

**The
Conference
of Religious
in England
and Wales**

Annual Report and Accounts

30 September 2018

Charity Registration Number
277024

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Reference and administrative information Year to 30 September 2018

Executive Committee	Fr Paul Smyth CMF (President) Sr Jane Maltby RSCJ (Vice President) Sr Sue Berry Sr Bernadette Boland (appointed May 2018) Sr Philomena Bowers RSM Sr Kitty Ellard (resigned May 2018) Br Laurence Hughes FSC (resigned May 2018) Fr Terence Madden M.Afr Sr Mary Mangan (appointed May 2018 and resigned October 2018) Sr Margo Murphy RNDM (resigned May 2018) Fr Robert Marsh OSA Rev Kenneth Okoli CSSP (appointed May 2018) Sr Frances Orchard CJ Abbot Martin Shipperlee OSB
General Secretary	Valerie Nazareth (from December 2018) Br James Boner OFM Cap (until August 2018)
Principal office	3 Montpelier Avenue London W5 2XP
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Investment manager	CCLA Investment Management Limited Senator House 85 Queen Victoria Street London EC4V 4ET
Banker	The Royal Bank of Scotland plc 48 Haymarket London SW1Y 4SE
Solicitors	Stone King LLP 13 Queen Square Bath BA1 2HJ

Report of the Executive Committee Year to 30 September 2018

The members of the Executive Committee present their statutory report together with the accounts of The Conference of Religious in England and Wales (the 'Conference' or 'COR') for the year ended 30 September 2018.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 22 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 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 United Kingdom and Republic of Ireland (FRS 102) and Update Bulletin 1.

INTRODUCTION

The Conference of Religious is a small charity, whose approximately 250 members are superiors of religious orders, whether male or female, working in the United Kingdom and beyond.

OBJECTIVES AND ACTIVITIES

The object of the charity is to promote the welfare of apostolic institutes of Religious in England and Wales, while respecting the autonomy, nature and spirit of each other. This includes:

- ◆ effecting closer co-operation with each other and with various other religious bodies and individual bishops;
- ◆ providing representation with constituted authorities, both ecclesiastical and civil.

The charity now pursues these objectives by operating through committees drawn from the expertise of the membership and lead professionals and coordinated through the Secretariat led by the General Secretary. The Secretariat disseminates information, organises conferences and maintains links with Religious and other bodies that have similar interests. It is also the official verifier for sponsorship through the points based system of migration for the Religious at the Home Office.

The task for the future is to promote a wider understanding of the ministry undertaken by Religious over the past 50 years which has had such a profound impact on the fabric of society up until the present time; while at the same time, recognising the profound social, economic and political changes within the wider society and inevitably within religious life itself. There has been rapid transformation in religious life resulting from these changing demographics in the early part of the 21st Century; in some cases growth, in others the diminishment of many religious congregations. Religious are faced with new and complex apostolic challenges on both a national and international scale. Financial security is essential in the light of all these demographic changes, and retirement and healthcare needs are a significant focus for so many on a practical level. There is a growing awareness by congregations of the need to make provision for a 'Legacy' so that their particular charism is continued on these shores.

OBJECTIVES AND ACTIVITIES (continued)

A major aim of the Conference is to help Religious face their challenges together, through development of collaborative and networking initiatives, providing strength and support through unity.

Religious also face the contemporary needs of keeping up to date with relevant legal matters relating to issues like migration and data protection, as well as ethics, and morality, and need to be informed of policies and procedures pertaining to safeguarding for children and vulnerable adults. In their ministerial role they meet the needs of multicultural, multi-faith communities as well as facing the growth of secularism. Members frequently ask the question “how can we demonstrate that the world will be a better place because we are here?” An important aspect of the Conference is to facilitate the ‘voice of Religious’ being heard in all echelons of society. It is of paramount importance that the vulnerable and those in need are cared for by society and that especially those called to a religious vocation are at the forefront of response.

Public benefit

The Conference of Religious (COR) exists to support and promote the work of Religious superiors in England and Wales. The members of COR are involved through their ministry in a wide range of activities including: healthcare, education, pastoral support, chaplaincy and counselling, which are all of direct benefit to the public.

