



Sisters of the Cross and Passion

Annual Report and Accounts

31 March 2020

Charity Registration Numbers
1038483 (England and Wales)
SC038416 (Scotland)
20015893 (Republic of Ireland)

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Reference and administrative details of the Charity, its trustees and advisers

Trustees	Sister Eileen Fucito Sister Carmel Gorman Sister Anne Hammersley Sister Therese O'Regan Sister Máire Ni Shúilleabháin Sister Savio Steed
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Charity Registration Number - England and Wales	1038483
Charity Registration Number - Scotland	SCO38416
Charity Registration Number - Republic of Ireland	20015893
Accountants	Buzzacott LLP 130 Wood Street London EC2V 6DL
Auditor	RSM UK Audit LLP Bluebell House Brian Johnson Way Preston Lancashire PR2 5PE

Reference and administrative details of the Charity, its trustees and advisers

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Energy Broker	Charles Lowe, EnergyFlowe Limited, UK

The Trustees present their statutory report, together with the accounts of the Sisters of the Cross and Passion, for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out on pages 50 to 57 and comply with the Charity's Trust Deed, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Irish Charities Act 2009. The accounts also comply 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 United Kingdom and the Republic of Ireland (FRS 102).

PART ONE

CHAPTER ONE – Who we are

Introduction

The Sisters of the Cross and Passion is an international Roman Catholic Religious Congregation founded in industrial England in 1852. It is divided into a number of individual provinces under the authority of the Congregational Leadership Team, members of which reside in the UK, Republic of Ireland, the USA and Argentina and their offices are in Larne, Antrim, Northern Ireland.

The Sisters from St Paul's Province live in England and Ireland. The accounts accompanying this report are those of the charitable trust on which the assets of St Paul's Province are held (the Charity). The Charity is governed by a Trust Deed dated 25 March 1994 and is registered with the Charity Commission:

Charity Registration Number	England and Wales	1038483
Charity Registration Number	Scotland	SC038416
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Mission and Objectives

The corporate mission of the Sisters of the Cross and Passion is to witness to the reconciling, forgiving and compassionate love of God through openness to the needs of the world and especially those of the poor and marginalised.

The Sisters of the Cross and Passion identify with Christ in his Passion, Death and Resurrection. We aspire to a more just and compassionate world, where the rights and dignity of the whole of creation is upheld and respected.

What follows is an account of the work of the Charity from April 2019 – March 2020. Benefits are identifiable and touch the lives of the people whom the sisters seek to serve in all their ministries.

Mission and Objectives (continued)

The objectives of the Sisters of the Cross and Passion, as stated in the Trust Deed, are the relief of poverty, the provision of relief assistance and comfort to the sick, the provision of education and the advancement of the teachings of the Roman Catholic Church (or other such charitable purposes as are lawfully authorised from time to time by the constitutions of the Congregation) by such means as are suited to the time and place in which the provision is to be made.

To fulfil these objectives, the sisters regularly evaluate their pastoral activities in the light of their charism, present day needs and requests for help in new ministries and new localities. They continue to evaluate their pastoral activities in the light of their diminishing numbers, increasing age profile and decreasing financial resources. Policies and procedures are reviewed and updated regularly in accordance with statutory regulations and Congregational objectives.



As Sisters of the Cross and Passion we hope that our lives witness to the reconciling, merciful and compassionate love of God. We are covenanted to be bearers of the mercy of God by responding to the needs of the world in our time, as Elizabeth Prout, our Foundress, did in hers.

While Justice, Peace and the Integrity of Creation remain an integral part of our Spirituality, two major issues evolved from our Province Chapter in August 2016. They were:



1. *A deep concern for the many crises of our times and how we can best use our diminishing resources to respond with compassion to these crises.*

At our Province Assembly on 29 March 2017 there was a further development regarding this issue. We agreed to set aside a Crisis Fund to support projects, undertaken by others, which are compatible with our vision and which we ourselves are no longer able to undertake.

2. *How we can provide quality care for our increasing number of elderly sisters.*

In fulfilment of the objectives of the Charity it is the policy of the Province to enable its members to undertake a broad range of charitable activities. The principal areas in which the members of the Congregation are involved are set out below.

- 1 **Education**
- 2 **Health Care**
- 3 **Pastoral and Spiritual Care**
- 4 **Social Care**
- 5 **Activities supported by our Crisis Fund**

CHAPTER TWO – Activities, Achievements, Future Plans

1 Education

Whilst the apostolate of the sisters in earlier years was very strongly based in teaching, sisters, who have vast experience in education, now bring their skills to the administration of pastoral care and community development.

Teacher's Enterprise in Religious Education

*"The mission of the Teacher's Enterprise in Religious Education is to support teachers in every way possible – it is teachers **helping** teachers."* One sister is director of this body and coordinating editor of WTL (The Way, The Truth and The Life series). This group has produced a package – student book, teacher book and CD – for each of years one to ten. Most of the work this past year has been providing workshops for teachers, which will enable them to make effective use of the materials which have been produced.

The following are a few comments made by teachers who have used the materials:

"The WTL has been very inspirational for me. As a teacher, it provides all that I need to know and how to pass it on to the pupils."

"The children have gained a deeper understanding of their faith compared to anything I've ever known in 19 years of teaching at this school."

"To all the teachers who contributed to the WTL scheme: it demonstrates that you have all been in front of classes and you know how it feels to be looking for materials to supplement topics. Here, not only are the lessons well planned and well mapped out with progression and assessment, but there are opportunities for children not only to learn but also to experience the faith in so many ways."

*"Thank you for this amazing introduction to using **The Way, The Truth and The Life** programme. I feel more confident in going back to school and teaching it."*

In the words of Cardinal Nichols, *"This is a group of teachers working hard to improve classroom RE, especially in Catholic Schools. This enterprise has my full support and encouragement."*

This programme is now used in many countries throughout the world, South Africa, Australia, Canada, Switzerland, Spain, Italy, Norway, Denmark and Finland to name but a few. The future plans for the Teacher's Enterprise is to continue to ensure that Religious Education has meaning and purpose for young people.

1 Education (continued)

Religious Orders in Education, ROE

This Association was initiated in July 2019 to enrich Catholic Education in England and Wales by supporting religious orders in their mission as trustees or founders of schools and colleges. To this end, the Association celebrates and builds on a rich heritage of religious orders in education and supports them in continuing to work together collaboratively. One sister has attended the meetings in July and December 2019.

Le Chéile Trust

The trusteeship of Maryfield College, Dublin and Cross and Passion College, Kilcullen, County Kildare was licensed to the Le Chéile Trust until 2019 and has since been renewed to facilitate the process of donating the school properties. The donation of Maryfield College and land was completed in 2019. The process of donating Cross and Passion College, Kilcullen is still a work in progress. The Le Chéile Trust mission is to “*promote Catholic education as an option within the Irish education system and to develop the schools of the Congregation in the service of their local communities.*” Two sisters are members of Le Chéile (Enterprise) and Siol (Property and Finance). As Trustees, they attend meetings of Le Chéile for Congregational representatives and the annual conferences of Le Chéile and Siol Boards.



- ♦ **Maryfield College, Dublin** is a voluntary secondary school for girls within the free education system with an enrolment of 642 pupils. It is an all-ability school, committed to providing opportunities for all students to develop their unique talents and abilities in a positive, challenging and caring learning environment.
- ♦ **Cross and Passion College, Kilcullen, County Kildare** is a community school, with an enrolment of 762 pupils. It caters for the secondary education needs of girls and boys in Kilcullen town and the surrounding rural area.

Both schools celebrate their heritage and the pupils are invited to participate in the life of the sisters by supporting their Mission. Sisters are regularly invited to attend functions at both schools.

Newbridge Youth Training and Development Centre (YTDC)

YTDC in Kildare, Ireland offers educational and training opportunities to young people, between the ages of 16 and 21, who have left formal education without achieving the Leaving Certificate. One sister is a director on the Board of this Centre.

1 Education (continued)

Leeds Trinity University



Leeds Trinity University (LTU) was co-founded by the Sisters of the Cross and Passion and the Catholic Education Service as a Teacher Training College in 1967. In the fifty years since its foundation, it has transformed itself into a university renowned for teaching excellence and has been ranked by the Times and Sunday Times as the sixth best university in the country for teaching quality. LTU offers Undergraduate, Post Graduate, Foundation and Top-up courses as well as apprenticeship and work based learning.

In accordance with the Articles of Association, the trusteeship of the University remains with the Charity as well as the Diocese of Leeds. While the sisters are no longer actively involved in the day to day life of LTU they have a representative on the Board of Governors. The Congregation also has the right to nominate up to five people to be independent directors on the Board.

"Our mission is guided by our catholic identity and faith foundation...We are committed to the promotion of dignity, respect, social justice and equality in order to deliver positive social and economic impacts." (LTU Mission Statement.)

St Gabriel's Hall

St Gabriel's Hall was an all-female hall of residence for Manchester University which was leased to the University on a peppercorn rent for the past thirty five years. This lease expired in 2018, which was also the centenary year of its foundation. An extension to the lease was agreed with the University until September 2019 when the premises were vacated. The Trustees are agreed it has served its purpose well and, with guidance from our advisors, we are reviewing how this resource can best meet the objects of our Charity today.



St Gabriel's Hall

2 Health Care

Communities of Care

*Jesus said, "I have come that you may have life, life in all its fullness."
John 10 10*

It is our desire that sisters in communities of care will be encouraged, and have the opportunity, to live life as fully as possible in both its human and spiritual dimension for as long as possible. (Province Chapter Mandate 2016)

In order to provide this care the Province owns and manages four care communities.

2 Health Care (continued)

Communities of Care (continued)

Elmleigh, Yorkshire, is located in the residential town of Ilkley, in Wharfedale. This is a non-registered, residential care community. The majority of the sisters are ambulant but in need of assisted living.

East Holme, Lancashire, is located in Lytham-St-Anne's on the Fylde coast. It is a registered Nursing Home with two levels of care: independent living upstairs and a 10 bed full nursing unit downstairs, with four beds dedicated to dementia care. We were very happy when the Home received an overall rating of **Good** from the CQC inspection, which took place in November 2018. During the past year, the Care Manager and Administrator both retired. They have been replaced with minimum disruption to the Home. Our new Care Manager received her CQC registration on 31 March 2020.

Villa Pacis, Belfast, Northern Ireland was opened in June 1995 as a non-registered retirement convent for sisters. It is now a 15 bed care community for our sisters, with five sisters receiving full nursing care. The other sisters living there are ambulant but require assisted living.

Marino, Dublin, Ireland, is also a non-registered residential care community for sisters in need of assisted living. One of the residents in a recent email expressed her gratitude for the care the sisters receive:

"Talking to one sister here we looked at all the areas – food, medical care, warmth in this crazy climate, daily Mass in the house, companionship etc. We agreed that the care given here is of a very high standard, with little wanting. The carers are pleasant and go out of their way to meet the various needs as they occur. They are very much part of the community. Our manager is great and meets requests before you turn around. She is a very speedy lady."

Three sisters requiring specialist care are resident in other homes: one in Sybil Hill Nursing Home; one in Catherine McAuley Nursing Home; and one in Highfield Healthcare, all in Dublin.

There are currently 56 sisters in these communities, but this number fluctuates because of deaths or sisters needing respite care.

Each of our care communities has a managerial structure which employs appropriate staff. Each community has a pastoral sister, who organises the spiritual care and liaises between the sisters and the management.

2 Health Care (continued)

Communities of Care (continued)

The Province Leadership Team (PLT) is in weekly contact with the care communities by phone and visits them regularly. During the year the PLT planned to have two meetings with the management teams – Lytham, on 3 September 2019 and Ilkley, on 11 March 2020 – at which matters pertaining to the running of the care communities are discussed. The focus of the meeting in Lytham, in September, was care of people with dementia. Input was given by Rob Kempson, an Admiral nurse who specialises in dementia care. Everyone found the meeting so helpful and practical that the managers agreed to invite Rob to give input to the staff and residents in each of our care communities. The meeting which was due to take place in March 2020 was cancelled due to the Covid-19 pandemic. In this current crisis we greatly appreciate the way in which our managers and staff are coping; complying with government regulations and doing all they can to protect the sisters in their care. They do keep in touch with each other to share ideas and sometimes find solutions to problems together, thus creating a strong support system for good management of our care communities.

Looking to the future management of our care homes we consulted two religious congregations on how they manage their care/nursing homes and explored the services they could offer. As yet, no decisions have been taken.

There were also two meetings of the PLT and pastoral sisters planned for Ilkley on 25 September 2019 and 11 March 2020. At the September meeting the Pastoral Policy was signed off and an invitation issued to the pastoral sisters to a joint meeting with the care managers in March 2020. Unfortunately, this was the meeting which had to be cancelled because of the Covid-19 virus.

Regular visits are carried out by the named sisters for safeguarding in the Province, to ensure the statutory safeguarding norms are adhered to.

The total expenditure of our care homes is financed by the Charity. This is part of the cost of maintaining members of the Congregation.



St Gemma's Hospice

St Gemma's Hospice in Leeds, founded by the Sisters of the Cross and Passion in 1978, is a charitable company and a subsidiary of the Sisters of the Cross and Passion. In September 2017, St Gemma's Academic Unit of Palliative Care was the first in Britain to be recognised as a University Teaching Hospice. This prestigious national status reflects the substantial research and teaching activity undertaken in collaboration with the University of Leeds. Health care professionals from across the city receive training here and the research helps to improve patient care.

2 Health Care (continued)

St Gemma's Hospice (continued)

In line with other health and social care providers, St Gemma's is regulated by the Care Quality Commission and is subject to inspection. Their current rating is **outstanding**. They are also regulated by the Charity Commission. St Gemma's is currently listed in the Sunday Times Top 100 Best Companies for recognising their commitment to staff satisfaction and engagement. The Hospice is also in the UK's top 50 Inclusive Companies. The list acknowledges organisations for: *"harnessing a truly diverse workforce and recognises the significant efforts of organisations nationwide that excel in their commitment to equality and inclusion across all strands of diversity."*

From its inception, St Gemma's Hospice has provided care on the basis of need, regardless of age, gender, race, religion, disability or sexual orientation. The philosophy of St Gemma's centres on **care, compassion and respect for the life and dignity of each person**. St Gemma's is for people who have life-threatening illnesses with difficult symptoms to manage. Care is based on a simple idea – that the person is more than the illness. Each of us – whether sick or well – has unique physical, emotional, social and spiritual needs. St Gemma's tries to respond to these needs in ways that place the highest value on respect, choice and empowerment. They offer a wide range of expert services to support patients, their families and friends, not just in the hospice building, but also in people's own homes, including nursing homes, across the Leeds community.

