

REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity No. 1047443

Company No. 2965770



ANNUAL REPORT AND ACCOUNTS
For the year ended 31 August 2018

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018

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ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

Reference and Administrative Details

Registered office	11 Harewood Avenue London NW1 6LD
Object	To promote religion in accordance with the Roman Catholic faith and in particular to form young men and adults to the presbyterate for the new evangelisation and for that purpose to establish a House of Formation
Company secretary	Jean Martin
Directors of the Company (=Members of Administrative Council)	Michael James Anderson Lorenzo Andreini Anthony Matthew Cook John David Hayward Robert Christopher Horsburgh John Francis Green Terence Fergal Martin Peter John Wallach
Chief Executive Officer (Rector)	Lorenzo Andreini
Bankers	Barclays Bank PLC Portman Square Branch 9 Portman Square London W1A 3AL CAF Bank Ltd, 25 Kings Hill Avenue Kings Hill, West Malling Kent ME19 4JQ
Reporting accountant	David Griffiths FCA 149 Glenfron Road Eastville Bristol BS5 6XF
Solicitors	Carter Lemon Camerons 10 Aldersgate Street London EC1A 4HJ
Telephone	020 7723 9364
E-mail	rmhf.lnd@gmail.com

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

Objectives and Activities

The main object of the charity is to promote religion in accordance with the Roman Catholic faith and in particular to form young men and adults to the presbyterate for the new evangelisation and for that purpose to establish a House of Formation.

Accordingly, the company is renting a property known as St. Edward's Convent, located at 11 Harewood Avenue, London NW1 6LD. The building houses the registered office of the charity and a House of Formation where the seminarians and some members of staff are in residence. The House is run under the direct supervision and responsibility of the Rector.

The seminarians in residence attend courses in English language, Philosophy and Theology in preparation for the priesthood. The House of Formation provides them with food and lodging, meets their expenses (studies, clothing, health care, travelling in London and abroad, etc.) and offers them a training programme which includes studies, pastoral activities, spiritual and human formation.

Seminarians training at Redemptoris Mater are introduced to the universal dimension of the Church mission. They prepare to serve not only in the Archdiocese of Westminster but anywhere in the world. Along with receiving intellectual and spiritual formation, they are helped to be actively involved in serving the people to whom they will be ministering after ordination. After a few years in formation the seminarians dedicate two or more years to itinerancy, a period of full time missionary service in any country of the world where their services are needed, as part of a small team made up of some lay missionaries - single men and women or married couples with their children and a priest. The main activity carried out is adult catechesis, within a programme of human and Christian formation which includes assistance and support to families and young people.

The same activities are undertaken by the staff of the House of Formation and by the students residing in London: spiritual and human assistance to families, ministry in hospitals and assisting young people, both in schools and in parish-based groups and initiatives.

Redemptoris Mater also welcomes priests returning from their missionary posts or preparing to go on mission, offering them support, opportunity for quiet periods in a prayerful environment, access to information and material related to their missionary work.

Many activities of the House of Formation are carried out by volunteers, who work in various capacities. In the year 2017-18 a total of 8 volunteers contributed to the charity's activities by working in the library, cleaning and administration at the House of Formation. Their contribution in running the house is precious as it creates at Redemptoris Mater a friendly and homely atmosphere which does not pass unnoticed.

Achievements and Performance

In the year 2017-18 there were 16 seminarians training for the priesthood in the Redemptoris Mater House of Formation, from several countries in Europe and America. Nine of them have been residing full-board in the House of Formation. Seven of them were on missionary placements abroad and returned to Redemptoris Mater only for stages in their formation, for assessment of their missionary experience and for periods of rest.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

After spending one year in a parish as deacons, Allan Alvarado, from Costa Rica, and Daniel Herrero, from Spain, were ordained priests by Cardinal Vincent Nichols on 30th June 2018 at Westminster Cathedral.

