

**PALLOTTINE MISSIONARY SISTERS**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**31<sup>st</sup> MARCH 2021**

**Charity Number 234185**

**Allen Mills Howard Limited**  
**Chartered Accountants & Statutory Auditors**  
**56 Manchester Road**  
**Altrincham**  
**Cheshire**  
**WA14 4PJ**

**Pallottine Missionary Sisters**

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**Pallottine Missionary Sisters**

**Legal and Administrative Details**

**For the year ended 31<sup>st</sup> March 2021**

Principal Address: 52 Park Mount Drive  
Macclesfield  
Cheshire  
SK11 8NT

Provincial: Sr Mary McNulty

Trustees: Sr Mary McNulty  
Sr Elizabeth Rowan  
Rev John Martin  
Sr Anna Maldrzykowska

Chief Executive Officer: Ms Jennifer Trotter

Charity Number: 234185

Governing Instrument: The charity is governed by the Trust Deed dated 9 March 1964, varied 15 July 1987 and 2 August 1996 which administers the Trust property owned by the Pallottine Missionary Sisters.

Auditors: Allen Mills Howard Limited  
Chartered Accountants & Statutory Auditors  
56 Manchester Road  
Altrincham  
Cheshire  
WA14 4PJ

Bankers: The Royal Bank of Scotland Plc  
62-63 Threadneedle Street  
London  
EC2R 8LA

Investment Manager: W H Ireland  
One New Bailey  
4 Stanley Street  
Salford  
M3 5FT

Solicitors: Fieldings Porter  
Silverwell House  
32 Silverwell Street  
Bolton  
BL1 1PT

## **Pallottine Missionary Sisters**

### **Trustees Report**

#### **For the year ended 31<sup>st</sup> March 2021**

The trustees present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), (effective 1 January 2019).

#### **Structure, Governance & Management**

The trust is an unincorporated trust, constituted under a trust deed dated 9<sup>th</sup> March 1964 as varied by scheme of 15<sup>th</sup> July 1987 and 2<sup>nd</sup> August 1996. The Pallottine Missionary Sisters are members of a religious Congregation, founded in Rome in 1838. A foundation was made in Germany in 1895 and in England in 1909. The accounts accompanying this report are the accounts of the charitable trust on which the assets of the congregation in England are held. The Trustees meet approximately three-monthly. We review the needs of those whom we serve, performance and service delivery, financial and risk management at our Elderly Care Home. We review reserves, property maintenance and the development of our property. We are familiar with the work in the services of the trust, through our apostolates, financial awareness, and attendance at trustee meetings. Trustees are encouraged to attend training to update their knowledge and responsibilities. The day to day running of the home is delegated to the manager and the Chief Executive Officer.

#### **Mission and Purpose**

Our mission is an all-embracing apostolate. Our aim is to respond to the needs of the time. Our main mission in the UK is meeting the needs of the elderly in our Residential Care Home. Our mission in Tanzania involves primary health care in the community, and primary and secondary education for young women.

Our charism is 'universal'. It excludes no one and includes every work for the relief of poverty, for education and for the good of all. Our methods are adaptable to the needs of the time. We uphold human dignity at every stage of life. This is acknowledged by our care of the elderly, chaplaincy in a Mental Health Hospital, home and hospital visiting in Rochdale and London, and the good standard of education and health care offered to students, adults, and those impacted by HIV/AIDS in Tanzania.

#### **Public Benefit**

The purpose and practice above reduces loneliness and isolation of the elderly, at home and in hospital in Rochdale and London, and in our Elderly Care home in Macclesfield, by enabling elderly persons to maintain their independence and access good care when their capacity for self-care is limited.

Facilitates hundreds of children and young women in Tanzania to access education – the key to reducing poverty. Provides good health care for all in developing areas in Tanzania, thus reducing suffering, neglect and infant-deaths.

We confirm that we have had regard to the Charity Commission's general guidance on public benefit when reviewing our mission, purpose and objectives and in carrying out the trust's activities. We have concluded that the trust operates in compliance with these guidelines.

#### **Key Management**

The trustees consider that they, together with the chief executive officer and the managers of the home, comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. The trustees received no remuneration. The chief executive officer and managers of the home have their remuneration reviewed by the trustees on an annual basis.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**Areas of activity**

Our main service to the Public in the UK is our Care Home for the Elderly, in Macclesfield. Other services include Pallotti Girls Secondary School and St Leo the Great Primary School in Tanzania, a Primary Health care facility in Tanzania and Voluntary activities in London and Rochdale.

**Elderly Care Homes**

Park Mount Care Home currently provides care for 41 Residents in 37 single rooms and 2 double rooms. The Day Care Service includes transport, lunch, a variety of activities and personal care when required.

Keele Crescent Care Home provides six care beds.

**Achievements – 2020/21**

- Continued with the Cyclical Maintenance Plan for both homes to maintain a good standard.
- Changed the Day to Day Management of the home having two Registered Care Managers providing a Manager seven days a week in Park Mount Care Home and one Registered Manager in Keele Crescent Care Home.
- Continued training Staff to a minimum of NVQ level 2 and included Advanced Dementia Training.
- Maintained as close as possible to 100% occupancy throughout the year.
- Increased all Staff Salaries to meet the Living Wage legislation and above.
- Continued to support the Pallottine Sisters in their new accommodation.
- Due to the Covid-19 pandemic we have adapted the weekly activity programme to involve all staff with talents and interests to be involved without the assistance from external providers.
- Updated the Internal Auditing System in line with CQC inspection tools.
- Employed additional staff to meet the needs of the residents due to no visiting from their families and friends.
- Employed additional Housekeeping and Catering Staff to meet the demands of the Covid-19 pandemic.
- Offered a Stress Support Line to all employees to offer support throughout the pandemic.
- Added additional Infection Control Training for all staff.
- Improved the Wi-Fi system within the home and purchased iPads to allow residents to have regular face time calls with their friend and families.
- Purchased and installed a visiting pod to allow safe visits from families and friends.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**Plans for 2021/2022**

- Continue to promote the Home to ensure occupancy levels are maximized and offer the Day Care facility when regulations allow.
- Start to organise events and promote the home in the local area.
- Continue to monitor budgets, financially plan for the future to ensure new wages increase and the maintenance of the home.
- Continue with the Cyclical Maintenance Plan for the Care Homes.
- Continue to work closely with the local parish of St Albans.
- Continue to work closely with volunteers of the homes and encouraging more to join us.
- Introduce new Policies and procedure to keep visitors, residents and staff safe during the Covid-19 pandemic.
- Continued to support the missions in Tanzania.

