

REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity No. 1047443

Company No. 2965770



ANNUAL REPORT AND ACCOUNTS
For the year ended 31 August 2020

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2020

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ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2020 (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	Ian Maguire
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	Daniele Lionetti 22 Avalon Road London W13 0BN
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 2020 (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 2019-20 a total of 16 volunteers contributed to the charity's activities by working in the library, cleaning, administration, kitchen and teaching assistance 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 2019-20 there were 14 seminarians training for the priesthood in the Redemptoris Mater House of Formation, from several countries in Europe and America. Eight of them have been residing full board in the House of Formation. Two of them have spent the last year of Academic Formation at Allen Hall, the Diocesan Seminary. Four 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 2020 (continued)

Due to the restrictions following the COVID-19 pandemic, Deacon Axcel Soriano's ordination to the priesthood has been postponed from June 2020 to September 2020 and so have the ordinations to the diaconate.

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 2019-20 the placements were as follow: Michał Pastuszka in Australia and Papua New Guinea; Marcin Nadolski and Tom Blackburn in Israel, Dominic Quirke in Qatar.

On a weekly basis, seminarians are usually involved in pastoral activities which may include ministry in hospitals, prisons, schools, university chaplaincy and parishes around London. Among other accomplishments, these pastoral activities enable the seminarians to develop social skills for helping the most vulnerable and those at the fringe of society. Due to the COVID-19 pandemic, pastoral placements were limited by the restrictions. Nonetheless, some seminarians were able to share the pastoral challenges of this time alongside priests in parishes, including helping in foodbanks.

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 four 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 amounted to £13 while fundraising was £950.

The funds made available to the charity during the year 2019-20 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. The balance of the fund for the year 2019-20 is £522.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2020 (continued)

The unrestricted donations for 2019-20 show an increase of £17,471 Grants received amounted to £7,539. The total income figure for this year is £162,279, £22,545 than the previous year. In 2019-20 overseas donations amounted to £351.

Fundraising complaints

During 2019-20 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 2020 (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. A specific Risk Assessment has been carried out to eliminate or mitigate risks arising from the COVID-19 pandemic.

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 2020-21, 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. Particular consideration has been given to the impact of Brexit to the charity and to its mission.

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, within the limits allowed by the COVID-19 restrictions issued by the government.

Students on missionary placements will be working in Israel and Uganda.

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 2020-21 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 some results in previous years 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 2020 (continued)

Impact of COVID-19 pandemic on RMHF

By the end of August 2020, the impact of COVID-19 pandemic on RMHF has been, thank God, very mild. The main object of the charity, which is its mission, has carried on. Some events in the life of the House of Formation have been delayed or cancelled, without causing too much disruption. The mental health of seminarians, formators and staff has been good. The financial situation has not been significantly affected either. Because of the pandemic some expenses increased, others decreased. Donations have been generous.

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 accrual 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 ^{8th} March 2021 and signed on its behalf by:

Lorenzo Andreini
Director

Date 21 Apr 2021

**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.



Daniele Lionetti
22 Avalon Road
London W13 0BN

Date 24/04/2021

STATEMENT OF FINANCIAL ACTIVITIES (including an Income and Expenditure Account)
For the year ended 31 August 2020

	Notes	Unrestricted fund £	Restricted fund £	Total 2020 £	Total 2019 £
Income from	1c				
Donations and Legacies					
Donations	2a	154,531	-	154,531	137,060
Legacies	1d		-	-	1,000
Grants from other charities		7,539	-	7,539	1,500
Investment income					
Bank interest received		210	-	210	174
Total Income		<u>162,279</u>	<u>-</u>	<u>162,279</u>	<u>139,734</u>
Expenditure on:	1e				
Raising funds					
Fundraising costs		950	-	950	597
Charitable activities					
Support for education	4	160,155	-	160,155	142,937
Administration	5	13	-	13	172
		<u>160,168</u>	<u>-</u>	<u>160,168</u>	<u>143,109</u>
Total expenditure		<u>161,118</u>	<u>-</u>	<u>161,118</u>	<u>143,705</u>
Net income/expenditure		1,162	-	1,162	(3,971)
Transfers between funds		-	-	-	
Net movement in funds		1,162	-	1,162	(3,971)
Total funds brought forward at 1 September 2019		210,405	522	210,927	214,898
Total funds carried forward at 31 August 2020		<u>211,566</u>	<u>522</u>	<u>212,088</u>	<u>210,927</u>

