

Charity registration number: 250185

Congregation of St Mary of the Angels

known as

Park Place Pastoral Centre

Annual Report and Financial Statements

for the Year Ended 31 December 2016

AIMS Accountants for Business
Chartered Accountant
51 Burridge Road
Southampton
SO31 1BY

Congregation of St Mary of the Angels

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees' Responsibilities	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 16

Congregation of St Mary of the Angels

Reference and Administrative Details

Trustees	(Sr Mary Juliette) Rosy D'Souza (Sr Mary Evelyn) Rita Cardoz (Sr Judith) Ursula Lopes (Sr Anyisia) Aleykutty Paulose
Principal Office	Winchester Road Wickham Hampshire PO17 5HA
Charity Registration Number	250185
Independent Examiner	AIMS Accountants for Business Chartered Accountant 51 Burridge Road Southampton SO31 1BY

Congregation of St Mary of the Angels

Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2016.

Objectives and activities

Objects and aims

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

The principal aims are

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

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

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

Public benefit

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

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

Achievements and performance

Operating activities have generated gross incoming funds of £188,600 (2015:- £204,600) whilst associated costs were £149,300 (2015:- £161,600). There is a resulting surplus on operating activities of £39,300 (2015:- £43,000). The surplus is transferred to the General Fund.

Donations to the Third World Appeal Fund have amounted to £32,600 (2015:- £27,400) and distributions to beneficiaries were £27,000 (2015:- £35,000). Costs of administering the fund were £2,500 in each year and the resulting addition to funds of £3,100 (2015:- reduction of funds of £10,100) is carried forward to future years.

Investment income, represented by rentals and interest received, amounted to £54,000 (2015:- £47,700). Details of income and expenditure are disclosed in the Statement of Financial Activities and related notes.

Congregation of St Mary of the Angels

Trustees' Report

Financial review

Policy on reserves

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

Going concern

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

Structure, governance and management

Nature of governing document

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

Recruitment and appointment of trustees

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

Induction and training of trustees

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

Arrangements for setting key management personnel remuneration

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

Congregation of St Mary of the Angels

Trustees' Report

Financial instruments

Objectives and policies

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

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

Credit risk

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

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

Liquidity risk

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

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

The annual report was approved by the trustees of the charity on 10 October 2017 and signed on its behalf by:

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

Congregation of St Mary of the Angels

Statement of Trustees' Responsibilities

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

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

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

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

Approved by the trustees of the charity on 10 October 2017 and signed on its behalf by:

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

Congregation of St Mary of the Angels

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

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of .

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Keith Powers FCA
Chartered Accountant

51 Burridge Road
Southampton
SO31 1BY

10 October 2017

Congregation of St Mary of the Angels

Statement of Financial Activities for the Year Ended 31 December 2016

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £
Income and Endowments from:				
Donations and legacies	2	38,905	32,657	71,562
Other trading activities	3	149,767	-	149,767
Investment income	4	54,066	-	54,066
Total Income		<u>242,738</u>	<u>32,657</u>	<u>275,395</u>
Expenditure on:				
Charitable activities	5	<u>(149,323)</u>	<u>(29,580)</u>	<u>(178,903)</u>
Total Expenditure		<u>(149,323)</u>	<u>(29,580)</u>	<u>(178,903)</u>
Net movement in funds		93,415	3,077	96,492
Reconciliation of funds				
Total funds brought forward		<u>662,190</u>	<u>19,164</u>	<u>681,354</u>
Total funds carried forward	13	<u>755,605</u>	<u>22,241</u>	<u>777,846</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2015 £
Income and Endowments from:				
Donations and legacies	2	38,303	27,420	65,723
Other trading activities	3	166,390	-	166,390
Investment income	4	47,731	-	47,731
Total Income		<u>252,424</u>	<u>27,420</u>	<u>279,844</u>
Expenditure on:				
Charitable activities	5	<u>(161,608)</u>	<u>(37,559)</u>	<u>(199,167)</u>
Total Expenditure		<u>(161,608)</u>	<u>(37,559)</u>	<u>(199,167)</u>
Net movement in funds		90,816	(10,139)	80,677
Reconciliation of funds				
Total funds brought forward		<u>571,375</u>	<u>29,302</u>	<u>600,677</u>
Total funds carried forward	13	<u>662,191</u>	<u>19,163</u>	<u>681,354</u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2015 is shown in note 13.

Congregation of St Mary of the Angels

(Registration number: 250185)
Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	10	378,825	391,189
Current assets			
Debtors	11	15,954	12,930
Cash at bank and in hand		<u>423,787</u>	<u>316,026</u>
		439,741	328,956
Creditors: Amounts falling due within one year	12	<u>(40,720)</u>	<u>(38,791)</u>
Net current assets		<u>399,021</u>	<u>290,165</u>
Net assets		<u><u>777,846</u></u>	<u><u>681,354</u></u>
Funds of the charity:			
Restricted funds		22,241	19,163
Unrestricted income funds			
Unrestricted funds		<u>755,605</u>	<u>662,191</u>
Total funds	13	<u><u>777,846</u></u>	<u><u>681,354</u></u>

The financial statements on pages 7 to 16 were approved by the trustees, and authorised for issue on 10 October 2017 and signed on their behalf by:

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

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

1 Accounting policies

Statement of compliance

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

Basis of preparation

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

Exemption from preparing a cash flow statement

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

Going concern

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

Income and endowments

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

Donations and legacies

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

Deferred income

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

Investment income

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

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

Expenditure

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

Charitable activities

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

Support costs

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

Governance costs

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

Research and development

Research and development expenditure is written off as incurred.