Pallottine Missionary Sisters

Trustees Report

For the year ended 31<sup>st</sup> March 2021



Residents enjoying time together in the nice weather

Pallottine Missionary Sisters

Trustees Report

For the year ended 31<sup>st</sup> March 2021



Residents enjoying flower arranging



Pallottine Missionary Sisters

Trustees Report

For the year ended 31<sup>st</sup> March 2021



Residents enjoying the preparations for VE Day Celebrations

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

During the year, the Care Home receives many words of thanks; below are a few received during the year:

“Thank you so much for the wonderful care you gave to my Dad and us as a Family of a difficult journey.”

“Thank you so much for caring for our mum, it has been a difficult time for everyone but we will remember her last few days as being peaceful and comfortable. Your efforts to manage her pain and keep her comfortable are greatly appreciated. We had our opportunities to say our last goodbyes as a family and will hold these memories dear.”

“To all the staff, thank you so much for all the care and help you gave Mum, we really appreciate it.”

“The family of “Mrs X” would like to thank you all for looking after mum when she was in your care.”

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**COVID-19**

Since March 2020, the COVID-19 pandemic has changed the shape and nature of the world. It has impacted not only the basic nature of social interaction but has also had a significant economic impact.

During the year the homes have both remained Covid free and we continue to follow the guidelines from Public Health England and Cheshire East Council on a daily basis.

Going forward we are testing all staff three times a week and all residents are monitored on a daily basis and tested every 28 days. Should anyone contract the virus the case can be isolated as soon as possible to prevent the spread.

The homes have, and will continue to, accept new residents who have had a negative test and they isolate for fourteen days on arrival. This will ensure the Income of the homes does not reduce.

Cheshire East have provided Grants from April 2020 – June 2021 to fund the additional PPE, cleaning and staffing, to stop the spread of the virus.

We have followed the Government Guidelines and offered Pod Visits, Contact Visits and outings according to the recommendations.

The management of the homes meet with staff regularly to offer support and reduce any anxiety they have with regards to working throughout the Pandemic.

Should there be a need to close the homes, or a reduction in the occupancy, The Charity would access the funds from the investments held with WH Ireland for financial support.

## Pallottine Missionary Sisters

### Trustees Report

#### For the year ended 31<sup>st</sup> March 2021

#### **THE BACKGROUND OF TANZANIA**

The Pallottine Missionary Sisters have been supporting a mission in Africa since June 1990 when three Sisters left England and opened a community in the Singida Diocese in the centre of Tanzania. In 1992 they were given 10 acres of land in Siuyu, a small village about 20km from Singida town for the purpose of building a Secondary School for Girls and a Convent for the Sisters.

From the beginning the Sisters have been involved mainly in Education and Health Care which are the keys to development and reducing real poverty and deprivation. They have also committed themselves to Formation Work - the training of young women to become Pallottine Sisters, so that the services they are providing can continue and be of benefit to the people they serve.

#### **Activities currently undertaken are:**

- **Education** - Pallotti Secondary School for Girls and Siuyu Primary School, in Siuyu, Singida, St. Leo's English Medium Primary School in Igunga, Tabora and the new school in Magogo, Morogoro, Elisabetta Sanna Pre & Primary School.
- **Health Care** – St. Joseph's Dispensary and the Rehabilitation Centre in Siuyu, the Mission Hospital in Makiungu and the Marian Health Post in Lusaka, Zambia.
- **Formation work** –The Initial Formation is in Siuyu and the Noviciate House is in Arusha. Here the Candidates have an opportunity to study together with many other young people training to become religious – both men and women.

Sisters work in the running of our institutions and others are preparing to go on for further studies. Only one Sister is now teaching in the local government Primary School in Siuyu. At the end of October, she was accepted at Jordan University, Morogoro, to study for a Two-year Diploma Course in Education. Presently she only has a Certificate in Education.

The education of the Sisters is one of the main concerns for the Trustees. The Sisters need to be professionally trained, so that they will be equipped to provide a high standard of service to the many people who depend on them, especially the poor in Tanzania. We continue to support the Sisters in Tanzania in their efforts to provide professional training for their young Sisters. During the last year, twelve Sisters followed courses at various universities, colleges or institutions in Tanzania, and three completed their studies: one with a Degree in Education and the others graduated with Diplomas – in Accountancy and Librarianship. All three are now working at Pallotti Secondary School. The Sisters managed to receive part sponsorship in Tanzania for tuition for seven of their Sisters, and one Sister who is studying Theology at a University in Nairobi, Kenya, her tuition is sponsored from Rome.

#### **Education: Through Education to Development**

Pallotti Secondary School for Girls in Siuyu, Singida was opened in 1995 with one class of 45 students. In the year 2000 it began to receive students for Advanced Level Education in the Arts subjects - History, Geography, English and Swahili.

In July 2013 it began to offer Science subjects: Physics, Chemistry, Biology and Basic Mathematics. In 2010, Pallotti School developed into a Two Form Entry School with a capacity for about 480 girls from Form One to Form Six. This year we have 470 students with 84 in Form V and VI – 34 of them are doing “A” Level Science combinations.

The school is completely dependent on School Fees, Sponsorships and Donations. It is not government funded. With the help of generous donors, we were able to give full or half free places to 102 students, who come from deprived families mainly in the rural areas, of these many came from the Singida Region which is classified as semi-desert.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**Some of the Key Achievements for 2020/2021**

**EDUCATION**

The students at Pallotti Secondary School in Siuyu village in Singida are happy young people who are fully occupied by their studies, sports, religious activities and recreation. They continue to study hard and perform well academically. They know that there is much competition in the world, and that they need to have good results in order to qualify for further studies. All of them passed the 2020 National Examinations – In Form Two, Form Four and Form Six.

**FORM TWO:**

- Our Form Twos performed very well again. Of the 93 students, 82 got Division One (over 88%), 6 got Division Two and 4 got Division Three.

**FORM FOUR - CSEE - O' Level examination**

Our students did exceptionally well.

- Nearly 98% got Division One or Two in the Form Four. We had 90 students and 72 of them got Division One, 16 got Division Two, and one each in Division Three and Division Four. In the category of having more than 40 Candidates, Pallotti came 3<sup>rd</sup> out of 126 schools in the Singida Region and nationwide we came 87<sup>th</sup> out of 3,956 schools!

**ACSEE - FORM SIX – 'A' Level examination**

- The 'A' Level results were also good. Of our 40 students, 50% got Division Two and 50% had Division Three.

We sincerely thank our teachers and students for their dedication and hard work. The staff at the school are all Tanzanians. Eight Tanzanian Pallottine Sisters are working at Pallotti Secondary School teaching and doing the work of administration. The school is making a significant contribution to the development of the Region in general, and especially to the status and dignity of women.

Since 2015 we have accepted students from the Rehabilitation Centre for Handicapped Children in Siuyu to study at Pallotti. They come to the school in their wheelchairs every morning and return to the Centre in the evening. Presently one boy comes from the Centre and a girl using a wheelchair comes from a nearby village, but she boards at Pallotti. We are happy to be able to help these children with special needs to get a good education.

