

**CATHOLIC VOCATIONS PROJECTS
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018**



**CATHOLIC VOCATIONS PROJECTS
TRUSTEES' REPORT
YEAR ENDED 31 AUGUST 2018**

The Trustees, who also served as company Directors during the year, present their annual report together with the audited financial statements for the 1 September 2017 to 31 August 2018. The Trustees confirm that the Annual Report and financial statements for Catholic Vocations Projects (registered company number 7618192) comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

LEGAL AND ADMINISTRATIVE INFORMATION

Directors

The present Directors of the company and those who served during the year, who are also the Charity's Trustees, are:

Sarah Mary A Dobson
The Reverend Peter C Jamison OSB (resigned May 2018)
Sister Susan McCormack
The Reverend Dr Martin G Poulson SDB
The Reverend Richard Reid CSSR
The Rev Richard Wilson (from January 2017)
Caroline M King
Sister Theresa Tighe

Company Secretary: Sister Elaine Penrice fsp

Registered and Principal Office: Worth Abbey,
Paddockhurst Road,
Turners Hill,
West Sussex
RH10 4SB

Charity registration number: 1142601

Company registration number: 7618192

Bankers: HSBC, 9 The Boulevard, Crawley, West Sussex, RH10 1UT.

Solicitors: Farrer & Co, 66 Lincoln's Inn Fields, London, WC2A 3LH

Auditors: Crowe U.K LLP, Riverside House, High Street, Maidstone, Kent. ME14 1JH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Board of Trustees and appointments

The Company is governed by its Memorandum and Articles of Association, dated 28 April 2011.

The Trustees of the Charity are detailed above. Recommendations as to the appointment of future trustees are made by the Nominations Committee to the Trustees.

Trustee training

All new Trustees are provided with information regarding their role and responsibilities on appointment, and updates are provided periodically.

**CATHOLIC VOCATIONS PROJECTS
TRUSTEES' REPORT (CONTINUED)
YEAR ENDED 31 AUGUST 2018**

Organisational management

The Trustees meet as a Board at least three times a year to determine the general policies of the Charity and to review its overall management and control. The day-to-day running of the Charity's activities is currently undertaken by the leadership teams of the two Compass centres in Salford and Sussex.

Corporate governance and risk management

The Board is committed to high standards of corporate governance and undertakes a review of its operation annually. The Board is responsible for the Charity's system of internal control and for reviewing its effectiveness. There is an ongoing process for identifying, evaluating and managing the risks faced by Catholic Vocations Projects. Strategic, financial, charitable, operational, social, and ethical risks fall within the scope of these processes. These processes are designed to manage rather than eliminate the risk of failure and can only provide reasonable, not absolute, assurance against the occurrence of any particular event, material misstatements or loss. In addition, the Board has adopted procedures to ensure the charity's compliance with the Bribery Act 2010.

Public Benefit

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit contained therein. The trustees have in particular considered their further vision of the company's activities with regard to continuing to provide public benefit

OBJECTS, AIMS, OBJECTIVES AND PRINCIPAL ACTIVITIES

Catholic Vocations Projects's objects, as set out in its Articles of Association, are as follows:

- The advancement of the Roman Catholic faith.
- Such other exclusively charitable purposes

Strategic aim and intended effect

The strategic aim of the Charity is to provide opportunities for people to discern their vocation within the Catholic Church.

For the CVP annual report

Objectives for the Year

Objectives for the year 2018/2019:

- 1) To continue supporting the residential Compass project and its leaders
- 2) To continue recruiting new CVP members

**CATHOLIC VOCATIONS PROJECTS
TRUSTEES REPORT (CONTINUED)
YEAR ENDED 31 AUGUST 2018**

Principal Activities

The Charity achieves its aims by running residential programmes with experienced leaders for young people aged 18 to 35 who wish to spend time discerning their vocation in the Catholic Church. This year, the Board decided to combine Compass North and Compass South into one site, Milleret House in Kensington Square, London. This enabled good recruitment and we ran a full programme during the academic year 2016/17. With nine people signed up to begin, seven completed the programme. All seven attended the Triduum at Worth Abbey. The end of year assessment showed high levels of satisfaction and several are actively considering entry to specific religious congregations.