In the past year the community team of doctors and nurses made 5,036 visits to patients in their own homes. They cared for 511 patients in the hospice in-patient unit and 1,711 people attended St Gemma's day services. They trained 720 health care professionals and had 173 student placements, supporting them to deliver the best possible care in the future. The large team of volunteers contributed 120,813 hours across all areas, including bereavement support, gardening, fundraising and administration.

It is very reassuring to know that the ethos upon which St Gemma's was founded is still alive and actively reaching out to people who are in need of care.

The Sisters of the Cross and Passion retain ultimate control of the company, and as such its accounts, and those of its own subsidiary trading company, are included in the accounts attached to this report. From time to time, the Charity also gives the Hospice financial support. As Trustees of the Hospice, the Sisters attend all Board and Strategy meetings.

3 Pastoral and Spiritual Care

Retreat Ministry

Retreat work has been one of the earliest works of our Congregation. Given the levels of stress in today's society, this work helps people to have rest, respite and spiritual renewal and as such, is an invaluable source of wellbeing for people from all walks of life. Sisters are involved in and working directly with four Retreat centres – The Briery and Drumalis, which we own and manage; and Minsteracres and Tearmann Spirituality Centre.

Briery Retreat and Conference Centre *is a place of spiritual renewal, where those*



who come can find God in an atmosphere of love, prayer, healing and peace ~ where all are valued, encouraged to discover their gifts and challenged to use them in the service of others ~ where the poor, the suffering and the lonely can experience the power of the cross and the hope of resurrection in Christ.

Once again the Briery has had a successful year, welcoming individuals and groups from various religious denominations, providing *preached retreats, individually guided retreats* and *days of reflection*. In previous years, the parish retreat numbers had declined. However, in 2019 there has been a considerable increase. To facilitate the recent increase in numbers, the parish retreat team has increased its numbers from three to five lay people, all of whom have a background in education. New team members shadow for a year before leading the retreats. The team meet at the beginning of each year to evaluate and plan the programme for the parish retreats.

In order to reach people who are unable to come or cannot afford to come to the Briery on retreat, the retreat team completed a *Prayer Guides* training course, in February 2017, at St Bueno's Spirituality Centre in North Wales. This enabled the team to train groups of prayer guides who would operate in the Leeds Diocese. In September 2017 they began their first training course, which 18 people completed in February 2018. As a result, throughout 2018 and 2019 the Briery has co-ordinated weeks of guided prayer in the Parishes of Skipton and Wakefield, which were very successful. Two more are planned for 2020 and others are in the pipeline. This on-going formation in spirituality fills a gap as there is no other spirituality training currently being offered in the Leeds Diocese. Looking to the future the Briery team hopes to offer more opportunities for training in spirituality and parish leadership.

Throughout the year, there are private individually guided retreats as well as the annual individually guided retreat (IGR), which may be six or eight days. In 2019, numbers increased with many individuals taking advantage of the extended week, eight days rather than six. As a result, the 2020 programme features an eight day IGR.

3 Pastoral and Spiritual Care (continued)

Retreat Ministry (continued)

Themed retreats such as *Circle Dancing* and *Bereavement* weekends are also popular. There are at least three *Preached Retreat* weeks a year and an *Advent* weekend, which are invariably well attended.

Day Retreats attract new people to the Briery, depending on the speaker and the topic. For example, in response to the need for education on *Climate Change*, a day led by the writer Jonathon Tulloch drew a very large number of people. In keeping with the needs of society, days on *Mindfulness in the Christian Tradition* were also well attended.

As well as being a Retreat Centre, the Briery is a well-respected *Conference Centre* used by many groups from near and far. The Leeds Diocesan Clergy have their monthly day of recollection, the Iona Community hold an annual session and numerous Anglican and Methodist groups hold their annual residential courses at the Briery. New additions in 2019/2020 include Mothers Prayers, Universal Peace UK, Unity UK, The Marist Fathers, Contemplative Outreach UK and the Baptist Union Retreat Group. Approximately half of the revenue for the Briery comes from hosted groups.

Three Cross and Passion Sisters live in and are involved in the work of the Briery. One sister is the Retreat Director and has overall responsibility for the Retreat Centre. The day to day operations of the Briery are overseen by employed staff. The staff work as a team and ensure that the house is always ready to receive and welcome guests. Throughout 2018/19 one young member of staff was supported to undertake a college catering apprenticeship. He successfully completed the course and is now being employed full time at the Briery. He has also completed a PAT (Portable Appliance Testing) testing course, so this obligatory health and safety requirement can be undertaken in-house.

The “*Friends of the Briery*” continues to flourish and they have organised some memorable fund-raising and community events during the year, enabling us to make some much needed purchases; for example, new chairs and folding light-weight tables for the conference room.

The Advisory Board meets twice a year. It is a good opportunity to review the accounts and make plans. Among other things they explored the possibility of creating a Bursary Fund to help with outreach work and to enable people who would like to come here for retreat but may not have the means.

Over the last five years, without closing down, the guest rooms have been converted into ensuite rooms. Although this has decreased the number of guests that can be accommodated, it has certainly met the needs and comfort of individuals and the number of people using the Briery has increased.

3 Pastoral and Spiritual Care (continued)

Retreat Ministry (continued)

A few recent entries from the Visitor's book.

<i>"...very thankful to be here..."</i>	<i>Nice, France</i>
<i>"...oasis tranquillitas et pacis..."</i>	<i>Workington, Cumbria</i>
<i>"...wonderful place..."</i>	<i>Manchester</i>
<i>"...fabulous retreat...even better than last year"</i>	<i>Otley</i>

Drumalis Retreat and Conference Centre is situated in Larne, Co Antrim, Northern Ireland. The Retreat Centre is located on a height above Larne overlooking Larne Harbour with easy access to the Antrim coast road and its stunning coastal scenery.



As a result of the generous financial and moral support of the following groups – ***The Sisters of the Cross and Passion, Friends of Drumalis, Koch Foundation USA, Diocese of Down and Connor, Diocese of Dromore, Society of St Vincent de Paul and Community Relations Council*** – we continue to offer events, courses and retreats at a more affordable level than would otherwise have been the case. This is in keeping with our commitment to offering opportunities for personal, inter-personal and community development with resultant positive impact on families, communities and organisations.

The core work of the house continues with the delivery of *Parish, Summer and Advent retreats*. Most of the retreat programme is delivered by the Drumalis team and some external speakers. Some retreats are organised and delivered by groups who use Drumalis as a venue. The Summer retreat programme in 2019 was particularly busy, attracting almost full occupancy. The three, four, six and eight day *individually guided retreats* – initiated five years ago by Drumalis in partnership with the Ignatian Centre for Spirituality, Glasgow and the Epiphany Ecumenical Group – continued this year. The founder of L'Arche Belfast Community continues with 'Hidden Pearls' for those with learning difficulties.

The *Pathways Faith Formation Programme* continues to attract participants from the diocese of Down and Connor, Dromore and Derry. 44 new students joined the programme in October. Pathways' follow-on, the *Certificate in Christian Thought*, saw its seventh tranche of students graduate after completing the two year course.

Our suite of adult faith development courses offers the opportunity for progression from open entry courses to university validated qualifications. This has enabled participants, who left school without recognised qualifications, to re-enter the world of learning and, with support, fulfil their potential.

3 Pastoral and Spiritual Care (continued)

Retreat Ministry (continued)

The diversity of groups utilising the centre reflects our ethos of inclusivity, our focus on cross-community engagement and our desire to contribute to creating a safe space for those who might consider themselves to be on the margins of society.

Some of the **groups hosted at Drumalis** during the past year:

- ♦ Archdiocese of Glasgow
- ♦ Belfast City Hospital Cancer Centre Staff
- ♦ Belfast Trust Bereaved Parents Group
- ♦ Belfast Trust Carers
- ♦ Charismatic Renewal
- ♦ Christian Writers Conference
- ♦ Civil Rights Commemoration Committee
- ♦ Clonard Community
- ♦ Embrace: Outreach to Asylum Seekers and Migrants
- ♦ Extern: Outreach to Offenders
- ♦ Focolare Ecumenical Bishops Conference
- ♦ Franciscan Missionaries of the Divine Motherhood
- ♦ Health and Social Care Trust NI
- ♦ Irish Council of Churches
- ♦ Irish Province of the Congregation of the Mission
- ♦ Iona Community, Derry
- ♦ Jesuit Community
- ♦ Kinharvie Institute, Scotland
- ♦ L'Arche
- ♦ Mastery Foundation
- ♦ Meditation Groups
- ♦ Mid and East Antrim Council
- ♦ Mount Oliver Summer School
- ♦ Northern Board Carers
- ♦ NICHA
- ♦ Presentation Sisters
- ♦ Religious Sisters of Charity

3 Pastoral and Spiritual Care (continued)

Retreat Ministry (continued)

- ♦ Sephora
- ♦ Stranmillis College
- ♦ Thrive Ireland

Ecumenical Use of Centre

As well as participating in courses and events open to all, the facilities were used by groups from the Church of Ireland, Lutheran Church, Methodist Church, Moravian Church, Presbyterian Church, the Salvation Army, United Reformed Church and the Irish Council of Churches. The use of the house by single identity church groups and groups which included participants from several churches expanded and grew this past year. This is in keeping with the commitment of Drumalis to foster good community relations.

Drumalis continued to facilitate the *Beginning Experience*, a programme offering support to those who have suffered loss, and this year the centre was also used to deliver training to volunteers, who will deliver *Bethany Bereavement support* within their own communities.

Local community use of the centre has increased: this included *Weavers*, the *NI Embroidery Group*, a *knitting retreat*, *Crafty Scrappers* and various *sewing groups* who meet on a regular basis. The musical evenings for Christmas 2019 were sold out.

Looking to the future of Drumalis

Several meetings have been facilitated to identify how we might build on the existing sense of community and ownership so that the ethos of Drumalis may be sustained into the future. One step is to increase the number of volunteers, who already make an invaluable contribution to the centre both practically and in terms of ethos and values. Between April 2019 and February 2020 the volunteers contributed 3,148 hours to Drumalis. Based on the national minimum wage, this represents a contribution of £25,842.

Ecology, or care for the planet, is an important ethos lived and upheld in the everyday running of the Retreat Centre. This is in keeping with our Chapter mandate to care for creation. Drumalis is, at present, in dialogue with A Rocha, a UK Christian Conservation organisation, with a view to establishing a partnership. This partnership aims to link the message of Christian hope and reconciliation through care of the planet with the vision of Drumalis and its activities. It is hoped to launch this new partnership in 2020 – a venture in the journey of working together for the sake of our planet.

One of the Trustees sits on the Drumalis Board along with the two sisters who work there. Serious consideration is being given as to how the work of Drumalis can be carried into the future.

3 Pastoral and Spiritual Care (continued)

Retreat Ministry (continued)

Minsteracres Retreat Centre is a Passionist, community-based retreat centre situated in Northumberland. Minsteracres, and like the other retreat centres, provides a space where people are enabled to find healing and wholeness in their relationship with God, themselves, others and creation.



Minsteracres Retreat Centre

The Retreat Centre runs a large *Outreach programme*, which provides respite days/weekends for people on the margins of society. Some of the groups who come to Minsteracres on a regular basis are **Kinship Carers, Blue Sky Trust, Free the Way, Cancer Support, Justice First** and **Freedom from Torture**, to name but a few. This year we have given some financial support to the Outreach programme from our Crisis Fund.

One sister sits on the Board of Trustees.

Tearmann Spirituality Centre situated in Glendalough, Co Wicklow, is a small, self-catering Retreat Centre. Glendalough is a valley steeped in the Celtic monastic tradition and is a popular place of pilgrimage.



Tearmann Spirituality Ctre

At Tearmann a number of different retreat programmes are offered. These include:

- ♦ **Five day retreats** from May to September.
- ♦ **Ecological walking retreats and Guided Pilgrimages** through the ancient Celtic valley of Glendalough.
- ♦ **Weekend retreats** designed for busy people who need to take time out to reflect on their lives.
- ♦ **School retreats**, especially for the transition years, which are held outdoors and are comprised of walking in nature with guided reflections.
- ♦ **Private retreats**, which cater for individual needs and may vary from two days to one month.

One sister has been involved with the work here since its founding in 1993.

All retreat work in the Retreat Centres ceased on 20 March 2020 because of the Covid-19 pandemic and the staff were furloughed.

3 Pastoral and Spiritual Care (continued)

Parish Work

A number of our sisters are engaged in parish activities, either on a full-time or part-time basis. These sisters were previously engaged in education or nursing. They are responsible for liturgical services, visits to the sick and elderly parishioners at home or in hospitals, faith-sharing groups, and programmes for preparation for Baptisms and Confirmation, multi-cultural programmes and bereavement programmes. Parish sisters are in Belfast, Ballycastle, Halifax, Liverpool, and Sutton St Helens.

Associates

We continue to meet our Associates and include them in Congregational events, for example our annual Mass in Sutton in May to honour our Foundress, and the anniversary of the foundation of the Congregation on 21 November. Many of our Associates are involved in parish work where our sisters are living.

Hospital Chaplaincy

Three sisters work as hospital chaplains in Bolton, Sutton St Helens and London.

Spiritual Direction

A number of sisters have been trained in *Spiritual Direction* and offer their services in our retreat centres. Two sisters, who have retired from direct involvement in retreat centres, continue to offer Spiritual Direction to individuals. One sister is a Spiritual Director and Counsellor at St Luke's Centre, Manchester – *"the Church's ministry of wellbeing and healing"*.



L'Arche Community

After a lifetime of working at L'Arche (London), one sister continues her work there at an administrative level.

Marriage Tribunal

One sister, with a long experience of working with Marriage Tribunal (Diocese of Liverpool) continues to offer her expertise at a consultancy level.

4 SOCIAL CARE

At the heart of our Charism is a call to respond to the crises of our day which afflict the people around us, especially the poor or marginalised. Our Chapter mandated each sister to respond as well as she can to the needs of the area in which she lives and to grow in awareness of the global mission of the Congregation and support it, among other ways, in prayer. Given our age profile, we are no longer involved in social care as we once were. However, we do give financial support to this kind of work from our Crisis Fund. **(See section 5)**

A number of sisters are still involved directly, in a voluntary capacity, reaching out to people in need.