**Development at Pallotti.**

In June 2020 we were planning to celebrate the Silver Jubilee of Pallotti Secondary School, but the event had to be postponed due to the Coronavirus pandemic. During 2020 minor renovations and maintenance were carried out on various buildings. Many of these were built over twenty years ago and had little maintenance over the years.

A special outdoor Jubilee Stage was built. This is of great benefit as none of our present buildings can accommodate the whole school assembly or when graduation ceremonies are held, and visitors are present. Also, a small Canteen was built with its own kitchen to provide snacks for the Staff.

During April – May 2020 there was a minor earthquake and tremors which caused damage especially to the new Laboratory Block. This building needs extensive renovations. The administration also plans to renovate some blocks of Toilets and Bathrooms and the old Staff-houses – if finances permit!

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**St. Leo's English Medium Primary School**

In January 2013 four Sisters from the Siuyu community moved to Igunga. Now there are five Sisters in the Igunga community. In St. Leo's English Medium Primary School, the Sisters are doing the administration work as well as teaching. The school is owned by the Diocese of Tabora. With funds from donors and a little from the congregation, the Sisters managed to build a Convent on the site, and this year with the support of donors in Belgium the Sisters managed to build Toilet and Shower Blocks for the Girls and an underground Water Tank to harvest the rainwater from the roofs. Presently there are 583 pupils at St Leo's – all between the ages of 3 ½ and 13 years – about 70% are boarding at the school. The staff and pupils are working hard and getting very good results each year. In the 2019 National Examinations of Standard 4 and Standard 7 - there were 75 pupils in each class and all except 1 in each class scored A or B!

**Elisabetta Sanna Pre and Primary English Medium School**

In February 2017, two Sisters from the Siuyu Community in Singida went to Magogo in the Morogoro Region, in response to an Invitation by the Parish Priest of Dakawa Parish, to begin working at a small non-registered Primary School in the bush among the Maasai. Most of the local people are very poor and because of the culture, life is particularly difficult for the women and girls. Many children do not go to school, even though the law in Tanzania states that all children must have at least primary education. The children are sent to pasture the animals.

The Convent for the Sisters was officially opened and blessed on November 21, 2019 by the Apostolic Administrator of Tanzania.

**Achievements:**

Elisabetta Sanna School started in 2018 with 25 pupils, it now has 187: 40 in Pre-grade One, 49 in Grade One, 41 in Grade Two, 36 in Grade Three and 21 in Grade Four. In the new school Dormitory, 30 are boarding.

- A wire fence surrounding the whole area of the mission was completed.
- A small Kitchen and Administration Block was completed and are now in use.
- A Dormitory for Girls was built with funds from Ireland. Recently some Solar Panels were installed on the Dormitory roof which greatly facilitates caring for the resident pupils who can now also study in the evening.
- We found sponsorship for 22 needy pupils.
- Presently four Sisters are working at the mission in Magogo – a Matron, a Bursar and two teachers.
- The Sisters also have cultivated some of the land around the Convent and they have already harvested some vegetables and Bananas for the Convent and the School.
- They started two small projects – a piggery and chickens.

**At this mission in Magogo we are facing many challenges:**

- Financial: to find money for the many development projects and the running of the school. Many of the pupils cannot afford to pay school fees and some parents who can afford to pay the fees are very reluctant to sell their animals for the purpose of education, especially of girls. Many do not value education.
- There is no road to the site and the mission is about five kilometres in the bush from the main road. In the rainy season the winding dirt road becomes impassable in places.
- Transport is a major expense as the pupils live some distance from the school and need to be collected each morning and returned home in the afternoon. The school bus which was bought last year can only carry 30 pupils.
- We are in the process of looking for funds to build a Dormitory for Boys.
- A power supply is urgently needed – electricity from the National Grid or Solar.
- The school needs Storage Tanks to store food.

## Pallottine Missionary Sisters

### Trustees Report

#### For the year ended 31<sup>st</sup> March 2021

#### HEALTH CARE

##### **St. Joseph's Dispensary Siuyu**

St. Joseph's was registered in 2008. It is situated on the site of Pallotti Secondary School. It offers Primary Health Care to the local villages, Pallotti Secondary School, and the Convent community. This service is essential, and it is well used. Basic primary tests are offered to diagnose and treat malaria, typhoid, fever and worms. Haemoglobin levels are assessed. Diabetes and sexually transmitted diseases are treated. Counselling and HIV tests, antenatal care, Reproductive and Child Care (RCH) services are also offered.

##### **Some statistics for 2020:**

- 4,410 patients were treated at the Dispensary: Male 1,102 and Female 3,308.
- 3,747 Babies attended the RCH (Reproductive and Child Health Clinic) – Male 1,562 and Female 2,185. The number of Children who completed the Vaccination programme of 6 visits was 123.
- 246 Pregnant Mothers attended Antenatal Care.
- VCT – Voluntary Counselling and Testing: 73 were tested for HIV – 32 males and 41 females all were diagnosed as Negative.
- St. Joseph's Dispensary is staffed by four Sisters, two of whom are qualified Nurses, one is a Clinical Officer, and one a Laboratory Technician. As one of the Sisters, a Nurse, is the local Superior, she works part-time. One Sister is trained to do HIV Testing and Counselling. Other staff include an Assistant Laboratory Technician, an Assistant Nurse, a Village Health Worker and gardener. The running costs of the Dispensary are a further expense for the Pallottine Sisters as some who use its services, are unable to pay for medicines or treatment.

##### **Makiungu Hospital**

Three Pallottine Sisters are in full time employment at Makiungu Hospital in Singida. For more than 50 years the hospital was a Mission Hospital run by the Medical Missionaries of Mary, but it is now a District Hospital. Here the Sisters – two Registered Nurses and an Assistant Medical Officer, care for the sick and are learning many skills through working in this large institution. It is a source of income for the mission.

In Arusha at the Leadership Centre, the Pallottine Sisters are supporting the Azizi group of persons living with AIDS. They also pay school fees for some orphans or for children from families impacted by HIV/AIDS.

##### **Rehabilitation Centre Siuyu**

Sr Rosemary Ombay, the Assistant Manager, who is a Nurse and Occupational Therapist works full time at the Rehabilitation Centre in Siuyu where 53 children live and are cared for with love and commitment. One Sister who is untrained, supports Sr Rosemary and helps care for the children, while other Sisters are involved in the Centre occasionally as volunteers. Sr Rosemary is the only Sister who receives a salary. Among the 53 children, 29 are mentally challenged, 11 are both mentally and physically challenged and 13 are only physically challenged. These 13 attend the local Primary School and study in normal classes. Two completed their Standard Seven national examination last October and as they got very good grades, they were allocated to the best government Secondary School for talented pupils, the rest who are mentally challenged attend Special Needs classes.

