

**HANDMAIDS OF THE HOLY CHILD JESUS**  
**FINANCIAL STATEMENTS**

**For the year ended**

**31 December 2017**

**HANDMAIDS OF THE HOLY CHILD JESUS**

**LEGAL AND ADMINISTRATIVE INFORMATION**

|                             |   |
|-----------------------------|---|
| <b>Religious Superior</b>   | Sr. Rita Etuk   |
| <b>Trustees</b>             | Sr. Elizabeth Wills-Obong<br>Sr. Cecilia Essien<br>Sr. Rita Etuk            |
| <b>Bursar</b>               | Sr. Cecilia Essien  |
| <b>Charity number</b>       | 1043448   |
| <b>Principal address</b>    | Ancilla Convent<br>4 Woodstock Crescent<br>London N9 7LY                    |
| <b>Independent examiner</b> | Michael Danso FCCA, MBA, MSc<br>147 Wells Way<br>London<br>SE5 7SZ          |
| <b>Bankers</b>              | NATWEST Bank Plc<br>104-110 Fore Street<br>Upper Edmonton<br>London N18 2XA |

## **HANDMAIDS OF THE HOLY CHILD JESUS**

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## **HANDMAIDS OF THE HOLY CHILD JESUS**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017**

The trustees present their report and accounts for the year ended 31 December 2017

The accounts have been prepared in accordance with the accounting policies in Note 1 to the accounts and comply with the charity's trust deed dated 25<sup>th</sup> January 1994, applicable law and requirements of the Statement of Recommended Practice (Charities SORP),- 'Accounting and Reporting by Charities issued in October 2000.

#### **Objects of the Charity**

The congregation of the Handmaids of the Holy Child of Jesus is an international Religious Order, which is governed by a Superior General and General Council, with members working in Africa, United Kingdom, Europe, USA and many other parts of the world.

The Charity Handmaids of the Holy Child of Jesus is registered with the Charity Commission for England and Wales under the number 1043448.

The governing instrument of the Charity is a Trust Deed dated 25<sup>th</sup> January 1994. Its principal objectives are charitable purposes connected with the Roman Catholic Religion and other charitable works of the order.

The Policy of the Charity is to undertake a broad range of charitable activities. There has been no material change in Policy this year.

There was no change in apostolate during 2017.

The Charity has three trustees of whom all are Sisters of the religious order working with the Superior. The Congregation's membership in England is six.

#### **Review of Activities**

Members of the Congregation furthered the Charity's charitable objectives by undertaking a broad range of charitable activities. In particular, the sisters in the spirit of the congregation provided nursing care and support in the local community. They also worked in partnership with Church communities such as the St. Vincent de Paul Society serving and reaching out to the sick and lonely, as well as working with young people and assisting in the education and underprivileged

#### **Trustees**

The trustees who served during this year were:

Sr. Elizabeth Wills-Obong  
Sr. Cecilia Essien  
Sr. Rita Etuk

## HANDMAIDS OF THE HOLY CHILD JESUS

### Review of Financial Activities

During the year, the charity had net outgoing resources were £98,008. All the charity's assets are held for the furtherance of the charity's objectives and are adequate and sufficient to meet the charity's needs.

### Reserves Policy

It is the policy of the charity that unrestricted funds, which have not been designated for a specific use, should be maintained at a level equivalent to approximately 3 months expenditure. The trustees consider that reserves at this level will ensure that in the event of a significant drop 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 raised.

### Risk Factors

The trustees have carried out a review of risks facing the charity and have instituted measures to mitigate identified risks.


Law applicable to England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payment basis)

In preparing for accounts giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts
- Prepare the accounts of the on-going basis unless it is inappropriate to presume that charity will continue in operation

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the charity, and which enables them to ensure that the accounts comply with the applicable law. They are also responsible for the safeguarding of the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Signed  .....  
Sr. Rita Etuk (Trustee)

Dated 28/10/18 .....



## HANDMAIDS OF THE HOLY CHILD JESUS

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HANDMAIDS OF THE HOLY CHILD JESUS

I report on the accounts of the charity for the year ended 31 December 2017, which are set out on pages 7-12.

#### Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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, 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 I do not express an audit opinion on the view given by the accounts

#### Independent Examiner's Statement

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

- (a) Which gives me reasonable cause to believe that in any material respect the requirements:
  - i. To keep accounting records in accordance with section 41 of the Act and
  - ii. To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or
- (b) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed ..... 

Michael Danso FCCA, MBA, MSc

Date ..... 28/10/2018 .....

