

Charity registration number: 250185

Congregation of St Mary of the Angels

known as

Park Place Pastoral Centre

Annual Report and Financial Statements

for the Year Ended 31 December 2019

Congregation of St Mary of the Angels
known as Park Place Pastoral Centre

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Congregation of St Mary of the Angels
known as Park Place Pastoral Centre

Reference and Administrative Details

Trustees	(Sr Mary Juliette) Rosy D'Souza
	(Sr Mary Evelyn) Rita Cardoz
	(Sr Judith) Ursula Lopes
Principal Office	Winchester Road Wickham Hampshire PO17 5HA
Charity Registration Number	250185
Independent Examiner	Keith Powers FCA Chartered Accountant 51 Burridge Road Southampton SO31 1BY

Congregation of St Mary of the Angels

known as Park Place Pastoral Centre

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2019.

Objectives and activities

Objects and aims

The charity's objects and principal activities are to provide for such charitable purposes which advance the religious and other charitable work for the time being carried on, by or under the direction of the Order of the Congregation of St Mary of the Angels as the Trustees, with the approval of the Superior, shall from time to time think fit.

The principal aims are

(a) to provide for the spiritual welfare of persons by holding retreats at the Centre as, besides providing an ecumenical Centre, the Congregation offers hospitality to persons of all faiths and none, who come together to develop their personal. spiritual and psychological approach to life; and

(b) to provide financial support for projects of the Congregation of St Mary of the Angels in other countries

There has been no change in these objectives during the year.

Public benefit

The Congregation offers hospitality to persons of all faiths and none, who come together to develop their personal. spiritual and psychological approach to life.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Policy on reserves

It is the policy of the charity that unrestricted funds which have not been specifically designated should be maintained at a level sufficient to meet day to day requirements for a period of at least 12 months and to ensure the continued financial stability of the Centre. The trustees consider that reserves at this level will ensure that, in the event of a significant reduction in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be generated.

Going concern

The Trustees are satisfied with the financial position at the year end and that there are no uncertainties which would indicate that the Charity is not a going concern.

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Trustees' Report

Structure, governance and management

Nature of governing document

The charity was established by a Charitable Trust Deed dated 4 September 1963, scheme of 13 June 1989 and resolution made under Section 74D of the Charities Act 1993 (as inserted by the Charities Act 2006) passed on 30 November 2010.

Recruitment and appointment of trustees

Nominations for trustees are received from time to time from the officers of the Franciscaines de Ste Marie des Anges, an organisation based in France. Trustees are appointed for an indefinite period and no time restrictions are imposed on the appointment of any trustee.

Induction and training of trustees

The FSMA sisters undergo formation before being admitted to membership of the Congregation and therefore trustees are familiar with the practical work of the centre. Additionally, new trustees work under the guidance of the Superior and Superior General and other sisters.

Arrangements for setting key management personnel remuneration

The Trustees receive no remuneration. An allowance to provide for the living expenses of the Sisters is included in the accounts.

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

The trustees have assessed the major risk to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the major risks the charity faces. Internal control risks have been minimized by the implementation of procedures for authorization of significant transactions by the advisory committee. Procedures are in place to ensure compliance with health and safety of members and visitors to the centre. All procedures are periodically reviewed to ensure that they continue to meet the needs of the charity and to satisfy any relevant legislation.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

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Trustees' Report

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 18 August 2020 and signed on its behalf by:

.....
(Sr Mary Juliette) Rosy D'Souza
Trustee

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Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 18 August 2020 and signed on its behalf by:

.....
(Sr Mary Juliette) Rosy D'Souza
Trustee

Congregation of St Mary of the Angels

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Independent Examiner's Report to the trustees of Congregation of St Mary of the Angels

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees of Congregation of St Mary of the Angels you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Congregation of St Mary of the Angels's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since Congregation of St Mary of the Angels's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Congregation of St Mary of the Angels as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Keith Powers FCA
Chartered Accountant
Institute of Chartered Accountants in England and Wales