##### **Marian Health Post in Zambia**

Marian Health Post at the Pallottine Mission in Westwood outside Lusaka was officially opened on 5<sup>th</sup> February 2018. One of our Sisters is the Person-in-Charge. She is working under Mwembeshi Rural Health Centre which is a Government Clinic. She has only one assistant. During 2020 more than 3,000 patients received treatment. Apart from the OPD they are offering services for the under-fives and antenatal for the pregnant mothers and counselling and testing for HIV.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**FORMATION WORK**

The Initial Training of young women to become Pallottine Sisters is undertaken in the Siuyu community and the Noviciate is in the Formation House in Poli Singisi, Arusha. In the year 2000 the Trustees decided to open a Formation House in Arusha, so that the young Sisters could avail of the many opportunities for study found in the area. The Formation House was opened as an International Noviciate in September 2017 and now provides formation for young women from Rwanda, Congo, Cameroon as well as those from Tanzania. Presently twenty Novices are in the Formation House, nine of whom are Tanzanians.

Since 1990 nearly sixty young Tanzanian women have joined the congregation. Over forty of these have some professional training and twelve others are following courses in further education. We also have over twenty young women at various stages in our Initial Formation Programmes. We trust that this will ensure the sustainability of the mission in the future.

We strongly believe that Education is the Key to Development. Education - and especially the education of girls is vital to combat poverty and sickness and to promote development especially in the rural semi-desert areas of the Singida Region and among the Maasai in Morogoro.

**Conclusion:**

As well as the educational and health benefits, the mission in Tanzania is providing employment for many in the schools and Health Centres and through the provision of foodstuff to the growing number of students at Pallotti Secondary School, St Leo's Primary School and our new Elisabetta Sanna Pre/Primary School in Magogo, Morogoro. Our mission has brought much needed hope and development to the areas.

**Plans for 2021/22**

- Continue to promote and maintain a high standard in all the services at our mission.
- To further develop and support our new mission among the Maasai in Morogoro in Eastern Tanzania.
- Organise events and prepare projects to raise funds for the following projects in Magogo:
  - build a Dormitory for Boys
  - bring water to the School, Convent and Dispensary from the well which was recently dug.
  - Construct a Dining Room
  - Acquire equipment for the Dispensary which is completed and ready to be opened.
- Continue fundraising to renovate and upgrade other buildings at Pallotti Secondary School in preparation for its Silver Jubilee, which was planned for July 2020, but which is now postponed due to the Coronavirus pandemic.
- Work with the other Pallottine Provinces to develop and maintain the Noviciate House in Arusha.



**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**PARISH WORK IN LONDON**

We are a small community in London. We are retired professionals and missionaries. Our apostolates still include hospital, home, and bereavement visits.

**STUDENT SISTERS**

We provide accommodation and opportunities for our missionary sisters who come to London to study.

The charity contributes towards supporting our Tanzanian Novitiate and Pallotti Girls Secondary School.

The charity continues to care for our elderly Sisters, while it is possible to care for them safely.

**APOSTOLIC AND PASTORAL CARE IN ROCHDALE, LANCASHIRE**

Sister Leonie carries out her weekly Ministry, as a Sister and a Volunteer in St. Patrick's Parish, Rochdale, Lancashire, UK. Not being a driver, Sr. Leonie has enlisted the help of Bridie, who also does voluntary work in the Parish.

Together, we are the named Sacristans at Church. We are among a team of Eucharistic Ministers. We visit thirteen sick and elderly Parishioners in their own place of Residence each Sunday and take them Holy Communion. We visit patients recommended to us when admitted to our local hospital. We also visit on a Sunday to meet Staff who are on duty and are unable to get to Mass.

Sister Leonie goes to Holy Family Primary School each week to participate in the Sacramental Programme with the children preparing for their First Holy Communion and Reconciliation at the age of 7-8 years.

We care for the graves of the Pallottine Sisters who are buried in Facit and Rochdale Cemeteries. According to the Season we place pots of fresh plants on each of the sets of four. We have 44 Sisters in total here in our Foundation Town of Rochdale.

As a member of the Macclesfield community I continue to visit our elderly sisters and residents within Park Mount. I contribute to the ongoing development of our sisters in Tanzania.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**Recruitment and Training of Trustees**

Trustees are nominated by the English Provincial of the Pallottine Missionary Sisters in accordance with the Deed of Trust. On appointment, new trustees are introduced to the workings of the charity and are kept updated of their responsibilities and the charity's position.

**Risk Management**

The trustees confirm that they have identified and considered the major risks to which the trust is exposed, the potential impact of individual risk should they materialise and, what mitigating actions are taken or need to be taken, in order to reduce each risk to a level which the trustees consider to be acceptable.

**Volunteers**

A number of people serve as volunteers to the charity who assist in resident activities, drive vehicles and assist in the kitchen.

**Investment Policy**

The charity's investments are managed by W H Ireland.

The trustees' investment powers are set out in the charity's trust deed. The investment strategy is set by the trustees and takes into account income requirements, the risk profile and the investment managers' views of the market prospects in the medium term.

The policy is to maximise total return through a diversified portfolio whilst providing a level of income advised by the trustees from time to time. There is also an ethical policy precluding investment in any company which, after reasonable enquiry, clearly has significant profits from activities such as armaments.

The performance of the portfolio and the charity's investment strategy are reviewed by the trustees and their representatives who meet the investment managers at least twice a year. The overall portfolios' performances are monitored against quarterly returns and against a selection of appropriate indices.

## Pallottine Missionary Sisters

### Trustees Report

#### For the year ended 31<sup>st</sup> March 2021

#### **Financial Review**

A summary of the year's results can be found on page 22 of this report and accounts.

Total income resources amounted to £2,310,655 (2020: £2,025,830). The prime source of income for the charity is the fees from the home which totalled £2,055,328 (2020: £1,873,136).

£114,050 (2020: £113,865) was received from donations, which included £86,831 (2020:£97,901) received from the sisters' salaries and pensions.

Other income, which related to the government grants in respect of the COVID-19 pandemic total £114,655 (2020: £nil) and investment income amounted to £26,622 (2020: £38,829).

Resources expended amounted to £2,079,689 (2020: £2,000,978). The increase in expenditure was mainly due to an increase in wage costs. A full analysis of costs is included in note 7 of the accounts.

Net income for the year before gains on investments was £230,966 (2020: (£24,852)). Net investment gains of £336,883 (2020: loss £164,597) resulted in an increase of funds for the year of £567,849 (2020: decrease of £139,745).

#### **Investment performance**

The total value of listed investments at 31<sup>st</sup> March 2021 was £1,645,491 (2020: £1,338,008). This represents a 23% increase on the previous year.

During the year, the charity's income from listed investments was £26,622 (2020: £38,829) and gains on disposal and revaluation of investments were £336,883 (2020: loss £164,597).

With the outbreak of COVID-19, many companies reduced or ceased to pay dividends. It is hoped that in the next year, these companies will return to paying dividends.