When setting the objectives and planning the work for the year and future activities, the members of the Executive Committee have given careful consideration to the Charity Commission’s general guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE

Review of activities during the year

The General Secretary has worked closely this year to facilitate the work of the Conference under the direction of the President and the Executive (Trustees). The Executive meets at least three times a year. Members of the Executive bring with them invaluable leadership and people-skills which they use in deciding the signs of the times for congregations.

The Executive is committed to assisting the membership in the manner in which they live their fruitful lives in this country and their outreach in other countries. The many affiliated groups and lobbying agencies assist the Conference in attending to this mission. The ‘Strategic Plan’ is still to be fully implemented and is discussed periodically at meetings. It is recognised that the Conference will have to be adaptive in its leadership and management structure if its future is to be secure. The Executive is aware of the challenges that the Secretariat face with a small office staff.

ACHIEVEMENTS AND PERFORMANCE (continued)

The Annual General Meeting

The members of the Executive spend much of their time discussing the future position of Religious in civil society and the changing nature of our way of life. As a membership group of leaders, an important aspect of the Executive's role is to support them in their ministry. As part of this, the AGM usually has a focus on leadership and its changing face in religious congregations, and its social impact in this country and abroad. To facilitate this, Sister Pat Murray IBVM addressed the meeting on the theme "Wineskins – Old and New: The Creative Faithfulness of Consecrated Life." Her input was very much appreciated by all those who attended. This was demonstrated in the evaluation of the meeting by members and considered by the members of the Executive at their meeting after the event. The Executive is currently planning the AGM of 2019.



Restructuring of COR

The Executive, in accordance with the review of the strategic plan, set up a sub-committee to facilitate a review of the structure of the COR Secretariat. It was assisted in this review by an external consultant from Employment Matters (Mrs Susan Thomas). The Executive set out the criteria and rationale for the changes that were being considered. The need for this became ever more urgent with the resignation of the General Secretary (Br James Boner OFM Cap) who had been elected the previous year as Provincial of his congregation. A consequence of the restructuring, and in compliance with the legal requirements, it was necessary to make two of the staff redundant. The Executive is very grateful for the outstanding service that Mrs Catherine Landgridge and Mr Raymond Wilson have given to COR Executive and membership.

As part of the vision for COR, the Executive decided that a new position would exist at COR, that of Development Lead. The Development Lead is tasked with leading communication and facilitating the voice of Religious in our society. Many of the works of religious congregations are largely unknown or under-reported in the press. The position was widely advertised and Mrs Bernadette Kehoe was appointed to the position. She has already been introduced to the membership and is currently developing closer connections with them. She has overseen a revamp of the web-site: www.corew.org.

The sub-group continued to meet, and kept the Executive apprised of any proposed changes at the Secretariat. A timeline was established for the recruitment and appointment of a new General Secretary and an interim management structure was in place until the completion of this exercise. The new General Secretary, Valerie Nazareth, took up post on 3 December 2018.

ACHIEVEMENTS AND PERFORMANCE (continued)

Safeguarding Children and Vulnerable Adults

Independent Inquiry into Child Abuse (IICSA)

The impact of this far reaching Inquiry into historical child abuse is seen as an important milestone in the life of this country. The Executive, in recognition of the importance of this Inquiry, sought to engage proactively with the Inquiry team and to assist them it was understood that a professional approach was required. In consultation and in collaboration with the Catholic Bishops' Conference of England and Wales (CBCEW), a committee was constituted, chaired by Baroness Nuala O'Loan, with members of Religious Congregations and the CBCEW. The committee named Catholic Council to the Inquiry into Child Sexual Abuse (CC-IICSA) coordinates the response of COR and the Conference of Bishops. The Executive recognises the importance of the Inquiry. Therefore, as is stated above, the Executive is proactive in meeting with the Inquiry queries and is kept fully informed of the progress of the Inquiry and its impact on religious congregations. The General Secretary, on behalf of the Executive, has attended sessions pertinent to religious congregations. The Executive continues to monitor closely the work of the Inquiry in the 'streams' relevant to the membership. On 8 August 2018, the Executive received another Rule 9 Letter and has complied fully with the instructions of the letter.

During the year, Religious were represented on this Council by our General Secretary, Brother James Boner OFM Cap, and Sister Lyndsay Spendelow RSM. The aim of this Council is to co-ordinate the Church's work with the Inquiry, to facilitate and to ensure full and proper responses to the Inquiry by the different organisations within the Church.