In addition, this year's AGM included a study day for CVP members on Pope Francis and the upcoming Synod of Bishops in Rome on Young People, Faith and Vocational Discernment.

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

Raised incoming resources for the year amount to £1,415 (2017: £30,405) and while the expenditure incurred dropped to £5,406 (2017: £21,161) it was not sufficient to avoid making a loss of £3,991 compared to a surplus of £9,244 in 2017.

FINANCIAL MANAGEMENT POLICIES

Reserves

The charity's unrestricted reserves amounted to £41,168 as at the 31 August 2018 and are detailed in note 5 to the financial statements. These reserves are wholly represented by debtors and cash.

The Trustees have examined the needs of the Charity in both the short and medium term along with the relevant budgets and are satisfied that obligations can be met from recurring membership fees and reserves. Note 5 to the financial statements sets out the available funds. These assets are sufficient to meet the charity's obligations.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial Year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards) and applicable law.

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its net outgoing resources for that Year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**CATHOLIC VOCATIONS PROJECTS
TRUSTEES REPORT (CONTINUED)
YEAR ENDED 31 AUGUST 2018**

DISCLOSURE OF INFORMATION TO AUDITORS

Insofar as each of the Trustees of the charity at the date of approval of this report is aware there is no relevant audit information (information needed by the charity's auditor in connection with preparing the audit report) of which the Charity's auditor is unaware. Each Trustee has taken all of the steps that he/she should have taken as a Trustee in order to make himself/herself aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

AUDITORS

Crowe U.K. LLP continue to be the appointed Auditors.

The report of the Trustees has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved and authorised by the Board on 5 March 2019 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'FR RICHARD REID CSsR', is written over the printed name.

The Reverend Fr Richard Reid CSsR

Trustee

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CATHOLIC VOCATIONS PROJECTS

Opinion

We have audited the financial statements of Catholic Vocations Projects for the year ended 31 August 2018 which comprise statement of financial activities, balance sheet 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, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2018 and of its incoming resources and application of resources 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 Companies Act 2006.

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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBER OF CATHOLIC VOCATIONS PROJECTS (CONTINUED)

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 3, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITORS' REPORT TO THE MEMBER OF CATHOLIC VOCATIONS PROJECTS (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

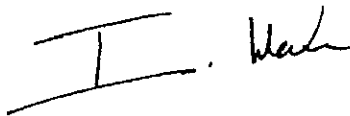
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Ian Weekes
Senior Statutory Auditor
For and on behalf of
Crowe U.K. LLP
Statutory Auditor
Riverside House
40-46 High Street
Maidstone
Kent
ME14 1JH

Date: 3rd March 2019

CATHOLIC VOCATIONS PROJECTS
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING AN INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2018

	Notes	Unrestricted 2018 £	Total 2018 £	Total 2017 £
INCOMING RESOURCES				
Voluntary income				
Donations, gifts & legacies		1,415	1,415	30,405
Charitable activities				
Other income		-	-	-
TOTAL INCOMING RESOURCES	1	<u>1,415</u>	<u>1,415</u>	<u>30,405</u>
RESOURCES EXPENDED				
Cost of generating funds				
Other costs		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
Net incoming resources available for charitable application		1,415	1,415	30,405
Charitable expenditure:				
Advancement of religion	2	(5,166)	(5,166)	(20,921)
Governance Costs	2	(240)	(240)	(240)
TOTAL RESOURCES EXPENDED		<u>(5,406)</u>	<u>(5,406)</u>	<u>(21,161)</u>
NET (LOSS) / INCOME FOR THE YEAR		<u>(3,991)</u>	<u>(3,991)</u>	<u>9,244</u>
NET MOVEMENT IN FUNDS INCLUDING NET(LOSS) / INCOME FOR THE YEAR		<u>(3,991)</u>	<u>(3,991)</u>	<u>9,244</u>
Reserves at 31 August 2017		<u>45,159</u>	<u>45,159</u>	<u>35,915</u>
RESERVES AT 31 AUGUST 2018	5	<u>(41,168)</u>	<u>(41,168)</u>	<u>45,159</u>

The notes on pages 11 to 12 form part of these financial statements.

