:** Belltrees Grove, Streatham, London SW16 2HY

**TRUSTEES:**

Mr Stephen Beck  
Ms Bernadette Boyle  
Miss Mary Murray  
Mrs Shelley Thompson  
Mrs Michelle Desira

**REGISTERED CHARITY No:** 1175028

**BANKERS:** Lloyds Bank, Hampstead, London

**INDEPENDENT EXAMINER:** Mrs Anne Jackson, Selsdon

## **TRUSTEES REPORT**

**Bishop Thomas Grant Charitable Foundation** is an unincorporated organisation and is registered as a charity (number 1175028) in accordance with the Charities Act 2011. It is governed by a constitution dated **9<sup>th</sup> October 2017**.

### **The Objectives of the Foundation**

The advancement of education primarily but not exclusively of pupils at Roman Catholic schools in the Diocese of Southwark in particular to pupils of Bishop Thomas Grant Roman Catholic Secondary School, Belltrees Grove, Streatham, London SW16 2HY. By the provision of financial assistance; the relief of those in need by reason of ill-health, disability, financial hardship or other disadvantage and in particular (but without imposing any limitation). Providing grants and bursaries primarily but not exclusively for pupils at Roman Catholic schools in the Diocese of Southwark in particular to pupils of the school by the provision of financial assistance.

Trustees are appointed by resolution of the existing Trustees. All material items and the day-to-day running of the charity are discussed and agreed by the Trustees.

### **Projects and activities**

The charity has in its first year been establishing itself and setting up its funding base. Work on this is progressing well.

All staff/volunteers were unpaid and provided their services and time freely. Without this support, the charity would find it extremely difficult to continue to run as it moves forward to undertake the activities described above.

Our plans for next year are to continue trying to obtain further funding to enable the continuation of the charity's objectives although the Trustees appreciate this will be difficult due to the current ongoing economic climate. It is anticipated that funding will be even harder to obtain, therefore the Trustees intend to endeavour to try to maintain and increase income.

### **Fundraising**

Fundraising in the first year of operation has got off to a good start and it is hoped to build on this over the coming year through an expansion in the number of regular contributors.

### **Reserves policy**

The Trustees of the charity intend to keep on reserve, that provide sufficient amounts to ensure the day to day operation of the Foundation and to enable timely responses to any requests for support, in addition to being able to resource any fundraising activities.

### **Building Works**

The Trustees are pleased to report that the school is looking to develop its onsite sporting facilities and it is hoped that the Foundation will be in a position to support these works in due course.

### **Risk review**

The Trustees have performed a risk review and this has resulted in a greater understanding that ensuring that the continuation of the charity is dependent on the support of volunteers and to ensure that a good relationship is maintained with the volunteers. An annual review of risks will be maintained in line with any proposed developments in the activities of the Foundation.

### **Record of thanks**

The Trustees would like to take this opportunity to thank all the members, volunteers and the public who have contributed their time and services to the charity over the last year, and hope to repeat the success in the future.

Total donation for 2017/18	£111,225.00
Other income	£ 10,530.56
<b>Total Receipts</b>	<b>£121,755.56</b>

### **SIGNED ON BEHALF OF THE BOARD OF TRUSTEES**



Signed: Mr Stephen Beck, Trustee

Date: *29/05/2019*



Signed: Ms Bernadette Boyle, Trustee

Date: *29-05-19*

**Minutes of the Annual General Meeting  
of the  
Bishop Thomas Grant School Charitable Foundation Trustees  
held on  
Wednesday 28<sup>th</sup> November 2018 at 18:00 in the school's Conference Room**

**In Attendance**

Name	Foundation Role	Office Held	School Role
Mr Stephen Beck	Trustee	Chair	Chair of Governors
Ms Bernadette Boyle	Trustee	Vice Chair	Headteacher
Miss Mary Murray	Trustee	Member	Deputy Headteacher
Ms Shelley Ann Thompson	Trustee	Member	Deputy Headteacher
Mrs Michelle Desira	Trustee	Treasurer	Assistant Business Manager
Mrs Pat Spinks	Also in attendance	Secretary	Student Support Officer

- Apologies** – There were no apologies as all Trustees were present
- Minutes & Matters Arising** – There were no previous minutes as this was the first formal meeting of the Trustees at the end of the first period of operation. The charity came into being on the 9<sup>th</sup> October 2017 with its first financial period ending on 31<sup>st</sup> August 2018.
- The Chair** - recognised the services of Bircham Dyson Bell who ensured that the Foundation gained its Charity Commission registration on the 9<sup>th</sup> October 2017. He recorded his thanks to all the Trustees for their work in getting the work of the Foundation underway. A very good start has been made establishing a regular donor programme and special thanks were recorded to Mrs Desira and Mrs Spinks for their efforts in this regard. The respective roles taken on by the Trustees has enabled the smooth establishment of the Foundation and all agreed to continue in these for the coming financial year. It was agreed that these arrangements would be reviewed annually for ratification at the AGM. Mrs Spinks was thanked for taking on the role of secretary as this offered a good separation of duties for the Foundation.

