

Charity Name	Opportunity Knox Charity
Registration Charity Number (RCN)	20106164
Annual Reporting Period	2022-2023
Date approved by the Board of Charity Trustees	28th Jan. 2023



**Opportunity
Knox**

Company Registration Number (CRO): 574339
Tax Registration Number: 03453817 KH
Registered Charity Number (RCN): 20106164
Revenue Charity Number: (CHY3): 21754

**Registered Offices at: “Cluain Cain”, Lower Kilmacow,
via Waterford, Co. Kilkenny, X91 E37V**

Under the [Charities Governance Code](#) all registered charities are required to complete this Charities Governance Code Compliance Record Form every year.

Please fill in this form to record:

- the actions that your charity takes to meet each standard of the Charities Governance Code; and
- the evidence that backs this up.

You should approve the Compliance Record Form at a board meeting before you report on your compliance to us.

You are NOT required to file the Compliance Record Form with the Charities Regulator. However, you must keep your Compliance Record form as the Charities Regulator could ask you for it at any time.

What do we expect?

The type of evidence we expect depends on the complexity of your charity.

The minimum expected of all charities would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes. For volunteer-only charities this will be enough to meet many of the core standards.

We would expect a charity with paid staff to provide more documentation like workplans and written policies as evidence of the actions they have taken.

We would expect more complex charities to provide more extensive documentation than other charities.

You can add or delete columns as required.

Please use the glossary within the [Charities Governance Code](#) when filling in the form and include dates where appropriate.

Please click [here](#) for more information, guidance and templates.

1.1 Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks.

Actions our charity takes to meet standards:	Evidence of our actions:
In summary it is to pay education fees and lunches for students as well as other necessary resources for their education and for their families in Tiira Village, Uganda	Auditors Reports with income and expenditure headings and sub headings.
And in Bodhjunnagar, India. We are a “no overheads” charity- Trustee donations	The objects are included in each Annual Report distributed and on website.
The Charity’s main objects are stated in Annual Report each year and are read at each formal meeting. Trustees are provided with documents such as What is a Charity” Each Trustee is given the latest copy of the Charity’s Governing document	The Auditor distinguishes between Trustee and Public Incomes and Expenditures
	See Reports published on the website www.opportunityknox.ie
	See Agenda and minutes of the formal meetings

1.2 Consider whether or not any private benefit arises ([see glossary](#)). If a private benefit arises, consider if it is reasonable, necessary and ancillary to the public benefit that your charity provides.

Actions our charity takes to meet standards:	Evidence of our actions:
There are no opportunities for private benefit. The Trustees have contributed over €80,000 to the Trustees Income and only the expenses of those travelling to Uganda and India and all Administration in Ireland and Abroad is taken from this income.	All documentation both for Trustee Income and Expenditure is supplied to the Auditor ensures that funds from Trustees pay for Admin and Trustee expenses only and all expenditure from Public Donors is used for the benefit of the Beneficiaries

1.3 Agree an achievable plan for at least the next year that sets out what you will do to advance your purpose.

Actions our charity takes to meet standards:	Evidence of our actions:
Our Annual plan: the same for each year. Pay schools for Education fees and lunches As well as writing materials, uniforms, English readers, sanitary pads for girls	Detailed and published in our Financial Statement and the multi-page Annual Report
Emergency food and medical aid observed during trustee visits.	Passed at each AGM and the Audited Financial Accounts and published on our Website and in Newsletters given to all Donors. Reported in AGM minutes

1.4 Make sure your charity has the resources it needs to do the activities you plan. If you don't have the resources, you need to show a plan for getting those resources.

Actions our charity takes to meet standards:	Evidence of our actions:
The Trustees donate sufficient income to meet the administration costs and travel	The audited financial reports have never overspent either the Trustee or the public
And subsistence costs for the Trustees visiting Uganda. No other expenses are paid	Donations income and we do not build up surplus income other than the need to
To Trustees from the Trustee income. Public Donations are constant year. The public	Have enough to fulfil projected expenditure in the budget each year.
Donations keep repeating and new ones contribute as a result of newsletters.	All donations are receipted in our Receipt book which is available to the Auditor

1.5 From time to time, review what you are doing to make sure you are still:

- acting in line with your charity's purpose; and
- providing public benefit.