51 Burridge Road
Southampton
SO31 1BY

18 August 2020

Congregation of St Mary of the Angels

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Statement of Financial Activities for the Year Ended 31 December 2019

	Note	Unrestricted £	Restricted £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	37,978	14,819	52,797
Other trading activities	3	169,582	-	169,582
Investment income	4	55,520	-	55,520
Total Income		263,080	14,819	277,899
Expenditure on:				
Charitable activities	5	(172,825)	(12,460)	(185,285)
Total Expenditure		(172,825)	(12,460)	(185,285)
Net movement in funds		90,255	2,359	92,614
Reconciliation of funds				
Total funds brought forward		825,567	13,169	838,736
Total funds carried forward	14	915,822	15,528	931,350
	Note	Unrestricted £	Restricted £	Total 2018 £
Income and Endowments from:				
Donations and legacies	2	45,334	14,585	59,919
Other trading activities	3	187,712	-	187,712
Investment income	4	60,673	-	60,673
Total Income		293,719	14,585	308,304
Expenditure on:				
Charitable activities	5	(215,321)	(19,302)	(234,623)
Total Expenditure		(215,321)	(19,302)	(234,623)
Net movement in funds		78,398	(4,717)	73,681
Reconciliation of funds				
Total funds brought forward		747,168	17,886	765,054
Total funds carried forward	14	825,566	13,169	838,735

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2018 is shown in note 14.

Congregation of St Mary of the Angels

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(Registration number: 250185)

Balance Sheet as at 31 December 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	10	347,000	357,570
Current assets			
Debtors	11	11,305	12,202
Cash at bank and in hand	12	<u>606,802</u>	<u>515,098</u>
		618,107	527,300
Creditors: Amounts falling due within one year	13	<u>(33,757)</u>	<u>(46,135)</u>
Net current assets		<u>584,350</u>	<u>481,165</u>
Net assets		<u>931,350</u>	<u>838,735</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		15,528	13,169
Unrestricted income funds			
Unrestricted funds		<u>915,822</u>	<u>825,566</u>
Total funds	14	<u>931,350</u>	<u>838,735</u>

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 18 August 2020 and signed on their behalf by:

.....
(Sr Mary Evelyn) Rita Cardoz
Trustee

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Notes to the Financial Statements for the Year Ended 31 December 2019

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Congregation of St Mary of the Angels meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Deferred income consists of deposits received for future bookings.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

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Notes to the Financial Statements for the Year Ended 31 December 2019

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable entity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Research and development

Research and development expenditure is written off as incurred.

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Notes to the Financial Statements for the Year Ended 31 December 2019

Trade debtors

are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

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Notes to the Financial Statements for the Year Ended 31 December 2019

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2019 £	Total 2018 £
Donations and legacies;				
Donations from individuals	37,978	14,819	52,797	59,919
	<u>37,978</u>	<u>14,819</u>	<u>52,797</u>	<u>59,919</u>

3 Income from other trading activities

	Unrestricted General £	Total 2019 £	Total 2018 £
Trading income;			
Accommodation and hire of facilities	169,582	169,582	187,712
	<u>169,582</u>	<u>169,582</u>	<u>187,712</u>

4 Investment income

	Unrestricted funds General £	Total 2019 £	Total 2018 £
Interest receivable and similar income;			
Interest receivable on bank deposits	1,749	1,749	3,206
Income from rents	53,771	53,771	57,467
	<u>55,520</u>	<u>55,520</u>	<u>60,673</u>

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Notes to the Financial Statements for the Year Ended 31 December 2019