A great help for the human and pastoral development of seminarians and an integral part of their formation is the time of itinerancy. This is a period of missionary formation, usually but not necessarily on placement abroad. In the year 2017-18 the placements were as follow: Pietro Trevisan continued his missionary formation in Hungary and Matteo Di Giuseppe in southern Italy. Karol Kencel in Plymouth while Marco Lazzaron in Scandinavia, Switzerland and Northern Italy. Juan Sola and Marcin Nadolski in Ireland; Domagoj Matoković in Australia and Papua New Guinea.

All seminarians who were continuing their studies in London were involved on a weekly basis in pastoral activities which included ministry in hospitals, prisons, schools and parishes around London. Among other accomplishments, these pastoral activities enable the seminarians to develop social skill for helping the most vulnerable and those at the fringe of society.

Public benefit statement

The Directors of Redemptoris Mater House of Formation believe, to the best of their knowledge, to have acted having due regard to the Charity commission's public benefit guidance whenever exercising any powers or duties to which such guidance is relevant.

Financial Review

Direct charitable expenditure refers to funds used exclusively for:

- a) covering the maintenance costs for the House (rent, electricity, gas, water, telephone, repairs, etc.);
- b) paying for food, travel, studies and any other expenses necessary to provide the required training and ensure adequate living conditions for the beneficiaries;
- c) paying travel expenses for the students involved in missionary work abroad;
- d) providing food for the voluntary helpers (the rector and three lay helpers) who have been living full-time in the House for the sole purpose of running it in accordance with the charitable object of the Company.

None of the directors or members was remunerated. Money spent for the charity management and fundraising amounted to £1,182.

The funds made available to the charity during the year 2017-18 came from voluntary donations from individuals, both in the UK and abroad, and grants from other charities. A special fund, "NCW Evangelisation" has been established to administer money given to the Charity by restricted donations with the specific purpose of providing support to some of the evangelisation activities promoted by the Neo-Catechumenal Way – an Itinerary of Christian formation officially recognised by the Catholic Church – on condition that such activities take place *within the UK* or are carried out elsewhere in the world *by UK members* of the NCW.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

The unrestricted donations for 2017-18 show a decrease of £37,691. This is partly explained by the fact that this year we didn't receive as many substantial one-off donations as last year. On the one hand this year breaks a 4-years growing trend in the amount of voluntary donations, on the other hand continues a healthy trend of decreasing expenses for charitable activities. Furthermore, last year's surplus was by far the highest over the last few years. Thanks to the above factors the deficit suffered for the year 2017-18 is only £3,878. Grants from other charities amount to £11,936, an important contribution to the life of the House of Formation.

Fundraising complaints

During 2017-18 no fundraising complaints were received.

Structure, Governance and Management

The charity is constituted as a charitable company limited by guarantee and not having a share capital. Its governing document is the *Memorandum and Articles of Association* incorporated on 7th September 1994 (as amended by special resolution on 19th June 1995).

The members of the Pastoral Council (= Members of the charitable company) are appointed by the Archbishop of Westminster. As members of the charitable company, they propose the general lines for the charity's activities; they appoint the Directors, the Secretary and the Independent Account Examiner and approve the yearly Annual Report and Accounts.

The company is run by an Administrative Council, whose members are the Directors of the company, who are also its trustees. The Administrative Council is chaired by the Rector.

The Rector (a.k.a Superior), of the House of Formation is the chief executive of the company. He is appointed by the Archbishop of Westminster and is *ex officio* member and chairman of both Administrative and Pastoral Council.

All members of the Administrative Council (=the Directors of the company) are appointed by the Pastoral Council, i.e. by the Members of the company. No person other than a resigning member of the Administrative Council is eligible for election unless their nomination is made by a member of the Pastoral Council. Any member of the Pastoral Council is entitled to submit nominations.

Directors are chosen for their expertise in administration, legal matters and/or for their direct experience of working in the charity field. An induction process is carried out by other Directors on a one-to-one basis, with the support of material provided by the Charity Commission.