**CATHOLIC VOCATIONS PROJECTS
BALANCE SHEET
31 AUGUST 2018**

	Notes	2018 £	2017 £
CURRENT ASSETS			
Debtors	3	-	268
Cash		<u>60,031</u>	<u>64,541</u>
			64,809
CREDITORS: amounts falling due within one year	4	(18,863)	(19,650)
NET CURRENT ASSETS		<u>41,168</u>	<u>45,159</u>
FUNDS			
Reserves	5	<u>41,168</u>	<u>45,159</u>
TOTAL FUNDS		<u>41,168</u>	<u>45,159</u>

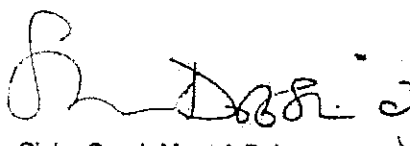
These financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 5th March 2019 and signed on its behalf by



The Reverend Richard Reid

Trustee



Sister Sarah Mary A Dobson

Trustee

CATHOLIC VOCATIONS PROJECTS
CASH FLOW STATEMENT
YEAR ENDED 31 AUGUST 2018

	Notes	2018 £	2017 £
RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES			
Changes in resources before transfers and revaluation		(3,991)	9,244
(Increase) / Decrease in debtors		268	0
Increase / (Decrease) in creditors		(787)	(11,848)
NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES		<u>(4,510)</u>	<u>(2,604)</u>

CASH FLOW STATEMENT

Increase/(decrease) in cash in the Year	6	<u>(4,510)</u>	<u>(2,604)</u>
RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS			
Increase/(Decrease) in cash in the Year	6	<u>(4,510)</u>	<u>(2,604)</u>
Total cash and cash equivalents at 1 September	6	<u>64,541</u>	<u>67,145</u>
TOTAL CASH AND CASH EQUIVALENTS AT 31 AUGUST	6	<u>60,031</u>	<u>64,541</u>

The notes on pages 11 to 12 form part of these financial statements.

CATHOLIC VOCATIONS PROJECTS
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

1. ACCOUNTING POLICIES

a) Basis of accounting

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 Companies Act 2006.

The Trustees confirm that they consider that the going concern basis remains appropriate as the Charity has sufficient resources to continue in operational existence for the foreseeable future.

b) Company Status

The Charity is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of Catholic Vocations Projects.

Restricted funds are funds subject to specific restrictive conditions imposed by the donor.

All income and expenditure is shown in the Statement of Financial Activities.

d) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the Charity being notified of an impending distribution or the legacy being received.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

e) Resources expended

All resources expended are accounted for on an accruals basis and are detailed under the following headings:

- Costs of generating funds - This includes non-charitable trading activities together with their related support costs.
- Charitable activities – This includes that expenditure incurred directly in connection with the objects of the charity and includes the cost of services, management and support costs.
- Governance costs – These are costs associated with constitutional and statutory requirements.

Expenditure is summarised under functional headings either on a direct cost basis or, for overhead costs, apportioned according to management estimates of expenditure incurred. The irrecoverable element of VAT is included with the item of expense to which it relates.

f) Liabilities

Liabilities are recognised when the Charity has an obligation to make a payment to a third party.

CATHOLIC VOCATIONS PROJECTS
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 AUGUST 2018

2. EXPENDITURE

During the Year, none of the Trustees received any emoluments from the company.

	2018 £	2017 £
Total resources expended are stated after charging:		
Auditors' remuneration for audit services	240	240

3. DEBTORS

	2018 £	2017 £
Other debtors	-	268
	-	268

4. CREDITORS: amounts falling due within one year

	2018 £	2017 £
Accruals	240	4,508
Other creditors	18,623	15,142
	18,863	19,650

5. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Long term liabilities £	Total £
Restricted Funds	-	-	-
Unrestricted Fund	41,168	-	41,168
Total	41,168	-	41,168

6. ANALYSIS OF CHANGES IN NET FUNDS/(DEBT)

	At 31 August 2017 £	Net cashflow £	At 31 August 2018 £
Cash in hand and at bank	64,541	(4,510)	60,031
Net funds	64,541	(4,510)	60,031

7. UNRESTRICTED FUNDS

	At 31 August 2017 £	Incoming resources £	Resources Expended £	At 31 August 2018 £
Unrestricted	45,159	1,415	(5,406)	41,168