

# ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)

England & Wales · Charity number 1080751

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">03959483</a>                                |
| Registered     | 2000-05-16                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                          |
|---------|------------------------------------------------------------------------------------------|
| Address | St. Marys Convent & Nursing Home<br>Burlington Lane<br>London<br>W4 2QE                  |
| Phone   | 02089944641                                                                              |
| Email   | <a href="mailto:office@stmarysnh.co.uk">office@stmarysnh.co.uk</a>                       |
| Website | <a href="http://www.saintmarysconventchiswick.org">www.saintmarysconventchiswick.org</a> |

## Activities

**Objects:** 1. Interpretation...Chapter of Saint Margaret's Convent (Chiswick): means the Chapter of Saint Margaret's Convent (Chiswick) an autonomous convent of the Society of Saint Margaret founded in 1855 by J M Neale;...2. ObjectsThe objects of the Charity are the advancement of the Anglican Christian religion in particular:(a) by providing residential home accommodation, nursing and other care facilities to members of the public and members of the Chapter of Saint Margaret's Convent (Chiswick);(b) by the promotion and maintenance of public worship; and(c) by the promotion of religious and spiritual teaching.

**Activities:** The object of the charity is the advancement of the Anglican Christian religion in particular: by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity; by the promotion and maintenance of public worship; and by the promotion of religious and spiritual teaching.

## Classification

- **How:** Provides Human Resources, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, Religious Activities
- **Who:** Elderly/old People, People With Disabilities

## Geography

- Hounslow

## Finances

| Period end | Income     | Expenditure | Assets     | Employees |
|------------|------------|-------------|------------|-----------|
| 2025-03-31 | £4,650,715 | £4,568,263  | £9,436,286 | 98        |
| 2024-03-31 | £4,543,809 | £4,406,378  | £9,370,405 | 95        |
| 2023-03-31 | £3,972,695 | £3,929,883  | £8,992,772 | 96        |
| 2022-03-31 | £3,748,787 | £3,645,281  | £9,276,672 | 106       |
| 2021-03-31 | £3,719,591 | £3,715,654  | £9,040,570 | 109       |

## Trustees

| Name                            | Role  | Appointed  |
|---------------------------------|-------|------------|
| <b>SISTER JENNIFER ANNE SSM</b> | Chair | 2000-03-24 |
| Alan Martin                     |       | 2021-02-16 |
| Father Stephen Francis Stavrou  |       | 2021-11-23 |
| Rosemary Farrar                 |       | 2024-08-22 |
| SISTER MARY CLARE               |       | 2015-04-16 |
| Susan Marshall                  |       | 2020-02-17 |
| Toby Baines                     |       | 2025-02-26 |

**ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)**

England & Wales - Charity number 1080751

---

# Accounts

---

**St Mary's Convent  
and Nursing Home  
(Chiswick)**

**Annual Report and Financial  
Statements**

31 March 2025

Company Limited by Guarantee  
Registration Number 03959483  
(England and Wales)

Charity Registration Number 1080751

## Contents

### Reports

|                                      |    |
|--------------------------------------|----|
| Legal and administrative information | 1  |
| Report of the trustees               | 2  |
| Independent auditor's report         | 17 |

### Financial statements

|                                   |    |
|-----------------------------------|----|
| Statement of financial activities | 22 |
| Balance sheet                     | 23 |
| Statement of cash flows           | 24 |
| Principal accounting policies     | 25 |
| Notes to the financial statements | 30 |

## Legal and administrative information

|                                    |                                                                                                                                                                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Miss Catherine Mary Allen (Sister Mary Clare SSM)<br>Mr Toby Baines (appointed 26 February 2025)<br>Ms Rosemary Farrar (appointed 22 August 2024)<br>Miss Jennifer Goodeve (Sister Jennifer Anne SSM)<br>Ms Susan Marshall<br>Mr Alan Martin<br>Rev Stephen Stavrou |
| <b>Company secretary</b>           | Mrs Yamiko Lawton                                                                                                                                                                                                                                                   |
| <b>Registered office</b>           | Burlington Lane<br>Chiswick<br>London<br>W4 2QE                                                                                                                                                                                                                     |
| <b>Company registration number</b> | 03959483 (England and Wales)                                                                                                                                                                                                                                        |
| <b>Charity registration number</b> | 1080751                                                                                                                                                                                                                                                             |
| <b>Auditor</b>                     | Buzzacott Audit LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                                                                                                                                                                                        |
| <b>Bankers</b>                     | National Westminster Bank plc<br>135 Bishopsgate<br>London<br>EC2M 3UR                                                                                                                                                                                              |
| <b>Investment managers</b>         | Rathbones Group plc<br>30 Gresham Street<br>London<br>EC2V 7QN                                                                                                                                                                                                      |
| <b>Solicitors</b>                  | Stone King LLP<br>Upper Borough Court<br>Upper Borough Walls<br>Bath<br>BA1 1RG                                                                                                                                                                                     |

## Report of the trustees 31 March 2025

The trustees, who are directors of the charitable company for the purposes of company law and trustees for the purposes of charity law, present their statutory report together with the financial statements of St Mary's Convent and Nursing Home (Chiswick) ("St Mary's" or "the Home") for the year ended 31 March 2025.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 25 to 29 and comply with the charitable company'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 United Kingdom and Republic of Ireland (FRS 102).

### Introduction

The charity was established by the members of the Chapter of Saint Margaret's Convent (Chiswick) which is a Mother House of the Society of Saint Margaret (an Anglican religious order) founded in 1855 by John Mason Neale DD. The principal activity of the charity is to operate St Mary's Convent and Nursing Home ("St Mary's") based in Chiswick. St Mary's Convent and Nursing Home (Chiswick) was deemed to be a subsidiary undertaking of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112) until 9 April 2025 (see page 11 for further details).

### Objectives, activities and other relevant policies

#### *Objectives and activities*

The object of the charity is the advancement of the Anglican Christian religion in particular:

- ♦ by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity;
- ♦ by the promotion and maintenance of public worship; and
- ♦ by the promotion of religious and spiritual teaching.

St Mary's aims are to:

- ♦ provide excellent personal and nursing care to up to 60 residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- ♦ provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard which embraces the fundamental principles of good practice and meets the requirements of the Care Act 2014;
- ♦ recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent; and

**Objectives, activities and other relevant policies** (continued)

**Objectives and activities** (continued)

- ♦ enable each resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's are:

- ♦ to provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. The Home is staffed by registered nurses and care assistants, most of whom have Qualifications and Credit Framework ("QCF") qualifications at levels 2, 3, 4 or 5;
- ♦ to provide holistic care for the residents, including meeting social and spiritual needs. This involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- ♦ to provide a local care home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility, and can maintain local links and involvement if they wish;
- ♦ to provide five one-bedroom independent living bungalows within the grounds of St Mary's;
- ♦ to enable the residents to live as independently as possible, in their own rooms and apartments, respecting their choices for decoration and room layout where practically possible;
- ♦ to provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enabling them to take risks within a monitored and safe environment; and
- ♦ to provide a homely, flexible and accepting environment where the resident and their families and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

St Mary's recognises that its clients (the residents) are vulnerable. Many of them are physically and/or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety. As an ethical organisation, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- ♦ Disclosure and Barring Service (DBS) criminal record checks for all staff and volunteers;
- ♦ Safeguarding of Vulnerable Adults (SOVA) training for all staff and volunteers;

**Objectives, activities and other relevant policies** (continued)

***Objectives and activities*** (continued)

- ◆ The existence of key written policies including a vulnerable adult policy applicable across the Home, a gifts and gratuities policy, a restraint policy and an accident/incident policy. All of these policies and others are subject to regular review and are updated as necessary;
- ◆ Training and induction for staff (video and questionnaire, Care Certificate, QCF);
- ◆ Regular medication reviews;
- ◆ Nursing and Midwifery Council Register checked (registered nurses only); and
- ◆ Supervision as required by the Care Quality Commission (CQC).

***Public benefit***

The charity reviews its aims, objectives and achievements each year and this report comments on achievements during the year ended 31 March 2025 and also considers plans for the future. In undertaking the review of aims, objectives and achievements the trustees have paid due regard to guidance issued by the Charity Commission in determining how the charity should carry out its activities for the public benefit.

The charity fulfils its charitable purposes for the public benefit in many ways including the following:

- ◆ providing high standards of care for up to 60 residents;
- ◆ giving care at fee rates materially lower than the rates charged by commercially operated homes of comparable quality;
- ◆ caring for those residents reliant on public funding at fee rates materially lower than St Mary's normal rates. The trustees continue to be concerned about the extent of this public subsidy, but it is the unfortunate reality of the inadequacy of public funding for residential care for the elderly. St Mary's status as a charity helps ensure that residents are not prevented by lack of means from enjoying the high standard of care St Mary's is able to provide;
- ◆ being a place of both public and private worship for residents, staff and visitors alike. The presence of the Chapel distinguishes St Mary's from many other care homes and provides a spiritual element to the atmosphere at St Mary's; and
- ◆ although St Mary's is run by an Anglican Christian religious order, it is open to all irrespective of their religious beliefs.

**Objectives, activities and other relevant policies (continued)**

***Public benefit (continued)***

The charitable status of St Mary's substantially enhances its ability to fulfil its charitable purposes for the public benefit in a number of ways:

- ♦ the sisters (members of Saint Margaret's Convent) resident at St Mary's provide the ethos and the spiritual care whilst living amongst the residents;
- ♦ the trustees give freely of their time and expertise without payment;
- ♦ charitable status combined with the high regard and affection in which the Home is held, ensure the continued support of a host of volunteers. This support comes in the form of the donation of both time and money. The wide range of activities and outings enjoyed by the residents could not be provided without the considerable support of volunteers who give freely of their time. Such activities are an important contributor to the air of vitality at St Mary's;
- ♦ the work which is carried out by volunteers, the sisters and trustees at no cost, coupled with the fact that as a charity there is no requirement for a commercial return on capital employed, enables the Home to operate with a much lower cost base than a commercial undertaking, resulting in the lower fee rates for residents to which reference has already been made.

**Investment policy**

The charity's investments are managed by Rathbones Group plc, professional investment managers. There are no restrictions on the charity's power to invest.

The investment strategy is set by the trustees with advice from their investment managers. It takes into account the charity's income requirements for the year, the risk profile and the investment managers' view of the market prospects in the medium term.

The investment objective is to achieve a balanced return between income and capital growth within an agreed risk profile. The trustees also have an ethical policy which precludes investment in any company, which after reasonable enquiry, clearly generates significant profits from an activity which is contrary to the objectives of the Anglican Church.

The charity receives quarterly reports from its investment managers allowing the trustees to monitor the performance of the portfolio and the charity's investment strategy. The trustees also meet with the investment managers at least once a year.

**Achievements and performance**

This report covers a year when health & social care provision in the United Kingdom continues to operate under extreme pressures. The aging demographic of the population and under investment of the past 40 years is now stretching services to breaking point. Another Commission has been set up by the Government to review aspects relating to the provision of social care but is not due to report until 2028. Meanwhile local councils are stretched to their limits in trying to finance social care, and in a few cases have declared bankruptcy.

**Achievements and performance (continued)**

The Home has also faced challenges with the changes to immigration and visa rules, which has affected some staff members. The local MP for Hammersmith and Chiswick has been most helpful in following up queries on behalf of the Home.

The Home remains full and occupancy rates over the year have been over 95%. There are waiting lists for both the residential and nursing units. There remains a growing demand for dementia care, for which the Home is not a suitable environment. If a resident develops dementia and we feel unable to ensure their safety, then they are required to move to a specialised dementia home.

The Home is fully staffed, but it continues to be a struggle to find staff willing to work unsociable hours – nights and weekends – and with the required English language skills.

The maintenance of the Home remains an on-going priority. The 2nd floor staff accommodation has been refurbished during the year as have the residents' rooms and the independent living bungalows in between residents leaving and arriving.

The Home has renewed its telephone system and its Wi-Fi routers and is now connected via fibre optic cables. This has improved speed and connectivity around the Home and the Bungalows.

The Home runs as an extended Christian family, where residents, their families and friends are all welcome in the Home, and there is an open visiting policy. Residents are supported so that they may live as normal a life as possible, enabling them to be “up and about” and enjoying some meaningful activities during the day. This is facilitated by specialist mobility equipment funded predominantly from donations, which means no residents are bedbound. There is a full activity programme every week, with more individual activities, facilitated by the Activities Team.

The Chapel is an important and integral part of St Mary's, and although residents do not have to be religious to come to the Home, many residents choose it because they wish to continue to attend a weekly church service. Mass is celebrated every day and the sisters attend offices of Morning Prayer, Mid-day Office, Vespers and Compline and are often joined at these by some residents.

The Home has many staff who have worked at St Mary's for several years and the Home actively supports staff to gain Health and Social Care Qualifications at levels 2, 3 and 5. Over the year, the Home has been fully staffed and has not used agency staff.

The Home has a good working relationship with the Palliative Care Team at Meadow House Hospice and aims to provide residents with end-of-life care at the Home. Most were supported to the end of their lives at St Mary's. Families and friends were able to continue to visit them here and received support from the regular and consistent staff team.

Quality Management is of paramount importance and the Home uses the Quality Compliance System to audit compliance with the Fundamental Standards (Care Act 2014, Health & Social Care Act 2008). The Managing Director, as Nominated Individual, completes the Provider Audit monthly with the Registered Manager.

### **Achievements and performance (continued)**

The Home operates in a highly regulated sector, and there have been many areas where regulation has increased in recent years. A large number of reports, to differing bodies and requiring different statistics, continue to take up a lot of time of both the Registered Manager and the Administrator.

The Care Quality Commission (CQC), our regulatory body, has also had a challenging year with the collapse of its Single Assessment Framework and its new on-line portal crashing on its very first day. The Home's Registered Manager has been engaging with the CQC via webinars and face to face events providing feedback on how the CQC may develop its approach.

Currently, each month the CQC looks at the information the Home submits on-line, material gathered by "intelligence" and information the Home provides to the NHS Capacity Tracker on-line reporting system. As yet, the CQC has seen no evidence that has required them to change the Home's rating.

The Home was last fully inspected in November 2019 and was rated "Good" in the report published in December 2019 with Responsive rated as "Outstanding". A full copy of the report can be found at [www.cqc.org.uk](http://www.cqc.org.uk)

The Registered Manager and Managing Director are continuing to complete mock audits every other month, and to ensure the staff and residents are well briefed about the feedback that the CQC would require if the Home were inspected.