Day to day administration is delegated to the Rector, who works in association with the Administrator and takes relevant advice from Council members and other professionals before making important decisions.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

Risk management

The members of the Administrative Council continue to assess the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity and its finances. The members of the Council believe that by monitoring reserve levels, by ensuring that suitable control procedures over key financial systems are in place and by examining the operational and financial risks faced by the charity, they have established effective systems to mitigate those risks.

Reserves Policy

The charity has adopted a policy on reserves, thereby designating a special £5,000 reserve fund, to be used in the event of winding up, to meet legal and administrative expenses and settle payments to staff (if any: no paid staff are presently employed).

Moreover, to provide resilience against unbudgeted additional costs or shortfalls of income, the directors aim at maintaining the general fund at around 12 months' worth of budgeted annual expenditure, in order to ensure that even in case of grave unforeseen events a full year of training may be provided to the seminarians in formation.

Plans for the future

The plan for the immediate future is to continue running the House for the academic year 2018-2019, and to make provision for the studies, pastoral activities and field-work training in the UK and abroad for the students attached to the House.

Students and staff will continue to carry out pastoral activities and assistance in various London parishes, hospitals, schools, prisons or any other placement judged suitable for their training. Students on missionary placements will be working in Australia, Papua New Guinea, Ireland, Scandinavia, Italy, Switzerland, Israel.

Redemptoris Mater will continue to support its former students who have been ordained priests, offering them services, advice and an appropriate environment for prayer and days of quiet. This support continues when priests trained at Redemptoris Mater are sent in mission abroad or in the UK. In the year 2018-19 one of them will be working in the diocese of Plymouth. The House of Formation will also continue to offer hospitality to missionary priests and lay people who work with the students on itinerancy.

The directors intend to continue in their endeavour to broaden and diversify fundraising activities. Contacts with grant-making organisations have produced positive results in the previous year and will be further developed. The Christmas Concert, besides its fundraising purposes, has also proved to be a positive social activity which keeps us in touch with our benefactors and link us up with new ones.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2018 (continued)

Statement of Trustees' Responsibilities

The trustees of the charity (who are also the directors of the company for the purposes of company law) are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended Practice).

The law applicable to charities in England & Wales 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 year.

In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current Charities Statement of Recommended Practice (SORP).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accruals basis.

The trustees are responsible for keeping sufficient 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, Charity Reporting and Accounting Guidance, and the provisions of the governing document of the charity (*Memorandum and Articles of Association*). 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.

Approved by the Directors of the Company on 7th Feb 2019 and signed on its behalf by:


Lorenzo Andreini
Director

Date 7th Feb 2019

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
REDEMPTORIS MATER HOUSE OF FORMATION CHARITABLE COMPANY**

I report on the accounts of the company for the year ended 31 August 2018 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the Directors of the Company for the purposes of company law) 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 statement below.

Independent examiner's statement

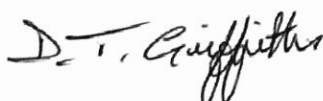
In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102)

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.



David Griffiths FCA
149 Glenfrome Road
Eastville
Bristol BS5 6XF

Date 7th February 2019

STATEMENT OF FINACIAL ACTIVITIES (including an Income and Expenditure Account)

For the year ended 31 August 2018

	Notes	Unrestricted fund £	Restricted fund £	Total 2018 £	Total 2017 £
Income from					
Donations and Legacies					
Donations		124,473	-	124,473	162,164
Legacies		-	-	-	150
Grants from other charities		11,936	3,500	15,436	15,110
Investment income					
Bank interest received		141	-	141	73
Total Income		<u>136,550</u>	<u>3,500.00</u>	<u>140,050</u>	<u>177,497</u>
Expenditure on:					
Raising funds					
Fundraising costs		1,169	-	1,169	636
Charitable activities					
Support for education		139,246	1,890	141,136	147,855
Administration		13	-	13	143
		<u>139,259</u>	<u>1,890</u>	<u>141,149</u>	<u>147,998</u>
Total expenditure		<u>140,428</u>	<u>1,890</u>	<u>142,318</u>	<u>148,634</u>
Net income/expenditure		(3,878)	1,610	(2,268)	28,863
Transfers between funds		<u>0</u>	<u>0</u>	<u>-</u>	<u>-</u>
Net movement in funds		(3,878)	1,610	(2,268)	28,863
Total funds brought forward at 1 September 2017		216,362	951	217,313	188,450
Total funds carried forward at 31 August 2018		<u><u>212,484</u></u>	<u><u>2,561</u></u>	<u><u>215,045</u></u>	<u><u>217,313</u></u>