This Inquiry will inevitably be the focus of media attention. Consequently, the Executive is conscious of the impact and importance of this Inquiry and welcomes the focus on victims and survivors. The Executive has been kept fully informed and is committed to working proactively with the Inquiry team and the CC-IICSA.



ACHIEVEMENTS AND PERFORMANCE (continued)

The Mixed Commission

The Mixed Commission is made up of five members from the CBCEW and five members from COR, ABC (Association of British Contemplatives) and UMS (Union of Monastic Superiors). They meet together with the general secretaries from both Conferences, managing the administrative aspects of the meetings. This enables co-ordinated discussion on significant matters within the Church, between the Religious and the bishops in England and Wales.

In its meetings, it has discussed issues of common concern, including:

- Vicars for Religious;
- Consecrated virgins;
- Points based migration;
- Pastoral support service (NCSC);
- CC-IICSA;
- Protocol for Religious entering England and Wales;
- National Office of Vocations; and
- The Ad Limina Visit.



United Kingdom Vetting & Immigration

The Conference has continued to monitor the development of the points-based system and its effects on the movement of Religious from overseas undertaking ministry in England and Wales. This has developed to include direct advice and 'Level One' administrative support by a member of the COR staff to COR leaders applying for sponsorship.

The Conference of Religious also has a role as verifier to demonstrate that applicants for sponsorship are 'bona fide' Roman Catholic congregations of Religious, and sends a letter of authorisation to the Home Office to this effect, validated for each individual by the General Secretary of COR. Many religious congregations have been assisted by the COR Secretariat to become official sponsors. It is recognised that there is a growing trend to invite Religious from other countries to assist and enhance religious ministerial outreach.

ACHIEVEMENTS AND PERFORMANCE (continued)

United Kingdom Vetting & Immigration (continued)

The Executive is kept abreast of the developments in this field and seeks to positively help all those requiring assistance. There has been substantial changes to the provision of Tier 2 and Tier 5 which have been clearly monitored by the Executive. The Executive is aware that this is an increasingly difficult area to navigate and has recourse to professional advice.

UKVI website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>



Union Of The European Conferences Of Major Superiors (UCESM)

UCESM, a church association of canonical right and also an International Non-Profit-Making Association of Belgian Right (AISBL), is a union at the service of Religious Life in Europe. At present, UCESM gathers 38 national Conferences of 27 European countries for a total of about 260,000 religious men and women. Their work focused mainly on the reflection on, and preparation of, the 18th General Assembly of UCESM in Romania in March 2018 with the topic: “Widen the space of your tent” (Isaiah 54:2) within the overall framework of “immigration and integration.”

UCESM website: <http://www.ucesm.net/?lang=en>

Other meetings and engagements

On behalf of the Executive, the General Secretary has attended meetings and engagements with:

- Catholic Safeguarding Advisory Service (CSAS);
- National Catholic Safeguarding Commission (NCSC);
- Churches Legislation and Advisory Service (CLAS);
- National Office of Vocations (NOV); and
- Religious Life Institute.

FINANCIAL REVIEW

Results for the year

The statement of financial activities shows that net expenditure for the year before gains on investments was £30,564 (2017: net income of £46,366). Net gains on the revaluation and disposal of investments were £75,409 (2017: £53,711) leading to an overall increase in funds of £44,845 (2017: £100,077).

FINANCIAL REVIEW (continued)

Results for the year (continued)

Income comprised mainly of membership fees, income from meetings and investment income. Some members continued to subscribe amounts in excess of their actual fees so that those members whose resources are more limited are not prevented from participating in conferences and other activities.

Investment policy and performance

The charity's investments, managed by CCLA Investment Management Limited, were valued at £807,523 (2017: £732,114) at the year end date.

The investment managers operate within specific, ethical guidelines which are set out and reviewed periodically by the Executive Committee. The ethical guidelines mean that the charity cannot invest in any company connected with armaments, gambling, tobacco, alcohol, contraception and known social injustice in the third world. The charity's investment policy is to maintain a balance between capital growth and income, so that, over the long term, the real value of assets will be maintained.

In accordance with the above policy, investments were held in COIF Charities Ethical Investment Fund Income Units and COIF Charities Ethical Investment Fund Accumulation Units during the year. The holding returned a total yield (income and capital) of 11.7% for the year.