When fully invested, the charity's aim is to achieve an income yield of 3%. An analysis of the charity's investments can be found in note 14 of the accounts.

The trustees continue to take a long term view and believe their investment policy continues to be applied and remains appropriate.

#### **Reserves policy**

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 the level of free reserves for operational existence should be equal to six months expenditure.

The balance sheet shows total reserves of £4million. Of this, £2.6million is represented by designated funds. These designated funds are analysed in note 17 of the accounts.

#### **Charitable Donations**

The Trust made charitable donations of £3,170 (2020: £4,356) in the year.

#### **Consultation and Engagement**

The Trust employs a range of mechanisms for consulting and engaging with its staff, volunteers, beneficiaries and other stakeholders.

Their input is used to help formulate the Trusts' mission, develop operational policies and shape the way the Trusts' services are delivered on the ground.

**Pallottine Missionary Sisters**

**Trustees Report**

**For the year ended 31<sup>st</sup> March 2021**

**Audit Information**

The Trustees who held office at the date of approval of this Trustees' report confirm that, so far as they are individually aware there is no relevant audit information of which Trust's auditors are unaware and each Trustee has taken all the steps he or she ought to have taken as a Trustee to make himself or herself aware of any relevant audit information and to establish that the Trust's auditors are aware of that information.

**Trustees Indemnity Arrangements**

The charity has insurance to indemnify the trustees to the extent permitted by law in respect of all liabilities to third parties arising out of, or in connection with, the execution of their powers, duties and responsibilities as trustees of the charity.

**Statement of the Trustees' Responsibilities**

The trustees' are responsible for preparing the Report of the Trustees and the financial statements 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, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provision of the 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 or other irregularities.

Approved by order of the board of trustees on 14<sup>th</sup> October 2021 and signed on their behalf

**Sister Mary McNulty**

**Trustee**

## **Report of the Independent Auditors to the Trustees of**

### **Pallottine Missionary Sisters**

#### **Opinion**

We have audited the financial statements of Pallottine Missionary Sisters (the 'charity') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flow 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2021 and of its 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.

#### **Basis for opinion**

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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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 this gives rise to a material misstatement in the financial statements themselves. 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 (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the 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.

## **Report of the Independent Auditors to the Trustees of**

### **Pallottine Missionary Sisters**

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which 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.

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.

#### **Our responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 a Report of the Independent Auditors 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

As part of designing our audit work, we determined materiality and assessed the risks of material misstatement in the financial statements, including how fraud may occur by enquiring of management of its own consideration of fraud.

In particular, we looked at where management made subjective judgements, for example in respect of significant accounting estimates that involved making assumptions and considering future events that are inherently uncertain.

We also considered potential financial or other pressures, opportunity and motivation for fraud. As part of this discussion we identified the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations and how management monitor these processes. Appropriate procedures included the review and testing of manual journals and key examine and judgements made by management.

We made enquiries of management with regards to compliance with applicable laws and regulations and corroborated any necessary evidence to relevant information, for example, minutes of the directors' meetings.

We addressed the risk of management override of internal controls including testing journals and evaluating whether there was evidence of bias by management that represented a risk of material misstatement due to fraud.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentation or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Trustees of**

**Pallottine Missionary Sisters**

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 auditors' 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Allen Mills Howard Limited  
Chartered Accountants  
& Statutory Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Lewis House  
56 Manchester Road  
Altrincham  
Cheshire  
WA14 4PJ

18<sup>th</sup> October 2021

**Pallottine Missionary Sisters**

**Statement of Financial Activities**

**For the year ended 31<sup>st</sup> March 2021**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income from:</b>						
Donations	2	89,739	-	24,311	114,050	113,865
Operation of care home	3	2,055,328	-	-	2,055,328	1,873,136
Investments	4	26,622	-	-	26,622	38,829
Other	5	-	114,655	-	114,655	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>2,171,689</b>	<b>114,655</b>	<b>24,311</b>	<b>2,310,655</b>	<b>2,025,830</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on</b>						
<b>Cost of raising funds:</b>						
Investment management costs		11,056	-	-	11,056	13,911
<b>Expenditure on charitable activities:</b>						
Charitable donations	6	3,170	-	-	3,170	4,356
Support members of the congregation and operation of care home	7	1,793,461	214,555	-	2,008,016	1,930,775
Support of the congregation work overseas	7	-	-	57,447	57,447	51,936
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>1,807,687</b>	<b>214,555</b>	<b>57,447</b>	<b>2,079,689</b>	<b>2,000,978</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income (expenditure)</b>						
<b>Before gain/(losses) on investments</b>	9	<b>364,002</b>	<b>(99,900)</b>	<b>(33,136)</b>	<b>230,966</b>	24,852
Net gains/(losses) on investments		336,883	-	-	336,883	(164,597)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net income/(expenditure)	9	700,885	(99,900)	(33,136)	567,849	(139,745)
Transfer between funds	17	15,406	(49,191)	33,785	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		<b>716,291</b>	<b>(149,091)</b>	<b>649</b>	<b>567,849</b>	<b>(139,745)</b>
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Reconciliation of funds</b>						
Funds at beginning of year		724,358	2,708,203	-	3,432,561	3,572,306
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Funds at the end of year		<b>1,440,649</b>	<b>2,559,112</b>	<b>649</b>	<b>4,000,410</b>	<b>3,432,561</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



**Pallottine Missionary Sisters**

**Balance Sheet**

**At 31<sup>st</sup> March 2021**

		2021	2020
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	13	1,762,594	1,859,827
Investments	14	1,645,491	1,338,008
		<hr/>	<hr/>
<b>Total fixed assets</b>		<b>3,408,085</b>	3,197,835
<b>Current assets</b>			
Debtors	15	102,373	53,673
Cash at bank and in hand		565,119	254,573
		<hr/>	<hr/>
<b>Total current assets</b>		<b>667,492</b>	308,246
<b>Liabilities</b>			
Creditors: amounts falling due within one year	16	(75,167)	(73,520)
		<hr/>	<hr/>
<b>Net current assets</b>		<b>592,325</b>	234,726
		<hr/>	<hr/>
<b>Net assets</b>		<b>4,000,410</b>	3,432,561
		<hr/> <hr/>	<hr/> <hr/>
<b>Funds</b>			
Restricted funds		649	-
Unrestricted funds:			
General funds		1,440,649	724,358
Designated funds		2,559,112	2,708,203
		<hr/>	<hr/>
<b>Total charity funds</b>	17	<b>4,000,410</b>	3,432,561
		<hr/> <hr/>	<hr/> <hr/>

The financial statements were approved by the Trustees on 14<sup>th</sup> October 2021 and signed on their behalf by:

**Sister Elizabeth Rowan**  
Trustee

**Sister Mary McNulty**  
Trustee

**Pallottine Missionary Sisters**

**Statement of Cash Flows**

**For the year ended 31<sup>st</sup> March 2021**

		2021	2020
	Note	£	£
<b>Cash flows from operating activities:</b>	<b>22</b>		
Net cash used in operating activities		<b>260,061</b>	116,006
		-----	-----
<b>Cash flows from investing activities:</b>			
Investment income		<b>26,622</b>	38,829
Purchase of tangible fixed assets		<b>(5,537)</b>	(74,018)
Proceeds from the disposal of investments		<b>59,174</b>	919,877
Purchase of investments		<b>(63,312)</b>	(935,206)
		-----	-----
<b>Net cash provided by investing activities</b>		<b>16,947</b>	(50,518)
		-----	-----
<b>Change in cash and cash equivalents in the year</b>		<b>277,008</b>	65,488
Cash and cash equivalents brought forward		<b>324,126</b>	258,638
		-----	-----
<b>Cash and cash equivalents carried forward</b>	<b>23</b>	<b>601,134</b>	324,126
		=====	=====

**Pallottine Missionary Sisters**

**Notes to the Financial Statements**

**For the year ended 31<sup>st</sup> March 2021**

1. **Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with the Charities SORP (FRS102) 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 (FRS102 effective 1<sup>st</sup> January 2019). The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity constitutes a public benefit as defined by FRS102.

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

**Going concern**

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. The review of the financial position, reserves level and future plans give trustees confidence the charity remains a going concern for the foreseeable future.

**Funds structure**

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charitable objects.

The tangible fixed asset fund comprises the net book value of the charity's land and buildings and fixture and fittings. The existence of which is fundamental to the charity being able to perform its charitable work and thereby achieve its charitable objectives. The value represented by such assets should not be regarded therefore as realisable.

Designated funds comprise monies set aside out of unrestricted funds for specific future purpose or projects.

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund.

**Income recognition**

All incoming resources are recognised once the charity has entitlement to the resources, it is certain the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Income comprises fees from private individuals and local authorities, donations and investment income.

Donations, including salaries and pensions received from the sisters, are recognised when the charity has confirmation of both the amount and settlement date.

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

In accordance with the Charities SORP FRS102, volunteers' time is not recognised.

**Government Grants**

Government grants are recognised when the grant has been received.

**Financial instruments**

The charity only holds financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instrument are initially recognised at transaction value and subsequently measured at their settlement value.

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

1. **Accounting policies (continued)**

**Expenditure recognition**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to that expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. The classification between activities is as follows:

Expenditure on raising funds comprises investment managers' fees.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs include donations and costs in respect of the support of members of the Congregation and enabling their ministry, including governance costs.

All expenditure is stated inclusive of irrecoverable VAT.

**Allocation of support and governance costs**

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

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

All expenditure in support and governance is attributable directly to the charitable activity of supporting members of the Congregation and enabling their ministry and hence there has been no apportionment between headings.

**Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost or valuation, net of depreciation. No depreciation is charged on assets in the course of construction. As permitted by FRS102, the value assigned to the properties that were revalued is now deemed their cost.

All assets costing more than £3,000 and with an expected useful life exceeding one year are capitalised. Depreciation is charged from the year of acquisition as follows:

Freehold buildings	50 years
Furniture and equipment	3 to 10 years
Motor vehicles	25% reducing balance basis

Vehicles and equipment used overseas are considered to have a useful economic life of one year or less. They are not capitalised but are charged in full to the charitable expenditure when purchased.

**Fixed asset investments**

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.

Realised gains (or losses) on investment assets are calculated at 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.

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

1. **Accounting policies (continued)**

**Debtors**

Trade and other debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Services provided by members of the Congregation**

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

**Operating leases**

Rentals paid under operating leases are charged to the income and expenditure account on a straight-line basis over the period of the lease.

**Pension scheme**

The charity operates a defined contribution pension scheme for the benefit of its employees. The assets of the scheme are held independently from those of the charity in an independent administered fund. The pension costs charged in the financial statements represent the contribution payable during the year.

**Critical accounting estimates and areas of judgement**

Preparation of the accounts require the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- (a) estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- (b) determining the size of the Sisters' retirement fund, in order to provide for the continuing care of the members.

2. **Donations**

	<b>2021</b>	2020
	£	£
Salaries and pensions	<b>86,831</b>	97,701
Donations	<b>27,219</b>	16,164
	-----	-----
	<b>114,050</b>	113,865
	=====	=====

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

3.	<b>Income from charitable activities</b>		
		<b>2021</b>	2020
		£	£
	Resident fees	<b>2,055,328</b>	1,873,136
		-----	-----
		<b>2,055,328</b>	1,873,136
		=====	=====
4.	<b>Investment income</b>		
		<b>2021</b>	2020
		£	£
	Interest on cash deposits	-	261
	Listed investments	<b>26,622</b>	38,568
		-----	-----
		<b>26,622</b>	38,829
		=====	=====
5.	<b>Other income</b>		
		<b>2021</b>	2020
		£	£
	Government grants	<b>114,655</b>	-
		-----	-----
		<b>114,655</b>	-
		=====	=====
6.	<b>Donations</b>		
		<b>2021</b>	2020
		£	£
	Institutions and individuals	<b>3,170</b>	4,356
		-----	-----
		<b>3,170</b>	4,356
		=====	=====

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

**7. Support of members of the congregation and operation of care home**

	2021	2020
	£	£
Staff costs	1,290,548	1,148,013
Staff recruitment	1,475	4,706
Temporary staff	39,737	76,688
Provisions	77,274	69,935
Light and heat	56,940	50,924
Telephone	8,572	13,871
Sisters' living and personal expenses	12,302	19,793
Education, training, spiritual and holidays	4,213	28,894
Rent and rates	31,846	27,708
Insurance	36,800	32,453
Motor and travel	9,605	26,493
Repairs and renewals	95,349	83,543
Depreciation	102,770	105,239
Printing, postage & stationery	9,956	14,870
Training	5,105	8,554
Legal and professional	4,432	4,639
Resident expenses	15,967	20,220
Staff uniforms	3,763	4,106
Support costs (note 8)	116,669	115,399
Governance costs (note 8)	16,679	14,937
Hire of equipment	28,670	10,531
Subscriptions	4,292	3,477
Bad debt	(10,067)	5,134
Loss on disposal of fixed asset	-	619
Cleaning	43,989	40,029
Sundries	1,130	-
	<hr/>	<hr/>
	<b>2,008,016</b>	1,930,775
	<hr/>	<hr/>
Support of the congregation's work overseas	<b>57,447</b>	51,936
	<hr/>	<hr/>