Poverty, Homelessness, Hunger

One sister works in Dublin at the Capuchin Centre for the homeless and people with addictions. Another sister works with an inner city community development project, of which she was a founding member. Still in Dublin, another sister helps at the Bernardo Children's Home. In Belfast, a parish sister supports St Patrick's Soup Kitchen and Rosemount, a project which operates from the parish to assist the hungry, homeless and addicted people of that area.

Asylum Seekers, Refugees and Migrants

For many years two sisters helped in the Destitute Project at the Victoria Hall in Bolton. Because of age and ill health they have both had to withdraw from the heavier work. They continue to support in an advisory capacity and one of our Trustees attends the AGM. The centre is one of the projects supported from our Crisis Fund. Another sister, who recently returned from our mission in Peru, helps in a refugee centre in Tallaght, Dublin. One sister teaches English at HELP (Harehills English Language Project).

Counselling and Community Care

Two sisters – trained psychotherapists – work as counsellors in their communities; one in Ballycastle, County Antrim, and one with WAVE, Belfast, which provides support for those bereaved or traumatised by the “troubles”. In London one sister – a retired medical doctor - works as a bereavement counsellor.

5 Activities Supported By Our Crisis Fund

Asylum Seekers

In 2017, when one of our houses became vacant, there were suggestions that we use the house for asylum seekers or homeless people. Considering the decline in numbers of our active sisters and on the advice of our financial team, it was decided instead to ring-fence the money from the sale of the property to support projects, run by others, which are trying to alleviate the sufferings of asylum seekers, the homeless and crisis situations which are brought to our attention.

From this Crisis Fund we continue to support needs that are in line with our Charity Objectives and meet the guidelines we set out in our Financial Support Policy.

5 Activities Supported By Our Crisis Fund (continued)

Asylum Seekers (continued)

At our Trustee meeting in March 2020, we agreed to extend our area of concern to the relief of needs created by the Covid-19 pandemic.

During the year £44,700 was donated to projects helping asylum seekers with special care for:

- ◆ People whose application for asylum has been turned down and who now depend on charity while their applications are reconsidered
- ◆ Housing for women asylum seekers/refugees
- ◆ Holiday breaks for families
- ◆ The particular needs of women and children
- ◆ Destitute, Bolton
- ◆ St Monica's Housing, Leeds
- ◆ Harehills English Language Project, Leeds
- ◆ Churches Together, Liverpool

Homelessness, Hunger, Destitution

£15,076 was donated to the relief of homelessness and destitution through:

- ◆ Rosemount House, Belfast
- ◆ Crisis Homelessness
- ◆ De Paul Night Shelter, Manchester
- ◆ Crisis at Christmas
- ◆ Catholic Care - Holiday Hunger, Leeds

Preference is given to applications for projects based in places where sisters have worked or still have a presence, e.g. Bolton, Leeds, Liverpool, Minsteracres, Manchester, London, Belfast and Dublin.

Our sisters, including our Trustees, have been able to visit these centres.

People with Physical or Mental Health Needs

£6,100 was donated to health care needs through:

- ◆ L'Arche
- ◆ Liverpool Archdiocese - dementia care

5 Activities Supported By Our Crisis Fund (continued)

People with Physical or Mental Health Needs (continued)

- ◆ Children Today, Northern Ireland
- ◆ Children Today, Co Derry

General Areas of Need

£3,600 was donated to these projects through:

- ◆ Jesuit Mission response to the floods in Mozambique
- ◆ Youth Spiritual Conference, Worth Abbey
- ◆ Catholic Workers' Farm – project with women and children, London
- ◆ Peadar King, "What in the World" – media projects highlighting social issues

Other

£1,000 was donated to smaller projects at Christmas.

6 Missions

Our mission outreach has always been a part of our Charism. Almost half of our sisters in the Province have had experience of working and living on our Missions. These Missions are now the responsibility of the CLT (Central Leadership of the Congregation). Our contributions to the Missions will therefore be channelled through the CLT. During the year, one of our sisters volunteered for a short term of service in Vietnam.

7 Future Plans

The Charity's goals for 2020/21 are as follows:

- ◆ To encourage all sisters in their ministries, encouraging them to live by the Directives for Ministry which we set ourselves at our Chapter in Larne in August 2016 and which we further developed at our Assembly in March 2017. To support all these ministries, our living out of these directives are detailed in Chapter Two of this report.
- ◆ To ensure the care of the sick and elderly by:
 - ◇ Encouraging them to care for their own wellbeing.
 - ◇ Supporting them to live independently for as long as possible.
 - ◇ Providing them with assisted living where possible.
 - ◇ Continuing to provide for them in care communities where both their physical and spiritual needs are met.

7 Future Plans (continued)

- ◆ To continue to live out our Organic Participative Model of Leadership in the Province through Links and Priority Group meetings and through consultation and discernment. To support the way of communication agreed at our Chapter and which is so vital to this form of Leadership. Given our age profile, which in many cases restricts our ability to travel, to encourage and enable as many sisters as possible to use social media as a means of communication.
- ◆ To be faithful stewards of the work entrusted to us by:
 - ◇ Valuing the resources of the Province/Charity.
 - ◇ Maintaining, developing, donating or selling property in a responsible manner.
 - ◇ Using the financial resources of the Province/Charity in a responsible manner. In all these matters listening to our advisors.
 - ◇ Continuing to facilitate moving from a Charitable Trust to a CIO.
 - ◇ Be aware that all areas of management in the Charity will inevitably move to lay trustees and begin to prepare for this.

Covid-19

The coronavirus (Covid-19) outbreak has caused extensive disruptions to businesses as well as economic activities globally including the UK.

We have considered the effects of the 2020 outbreak of Covid-19 on the Charity's operations and have concluded that the impact on it is likely to be limited. Following the advice issued by the UK Government in March 2020 regarding employees working from home and other social distancing measures, we have enacted procedures to facilitate this and have a detailed plan that enables effective operation to continue as far as possible whilst employees are not physically present in the Charity's offices. Members of the Congregation have followed the lockdown requirements and have continued wherever possible their ministry, finding new ways to communicate and liaise with those in need. It was not possible to keep the Retreat Centres open and all retreat work ceased on 20 March 2020. They will re-open as and when it is judged safe to do so.

At St Gemma's Hospice, the team has dealt with the crisis head on, and has been able to demonstrate that it has the people and processes in place to effectively and swiftly manage whatever challenges come its way. As to the impact of the pandemic, it does bring some uncertainties to the Hospice's financial position, and it has been necessary to adapt ways of working and change or in some cases halt clinical services across the organisation. The team is continuing to assess what the short- and long-term effects could be, and is actively managing and mitigating risk through the Hospice's robust risk strategy. Despite the current challenges, the Hospice is in a good place and moving forward with confidence into 2020/21.

7 Future Plans (continued)

Covid-19 (continued)

The Trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the future operations of the Group and the Charity, their beneficiaries, partners and stakeholders and on wider society. As well as the personal risk to health of staff, the Group and Charity may lose planned income as the result of the need to develop new ways of working, the cancellation of events and/or the absence of key personnel although there may be some expenditure savings also. The reduced opportunities for scheduled face to face interaction may well impact on the ability to plan effectively for the medium term but it is not anticipated at the current time that the overall financial position of either the Group or the Charity will be adversely affected or their financial solvency threatened.

CHAPTER THREE – Financial Review

Income

Income is generated through:

- ◆ Salaries
- ◆ Pensions
- ◆ Hospice care
- ◆ Retreats
- ◆ Charity shops
- ◆ Fundraising
- ◆ Room hire
- ◆ Bank deposit interest
- ◆ Investment income
- ◆ Donations, grants and occasional legacies

The majority of the sisters have given most of their working lives to the charitable activities of the Congregation. Where this work is for organisations independent of the Charity, any earnings are covenanted to the Charity.

Expenditure

Expenditure of the Charity comprises:

- ◆ The living and personal expenses of members of the Congregation and those costs incurred to enable them to carry out their individual ministry.

Financial Review (continued)

Expenditure (continued)

- ◆ Provision of nursing care for our sick and elderly sisters.
- ◆ Donations and financial support to the Congregation's Missions and Central Administration.
- ◆ Donations to charities with objects that are consistent with those of the Charity itself.
- ◆ Those costs associated with the management of the Charity's investment portfolios and the compliance with regulatory and statutory requirements.

Tangible fixed assets

Tangible fixed assets consist mostly of buildings with their furniture, fittings and plant in our convents. As of March 2020 members of the Province and Region live in 23 houses/flats, some of which are rented properties. These properties are in England and Ireland.

Results for the year

The consolidated statement of financial activities shows net expenditure before investment losses (2019 - gains) of £1,402,142 (2019 - £1,648,791) with total income amounting to £15,501,415 (2019 - £14,218,534) and total expenditure amounting to £16,903,557 (2019 - £15,867,325).

Total income includes £1,636,711 (2019 - £1,646,838) of salaries and pensions of individual members of the Congregation which are donated to the Charity either by deed of covenant or by gift aid, £3,487,673 (2019 - £3,512,009) of other donations, legacies and similar income, £2,987,330 (2019 - £3,046,918) of income from charity shops and £3,970,022 (2019 - £3,062,451) being St Gemma's income from the Clinical Commissioning Group and Health Foundation. Other major categories of income include investment income and interest receivable, fundraising events and lotteries, and retreat and conference offerings.

Total expenditure includes expenditure on St Gemma's Hospice. The main expense of the hospice is staff costs which totalled £8,001,165 (2019 - £7,592,325) representing payments to the average staff count of 222 (2019 - 210). Other expenditure includes the personal and living costs of the members of the Congregation and their ministry, donations paid and the costs of administering the Charity.

Deducting expenditure from income for the year gives net expenditure after investment losses for the year of £4,111,950 (2019 - net expenditure after investment gains £353,117).

Investment performance

The purpose of holding listed investments is to earn income to be used by the sisters in their ministries while carrying out the charitable work of the Congregation now and in the future.

Financial Review (continued)

Investment performance (continued)

The Congregation has discretionary investment agreements with Charles Stanley & Co Limited, Sarasin & Partners LLP and Rathbone Investment Management Limited. The trustees meet with the fund managers and financial advisers during the year to ensure that the funds are managed in accordance with the investment policy and the religious and ethical principles of the Congregation. The objective of the fund managers is to achieve a reasonable return of both income and capital growth with no more than a conservative to moderate level of risk.

The performance and structure of the principal portfolios continues to be closely monitored by the Finance and General Purposes Committee.

An income yield of 3.95% was achieved whilst a negative capital yield of 9.5% was experienced principally due to market values being adversely affected by the impact of Covid-19 in March. At the end of the year the Charity's portfolio of listed investments comprised 46.28% unit funds, 27.18% UK equities, 7.23% UK fixed interest stocks, 10.70% overseas unit trusts, 7.02% alternative investments and 1.59% property.

The overall value of the listed investments decreased by £4,826,835 from a market value of £33,251,477 at the end of March 2019 to a value of £28,424,642 at the end of March 2020, a fall of 14.5%. Net investment disposals during the year amounted to £3,071,097 (2019 - net investment additions of £30,627). The Covid-19 pandemic caused a sharp fall in markets in March 2020, which contributed to the reduced value of the listed investments. However, since the year end the market value of investments has improved as markets have recovered.

Reserves policy

The Charity has a commitment to support members of the Congregation, many of whom continue to carry out charitable work long past the normal age of retirement. The sisters retire only because of ill health and/or old age and frailty. The trustees accept responsibility for establishing an appropriate reserves policy to cater, in the first instance, for the medical care of the sisters now and in the future.

The funds set aside to provide for the sisters in later life, none of whom have resources of their own, have been re-assessed during the year. The calculations, based on actuarial methods, indicated that £23 million is needed to be set aside in order to provide £20,000 per annum for sisters over 65 years of age and, because of the greater health needs, £30,000 to £40,000 per annum for sisters over 75 years of age and £40,000 to £50,000 for those over 90 years of age.

The board of management of St Gemma's Hospice has adopted a reserves policy to maintain a minimum level of resources to ensure that the hospice can continue to provide its current level of services, having regard to possible fluctuations in income and expenditure. These reserves should exclude those amounts designated for the upkeep and renovation of the hospice and those funds already invested in tangible fixed assets.

Total reserves of St Gemma's at 31 March 2020 were £11,744,272 (2019 - £11,856,845) of which £3,979,809 (2019 - £4,277,291) had been designated by the Board of Management for the continuing upkeep and renovation of the hospice.

Financial Review (continued)

Reserves policy (continued)

The trustees have examined the need for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the Charity's work and its commitments, the level of free reserves should be up to an amount equal to annual unrestricted expenditure.

Financial position

The balance sheet shows total reserves of £64,501,564 at 31 March 2020 (2019 - £68,613,514).

Included in total funds is an amount of £11,744,276 (2019 - £11,856,849) which is restricted. These funds, which include all funds relating to St Gemma's Hospice, include other monies that have either been raised for, and their use restricted to, specific purposes or they comprise donations subject to donor imposed conditions. Full details of these restricted funds can be found in note 16 to the accounts, together with an analysis of movements in the year.

An amount of £23,000,000 (2019 - £23,000,000) represents the future healthcare of sisters fund, which has been designated to provide for sisters in their retirement.

An amount of £165,305 (2019 - £213,905) represents the funds designated for making donations at times of crisis.

An amount of £2,049,323 (2019 - £2,045,274) represents the programme related investments fund, more details of which can be found in note 17.

The tangible fixed assets fund totals £25,825,835 (2019 - £26,104,828) and is represented by those tangible fixed assets not financed out of restricted funds or used by St Gemma's Hospice.

Funds which are available to support the work of the sisters in the future are those shown on the balance sheet as general funds. These amount to £1,716,825 at 31 March 2020 (2019 - £5,392,658) and are deemed adequate in the light of current economic and political uncertainties and the challenges presented by Covid-19.

CHAPTER FOUR – Policies and Compliance with Charity Requirements

1 Property

Sales and Donations

The sale of Gerald Road property, Salford, was completed in February 2020. One rented property in Kirkdale, Liverpool has been vacated.

As the sisters in Australia and Botswana are now under the direct administration of the CLT, the three properties there have been transferred to the Central Leadership portfolio. The sale of the property in Australia was completed in March 2020.

The transfer of Maryfield College and land to the Le Chéile Trust, in Dublin, has been completed.

1 Property (continued)

Purchases

One property in Dublin has been purchased. The purchase was completed on 10 March 2020.

A flat in Liverpool has been rented.

Ongoing Development

St Gemma's Hospice

A long term lease for the transfer of the whole property, including the convent, is nearing completion.