Raising funds

The charity aims to achieve best practice in the way in which it communicates with members and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on members and supporters. It applies best practice to protect members' and supporters' data and never sells data, it never swaps data and ensures that communication preferences can be changed at any time. The charity manages its own activities in respect to raising funds and does not employ the services of professional fundraisers. The charity undertakes to react to and investigate any complaints regarding its activities for raising funds and to learn from them and improve its service. During the year, the charity received no complaints about such activities.

Reserves policy

The members of the Executive Committee consider that it is essential to have in place an appropriate amount of working capital so that the charity may meet its liabilities as and when they fall due. To meet this objective, the members of the Executive Committee consider that funds available for working capital and held as free reserves should be equivalent to at least six months' operating expenses.

FINANCIAL REVIEW (continued)

Financial position

At 30 September 2018, the charity had total net assets of £984,643 (2017: £939,798). £807,523 (2017: £732,114) of these net assets comprise the charity's investment portfolio and represent a designated fund called the capital reserve fund. Demographic data relating to membership of religious congregations, together with the lower number of current vocations, continue to indicate that further reductions in income may be expected in future years.

The charity will rely more and more on investment income in order to fund its charitable work. Consequently, the members of the Executive Committee have set aside, or designated, the value tied up in the charity's investment portfolio as a capital reserve in order to provide a level of assurance that investment income will continue to be generated in future years and thereby 'finance' the charity's work in the long term.

A further £354 (2017: £867) of the total net assets are accounted for as part of a tangible fixed asset fund in recognition of the fact that such assets cannot be easily realised to meet the charity's operating expenditure.

The remainder of the net assets represent the charity's free reserves which, at 30 September 2018, stood at £176,766 (2017: £206,817). Comparing this to the charity's reserves policy set out above, it is clear that there is scope to reduce the free reserves. However, members of the Executive Committee are content also to allow the free reserves to exceed the amount set out in the policy for the immediate future given the ongoing structural changes within the charity and also the volatility in investment markets and the general economic and political uncertainties which exist currently.

FUTURE AND ONGOING PLANS

The Executive continues to seek to enhance the role of COR and support Religious in their life and ministry through:

- Collaboration with the Bishop's Conference and other ecclesial bodies;
- Monitoring the IICSA Inquiry
- Contributing to and participating in the Catholic Council IICSA
- Supporting Religious Life through conferences and workshops;
- Engaging with professional bodies in their support of COR.
- A continued presence at NCSC and CSAS
- The coming year will be a significant one with the planned induction of the new Secretary General, the consolidation of the Secretariat team and the outreach of COR through the newly appointed Development Lead.

PRINCIPAL RISKS AND UNCERTAINTIES

The Executive is continuing to work on assessing the main risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity, its investments, and its finances. The Executive believes that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, it has established effective systems to mitigate those risks. These systems are also frequently reviewed with a view to possible updates and improvements.

The key risks for the charity, as identified by the Executive, are described below together with the principal ways in which they are mitigated:

- ◆ Loss of key personnel;
- ◆ Reliance on limited income sources; and
- ◆ GDPR

Loss of key personnel

The Executive notes the importance of consistency in staff and key personnel within the organisation. It recognises the challenges that the loss of personnel can have on an organisation that relies on a relatively small team of people. To assist in mitigating this risk, a number of strategies are in place. Some of the Executive Trustees hold positions on external bodies which are important to the effective functioning of COR. There are also religious and lay people who participate in aspects of COR such as safeguarding (EASG, NCSC; CC-IICSA) and finance.

The COR Secretariat has now been restructured and all appointments made to help ensure the future viability and functioning of the Secretariat for all members. As stated previously, the Executive continues to be engaged in assessing the future needs of the members and how this is best served by the Secretariat. To assist in mitigating any disruption, and in reference to the membership survey, the Executive is actively engaged in scenario planning, complemented by review of roles and responsibilities.

Reliance on limited income sources

The reliance on one single source of income has long been recognised as a risk to the future ability of COR to provide the service that the members require and to ensure that religious congregations are represented in areas of concern. The main source of income is the membership fees. The Strategic Plan highlighted the fact that the number of members is decreasing, resulting in a decrease in the income derived from congregations. This is reflected in the budget for 2018/2019.