In 2024, members of the Home's team completed a climate literacy course so that the Home could demonstrate to the CQC its commitment to environmental sustainability. However, the CQC has now dropped this requirement.

The trustees' report for the year to 31 March 2024 noted the trustees' plans for the development of the property occupied by the charity. As part of these deliberations, the trustees had approached the members of Saint Margaret's Convent to discuss the possibility of putting in place a formal lease agreement covering a minimum period of 25 years in respect to the land and buildings from which the charity operates. Such a lease would replace the Memorandum of Understanding pertaining to the property but giving no legally enforceable security of tenure to the Home. Agreement to this security of tenure was deemed essential by the trustees before they could commit to any significant investment in the property. The trustees are delighted to confirm that a formal 25 year lease for an annual peppercorn rent was signed on 9 April 2025.

### **Risk management**

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks, health and safety and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

### **Risk management (continued)**

Having assessed the major risks to which the charity is exposed, the trustees believe 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, they have established effective systems to mitigate those risks.

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

- ◆ Operationally the charity works with vulnerable adults including older people. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that staff and volunteers must obtain clearance from the Disclosure and Barring Service (DBS). In addition, the trustees have established systems of on-going safeguarding training; processes to update internal policies; and systems to ensure staff and volunteers are kept informed about good practice in work.
- ◆ St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. The Managing Director, Registered Manager and those trustees with experience of health care organisations advise the Home and other trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding (see above); the shortage of qualified nurses and care assistants; and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.
- ◆ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by a reputable investment manager who adheres to a policy agreed by the trustees. The trustees meet at least once a year with the investment manager and the manager's performance and that of the portfolio are monitored regularly. This will continue to be so given the current macroeconomic and geopolitical climate. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs - both now and in the future.
- ◆ Cyber Security – St Mary's has undertaken a comprehensive Cyber Security benchmarking exercise, which has identified several areas which might be strengthened. As such, over the next nine months, the Home is implementing a plan to ensure that all issues noted are addressed and that the Home's cyber security system is robust in a climate of developing risk.

### **Fundraising policy**

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

## Report of the trustees 31 March 2025

### **Financial review**

Income amounted to £4,650,715 (2024 - £4,543,809). Of this amount £4,268,260 (2024 - £4,070,585) was generated from nursing and residential home fees. Voluntary income for the year amounted to £143,518 (2024 - £238,818).

Expenditure during the year amounted to £4,568,263 (2024 - £4,406,378). Costs in relation to the provision of residential and nursing care totalled £4,539,911 compared to £4,386,418 in 2024.

Net income before realised and unrealised investment losses (2024: gains) amounted to £82,452 (2024 - £137,431). The fees paid by local authorities are significantly below the level required to cover the economic costs of care. Without the support of those giving donations and bequeathing legacies, and without income arising from investments, expenditure and related investment management fees would have exceeded income by £186,845 (2024 – £233,658).

Total net realised and unrealised investment losses were £16,571 (2024 – gains of £240,202) and net income for the year, therefore, amounted to £65,881 (2024 – £377,633).

### **Donations**

The trustees wish to record their grateful thanks to all donors whose generosity has enabled the work of St Mary's to continue.

### **Investment performance**

As previously stated, the charity's investments are managed by professional investment managers. At 31 March 2025 the investments had a market value of £3,877,174 (2024 – £3,919,022) including cash awaiting investment of £3,181 (2024 – £8,808).

Throughout the year, the investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report and in compliance with the ethical guidelines given to them. Further details of the investment portfolio are included in note 11 to the attached financial statements. The trustees continue to take a long-term view and believe their investment policy remains appropriate.

### **Reserves policy**

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets or otherwise committed. Given the nature of the work undertaken by St Mary's, and to take into account the current inadequacy of Government funding for residents in nursing homes without private means, it is considered that the level of free reserves should be approximately equal to six month's budgeted operating expenditure excluding depreciation. Based on current levels of expenditure, this level of free reserves would equate to approximately £2.4 million.

The trustees are of the opinion that this provides sufficient flexibility to enable the charity to meet the continued challenges posed by the aftermath of the recent macroeconomic and geopolitical climate and so cover any temporary shortfalls in income due to falls in occupancy levels.

## Report of the trustees 31 March 2025

### Financial review (continued)

#### **Financial position**

The balance sheet shows total reserves of £9,436,286 (2024 - £9,370,405) of which £6,650 (2024 - £nil) represented restricted funds, £3,650,000 (2024: £3,530,000) represented designated funds, £3,568,763 (2024 - £3,752,933) represented a tangible fixed asset fund, and the remaining £2,210,873 (2024: £2,087,472) represented general funds.

The restricted funds represent funds given to the charitable company for specific purposes. Further details about these funds are provided in the notes to the accounts.

The tangible fixed assets fund is represented by the tangible fixed assets used to support the work of the charity.

As the fees paid by local authorities in no way meet the cost of providing care, an amount of £900,000 continues to be designated by the trustees to generate income towards meeting some of that shortfall. A further amount of £350,000 continues to be set aside by the trustees as a building maintenance fund whilst £2,400,000 has been set up to provide a fund towards helping to finance potential plans for developing and extending the current buildings and site to better serve the residents and future use.

Funds available to support the work of the charity in the future are shown as general funds. At 31 March 2025, they were at a level just below that required by the charity's reserves policy set out above. The trustees are confident that this shortfall will be eradicated over the next five years or so given the continuing excellent occupancy rates achieved and the impact, over the medium term, of the development work on ensuring the Home remains attractive to potential and actual residents.

#### **Plans for future periods**

The immediate challenge for 2025/26 will be continuing to deal with the indirect impact of the wider macroeconomic and geopolitical climate which impacts recruitment and retention of staff, adds pressures on staff pay, and is a contributory factor to high energy prices. In addition, the Government's reforms in respect to social care funding and the national shortage of care and nursing staff both give rise to severe challenges. Operationally, the trustees do not anticipate any significant change to the charity - their intention is to continue to meet the charity's objectives and to focus on providing an excellent service for residents.

The Home continues to look to the future and how it can adapt its current provision to suit changing needs. The more general development of retirement villages means that people are looking for flexible care progression facilities on site, from supported independence to nursing care when required. This is due to the improved treatment of many chronic conditions, including cancer. Potential residents know that their condition is eventually terminal but wish to remain as independent as possible while they are well, in a supportive environment, and receive end of life care, when it is required, in the same place with the same staff. Often people are living with the uncertainty of when their condition may change, so are comforted by the presence of nursing staff on site if there is an emergency and weekly GP sessions, with daily contact, if required.

### **Plans for future periods (continued)**

The Home's garden and some other areas in the grounds are under-utilised and provide the opportunity to increase the number of independent living bungalows, without affecting the overall environment. The trustees have been exploring possibilities for future development of this type of accommodation.

The Covid pandemic highlighted the need for communal spaces within the Home to be larger and more adaptable to facilitate on-going care and support, with adequate space to minimise infection risk, if required, and meet the CQC requirement to introduce more "normalised living", including restaurant style meals. Increased communal space to undertake shared activities, enable residents to meet in small groups of their own choosing and entertain visitors, outside of their rooms are also issues that feature in residents' feedback.

Therefore, the trustees appointed Paul Vick Architects to work with them and initial plans have been drawn up for development within the Home. The ideas have been discussed with the management team, the trustees and the Home's immediate neighbours. The Architects have also consulted Hounslow Planning and Conservation Departments and planning permission was granted on 8 November 2024. Work has now begun on the next steps, including looking at the potential phasing of the work and fundraising for the project.

### **Structure, governance and management**

#### ***Members***

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

#### ***Parent entity***

Until 9 April 2025, Saint Margaret's Convent (SSM Chiswick) CIO was deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) due to the fact that it had significant influence should it choose to use it. It was a member of the charitable company, it had the right to nominate two of the charity's trustees and, crucially, it was the freehold owner of the property used by the charity. The occupation of the property was in accordance with an informal Memorandum of Understanding which was not legally enforceable and, as such, the charity had no security of tenure.

As noted previously in this report, on 9 April 2025 the Home was granted a formal 25 year lease at an annual peppercorn rent. This provides security of tenure and accordingly, with effect from 9 April 2025, reduces the inherent influence that Saint Margaret's Convent (SSM Chiswick) CIO has over the charity. Consequently, as of 9 April 2025, Saint Margaret's Convent (SSM Chiswick) is no longer deemed the parent entity of the charity.

### Structure, governance and management (continued)

#### ***Governing document***

St Mary's Convent and Nursing Home (Chiswick) is an incorporated charitable company constituted as a company limited by guarantee, Company Registration Number 03959483 (England and Wales), incorporated on 24 March 2000 and which was registered as a charity, Charity Registration Number 1080751, on 16 May 2000. It was established under a memorandum of association which defined its objects and powers and is governed by its articles of association.

#### ***Trustees***

The following trustees were in office at the date on which this report was approved and served during the year as shown:

#### **Trustee**

---

Miss Catherine Mary Allen (Sister Mary Clare SSM)  
Mr Toby Baines (appointed 26 February 2025)  
Miss Jennifer Goodeve (Sister Jennifer Anne SSM)  
Ms S Marshall  
Mr A Martin  
Ms Rosemary Farrar (appointed 22 August 2024)  
Fr S Stavrou

---

The trustees are ultimately responsible for the policies, activities and assets of the charitable company. The trustees meet four times a year and are responsible for the strategic direction and policy of St Mary's. At each meeting the trustees consider the key measures of operational and financial performance with the assistance of the appropriate members of the management team. When necessary, the trustees seek advice and support from the charitable company's professional advisers including investment managers, solicitors and accountants.

Brief details about each of the trustees in office at 31 March 2025 are given below:

#### ***Sister Mary Clare SSM***

Sister Mary Clare is a member of the Chapter of Saint Margaret's Convent (Chiswick) and was appointed as the Assistant Superior on 2 March 2015.

#### ***Toby Baines***

Toby co-founded Citygrove in 1990. He started his working life in 1985 as a Chartered Surveyor at Jones Lang Wootton. Since the early 1990s Toby has specialised in the acquisition and development of commercial and residential real estate projects with a combined value of over £1 billion.

#### ***Sister Jennifer Anne SSM***

Sister Jennifer has been Sister Superior at St Mary's since the 1980s and was elected Reverend Mother Superior on 2 March 2015. She was Managing Director of the Home until June 2023 and chaired the board meetings until May 2023 when Susan Marshall was elected Chair.

**Structure, governance and management (continued)**

***Trustees (continued)***

***Rosemary Farrar***

Rosemary is a Chartered Accountant (FCA, ICAEW) who trained with PWC and has worked in social housing for 40 years. She is passionate about providing good quality housing for all. She has been Chief Finance Officer of three large London housing associations and is now CFO at Platform, a large housing provider in the Midlands. She has carried out change management roles at organisations all over England and Scotland and supported organisations in regulatory difficulty and transformation programmes. Rosemary has held a number of non-executive roles on the boards of housing associations, schools and not-for-profit companies.

***Ms Susan Marshall***

Elected as a trustee in 2019. Susan Marshall is a non-executive Director with a long and distinguished career in healthcare in both the independent and NHS sectors. Aside from the NHS she worked for Nuffield Hospitals and Care UK before becoming a management consultant with clients including Cambian and One Healthcare. Susan has also been a trustee for several other charitable organisations locally in Chiswick. Susan became Chair of the trustees in May 2023.

***Mr Alan Martin***

Alan Martin was elected a trustee in 2021. Until 31 August 2025 he was a Senior Expert at McKinsey & Company where he advised clients across the European oil refining and trading industries on a range of topics. He is a long-time friend to St Mary's and was highly involved in the fundraising initially required to ensure St Mary's remained compliant with the Care Standards Act 2000 and later to construct the bungalows.

***Rev S Stavrou***

Father Stephen is currently the Vicar of Saint Michael & All Angels, Barnes. He read theology at St John's College Cambridge, graduating in 2005. After two years spent in vocational discernment he returned to Cambridge to prepare for ministry at Westcott House, while also taking an M. Phil in church history at Peterhouse. He was ordained at Saint Paul's Cathedral in 2009 and was Curate and then Associate Vicar at St Michael & All Angels, Bedford Park. He was the Minor Canon Succentor at Southwark Cathedral and the King's College Chaplain to the Guy's Campus. Father Stephen regularly takes mass at the Convent.

***Recruitment and appointment of trustees***

The articles of association require that there shall be at least five and not more than eight trustees, two of whom are nominated by Saint Margaret's Convent (SSM Chiswick) CIO.

The remaining trustees are elected for three year terms and, if eligible and willing to do so, offer themselves for re-election.

The trustees have great expertise and experience in a wide range of business, medical and care disciplines. Individuals with appropriate skills, ability and time are approached to offer themselves for election to the board of trustees.

**Structure, governance and management (continued)**

***Trustee induction and training***

Prospective trustees are invited to meet existing trustees and the senior management at St Mary's and to see first-hand the work of St Mary's and its general atmosphere. They are provided with relevant documents relating to the governance of the charity and the latest financial statements and management accounts. The information and advice available from the Charity Commission is also made available to any prospective trustee who does not have previous experience of the duties and responsibilities placed on a charity trustee.

***Organisational structure***

The day to day running of St Mary's was overseen by Elizabeth Smith, the Managing Director. Melissa Layton is the Registered Manager.

***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for the year.

In preparing those financial statements the trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- ♦ make judgments and accounting estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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 requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Structure, governance and management (continued)**

***Statement of trustees' responsibilities (continued)***

Each of the trustees confirms that:

- ◆ so far as that trustee is aware there is no relevant audit information of which the charity's auditor is unaware: and
- ◆ that the trustee has taken all the steps that he/she ought to have taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with S418 of the Companies Act 2006.

***Related parties***

As noted and explained above, Saint Margaret's Convent (SSM Chiswick) CIO (the CIO) was deemed to be the parent undertaking of St Mary's Convent and Nursing Home (Chiswick) until 9 April 2025.

The sisters who are members of the board of trustees of St Mary's Convent and Nursing Home (Chiswick) are voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). Until 9 April 2025, the charity occupied the premises in accordance with an informal written Memorandum of Understanding in return for an annual peppercorn. On 9 April 2025, a formal 25 year lease was agreed between the two charities with the Home paying an annual peppercorn rent.

***Key management personnel***

The trustees (including the Reverend Mother who now acts in an advisory role to the Home) consider that they together with the Managing Director and the Registered Manager of the Home comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, received any remuneration in respect to their role, however, one trustee received a reimbursement of expenses during the year of £406 (2024 - £468).

