

REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity No. 1047443

Company No. 2965770



ANNUAL REPORT AND ACCOUNTS

For the year ended 31 August 2022

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ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2022 (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 2022 (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 also in the rest of the country and abroad. Along with receiving intellectual, spiritual, human and pastoral 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 anywhere in 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 2021-22 a total of 11 volunteers contributed to the charity's activities by working in the library, administration, cleaning, and cooking 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 2021-22 there were 11 seminarians training for the priesthood in the Redemptoris Mater House of Formation, from several countries in Europe and America. 7 of them have been residing full board in the House of Formation. Three of them, Marco Lazzaron, Juan Sola and Domagoj Matoković, have spent the last year of Academic Formation at Allen Hall, the Diocesan Seminary. They were ordained to the Diaconate on 11 June 2022. One was in a parish placement as Deacon, Rev. Matteo Di Giuseppe in St Francis de Sales, Tottenham. He was ordained to the priesthood on 25 June 2022 by Cardinal Vincent Nichols. Fr Matteo serves in Our Lady Help of Christians, Rickmansworth; St John Fisher, Chorleywood; St John the Evangelist, Mill End.

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.

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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. This year they have been in school, university chaplaincy, centre for disability, sixth form chaplaincy, catechetics, parishes.

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 £246

The funds made available to the charity during the year 2021-22 came from voluntary donations from individuals, both in the UK and abroad, and grants from other charities.

A special fund, "NCW Evangelisation" administers restricted donations given to the Charity for the specific purpose of supporting 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 2021-22 is £0

A special fund, "Seminarians Mission Fund" administers restricted donations given to the Charity for the specific purpose of supporting seminarians during their time of itinerancy (evangelisation activities promoted by the Neo-Catechumenal Way) abroad. The balance of the fund for the year 2021-22 is £0

The total donations for 2021-22 show an increase of £64,474. This is mostly due to a generous donation. Grants received amounted to £4000. The total income figure for this year is £214,717, £73,667 more than the previous year. In 2021-22 overseas donations amounted to £1,239.

Fundraising complaints

During 2021-22 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 7 September 1994 (as amended by special resolution on 19 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

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2022 (continued)

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.

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 was carried out to eliminate or mitigate risks arising from the COVID-19 pandemic.

Reserves Policy

The charity has adopted a policy on reserves, whereby the directors aim at maintaining the general fund at around 6 months' worth of budgeted annual expenditure to ensure that in the case of significant unforeseen events the formation, education and accommodation of the seminarians may continue uninterrupted.

Furthermore, the directors have, until future review, designated funds for use in the event of having to relocate from or to make improvements to the building, namely a Relocation Fund of £25,000 and a Building Fund of £25,000.

Plans for the future

The plan for the immediate future is to continue running the House for the academic year 2022-23, 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 post-Brexit immigration regulations and increasing cost of living 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.

ANNUAL REPORT AND ACCOUNTS for the year ended 31 August 2022 (continued)

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 2022-23 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.

Impact of COVID-19 pandemic on RMHF

By the end of August 2021, 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 been mildly affected, although the generosity of the donors helped us to absorb the impact of increased costs. In the year 2021-22 we continued monitoring effects of the pandemic on the life of the House.

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 17 APR 2023 and signed on its behalf by:

Lorenzo Andreini
Director



Date 22 MAY 2023

**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 2021 which are set out on pages 7 to 9.

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

22/05/2022

STATEMENT OF FINANCIAL ACTIVITIES

Notes	Unrestricted fund £	Restricted fund £	Total 2022 £	Total 2021 £
Income from 1c				
Donations and Legacies				
Donations 2a	204,762.00	-	204,762.00	140,288.00
Legacies 1d	5,906.00	-	5,906.00	
Grants from other charities	4,000.00	-	4,000.00	750.00
Investment income				
Bank interest received	49.00	-	49.00	210.00
Total Income	214,717.00	-	214,717.00	141,050.00
Expenditure on: 1e				
Fundraising costs	246.00	-	246.00	-
Charitable activities				
Support for edu4	174,486.00	770.00	175,256.00	152,802.00
Administration 5	13.00	-	13.00	13.00
	174,499.00	770.00	175,269.00	152,815.00
Total expenditure	174,745.00	-	175,515.00	152,815.00
Net income/expenditure	39,972.00	-	39,202.00	-
Transfers between funds		-	-	11,765.00
Net movement in funds	39,972.00	-	39,202.00	-
Total funds brought forward at 1 September 2021	199,553.00	770.00	200,323.00	212,088.00
Total funds carried forward at 31 August 2022	239,525.00	-	239,525.00	200,323.00