PRINCIPAL RISKS AND UNCERTAINTIES (continued)

Reliance on limited income sources (continued)

It is recognised that many congregations have increasing demands on their income due to care of the elderly and related costs. In recognition of this risk, the Executive has discussed this reality and mandated the General Secretary to explore the possibility of external funding from agencies that support religious congregations. The Executive also recognise that it receives professional support from companies and notably this year from Buzzacott; StoneKing; BLM; D.E. Ford; Farrer & Co and CCLA. The charity is indebted to these firms for their advice and guidance.

General Data Protection Regulation (GDPR)

The members of the Executive take their legal responsibilities seriously and discussed the provisions that would be required for the implementation of GDPR in May 2018. The Executive has a written Privacy Policy and the Conference of Religious has updated the website to remain compliant with the legislation. The security of the servers was reviewed and upgraded to protect against external phishing of our systems. The Executive continues to monitor the way in which data is held and recognises the importance of protecting the identity of the membership in accordance with GDPR regulation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Conference is governed by its own statutes and is registered with the Charity Commission (Charity Registration No. 277024). The property of the Conference is vested in a Trust, regulated by a trust deed dated 20 November 1978, as amended by deeds of variation dated 4 March 1992 and 20 September 2001.

Organisation

COR is administered by an Executive Committee, members of which constitute the trustees of the charity. At 30 September 2018, the Executive Committee comprised a president, a vice president, and eight other members.

The responsibility for representing the charity at meetings of other ecclesiastical and civil bodies falls mainly on members of the Executive Committee. However, the day-to-day management of the charity is delegated to the General Secretary. The Executive Committee monitors progress by meeting bi-monthly to receive reports from the General Secretary and other staff members when appropriate. The Executive Committee also maintains financial control by approving the annual budget and receiving management accounts which are prepared on a quarterly basis.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Executive Committee

As stated above, members of the Executive Committee constitute the trustees of the charity. They are incorporated under the provisions of section 251 of the Charities Act 2011 as “The trustees of the Conference of Religious of England and Wales”.

Members of the Executive Committee, who served during the year or who were in office at the date on which this report was signed, are set out on page 1.

They are appointed by means of nomination and election procedures at the charity’s Annual General Meeting. Each member is elected for a period of three years and is eligible to serve for a maximum of two terms. Newly appointed members of the Executive Committee attend an induction day which is organised by the Executive Committee.

Key management personnel

The members of the Executive Committee consider that they, together with the General Secretary, comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the members of the Executive Committee are remunerated for their services to the charity. The remuneration of the General Secretary is based on market rates. The remuneration is considered annually by the Executive Committee and any increments to the salary are agreed and ratified. Brother James Boner resigned from the role of General Secretary in August 2018 and the new General Secretary, Valerie Nazareth, was appointed in December 2018. In the interim period, the services of a consultant, Susan Thomas, were utilised to help discharge responsibilities ordinarily expected of the permanent General Secretary.

STATEMENT OF RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is responsible for preparing the report of the Executive Committee and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Executive Committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the Executive Committee is required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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);
- ◆ make judgements and estimates that are reasonable and prudent;

STATEMENT OF RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE (continued)

- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Executive Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the accounts comply with the Charities Act 2011, applicable Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The Executive Committee is 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.

ACKNOWLEDGEMENTS

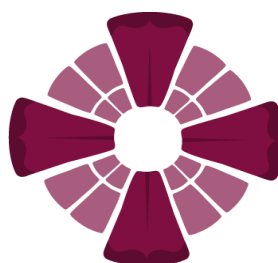
The Executive would like to thank the members of the Secretariat: the General Secretary, the Admin/Technical Co-ordinator and the Administrative Secretary for their support and commitment to COR throughout this year. The Executive welcomes the new members to the Secretariat: The Development Lead and the Administrative Coordinator.

Signed on behalf of the Executive Committee:

Fr Paul Smyth CMF

Member of the Executive Committee

Approved on: 31 January 2019



CONFERENCE *of* RELIGIOUS

England & Wales

Independent auditor's report Year to 30 September 2018

Independent auditor's report to the members of the Executive Committee of The Conference of Religious in England and Wales

Opinion

We have audited the accounts of The Conference of Religious in England and Wales (the 'charity') for the year ended 30 September 2018 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and the notes to the accounts. 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 accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 30 September 2018 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 Executive Committee's use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- ◆ the Executive Committee has not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity'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 accounts are authorised for issue.