Two of the trustees are members of the Anglican Religious Community, St Margaret's Convent (Chiswick) and live at the Home. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The pay of the Registered Manager and the Managing Director of the Home is reviewed annually by the trustees. Their pay generally is increased in line with average earnings within St Mary's.

## **Report of the trustees 31 March 2025**

### **Structure, governance and management (continued)**

#### ***Employees, volunteers and members***

The trustees wish to record their recognition of the professionalism and commitment of all their staff and volunteers. Their dedication and positive approach is very much appreciated.

Report of the trustees approved by the trustees and signed on their behalf by:

Trustee - Susan Marshall

Approved by the trustees on: 26 November 2025

St Mary's Convent and Nursing Home (Chiswick)

Registered Company Number: 03959483 (England and Wales)

## **Independent auditor's report 31 March 2025**

### **Independent auditor's report to the members of St Mary's Convent and Nursing Home (Chiswick)**

#### **Opinion**

We have audited the financial statements of St Mary's Convent and Nursing Home (Chiswick) (the 'charitable company') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, and statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 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 Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report, including the report of the trustees', other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

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

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

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

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

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charitable company through discussions with management and trustees and from our knowledge and experience of the sector. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charitable company. These included but were not limited to 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, Safeguarding Regulations and the Care Standards Act 2000 and related legislation; and

## **Independent auditor's report 31 March 2025**

- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Carried out substantive testing of expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of the trustee board; and
- ◆ Enquiring of as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## **Independent auditor's report 31 March 2025**

### **Use of our report**

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

Peter Mackereth (Senior Statutory Auditor)  
For and on behalf of Buzzacott Audit LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 28 November 2025

## Statement of financial activities Year to 31 March 2025

|                                                                                           | Notes | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|-------------------------------------------------------------------------------------------|-------|-----------------------------|-----------------------------|
| <b>Income and expenditure</b>                                                             |       |                             |                             |
| <b>Income from:</b>                                                                       |       |                             |                             |
| Donations and legacies*                                                                   | 1     | 143,518                     | 238,318                     |
| Investment income and interest receivable                                                 | 2     | 154,131                     | 152,731                     |
| Charitable activities                                                                     |       |                             |                             |
| . Nursing and residential home fees and other charges                                     | 3     | 4,268,260                   | 4,070,585                   |
| Other sources                                                                             | 4     | 84,806                      | 82,175                      |
| <b>Total income</b>                                                                       |       | <b>4,650,715</b>            | <b>4,543,809</b>            |
| <b>Expenditure on:</b>                                                                    |       |                             |                             |
| Raising funds                                                                             |       | 25,698                      | 18,980                      |
| Charitable activities                                                                     |       |                             |                             |
| . Provision of nursing and residential care                                               | 5     | 4,539,911                   | 4,386,418                   |
| Donations paid                                                                            |       | 2,654                       | 980                         |
| <b>Total expenditure</b>                                                                  |       | <b>4,568,263</b>            | <b>4,406,378</b>            |
| <b>Net income before (losses) gains arising from investment revaluation and disposals</b> | 7     | <b>82,452</b>               | <b>137,431</b>              |
| Net (losses) gains on investments                                                         |       | (16,571)                    | 240,202                     |
| <b>Net income and net movement in funds for the year</b>                                  |       | <b>65,881</b>               | <b>377,633</b>              |
| <b>Reconciliation of funds</b>                                                            |       |                             |                             |
| Fund balances brought forward at 1 April 2024                                             |       | 9,370,405                   | 8,992,772                   |
| Fund balances carried forward at 31 March 2025                                            |       | <b>9,436,286</b>            | <b>9,370,405</b>            |

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

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

\*Income from legacies and donations in the year to 31 March 2025 includes donations of £15,435 (2024- £13,682) for restricted purposes. Further details of these, the related expenditure and the fund balances at 31 March 2025 are given in notes 1 and 14 to these financial statements.

## Balance sheet 31 March 2025

|                                                | Notes | 2025<br>£        | 2025<br>£        | 2024<br>£        | 2024<br>£        |
|------------------------------------------------|-------|------------------|------------------|------------------|------------------|
| <b>Fixed assets</b>                            |       |                  |                  |                  |                  |
| Tangible assets                                | 10    |                  | 3,568,763        |                  | 3,752,933        |
| Investments                                    | 11    |                  | 3,877,174        |                  | 3,919,022        |
|                                                |       |                  | <u>7,445,937</u> |                  | <u>7,671,955</u> |
| <b>Current assets</b>                          |       |                  |                  |                  |                  |
| Debtors                                        | 12    | 519,287          |                  | 292,265          |                  |
| Short term deposits                            |       | 1,600,000        |                  | 1,000,000        |                  |
| Cash at bank and in hand                       |       | 289,178          |                  | 721,043          |                  |
|                                                |       | <u>2,408,465</u> |                  | <u>2,013,308</u> |                  |
| <b>Liabilities</b>                             |       |                  |                  |                  |                  |
| Creditors: amounts falling due within one year | 13    | (418,116)        |                  | (314,858)        |                  |
| <b>Net current assets</b>                      |       |                  | 1,990,349        |                  | 1,698,450        |
| <b>Total net assets</b>                        |       |                  | <u>9,436,286</u> |                  | <u>9,370,405</u> |
| <b>Represented by:</b>                         |       |                  |                  |                  |                  |
| <b>Funds and reserves</b>                      |       |                  |                  |                  |                  |
| <b>Income funds</b>                            |       |                  |                  |                  |                  |
| Restricted funds                               | 14    |                  | 6,650            |                  | —                |
| Unrestricted funds                             |       |                  |                  |                  |                  |
| . Designated funds                             | 15    |                  | 3,650,000        |                  | 3,530,000        |
| . Tangible fixed assets fund                   | 16    |                  | 3,568,763        |                  | 3,752,933        |
| . General funds                                |       |                  | 2,210,873        |                  | 2,087,472        |
|                                                |       |                  | <u>9,436,286</u> |                  | <u>9,370,405</u> |

Approved by the trustees and signed on their behalf by:

Trustee - Susan Marshall

Approved by the trustees on 26 November 2025

St Mary's Convent and Nursing Home (Chiswick)  
Registered Company Number: 03959483 (England and Wales)

**Statement of cash flows** Year to 31 March 2025

**DRAFT**

|                                                        | Notes | 2025<br>£        | 2024<br>£   |
|--------------------------------------------------------|-------|------------------|-------------|
| <b>Cash flows from operating activities:</b>           |       |                  |             |
| Net cash provided by operating activities              | A     | <b>70,941</b>    | 158,002     |
| <b>Cash flows from investing activities:</b>           |       |                  |             |
| Investment income and interest received                |       | <b>143,991</b>   | 125,113     |
| Purchase of tangible fixed assets                      |       | <b>(72,074)</b>  | (166,430)   |
| Proceeds from the disposal of tangible fixed assets    |       | —                | 20,000      |
| Proceeds from the disposal of investments              |       | <b>857,209</b>   | 2,859,721   |
| Invested in short term deposits                        |       | <b>(600,000)</b> | (1,000,000) |
| Purchase of investments                                |       | <b>(887,559)</b> | (2,840,319) |
| <b>Net cash used in investing activities</b>           |       | <b>(558,433)</b> | (1,001,915) |
| <b>Change in cash and cash equivalents in the year</b> |       | <b>(487,492)</b> | (843,913)   |
| <b>Cash and cash equivalents at 1 April 2024</b>       | B     | <b>779,851</b>   | 1,623,764   |
| <b>Cash and cash equivalents at 31 March 2025</b>      | B     | <b>292,359</b>   | 779,851     |

**Notes to the statement of cash flows for the year to 31 March 2025.**

**A Reconciliation of net movement in funds to net cash provided by operating activities**

|                                                                             | 2025<br>£        | 2024<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Net movement in funds (as per the statement of financial activities)</b> | <b>65,881</b>    | 377,633   |
| <b>Adjustments for:</b>                                                     |                  |           |
| Depreciation charge                                                         | <b>256,244</b>   | 244,106   |
| Losses (gains) on investments                                               | <b>16,571</b>    | (240,202) |
| Investment income and interest receivable                                   | <b>(154,131)</b> | (152,731) |
| Surplus on disposal of tangible fixed assets                                | —                | (20,000)  |
| Increase in debtors                                                         | <b>(216,882)</b> | (85,023)  |
| Increase in creditors                                                       | <b>103,258</b>   | 34,219    |
| <b>Net cash provided by operating activities</b>                            | <b>70,941</b>    | 158,002   |

**B Analysis of changes in net debt i.e. cash and cash equivalents**

|                                              | 2024<br>£      | Cash flows<br>£  | 2025<br>£      |
|----------------------------------------------|----------------|------------------|----------------|
| Cash at bank and in hand                     | 721,043        | (431,865)        | <b>289,178</b> |
| Cash instruments held by investment managers | 50,000         | (50,000)         | —              |
| Cash held by investment managers             | 8,808          | (5,627)          | <b>3,181</b>   |
| <b>Total cash and cash equivalents</b>       | <b>779,851</b> | <b>(487,492)</b> | <b>292,359</b> |

## **Principal accounting policies** Year to 31 March 2025

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 financial statements have been prepared for the year to 31 March 2025 with comparative information given in respect to the year to 31 March 2024.

The financial statements 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 financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

### **Critical accounting estimates and areas of judgement**

Preparation of the financial statements requires the trustees to make significant judgements and estimates.

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

- ◆ assessing the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- ◆ assessing the recoverability of any debts for residential and care home fees and the need for any provision against doubtful or bad debts;
- ◆ determining the assumptions adopted by the trustees and management in determining the value of any designations from the charitable company's general unrestricted funds;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable company is entitled; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

### **Assessment of going concern**

The Home has experienced full occupancy since summer 2024 with long waiting lists for both residential and nursing units. This has had a positive effect on the charity's finances in what might have been a difficult year given the macroeconomic and geopolitical climate. The Home is also fully recruited for staff.

## **Principal accounting policies** Year to 31 March 2025

### **Assessment of going concern** (continued)

The trustees believe that the social care sector will continue to face challenges in the years ahead but note that the charity is fortunate in having financial reserves and a high reputation. The trustees have confidence about the Home's ability to continue operating over the short to medium term.

The trustees of the charity have concluded that, there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees are of the opinion that the charitable company will have sufficient resources to meet its liabilities as they fall due.

With regard to the next accounting period, the year ending 31 March 2026, the most significant issues that may affect the carrying value of the assets held by the charitable company are: the continued volatility in world investment markets; the level of local and central government funding for residential and nursing care for older people; the economic environment and the cost of implementing any changes to the regulatory environment affecting care homes generally.

### **Income recognition**

Income is recognised in the period in which the charitable company 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 donations, legacies, investment income, interest receivable, fees and related charges in respect to residential and nursing care provision and income from other sources including the surplus on the disposal of tangible fixed assets.

Donations are recognised when the charitable company has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charitable company is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable company and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102, no value has been placed on administrative and other services provided by the members of Saint Margaret's Convent (Chiswick) and other volunteers.

Legacies are included in the statement of financial activities when the charitable company is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charitable company.

Entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charitable company that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution.

## **Principal accounting policies** Year to 31 March 2025

### **Income recognition**(continued)

Investment income is recognised once the dividend 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 charitable company; this is normally upon notification of the interest paid or payable by the bank.

Fees and related charges in respect to the provision of residential and nursing care are measured at fair value of the consideration received or receivable being the invoiced amount excluding discounts and rebates. Provision is made against any amount deemed irrecoverable or where the debt is doubtful.

Income from other sources is measured at fair value and accounted for on an accruals basis.

Income from other sources includes contributions received from relatives staying overnight at the Home when visiting residents and rental income from staff. The income is recognised when receivable (being the date on which the accommodation was used) and when the charitable company has both confirmation of the amount and where receipt is considered probable.

The surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company 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 accounted for on an accruals basis. Expenditure comprises direct costs and support costs. Support costs, including governance costs, are allocated to expenditure on the provision of nursing and residential care. The classification between activities is as follows:

- ◆ Expenditure on raising funds comprises investment management fees.
- ◆ Expenditure on charitable activities comprises expenditure on the charitable company's primary charitable purpose i.e. the provision of residential and nursing care facilities for the elderly at the Home

All expenditure is stated inclusive of irrecoverable VAT.

### **Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charitable company it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

## Principal accounting policies Year to 31 March 2025

### Support and governance costs (continued)

Governance costs comprise the costs involving the public accountability of the charitable company (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is attributed directly to the provision of nursing and residential care. Hence, there has been no apportionment between expenditure headings.

### Tangible fixed assets and depreciation

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

Tangible fixed assets are stated at cost less depreciation.

#### ♦ Building improvements

Leasehold improvements represent expenditure incurred by St Mary's Convent and Nursing Home on the premises from which it operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking. The premises are occupied by the charitable company for an annual peppercorn rent. Depreciation is charged on significant property improvements at 2% per annum. Higher rates are used where the improvement is anticipated to have a shorter useful economic life.

#### ♦ Plant, fixtures and fittings and motor vehicles

Plant, fixtures and fittings and motor vehicles are capitalised and depreciated at the following rates per annum based on cost in order to write off each asset over their useful economic life:

|                                |                    |
|--------------------------------|--------------------|
| ♦ Plant, fixtures and fittings | 10-33.3% per annum |
| ♦ Motor vehicles               | 20% per annum.     |

### Fixed asset 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 charitable company does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charitable company is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

## **Principal accounting policies** Year to 31 March 2025

### **Fixed asset investments** (continued)

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 of more than three months but less than one year have been disclosed as short term deposits.

### **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 charitable company 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.

### **Fund structure**

The funds of the charitable company are mainly unrestricted and therefore are available for use in furtherance of the charitable company's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity are amounts which the trustees have designated for specific purposes and amounts representing tangible fixed assets. Details of these are provided in notes 15 and 16 respectively.

The charity's funds include restricted funds also which comprise monies raised for, or their use restricted to, a specific purpose or monies subject to donor-imposed restrictions in use. Further details of these funds are given in note 1 and note 14 to the accounts.