Actions our charity takes to meet standards:	Evidence of our actions:
The purpose does not vary from year to year. The number of children and families	The Annual Reports published on the Website and the Financial Reports.
Supported is approximately the same from year to year. Where income permits we	Photographs of the families each term. A meeting of parents is conducted each term
provide additional benefits such as School bags and text books where requested	and we respond to suggestions/requests and tweak our activities to respond
Our activities and governing document are reviewed at meetings to check that we	and we respond to suggestions/requests and tweak our activities to respond
Are meeting our Objects and always on the lookout for new ways to help	See AGM Minutes

2.1 Agree the basic values that matter to your charity and publicise these, so that everyone involved understands the way things should be done and how everyone is expected to behave.

Actions our charity takes to meet standards:	Evidence of our actions:
Trustees are given the leaflet giving Guidance of Conduct for Charity Trustees and	See minutes of EGM
have all contributed to compiling this document. Each year we review our governing	See Minutes of AGM
Document to assess our fulfilment of the needs of the beneficiaries of the Charity	Regularly meet the parents and children and the school Principles/Directors
to see if we continue to meet the objects and that we still meet the public benefit	There is no shortage of families wanting to be accepted into the project but since our
of the Charity. We have discussed our shared values and agree that they include	Aimis to provide 5 to 7 years of education we do not now accept new families.
Ethical behaviour in treating donors and beneficiaries with honesty, integrity,	This document and Document signed by parents to keep their data on record and
respect, openness and transparency and to particularly sensitive in all interactions	to use it to share with donors and to use photographs in our newsletters and on FB.
with beneficiaries who endure grinding poverty and who have a different culture.	The mothers love to hear Ursula who lifts their spirits & reinforces the good they do.

2.2 Decide how you will deal with conflicts of interests and conflicts of loyalties. You should also decide how you will adhere to the Charities Regulator's guidelines on this topic.

Actions our charity takes to meet standards:	Evidence of our actions:
There are no conflicts of interest for the Trustees, there is no personal financial	This is a "no overheads" charity which we market to all public donors to mean
gain for them. They have all donated large sums of money to the charity and they	that the Trustees own donations will be used to pay for all administration at home
have been clear in their common vision before they decided to form the Charity	And abroad as well as Trustees Travel and Subsistence to travel abroad.
	See Charity Flyer. See breakdown of Trustee income and expenditure on Audited ac

2.3 Have a code of conduct for your board that is signed by all charity trustees. It must make clear the standard of behaviour expected from charity trustees. This includes things like maintaining confidentiality and what to do in relation to:

- gifts and hospitality; and
- out-of-pocket expenses.

Actions our charity takes to meet standards:	Evidence of our actions:
Honesty and Integrity in all financial matters is expected of all Trustees	The Auditor has access to all bank statements, and has a record of all lodgements
There is no opportunity for any gifts or hospitality to exist. Trustees do not get paid out of pocket expenses except for travel and subsistence for visits to abroad.	And all online donations from the trustees and public are recorded there. Transfers from Paypal are listed too and he gets an activity print out for the year with Paypal
All donations of cash or cheque are entered in the donations book and receipts are written and issued to the donors promptly. Bank Lodgement slips are retained.	Donations received.. He also gets a list of all payments abroad using World Remit Payment transfers abroad. He has access to receipt book and lodgement slips.

Principle 3: Leading People **CORE STANDARDS**

3.1 Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid-basis.

Actions our charity takes to meet standards:	Evidence of our actions:
There are only Trustees involved in Ireland and there are no volunteers and no Management or other employees. Receipts are received for all services used	There are receipts for all administration receipts at home and fare for air flights are listed on the bank statements. The Trustees pay all transfers to India to support 2
Abroad. Schools issue receipts for all payments of school fees and lunches etc.	Students with school fees and accommodation and personal needs requirements

3.2 Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.