## HANDMAID OF THE HOLY CHILD OF JESUS

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017

|  | Notes | Unrestricted   | Designated | TOTAL          | TOTAL          |
|--|-------|----------------|------------|----------------|----------------|
|  |       | Funds          | Funds      | 2017           | 2016           |
|  |       | £              | £          | £              | £              |
| <b><u>Incoming Resources</u></b>               |       |                |            |                |                |
| Sisters Salaries                               |       | 115,406        | 0          | 115,406        | 98,247         |
| Investment Income                              |       | 0              | 0          | 0              | 0              |
| Other Income                                   |       | 0              | 0          | 0              | 14,000         |
| Grant from HHCJ                                |       | 267,158        | 0          | 267,158        | 0              |
| Total Incoming Resources                       |       | <u>382,564</u> | <u>0</u>   | <u>382,564</u> | <u>112,247</u> |
| <b><u>Resources Expended</u></b>               |       |                |            |                |                |
| Convent running costs                          |       | 74,793         | 0          | 74,793         | 68,558         |
| Other running costs                            |       | 30,292         | 0          | 30,292         | 28,850         |
| Management and Administration                  |       | 1,500          | 0          | 1,500          | 600            |
| Total Resources expended                       |       | <u>106,585</u> | <u>0</u>   | <u>106,585</u> | <u>98,008</u>  |
| Net income / expenditure before transfers      |       | 275,979        | 0          | 275,979        | 14,239         |
| Transfers between Funds                        |       | -267,158       |            | - 267,158      | 0              |
| Net income / expenditure after Funds transfers |       |                |            |                |                |
| Fund Balance Brought as at                     |       |                |            |                |                |
| 1 January 2017                                 |       | <u>16,982</u>  | <u>0</u>   | <u>16,982</u>  | <u>2,743</u>   |
| Balance as at 31 December 2017                 |       | <u>25,803</u>  | <u>0</u>   | <u>25,803</u>  | <u>16,982</u>  |

## HANDMAID OF THE HOLY CHILD OF JESUS

BALANCE SHEET  
AS AT 31 DECEMBER

2017

2016

|   | £             | £              | £             | £              |
|---|---------------|----------------|---------------|----------------|
| <b>FIXED ASSETS</b>   |               | 653,641        |               | 683,933        |
| <b>CURRENT ASSETS</b>   |               |                |               |                |
| Cash in hand and Bank   | 11,169        |                | 10,205        |                |
| Reserve Account   | <u>7,555</u>  |                | <u>16,254</u> |                |
| <b>TOTAL CURRENT ASSETS</b>                                   | 18,724        |                | 26,459        |                |
| <b>CREDITORS: Amount falling due within one year</b>          | <u>-1,500</u> |                | <u>-6,600</u> |                |
| <b>NET CURRENT ASSETS</b>                                     |               | <u>17,224</u>  |               | <u>19,859</u>  |
| <b>Total Assets less Current Liabilities</b>                  |               | <u>670,865</u> |               | <u>703,792</u> |
| <b>CREDITORS: Amount falling due after more than one year</b> |               | <u>267,938</u> |               | <u>576,844</u> |
| <b>NET ASSETS</b>   |               | <u>402,927</u> |               | <u>126,948</u> |
| <b>FUNDED BY</b>  |               |                |               |                |
| <b>Unrestricted Funds</b>                                     |               |                |               |                |
| Designated Fund   |               | 109,966        |               | 109,966        |
| Unrestricted Reserve  |               | 267,158        |               | 0              |
| Other Charitable Funds  |               | <u>25,803</u>  |               | <u>16,982</u>  |
|   |               | <u>402,927</u> |               | <u>126,948</u> |

Trustees approved the accounts



Sr. Rita Etuk

28/10/2018



**HANDMAID OF THE HOLY CHILD OF JESUS**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017**

**1 Accounting Policies**

**1.1 Basis of preparation**

The accounts are prepared under historical cost convention

**1.2 Incoming resources**

All incomes are accounted for in the period to which it relates

**1.3 Resources expended**

All expenditure directly relates to the objects of the charity

No fundraising or publicity expenditure has been incurred

VAT is irrecoverable and is included with the category of expenses to which it relates

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets other than freehold land at cost less depreciation  
 Depreciation is provided at rates calculated to write off the cost less estimated residual value over its expected useful life

Freehold land is not depreciated

Freehold buildings

at 2% on cost

Furniture

at 20% on cost

**2 Sisters' salaries**

|                 | <b>2017</b> | <b>2016</b> |
|-----------------|-------------|-------------|
|                 | £           | £           |
| Sisters' income | 115,406     | 98,247      |
| Student Grants  | 0           | 0           |

**3 Donations**

|                    | <b>2017</b> | <b>2016</b>  |
|--------------------|-------------|--------------|
|                    | £           | £            |
| Donations received | <u>0</u>    | <u>4,000</u> |

# **HANDMAID OF THE HOLY CHILD OF JESUS**

## **NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 DECEMBER 2017

### **4 Investment income**

|                   | 2017     | 2016     |
|-------------------|----------|----------|
|                   | £        | £        |
| Investment income | <u>0</u> | <u>0</u> |