BALANCE SHEET AS AT 31 August 2018

		2018	2017
	£	£	£
CURRENT ASSETS			
Debtors	27,401		7,437
Cash at bank and in hand	188,882		216,306
	<u>216,283</u>		<u>223,743</u>
Creditors: amounts falling due within one year	(1,238)		(6,430)
	<u></u>		<u></u>
NET CURRENT ASSETS		215,045	217,313
		<u></u>	<u></u>
TOTAL NET ASSETS		215,045	217,313
		<u></u>	<u></u>
RESTRICTED FUNDS		2,561	951
UNRESTRICTED FUNDS			
Designated fund		5,000	5,000
General Funds		207,484	211,362
		<u>215,045</u>	<u>217,313</u>

For the year ended 31 August 2018 the company was exempt from audit under Section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime and in accordance with the Charity SORP and FRS 102

Approved by the Directors of the Company on ^{7th} Feb 2019 and signed on its behalf

J. M. Martin
Jean Martin
Secretary

[Signature]
7th Feb 2019

[Signature]
Lorenzo Azzolini
Director

NOTES TO THE ACCOUNTS for the year ended 31 August 2018

1 Accounting policies

1a Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 (FRS102). The charity is a Public Benefit Entity as defined by FRS192

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a statement of Cash Flows.

The accounts are prepared in Sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies are set out below.

The accounts for the year ended 31 August 2018 are the second accounts of Redemptoris Mater House of Formation prepared in accordance with FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 September 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102

1b Going concern

The financial statements have been prepared on a going concern basis dependent on the continual financial support of regular donors and connected parties. As recorded in the minutes, at the Administrative Council of 9 July 2018 the directors stated they had no concerns about the financial liability of RMHF.

1c Income

Income received for the general purposes of the Charity is included as unrestricted funds. Income for activities restricted by the wishes of the donor is included as restricted funds. All categories of income are credited to the Statement of Financial Activities in the year in which they are receivable.

1d Legacies

Legacies are included in the Statement of Financial Activities when the Charity is advised by the personal representative(s) of an estate that payment will be made or property transferred and the amount involved can be quantified.

1e Expenditure

Expenditure is included in the Statement of Financial Activities when incurred and includes attributable input VAT which cannot be recovered.

1f Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

1g Funds

Restricted funds comprise monies contributed by donors for specific purposes or subject to specific conditions.

Designated funds comprise funds set aside out of unrestricted funds by the Directors for specific future purposes.

General funds represent those monies that are freely available for application towards achieving any charitable purpose that falls within the Charity's charitable objects.

2a Unrestricted Donations	2018 £	2017 £
UK	133,936	155,987
Overseas	2,473	17,789
	<u>136,409</u>	<u>173,776</u>
2b Restricted donations	2018 £	2017 £
Grants from other charities (Cuore Amico)	3,500	4,388
	<u>3,500</u>	<u>4,388</u>
3 Other income	2018 £	2017 £
Grants from other charities	11,936	15,110
	<u>11,936</u>	<u>15,110</u>

NOTES TO THE ACCOUNTS for the year ended 31 August 2018 (continued)