5 Expenditure on charitable activities

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2019 £	Total 2018 £
Support of beneficiaries	-	-	9,960	9,960	16,802
Food and household supplies	-	10,886	-	10,886	14,235
Establishment	-	49,953	-	49,953	55,328
Building repairs	-	46,037	-	46,037	78,676
Sisters' allowance	-	45,000	2,500	47,500	47,500
Depreciation	10,570	-	-	10,570	10,516
Allocated support costs	-	6,368	-	6,368	7,428
Governance costs	-	4,012	-	4,012	4,138
	<u>10,570</u>	<u>162,256</u>	<u>12,460</u>	<u>185,286</u>	<u>234,623</u>

£172,826 (2018 - £161,608) of the above expenditure was attributable to unrestricted and £12,460 (2018 - £37,559) to restricted.

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2019 £	Total 2018 £
Audit fees			
Other fees paid to auditors	762	762	888
Independent examiner fees			
Examination of the financial statements	750	750	750
Allocated support costs	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	<u>4,012</u>	<u>4,012</u>	<u>4,138</u>

7 Net incoming/outgoing resources

Net incoming resources for the year include:

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Notes to the Financial Statements for the Year Ended 31 December 2019

	2019	2018
	£	£
Depreciation of fixed assets	<u>10,570</u>	<u>10,516</u>

8 Independent examiner's remuneration

	2019	2018
	£	£
Examination of the financial statements	<u>750</u>	<u>750</u>

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Notes to the Financial Statements for the Year Ended 31 December 2019

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2019	536,920	114,401	651,321
At 31 December 2019	536,920	114,401	651,321
Depreciation			
At 1 January 2019	179,350	114,401	293,751
Charge for the year	10,570	-	10,570
At 31 December 2019	189,920	114,401	304,321
Net book value			
At 31 December 2019	347,000	-	347,000
At 31 December 2018	357,570	-	357,570

11 Debtors

	2019 £	2018 £
Trade debtors	4,805	8,409
Other debtors	6,500	3,793
	11,305	12,202

12 Cash and cash equivalents

	2019 £	2018 £
Cash on hand	697	364
Cash at bank	45,642	18,314
Short-term deposits	560,463	496,420
	606,802	515,098

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Notes to the Financial Statements for the Year Ended 31 December 2019

13 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	-	12,812
Other creditors	11,214	6,976
Accruals	14,105	1,292
Deferred income	8,438	25,055
	<u>33,757</u>	<u>46,135</u>

14 Funds

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Balance at 31 December 2019 £
Unrestricted funds				
General	467,997	263,080	(162,255)	568,822
Designated	<u>357,570</u>	<u>-</u>	<u>(10,570)</u>	<u>347,000</u>
Total unrestricted funds	825,567	263,080	(172,825)	915,822
Restricted funds	<u>13,169</u>	<u>14,819</u>	<u>(12,460)</u>	<u>15,528</u>
Total funds	<u>838,736</u>	<u>277,899</u>	<u>(185,285)</u>	<u>931,350</u>
	Balance at 1 January 2018 £	Incoming resources £	Resources expended £	Balance at 31 December 2018 £
Unrestricted				
General	(379,082)	(293,719)	204,805	(467,996)
Designated	<u>(368,086)</u>	<u>-</u>	<u>10,516</u>	<u>(357,570)</u>
Total unrestricted	(747,168)	(293,719)	215,321	(825,566)
Restricted	<u>(17,886)</u>	<u>(14,585)</u>	<u>19,302</u>	<u>(13,169)</u>
Total funds	<u>(765,054)</u>	<u>(308,304)</u>	<u>234,623</u>	<u>(838,735)</u>

15 Analysis of net assets between funds

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Statement of Financial Activities by fund for the Year Ended 31 December 2019