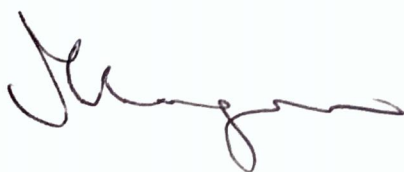
BALANCE SHEET AS AT 31 August 2020

		2020	2019
		£	£
FIXED ASSETS	7	7,265	2,395
CURRENT ASSETS			
Debtors	8	45,584	22,865
Prepayment		338	
Cash at bank and in hand		160,267	193,050
		<u>206,189</u>	<u>215,915</u>
Creditors: amounts falling due within one year	9	(1,365)	(7,383)
		<u></u>	<u></u>
NET CURRENT ASSETS		204,824	208,532
TOTAL NET ASSETS		<u>212,088</u>	<u>210,927</u>
RESTRICTED FUNDS		522	522
UNRESTRICTED FUNDS			
Designated fund		5,000	5,000
General Funds		206,566	205,405
		<u>212,088</u>	<u>210,927</u>

For the year ended 31 August 2019 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 8th March 2021 and signed on its behalf

Ian Maguire
Secretary



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Lorenzo Adreini
Director



NOTES TO THE ACCOUNTS for the year ended 31 August 2020

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 2020 have been 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 13 July 2020 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.

NOTES TO THE ACCOUNTS for the year ended 31 August 2020 (continued)

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.

	2020	2019
	£	£
2a Unrestricted Donations		
UK (UK Donations + Gift Aid to be claimed)	154,180	136,247
Overseas	351	813
	<u>154,531</u>	<u>137,060</u>
2b Restricted donations	2020	2019
	£	£
Grants from other charities	-	-
	<u>-</u>	<u>-</u>
3 Other income	2020	2019
	£	£
Grants from other charities	7,539	1,500
	<u>7,539</u>	<u>1,500</u>

NOTES TO THE ACCOUNTS for the year ended 31 August 2019 (continued)

4 Charitable activities	2020 £	2019 £
Bank charges	79	64
Books and newspapers	335	188
Motor expenses	10,855	11,201
Household furnishing and cleaning	5,439	3,320
Office stationery and computer	1,408	420
Taxes and rates	765	734
Food	12,598	11,035
Education	1,113	1,105
House services and repairs	238	365
Rent	64,800	63,064
Electricity	2,433	1,148
Gas	18,444	9,755
Telephone and internet	2,299	1,910
Water and general rates	1,206	488
Urban travel	2,659	5,830
Other travel	22,391	16,878
Expenses for the purposes of NCW Restricted Fund	-	2,040
Seminarians personal	2,429	3,664
Medical	2,356	2,872
Liturgical	2,212	897
Pastoral	-	3,082
Sundries, gifts and hospitality	189	355
Depreciation Expense	3,632	-
Legal charges and visas	2,275	2,521
	<u>160,155</u>	<u>142,937</u>

5 Management and administration	2020 £	2019 £
Charity management	<u>13</u>	<u>172</u>

6 Directors and employees

The Directors received no remuneration for their services (2019: nil)

The Charity employed no staff during the year (2019: nil)

7 Capital Assets

	2020 £	2019 £
FIXED ASSETS		
Intranet Server	335	406
Room Refurbishment	3,618	1,989
House Refurbishment (Library)	<u>3,312</u>	<u>-</u>
Depreciation for the year	7,265	2,395

Depreciation of these assets is occurring over a 3 year period according to the straight line method.

8 Debtors	2020 £	2019 £
Gift Aid recoverable	<u>45,584</u>	<u>22,865</u>

NOTES TO THE ACCOUNTS for the year ended 31 August 2020 (continued)

9 Creditors: amounts falling due within one year	2020 £	2019 £
Accruals & Credit Card	1,365	7,384

10 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.

11 Restricted funds

In 2017-18 the charity 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. At the end of this financial year 2019-2020 there is a balance of £522.

12 Assets and liabilities of the funds

	Designated £	Restricted NCW Evang. £	General £	Total £
Debtors	-	-	45,584	45,584
Cash at bank and in hand	5,000	522	154,745	160,267
Creditors	-	-	(1,365)	(1,365)
	5,000	522	198,964	204,486

13 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

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At 31 August 2020, 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:-
 (There is a break clause in the lease after five years, on 22 November 2023)

	2020 £	2019 £
Within one year	64,800	64,800
In the second to fifth year	145,800	194,400
After more than five years	-	16,200
	210,600	275,400