**8. Governance and support costs**

	Support costs	Governance costs	2021	2020
	£	£	£	£
Staff costs	85,888	-	85,888	84,180
Advertising and marketing	1,025	-	1,025	3,536
Computer costs	15,284	-	15,284	18,694
Finance costs	3,154	-	3,154	3,296
Auditor's remuneration	-	7,980	7,980	8,180
Legal and professional	11,318	8,699	20,017	12,450
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>116,669</b>	<b>16,679</b>	<b>133,348</b>	130,336
	<hr/>	<hr/>	<hr/>	<hr/>

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

9. **Net (expenditure) before gains on investments**

	<b>2021</b>	2020
	£	£
This is stated after charging		
Hire of equipment	<b>28,670</b>	10,531
Depreciation	<b>102,270</b>	105,239
Auditor's remuneration	<b>7,980</b>	8,180
	<b>=====</b>	<b>=====</b>

10. **Staff costs**

	<b>2021</b>	2020
	£	£
Salaries and wages	<b>1,270,059</b>	1,133,590
Social security costs	<b>86,319</b>	80,227
Pension costs	<b>20,058</b>	18,376
	<b>-----</b>	<b>-----</b>
	<b>1,376,436</b>	1,232,193
	<b>=====</b>	<b>=====</b>

**The average number of employees during the year was as follows:**

	<b>2021</b>	2020
<b>Provision of care</b>	<b>74</b>	68
<b>Administration</b>	<b>1</b>	1
	<b>-----</b>	<b>-----</b>
	<b>75</b>	69
	<b>=====</b>	<b>=====</b>

The number of employees whose emoluments exceeded £60,000:

	<b>2021</b>	2020
£70,001 to £80,000	<b>1</b>	1
	<b>=====</b>	<b>=====</b>

**Key Management Personnel**

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, chief executive officer and the home manager. Total amounts of employee benefits (including employer pension contributions) received by key management personnel during the year was £161,878 (2020: £149,208).

**Trustees Remuneration**

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity. They received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2020: Nil).



Pallottine Missionary Sisters

Notes to the Financial Statements (continued)

For the year ended 31<sup>st</sup> March 2021

11. Comparatives for the statement of financial activities

	Unrestricted Funds £	Designated Funds £	Total 2020 £
<b>Income from:</b>			
Donations	100,762	13,103	113,865
<b>Charitable activities</b>			
Operation of care home	1,873,136	-	1,873,136
Investments	38,829	-	38,829
	<hr/>	<hr/>	<hr/>
<b>Total income</b>	<b>2,012,727</b>	<b>13,103</b>	<b>2,025,830</b>
	<hr/>	<hr/>	<hr/>
<b>Expenditure on</b>			
<b>Cost of raising funds:</b>			
Investment management costs	13,911	-	13,911
<b>Expenditure on charitable activities:</b>			
Charitable donations	4,356	-	4,356
Support members of the congregation and operation of care home	1,828,743	102,032	1,930,775
Support of the congregation work overseas	-	51,936	51,936
	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	<b>1,847,010</b>	<b>153,968</b>	<b>2,000,978</b>
	<hr/>	<hr/>	<hr/>
<b>Net income (expenditure)</b>			
<b>Before gain/(losses) on investments</b>	<b>165,717</b>	<b>(140,865)</b>	<b>24,852</b>
Net gains/(losses) on investments	(164,597)	-	(164,597)
	<hr/>	<hr/>	<hr/>
Net income/(expenditure)	1,120	(140,865)	(139,745)
Transfer between funds	(91,756)	91,756	-
	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>	<b>(90,636)</b>	<b>(49,109)</b>	<b>(139,745)</b>
	<hr/>	<hr/>	<hr/>
<b>Reconciliation of funds</b>			
Funds at beginning of year	814,994	2,757,312	3,572,306
	<hr/>	<hr/>	<hr/>
Funds at the end of year	724,358	2,708,203	3,432,561
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

12. **Transactions with trustees**

As members of the Congregation, none of the trustees have resources of their own as all earnings, pension and other income have been donated to the charity. During the year, the total amount donated by the trustees to the charity was £28,633 (2020: £27,851). Father J Martin was reimbursed travel and office expenses of £1,311 (2020: £361) during the year.

13. **Tangible fixed assets**

	Freehold land and buildings £	Furniture and equipment £	Motor Vehicles £	Total £
<b>Cost</b>				
At 1 <sup>st</sup> April 2020	2,582,051	1,223,050	45,972	3,851,073
Additions	737	4,800	-	5,537
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 <sup>st</sup> March 2021	<b>2,582,788</b>	<b>1,227,850</b>	<b>45,972</b>	<b>3,856,610</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>DEPRECIATION</b>				
At 1 <sup>st</sup> April 2020	980,859	975,895	34,492	1,991,246
Charge for the year	49,390	50,510	2,870	102,770
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 <sup>st</sup> March 2021	<b>1,030,249</b>	<b>1,026,405</b>	<b>37,362</b>	<b>2,094,016</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net book value</b>				
At 31 <sup>st</sup> March 2021	<b>1,552,539</b>	<b>201,445</b>	<b>8,610</b>	<b>1,762,594</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 <sup>st</sup> March 2020	1,601,192	247,155	11,480	1,859,827
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

As permitted under Financial Reporting Standard 102, the charity has continued to adopt a policy of not revaluing its tangible fixed assets.

The book value of the charity's London property owned at 31<sup>st</sup> March 1995 is based on trustees' valuation. As permitted by FRS102, the value assigned to this property is now deemed to be cost. Additions subsequent to 31<sup>st</sup> March 1995 are stated at cost. Other tangible fixed assets are stated at cost.

It is likely that there are material differences between the open market values of the charity's UK freehold land and buildings and their book values. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

**Capital Commitments**

At 31<sup>st</sup> March 2021 the charity had contracted capital commitments of £nil. (At 31<sup>st</sup> March 2020: £nil).

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

**14. Investments**

	<b>Listed Investments £</b>	<b>Total £</b>	<b>2020 £</b>
<b>Market value</b>			
At 1 <sup>st</sup> April 2020	<b>1,268,455</b>	<b>1,268,455</b>	1,417,722
Additions at cost	<b>63,312</b>	<b>63,312</b>	935,206
Disposals	<b>(59,174)</b>	<b>(59,174)</b>	(919,877)
Net unrealised (losses)/gains	<b>336,883</b>	<b>336,883</b>	(164,596)
	<hr/>	<hr/>	
Market value at 31 <sup>st</sup> March 2021	<b>1,609,476</b>	<b>1,609,476</b>	1,268,455
Cash held for reinvestment	<b>-</b>	<b>36,015</b>	69,553
	<hr/>	<hr/>	
At 31 <sup>st</sup> March 2021	<b>1,609,476</b>	<b>1,645,491</b>	1,338,008
	<hr/> <hr/>	<hr/> <hr/>	

Listed investments at 31<sup>st</sup> March 2021 comprise the following:

	<b>2021 £</b>	<b>2020 £</b>
UK Equities	<b>448,416</b>	346,511
Fixed interest	<b>211,150</b>	193,773
Global Equity	<b>266,925</b>	211,114
Alternatives	<b>265,942</b>	214,343
European Equity	<b>86,141</b>	68,326
North American Equity	<b>202,770</b>	145,126
Japan Equity	<b>45,525</b>	32,200
Emerging Market Equity	<b>82,607</b>	57,462
	<hr/>	<hr/>
	<b>1,609,476</b>	1,268,855
	<hr/> <hr/>	<hr/> <hr/>

Material investments with a market value of over 5% of the total market value of investments are as follows:

	<b>2021 £</b>	<b>2020 £</b>
Royal London Corporate Bond Fund	<b>-</b>	<b>70,450</b>
Invesco Perpetual Corporate Bond Fund	<b>-</b>	<b>69,463</b>
Investec Fund Series: Diversified Income Fund	<b>-</b>	<b>67,493</b>
Trojan Investment Funds – Trojan Fund	<b>-</b>	<b>65,390</b>
LF Lindsell Train UK Equity Fund	<b>-</b>	<b>64,771</b>
	<hr/>	<hr/>

All listed investments were dealt on a recognised stock exchange.

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

<b>15. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>54,512</b>	52,315
Other debtors	<b>1,045</b>	1,358
Prepayments	<b>46,816</b>	-
	<hr/>	<hr/>
	<b>102,373</b>	53,673
	<hr/> <hr/>	<hr/> <hr/>

All debtor balances are due within one year.

<b>16. Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>18,843</b>	18,111
Accruals and deferred income	<b>27,970</b>	29,972
Taxation and social security	<b>24,386</b>	21,865
Other creditors	<b>3,968</b>	3,572
	<hr/>	<hr/>
	<b>75,167</b>	73,520
	<hr/> <hr/>	<hr/> <hr/>

**Deferred Income**

	<b>£</b>	<b>£</b>
Deferred income at 1 <sup>st</sup> April 2020	<b>6,977</b>	1,033
Utilised in the year	<b>(6,977)</b>	(1,033)
Received in the year	<b>3,980</b>	6,977
	<hr/>	<hr/>
Balance at 31 <sup>st</sup> March 2021	<b>3,980</b>	6,977
	<hr/> <hr/>	<hr/> <hr/>

Deferred income consists of care fees paid in advance.

**17. Funds**

**Retirement Fund**

The sisters' retirement fund comprises monies set aside to provide for the care and support of members of the congregation as they grow older. The fund will be utilised over the expected lives of the sisters. Transfers represent the net movements during the year.

**Tangible fixed assets fund**

The tangible fixed asset fund represents the net book value of the charity land and buildings and fixture and fittings. A decision was made to separate this fund from the unrestricted fund and other designated funds of the charity in recognition of the fact that the tangible fixed assets are essential to the day to day work of the charity and as such, their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies. Transfers represent the net movements in fixed assets during the year.

**Tanzania funds (Restricted)**

The Tanzania fund represents fund accumulation in order to support the Pallottine Sister's work in Tanzania. Transfers represent movement in funds paid out of unrestricted funds during the year.

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

**Analysis by movements**

	2020	Income	Transfers	Expenditure	Gains/ (losses)	2021
	£	£	£	£	£	£
Retirement fund	854,847	-	(49,719)	-	-	<b>805,128</b>
Fixed assets fund	1,848,347	-	5,537	(99,900)	-	<b>1,753,984</b>
Tanzania fund (Restricted)	-	24,311	33,785	(57,447)	-	<b>649</b>
Unrestricted fund	724,358	2,171,689	15,406	(1,807,687)	336,883	<b>1,440,649</b>
Designated: other	5,009	114,655	(5,009)	(114,655)	-	-
	<u>3,432,561</u>	<u>2,310,655</u>	<u>-</u>	<u>(2,079,689)</u>	<u>336,883</u>	<u><b>4,000,410</b></u>

**18. Analysis of net assets between funds**

<b><u>2021</u></b>	<b>General Fund</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	£	£	£	£
Tangible fixed assets	<b>8,610</b>	<b>1,753,984</b>	-	<b>1,762,594</b>
Investments	<b>840,363</b>	<b>805,128</b>	-	<b>1,645,491</b>
Current assets	<b>666,843</b>	-	<b>649</b>	<b>667,492</b>
Current liabilities	<b>(75,167)</b>	-	-	<b>(75,167)</b>
	<u><b>1,440,649</b></u>	<u><b>2,559,112</b></u>	<u><b>649</b></u>	<u><b>4,000,410</b></u>
<b><u>2020</u></b>	<b>General Fund</b>	<b>Designated Funds</b>		<b>Total</b>
	£	£		£
Tangible fixed assets	11,480	1,848,347		1,859,827
Investments	483,161	854,847		1,338,008
Current assets	303,237	5,009		308,246
Current liabilities	(73,250)	-		(73,250)
	<u>724,628</u>	<u>2,708,203</u>		<u>3,432,831</u>

**19. Leasing agreements**

Minimum lease payments fall due as follows:

	2021	Non-cancellable operating leases	2020
	£		£
Within one years.	<b>18,472</b>		18,972
Between one and five years.	<b>21,456</b>		39,928
	<u><b>39,928</b></u>		<u>58,900</u>

**Pallottine Missionary Sisters**

**Notes to the Financial Statements (continued)**

**For the year ended 31<sup>st</sup> March 2021**

**20. Financial commitments, guarantees and contingent liabilities**

The Charity is committed to the care of the Sisters in their old age and to provide for their future medical and nursing needs. The cost of this provision cannot be measured with any sufficient accuracy but is estimated to be in the region of £805,128 based on the present cost of nursing care at today's prices. The Trustees have set aside funds in a designated Retirement Fund to cater for this eventuality and these funds are represented by investments.

**21. Ultimate controlling party**

The Charity is controlled by the members of the English Provincial of the Pallottine Missionary Sisters by the virtue of the fact that they appoint the trustees.

**22. Reconciliation of net movement in funds to net cash flow from operating activities**

	2021	2020
	£	£
Net movement in funds	567,849	(139,745)
Add back depreciation charges	102,770	105,239
Deduct investment income	(26,622)	(38,829)
Losses/(gains) on investment	(336,883)	164,597
Loss on disposal of tangible fixed assets	-	619
(Increase)/decrease in debtors	(48,700)	16,414
(Decrease)/increase in creditors	1,647	7,711
	<hr/>	<hr/>
Net cash used in operating activities	260,061	116,006
	<hr/> <hr/>	<hr/> <hr/>

**23. Analysis of cash and cash equivalents**

	2021	2020
	£	£
Cash at bank and in hand	565,119	254,573
Cash held by investment manager	36,015	69,553
	<hr/>	<hr/>
Total cash and cash equivalents	601,134	324,126
	<hr/> <hr/>	<hr/> <hr/>