St Gabriel's Hall and Woodthorpe

These are two adjoining properties. The leases on both properties expired in 2018. On the advice of our property advisor and solicitors we engaged Cushman and Wakefield to negotiate with the University of Manchester and the lease was extended until September 2019, when the properties were vacated. Insurance, security costs and council tax on the empty properties are high. We are reviewing how this resource can best be utilised to meet the objects of the Charity going forward.

St David's Hall

St David's Hall is also a vacant property adjoining St Gabriel's Hall. We are including this property in the same review.

Maintenance

By its nature this is never ending.

- ♦ **East Holme:** Work on the renovation of the cottages has been put on hold because of the present economic situation. Repairs to damage caused by the theft of lead from the main house has been completed. Fire doors are being upgraded and some windows in the nursing wing have been replaced. Work to repair wood in the veranda is almost complete.
- ♦ **Elmleigh:** Internal painting of the Chapel and the installation of a ramp has been completed. One ensuite room has been completed and plans for two more have been approved. Lift repairs and servicing of machinery is a recurring expense. Garden development, including making a pathway for safe access to the gardens, is ongoing.
- ♦ **The Briery:** The three remaining upstairs rooms have been converted to ensuite, which means that all the guest rooms are now ensuite. First floor toilets have been refurbished. Electrical work has been completed in the kitchen. The chairs in the main conference room have been replaced as have three portable tables. The latter has been done with funds raised by the *Friends of The Briery*. The header water tank for the boiler has been replaced.

1 **Property** (continued)

Maintenance (continued)

- ♦ **Villa Pacis:** The main project was the refurbishment of the chapel which involved replacing the carpet with wooden flooring and painting. The furniture was rearranged to make wheelchair access safer. A smaller project was the creation of raised beds in the garden area to enable sisters, who are interested, to do some gardening. There is an ongoing issue with drains adjacent to the property. This has been partially solved but work continues.
- ♦ **Marino:** A fire safety report has highlighted fire safety issues which need to be dealt with as quickly as possible. A fire safety audit was commissioned with Goldsmith Engineering to assess the work that needs to be done. In the meantime emergency lighting has been updated and fire doors are being put in place where needed. We are aware of the urgency of getting this project underway but unfortunately the Covid-19 pandemic has delayed our plans.
- ♦ **Drumalis:** The problem with leaking water pipes in the new building has been resolved at a cost of £57,371. Parkview Cottage, one of the properties on the site, has been vacated so the insurance costs for a vacant building have increased. There are plans to refurbish this property, but again they have been deferred.
- ♦ **Middleton Convent:** CCTV cameras have been installed on the advice of our insurance broker. Two wooden fence panels at the back of the house have been repaired. Electrical wiring in the house had been checked and is still in good condition. The header water tank for the boiler has been replaced. On 21 January 2020 part of the outside boundary wall on Stanycliffe Lane was demolished by a car running into it. It will be replaced but delays will occur due to Covid-19.
- ♦ **Duncan Terrace:** Two rooms have been painted and a carpet replaced in one bedroom.
- ♦ **Boilers:** One boiler has been replaced in the Over Hulton property and repairs carried out on the boiler in Duncan Terrace.

Sisters are encouraged to be vigilant in the maintenance of houses for health and safety reasons, as well as general upkeep. PAT (Portable Appliance Testing) and Fire Risk assessments are carried out in our properties on a regular basis.

2 Policies, Reports and Plans

We reviewed our:

- Risk Management Policy
- Disaster Plan
- Safeguarding Policy
- Investment Policy
- Crisis Fund Policy
- GDPR Policy

We ensured that our Care Communities and our Retreat Centres all have Health and Safety Policies in place.

We compiled our:

- Annual Appraisal
- Province Action Plan
- Charity Annual Report and Accounts (UK)
- Charity Commission Annual Report (Republic of Ireland)

3 Safeguarding

The Trustees are committed to implementing the policies and procedures of the Catholic Safeguarding Advisory Service (CSAS) and the National Board of Safeguarding Children in the Catholic Church in Ireland (NBSCCC). Two sisters in Ireland (North and ROI) are delegated to represent the Province. Two sisters are delegated in England to represent the Province. They attend the meetings related to safeguarding in their respective areas. We ensure that our policies and procedures are in accordance with statutory regulations of State and Church.

4 Archives

One sister is engaged full-time in preserving the archives of the Province. She ensures that all collections are sorted, carefully stored and remain confidential. She keeps abreast of current developments by attending conferences and short courses. She is also the archivist for the entire congregational archives. Finding a permanent home for the storage of our archives still remains one of our goals.

5 General Data Protection Regulation (GDPR)

With the help of our solicitors we have drawn up an umbrella Data Protection Policy for the Charity, which covers the processing and control of data from four main areas: employment data; data relating to sisters in care; data relating to the users of our retreat centres; and data kept on individual sisters in the Province office. This policy is reviewed on an annual basis.

St Gemma's Hospice has its own Data Protection Policy. An IT security audit was completed in February 2018. All high level remediation advice from the previous assessment has been actioned and none of the vulnerability discovered during the latest assessment is considered an immediate threat to the security of St Gemma's Hospice.

6 Investment Policy

The Charity's investments are managed by Sarasin & Partners LLP, Charles Stanley & Co Limited and Rathbone Investment Management Limited. There are no restrictions on the Charity's power to invest.

The Investment Strategy is set by the Trustees and takes into account income requirements, the risk profile and Investment Manager's views of the market prospects in the medium term.

The policy is to maximise total return through diversified portfolios whilst providing a level of income advised by Trustees from time to time. During the year we were advised to move more stocks to equities as returns were more profitable.

There is also an Ethical Policy precluding any investment in any company which, after reasonable enquiry, clearly has significant profits from any activity whose objectives are contrary to ours and considered to be unjust or damaging to health and wellbeing. Serious consideration is being given to investing in "*green energy*" as a proactive way of disinvesting in fossil fuels.

The performance of the portfolios and the Charity's Investment Strategy are reviewed by the Trustees, who meet with the Investment Managers twice yearly.

7 Insurance

A review of the major risks to which the Province is exposed and of systems established to mitigate those risks is undertaken annually by the Trustees. The Province Bursar is in regular contact with insurers for Ireland (Arachas) and United Kingdom (Marsh Commercial).

8 Crisis Fund

Donations given to projects from our Crisis Fund are discussed, approved and recorded at our Trustee meetings. The agreement of three Trustees is needed to approve a donation. Due diligence is observed in checking the background details of the projects and those managing them. This includes alertness to possible scams. Acknowledgement is requested and accountability for any money given. At our annual Assembly sisters are appraised of donations which have been made and information shared on the projects which are supported.

Requests are sometimes made from the Congregational Leadership Team to assist the work of the Congregation in other parts of the world.

The sisters acknowledge, with gratitude, those who have given donations towards our Mission projects. Restricted donations go straight to the project for which the money has been given.

Whilst the Trustees give support to United Kingdom organisations, whose work is within the objects of the Charity, the Charity does not regard itself as a grant making entity and applications for grants are not invited.

9 Fundraising Policy

Income generation at St Gemma's is conducted by a team of fundraisers and retail staff directly employed by the Charity and led by the Director of Income Generation. No external professional fundraisers have been utilised during the year. The Hospice benefited from some relatively low value commercial participation partnerships with local companies which were managed by the Senior Fundraiser (Corporate) and governed by written agreements. St Gemma's Hospice is registered with the Fundraising Regulator. The Director of Income Generation is a member of the Institute of Fundraising and the whole Income Generation team are members of the National Association of Hospice Fundraisers. There have been no failures to comply with the standards set by these organisations.

The Trustees of the Hospice monitor the activities of the Income Generation Team via quarterly meetings of the Finance and Business Committee. The Chair of the Committee also meets monthly with the Chief Operating Officer and the Director of Income Generation.

Policies to protect vulnerable individuals are in place and all fundraisers are aware of their responsibilities in this area.

10 Continued Professional Development

For our own professional development and to keep ourselves updated with changes we have attended the following courses:

COREW, Swanwick:	May 2019
AMRI, Dublin:	May, Sept 2019
English Bursar's Conference, Hertfordshire:	October 2019
Irish Bursar's Conference, Dublin:	November 2019
Safeguarding CSAS (UK):	October 2019
Safeguarding Armagh:	October 2019
Safeguarding Dublin:	October 2019
Insurance Meeting, Manchester:	February 2020

Trustee Training

Media Training:	April 2019
St Gemma's Trustee Training:	May 2019
Wrigley's Charity Trustee Training:	December 2019

Meetings for our own needs:

F&GP Committee with input from Investment Manager:	July and November 2019, January and March 2020
Solicitors:	March, April, June August, September, October 2019 January, March 2020
Pre Audit:	June 2019
Audit:	July 2019
Audit Clearance:	September 2019

10 Continued Professional Development (continued)

Meetings related to our Ministry

St Gemma's Hospice, Leeds:	AGM November 2019, all Board meetings and 2 Strategy meetings
Le Chéile Trust, Dublin:	September 2019, February 2020
Religious Orders in Education (ROE), London:	July, Dec 2019
Drumalis, Larne: Friends of:	May 2019
Drumalis Consultation:	May 2019
Drumalis AGM:	September 2019
Drumalis Team (Briery Zoom):	January 2020
Minsteracres Board, Northumberland:	May, July, September, October, December 2019, February 2020
Passionist Symposium:	September 2019
Laudate Si, Salford/London:	February, March 2020
Visit Capuchin Day Centre, Dublin:	May 2019
Bolton Destitute AGM:	May 2019
St Gabriel's Hall Alumni, Manchester:	June 2019
Leeds Trinity Patronal Feast:	November 2019

Internal Province Meetings

Trustee and PLT meetings:	Monthly
Central Leadership:	September 2019
CLT/ACC:	November, December 2019, January, March 2020
Links Sisters with PLT:	September 2019
Province Assembly Day:	April 2019
PLT/Managers of Care Communities:	September 2019
PLT/Pastoral Sisters:	September 2019

CHAPTER FIVE: Governance, Trustees' Responsibilities, Risk Management

1 Governance

Sisters of the Cross and Passion

In terms of Canon Law, at international level the Congregational Leadership Team (CLT) is the major spiritual and administrative body of the Congregation of the Sisters of the Cross and Passion. The administration of the CLT continues to be centred in the United Kingdom.

In keeping with the charitable work envisaged by the Trust Deed, the CLT often make donations to other charitable organisations. The finances of the CLT also incorporate

1 Governance (continued)

Sisters of the Cross and Passion (continued)

the administrative and financial costs and the expenses incurred by the members of the team.

The Province Leadership Team (PLT) consists of the Province Leader and her Councillors, who are elected at a Provincial Chapter by members of the Province for a term of five years. The Province Leader is the highest authority in the Province and is its official representative. Her authority extends to all the sisters, communities and properties of the Province. The Provincial Leader and team are assisted in their work by the Provincial Bursar, who is now a lay woman, newly appointed in October 2019 and a group of sisters (Links Sisters), who represent smaller clusters of sisters. They meet the PLT three times annually and plan an annual assembly for all the sisters who can attend. This system allows for maximum participation in decision-making by all sisters throughout the Province.

In terms of Civil law, the Charity is governed by its own Trust Deed dated 25 March 1994 and is a registered Charity under the Charities Act 2011. Charity Registration No 103843 (England and Wales). It is also a registered Charity in Scotland, Charity Registration No SCO38416 (Scotland) and in the Republic of Ireland, Charity Registration No 20015893. During the year, with the help of our solicitors, we applied to the Charity Commission to become a Charitable Incorporated Organisation. Our application was accepted and we were issued with our CIO registration number on 17 September 2019. The CIO Registration No is 1185348. The transfer of our assets will take place with effect from midnight on 31 March 2021.

The Trustees of the Charity are the Congregational Leader, the Provincial Leader and Provincial Councillors plus one Trustee appointed by the Congregational Leader. As all Trustees are members of the Congregation they have a detailed knowledge of the work of the Charity and of its structure. The Trustees, one of whom is the Canonical Bursar, are members of the Congregation and whilst their living and personal expenses are borne by the Charity they receive no remuneration or reimbursement of expenses in connection with their duties as Trustees. On being appointed, new Trustees spend time with those Trustees leaving office. They also meet with the Congregation's legal, accounting, investment and property advisers in order to obtain a full briefing of their responsibilities and the Charity's position. They attend training courses and seminars where appropriate (see Chapter Four).

The names of the Trustees who served during the year are set out as part of the reference and administration details on page 1 of this annual report and accounts.

St Gemma's Hospice

St Gemma's Hospice is a subsidiary charity of the Sisters of the Cross and Passion and has its own Board of Governance. All six Trustees of the Sisters of the Cross and Passion are Trustees on the Board of St Gemma's. The Board is responsible for the overall direction and management of the Hospice, approves strategy and oversees its implementation.

1 Governance (continued)

St Gemma's Hospice (continued)

The Board has approved a scheme of delegation under which the majority of operational management and decision making is delegated to the Chief Executive. The Chief Executive has a key role in the management and monitoring of service delivery, patient satisfaction, financial performance, the assessment and control of risk, and the prioritisation and allocation of resources.

The Chief Executive of the Hospice leads a Hospice Leadership Team (HLT) consisting of the Director of Nursing and Deputy Chief Executive, Director of Income Generation, Director of Medicine, Consultant in Palliative Care and Director of Corporate Services. The HLT has a strategic role in driving forward the Hospice and assisting the Chief Executive in discharging the duties delegated by the Board. It is the HLT that is in charge of challenging, leading, running and supporting the Hospice to achieve its aims.

The pay of the HLT is reviewed by the Board of Trustees, through the Remuneration Committee. The amount paid to members of the HLT is carefully considered, comparable to other roles in the market, and is benchmarked against other local hospices and national hospice reward and charity reward surveys and data. Best practice recommendations on setting remuneration, including those of the National Council for Voluntary Organisations (NCVO), are also taken into consideration. The levels paid are those necessary to ensure a well-run effective organisation in line with regulatory requirements. Competitive salaries also help the Hospice to attract, recruit and retain the best possible calibre of staff, in a fiercely competitive environment.

2 Trustees' Responsibility Statement

The Trustees are responsible for preparing the report of the Trustees and the Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, and in Scotland and the Republic of Ireland, requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and the Group and of the income and expenditure of the Group for that period. In preparing these accounts, the Trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS102);
- ♦ make judgments and estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material disclosed and explained in the accounts; and

2 Trustees' Responsibility Statement (continued)

- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

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 accounts comply with the Charities Act 2011, applicable Charity (Accounts and Reports) Regulations, the Charities and Trustees Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Irish Charities Act 2009 and the provisions of the Charity's Trust Deed. They 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.