Actions our charity takes to meet standards:	Evidence of our actions:
Currently Wilson Bulwa from World Vision Uganda accompanies the Trustees on all	Wilson provides receipts for all services he provides and accounts for all payments to
Trips to Uganda. He visits the schools at other times to monitor attendances and to	The schools and for other purchases such as Solar Kits, Writing Resources, Sanitary
Interact with the schools to solve problems that arise between Trustee visits	Pads for the girls, car-hire and petrol, accommodation and meals taken etc.
1	He and the schools are in contact with the Chairperson regularly (phone records).

3.3 Make sure there are arrangements in place that comply with employment legislation for all paid staff including:

- recruitment;
- training and development;
- support, supervision and appraisal;
- remuneration (money paid for work); and dismissal.

Actions our charity takes to meet standards:	Evidence of our actions:
There are no employees to recruit, train, support or remunerate.	Wilson provides a bank statement to show all funds paid to him from Ireland so that
All requisitions by the schools are overseen by the Chairperson before payment is	he can pay receipted amounts. The record of payment from the account match the
Authorised.	Receipts from the schools etc. A bank statement is available from India showing payments received

3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
Trustees check operations abroad on twice yearly visits. All payments are either	Requisitions and Invoices, Receipts for same. Bank statements from Ireland and from
Authorised for payment or made directly by the Chairperson. If any defrauding of	India are provided to the Chairperson who passes them along with analysis on
funds abroad happens it is agreed that the Trustees donations will payr these sums.	Income and expenditure to the Auditor as part of the Auditing process.

Principle 4: Exercising Control **CORE STANDARDS**

4.1 Decide if your charity's current legal form and governing document are fit for purpose. Make changes if necessary, telling the Charities Regulator in advance that you are doing so.

Actions our charity takes to meet standards:	Evidence of our actions:
Our Constitution is fit for purpose in our view. It could be used to run a much bigger	Features as an item on the AGM Agenda.
Charity and was predetermined by the Charity Regulator at the commencement. As	See minutes of previous AGMs
there are no management or volunteers and no assets or out-of-pocket expenses	See customised document laying out Roles and Responsibilities
Paid large sections don't apply, but the objects are still very relevant and there is	
No need to change it. We review the relevant paragraphs at all General Meetings	

4.2 Find out the laws and regulatory requirements that are relevant to your charity and comply with them.

Actions our charity takes to meet standards:	Evidence of our actions:
We understand our legal responsibilities and roles from the Companies Act (CRO)	Charities Act, Companies Act, Register with Revenue, paperwork retained for
And follow all obligations of the charity and submit annually to the CRA.	Revenues Charities Refund Act. Have appointed an Auditor Ciaran O Mullain who
	Is familiar with Annual Filings to be made on our behalf to the CRO and he audits
	the accounts annually and submits them. The Chairperson files with the CRA

4.3 If your charity raises funds from the public, read the Charities Regulator's guidelines¹ on this topic and make sure that your charity adheres to them as they apply to your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
Very few fundraising activities and where there is the Chairperson is present to	Details and photographs in the Annual Reports published on internet as well as
over see them. Some schools hold nn-uniform days and trustees talk to students	Photographs in local newspaper Have read the Guidelines on Fundraising from Public

¹ See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf>

4.4 Make sure you have appropriate financial controls in place to manage and account for your charity's money and other assets.

Actions our charity takes to meet standards:	Evidence of our actions:
The only asset is the Cash in the Bank at year end for audit purposes. Stamps,	Bank Statements, Receipts for purchases, Receipt Book to document donations,
Printer ink and photocopying paper are occasionally purchased for immediate use	Bank Lodgement Slips, Audited Financial Reports published on website etc
and listed on the bank account or are else paid for by the Chairperson's personal	
Finance. The only asset is the Cash in the Bank at year end for audit purposes.	