Independent auditor's report Year to 30 September 2018

Other information

The Executive Committee is responsible for the other information. The other information comprises the information included in the Annual Report and Accounts other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the Report of the Executive Committee is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of the members of the Executive Committee

As explained more fully in the statement of responsibilities of the Executive Committee, the members of the Executive Committee (who are the charity's trustees) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Executive Committee determines is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Executive Committee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive Committee either intends to liquidate the charity or to cease operations, or has no realistic alternative but to do so.

Independent auditor's report Year to 30 September 2018

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts 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 accounts.

A further description of our responsibilities for the audit of the accounts 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 members of the Executive Committee, (who are charity's trustees), as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the members of the Executive Committee 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 charity and the members of the Executive Committee, as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP

15 February 2019

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 30 September 2018

	Notes	Unrestricted funds	
		2018 £	2017 £
Income from:			
Investments and interest receivable	1	14,752	13,515
Charitable activities	2	240,397	252,448
Total income		255,149	265,963
Expenditure on:			
Charitable activities			
. Promotion of the welfare of Apostolic Institutes of Religious in England and Wales	3	285,713	219,597
Total expenditure		285,713	219,597
Net (expenditure) income before investment gains	4	(30,564)	46,366
Net investment gains	8	75,409	53,711
Net income and net movement in funds		44,845	100,077
Reconciliation of funds:			
Fund balances brought forward at 1 October 2017		939,798	839,721
Fund balances carried forward at 30 September 2018		984,643	939,798

All of the charity's activities derived from continuing operations during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

Balance sheet 30 September 2018

	Notes	2018 £	2018 £	2017 £	2017 £
Fixed assets					
Tangible assets	7		354		867
Investments	8		807,523		732,114
			807,877		732,981
Current assets					
Debtors	9	9,916		5,205	
Short term deposits		150,000		150,000	
Cash at bank and in hand		93,311		134,611	
		253,227		289,816	
Liabilities					
Creditors: amounts falling due within one year	10	(76,461)		(82,999)	
Net current assets			176,766		206,817
Total net assets			984,643		939,798
The funds of the charity:					
Unrestricted funds					
. General funds			176,766		206,817
. Tangible fixed assets fund	11		354		867
. Designated funds	12		807,523		732,114
			984,643		939,798

Approved by the members of the Executive Committee and signed on their behalf by:

Fr Paul Smyth CMF

Member of the Executive Committee:

Approved on: 31 January 2019

Principal accounting policies Year to 30 September 2018

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year to 30 September 2018 with comparative information provided for the year to 30 September 2017.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the Executive Committee and management to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the expected useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge; and
- ◆ allocating support costs between expenditure headings.

Assessment of going concern

The Executive Committee has assessed whether the use of the going concern assumption is appropriate in preparing these accounts. It has made this assessment in respect to a period of one year from the date of approval of these accounts.

The Executive Committee has concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Executive Committee is of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 30 September 2019, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment return and the performance of the investment markets.

Principal accounting policies Year to 30 September 2018

Statement of cash flows

The accounts do not include a statement of cash flows because the charity is considered a small charity and is therefore exempt from the requirement to prepare such a statement under the Charities SORP FRS 102 Update Bulletin 1.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises investment income and interest receivable and income from charitable activities, principally the income derived from membership subscriptions and financial contributions towards meetings.

Investment income is recognised once the dividend or equivalent has been declared and notification has been received of the amount due.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income comprising annual membership subscriptions is credited to the statement of financial activities on an accruals basis with reference to the period covered by the subscription. Income in respect to meetings and other events is credited to the statement of financial activities when invoiced and is accounted for net of any discounts and/or rebates.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is stated inclusive of irrecoverable VAT.

All expenditure incurred by the charity relates directly or indirectly to the principal charitable objective of the charity i.e. promoting the welfare of Apostolic Institutes of Religious in England and Wales. Within this heading, expenditure is categorised between the key areas of activity and is analysed in note 3 to these accounts. Indirect expenditure comprises support costs and governance costs. Support costs include all expenditure on financial procedures, the provision of office services and general administration. Governance costs comprise the costs of public accountability (including audit costs). All support and governance costs are allocated to activities in the ratio of the direct expenditure on each activity.

Principal accounting policies Year to 30 September 2018

Tangible fixed assets

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

Improvements to leasehold property are depreciated on a straight-line basis over the life of the lease.