### **Pensions**

The charitable company offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

## Notes to the financial statements Year to 31 March 2025

### 1 Donations and legacies

|                                                                                                                | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|----------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Contributions from Saint Margaret's Convent (Chiswick) towards the living and personal expenses of the sisters | 92,340                      | 102,142                     |
| Other donations from Saint Margaret's Convent (Chiswick)                                                       | 5,600                       | 3,000                       |
| Other donations*                                                                                               | 45,578                      | 37,241                      |
| Legacies                                                                                                       | —                           | 95,935                      |
|                                                                                                                | <b>143,518</b>              | <b>238,318</b>              |

\*Included within donations and legacies are certain donations which were received for specific purposes as follows:

|                        | 2025<br>Restricted<br>funds<br>£ | 2024<br>Restricted<br>funds<br>£ |
|------------------------|----------------------------------|----------------------------------|
| Staff bonuses          | 5,285                            | 8,254                            |
| Staff training         | 5,500                            | —                                |
| Purchase of a bed      | —                                | 5,428                            |
| Purchase of mattresses | 4,650                            | —                                |
|                        | <b>15,435</b>                    | <b>13,682</b>                    |

The above donations, with the exception of £6,650 received during the year to 31 March 2025, were all applied for the purposes for which they were given in the year in which the funds were received. The related costs have been included as expenditure on the provision of nursing and residential care or additions to tangible fixed assets as appropriate.

### 2 Investment income and interest receivable

|                                     | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|-------------------------------------|-----------------------------|-----------------------------|
| Listed investments:                 |                             |                             |
| . UK fixed interest                 | 14,049                      | 7,924                       |
| . UK equities                       | 11,956                      | 29,296                      |
| . Overseas fixed interest           | 4,936                       | 7,868                       |
| . Overseas equities                 | 32,844                      | 24,233                      |
| . Alternatives (including property) | 20,531                      | 26,778                      |
|                                     | <b>84,316</b>               | <b>96,099</b>               |
| Cash instruments                    | 2,210                       | 2,564                       |
| Deposit interest                    | 67,605                      | 54,068                      |
|                                     | <b>154,131</b>              | <b>152,731</b>              |

## Notes to the financial statements Year to 31 March 2025

### 3 Nursing and residential home fees and other charges

|                               | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|-------------------------------|-----------------------------|-----------------------------|
| Gross fees                    | 4,455,335                   | 4,238,250                   |
| Less: subsidies and discounts | (187,075)                   | (167,665)                   |
|                               | <b>4,268,260</b>            | <b>4,070,585</b>            |

Subsidies and discounts arise in respect of those residents reliant on local authority or NHS funds where the fees paid fall short of the standard fees charged by the Home.

### 4 Income from other sources

|                                              | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|----------------------------------------------|-----------------------------|-----------------------------|
| Surplus on disposal of tangible fixed assets | —                           | 20,000                      |
| Short stay and room hire                     | 17,914                      | 10,728                      |
| Rent paid by staff                           | 41,108                      | 28,130                      |
| Fundraising income                           | 20,261                      | 14,911                      |
| Other income                                 | 5,523                       | 8,406                       |
|                                              | <b>84,806</b>               | <b>82,175</b>               |

### 5 Provision of nursing and residential care

|                                                                  | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|------------------------------------------------------------------|-----------------------------|-----------------------------|
| Direct care costs                                                |                             |                             |
| . Staff costs (including training: 2025: £42,745; 2024: £28,762) | 2,657,175                   | 2,581,090                   |
| . Medical costs                                                  | 64,503                      | 60,375                      |
| Accommodation costs and overheads                                |                             |                             |
| . Staff costs (kitchen and domestic)                             | 598,115                     | 558,891                     |
| . Provisions                                                     | 183,788                     | 176,230                     |
| . Depreciation                                                   | 256,244                     | 244,106                     |
| . Property and equipment repairs and maintenance                 | 279,114                     | 273,871                     |
| . Rates, insurance, gas and electricity                          | 202,902                     | 182,394                     |
| . Residents' welfare and chapel                                  | 8,330                       | 8,376                       |
| Support costs                                                    |                             |                             |
| . Administration salaries                                        | 126,809                     | 123,459                     |
| . Recruitment costs                                              | 2,823                       | 2,478                       |
| . Printing, postage, stationery and telephone costs              | 17,779                      | 19,334                      |
| . Car and travel expenses                                        | 9,108                       | 8,791                       |
| . Professional fees (including governance costs (note 6))        | 62,119                      | 79,574                      |
| . Other costs                                                    | 71,102                      | 67,449                      |
|                                                                  | <b>4,539,911</b>            | <b>4,386,418</b>            |

## Notes to the financial statements Year to 31 March 2025

### 6 Governance costs

|                             | 2025<br>£ | 2024<br>£ |
|-----------------------------|-----------|-----------|
| Legal and professional fees | 20,140    | 22,572    |

### 7 Net income before (losses) gains arising from investment revaluation and disposals

This is stated after charging:

|                                        | 2025<br>£ | 2024<br>£ |
|----------------------------------------|-----------|-----------|
| Staff costs (note 8)                   | 3,339,354 | 3,234,678 |
| Depreciation                           | 256,244   | 244,106   |
| Auditor's remuneration (including VAT) |           |           |
| . Audit fees                           | 15,300    | 13,200    |
| . Audit fees – previous year           | 900       | 696       |
| . Other general advisory services      | 1,482     | 24,339    |
| . Taxation advisory services           | (1,680)   | 1,680     |

### 8 Staff costs, staff numbers and key management personnel

|                       | 2025<br>£ | 2024<br>£ |
|-----------------------|-----------|-----------|
| Salaries and wages    | 2,968,945 | 2,876,520 |
| Social security costs | 293,299   | 279,793   |
| Pension costs         | 77,110    | 78,365    |
|                       | 3,339,354 | 3,234,678 |

The number of employees whose employee benefits (including taxable benefits but excluding employer's pension contributions) exceeded £60,000 was:

|                   | 2025<br>No. | 2024<br>No. |
|-------------------|-------------|-------------|
| £60,000 - £70,000 | 2           | 1           |

The average number of employees during the year was as follows:

|                                    | 2025<br>No. | 2024<br>No. |
|------------------------------------|-------------|-------------|
| Nursing and residential care staff | 95          | 92          |
| Management and administration      | 3           | 3           |
|                                    | 98          | 95          |

The trustees consider that they, together with the Managing Director and the Registered Manager of the Home, comprised the key management personnel of the charity during the year in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, received any remuneration in respect to their role. However, one trustee received a reimbursement of expenses during the year of £406 (2024 - 468).

## Notes to the financial statements Year to 31 March 2025

### 8 Staff costs, staff numbers and key management personnel (continued)

Certain of the trustees are also members of Saint Margaret's Convent (Chiswick) and reside within the premises occupied by St Mary's Convent and Nursing Home (Chiswick). In accordance with their vows of poverty these sisters are provided with board, lodging, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The aggregate remuneration (including taxable benefits and employers pension contributions) of the Managing Director and the Registered Manager of the Home for the year was £151,038 (2024 – £145,364).

### 9 Taxation

St Mary's Convent and Nursing Home (Chiswick) is a registered charitable company and, therefore, is not liable on income and gains derived from its charitable activities as they fall within the exemptions available to registered charities.

### 10 Tangible fixed assets

|                         | Building<br>improvements<br>£ | Plant,<br>fixtures<br>and<br>fittings<br>£ | Motor<br>vehicles<br>£ | Total<br>£              |
|-------------------------|-------------------------------|--------------------------------------------|------------------------|-------------------------|
| <b>Cost</b>             |                               |                                            |                        |                         |
| At 1 April 2024         | 4,637,374                     | 1,301,085                                  | 45,538                 | <b>5,983,997</b>        |
| Additions               | —                             | 72,074                                     | —                      | <b>72,074</b>           |
| Disposals               | —                             | (71,911)                                   | —                      | <b>(71,911)</b>         |
| At 31 March 2025        | <u>4,637,374</u>              | <u>1,301,248</u>                           | <u>45,538</u>          | <b><u>5,984,160</u></b> |
| <b>Depreciation</b>     |                               |                                            |                        |                         |
| At 1 April 2024         | 1,528,625                     | 690,759                                    | 11,680                 | <b>2,231,064</b>        |
| Charge for the year     | 104,218                       | 142,918                                    | 9,108                  | <b>256,244</b>          |
| Eliminated on disposals | —                             | (71,911)                                   | —                      | <b>(71,911)</b>         |
| At 31 March 2025        | <u>1,632,843</u>              | <u>761,766</u>                             | <u>20,788</u>          | <b><u>2,415,397</u></b> |
| <b>Net book values</b>  |                               |                                            |                        |                         |
| At 31 March 2025        | <u>3,004,531</u>              | <u>539,482</u>                             | <u>24,750</u>          | <b><u>3,568,763</u></b> |
| At 31 March 2024        | <u>3,108,749</u>              | <u>610,326</u>                             | <u>33,858</u>          | <b><u>3,752,933</u></b> |

Building improvements represent expenditure on the premises from which St Mary's Convent and Nursing Home (Chiswick) operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking (see note 18).

At 31 March 2025 the charitable company had no capital commitments (2024 – none).

## Notes to the financial statements Year to 31 March 2025

### 11 Investments

|                                                          | 2025<br>£        | 2024<br>£        |
|----------------------------------------------------------|------------------|------------------|
| <b>Listed investments</b>                                |                  |                  |
| Fair (market) value at 1 April 2024                      | 3,860,214        | 3,639,414        |
| Additions at cost                                        | 887,559          | 2,840,319        |
| Disposals                                                |                  |                  |
| . Proceeds                                               | (857,209)        | (2,859,721)      |
| . Realised (losses) gains                                | (4,485)          | 46,875           |
| Disposals at book value                                  | (861,694)        | (2,812,846)      |
| Net unrealised investment (losses) gains                 | (12,086)         | 193,327          |
| Fair (market) value at 31 March 2025                     | 3,873,993        | 3,860,214        |
| <b>Cash instruments held by investment manager</b>       | —                | 50,000           |
| <b>Cash held by investment managers for reinvestment</b> | 3,181            | 8,808            |
|                                                          | <b>3,877,174</b> | <b>3,919,022</b> |
| Historical cost of listed investments                    | 3,685,356        | 3,641,099        |

Listed investments held at 31 March 2025 comprised the following:

|                                    | 2025<br>£        | 2024<br>£        |
|------------------------------------|------------------|------------------|
| <b>UK listed investments</b>       |                  |                  |
| . Fixed interest                   | 344,448          | 284,905          |
| . Equities                         | 322,979          | 341,720          |
| <b>Overseas listed investments</b> |                  |                  |
| . Fixed Interest                   | 134,388          | 201,193          |
| . Equities                         | 2,707,053        | 2,627,760        |
| <b>UK Property</b>                 | 70,336           | 106,518          |
| <b>Alternatives</b>                | 294,789          | 298,118          |
|                                    | <b>3,873,993</b> | <b>3,860,214</b> |

All listed investments were dealt in on a recognised stock exchange.

At 31 March 2025 and 31 March 2024, there were no listed investments held which were deemed material when compared with the overall portfolio valuation as at that date.

### 12 Debtors

|                                                    | 2025<br>£      | 2024<br>£      |
|----------------------------------------------------|----------------|----------------|
| Nursing and residential care fees                  | 150,847        | 107,352        |
| Donations and legacies receivable                  | 7,223          | 3,901          |
| Investment income receivable                       | 56,433         | 46,293         |
| Payments in advance – building development project | 221,366        | 51,944         |
| Prepayments                                        | 79,265         | 81,175         |
| Other debtors                                      | 4,153          | 1,600          |
|                                                    | <b>519,287</b> | <b>292,265</b> |

## Notes to the financial statements Year to 31 March 2025

### 13 Creditors: amounts falling due within one year

|                                    | 2025<br>£      | 2024<br>£      |
|------------------------------------|----------------|----------------|
| Expense creditors                  | 129,325        | 36,472         |
| Fees received in advance           | 44,331         | 23,673         |
| Taxation and social security costs | 64,979         | 70,362         |
| Accruals and other creditors       | 179,481        | 184,351        |
|                                    | <b>418,116</b> | <b>314,858</b> |

### 14 Restricted funds

The income funds of the charitable company include the following restricted funds which have been received for specific purposes:

|                          | At<br>1 April<br>2024<br>£ | Received<br>£ | Expended<br>£  | At<br>31 March<br>2025<br>£ |
|--------------------------|----------------------------|---------------|----------------|-----------------------------|
| Staff training fund      | —                          | 5,500         | (1,500)        | 4,000                       |
| Staff welfare fund       | —                          | 5,285         | (2,635)        | 2,650                       |
| Capital expenditure fund | —                          | 4,650         | (4,650)        | —                           |
|                          | —                          | <b>15,435</b> | <b>(8,785)</b> | <b>6,650</b>                |

  

|                          | At<br>1 April<br>2023<br>£ | Received<br>£ | Expended<br>£   | At<br>31 March<br>2024<br>£ |
|--------------------------|----------------------------|---------------|-----------------|-----------------------------|
| Staff training fund      | —                          | 5,000         | (5,000)         | —                           |
| Staff welfare fund       | —                          | 3,254         | (3,254)         | —                           |
| Capital expenditure fund | —                          | 5,428         | (5,428)         | —                           |
|                          | —                          | <b>13,682</b> | <b>(13,682)</b> | <b>—</b>                    |

The staff training fund represents monies received for training staff.

The staff welfare fund represents monies received to fund bonuses and make payments towards the individual needs of staff.

The capital expenditure fund represents monies to fund the purchase of beds and mattresses. This fund was fully expended in each of the above two years.

### 15 Designated funds

The income funds of the charitable company include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                   | At<br>1 April<br>2024<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2025<br>£ |
|-----------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund | 900,000                    | 35,396                   | (35,396)                   | 900,000                     |
| Building maintenance fund         | 350,000                    | 13,765                   | (13,765)                   | 350,000                     |
| Development fund                  | 2,280,000                  | 120,000                  | —                          | 2,400,000                   |
|                                   | <b>3,530,000</b>           | <b>169,161</b>           | <b>(49,161)</b>            | <b>3,650,000</b>            |

## Notes to the financial statements Year to 31 March 2025

### 15 Designated funds (continued)

|                                   | At<br>1 April<br>2023<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2024<br>£ |
|-----------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund | 900,000                    | 37,215                   | (37,215)                   | 900,000                     |
| Building maintenance fund         | 350,000                    | 14,472                   | (14,472)                   | 350,000                     |
| Development fund                  | 750,000                    | 1,530,000                | —                          | 2,280,000                   |
|                                   | <u>2,000,000</u>           | <u>1,581,687</u>         | <u>(51,687)</u>            | <u>3,530,000</u>            |

The residential and nursing care fund comprises monies set aside to generate income towards meeting some of the shortfall in the fees paid by local authorities towards the cost of providing care. Income generated from the funds invested is added to the fund and withdrawn to the extent that it is needed to meet any shortfall.