### **5 Total resources expended**

|                        | Depreciation         | Other Costs          | Total 2017            | Total 2016           |
|------------------------|----------------------|----------------------|-----------------------|----------------------|
|                        | £                    | £                    | £                     | £                    |
| Charitable expenditure |                      |                      |                       |                      |
| Convent Running Costs  | 30,292               | 74,793               | 105,085               | 68,558               |
| Other Direct Costs     |                      |                      |                       |                      |
| Management and         |                      |                      |                       | 28,850               |
| Administration         | <u>0</u>             | <u>1,500</u>         | <u>1,500</u>          | <u>600</u>           |
|                        | <b><u>30,292</u></b> | <b><u>76,293</u></b> | <b><u>106,585</u></b> | <b><u>98,008</u></b> |

Management and Administration Costs includes payments to accountants

### **6 Trustees**

None of the trustees (or any person connected with them) received any remuneration during the year

### **7 Employees**

There were no employees during the year

## HANDMAID OF THE HOLY CHILD OF JESUS

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

| <b>8 Tangible Fixed Assets</b>  | <b>Land and<br/>Buildings</b> | <b>Furniture<br/>&amp;<br/>Fittings</b> | <b>Totals</b>         |
|---|-------------------------------|---|-----------------------|
| Cost  | £                             | £                                       | £                     |
| At 01 January 2017  | 737,308                       | 4,000                                   | 741,308               |
| Additions   | <u>0</u>                      | <u>0</u>                                | <u>0</u>              |
| <b>At 31 December 2017</b>  | <b><u>737,308</u></b>         | <b><u>4,000</u></b>                     | <b><u>741,308</u></b> |
| <b>Depreciation</b>   |                               |   |                       |
| At 01 January 2017  | 70,521                        | 1600                                    | 72,121                |
| Charge for the year   | <u>14,746</u>                 | <u>800</u>                              | <u>15,546</u>         |
| <b>At 31 December 2017</b>  | <b><u>85,267</u></b>          | <b><u>2,400</u></b>                     | <b><u>87,667</u></b>  |
| <b>Net Book Value</b>   |                               |   |                       |
| At 31 December 2017   | <u>652,041</u>                | <u>1,600</u>                            | <u>653,641</u>        |
| At 31 December 2016   | <u>681,533</u>                | <u>2,400</u>                            | <u>683,933</u>        |
| <b>9 Creditors: amounts falling<br/>due within one year</b>           | <b>2017</b>                   | <b>2016</b>                             |                       |
|   | £                             | £                                       |                       |
| Accruals  | <u>1,500</u>                  | <u>600</u>                              |                       |
|   | <u>1,500</u>                  | <u>600</u>                              |                       |
| <b>10 Creditors: amounts falling<br/>due after more than one year</b> | <b>2017</b>                   | <b>2016</b>                             |                       |
|   | £                             | £                                       |                       |
| Bank Loans  | <u>267,938</u>                | <u>576,844</u>                          |                       |
|   | <u>267,938</u>                | <u>576,844</u>                          |                       |

## HANDMAID OF THE HOLY CHILD OF JESUS

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**11 Designated funds**

The income funds for the charity include designated funds which have been set aside out of unrestricted funds by the trustees for a specific purpose:

**Movement in funds**

| Balance at<br>1 January<br>2017 | Incoming<br>Resources | Resource<br>expended | Transfers | Balance at<br>31<br>December<br>2017 |
|---------------------------------|-----------------------|----------------------|-----------|--------------------------------------|
| £                               | £                     | £                    | £         | £                                    |
| 109,966                         | 0                     | 0                    | 0         | 109,966                              |

**12 Unrestricted Reserve**

The income funds for the charity include Unrestricted Reserve which have been set aside out of unrestricted funds by the trustees for future use:

**Movement in funds**

| Balance at<br>1 January<br>2017 | Incoming<br>Resources | Resource<br>expended | Transfers | Balance at<br>31<br>December<br>2017 |
|---------------------------------|-----------------------|----------------------|-----------|--------------------------------------|
| £                               | £                     | £                    | £         | £                                    |
| 0                               | 0                     | 0                    | 0         | 267,158                              |

**13 Analysis of net assets between funds**

|  | <b>Unrestricted<br/>Funds</b> | <b>Designated<br/>Funds</b> | <b>Total</b>    |
|--|-------------------------------|-----------------------------|-----------------|
|  | £                             | £                           | £               |
| Fund Balance at 31 December<br>2017 are represented by:    |                               |                             |                 |
| Tangible fixed assets                                      |                               | 653,641                     | 653,641         |
| Current Assets   | 18,724                        |                             | 18,724          |
| Creditors: amounts falling<br>due within one year          | <u>-1,500</u>                 | <u>0</u>                    | <u>-1,500</u>   |
| Creditors: amounts falling<br>due after more than one year | <u>-267,938</u>               |                             | <u>-535,096</u> |
|  | <u>-250,714</u>               | <u>653,641</u>              | <u>402,927</u>  |