4 Charitable activities	2018 £	2017 £
Bank charges	64	101
Books and newspapers	313	422
Motor expenses	9,598	11,640
Household furnishing and cleaning	2,604	2,621
Office stationery and computer	667	1,378
Taxes and rates	699	682
Food	12,832	12,197
Education	1,871	2,931
House services and repairs	399	1,544
Rent	57,855	57,855
Electricity	1,150	1,683
Gas	3,649	11,722
Telephone and internet	2,438	3,531
Water and general rates	3,107	2,357
Urban travel	6,534	5,493
Other travel	22,723	16,703
Expenses for the purposes of NCW Restricted Fund	1,890	3,437
Seminarians personal	4,061	4,214
Medical	2,035	2,565
Liturgical	1,830	1,420
Pastoral	2,958	2,629
Sundries, gifts and hospitality	448	695
Legal charges and visas	1,411	35
	<hr/> 141,136	<hr/> 147,855
5 Management and administration	2018 £	2017 £
Charity management	13	143
	<hr/>	<hr/>
6 Directors and employees		
The Directos received no remuneration for their services (2017: nil)		
The Charity employed no staff during the year (2017: nil)		
7 Debtors	2018 £	2017 £
Gift Aid recoverable	27,401	7,437
	<hr/>	<hr/>

NOTES TO THE ACCOUNTS for the year ended 31 August 2018 (continued)

8 Creditors: amounts falling due within one year	2018 £	2017 £
Accruals	1,238	6,430

9 Designated funds

A £5,000 reserve has been designated by the Directors to cover the costs in the event of the dissolution of the Charity.

Restricted funds

The charity has received from an overseas charitable organisation a grant totalling £3,500 for the specific purpose of supporting evangelisation activities inspired by the Neocatechumenal Way which falls within the object of the Charity. A restricted fund, NCW Evangelisation, has been established for this purpose.

Assets and liabilities of the funds

	Designated £	Restricted NCW Evang. £	General £	Total £
Debtors	-	-	27,401	27,401
Cash at bank and in hand	5,000	2,561	181,321	188,882
Creditors	-	-	(1,238)	(1,238)
	5,000	2,561	207,484	215,045

Taxation

The Charity is not liable to income tax or corporation tax on income derived from its charitable activities. All of its income falls within the various exemptions available

13 Operating lease commitments

At 31 August 2018, the Charity was committed to making the following payments during the next year in respect of operating leases for land and buildings that expire as follows:-

	2018 £	2017 £
Within one year	14,464	-
In the second to fifth year	-	57,855
After more than five years	48,600	-
	63,064	57,855

NOTES TO THE ACCOUNTS for the year ended 31 August 2018 (continued)
 STATEMENT OF FINANCIAL ACTIVITIES (including an Income and Expenditure Account)
 For the year ended 31 August 2017

	Notes	Unrestricted fund £	Restricted fund £	Total 2017 £	Total 2016 £
Income from					
Donations and Legacies					
Donations		157,776	4,388	162,164	146,590
Legacies		150.00	-	150	13,810
Grants from other charities		15,110	-	15,110	
Investment income					
Bank interest received		73	-	73	127
Total Income		<u>173,109</u>	<u>4,388.00</u>	<u>177,497</u>	<u>160,527</u>
Expenditure on:					
Raising funds					
Fundraising costs		636	-	636	1,044
Charitable activities					
Support for education		144,418	3,437	147,855	152,207
Administration		143	-	143	41
		<u>144,561</u>	<u>3,437</u>	<u>147,998</u>	<u>152,248</u>
Total expenditure		<u>145,197</u>	<u>3,437</u>	<u>148,634</u>	<u>153,292</u>
Net income/expenditure		27,912	951	28,863	7,235
Transfers between funds		-	-	-	-
Net movement in funds		<u>27,912</u>	<u>951</u>	<u>28,863</u>	<u>7,235</u>
Total funds brought forward at 1 September 2016		188,450	-	188,450	181,215
Total funds carried forward at 31 August 2017		<u>216,362</u>	<u>951</u>	<u>217,313</u>	<u>188,450</u>