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4.5 Identify any risks your charity might face and how to manage these.

Actions our charity takes to meet standards:	Evidence of our actions:
Potential Risks are fraudulently not recording and receipting cash donations.	This is delegated to the Knox's. There has to be trust there. They have donated not
There have been fraudulent direct debits e.g. from Vodafone and the alertness of	Less than €6,000 per year personally and they work tirelessly on behalf of the Charity
The Knoxes in the oversight of the bank statements has resolved this.	The trustee accepts this risk
There is the possibility of fraud abroad by schools claiming for too many students	This is kept under strict supervision by the twice yearly Trustee visits.
Or for students no longer attending or for not providing uniforms paid for.	Where this occurs the Trustees agree that such sums be paid from their own
	All spending of public donations is tightly guarded, protected, and overseen.

4.6 Make sure your charity has appropriate and adequate insurance cover.

Actions our charity takes to meet standards:	Evidence of our actions:
The Trustees have not taken out any insurance. They cannot foresee how insurance	Minutes of EGM
cover would protect any of their actions in a small charity with nor employees etc.	

Principle 5: Working Effectively **CORE STANDARDS**

5.1 Identify charity trustees with the necessary skills to undertake:

- any designated roles set out in your governing document; and
- other roles as appropriate within the board.

Actions our charity takes to meet standards:	Evidence of our actions:
The Charity Trustees already had all the skills of leadership, management, and Financial management from their professional careers and from involvement in Volunteering positions in the community.	They have all served as Teachers, have been Principal, Director of and Education Support Centre, Treasurer etc We are all very experienced. This can be further elaborated on if a specific request is made by the Regulator.

5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.

Actions our charity takes to meet standards:	Evidence of our actions:
Only one formal meeting held every year i.e. the Annual General Meeting. This is by agreement of the 4 Trustees. Constant dialogue between Trustees in between Meetings by phone. Consensus at all times prevail.	AGM requires statutory tasks to be carried out e.g. Passing of Financial Reports And draft Annual Plan. Important decisions (rare) taken between AGMs are minuted At the AGM so they are included and recorded. See minutes of AGMs.

5.3 At a minimum, your board agendas should always include these items:

- reporting on activities;
- review of finances; and
- conflicts of interests and loyalties.

Actions our charity takes to meet standards:	Evidence of our actions:
Reporting on activities and finances is formally addressed at the AGM.	Annual Reports and Annual Financial Statements are accessible by everyone at www.opportunityknox.ie/documents . Auditor is an experienced Professional who is furnished with any additional information he requests.
All 4 Trustees see no opportunities of conflicts of interest and loyalties. All Trustees Are clear on the objects of the Charity before a decision was taken to establish it.	

5.4 Make sure that your charity trustees have the facts to make informed decisions at board meetings and that these decisions are recorded accurately in the minutes.

Actions our charity takes to meet standards:	Evidence of our actions:
The Annual Report is detailed and reports on all activities. All of our views are	Opportunityknox.ie/documents
requested and acted upon by consensus and between AGMs if necessary.	Previous AGM Minutes

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5.5 Consider introducing term limits for your charity trustees, with a suggested maximum of nine years in total.

Actions our charity takes to meet standards:	Evidence of our actions:
The original life span of the charity was supposed to be for seven years. This was	The Charity will be wound up by March 31 st 2025.
Extended to nine years by agreement of all Trustees to make up for time missed	
By students due to lockdowns. So the absolute max time served will be 10 years	

5.6 Recruit suitable new charity trustees as necessary and make sure they receive an induction.

Actions our charity takes to meet standards:	Evidence of our actions:
Not Applicable as outlined above. It would be difficult to recruit New Trustees who	No evidence. We haven't tried to recruit new Trustees.
Would be willing to donate several thousand euros personally to the Charity.	

5.7 Make sure all of your trustees understand:

- their role as charity trustees;
- the charity's governing document; and
- this Code.