The Trustees confirm that they have complied with their duty under the Charities Act 2011 to have regard to the Charity Commission's guidance on public benefit. Throughout this report, in particular in Chapter Two, the Trustees have demonstrated how the Charity has been faithful to this. The activities of the Charity can be divided into five main areas, namely: education; health; pastoral and spiritual care; social care and projects we support financially.

3 Risk Management

The Trustees of the Charity and the trustees of St Gemma's Hospice have assessed the major risks to which the Charity and its subsidiary charity are exposed, in particular those relating to the specific operational areas of the Charity, its investments and its finances. The Covid-19 pandemic will bring some uncertainties to the financial position moving forward, and at St Gemma's Hospice it has been necessary to make changes to operations and clinical services across the organisation.

Sisters of the Cross and Passion

The key risks for the Charity, as identified by the Trustees, are described below, together with the principal ways they are mitigated:

- ◆ ***The age profile and health of the Sisters and future operation of the Charity.***
As of 31 March 2020, the Province has 95 members including the Region. The average age at 31 March 2020 was 83. There are 18 sisters over the age of 90 and 4 under the age of 70. There are no sisters under 60 in the Region. During the period April 2019 to March 2020, nine sisters have died. The Trustees are aware that there is both a moral and legal obligation to care for the older sisters. None of the sisters have resources of their own as all earnings, pensions and other income have been donated to the Charity under a gift aid compliant with Deed of Covenant.

Key elements of the management of this risk are:

- ◇ ensuring that the Charity has available financial resources to finance this care, both now and in the years ahead, by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and

3 Risk Management (continued)

Sisters of the Cross and Passion (continued)

- ◇ ensuring that processes are in place to review regularly the ministries and needs of individual sisters, encouraging those who need it to take on less demanding ministries and identifying those who need extra care and help.
- ◆ ***The value of investments and properties.*** The value of listed investments is dependent on movements in UK and world stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the Trustees. The investment strategy is assessed regularly to ensure it remains appropriate to the Charity's needs, both now and into the future and particularly given the current pandemic and the uncertainties it brings.
- ◆ ***Reliance on key staff and the need for succession planning.*** Advice is taken on investment management, accountancy, actuarial, architectural, legal and business matters from lay professionals. The Finance & General Purposes Committee meets three times a year, with sub-committees meeting when necessary. The Committee monitors risks and the Risk Management Policy and refers matters to the PLT for consideration.

A review of major risks to which the Province is exposed and the systems established to mitigate those risks is undertaken annually by the Trustees. The Province Bursar is in regular contact with our insurers: Marsh Commercial in the UK and Arachas in the Republic of Ireland. A meeting was held with Marsh Commercial in Manchester in February 2020.

During their pastoral visits, the Trustees continue to monitor the major risks to which the Charity may be exposed and systems are investigated and established to mitigate these risks. The Trustees attend various courses during the year to keep abreast of any developments. See Chapter Four for a list of those courses.

St Gemma's Hospice

The Trustees of the Hospice undertake an annual review of the principal risks and uncertainties that the Hospice faces, categorising them under the following headings:

Governance and management – this includes the risks involved in changes in the Hospice Leadership Team or the Board which might create a lack of direction; lack of skills and training among members of staff and the poor use of its resources.

Operational – these are risks inherent in the Hospice activities including the operation of the Hospice; the unsuitability of buildings; poor maintenance, shortcomings in the services provided, difficulties with staff; poor health and safety; lack of disaster recovery plan etc.

Financial – these risks include those arising as a result of poor budgetary control; inappropriate spending; poor accounting; inappropriate investment policy etc.

3 Risk Management (continued)

St Gemma's Hospice (continued)

Reputational – these are risks that might result from damage to the Hospice's reputation.

Regulatory – these include those risks outside the Hospice's control such as changes in government policies; and non-compliance with laws and regulations.

The Board of St Gemma's Hospice assesses and reviews the management of the major risks to which the Hospice is exposed. There is a risk framework to support the identification and management of key risks and ensure risk management is an integral part of planning, decision-making and the day-to-day operations of service delivery. This framework incorporates procedures and processes and identifies clear roles and responsibilities in the reporting and management of key risks.

The risk register is developed by the Hospice Leadership Team and is scrutinised by the relevant Committees and Board on a quarterly basis. The Chief Executive prepares an Annual Governance Statement (AGS) which identifies how the Hospice ensures effective governance and risk management in compliance with the Voluntary Code of Good Governance framework.

From a Covid-19 perspective, risk mitigation has centred on limiting the introduction of the virus to the Hospice, including the management of patients admitted with potential infection, the infection or potential infection of staff, and staff shortages due to isolation procedures. Controls have been introduced to significantly reduce footfall. This has meant not permitting visitors to inpatients other than one person at the end of life, and not allowing any commercial visitors or volunteers..

Securing adequate PPE has been challenging across the healthcare sector, but St Gemma's has been able to procure sufficient supplies through a number of means such as active campaigning through the media, the support of the local community, and through some NHS commercial channels.

4 Summary and Acknowledgements

This report is a summary of the work of the Congregation. The accounts accompanying this report show the movement of funds for the year ended 31 March 2020.

We, the Trustees, acknowledge with gratitude the professionalism and commitment of all our staff, volunteers and the individual members of the Congregation. Their dedication, support and positive approach are very encouraging for us.

We wish also to record our thanks to the professional bodies on whose advice and expertise we rely.

Approved by the Trustees and signed on their behalf by:



Sister Therese O'Regan
Trustee

Approved by the Trustees on: 8.2.2021





Art class in ELMLEIGH

Life in our
CARE
COMMUNITIES



Musical Movement & Dance in VILLA PACIS



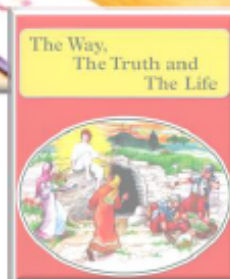
Catherine & Carmel with their carers, well-equipped for a walk in the sunshine.



Sisters at ELMLEIGH & EAST HOLME are introduced to Zoom technology for better communication



EDUCATION



Cross & Passion College, KILCULLEN



Maryfield College, DUBLIN

HEALTHCARE: St Gemma's



Lytham Sisters help
STREETLIFE young people

MISSION / OUTREACH



VILLA EL SALVADOR, PERU

PROVINCIAL MATTERS



Srs from Republic of Ireland
& PLT meet to name the
REPUBLIC OF IRELAND



Susan enters the NOVITIATE



New PROVINCIAL BURSAR takes up her duties



Our LINKS SISTERS meet regularly—here Gabriel's Group



Our
**RETREAT
CENTRES**



DRUMALIS grounds



Group photo of the Passionist Seminar at MINSTERACRES



Opinion on financial statements

We have audited the financial statements of Sisters of the Cross and Passion (the 'parent charity') and of Sisters of the Cross and Passion and its subsidiaries (the 'Group') for the year ended 31 March 2020 which comprise the Consolidated Statement of Financial Activities, the Charity Statement of Financial Activities, the Group and Parent Charity Balance Sheets, the Group Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- ◆ give a true and fair view of the state of the Group's and Parent Charity's affairs as at 31 March 2020 and of their income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), and the Irish Charities Act 2009.

Basis for opinion

We have been appointed auditors under section 144 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under those Acts.

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the Trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or

Conclusions relating to going concern (continued)

- ◆ the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Irish Charities Act 2009 require us to report to you if, in our opinion:

- ◆ the information given in the Trustees' report is not consistent with the financial statements; or
- ◆ proper and sufficient accounting records have not been kept by the Charity; or
- ◆ the Charity financial statements are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Respective responsibilities of Trustees

As explained more fully in the Statement of Trustees' responsibilities set out on page 33 the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Respective responsibilities of Trustees (continued)

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's Trustees, as a body, in accordance with the Charities Act 2011 and with regulations made under section 154 of that Act, section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended), and in accordance with section 50 of the Irish Charities Act 2009. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



RSM UK Audit LLP
Statutory Auditor
Bluebell House
Brian Johnson Way
Preston
PR2 5PE

Date 23 February 2021

RSM UK Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Consolidated statement of financial activities Year to 31 March 2020

	Notes	Un-restricted funds £	Restricted funds £	Total funds 2020 £	Un-restricted funds £	Restricted funds £	Total funds 2019 £
Income from:							
Donations and legacies	1	1,732,742	3,391,642	5,124,384	1,808,485	3,350,362	5,158,847
Investment income and interest receivable	2	903,749	219,069	1,122,818	937,286	203,631	1,140,917
Charitable activities							
. Provision of hospice care	3	—	3,970,022	3,970,022	—	3,062,451	3,062,451
. Retreat and similar income		666,757	—	666,757	494,152	—	494,152
. Grants receivable		126,587	—	126,587	44,389	—	44,389
Other trading activities							
. Income from charity shops		—	2,987,330	2,987,330	—	3,046,918	3,046,918
. Room hire and rental income		155,445	24,644	180,089	—	23,209	23,209
. Fundraising events and lotteries		—	1,040,716	1,040,716	—	1,161,931	1,161,931
Other sources							
. Surplus on disposal of fixed assets		206,795	—	206,795	—	—	—
. Miscellaneous income		75,917	—	75,917	85,720	—	85,720
Total income		3,867,992	11,633,423	15,501,415	3,370,032	10,848,502	14,218,534
Expenditure on:							
Raising funds							
. Cost of raising donations		—	1,284,620	1,284,620	—	1,330,318	1,330,318
. Fundraising activities including charity shops		—	2,302,714	2,302,714	—	2,187,160	2,187,160
. Investment management costs		43,128	28,251	71,379	27,619	26,560	54,179
Charitable activities							
. Provision of hospice care	4	—	7,484,323	7,484,323	—	7,106,410	7,106,410
. Donations and support of overseas missions	5	136,614	—	136,614	95,400	—	95,400
. Support of members of the Congregation and their ministry	6	5,623,607	—	5,623,607	5,093,858	—	5,093,858
Total expenditure		5,803,349	11,099,908	16,903,257	5,216,877	10,650,448	15,867,325
Net (expenditure) income before net investment (losses) gains		(1,935,357)	533,515	(1,401,842)	(1,846,845)	198,054	(1,648,791)
Net investment (losses) gains		(2,064,020)	(646,088)	(2,710,108)	994,789	300,885	1,295,674
Net (expenditure) income and net movement in funds	8	(3,999,377)	(112,573)	(4,111,950)	(852,056)	498,939	(353,117)
Reconciliation of funds:							
Fund balances at 1 April 2019		56,756,665	11,856,849	68,613,514	57,608,721	11,357,910	68,966,631
Fund balances at 31 March 2020		52,757,288	11,744,276	64,501,564	56,756,665	11,856,849	68,613,514

All of the Group's activities derived from continuing operations during the above two financial years.

Charity statement of financial activities Year to 31 March 2020

	Notes	Un-restricted funds £	Restricted funds £	Total funds 2020 £	Un-restricted funds £	Restricted funds £	Total funds 2019 £
Income from:							
Donations and legacies	1	1,732,742	—	1,732,742	1,808,485	—	1,808,485
Investment income and interest receivable	2	903,749	—	903,749	937,286	—	937,286
Charitable activities							
. Retreat and similar income		666,757	—	666,757	494,152	—	494,152
. Grants receivable		126,587	—	126,587	44,389	—	44,389
Other trading activities							
. Room hire and rental income		155,445	—	155,445	—	—	—
Other sources							
. Surplus on disposal of fixed assets		206,795	—	206,795	—	—	—
. Miscellaneous income		75,917	—	75,917	85,720	—	85,720
Total income		3,867,992	—	3,867,992	3,370,032	—	3,370,032
Expenditure on:							
Raising funds							
. Investment management costs		43,128	—	43,128	27,619	—	27,619
Charitable activities							
. Donations and support of overseas missions	5	136,614	—	136,614	95,400	—	95,400
. Support of members of the Congregation and their ministry	6	5,623,607	—	5,623,607	5,093,858	—	5,093,858
Total expenditure		5,803,349	—	5,803,349	5,216,877	—	5,216,877
Net expenditure before net investment (losses)		(1,935,357)	—	(1,935,357)	(1,846,845)	—	(1,846,845)
Net investment (losses) gains		(2,064,020)	—	(2,064,020)	994,789	—	994,789
Net expenditure and net movement in funds	8	(3,999,377)	—	(3,999,377)	(852,056)	—	(852,056)
Reconciliation of funds:							
Fund balances at 1 April 2019		56,756,665	4	56,756,669	57,608,721	4	57,608,725
Fund balances at 31 March 2020		52,757,288	4	52,757,292	56,756,665	4	56,756,669

All of the Charity's activities derived from continuing operations during the above two financial years.

Balance sheets 31 March 2020

		Group		Charity	
	Notes	2020 £	2019 £	2020 £	2019 £
Fixed assets:					
Tangible assets	12	28,997,543	29,530,523	25,825,835	26,104,828
Investments					
. Listed investments	13	28,424,642	33,251,477	23,104,241	27,252,927
. Programme related investments	13	2,049,323	2,045,274	2,049,323	2,045,274
Total fixed assets		59,471,508	64,827,274	50,979,399	55,403,029
Current assets:					
Stocks		17,361	18,426	—	—
Debtors	14	1,571,100	990,876	337,656	13,916
Investments		2,013,491	1,516,166	—	—
Cash at bank and in hand		2,464,165	2,204,213	1,610,786	1,479,789
Total current assets		6,066,117	4,729,681	1,948,442	1,493,705
Liabilities:					
Creditors: amounts falling due within one year	15	(1,036,061)	(943,441)	(170,549)	(140,065)
Net current assets		5,030,056	3,786,240	1,777,893	1,353,640
Total net assets		64,501,564	68,613,514	52,757,292	56,756,669
The funds of the Charity:					
Restricted funds	16	11,744,276	11,856,849	4	4
Unrestricted funds					
. Designated funds	17	25,214,628	25,259,179	25,214,628	25,259,179
. Tangible fixed assets fund	18	25,825,835	26,104,828	25,825,835	26,104,828
. General fund		1,716,825	5,392,658	1,716,825	5,392,658
		64,501,564	68,613,514	52,757,292	56,756,669

Approved by the trustees
and signed on their behalf by:



Trustee

Approved on: 8.2.2021

Consolidated statement of cash flows Year to 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(2,000,659)	(2,192,045)
Cash flows from investing activities:			
Investment income and interest received		1,122,818	1,140,917
Proceeds from the disposal of tangible fixed assets		329,822	4,800
Purchase of tangible fixed assets		(733,719)	(462,453)
Proceeds from the disposal of investments		3,464,263	1,534,170
Purchase of investments		(994,631)	(1,278,911)
Net cash provided by investing activities		3,188,553	938,523
Change in cash and cash equivalents in the year		1,187,894	(1,253,522)
Cash and cash equivalents at 1 April 2019	B	4,348,000	5,560,826
Change in cash and cash equivalents due to exchange rate movements		(81,180)	40,696
Cash and cash equivalents at 31 March 2020	B	5,454,714	4,348,000

Notes to the statement of cash flows for the year to 31 March 2020.