Depreciation is provided on office furniture and equipment purchased outright on a straight-line basis at rates of 20% and 25% per annum respectively.

Investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Principal accounting policies Year to 30 September 2018

Funds structure

The unrestricted funds of the charity represent those funds which are freely available for use in furtherance of the charity's objectives at the discretion of the members of the Executive Committee. Within the total unrestricted funds of the charity, the members of the Executive Committee have designated amounts for specific purposes and have identified those non-liquid funds represented by the tangible fixed assets and fixed asset investments. Those funds not designated or represented by tangible fixed assets or fixed asset investments are classified as general funds.

Pension costs

Contributions payable to defined contribution pension schemes and/or personal pension plans are accounted for in the year in which they are payable.

Notes to the accounts Year to 30 September 2018

1 Income from investments and interest receivable

	Total funds 2018 £	Total funds 2017 £
Investment income		
. Unit trusts and common investment funds	14,595	13,289
Bank interest	157	226
	14,752	13,515

2 Income from charitable activities

	Total funds 2018 £	Total funds 2017 £
Membership subscriptions	188,025	197,140
Meetings	32,713	42,802
Other income	19,659	12,506
	240,397	252,448

3 Expenditure on charitable activities:

Promotion of the welfare of Apostolic Institutes of Religious in England and Wales

	Direct costs		Support and governance costs		Total funds 2018 £	Total funds 2017 £
	Staff costs £	Other costs £	Staff costs £	Other costs £		
Safeguarding	7,802	—	1,950	5,110	14,862	11,011
Advice and information	46,809	—	11,702	30,663	89,174	66,063
Members' meetings	54,611	25,916	13,653	35,773	129,953	108,502
Advocacy	15,602	—	3,901	10,221	29,724	22,021
Vocations	—	22,000	—	—	22,000	12,000
	124,824	47,916	31,206	81,767	285,713	219,597

Notes to the accounts Year to 30 September 2018

4 Net (expenditure) income before investment gains

This is stated after charging:

	Total funds 2018 £	Total funds 2017 £
Staff costs (note 5)	156,030	93,154
Audit costs including VAT		
. Statutory audit services		
.. Current year	7,875	7,500
.. Prior year under-provision	—	252
Depreciation	513	515

5 Staff costs

	Unrestricted	
	2018 £	2017 £
Staff costs during the year were as follows:		
Wages and salaries	98,019	83,043
Social security costs	6,727	5,049
Pension costs	5,669	5,062
Redundancy costs	24,615	—
	135,030	93,154
Consultancy	21,000	—
	156,030	93,154
Staff costs per function were as follows:		
Safeguarding	7,802	4,658
Advice and information	46,809	27,946
Members' meetings	54,610	32,604
Advocacy	15,603	9,315
Governance	15,603	9,316
Support	15,603	9,315
	156,030	93,154

Notes to the accounts Year to 30 September 2018

5 Staff costs (continued)

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2017 – none).

The average number of employees during the year, including consultants, (by head count), analysed by function, was as follows:

	2018	2017
Secretariat (safeguarding, advice and information, members' meetings, advocacy, vocations, formation)	3.4	2.4
Support	0.9	0.6
	4.3	3.0

Remuneration of key management personnel

The members of the Executive Committee, together with the General Secretary comprise the key management of the charity. No member of the Executive Committee received any remuneration in connection with his or her services during the year (2017 - £nil).

The remuneration paid in respect to the post of General Secretary for the year ended 30 September 2018 was £64,270 (2017 - £51,191). This includes amounts payable to consultants covering the position in the absence of a permanent General Secretary.

No members of the Executive Committee were reimbursed expenses during the year (2017 – none) in respect to travel and meeting expenses in connection with their duties as members of the Executive Committee.