The building maintenance fund represents monies set aside by the trustees to generate income towards the cost of maintaining the buildings to a standard appropriate to meet the needs of the residents and the sisters.

The development fund represents monies set aside towards developing the current buildings and site to better serve the residents and future business use. Further details of the plans are given in the trustees' report under 'Plans for future periods'.

### 16 Tangible fixed assets fund

|                           | 2025<br>Total<br>funds<br>£ | 2024<br>Total<br>funds<br>£ |
|---------------------------|-----------------------------|-----------------------------|
| At 1 April 2024           | <b>3,752,933</b>            | 3,830,609                   |
| Movements during the year | <b>(184,170)</b>            | (77,676)                    |
| At 31 March 2025          | <b>3,568,763</b>            | 3,752,933                   |

The tangible fixed assets fund represents the net book value of St Mary's tangible fixed assets. A decision was made to separate this fund from the general fund of the Home in recognition of the fact that the tangible fixed assets are essential to the day to day work of St Mary's. The value represented by such assets, therefore, should not be regarded as realisable with ease, in order to meet future contingencies.

### 17 Analysis of assets between funds

|                                                           | Restricted<br>funds<br>£ | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2025<br>£ |
|-----------------------------------------------------------|--------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2025 are represented by:</b> |                          |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                        | —                    | 3,568,763                                | —                        | 3,568,763          |
| Investments                                               | —                        | 1,827,174            | —                                        | 2,050,000                | 3,877,174          |
| Current assets                                            | 6,650                    | 801,815              | —                                        | 1,600,000                | 2,408,465          |
| Creditors: amounts falling due within one year            | —                        | (418,116)            | —                                        | —                        | (418,116)          |
| <b>Total net assets</b>                                   | <b>6,650</b>             | <b>2,210,873</b>     | <b>3,568,763</b>                         | <b>3,650,000</b>         | <b>9,436,286</b>   |

## Notes to the financial statements Year to 31 March 2025

### 17 Analysis of assets between funds (continued)

|                                                                             | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2024<br>£ |
|-----------------------------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| Fund balances at 31 March 2024 are represented by:                          |                      |                                          |                          |                    |
| Tangible fixed assets                                                       | —                    | 3,752,933                                | —                        | 3,752,933          |
| Investments                                                                 | 389,022              | —                                        | 3,530,000                | 3,919,022          |
| Current assets                                                              | 2,013,308            | —                                        | —                        | 2,013,308          |
| Creditors: amounts falling due within one year                              | (314,858)            | —                                        | —                        | (314,858)          |
| Total net assets                                                            | 2,087,472            | 3,752,933                                | 3,530,000                | 9,370,405          |
|                                                                             |                      |                                          | 2025<br>£                | 2024<br>£          |
| <b>Unrealised gains included above:</b>                                     |                      |                                          |                          |                    |
| On investment assets                                                        |                      |                                          | 188,637                  | 219,115            |
| <b>Reconciliation of movements on unrealised gains on investment assets</b> |                      |                                          |                          |                    |
| Unrealised gains at 1 April 2024                                            |                      |                                          | 219,115                  | 398,386            |
| Unrealised (losses) gains arising in the year                               |                      |                                          | (12,086)                 | 193,327            |
| In respect to disposals in year                                             |                      |                                          | (18,392)                 | (372,598)          |
| Unrealised gains at 31 March 2025                                           |                      |                                          | 188,637                  | 219,115            |

### 18 Parent undertaking, post balance sheet event and related party transactions

#### **Parent undertaking at 31 March 2025**

Until 9 April 2025, Saint Margaret's Convent (SSM Chiswick) CIO was deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) due to the fact that it had significant influence should it choose to use it. It was a member of the charitable company, it had the right to nominate two of the charity's trustees and, crucially, it was the freehold owner of the property used by the charity. The occupation of the property was in accordance with an informal Memorandum of Understanding which was not legally enforceable and, as such, the charity had no security of tenure.

#### **Post balance sheet event**

Subsequent to the year end, on 9 April 2025 the Home was granted a formal 25 year lease at an annual peppercorn rent. This provides security of tenure and accordingly, with effect from 9 April 2025, reduces the inherent influence that Saint Margaret's Convent (SSM Chiswick) CIO has over the charity. Consequently, as of 9 April 2025, Saint Margaret's Convent (SSM Chiswick) is no longer deemed the parent entity of the charity.

#### **Related parties and related party transactions**

The sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) are voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

**18 Parent undertaking and related party transactions** (continued)

***Related parties and related party transactions*** (continued)

The Sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) reside within the premises occupied by the charitable company. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112) has donated monies to the charitable company towards the living and personal expenses of the sisters. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The charitable company has taken advantage of the exemption given by FRS 102 and, therefore, has not given details of transactions with its parent undertaking. The exemption has been taken because the consolidated accounts of the parent undertaking, Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112), which includes St Mary's Convent and Nursing Home, have been prepared and are available from the Charity Commission website.

Other than those with its parent undertaking and those described in note 8 to these financial statements, there were no other related party transactions requiring disclosure in the year (2024 - none).

**19 Liability of the members**

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

**ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)**

England & Wales - Charity number 1080751

---

# Accounts

---

**St Mary's Convent  
and Nursing Home  
(Chiswick)**

**Annual Report and Financial  
Statements**

31 March 2024

Company Limited by Guarantee  
Registration Number 03959483  
(England and Wales)

Charity Registration Number 1080751

## Contents

### Reports

|                                      |    |
|--------------------------------------|----|
| Legal and administrative information | 1  |
| Report of the trustees               | 2  |
| Independent auditor's report         | 16 |

### Financial statements

|                                   |    |
|-----------------------------------|----|
| Statement of financial activities | 21 |
| Balance sheet                     | 22 |
| Statement of cash flows           | 23 |
| Principal accounting policies     | 24 |
| Notes to the financial statements | 29 |

## Legal and administrative information

|                                    |                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Miss Catherine Mary Allen (Sister Mary Clare SSM)<br>Ms R Farrar (appointed 22 August 2024)<br>Miss Jennifer Goodeve (Sister Jennifer Anne SSM)<br>Ms Susan Marshall<br>Mr Alan Martin<br>Rev Stephen Stavrou |
| <b>Company secretary</b>           | Mrs Yamiko Lawton                                                                                                                                                                                             |
| <b>Registered office</b>           | Burlington Lane<br>Chiswick<br>London<br>W4 2QE                                                                                                                                                               |
| <b>Company registration number</b> | 03959483 (England and Wales)                                                                                                                                                                                  |
| <b>Charity registration number</b> | 1080751                                                                                                                                                                                                       |
| <b>Auditor</b>                     | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                                                                                                                                        |
| <b>Bankers</b>                     | National Westminster Bank plc<br>135 Bishopsgate<br>London<br>EC2M 3UR                                                                                                                                        |
| <b>Investment managers</b>         | Rathbones Group Plc<br>30 Gresham Street<br>London<br>EC2V 7QN                                                                                                                                                |
| <b>Solicitors</b>                  | Stone King LLP<br>Upper Borough Court<br>Upper Borough Walls<br>Bath<br>BA1 1RG                                                                                                                               |

## Report of the trustees 31 March 2024

The trustees, who are directors of the charitable company for the purposes of company law and trustees for the purposes of charity law, present their statutory report together with the financial statements of St Mary's Convent and Nursing Home (Chiswick) ("the charity" or "the charitable company") for the year ended 31 March 2024.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 24 to 28 and comply with the charitable company'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 United Kingdom and Republic of Ireland (FRS 102).

### Introduction

The charity was established by the members of the Chapter of Saint Margaret's Convent (Chiswick) which is a Mother House of the Society of Saint Margaret (an Anglican religious order) founded in 1855 by John Mason Neale DD. The principal activity of the charity is to operate St Mary's Convent and Nursing Home ("St Mary's") based in Chiswick. St Mary's Convent and Nursing Home (Chiswick) is deemed to be a subsidiary undertaking of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

### Objectives, activities and other relevant policies

#### *Objectives and activities*

The object of the charity is the advancement of the Anglican Christian religion in particular:

- ◆ by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity;
- ◆ by the promotion and maintenance of public worship; and
- ◆ by the promotion of religious and spiritual teaching.

St Mary's aims are to:

- ◆ provide excellent personal and nursing care to up to 60 residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- ◆ provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard which embraces the fundamental principles of good practice and meets the requirements of the Care Act 2014;
- ◆ recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent; and

**Objectives, activities and other relevant policies (continued)**

***Objectives and activities*** (continued)

- ♦ enable each resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's are:

- ♦ to provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. The Home is staffed by registered nurses and care assistants, most of whom have Qualifications and Credit Framework ("QCF") qualifications at levels 2, 3, 4 and 5;
- ♦ to provide holistic care for the residents, including meeting social and spiritual needs. This involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- ♦ to provide a local care home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility, and can maintain local links and involvement if they wish;
- ♦ to provide five one-bedroom independent living bungalows within the grounds of St Mary's;
- ♦ to enable the residents to live as independently as possible, in their own rooms and apartments, respecting their choices for decoration and room layout where practically possible;
- ♦ to provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enabling them to take risks within a monitored and safe environment; and
- ♦ to provide a homely, flexible and accepting environment where the resident and their families and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

St Mary's recognises that its clients (the residents) are vulnerable. Many of them are physically and/or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety. As an ethical organisation, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- ♦ Disclosure and Barring Service (DBS) criminal record checks for all staff and volunteers;
- ♦ Safeguarding of Vulnerable Adults (SOVA) training for all staff and volunteers;
- ♦ Vulnerable adult policy – service wide agreement;
- ♦ Training and induction for staff (video and questionnaire, Care Certificate, QCF);

**Objectives, activities and other relevant policies** (continued)

**Objectives and activities** (continued)

- ◆ Gifts and gratuities policy;
- ◆ Restraint policy and regular medication review;
- ◆ Accident/incident policy;
- ◆ Nursing and Midwifery Council register checked (registered nurses only); and
- ◆ Supervision as required by the Care Quality Commission.

**Public benefit**

The charity reviews its aims, objectives and achievements each year and this report comments on achievements during the year ended 31 March 2024 and also considers plans for the future. In undertaking the review of aims, objectives and achievements the trustees have paid due regard to guidance issued by the Charity Commission in determining how the charity should carry out its activities for the public benefit.

The charity fulfils its charitable purposes for the public benefit in many ways including the following:

- ◆ providing high standards of care for up to 60 residents;
- ◆ giving care at fee rates materially lower than the rates charged by commercially operated homes of comparable quality;
- ◆ caring for those residents reliant on public funding at fee rates materially lower than St Mary's normal rates. The trustees continue to be concerned about the extent of this public subsidy but it is the unfortunate reality of the inadequacy of public funding for residential care for the elderly. St Mary's status as a charity helps ensure that residents are not prevented by lack of means from enjoying the high standard of care St Mary's is able to provide;
- ◆ being a place of both public and private worship for residents, staff and visitors alike. The presence of the Chapel distinguishes St Mary's from most other care homes and provides a spiritual element to the atmosphere at St Mary's; and
- ◆ although St Mary's is run by an Anglican Christian religious order, it is open to all irrespective of their religious beliefs.

The charitable status of St Mary's substantially enhances its ability to fulfil its charitable purposes for the public benefit in a number of ways:

- ◆ the sisters (members of Saint Margaret's Convent) resident at St Mary's provide the ethos and the spiritual care whilst living amongst the residents;
- ◆ the trustees give freely of their time and expertise without payment;

**Objectives, activities and other relevant policies (continued)**

***Public benefit (continued)***

- ♦ charitable status combined with the high regard and affection in which the Home is held, ensure the continued support of a host of volunteers. This support comes in the form of the donation of both time and money. The wide range of activities and outings enjoyed by the residents could not be provided without the considerable support of volunteers who give freely of their time. Such activities are an important contributor to the air of vitality at St Mary's;
- ♦ the work which is carried out by volunteers, the sisters and trustees at no cost, coupled with the fact that as a charity there is no requirement for a commercial return on capital employed, enables the Home to operate with a much lower cost base than a commercial undertaking, resulting in the lower fee rates for residents to which reference has already been made.

**Investment policy**

The charity's investments are managed by Rathbones Group Plc (now incorporating Investec Wealth & Investment Limited), professional investment managers. There are no restrictions on the charity's power to invest.

The investment strategy is set by the trustees with advice from their investment managers. It takes into account the charity's income requirements for the year, the risk profile and the investment managers' view of the market prospects in the medium term.

The investment objective is to achieve a balanced return between income and capital growth within an agreed risk profile. The trustees also have an ethical policy which precludes investment in any company, which after reasonable enquiry, clearly generates significant profits from an activity which is contrary to the objectives of the Anglican Church.

The charity receives quarterly reports from its investment managers allowing the trustees to monitor the performance of the portfolio and the charity's investment strategy. The trustees also meet with the investment managers at least once a year.

**Achievements and performance**

This report covers a challenging year, where Health and Social Care came under extreme pressures. The introduction of the Care Quality Commission's new single assessment process so soon after the on-going effects of COVID and Brexit, changes to immigration status for care staff, and the cost-of-living crisis have resulted in the need to review the internal operating model and the management structure has also changed following some personnel changes. A new Registered Manager was appointed in June 2023. The Home is usually full, with a long waiting list for the extra care/nursing unit although the residential unit has not been fully occupied at all times. Independent living bungalows remain fully occupied and the development of an apartment in the residential unit has resulted in requests for more of this type of supported living accommodation. There is generally a growing level of demand for specialist dementia care which the Home is not registered or environmentally suitable for. We are fully staffed but have struggled to find high calibre staff, staff willing to work unsocial hours, especially weekends, staff wishing to take on leadership roles or develop these skills and staff with the required English language skills.

### **Achievements and performance (continued)**

Despite these challenges, our occupancy rates have been maintained at 95% plus. This has had a positive impact on our income and enabled us to weather what has been an otherwise difficult financial year.

We have continued to renew and refurbish the communal areas of the Home, and refresh rooms between resident placements. We have introduced a café in the Orangery in consultation with the residents, and all are very pleased with the results.

The Home runs as an extended Christian family, where residents, their families and friends are all welcome in the Home, which has an open visiting policy. Residents are supported so that they may live as normal a life as possible, enabling them to be “up and about” and enjoying some meaningful activities during the day. This is facilitated by specialist mobility equipment funded from donations, which means no residents are bedbound. There is a full activity programme every week, with more individual activities, facilitated by the Activities Team.