A Reconciliation of net movement in funds to net cash used in operating activities

	2020 £	2019 £
Net movement in funds (as per the statement of financial activities)	(4,111,950)	(353,117)
Adjustments for:		
Depreciation charge	1,210,772	1,168,575
Losses (gains) on investments	2,710,108	(1,295,674)
Investment income and interest receivable	(1,122,818)	(1,140,917)
Net (surplus)/deficit on disposal of tangible fixed assets	(200,232)	24,360
Decrease in stocks	1,065	1,666
Increase in debtors	(580,224)	(316,535)
Increase (decrease) in creditors	92,620	(280,403)
Net cash used in operating activities	(2,000,659)	(2,192,045)

B Analysis of cash and cash equivalents

	2020 £	2019 £
Cash at bank and in hand	2,464,165	2,204,213
Cash held by investment managers	977,058	627,621
Current asset investments	2,013,491	1,516,166
Total cash and cash equivalents	5,454,714	4,348,000

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 31 March 2020 with comparative information given in respect to the year to 31 March 2019.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with the principles set out in 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees and management to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets;
- ◆ the valuation of investments;
- ◆ allocation of support costs across charitable activities; and
- ◆ estimating the value of legacies to be recognised in accordance with FRS 102.

In addition to the above, the full impact following the emergence of the global coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the Charity's activities, beneficiaries, funders, suppliers and the wider economy. The value of listed investments (see note 13) is subject to a greater degree of uncertainty and volatility.

As set out in these accounting policies under "assessment of going concern", the trustees have considered the impact of the pandemic on the Charity and have concluded that although there may be some negative consequences, it is appropriate for the Charity to continue to prepare its accounts on the going concern basis.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

The trustees acknowledge and recognise the potential impact of the Covid-19 pandemic on the Group and the Charity and have concluded that there may be some negative consequences such as greater volatility in the value of the Charity's listed investment portfolio and related income, loss of income from retreat centres, charity shops and fundraising events. However, the trustees are of the opinion that the Group and Charity will have sufficient resources to meet their liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next 12 months, the most significant areas that affect the carrying value of the assets held by the Group and Charity are the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the trustees' report for more information).

Consolidated accounts

The accounts consolidate, on a line by line basis, the results of the Charity and its charitable subsidiary, St Gemma's Hospice, and the hospice's subsidiary, St Gemma's Hospice Services Limited, made up to the balance sheet date.

Income recognition

Income is recognised in the period in which the Charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, investment income and interest receivable, income from the provision of hospice care, retreat income, grants receivable, income from trading activities (including the operation of charity shops and income from fundraising events and lotteries) and miscellaneous income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the Charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Gifts in kind and donated services are included at the lower of their value to the Charity and their estimated market value.

Income recognition (continued)

Legacies are included in the statement of financial activities when the Charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the Charity.

Entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the Charity.

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

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

Contracts and service agreements in respect to the provision of hospice care are recognised to the extent that it is probable that the economic benefits will flow to the Charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable, excluding any relevant value added tax.

Income from the provision of retreats is recognised to the extent that it is probable that the economic benefits will flow to the Charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable, excluding any relevant value added tax.

Grants from government, NHS bodies, Clinical Commissioning Groups and from trusts and foundations have been included as income from charitable activities i.e. the provision of healthcare and related services where they amount to a contract for services but as donations where the money is given in response to an appeal or grant application or with greater freedom of use, e.g. for core purposes. Deferred income includes amounts received in respect of grants received for work to be carried out in the next financial year.

Income received by way of fundraising events, lotteries and other trading receipts are credited in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. These are shown gross before deductions of related expenses and net of VAT.

Income recognition (continued)

The surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. The classification between activities is as follows:

- a. Expenditure on raising funds comprises the salaries, direct costs and overheads incurred in soliciting donations, the costs associated with operating charity shops and the fees paid to investment managers in connection with the management of the Charity's listed investments, net of rebates received. Rebates arise when the fees deducted automatically through charges for common investment funds and related transactions exceed the fees agreed between the Charity and its investment managers.
- b. Expenditure on charitable activities comprises expenditure on the Charity's primary charitable purposes as described in the trustees' report and includes:
 - ◆ Expenditure incurred in the provision of hospice services including the costs of providing clinical, emotional and spiritual care to physically ill people of all races and creeds at St Gemma's Hospice.
 - ◆ Expenditure on provision of retreats to members of the public.
 - ◆ Charitable donations which relate, in the main, to the support of the Charity's missionary work overseas and the support of the Roman Catholic charitable organisations.
 - ◆ Expenditure on the support of the work of the sisters. Such expenditure enables the members to carry out the work of the Charity in the areas of the advancement of the Roman Catholic faith and the relief of poverty.

All expenditure is stated inclusive of irrecoverable VAT.

Allocation of indirect costs and governance costs

Indirect costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Charity and Group it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Allocation of indirect costs and governance costs (continued)

Governance costs comprise the costs involving the public accountability of the Charity and Group (including audit costs) and costs in respect to its compliance with regulation and good practice.

Indirect costs and governance costs are able to be allocated to the specific charitable activities to which they relate.

Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

◆ **Freehold land and buildings**

Freehold land and buildings owned at 1 April 2016 are included in the accounts at their valuation as at that date. This valuation has been deemed cost under the transitional arrangements set out in FRS 102 and will apply going forward with additions as of 1 April 2016 or later accounted for at cost. In prior years freehold land and buildings have been included in the accounts at a valuation based on existing use or depreciated replacement cost, depending on the nature of the property. Valuations were updated on a “rolling basis” with each property’s value being updated at least every five years.

Depreciation is provided at 2% per annum on a straight line basis to write the buildings off over their estimated useful life to the Charity.

◆ **Improvements to leasehold properties**

Improvements to leasehold properties are capitalised and depreciated at 5% per annum on a straight line basis.

◆ **Plant, furniture and equipment**

Expenditure on the purchase and replacement of items of plant, furniture and equipment, including computer equipment, is depreciated over a four to six year period on a reducing balance basis.

◆ **Motor vehicles**

Motor vehicles are capitalised and depreciated over a four to five year period on a reducing balance basis, in order to write off each vehicle over its estimated useful life.

Fixed asset investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The Charity does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the Charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Fixed asset investments (continued)

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

Programme related investments

Programme related investments comprise the following:

- ◆ Freehold properties occupied at a peppercorn or nominal rent and used by other charitable and not-for-profit organisations for purposes consistent with the Charity's objectives. They are included at a value equivalent to their depreciated cost immediately prior to their reclassification from tangible fixed assets to programme related investments as at 31 December 2013. Their value is considered each year and any impairment is written off and treated as charitable expenditure in the statement of financial activities.
- ◆ Units in an investment vehicle promoting global justice by challenging people, churches and others to share their resources through socially responsible investments and by empowering disadvantaged people by providing them with credit. These are included on the balance sheet at cost with any diminution in value debited to the statement of financial activities.

Stocks

Stocks are valued at the lower of cost and net realisable value. Items donated for resale are not included in the accounts until they are sold.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Current asset investments

Current asset investments represent monies invested in short-term liquid money market instruments.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

The general fund comprises those monies which may be used towards meeting the charitable objectives of the Charity and which may be applied at the discretion of the trustees.

The tangible fixed assets fund represents the net book value of the tangible fixed assets excluding those used by St Gemma's Hospice.

The designated funds are monies set aside out of general funds and designated for specific purposes, although the trustees may ultimately use such funds for other purposes.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the average rate of exchange for the year. Exchange differences are taken into account in arriving at the net movement in funds.

Pension costs

Charity:

The Charity offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year in which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

Pension costs (continued)

St Gemma's Hospice operates two pension schemes:

- ◆ The National Health Service Superannuation Scheme, a defined benefit scheme which is only available to staff who have previously contributed to the scheme. The administration of this scheme is dealt with by the National Health Service agencies. Contributions to this scheme are paid in respect of current service, there is no liability to the hospice in respect of past service and the hospice has applied the multi-employer exemption under FRS 102 to account for the scheme as a defined contribution scheme.
- ◆ A Group Personal Pension Scheme, which is a defined contribution pension scheme, administered by Standard Life which is available to all employees.

Services provided by members of the Congregation

For the purpose of these accounts, no monetary value has been placed on the care, administrative and other services provided by the members of the Congregation.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight line basis over the lease term.

1 Donations and legacies

Group	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Salaries and pensions of individual religious received under Gift Aid or deed of covenant	1,636,711	—	1,636,711	1,646,838	—	1,646,838
Legacies	—	1,479,109	1,479,109	88,901	1,957,721	2,046,622
Donations	84,350	1,201,648	1,285,998	61,239	1,236,963	1,298,202
Grants	—	710,885	710,885	—	155,678	155,678
Other voluntary income	11,681	—	11,681	11,507	—	11,507
Total funds	1,732,742	3,391,642	5,124,384	1,808,485	3,350,362	5,158,847

All unrestricted funds for 2020 and 2019 relate to the Charity only. The Charity received no restricted donations and legacies in either year.

In 2020, grants include government grants of £450,000 relating to the Covid-19 retail grant scheme.

At 31 March 2020, St Gemma's Hospice had been notified that it could expect to receive some legacies. The amount to which St Gemma's Hospice is entitled is not yet capable of reliable measurement, but the Trustees anticipate that the amount receivable may be approximately £632,150 (2019 - £141,300).

2 Investment income and interest receivable

Group	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Income from listed investments	901,395	192,054	1,093,449	932,763	183,837	1,116,600
Interest receivable						
. Bank interest	951	27,015	27,966	3,655	19,794	23,449
. Interest on cash held by investment managers	1,403	—	1,403	868	—	868
	2,354	27,015	29,369	4,523	19,794	24,317
Total funds	903,749	219,069	1,122,818	937,286	203,631	1,140,917

All unrestricted funds for 2020 and 2019 relate to the Charity only. The Charity received no restricted investment income and interest receivable in either year.

3 Income from the provision of hospice care

Group	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Clinical Commissioning Group income	—	3,567,310	3,567,310	—	2,880,996	2,880,996
Education and research	—	141,382	141,382	—	91,574	91,574
Bistro	—	88,811	88,811	—	89,482	89,482
Other income	—	172,519	172,519	—	399	399
Total funds	—	3,970,022	3,970,022	—	3,062,451	3,062,451

4 Expenditure on the provision of hospice care

Group	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
In-patient care	—	5,041,526	5,041,526	—	4,791,693	4,791,693
Community care	—	1,158,045	1,158,045	—	1,105,475	1,105,475
Day hospice	—	611,685	611,685	—	570,123	570,123
Bereavement support	—	191,375	191,375	—	153,913	153,913
Education and research	—	481,692	481,692	—	485,206	485,206
Total funds	—	7,484,323	7,484,323	—	7,106,410	7,106,410

5 Donations and support of overseas missions

Group and Charity	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Total funds: Grants to the Congregation's overseas missions	136,614	—	136,614	95,400	—	95,400

6 Support of members of the Congregation and their ministry

Group and Charity	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Sisters' living and personal expenses	916,798	—	916,798	1,604,562	—	1,604,562
Premises	3,363,746	—	3,363,746	2,224,852	—	2,224,852
Education, training and spiritual renewal	588,405	—	588,405	499,153	—	499,153
Administrative and similar costs	676,550	—	676,550	504,797	—	504,797
Other costs	107,555	—	107,555	104,851	—	104,851
Foreign exchange (gains)/losses	(89,759)	—	(89,759)	56,570	—	56,570
Governance costs (note 7)	60,312	—	60,312	99,073	—	99,073
Total funds	5,623,607	—	5,623,607	5,093,858	—	5,093,858

7 Governance costs

Group	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Accountancy	34,820	—	34,820	71,951	—	71,951
Auditor's remuneration						
• Statutory	13,800	19,900	33,700	13,000	19,300	32,300
• Non-statutory	—	2,200	2,200	—	3,600	3,600
Other St Gemma's costs	—	40,824	40,824	—	40,226	40,226
Bank fees and charges	11,692	—	11,692	14,122	—	14,122
	60,312	62,924	123,236	99,073	63,126	162,199

7 Governance costs (continued)

The above governance costs have been allocated to the following activities:

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted £	Restricted £	Total 2019 £
Raising funds	—	14,802	14,802	—	14,713	14,713
In-patient care	—	38,999	38,999	—	39,414	39,414
Community care	—	4,884	4,884	—	5,624	5,624
Day hospice	—	1,570	1,570	—	942	942
Bereavement support	—	986	986	—	827	827
Education and research	—	1,683	1,683	—	1,606	1,606
Support of members of the Congregation and their ministry	60,312	—	60,312	99,073	—	99,073
	60,312	62,924	123,236	99,073	63,126	162,199

8 Net (expenditure) income and net movement in funds

This is stated after charging:

Group	Total 2020 £	Total 2019 £
Staff costs (note 9)	10,350,779	9,779,254
Cost of stock recognised as expense	36,260	40,278
Auditor's remuneration		
· Statutory	33,700	32,300
· Non statutory – taxation services	1,100	2,600
– reporting to Group auditors	1,100	1,000
Depreciation	1,210,772	1,168,575
Operating lease rental - land and buildings	491,614	456,273
Operating lease rental - equipment	11,021	8,581

Charity	Total 2020 £	Total 2019 £
Staff costs (note 9)	2,349,614	2,186,929
Auditors' remuneration		
· Statutory	13,800	13,000
Depreciation	640,731	636,201

9 Staff costs and remuneration of key management personnel

Group	2020 £	2019 £
Staff costs during the year were as follows:		
Wages and salaries	9,043,552	8,565,829
Social security costs	725,631	681,017
Other pension costs	581,596	532,408
	10,350,779	9,779,254

9 Staff costs and remuneration of key management personnel (continued)

Charity	2020 £	2019 £
Staff costs during the year were as follows:		
Wages and salaries	2,197,879	2,062,513
Social security costs	129,146	111,814
Other pension costs	22,589	12,602
	2,349,614	2,186,929

The number of employees who earned £60,000 per annum or more (excluding employer's pension contributions but including taxable benefits) during the year is shown below. All were employed at St Gemma's Hospice.