	Total Unrestricted funds 2019 £	Unrestricted funds 2018 £
Income and Endowments from:		
Donations and legacies	37,978	45,334
Other trading activities	169,582	187,712
Investment income	<u>55,520</u>	<u>60,673</u>
Total income	<u>263,080</u>	<u>293,719</u>
Expenditure on:		
Charitable activities	<u>(172,825)</u>	<u>(215,321)</u>
Total expenditure	<u>(172,825)</u>	<u>(215,321)</u>
Net income	<u>90,255</u>	<u>78,398</u>
Net movement in funds	90,255	78,398
Reconciliation of funds		
Total funds brought forward	<u>825,567</u>	<u>747,168</u>
Total funds carried forward	<u><u>915,822</u></u>	<u><u>825,566</u></u>

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Statement of Financial Activities by fund for the Year Ended 31 December 2019

	Total Restricted funds 2019 £	Restricted funds 2018 £
Income and Endowments from:		
Donations and legacies	<u>14,819</u>	<u>14,585</u>
Total income	<u>14,819</u>	<u>14,585</u>
Expenditure on:		
Charitable activities	<u>(12,460)</u>	<u>(19,302)</u>
Total expenditure	<u>(12,460)</u>	<u>(19,302)</u>
Net income/(expenditure)	<u>2,359</u>	<u>(4,717)</u>
Net movement in funds	2,359	(4,717)
Reconciliation of funds		
Total funds brought forward	<u>13,169</u>	<u>17,886</u>
Total funds carried forward	<u><u>15,528</u></u>	<u><u>13,169</u></u>

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Detailed Statement of Financial Activities for the Year Ended 31 December 2019

	Total 2019 £	Total 2018 £
Income and Endowments from:		
Donations and legacies (analysed below)	52,797	59,919
Other trading activities (analysed below)	169,582	187,712
Investment income (analysed below)	55,520	60,673
Total income	277,899	308,304
Expenditure on:		
Charitable activities (analysed below)	(185,285)	(234,623)
Total expenditure	(185,285)	(234,623)
Net income	92,614	73,681
Net movement in funds	92,614	73,681
Reconciliation of funds		
Total funds brought forward	838,736	765,054
Total funds carried forward	931,350	838,735

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Detailed Statement of Financial Activities for the Year Ended 31 December 2019

	Total 2019 £	Total 2018 £
<i>Donations and legacies</i>		
Appeals and donations	14,819	14,585
Appeals and donations	37,978	45,334
	<u>52,797</u>	<u>59,919</u>
<i>Other trading activities</i>		
Primary purpose trading	169,582	187,712
	<u>169,582</u>	<u>187,712</u>
<i>Investment income</i>		
Income from investment properties	53,771	57,467
Interest on cash deposits	1,749	3,206
	<u>55,520</u>	<u>60,673</u>
<i>Charitable activities</i>		
Materials	(10,886)	(14,235)
Repairs and maintenance	(46,037)	(78,676)
Depreciation of freehold property	(10,570)	(10,516)
Grants payable - institutions	(9,960)	(16,802)
Trustees fees	(45,000)	(45,000)
General maintenance	(290)	(1,309)
Telephone and fax	(678)	(625)
Office expenses	(1,306)	(2,246)
Motor expenses	(1,702)	(3,039)
Advertising	-	(448)
Legal and professional fees	(2,036)	(290)
Bank charges	(378)	(357)
Trustees fees	(2,500)	(2,500)
Rates	(10,716)	(9,501)
Water rates	(4,258)	(12,362)
Light, heat and power	(17,187)	(18,614)
Insurance	(6,749)	(6,917)
General maintenance	(3,489)	(1,582)
Equipment repairs and renewals	(2,457)	-
Trade subscriptions	(267)	(423)
Sundry expenses	(2,308)	(4,083)
Cleaning	(2,499)	(960)
Trustees fees	(2,500)	(2,500)
Accountancy fees	(762)	(888)

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**Detailed Statement of Financial Activities for the Year Ended 31 December
2019**

	Total 2019 £	Total 2018 £
Independent examiner's fee	<u>(750)</u>	<u>(750)</u>
	<u>(185,285)</u>	<u>(234,623)</u>