The chapel is the focal point of St Mary's, and although residents do not have to be religious to come to the Home, many residents choose it because they wish to continue to attend a weekly church service. Mass is celebrated every day and the sisters attend offices of Morning Prayer, Mid-day Office, Vespers and Compline and are often joined at these by some residents.

The Home has many staff who have worked at St Mary's for several years and the Home actively supports staff to gain Health and Social Care Qualifications at levels 2, 3 and 5. Over the year, the Home has been fully staffed and has not used agency staff. Where necessary we have called on our bank staff.

The Home has a good working relationship with the Palliative Care Team at Meadow House Hospice and aims to provide residents with end-of-life care at the Home. Most were supported to the end of their lives at St Mary's. Families and friends were able to continue to visit them here and received support from the regular and consistent staff team.

Quality Management is of paramount importance and the Home uses the Quality Compliance System to audit compliance with the Fundamental Standards (Care Act 2014, Health & Social Care Act 2008). The Managing Director, as Nominated Individual, completes the Provider Audit monthly with the Registered Manager.

The Home operates in a highly regulated sector, and there have been many areas where regulation have increased in recent years. A large number of reports, to differing bodies, requiring different statistics, continue to take up a lot of time of both the Registered Manager and the Administrator. The Fair Cost of Care exercise resulted in a report but no action. There have been on-going delays in decisions about funding for Adult Social Care and how this might work between providers, local councils and the NHS going forward. It is hoped that the change of Government may result in changes in the coming year.

### **Achievements and performance (continued)**

The Care Quality Commission (CQC) published its new framework for providers to work with after a prolonged pilot; however, implementation did not occur in the financial year. The launch is planned in the year 2024/25, but there is a challenge about whether it is fit for purpose from one of the pilot participants. The launch of the new CQC portal for Registered Managers was delayed and was not up and running by April 2024. Currently, each month the CQC looks at the information we submit, material gathered by “intelligence” and information we provide to our local council. Following this monthly review, the CQC has always sent an email stating that ‘they see no reason to change their rating of the care home at this time’.

The Home was last fully inspected in November 2019 and was rated “Good” in the report published in December 2019 with Responsive rated as “Outstanding”. A full copy of the report can be found at [www.cqc.org.uk](http://www.cqc.org.uk)

The Home successfully recruited a new Registered Manager, Melissa Layton, who was appointed and took up position in June 2023. Liz Smith, who until June 2023 was the Registered Manager and Matron, succeeded Sister Jennifer as Managing Director, with Sister Jennifer remaining as an advisor. Melissa came with long experience of working at the same level in the Health and Social Care Sector, but in the speciality of learning difficulties. It has been beneficial to have a new but very experienced person join the team, as it has enabled the senior team to broaden its perspectives and explore different approaches and ideas.

The Registered Manager and Managing Director are completing Mock Audits, the first completed in February 2024, with a plan to cover all five key areas SAFE, EFFECTIVE, CARING, RESPONSIVE and WELL-LED by November 2024. An independent external inspection is also being considered to try and ensure the GOOD rating is maintained if and when CQC inspect the Home again. It should also be noted that we have completed a climate literacy course so that we can demonstrate to the CQC our commitment to environmental sustainability and, as a result, an action plan has been developed.

### **Risk management**

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

Having assessed the major risks to which the charity is exposed, the trustees believe 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, they have established effective systems to mitigate those risks.

### **Risk management (continued)**

Certain of the Home's key risks continue to be impacted by Covid-19 and its aftermath – these are primarily recruitment and staffing related challenges. The other principal risks for the charity, as identified by the trustees, are described below together with the principal ways in which they are mitigated:

- ◆ Operationally the charity works with vulnerable adults including older people. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that staff and volunteers must obtain clearance from the Disclosure and Barring Service (DBS). In addition, the trustees have established systems of on-going safeguarding training; processes to update internal policies; and systems to ensure staff and volunteers are kept informed about good practice in work.
- ◆ St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. The Managing Director, Registered Manager and those trustees with experience of running health care organisations advise the Home and other trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding (see above); the chronic shortage of qualified nurses and care assistants; and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.
- ◆ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by a reputable investment manager who adheres to a policy agreed by the trustees. The trustees meet at least once a year with the investment manager and the manager's performance and that of the portfolio are monitored regularly. This will continue to be so given the current macroeconomic and geopolitical climate. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs - both now and in the future.
- ◆ Cyber Security – St Mary's has faced attempted cybercrime in the form of phishing emails. We have enhanced our IT security to further filter emails and we will be introducing additional systems authentication. The employees are reminded how to recognise malicious emails and to stay vigilant.

### **Fundraising policy**

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

## Report of the trustees 31 March 2024

### **Financial review**

Income amounted to £4,543,809 (2023 - £3,972,695). Of this amount £4,070,585 (2023 - £3,604,345) arose from nursing and residential home fees. Voluntary income for the year amounted to £238,818 (2023 - £224,805).

Expenditure during the year amounted to £4,406,378 (2023 - £3,929,883). Costs in relation to the provision of residential and nursing care totalled £4,386,418 compared to £3,921,924 in 2023.

Net income before realised and unrealised investment gains amounted to £137,431 (2023 - £42,812). The fees paid by local authorities are significantly below the level required to cover the economic costs of care. Without the support of those giving donations and bequeathing legacies, and without income arising from investments, expenditure and related investment management fees would have exceeded income by £253,618 (2023 - £285,941).

Total net realised and unrealised investment gains were £240,202 (2023 – losses of £326,712) and net income for the year, therefore, amounted to £377,633 (2023 – net expenditure of £283,900).

### **Donations**

The trustees wish to record their grateful thanks to all donors whose generosity has enabled the work of St Mary's to continue.

### **Investment performance**

As previously stated, the charity's investments are managed by professional investment managers. At 31 March 2024 the investments had a market value of £3,919,022 including cash awaiting investment of £8,808.

Throughout 2023/24, the investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report and in compliance with the ethical guidelines given to them. Further details of the investment portfolio are included in note 11 to the attached accounts. The trustees continue to take a long-term view and believe their investment policy remains appropriate.

### **Reserves policy**

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. Given the nature of the work undertaken by St Mary's, and to take into account the current inadequacy of Government funding for residents in nursing homes without private means, it is considered that the level of free reserves should be approximately equal to six month's budgeted operating expenditure excluding depreciation. Based on current levels of expenditure, this level of free reserves would equate to approximately £2.3 million.

The trustees are of the opinion that this provides sufficient flexibility to enable the charity to meet the continued challenges posed by the aftermath of the recent macroeconomic and geopolitical climate and so cover any temporary shortfalls in income due to falls in occupancy levels.

## Report of the trustees 31 March 2024

### Financial review (continued)

#### **Financial position**

The balance sheet shows total reserves of £9,370,405 (2023 - £8,992,772) of which £3,530,000 (2023: £2,000,000) represented designated funds, £3,752,933 (2023 - £3,830,609) represented fixed asset funds, and the remaining £2,087,472 (2023: £3,162,163) represented general funds.

The tangible fixed assets fund is represented by the tangible fixed assets used to support the work of the charity.

As the fees paid by local authorities in no way meet the cost of providing care, an amount of £900,000 continues to be designated by the trustees to generate income towards meeting some of that shortfall. A further amount of £350,000 continues to be set aside by the trustees as a building maintenance fund whilst £2,280,000 has been set up to provide a fund towards helping to finance potential plans for developing and extending the current buildings and site to better serve the residents and future use.

Funds available to support the work of the charity in the future are shown as general funds and are at a level just below that required by the charity's reserves policy set out above.

#### **Plans for future periods**

The immediate challenge for 2024/2025 will be to deal with the issues arising primarily as an indirect impact of the macroeconomic and geopolitical climate, in particular, recruitment and retention of staff, pressures on staff pay, and continuing high energy and food prices. In addition, the Government's reforms in respect to social care funding and the national shortage of care and nursing staff both give rise to severe challenges. Operationally, the trustees do not anticipate any significant change to the charity - their intention is to continue to meet the charity's objectives and to focus on providing an excellent service for residents.

The Home continues to look to the future and how it can adapt its current provision to suit changing needs. The more general development of retirement villages means that people are looking for flexible care progression facilities on site, from supported independence to nursing care when required. This is due to the improved treatment of many chronic conditions, including cancer. Potential residents know that their condition is eventually terminal but wish to remain as independent as possible while they are well, in a supportive environment, and receive end of life care, when it is required, in the same place with the same staff. Often people are living with the uncertainty of when their condition may change, so are comforted by the presence of nursing staff on site if there is an emergency and weekly GP sessions, with daily contact, if required.

Our large garden and some other areas in the grounds are under-utilised and provide the opportunity to increase the number of independent living bungalows, without affecting the overall environment. The trustees are exploring possibilities for future development of this type of accommodation.

### **Plans for future periods (continued)**

The pandemic has showed us that our communal spaces need to be larger and more adaptable to facilitate on-going care and support, with adequate space to minimise infection risk, if required, and meet the CQC requirement to introduce more “normalised living”, including restaurant style meals. Increased communal space to undertake shared activities, enable residents to meet in small groups of their own choosing and entertain visitors, outside of their rooms are issues that feature in resident feedback.

St Mary's has sought the services of Paul Vick Architects and initial plans have been drawn up. The Architects have consulted Hounslow Planning and Conservation Departments over these years, and the management team discussed plans with the Board, the sisters and immediate neighbours. As a consequence, planning permission went live on 11 March 2024, and was granted on 8 November 2024. Work will now begin on the next steps, phasing and fundraising.

Alongside the plans outlined above, the trustees have approached the members of Saint Margaret's Convent to discuss a long-term lease agreement (minimum 25years). Agreement to this security of tenure is deemed essential before any significant investment is made.

### **Structure, governance and management**

#### ***Members***

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

#### ***Parent entity***

Saint Margaret's Convent (SSM Chiswick) CIO is deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) as it has significant influence. It is a member of the charity, it has the right to nominate two of the charity's trustees and it is the freehold owner of the property from which the charity operates in accordance with a Memorandum of Understanding under which it pays a peppercorn licence fee annually.

#### ***Governing document***

St Mary's Convent and Nursing Home (Chiswick) is an incorporated charitable company constituted as a company limited by guarantee, Company Registration Number 03959483 (England and Wales), incorporated on 24 March 2000 and which was registered as a charity, Charity Registration Number 1080751, on 16 May 2000. It was established under a memorandum of association which defined its objects and powers and is governed by its articles of association.

## Report of the trustees 31 March 2024

### Structure, governance and management (continued)

#### **Trustees**

The following trustees were in office at the date on which this report was approved and served during the year as shown:

#### **Trustee**

---

Miss Catherine Mary Allen (Sister Mary Clare SSM)

Miss Jennifer Goodeve (Sister Jennifer Anne SSM)

Ms S Marshall

Mr A Martin

Fr S Stavrou

---

Ms Rosemary Farrar was appointed a trustee on 22 August 2024.

The trustees are ultimately responsible for the policies, activities and assets of the charitable company. The trustees meet four times a year and are responsible for the strategic direction and policy of St Mary's. At each meeting the trustees consider the key measures of operational and financial performance with the assistance of the appropriate members of the management team. When necessary, the trustees seek advice and support from the charitable company's professional advisers including investment managers, solicitors and accountants.

Brief details about each of the trustees in office at 31 March 2024 are given below:

#### ***Sister Mary Clare SSM***

Sister Mary Clare is a member of the Chapter of Saint Margaret's Convent (Chiswick) and was appointed as the Assistant Superior on 2 March 2015.

#### ***Sister Jennifer Anne SSM***

Sister Jennifer has been Sister Superior at St Mary's since the 1980s and was elected Reverend Mother Superior on 2 March 2015. She was Managing Director of the Home until June 2023 and chaired the board meetings until May 2023 when Susan Marshall was elected Chair.

#### ***Ms Susan Marshall***

Elected as a trustee in 2019. Susan Marshall is a non-executive Director with a long and distinguished career in healthcare in both the independent and NHS sectors. Aside from the NHS she worked for Nuffield Hospitals and Care UK before becoming a management consultant with clients including Cambian and One Healthcare. Susan has also been a trustee for several other charitable organisations locally in Chiswick. Susan became Chair of the trustees in May 2023.

#### ***Mr Alan Martin***

Alan Martin was elected a trustee in 2021. He is a Senior Expert at McKinsey & Company where he advises clients across the European oil refining and trading industries on a range of topics. He is a long-time friend to St Mary's and was highly involved in the fundraising initially required to ensure St Mary's remained compliant with the Care Standards Act 2000 and later to construct the bungalows.

**Structure, governance and management (continued)**

***Trustees (continued)***

***Rev S Stavrou***

Father Stephen is currently the Vicar of Saint Michael & All Angels, Barnes. He read theology at St John's College Cambridge, graduating in 2005. After two years spent in vocational discernment he returned to Cambridge to prepare for ministry at Westcott House, while also taking an M.Phil in church history at Peterhouse. He was ordained at Saint Paul's Cathedral in 2009 and was Curate and then Associate Vicar at St Michael & All Angels, Bedford Park. He was the Minor Canon Succentor at Southwark Cathedral and the King's College Chaplain to the Guy's Campus. He also serves on an international ecumenical commission for the Anglican Communion, is a member of the Anglican and Eastern Churches Association, and is an Area Director of Ordinands. Father Stephen regularly takes mass at the Convent.

***Recruitment and appointment of trustees***

The articles of association require that there shall be at least five and not more than eight trustees, two of whom are nominated by Saint Margaret's Convent (SSM Chiswick) CIO.

The remaining trustees are elected for three year terms and, if eligible and willing to do so, offer themselves for re-election.

The trustees have great expertise and experience in a wide range of business, medical and care disciplines. Individuals with appropriate skills, ability and time are approached to offer themselves for election to the board of trustees.

***Trustee induction and training***

Prospective trustees are invited to meet existing trustees and the senior management at St Mary's and to see first-hand the work of St Mary's and its general atmosphere. They are provided with relevant documents relating to the governance of the charity and the latest financial statements and management accounts. The information and advice available from the Charity Commission is also made available to any prospective trustee who does not have previous experience of the duties and responsibilities placed on a charity trustee.

***Organisational structure***

The day to day running of St Mary's was overseen by Sister Jennifer Anne SSM until July 2023 when Elizabeth Smith became the Managing Director. Melissa Layton was appointed the Registered Manager with effect from the same date taking over that role from Elizabeth Smith.

***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for the year.

**Structure, governance and management (continued)**

***Statement of trustees' responsibilities (continued)***

In preparing those financial statements the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgments and accounting estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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 requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as that trustee is aware there is no relevant audit information of which the charity's auditor is unaware: and
- ◆ that the trustee has taken all the steps that he/she ought to have taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with S418 of the Companies Act 2006.