Group	Total 2020 No.	Total 2019 No.
£60,001 – £70,000	—	1
£70,001 – £80,000	3	1
£100,001 – £110,000	1	1
£120,001 – £130,000	—	1
£140,001 – £150,000	—	1
£150,001 – £160,000	1	—
	5	5

As shown above, St Gemma's Hospice employs five (2019 – five) individuals who have salaries over £60,000. Two (2019 – two) of these are doctors who are directly employed on NHS equivalent contracts, in line with national agreements. The others are members of the Hospice Leadership Team, responsible for running the Hospice. The Chief Executive is not the highest paid employee.

The average number of full time equivalent employees during the year was:

	2020 No.	2019 No.
St Gemma's Hospice	222	210
Support of sisters and their ministry	140	134
	362	344

The Trustees consider that they together with the Province Bursar comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day to day basis.

In terms of St Gemma's Hospice, the Charity's subsidiary, the board of St Gemma's Hospice is responsible for the overall direction and management of the hospice. The board has overall responsibility for ensuring the hospice is managed efficiently, approves the strategy and oversees its implementation. At 31 March 2020 there were five members of the board who were representatives of the Sisters of the Cross and Passion.

9 Staff costs and remuneration of key management personnel (continued)

The Chief Executive of the hospice leads a Hospice Leadership Team (HLT) consisting of the Director of Nursing and Deputy Chief Executive; Director of Income Generation; Director of Medicine and Consultant in Palliative Care; and Director of Corporate Services. The HLT has a strategic role in driving forward the hospice and assisting the Chief Executive in discharging the duties delegated by the board. It is the HLT that is in charge of challenging, leading, running and supporting the hospice to achieve its aims.

As explained in note 10 below, all Trustees and the Province Bursar are members of the Congregation and whilst their living and personal expenses are borne by the Charity they receive no remuneration or reimbursement of expenses in connection with their duties as Trustees.

The total remuneration (including taxable benefits, employer's pension contributions and employers' national insurance contributions) of the key management personnel of St Gemma's Hospice for the year was £496,000 (2019 - £440,000).

10 Trustees' expenses and remuneration and transactions with trustees

The Charity's Trustees are all members of the Congregation and consequently their living and personal expenses, all of which are consistent with the amounts paid in respect to other members of the Congregation, are borne by the Charity. No Trustee received any remuneration or reimbursement of expenses in connection with their duties as Trustees (2019 – none).

As members of the Congregation, none of the Trustees have resources of their own as all earnings, pensions and other income have been donated to the Charity under a Gift Aid compliant deed of covenant. During the year, the total amount donated by the Trustees to the Charity was £46,352 (2019 - £50,782).

The Trustees of St Gemma's Hospice did not receive any remuneration (2019 - none).

No Trustee of St Gemma's Hospice was reimbursed expenses during the year (2019 - £nil).

Indemnity insurance is provided for the Trustees of St Gemma's Hospice. Premiums paid during the period were £1,240 (2019 - £1,210). The cover is £5,000,000 (2019 - £5,000,000).

11 Taxation

The Sisters of the Cross and Passion is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

The trading subsidiary of St Gemma's Hospice is liable to corporation tax on its taxable profits. Current tax, including UK corporation tax and foreign tax, is provided at amounts expected to be paid (or recovered) using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

12 Tangible fixed assets

Group	Freehold land and buildings £	Improvements to leasehold property £	Plant, furniture and equipment £	Motor vehicles £	Total £
Cost or valuation					
At 1 April 2019	29,185,020	6,670,892	5,203,851	554,533	41,614,296
Additions	320,954	—	352,270	60,496	733,720
Disposals	(211,685)	—	—	(41,295)	(252,980)
Exchange movement	83,278	—	2,121	2,448	87,847
At 31 March 2020	<u>29,377,567</u>	<u>6,670,892</u>	<u>5,558,242</u>	<u>576,182</u>	<u>42,182,883</u>
Revalued assets	19,060,798	—	—	—	19,060,798
Assets at historic cost	<u>10,316,769</u>	<u>6,670,892</u>	<u>5,558,242</u>	<u>576,182</u>	<u>23,122,085</u>
	<u>29,377,567</u>	<u>6,670,892</u>	<u>5,558,242</u>	<u>576,182</u>	<u>42,182,883</u>
Depreciation					
At 1 April 2019	3,587,302	4,167,307	3,954,894	374,270	12,083,773
Charge for year	543,608	354,208	262,796	50,160	1,210,772
On disposals	(88,658)	—	—	(34,732)	(123,390)
Exchange movement	11,400	—	1,317	1,468	14,185
At 31 March 2020	<u>4,053,652</u>	<u>4,521,515</u>	<u>4,219,007</u>	<u>391,166</u>	<u>13,185,340</u>
Net book values					
At 31 March 2020	<u>25,343,915</u>	<u>2,149,377</u>	<u>1,339,235</u>	<u>185,016</u>	<u>28,997,543</u>
At 31 March 2019	<u>25,597,718</u>	<u>2,503,585</u>	<u>1,248,957</u>	<u>180,263</u>	<u>29,530,523</u>

Charity	Freehold land and buildings £	Plant, furniture and equipment £	Motor vehicles £	Total £
Cost or valuation				
At 1 April 2019	29,185,020	1,606,941	512,984	31,304,945
Additions	320,954	49,311	42,318	412,583
Disposals	(211,685)	—	(29,859)	(241,544)
Exchange movement	83,278	2,121	2,448	87,847
At 31 March 2020	<u>29,377,567</u>	<u>1,658,373</u>	<u>527,891</u>	<u>31,563,831</u>
Assets at historic cost	<u>10,316,769</u>	<u>1,658,373</u>	<u>527,891</u>	<u>12,503,033</u>
Revalued assets	<u>19,060,798</u>	<u>—</u>	<u>—</u>	<u>19,060,798</u>
	<u>29,377,567</u>	<u>1,658,373</u>	<u>527,891</u>	<u>31,563,831</u>
Depreciation				
At 1 April 2019	3,587,302	1,256,112	356,703	5,200,117
Charge for year	543,608	57,503	39,620	640,731
On disposals	(88,658)	—	(28,379)	(117,037)
Exchange movement	11,400	1,317	1,468	14,185
At 31 March 2020	<u>4,053,652</u>	<u>1,314,932</u>	<u>369,412</u>	<u>5,737,996</u>
Net book values				
At 31 March 2020	<u>25,323,915</u>	<u>343,441</u>	<u>158,479</u>	<u>25,825,835</u>
At 31 March 2019	<u>25,597,718</u>	<u>350,829</u>	<u>156,281</u>	<u>26,104,828</u>

12 Tangible fixed assets (continued)*Group and Charity*

Properties located in Great Britain and owed by the Charity at 1 April 2016 were revalued by Feather, Smailes & Scales, Auctioneers and Valuers, using an existing use value or depreciated replacement cost basis during March 2002, November 2003, April 2007, October 2008, August 2009, March 2011, March 2012, March 2013, March 2014 and March 2015. The basis of valuation was dependent on the nature of the property. The chief valuer was Michael Hare Bsc LL.M Dip Est Man (Tech) FRICS, FNAEA, FICBA.

Properties located in Ireland and Northern Ireland were revalued by Lisneys, Auctioneers and Valuers, using an existing use value basis during 2012.

The revaluations were part of a rolling programme that resulted in each property being revalued at least every five years. As explained under principal accounting policies, freehold land and buildings are included in the accounts at whatever their valuation was as at 1 April 2016 based on the above valuation. This valuation has been deemed cost under the transitional arrangements set out in FRS 102 and will apply going forward with additions as of 1 April 2016 or later accounted for at cost.

13 Investments

At 31 March 2020 fixed asset investments comprised:

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Programme related investments (see a below)	2,049,323	2,045,274	2,049,323	2,045,274
Listed investments and cash held for re-investment (see b below)	28,424,642	33,251,477	23,104,241	27,252,927
	30,473,965	35,296,751	25,153,564	29,298,201

a. Programme related investments

Two of the properties are not used directly by the Charity but they are used by other charitable and not-for-profit organisations for purposes consistent with the Charity's objectives. In some cases, rents are received but in other cases no formal rental agreement is in place. Therefore, the Trustees are of the opinion that the relevant land and buildings should be classified as programme related investments. In addition, the Charity holds units managed by Oikocredit International Share Foundation (Oikocredit) (see further information below).

Group and Charity	2020 £	2019 £
At 1 April 2019	2,045,274	1,985,303
Additions	1,777	61,054
Exchange movements	2,272	(1,083)
At 31 March 2020	2,049,323	2,045,274

13 Investments (continued)

a. Programme related investments (continued)

Programme related investments comprise:

Group and Charity	2020 £	2019 £
St Gabriel's Hall	1,775,516	1,775,516
The Imani Centre	134,430	134,430
Oikocredit	139,377	135,328
	2,049,323	2,045,274

As explained under principal accounting policies, the properties included above are included in the accounts at a value equal to their depreciated cost immediately prior to reclassification. Further details in respect to the programme related investments and their use is given below.

St Gabriel's Hall

St Gabriel's Hall was used during both 2020 and 2019 as a hall of residence by Manchester University. During both of these years it was a catered, all-girls hall comprising of about 100 residents, along with five tutors and the hall warden forming the pastoral team. The hall admitted undergraduate and postgraduate students. The lease on the property expired in 2018. On the advice of the Charity's property advisor and solicitors the Trustees engaged Cushman and Wakefield to negotiate with the University of Manchester and the lease was extended until September 2019, when the properties were vacated. The Trustees are reviewing how this resource can best be utilised to meet the objects of the Charity going forward.

The Imani Centre

The Imani Centre was used during both 2020 and 2019 by the Imani Community Association, to promote the benefit of the inhabitants of Manchester and the neighbourhood together with local authorities, voluntary and other organisations and so advance education and provide facilities in the interests of social welfare. Specific activities include regular self protection sessions, fundraising functions, young people's groups and play schemes.

The property used by the Centre adjoins St Gabriel's Hall and is now also vacant following the expiry of the lease. The Trustees are including this property in the review referred to above.

13 Investments (continued)**a. Programme related investments** (continued)*Oikocredit*

The Charity holds units in funds managed by Oikocredit International Share Foundation (Oikocredit). Oikocredit is incorporated as a foundation under the laws of the Netherlands and has its registered office in Amersfoort, Netherlands. The trustees consider it to be a suitable vehicle in which to invest, being a world-wide co-operative society, promoting global justice by challenging people, churches and others to share their resources through socially responsible investments and by empowering disadvantaged people by providing them with credit. Oikocredit offers a dual return to the investor: social and financial. In addition to earning modest financial returns, investors are secure in the knowledge that their money is being used to fight poverty, promote fair trade and respect our planet's natural resources. As a result, the trustees believe it appropriate to regard these funds as programme related investments and they are included on the balance sheet at cost. The cost of the funds held at 31 March 2020 was £139,377 (2019 - £135,328).

b. Listed investments and cash held for re-investment

Group	2020 £	2019 £
Listed investments		
Market value at 1 April 2019	32,623,856	31,636,004
Additions at cost	992,854	1,217,857
Disposals at book value (proceeds: £3,464,263; realised losses: £599,688)	(4,063,951)	(1,187,230)
Exchange movements	5,245	8,491
Net unrealised investment (losses) gains	(2,110,420)	948,734
Market value at 31 March 2020	27,447,584	32,623,856
Cash held by investment managers for reinvestment	977,058	627,621
	28,424,642	33,251,477
 Cost of listed investments at 31 March 2020	 22,153,562	 23,673,986

Listed investments held at 31 March 2020, all of which were dealt in on a recognised stock exchange, comprised the following:

Group	2020 £	2019 £
Fixed interest based common investment funds	1,985,162	2,431,779
Equities	7,460,743	10,044,815
Unit trusts	12,703,302	14,374,830
Alternative investments	1,925,359	1,820,301
Property	436,584	447,434
Overseas funds	2,936,434	3,504,697
	27,447,584	32,623,856

13 Investments (continued)**b. Listed investments and cash held for re-investment** (continued)

Included in the investment portfolio was the following holding which, at 31 March 2020, had a market value which was deemed material in comparison with the market value of the total portfolio at that date:

Group	2020 Market value £	2020 Percentage of portfolio %	2019 Market value £	2019 Percentage of portfolio %
Sarasin Endowments Fund (Income Units)	12,703,302	46.28	14,374,826	44.06

Charity	2020 £	2019 £
Listed investments		
Market value at 1 April 2019	26,715,312	26,306,743
Additions at cost	364,707	739,326
Disposals at book value (proceeds: £2,813,074; realised gains: £94,153)	(2,718,921)	(1,262,786)
Exchange movements	5,245	8,488
Net unrealised investment (losses) gains	(2,158,173)	923,541
Market value at 31 March 2020	22,208,170	26,715,312
Cash held by investment managers for reinvestment	896,071	537,615
	23,104,241	27,252,927
Cost of listed investments at 31 March 2020	17,485,548	19,052,605

Listed investments held at 31 March 2020, all of which were dealt in on a recognised stock exchange, comprised the following:

Charity	2020 £	2019 £
Fixed interest based common investment funds	1,248,959	1,551,479
Equities	4,934,935	6,895,318
Unit trusts	12,703,301	14,374,826
Alternative investments	599,821	496,660
Property	173,279	176,902
Overseas funds	2,547,875	3,220,127
	22,208,170	26,715,312

Included in the investment portfolio were the following individual holdings which, at 31 March 2020, had a market value which was deemed material in comparison with the market value of the total portfolio at that date:

Charity	2020 Market value £	2020 Percentage of portfolio %	2019 Market value £	2019 Percentage of portfolio %
Sarasin Endowments Fund (Income Units)	12,703,302	57.20	14,342,748	54.52

14 Debtors

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Trade debtors	3,763	8,569	—	—
Income tax recoverable	185,408	49,880	—	—
Other debtors	899,822	799,928	—	1,980
Prepayments and accrued income	482,107	132,499	337,656	11,936
	1,571,100	990,876	337,656	13,916

15 Creditors: amounts falling due within one year

	Group		Charity	
	2020	2019	2020	2019
	£	£	£	£
Expense creditors	106	512	—	—
Taxation and social security costs	21,050	26,939	21,050	26,939
Other creditors	701,832	600,826	21,735	22,652
Accrued expenditure	313,073	315,164	127,764	90,474
	1,036,061	943,441	170,549	140,065