Actions our charity takes to meet standards:		Evidence of our actions:	
The Trustees have 6 years' experience of carrying out their roles. Drawing up this		New summary document to Clarify Directors and Trustees roles in the Company and	
Record has caused them to reflect, discuss and fine tune their understanding.		In the Charity has been drawn up and will feature in the Board pack for all further	
		Meetings and will be timetabled for the Agenda of all future AGMs	

5.8 Commit to resolving problems and emerging issues as quickly as possible and in the best interests of your charity.

Actions our charity takes to meet the standards.

Actions our charity takes to meet standards:		Evidence of our actions:	
Having read the various guidelines furnished by the Charities Regulator we believe		Drawing up this Compliance Record Form.	
that we have been meeting the required standards. We are a lot clearer now on		Minutes of EGM	
the precise standards based on the discussions in producing this document.			

5.9 From time to time, review how your Board operates and make any necessary improvements.

Actions our charity takes to meet standards:		Evidence of our actions:	
We do that regularly in the conversations by telephone or by video WhatsApp		Greater level of detail for all future AGMs .	
between AGMs and by informal discussions at the AGM. We will put it on future			
AGM agendas to emphasise its importance.			

Principle 6: Being Accountable **CORE STANDARDS**

6.1 Make sure that the name and Registered Charity Number (RCN) of your charity is displayed on all of your written materials, including your:

- website;
- social media platforms; and
- email communications.

Actions our charity takes to meet standards:	Evidence of our actions:
The Registered Charity Number has been displayed on our notepaper and on letters	Headed Notepaper
accompanying Newsletters from the outset. It is also included on all Thank You	Display Banner and on Website
Notices that accompany receipts issued to donors along with their receipts.	Annual Reports

6.2 Identify your stakeholders and decide how you will communicate with them.

Actions our charity takes to meet standards:	Evidence of our actions:
Stakeholders are our Donors. We have never requested donations from any person	We communicate by Newsletters and by the website with Donors – see previous
We hadn't foreseen the Charity growing as big as it has. But we invited people to	Newsletters. We communicate directly with the benefactors through meetings with
The Official Launch In 2017. 64 people attended and the donations began to flow in.	The Principals, Parents, and Students twice a year. We use a translator to help with
We produced letter for the parents in their local language. We had schools sign a	Addressing the parent group and with individual family meetings.
We had Schools sign up to an agreed mutual memorandum of understanding	We selected the families using a published set of criteria.

6.3 Decide if and how you will involve your stakeholders in your:

- planning;
- decision-making; and
- review processes.

Actions our charity takes to meet standards:	Evidence of our actions:
We have always consulted with the Beneficiaries and responded to their requests.	Previous Newsletters to our Donors. Our Annual Reports
They are extremely happy with what we do for them. The only planning left for now	Giving more Ugandan Readers to the Children and providing a Solar Kit which will
Is whether we will give a Solar set and more Ugandan Readers to every family.	Help provide light in the mud homes for homework will depend on finances available

6.4 Make sure you have a procedure for dealing with:

- queries;
- comments; and
- complaints.

Actions our charity takes to meet standards:	Evidence of our actions:
All donors are family members, friends, or Kilmacow parishioners. Many are encountered in the local shops, church, or on walks. So comments are exchanged in person and the only complaint is how wasteful of resources to be issuing receipts.	Receipt Books, Thank You cards.
Queries by Parents and Schools are dealt respectfully in person to person chats.	Record of visits. Photographs taken and some are included in Newsletters to donors.

6.5 Follow the reporting requirements of all of your funders and donors, both public and private.

Actions our charity takes to meet standards:	Evidence of our actions:
We comply with all reporting requirements for donors and benefactors	Receipts, Newsletters, GDPR statement signed by beneficiaries.

This document was compiled by consultation and consensus before the EGM and was tweaked and adjusted during the discussion at the EGM on 14/01/2023.

Trustee Signatures and Date signed:

Date 14/01/2023

Abany Knox
Maria O'Mahony

Consula Knox
John Casey