The Chair noted that the schools Development Fund fundraising drive had been closed. Agreement has been reached for funds currently held in this account to be transferred to the Foundation, whose aims are compatible. Any remaining ongoing contributions to the Fund will be periodically transferred to the Foundation until the fund account is ultimately closed. Where appropriate gift aid declarations have been made for these contributions a claim will be made thereby maximising the level of contributions. In spite of the ongoing economic climate the Foundation has made a good start in securing donations and was optimistic that over the coming year it will become possible to start realising the Foundation's aims.

The accounts for the year September 2017 to August 2018 have been prepared and were circulated in advance of the meeting. The Trustees were pleased to note the Foundation's Bankers (Lloyds) have opened an account for the Foundation that includes free banking for an initial period of 18 months. It was agreed that banking arrangements would be kept under review to ensure the most appropriate arrangements are put in place to secure lowest costs and maximum interest for the Foundation. The Trustees formally approved the accounts ready for verification.

There has been no allocation of funds as yet but Trustees will review this over the coming year. It was anticipated that the coming year would see requests for support, which will be considered on a regular basis to ensure the very best application of the Foundation's funds.

4. **Future Plans** – the Trustees will be continuing to meet regularly and will continue to seek to maintain good levels of income. It was noted that sporting development proposals for the school were beginning to gather momentum and that renewal of the current mini-buses due to their non-compliance with newer legislation could see these areas becoming a priority for support. Funding will continue to be allocated prudently to secure the ongoing fulfilment of the Foundation's Aims and Objectives.
5. **The Trustees** - approved the appointment of Mrs Anne Jackson to the role of accounts verifier to the Foundation. She has been recommended for this role having been a Chair of Governors at a Croydon Secondary school and through her long-term involvement in fundraising for schools. The Chair agreed to arrange for verification and uploading to the Charity Commission website and avoid non-compliance with their timescales.
6. **The Trustees** - agreed to the Chair convening ad hoc meetings throughout the year to suit the needs of the Charity. The next AGM will be held around the same time as this year's in 2019.

The meeting closed at 19.00 pm.

Signed as a true record of the meeting of the Trustees:



Mr Stephen Beck  
Foundation Trustee and Chair

Date: 31/01/2019

**BISHOP THOMAS GRANT CHARITABLE FOUNDATION ACCOUNTS**

1st September 2017 - 31st August 2018

ACCOUNT NUMBER: 36060568 SORT CODE: 30-90-89

DATE	DETAILS	PAYMENTS	RECEIPTS	BALANCE
09/03/2018	Opening balance			£0.00
27/03/2018	Donations		£106,130.00	£106,130.00
19/04/2018	Donation		£500.00	£106,630.00
30/04/2018	Service charge	£8.45		£106,621.55
09/05/2018	Service charge refund		£8.45	£106,630.00
18-30/05/18	Donations		£190.00	£106,820.00
31/05/2018	HMRC Charities - Gift Aid Claim		£10,530.56	£117,350.56
01-28/06/18	Donations		£3,385.00	£120,735.56
02-31/07/18	Donations		£685.00	£121,420.56
01-30/08/18	Donations		£335.00	£121,755.56
	Closing balance	<b>£8.45</b>	<b>£121,764.01</b>	
<b>Lloyds Bank</b>				
	Balance held at bank	£121,755.56		
	Balance held on deposit	£0.00		
		<b>£121,755.56</b>		
<b>Payments</b>				
	Payments	£8.45	£0.00	Opening balance
	Receipts	£121,764.01	£121,755.56	Closing balance
	Movement	<b>£121,755.56</b>	<b>£121,755.56</b>	Movement

Accounts prepared by Mrs P Spinks

Report by the independent examiner:

I have examined the above accounts and certify that they present a true and fair view of the affairs of the Bishop Thomas Grant Charitable Foundation for the period 1st September 2017 to 31st August 2018

Name: Mrs A Jackson

Date: 29.5.19

Signed: 

## **NOTES TO THE FINANCIAL STATEMENTS**

### **BASIS OF PREPARATION**

These financial statements comply with the Charities Act.

### **TRUSTEES EXPENSES**

There were no expenses paid to any of the charity's Trustees for the year ended 31st August 2018.

### **STAFF COSTS**

There are no employees of the charity and all work is contributed voluntarily.

### **LAND AND BUILDINGS**

The Foundation does not own any land or buildings.

### **DESIGNATED FUNDS**

Designated funds comprise of unrestricted funds that can and have been set aside by the Trustees for the purpose of running of the charity.

### **EXPENDITURE**

Expenditure made by Bishop Thomas Grant Charitable Foundation, will be accounted for and classified under relevant headings that aggregate all costs related/incurred by that category. The Trustees on a reasonable, justifiable and consistent basis will apportion expenditure involving more than one category, and within the parameters of the administration of the charity.