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

Trade debtors

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

Cash and cash equivalents

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

Trade creditors

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

Borrowings

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

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

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

Fund structure

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

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

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

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

2 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2016	Total 2015
	General £	£	£	£
Donations and legacies;				
Donations from individuals	38,905	32,657	71,562	65,723
	<u>38,905</u>	<u>32,657</u>	<u>71,562</u>	<u>65,723</u>

Donations and legacies are raised to support activities in the third world

3 Income from other trading activities

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Trading income;			
Accommodation and hire of facilities	149,767	149,767	166,390
	<u>149,767</u>	<u>149,767</u>	<u>166,390</u>

Other trading activities are undertaken to facilitate the provision of pastoral care

4 Investment income

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	87	87	92
Income from rents	53,979	53,979	47,639
	<u>54,066</u>	<u>54,066</u>	<u>47,731</u>

Rental income is derived from the letting of parts of the property not currently required for the principal activity.

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

5 Expenditure on charitable activities

	Unrestricted funds		Restricted funds	Total 2016	Total 2015
	Designated £	General £	£	£	£
Support of beneficiaries	-	-	27,080	27,080	35,059
Food and household supplies	-	12,590	-	12,590	13,016
Establishment	-	37,210	-	37,210	39,593
Building repairs	-	32,123	-	32,123	56,939
Sisters' allowance	-	45,000	2,500	47,500	33,305
Depreciation	12,365	-	-	12,365	11,064
Allocated support costs	-	6,023	-	6,023	5,715
Governance costs	-	4,012	-	4,012	4,476
	<u>12,365</u>	<u>136,958</u>	<u>29,580</u>	<u>178,903</u>	<u>199,167</u>

£149,323 (2015 - £161,608) of the above expenditure was attributable to unrestricted funds and £29,580 (2015 - £37,559) to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £4,012 (2015 - £4,476) which relate directly to charitable activities. See note 6 for further details.

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

6 Analysis of governance and support costs

Support costs allocated to charitable activities

	Basis of allocation	Administration costs £	Total 2016 £
Office and administration		1,117	1,117
Motor vehicle expenses		2,297	2,297
Legal expenses		1,519	1,519
Bank charges		322	322
Trade subscriptions		768	768
		<u>6,023</u>	<u>6,023</u>

Governance costs

	Unrestricted funds	Total 2016 £	Total 2015 £
	General £		
Audit fees			
Other fees paid to auditors	762	762	690
Independent examiner fees			
Examination of the financial statements	750	750	750
Allocated support costs	<u>2,500</u>	<u>2,500</u>	<u>3,036</u>
	<u>4,012</u>	<u>4,012</u>	<u>4,476</u>

7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2016 £	2015 £
Depreciation of fixed assets	<u>12,365</u>	<u>11,064</u>

8 Independent examiner's remuneration

	2016 £	2015 £
Examination of the financial statements	<u>750</u>	<u>750</u>

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

9 Taxation

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

10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2016	536,920	114,401	651,321
At 31 December 2016	536,920	114,401	651,321
Depreciation			
At 1 January 2016	147,356	112,776	260,132
Charge for the year	10,739	1,625	12,364
At 31 December 2016	158,095	114,401	272,496
Net book value			
At 31 December 2016	378,825	-	378,825
At 31 December 2015	389,564	1,625	391,189

11 Debtors

	2016 £	2015 £
Trade debtors	14,868	11,844
Other debtors	1,086	1,086
	15,954	12,930

12 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	5,502	-
Other creditors	3,437	3,436
Accruals	1,292	1,293
Deferred income	30,489	34,062
	40,720	38,791

Congregation of St Mary of the Angels

Notes to the Financial Statements for the Year Ended 31 December 2016

13 Funds

	Balance at 1 January 2016 £	Incoming resources £	Resources expended £	Balance at 31 December 2016 £
Unrestricted funds				
General	(271,000)	(242,738)	136,958	(376,780)
Designated	<u>(391,190)</u>	<u>-</u>	<u>12,365</u>	<u>(378,825)</u>
Total unrestricted funds	(662,190)	(242,738)	149,323	(755,605)
Restricted funds	<u>(19,164)</u>	<u>(32,657)</u>	<u>29,580</u>	<u>(22,241)</u>
Total funds	<u><u>(681,354)</u></u>	<u><u>(275,395)</u></u>	<u><u>178,903</u></u>	<u><u>(777,846)</u></u>
	Balance at 1 January 2015 £	Incoming resources £	Resources expended £	Balance at 31 December 2015 £
Unrestricted funds				
General	(169,121)	(252,424)	150,544	(271,001)
Designated	<u>(402,254)</u>	<u>-</u>	<u>11,064</u>	<u>(391,190)</u>
Total unrestricted funds	(571,375)	(252,424)	161,608	(662,191)
Restricted funds	<u>(29,302)</u>	<u>(27,420)</u>	<u>37,559</u>	<u>(19,163)</u>
Total funds	<u><u>(600,677)</u></u>	<u><u>(279,844)</u></u>	<u><u>199,167</u></u>	<u><u>(681,354)</u></u>

14 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General £	Designated £	£	£
Tangible fixed assets	-	378,825	-	378,825
Current assets	187,432	-	252,309	439,741
Current liabilities	<u>(40,720)</u>	<u>-</u>	<u>-</u>	<u>(40,720)</u>
Total net assets	<u><u>146,712</u></u>	<u><u>378,825</u></u>	<u><u>252,309</u></u>	<u><u>777,846</u></u>