***Related parties***

Saint Margaret's Convent (SSM Chiswick) CIO (the CIO) is deemed to be the parent undertaking of St Mary's Convent and Nursing Home (Chiswick) for reasons set out above.

The sisters who are members of the board of trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

## Report of the trustees 31 March 2024

### **Structure, governance and management** (continued)

#### ***Related parties*** (continued)

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn licence fee and in accordance with a written Memorandum of Understanding.

#### ***Key management personnel***

The trustees (including the Reverend Mother who now acts in an advisory role to the Home) consider that they together with the Managing Director and the Registered Manager of the Home comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, received any remuneration in respect to their role, however, one trustee received a reimbursement of expenses during the year of £468 (2023 - none).

Two of the trustees are members of the Anglican Religious Community, St Margaret's Convent (Chiswick) and live at the Home. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The pay of the Registered Manager and the Managing Director of the Home is reviewed annually by the trustees. Their pay generally is increased in line with average earnings within St Mary's.

#### ***Employees, volunteers and members***

The trustees wish to record their recognition of the professionalism and commitment of all their staff and volunteers. Their dedication and positive approach is very much appreciated.

Report of the trustees approved by the trustees and signed on their behalf by:

**Susan Marshall**

Trustee

Approved by the trustees on: 26 November 2024

St Mary's Convent and Nursing Home (Chiswick)  
Registered Company Number: 03959483 (England and Wales)

**Independent auditor's report to the members of St Mary's Convent and Nursing Home (Chiswick)**

**Opinion**

We have audited the financial statements of St Mary's Convent and Nursing Home (Chiswick) (the 'charitable company') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 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 Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

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

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

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report including the strategic report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

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

### **Responsibilities of trustees**

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

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charitable company through discussions with management and trustees and from our knowledge and experience of the sector. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charitable company. These included but were not limited to 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, Safeguarding Regulations and the Care Standards Act 2000 and related legislation; and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and those charged with governance and review of minutes of trustees' meetings.

**Auditor's responsibilities for the audit of the financial statements (continued)**

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Carried out substantive testing of expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of the trustee board; and
- ◆ Enquiring of as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## **Independent auditor's report 31 March 2024**

### **Use of our report**

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

Peter Mackereth (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 11 December 2024

## Statement of financial activities Year to 31 March 2024

|                                                                                           | Notes | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|-------------------------------------------------------------------------------------------|-------|-----------------------------|-----------------------------|
| <b>Income and expenditure</b>                                                             |       |                             |                             |
| <b>Income from:</b>                                                                       |       |                             |                             |
| Donations and legacies*                                                                   | 1     | 238,318                     | 224,805                     |
| Investment income and interest receivable                                                 | 2     | 152,731                     | 103,948                     |
| Charitable activities                                                                     |       |                             |                             |
| . Nursing and residential home fees and other charges                                     | 3     | 4,070,585                   | 3,604,345                   |
| Other sources                                                                             | 4     | 82,175                      | 39,597                      |
| <b>Total income</b>                                                                       |       | <b>4,543,809</b>            | <b>3,972,695</b>            |
| <b>Expenditure on:</b>                                                                    |       |                             |                             |
| Raising funds                                                                             |       | 18,980                      | 7,959                       |
| Charitable activities                                                                     |       |                             |                             |
| . Provision of nursing and residential care                                               | 5     | 4,386,418                   | 3,921,924                   |
| Donations paid                                                                            |       | 980                         | —                           |
| <b>Total expenditure</b>                                                                  |       | <b>4,406,378</b>            | <b>3,929,883</b>            |
| <b>Net income before gains (losses) arising from investment revaluation and disposals</b> | 7     | <b>137,431</b>              | <b>42,812</b>               |
| Net gains (losses) on investments                                                         |       | 240,202                     | (326,712)                   |
| <b>Net income (expenditure) and net movement in funds for the year</b>                    |       | <b>377,633</b>              | <b>(283,900)</b>            |
| <b>Reconciliation of funds</b>                                                            |       |                             |                             |
| Fund balances brought forward at 1 April 2023                                             |       | 8,992,772                   | 9,276,672                   |
| Fund balances carried forward at 31 March 2024                                            |       | <b>9,370,405</b>            | <b>8,992,772</b>            |

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

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

\*Donations in the year to 31 March 2024 include £13,682 (2023 - £10,100) for restricted purposes. Further details of these are given in note 1 to the accounts.

## Balance sheet 31 March 2024

|                                                | Notes | 2024<br>£        | 2024<br>£               | 2023<br>£        | 2023<br>£        |
|------------------------------------------------|-------|------------------|-------------------------|------------------|------------------|
| <b>Fixed assets</b>                            |       |                  |                         |                  |                  |
| Tangible assets                                | 10    |                  | <b>3,752,933</b>        |                  | 3,830,609        |
| Investments                                    | 11    |                  | <b>3,919,022</b>        |                  | <u>3,693,647</u> |
|                                                |       |                  | <b>7,671,955</b>        |                  | <u>7,524,256</u> |
| <b>Current assets</b>                          |       |                  |                         |                  |                  |
| Debtors                                        | 12    | <b>292,265</b>   |                         | 179,624          |                  |
| Short term deposits                            |       | <b>1,000,000</b> |                         | —                |                  |
| Cash at bank and in hand                       |       | <b>721,043</b>   |                         | <u>1,569,531</u> |                  |
|                                                |       | <b>2,013,308</b> |                         | <u>1,749,155</u> |                  |
| <b>Liabilities</b>                             |       |                  |                         |                  |                  |
| Creditors: amounts falling due within one year | 13    | <b>(314,858)</b> |                         | <u>(280,639)</u> |                  |
| <b>Net current assets</b>                      |       |                  | <b>1,698,450</b>        |                  | 1,468,516        |
| <b>Total net assets</b>                        |       |                  | <b><u>9,370,405</u></b> |                  | <u>8,992,772</u> |
| <b>Represented by:</b>                         |       |                  |                         |                  |                  |
| <b>Funds and reserves</b>                      |       |                  |                         |                  |                  |
| <b>Income funds</b>                            |       |                  |                         |                  |                  |
| Unrestricted funds                             |       |                  |                         |                  |                  |
| . Designated funds                             | 14    |                  | <b>3,530,000</b>        |                  | 2,000,000        |
| . Tangible fixed assets fund                   | 15    |                  | <b>3,752,933</b>        |                  | 3,830,609        |
| . General funds                                |       |                  | <b>2,087,472</b>        |                  | <u>3,162,163</u> |
|                                                |       |                  | <b><u>9,370,405</u></b> |                  | <u>8,992,772</u> |

Approved by the trustees and signed on their behalf by:

**Susan Marshall**

Trustee

Approved by the trustees on: 26 November 2024

St Mary's Convent and Nursing Home (Chiswick)  
Registered Company Number: 03959483 (England and Wales)

## Statement of cash flows Year to 31 March 2024

|                                                        | Notes | 2024<br>£          | 2023<br>£   |
|--------------------------------------------------------|-------|--------------------|-------------|
| <b>Cash flows from operating activities:</b>           |       |                    |             |
| Net cash provided by operating activities              | A     | <b>158,002</b>     | 198,626     |
| <b>Cash flows from investing activities:</b>           |       |                    |             |
| Investment income and interest received                |       | <b>125,113</b>     | 102,168     |
| Purchase of tangible fixed assets                      |       | <b>(166,430)</b>   | (91,013)    |
| Proceeds from the disposal of tangible fixed assets    |       | <b>20,000</b>      | —           |
| Proceeds from the disposal of investments              |       | <b>2,859,721</b>   | 1,128,074   |
| Invested in short term deposits                        |       | <b>(1,000,000)</b> | —           |
| Purchase of investments                                |       | <b>(2,840,319)</b> | (1,286,080) |
| <b>Net cash used in investing activities</b>           |       | <b>(1,001,915)</b> | (146,851)   |
| <b>Change in cash and cash equivalents in the year</b> |       | <b>156,087</b>     | 51,775      |
| <b>Cash and cash equivalents at 1 April 2023</b>       | B     | <b>1,623,764</b>   | 1,571,989   |
| <b>Cash and cash equivalents at 31 March 2024</b>      | B     | <b>779,851</b>     | 1,623,764   |

Notes to the statement of cash flows for the year to 31 March 2024.

### A Reconciliation of net movement in funds to net cash provided by operating activities

|                                                                             | 2024<br>£        | 2023<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Net movement in funds (as per the statement of financial activities)</b> | <b>377,633</b>   | (283,900) |
| <b>Adjustments for:</b>                                                     |                  |           |
| Depreciation charge                                                         | <b>244,106</b>   | 241,766   |
| Losses (gains) on investments                                               | <b>(240,202)</b> | 326,712   |
| Investment income and interest receivable                                   | <b>(152,731)</b> | (103,948) |
| Surplus on disposal of tangible fixed assets                                | <b>(20,000)</b>  | —         |
| Decrease (increase) in debtors                                              | <b>(85,023)</b>  | 40,409    |
| Decrease in creditors                                                       | <b>34,219</b>    | (22,413)  |
| <b>Net cash provided by operating activities</b>                            | <b>158,002</b>   | 198,626   |

### B Analysis of changes in net debt i.e. cash and cash equivalents

|                                              | 2023<br>£        | Cash flows<br>£  | 2024<br>£      |
|----------------------------------------------|------------------|------------------|----------------|
| Cash at bank and in hand                     | 1,569,531        | (848,488)        | <b>721,043</b> |
| Cash instruments held by investment managers | 50,000           | —                | <b>50,000</b>  |
| Cash held by investment managers             | 4,233            | 4,575            | <b>8,808</b>   |
| <b>Total cash and cash equivalents</b>       | <b>1,623,764</b> | <b>(843,913)</b> | <b>779,851</b> |

## **Principal accounting policies** Year to 31 March 2024

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 financial statements have been prepared for the year to 31 March 2024 with comparative information given in respect to the year to 31 March 2023.

The financial statements 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 financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the trustees to make significant judgements and estimates.

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

- ◆ assessing the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- ◆ assessing the recoverability of any debts for residential and care home fees and the need for a provision against doubtful or bad debts;
- ◆ determining the assumptions adopted by the trustees and management in determining the value of any designations required from the charitable company's general unrestricted funds;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable company is entitled; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

### **Assessment of going concern**

The Trustees have been pleased to note that the interest shown by families being shown the Home last summer has resulted in full occupancy, with long waiting lists for both residential and nursing units. This has had a very positive effect on the finances, in what could have been a difficult year. The Home is also fully recruited for staff.

## Principal accounting policies Year to 31 March 2024

### Assessment of going concern (continued)

The trustees do not know what the continued overall impact of current macroeconomic and geopolitical climate, plus the high rising costs of living. It is fortunate in having financial reserves and so the trustees have confidence about the Home's ability to continue operating over the short to medium term.

The trustees of the charity have concluded that, there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees are of the opinion that the charitable company will have sufficient resources to meet its liabilities as they fall due.

With regard to the next accounting period, the year ending 31 March 2025, the most significant issues that may affect the carrying value of the assets held by the charitable company are: the continued volatility in world investment markets; the level of local and central government funding for residential and nursing care for older people; the economic environment and the cost of implementing any changes to the regulatory environment affecting care homes generally.

### Income recognition

Income is recognised in the period in which the charitable company 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 donations, legacies, investment income, interest receivable, fees and related charges in respect to residential and nursing care provision and income from other sources including the surplus on the disposal of tangible fixed assets.

Donations are recognised when the charitable company has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charitable company is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable company and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102, no value has been placed on administrative and other services provided by the members of Saint Margaret's Convent (Chiswick) and other volunteers.

Legacies are included in the statement of financial activities when the charitable company is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charitable company.

Entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charitable company that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution.

## **Principal accounting policies** Year to 31 March 2024

### **Income recognition**(continued)

Investment income is recognised once the dividend 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 charitable company; this is normally upon notification of the interest paid or payable by the bank.

Fees and related charges in respect to the provision of residential and nursing care are measured at fair value of the consideration received or receivable being the invoiced amount excluding discounts and rebates. Provision is made against any amount deemed irrecoverable or where the debt is doubtful.

Income from other sources is measured at fair value and accounted for on an accruals basis.

Income from other sources includes contributions received from relatives staying overnight at the Home when visiting residents and rental income from staff. The income is recognised when receivable (being the date on which the accommodation was used) and when the charitable company has both confirmation of the amount and where receipt is considered probable.

The surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company 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 accounted for on an accruals basis. Expenditure comprises direct costs and support costs. Support costs, including governance costs, are allocated to expenditure on the provision of nursing and residential care. The classification between activities is as follows:

- ◆ Expenditure on raising funds comprises investment management fees.
- ◆ Expenditure on charitable activities comprises expenditure on the charitable company's primary charitable purpose i.e. the provision of residential and nursing care facilities for the elderly at the Home

All expenditure is stated inclusive of irrecoverable VAT.

### **Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charitable company it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

## Principal accounting policies Year to 31 March 2024

Governance costs comprise the costs involving the public accountability of the charitable company (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is attributed directly to the provision of nursing and residential care. Hence, there has been no apportionment between expenditure headings.

### **Tangible fixed assets and depreciation**

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

Tangible fixed assets are stated at cost less depreciation.

#### ◆ Building improvements

Leasehold improvements represent expenditure incurred by St Mary's Convent and Nursing Home on the premises from which it operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking. The premises are occupied by the charitable company for an annual peppercorn rent. Depreciation is charged on significant property improvements at 2% per annum. Higher rates are used where the improvement is anticipated to have a shorter useful economic life.

#### ◆ Plant, fixtures and fittings and motor vehicles

Fixtures and fittings and motor vehicles are capitalised and depreciated at the following rates per annum based on cost in order to write off each asset over their useful economic life:

|                         |                  |
|-------------------------|------------------|
| ◆ Fixtures and fittings | 10-20% per annum |
| ◆ Motor vehicles        | 20% per annum.   |

### **Fixed asset 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 charitable company does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charitable company is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

## **Principal accounting policies** Year to 31 March 2024

### **Fixed asset investments** (continued)

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 of more than three months but less than one year have been disclosed as short term deposits.

### **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 charitable company 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.

### **Fund structure**

The funds of the charitable company are unrestricted and therefore are available for use in furtherance of the charitable company's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity are amounts which the trustees have designated for specific purposes and amounts representing tangible fixed assets. Details of these are provided in notes 14 and 15 respectively.