BALANCE SHEET

	£	2022	£	2021	£
FIXED ASSETS 7			16,011.60		3,633.00
CURRENT ASSETS					
Debtors 8	44,930.63			10,852.00	
Prepayments	399.97			428.00	
Short term loa 8A	3,064.00			-	
Cash at bank and in hand	177,729.00			187,170.00	
	226,123.60			198,450.00	
Creditors: amo9 due within one year	-	2,610.20		-	1,760.00
NET CURRENT ASSETS			223,513.40		196,690.00
TOTAL NET ASSETS			239,525.00		200,323.00
RESTRICTED FUND 11					
NCW Evangelisation fund			-		522.00
Seminarians Mission fund			-		249.00
UNRESTRICTED FUNDS					
Designated fur 10			50,000.00		50,000.00
General Funds			189,525.00		149,801.00
			239,525.00		200,572.00

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 17 Apr 2023 and signed on its behalf

Ian Maguire
Secretary

Lorenzo Adreini
Director

NOTES TO THE ACCOUNTS

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.

	2022	2021
2a Unrestricted Donations	203,523.00	130,807.00
UK (UK Donations + Gift Aid to be claimed)	1,239.00	5,481.00
Overseas	204,762.00	136,288.00
	-	4,000.00
2b Restricted donations	-	4,000.00
Seminarian Missions		750.00
3 Other income	4,000.00	750.00
Grants from other charities		
4 Charitable activities	105.00	66.00
Bank charges	428.00	550.00
Books and newspapers	6,070.00	5,576.00
Motor expenses	5,268.00	11,083.00
Household furnishing and cleaning	1,403.00	4,316.00
Office stationery and computer	364.00	885.00
Taxes and rates	15,381.00	15,439.00
Food	543.00	395.00
Education	154.00	1,121.00
House services and repairs	64,800.00	64,800.00
Rent	1,656.00	1,878.00
Electricity	14,848.00	11,897.00
Gas	2,395.00	2,264.00
Telephone and internet	2,492.00	2,116.00
Water and general rates	7,549.00	2,836.00
Urban travel	22,513.00	8,837.00
Other travel	522.00	-
Expenses: NCW Evangelisation Restricted Fund	248.00	3,752.00
Expenses: Seminararians on Mission Restricted Fund	4,228.00	3,058.00
Seminarians personal	645.00	3,175.00
Medical	810.00	1,227.00
Liturgical	8.00	217.00
Garden and flowers	9,887.00	3,317.00
Pastoral	203.00	322.00
Sundries, gifts and hospitality	3,633.00	3,633.00
Depreciation expense	9,103.00	42.00
Legal charges and visas	175,256.00	152,802.00
5 Management and administration	13.00	13.00
Charity management		
6 Directors and employees		
The Directors received no remuneration for their services (2022: nil)		
The Charity employed no staff during the year (2022: nil)		
7 Capital Assets		
FIXED ASSETS	2022	2021
Intranet Server	-	406.00
Room Refurbishment	-	168.00
House Refurbishment (Library)	-	1,809.00
Sanctuary of the Word*	16,011.60	1,656.00
Total Assets	16,011.60	3,633.00
*New Asset in construction will be completed next year		
8 Debtors	2022	2021
Gift Aid recoverable	44,930.63	10,852.00

8A Short term loan 3,064.00
Advance purchases made for pilgrims participating in Pilgrimage to Egypt, Jordan, and Israel during July and August 2022 to be repaid 2023

9 Creditors: amounts falling due within one year 817.07 793.00
Accruals

10 Designated funds
The following reserves have been designated by the Directors to cover the costs in the event of
a) Relocation of the Charity: 25,000.00
b) Building works: 25,000.00

11 Restricted funds
a) 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, was established for this purpose. At the end of this financial year 2021-2022 there is a balance of £0.
b) In 2020-21 the charity received UK donations totalling £4,000 for the specific purpose of supporting an overseas evangelisation mission of the Neocatechumenal Way, in particular in Uganda. One of the seminarians was an active participant in that Mission. A restricted fund, Seminarians in Mission, was established for this purpose. At the end of this financial year 2021-2022 there is a balance of £0.

12 Assets and liabilities of the funds					2022
	Designated	Restricted	General		Total
Debtors	-	-	44,930.63		44,930.63
Cash at bank and in hand	50,000.00	-	127,729.00		177,729.00
Creditors	-	-	2,610.20		2,610.20
	<u>50,000.00</u>	<u>-</u>	<u>170,049.43</u>		<u>220,049.43</u>

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

14 At 31 August 2022, 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:-
Under the current lease a break clause and rent review are due on 22 November 2023.
While negotiations are underway between the parties no agreement has yet been concluded or likely to be prior to submission of these accounts.
In such circumstances, the figures below indicate the maximum level of potential liabilities

	2022	2021
Within one year	64,800.00	64,800.00
In the second to fifth year	275,940.00	79,380.00
After more than five years	-	-
	<u>340,740.00</u>	<u>144,180.00</u>