16 Restricted funds

The income funds of the Group and Charity include restricted funds comprising the following unexpended balances of donations and grants held on trust to be applied for specific purposes:

Group and Charity	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Funding for missions – Misesan Cara	4	—	—	—	4
Charity total	4	—	—	—	4
<i>Hospice funds</i>					
Hospice general funds	7,329,374	10,489,506	(10,236,440)	(109,865)	7,472,575
Earmarked funds					
. Investing in people	881	—	(881)	—	—
. Maintenance of the Hospice	499,805	—	—	(45,806)	453,999
. SOCP – future building plan	—	150,000	—	—	150,000
. IT development fund	38,550	—	—	(29,112)	9,438
. Service transformation fund	237,361	—	(84,798)	(10,929)	141,634
. Leadership and development	50,000	—	(3,521)	—	46,479
. Staff wellbeing	25,000	—	(18,448)	—	6,552
Tangible fixed assets fund	3,425,694	—	(570,041)	316,054	3,171,707
IPU refurbishment fund	23,148	—	—	(23,148)	—
City wide education project	32,332	—	(14,719)	—	17,613
Clinical Commissioning Group funds	93,241	—	(43,439)	(20,444)	29,358
Other funds	101,459	347,829	(127,621)	(76,750)	244,917
	11,856,849	10,987,335	(11,099,908)	—	11,744,276

16 Restricted funds (continued)

Group and Charity	At 1 April 2018 £	Income £	Expenditure £	Transfers £	At 31 March 2019 £
Funding for missions – Misean Cara	4	—	—	—	4
Charity total	4	—	—	—	4
<i>Hospice funds</i>					
Hospice general funds	6,281,760	10,892,494	(9,799,767)	(45,113)	7,329,374
Earmarked funds					
. Investing in people	9,037	—	(8,156)	—	881
. Maintenance of the Hospice	529,236	—	—	(29,431)	499,805
. AUPC refurbishment	231,159	—	—	(231,159)	—
. IT development fund	49,399	20,000	—	(30,849)	38,550
. Service transformation fund	169,481	—	(82,120)	150,000	237,361
. Leadership and development	—	—	—	50,000	50,000
. Staff wellbeing	—	—	—	25,000	25,000
. Securing your hospice for the future	431	—	—	(431)	—
Tangible fixed assets fund	3,728,909	—	(532,372)	229,157	3,425,694
IPU refurbishment fund	44,318	—	—	(21,170)	23,148
City wide education project	33,982	—	(1,650)	—	32,332
Clinical Commissioning Group funds	171,198	—	(46,857)	(31,100)	93,241
Other funds	109,000	236,889	(179,526)	(64,904)	101,459
	11,357,910	11,149,383	(10,650,448)	—	11,856,849

The specific purposes for which the funds are to be applied are as follows:

- ♦ **Funding for missions – Misean Cara**
The Charity received funding from Misean Cara, an Irish government backed funding organisation. This funding is forwarded directly to sisters running various projects on behalf of the Congregation in Chile, Peru, Botswana and Bosnia.
- ♦ **St Gemma's Hospice general funds**
This fund represents the net assets of St Gemma's Hospice, which are not otherwise specifically restricted to purposes other than the general running and operation of the Hospice.
- ♦ **St Gemma's Hospice earmarked funds**
These funds represent monies set aside out of funds available to the hospice by its trustees for future maintenance and renovation work, for staff development needs and to support the ongoing service development needs of the hospice.
- ♦ **St Gemma's Hospice tangible fixed assets fund**
This fund represents the net book value of the tangible fixed assets used in the day to day work of the hospice.
- ♦ **IPU refurbishment fund**
The IPU refurbishment money was raised from a fundraising appeal in 2010/11. The fund will be used to improve the In-Patient Unit.

16 Restricted funds (continued)

- ◆ City wide education project fund
The project is financed by NHS Leeds to improve the provision of palliative care education across the city in line with the End of Life Care Strategy.
- ◆ Clinical Commissioning Group funds
These funds represent monies received from the Clinical Commissioning Group for specified projects.
- ◆ Other funds for St Gemma's Hospice
These represent monies given towards specific projects or purposes within St Gemma's Hospice.

The funds held by St Gemma's Hospice are for use specifically for the purposes of providing palliative care. As such funds should be deemed restricted in the consolidated accounts regardless of how they have been classified in the accounts of St Gemma's Hospice.

17 Designated funds

Group and Charity	At 1 April 2019 £	New designation £	Utilised/ released £	At 31 March 2020 £
Future healthcare of sisters	23,000,000	—	—	23,000,000
Crisis donations	213,905	—	(48,600)	165,305
Programme related investments fund	2,045,274	1,777	2,272	2,049,323
	25,259,179	1,777	(46,328)	25,214,628

Group and Charity	At 1 April 2018 £	Movements in year £	At 31 March 2019 £
Future healthcare of sisters	23,000,000	—	23,000,000
Crisis donations	322,695	(108,790)	213,905
Programme related investments fund	—	2,045,274	2,045,274
	23,322,695	1,936,484	25,259,179

The future healthcare of sisters fund consists of monies which the Trustees have set aside in order to provide for the sisters in later life. The calculations, based on actuarial methods, indicated that £23 million is needed to be set aside in order to provide £20,000 per annum for sisters over 65 years of age and, because of greater health needs, £30,000 to £40,000 per annum for sisters over 75 years of age and £40,000 to £50,000 per annum for those over 90 years of age.

The crisis donations fund consists of monies which the trustees have set aside from the proceeds of the disposal of a property in Liverpool. The fund will be used to fund donations to projects, run by others, which are trying to alleviate the suffering of asylum seekers, the homeless and crisis situations.

17 Designated funds (continued)

The programme related investments fund has been designated to represent the carrying value of the Charity's programme related investments. The amount has been set aside from the Charity's general funds in recognition of the fact that the assets have been made available to the Imani Community Association, Manchester University and invested in Oikocredit International Share Foundation and therefore cannot be regarded as funds that would be available to meet future contingencies.

18 Tangible fixed assets fund

Group and Charity	2020 Total £	2019 Total £
At 1 April 2019	26,104,828	26,584,999
Net movement in year	(278,993)	(480,171)
At 31 March 2020	25,825,835	26,104,828

The tangible fixed assets fund represents the net book value of the tangible fixed assets excluding those used by St Gemma's Hospice. A decision was made to separate this fund from the other funds of the Group and Charity in recognition of the fact that the tangible fixed assets are essential to the day to day work of the Group and Charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

19 Analysis of net assets between funds

Group	General fund £	Tangible fixed assets fund £	Designated funds £	Restricted funds £	Total 2020 £
Fund balances at 31 March 2020 are represented by:					
Tangible fixed assets	—	25,825,835	—	3,171,708	28,997,543
Investments	104,241	—	25,049,323	5,320,401	30,473,965
Net current assets	1,612,584	—	165,305	3,252,167	5,030,056
Total net assets	1,716,825	25,825,835	25,214,628	11,744,276	64,501,564

Group	General fund £	Tangible fixed assets fund £	Designated funds £	Restricted funds £	Total 2019 £
Fund balances at 31 March 2019 are represented by:					
Tangible fixed assets	—	26,104,828	—	3,425,695	29,530,523
Investments	4,252,927	—	25,045,274	5,998,550	35,296,751
Net current assets	1,139,731	—	213,905	2,432,604	3,786,240
Total net assets	5,392,658	26,104,828	25,259,179	11,856,849	68,613,514

19 Analysis of net assets between funds (continued)

Charity	General fund £	Tangible fixed assets fund £	Designated funds £	Restricted funds £	Total 2020 £
Fund balances at 31 March 2020 are represented by:					
Tangible fixed assets	—	25,825,835	—	—	25,825,835
Investments	104,241	—	25,049,323	—	25,153,564
Net current assets	1,612,584	—	165,305	4	1,777,893
Total net assets	1,716,825	25,825,835	25,214,628	4	52,757,292

Charity	General fund £	Tangible fixed assets fund £	Designated funds £	Restricted funds £	Total 2019 £
Fund balances at 31 March 2019 are represented by:					
Tangible fixed assets	—	26,104,828	—	—	26,104,828
Investments	4,252,927	—	25,045,274	—	29,298,201
Net current assets	1,139,731	—	213,905	4	1,353,640
Total net assets	5,392,658	26,104,828	25,259,179	4	56,756,669

The total unrealised gains as at 31 March 2020 constitute movements on revaluation and are as follows:

	Group 2020 £	Group 2019 £	Charity 2020 £	Charity 2019 £
Unrealised gains included above:				
On investments	5,294,021	8,949,870	4,722,622	7,662,707
Total unrealised gains at 31 March 2020	5,294,021	8,949,870	4,722,622	7,662,707
Reconciliation of movements in unrealised gains (losses)				
Unrealised gains at 1 April 2019	8,949,866	8,108,835	7,662,707	7,043,817
Less: in respect to disposals in the year	(1,550,670)	(116,190)	(787,158)	(313,140)
	7,399,196	7,992,645	6,875,549	6,730,677
Net (losses) gains arising on revaluation in the year	(2,105,175)	957,225	(2,152,927)	932,030
Total unrealised gains at 31 March 2020	5,294,021	8,949,870	4,722,622	7,662,707

20 Pension commitments

Charity:

The Charity offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year in which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

20 Pension commitments (continued)

St Gemma's Hospice operates two pension schemes:

- ◆ **National Health Service Pension Scheme**
A defined benefit scheme operated by the National Health Service Superannuation Scheme, which is only available to staff who have previously contributed to the scheme. The administration of the scheme is dealt with by the National Health Service Pension agencies. Contributions to this scheme are paid in respect of current service, and there is no liability to the hospice in respect of past service.
- ◆ **Group Personal Pension Scheme**
In addition there is a Group Personal Pension Scheme, which is a defined contribution pension scheme, administered by Standard Life which is available to all employees.

The charge to the consolidated statement of financial activities of £559,007 (2019 - £519,806) represents contributions to funds during the year. Contributions payable to the schemes at the year end date totalling £23,807 (2019 - £20,044) are included in creditors.

21 St Gemma's Hospice

The Charity has a wholly owned subsidiary, St Gemma's Hospice, a charitable company constituted as a company limited by guarantee, Charity Registration No. 1015941 and Company Registration No. 02773867 (England and Wales). The charitable company operates a hospice in Leeds providing palliative care, treatment or relief of people with active, progressive and advanced illnesses without regard to their means, culture, faith or belief. A summary of its results for the year is shown below. Audited accounts will be filed with both the Registrar of Companies and the Charity Commission.

	Unrestricted funds £	Designated funds £	Restricted funds £	2020 Total funds £
Income:				
Donations, legacies and trusts	3,123,814	—	267,828	3,391,642
Other trading activities	4,052,690	—	—	4,052,690
Investment income	219,069	—	—	219,069
Charitable activities	3,740,022	150,000	80,000	3,970,022
Total income	11,135,595	150,000	347,828	11,633,423
Expenditure:				
Cost of raising funds	3,517,606	97,979	—	3,615,585
Charitable activities	6,718,834	579,710	185,779	7,484,323
Total expenditure	10,236,440	677,689	185,779	11,099,908
Losses on investments	(646,088)	—	—	(646,088)
Net (expenditure) income before transfers	253,067	(527,689)	162,049	(112,573)
Transfers	(109,865)	230,207	(120,342)	—
Net movement in funds	143,202	(297,482)	41,707	(112,573)
Reconciliation of funds:				
Fund balances at 1 April 2019	7,329,372	4,277,291	250,182	11,856,845
Fund balances at 31 March 2020	7,472,574	3,979,809	291,889	11,744,272

21 St Gemma's Hospice (continued)

	Unrestricted funds £	Designated funds £	Restricted funds £	2019 Total funds £
Income:				
Donations, legacies and trusts	3,195,310	—	155,053	3,550,363
Other trading activities	4,232,058	—	—	4,232,058
Investment income	203,631	—	—	203,631
Charitable activities	2,960,613	20,000	81,838	3,062,451
Total income	10,591,612	20,000	236,891	10,848,503
Expenditure:				
Cost of raising funds	3,481,056	62,982	—	3,544,038
Charitable activities	6,318,711	559,666	228,033	7,106,410
Total expenditure	9,799,767	622,648	228,033	10,650,448
Gains on investments	300,884	—	—	300,884
Net income (expenditure) before transfers	1,092,729	(602,648)	8,858	498,939
Transfers	(45,113)	162,287	(117,174)	—
Net movement in funds	1,047,616	(440,361)	(108,316)	498,939
Reconciliation of funds:				
Fund balances at 1 April 2018	6,281,756	4,717,652	358,498	11,357,906
Fund balances at 31 March 2019	7,329,372	4,277,291	250,182	11,856,845

St Gemma's Hospice has an arrangement with Sue Ryder Care (Wheatfields) to operate a joint lottery for fundraising purposes, which is administered by Sterling Lotteries. The net income received during the year from the lottery was £107,802 (2019 - £121,877).

22 St Gemma's Hospice Services Limited

St Gemma's Hospice has a wholly owned subsidiary, St Gemma's Hospice Services Limited, a company incorporated in the United Kingdom and registered in England and Wales Company No. 03739423. The company undertakes trading activities including the sale of goods and the provision of room hire. A summary of its trading results for the year is shown below, the company donates its taxable profit to St Gemma's Hospice under Gift Aid. Audited accounts will be filed with the Registrar of Companies.

	2020 £	2019 £
Profit and loss account		
Turnover	88,472	94,465
Cost of sales	(36,260)	(40,278)
Gross profit	52,212	54,187
Administrative expenses	(1,832)	(1,674)
Management charge	(30,717)	(28,134)
Operating profit	19,663	24,379
Amount gift aided to St Gemma's Hospice	(19,663)	(24,379)
Retained in subsidiary	—	—
Aggregate capital and reserves	2	2

23 Leasing commitments

Operating leases

At 31 March 2020, the Group and Charity had the following total future minimum lease payments under non-cancellable operating leases relating to land and buildings and office equipment:

	Land and buildings		Office equipment	
	2020 £	2019 £	2020 £	2019 £
Group and Charity				
Within one year	435,083	419,415	11,223	11,797
Between one and five years	758,651	766,692	13,866	14,890
	1,193,734	1,186,107	25,089	26,687

24 Ultimate control

The Charity, which is constituted as a trust, was controlled throughout the period by St Paul's Province of the Sisters of the Cross and the Passion by virtue of the fact that the members of the Congregation appoint the Trustees. The Province does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Province are vested in the Trustees of the Charity, who undertake all transactions entered into in the course of the Province's charitable activities.