6 Taxation

The Conference of Religious in England and Wales is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Notes to the accounts Year to 30 September 2018

7 Tangible fixed assets

	Improvements to leasehold property £	Office furniture and equipment £	Total £
Cost			
At 1 October 2017 and 30 September 2018	168,663	18,537	187,200
Depreciation			
At 1 October 2017	168,663	17,670	186,333
Charge for year	—	513	513
At 30 September 2018	168,663	18,183	186,846
Net book values			
At 30 September 2018	—	354	354
At 30 September 2017	—	867	867

8 Investments

	2018 £	2017 £
Listed investments		
Market value at 1 October 2017	732,114	478,404
Additions at cost	—	485,906
Disposals proceeds	—	(285,907)
Realised gains	—	7,250
Disposals at opening market value	—	(278,657)
Unrealised investment gains	75,409	46,461
Market value at 30 September 2018	807,523	732,114
Cost of listed investments at 30 September 2018	671,678	671,678

At 30 September 2018, the listed investments comprised holdings in the following two Common Investment Funds managed by CCLA Investment Management Limited:

Holding	Market value at 30 September 2018 £	Percentage of portfolio %
COIF Charities Ethical Investment Fund Income Units	447,903	55.5%
COID Charities Ethical Investment Fund Accumulation Units	359,620	44.5%
	807,523	100.0%

9 Debtors

	2018 £	2017 £
Prepayments and accrued income	4,916	5,205
Other debtors	5,000	—
	9,916	5,205

Notes to the accounts Year to 30 September 2018

10 Creditors: amounts falling due within one year

	2018 £	2017 £
Membership subscriptions received in advance	51,077	51,570
Accruals	20,211	16,931
Other creditors	5,173	14,498
	76,461	82,999

11 Tangible fixed asset fund

	2018 £
At 1 October 2017	867
Movement in year	(513)
At 30 September 2018	354

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. A decision was made to separate this fund from the general fund and other designated funds of the charity in recognition of the fact that the tangible fixed assets are essential to the day-to-day work of the charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

12 Designated funds

The income fund of the charity include the following designated fund which has been set aside out of unrestricted funds by the members of the Executive Committee for specific purposes:

	At 1 October 2017 £	New designations £	Utilised/ released £	At 30 September 2018 £
Capital reserve fund	732,114	75,409	—	807,523

The charity will rely more and more on investment income in order to fund its charitable work. Consequently, the members of the Executive Committee believe it prudent to set aside, or designate, the value tied up in the charity's investment portfolio as a capital reserve in order to provide a level of assurance that investment income will continue to be generated in future years and thereby 'finance' the charity's work in the long term.

Notes to the accounts Year to 30 September 2018

13 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2018 £
Fund balances at 30 September 2018 are represented by:				
Tangible fixed assets	—	354	—	354
Investments	—	—	807,523	807,523
Net current assets	176,766	—	—	176,766
Total net assets	176,766	354	807,523	984,643
			Total 2018 £	Total 2017 £
Reconciliation of movements in unrealised gains on investment assets:				
Unrealised gains at 1 October 2017			60,436	13,976
Net unrealised gains arising in year			75,409	46,461
Movements relating to disposals in the year			—	(1)
Unrealised gains at 30 September 2018			135,845	60,436

14 Transactions with related parties

The religious congregations to which the members of the Executive Committee and the General Secretary belong are all members of the charity and pay membership subscriptions to the charity. All such payments are made to the charity on an arm's length basis.

During the year, the congregations to which the members of the Executive Committee and the General Secretary belong made contributions to the charity totalling £18,230 (2017 - £19,850). These contributions consist of membership fees and donations.

During the year, the charity incurred rent and service charges totalling £15,979 (2017 - £19,166) payable to The Trust of St Benedict's Abbey, Ealing. Abbott Martin Shipperlee, a member of the charity's Executive Committee, is also a trustee of The Trust of St Benedict's Abbey, Ealing.

Brother James Boner resigned from the role of General Secretary in August 2018 and the new General Secretary, Valerie Nazareth, was appointed in December 2018. In the interim period, the services of a consultant, Susan Thomas, were utilised to help discharge responsibilities ordinarily expected of the permanent General Secretary.

The charity remunerated Mrs Susan Thomas for her services through payments against invoices in favour of Employment Matters, a UK registered company over which Mrs Susan Thomas exercises significant control. The total value of invoices payable during the financial year to Employment Matters in respect to cover for the role of General Secretary amounted to £8,100 (2017 - £nil). Of this amount, £3,600 (2017 - £nil) is included within creditors at the balance sheet date.

Notes to the accounts Year to 30 September 2018

14 Transactions with related parties (continued)

The charity had also engaged the services of Mrs Susan Thomas through Employment Matters prior to the provision of cover for the role of General Secretary. The value of any transactions occurring between the charity and Employment Matters prior to Mrs Susan Thomas' being placed in a position of influence has not been included in the amount disclosed above.