### **Pensions**

The charitable company offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

## Notes to the financial statements Year to 31 March 2024

### 1 Donations and legacies

|                                                                                                                | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|----------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Contributions from Saint Margaret's Convent (Chiswick) towards the living and personal expenses of the sisters | 102,142                     | 102,720                     |
| Other donations from Saint Margaret's Convent (Chiswick)                                                       | 3,000                       | 2,800                       |
| Other donations*                                                                                               | 37,241                      | 48,229                      |
| Legacies                                                                                                       | 95,935                      | 71,056                      |
|                                                                                                                | <b>238,318</b>              | <b>224,805</b>              |

\*Included within donations and legacies are certain donations which were received for specific purposes as follows:

|                         | 2024<br>Restricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ |
|-------------------------|----------------------------------|----------------------------------|
| Staff bonuses           | 8,254                            | —                                |
| Purchase of a bed       | 5,428                            | —                                |
| Miscellaneous purchases | —                                | 10,100                           |
|                         | <b>13,682</b>                    | <b>10,100</b>                    |

The above donations were used within each of the two years for the purposes for which they were given – costs have been included as expenditure on the provision of nursing and residential care or additions to tangible fixed assets as appropriate.

### 2 Investment income and interest receivable

|                                    | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|------------------------------------|-----------------------------|-----------------------------|
| Listed investments:                |                             |                             |
| . UK fixed interest                | 7,924                       | 17,694                      |
| . UK equities (including property) | 40,568                      | 49,736                      |
| . Overseas fixed interest          | 7,868                       | —                           |
| . Overseas equities                | 24,233                      | 27,399                      |
| . Alternatives                     | 15,506                      | 1,632                       |
|                                    | <b>96,099</b>               | <b>96,461</b>               |
| Cash instruments                   | 2,564                       | —                           |
| Deposit interest                   | 54,068                      | 7,487                       |
|                                    | <b>152,731</b>              | <b>103,948</b>              |

### 3 Nursing and residential home fees and other charges

|                               | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|-------------------------------|-----------------------------|-----------------------------|
| Gross fees                    | 4,238,250                   | 3,703,835                   |
| Less: subsidies and discounts | (167,665)                   | (99,490)                    |
|                               | <b>4,070,585</b>            | <b>3,604,345</b>            |

Subsidies and discounts arise in respect of those residents reliant on local authority or NHS funds where the fees paid fall short of the standard fees charged by the Home.

## Notes to the financial statements Year to 31 March 2024

### 4 Income from other sources

|                                     | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|-------------------------------------|-----------------------------|-----------------------------|
| Surplus on disposal of fixed assets | 20,000                      | —                           |
| Short stay and room hire            | 10,728                      | 5,642                       |
| Rent paid by staff                  | 28,130                      | 14,632                      |
| Fundraising income                  | 14,911                      | 11,327                      |
| Other income                        | 8,406                       | 7,996                       |
|                                     | <b>82,175</b>               | <b>39,597</b>               |

### 5 Provision of nursing and residential care

|                                                                  | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|------------------------------------------------------------------|-----------------------------|-----------------------------|
| Direct care costs                                                |                             |                             |
| . Staff costs (including training: 2024: £28,762; 2023: £23,999) | 2,581,090                   | 2,284,886                   |
| . Medical costs                                                  | 60,375                      | 54,734                      |
| Accommodation costs and overheads                                |                             |                             |
| . Staff costs (kitchen and domestic)                             | 558,891                     | 488,120                     |
| . Provisions                                                     | 176,230                     | 149,094                     |
| . Depreciation                                                   | 244,106                     | 241,767                     |
| . Property and equipment repairs and maintenance                 | 273,871                     | 235,042                     |
| . Rates, insurance, gas and electricity                          | 182,394                     | 140,097                     |
| . Residents' welfare and chapel                                  | 8,376                       | 7,348                       |
| Support costs                                                    |                             |                             |
| . Administration salaries                                        | 123,459                     | 113,579                     |
| . Recruitment costs                                              | 2,478                       | 21,752                      |
| . Printing, postage, stationery and telephone costs              | 19,334                      | 14,956                      |
| . Car and travel expenses                                        | 8,791                       | 8,355                       |
| . Professional fees (including governance costs (note 6))        | 79,574                      | 94,832                      |
| . Other costs                                                    | 67,449                      | 67,362                      |
|                                                                  | <b>4,386,418</b>            | <b>3,921,924</b>            |

### 6 Governance costs

|            | 2024<br>£ | 2023<br>£ |
|------------|-----------|-----------|
| Audit fees | 13,200    | 12,000    |

## Notes to the financial statements Year to 31 March 2024

### 7 Net income before gains (losses) arising from investment revaluation and disposals

This is stated after charging:

|                                        | 2024<br>£        | 2023<br>£ |
|----------------------------------------|------------------|-----------|
| Staff costs (note 8)                   | <b>3,234,678</b> | 2,862,586 |
| Depreciation                           | <b>244,106</b>   | 241,767   |
| Auditor's remuneration (including VAT) |                  |           |
| . Audit fees                           | <b>13,200</b>    | 12,000    |
| . Audit fees – previous year           | <b>696</b>       | —         |
| . Other general advisory services      | <b>24,339</b>    | 22,434    |
| . Taxation advisory services           | <b>1,680</b>     | 885       |

### 8 Staff costs, staff numbers and key management personnel

|                       | 2024<br>£        | 2023<br>£ |
|-----------------------|------------------|-----------|
| Salaries and wages    | <b>2,876,520</b> | 2,544,193 |
| Social security costs | <b>279,793</b>   | 247,694   |
| Pension costs         | <b>78,365</b>    | 70,699    |
|                       | <b>3,234,678</b> | 2,862,586 |

The number of employees whose employee benefits (including taxable benefits but excluding employer's pension contributions) exceeded £60,000 was:

|                   | 2024<br>No. | 2023<br>No. |
|-------------------|-------------|-------------|
| £60,000 - £70,000 | —           | 1           |
| £70,000 - £80,000 | <b>1</b>    | —           |

The average and full-time equivalent number of employees during the year was as follows:

|                                    | 2024                    |           | 2023                    |         |
|------------------------------------|-------------------------|-----------|-------------------------|---------|
|                                    | Full time<br>equivalent | Average   | Full time<br>equivalent | Average |
| Nursing and residential care staff | <b>81</b>               | <b>92</b> | 82                      | 93      |
| Management and administration      | <b>2</b>                | <b>3</b>  | 2                       | 3       |
|                                    | <b>83</b>               | <b>95</b> | 84                      | 96      |

The trustees (who include the Reverend Mother who, during 2023 and 2022, was also the Responsible Person and Chief Executive) consider that they, together with the Managing Director and the Registered Manager of the Home, comprised the key management personnel of the charity during the year in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, received any remuneration in respect to their role. However, one trustee received a reimbursement of expenses during the year of £468 (2023 - none).

## Notes to the financial statements Year to 31 March 2024

### 8 Staff costs, staff numbers and key management personnel (continued)

Certain of the trustees are also members of Saint Margaret's Convent (Chiswick) and reside within the premises occupied by St Mary's Convent and Nursing Home (Chiswick). In accordance with their vows of poverty these sisters are provided with board, lodging, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The total remuneration (including taxable benefits and employers pension contributions) Managing Director and the Registered Manager of the Home for the year was £145,364 (2023 – Registered Manager/Matron was £79,870).

### 9 Taxation

St Mary's Convent and Nursing Home (Chiswick) is a registered charitable company and, therefore, is not liable on income and gains derived from its charitable activities as they fall within the exemptions available to registered charities.

### 10 Tangible fixed assets

|                         | Building<br>improvements<br>£ | Plant,<br>fixtures<br>and<br>fittings<br>£ | Motor<br>vehicles<br>£ | Total<br>£       |
|-------------------------|-------------------------------|--------------------------------------------|------------------------|------------------|
| <b>Cost</b>             |                               |                                            |                        |                  |
| At 1 April 2023         | 4,616,693                     | 1,214,669                                  | 49,675                 | <b>5,881,037</b> |
| Additions               | 20,681                        | 112,861                                    | 32,888                 | <b>166,430</b>   |
| Disposals               | —                             | (26,445)                                   | (37,025)               | <b>(63,470)</b>  |
| At 31 March 2024        | <u>4,637,374</u>              | <u>1,301,085</u>                           | <u>45,538</u>          | <b>5,983,997</b> |
| <b>Depreciation</b>     |                               |                                            |                        |                  |
| At 1 April 2023         | 1,424,924                     | 581,522                                    | 43,982                 | <b>2,050,428</b> |
| Charge for the year     | 103,701                       | 135,682                                    | 4,723                  | <b>244,106</b>   |
| Eliminated on disposals | —                             | (26,445)                                   | (37,025)               | <b>(63,470)</b>  |
| At 31 March 2024        | <u>1,528,625</u>              | <u>690,759</u>                             | <u>11,680</u>          | <b>2,231,064</b> |
| <b>Net book values</b>  |                               |                                            |                        |                  |
| At 31 March 2024        | <u>3,108,749</u>              | <u>610,326</u>                             | <u>33,858</u>          | <b>3,752,933</b> |
| At 31 March 2023        | <u>3,191,769</u>              | <u>633,147</u>                             | <u>5,693</u>           | <b>3,830,609</b> |

Building improvements represent expenditure on the premises from which St Mary's Convent and Nursing Home (Chiswick) operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking (note 17). The charitable company occupies the premises at an annual peppercorn rent.

At 31 March 2024 the charitable company had no capital commitments (2023 – none).

## Notes to the financial statements Year to 31 March 2024

### 11 Investments

|                                                          | 2024<br>£          | 2023<br>£   |
|----------------------------------------------------------|--------------------|-------------|
| <b>Listed investments</b>                                |                    |             |
| Fair (market) value at 1 April 2023                      | <b>3,639,414</b>   | 3,808,120   |
| Additions at cost                                        | <b>2,840,319</b>   | 1,286,080   |
| Disposals                                                |                    |             |
| . Proceeds                                               | <b>(2,859,721)</b> | (1,128,074) |
| . Realised gains                                         | <b>46,875</b>      | (91,948)    |
| Disposals at book value                                  | <b>(2,812,846)</b> | (1,220,022) |
| Net unrealised investment gains                          | <b>193,327</b>     | (234,764)   |
| Fair (market) value at 31 March 2024                     | <b>3,860,214</b>   | 3,639,414   |
| <b>Cash instruments held by investment manager</b>       | <b>50,000</b>      | 50,000      |
| <b>Cash held by investment managers for reinvestment</b> | <b>8,808</b>       | 4,233       |
|                                                          | <b>3,919,022</b>   | 3,693,647   |
| Historical cost of listed investments                    | <b>3,641,099</b>   | 3,241,028   |

Listed investments held at 31 March 2024 comprised the following:

|                             | 2024<br>£        | 2023<br>£ |
|-----------------------------|------------------|-----------|
| UK listed investments       |                  |           |
| . Fixed interest            | <b>284,905</b>   | 155,997   |
| . Equities                  | <b>341,720</b>   | 1,052,642 |
| Overseas listed investments |                  |           |
| . Fixed Interest            | <b>201,193</b>   | 257,313   |
| . Equities                  | <b>2,627,760</b> | 1,673,745 |
| UK Property                 | <b>106,518</b>   | 206,374   |
| Alternatives                | <b>298,118</b>   | 293,343   |
|                             | <b>3,860,214</b> | 3,639,414 |

All listed investments were dealt in on a recognised stock exchange.

At 31 March 2024 there were no listed investments held which were deemed material when compared with the overall portfolio valuation as at that date. At 31 March 2023, the following investments were deemed to be material.

|                                                       | 2023<br>Market<br>value<br>of holding<br>£ | 2023<br>Percentage<br>of portfolio<br>% |
|-------------------------------------------------------|--------------------------------------------|-----------------------------------------|
| Charities Property Fund Property Fund<br>Income       | 206,374                                    | 5.6                                     |
| Vanguard Investment S&P 500 UCITS ETF<br>Income units | 419,471                                    | 11.4                                    |

## Notes to the financial statements Year to 31 March 2024

### 12 Debtors

|                                   | 2024<br>£      | 2023<br>£      |
|-----------------------------------|----------------|----------------|
| Nursing and residential care fees | 107,352        | 46,369         |
| Donations and legacies receivable | 3,901          | 24,850         |
| Investment income receivable      | 46,293         | 18,675         |
| Prepayments                       | 133,119        | 86,030         |
| Other debtors                     | 1,600          | 3,700          |
|                                   | <b>292,265</b> | <b>179,624</b> |

### 13 Creditors: amounts falling due within one year

|                                    | 2024<br>£      | 2023<br>£      |
|------------------------------------|----------------|----------------|
| Expense creditors                  | 36,472         | 66,285         |
| Fees received in advance           | 23,673         | 25,934         |
| Taxation and social security costs | 70,362         | 58,144         |
| Accruals and other creditors       | 184,351        | 130,276        |
|                                    | <b>314,858</b> | <b>280,639</b> |

### 14 Designated funds

The income funds of the charitable company include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                   | At<br>1 April<br>2023<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2024<br>£ |
|-----------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund | 900,000                    | 37,215                   | (37,215)                   | 900,000                     |
| Building maintenance fund         | 350,000                    | 14,472                   | (14,472)                   | 350,000                     |
| Development fund                  | 750,000                    | 1,530,000                | —                          | 2,280,000                   |
|                                   | <b>2,000,000</b>           | <b>1,581,687</b>         | <b>(51,687)</b>            | <b>3,530,000</b>            |

  

|                                          | At<br>1 April<br>2022<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2023<br>£ |
|------------------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| <i>Residential and nursing care fund</i> | 900,000                    | 27,000                   | (27,000)                   | 900,000                     |
| <i>Building maintenance fund</i>         | 1,100,000                  | (717,000)                | (33,000)                   | 350,000                     |
| <i>Development fund</i>                  | —                          | 750,000                  | —                          | 750,000                     |
|                                          | <b>2,000,000</b>           | <b>60,000</b>            | <b>(60,000)</b>            | <b>2,000,000</b>            |

The residential and nursing care fund comprises monies set aside to generate income towards meeting some of the shortfall in the fees paid by local authorities towards the cost of providing care. Income generated from the funds invested is added to the fund and withdrawn to the extent that it is needed to meet any shortfall.

The building maintenance fund represents monies set aside by the trustees to generate income towards the cost of maintaining the buildings to a standard appropriate to meet the needs of the residents and the sisters.

The development fund represents monies set aside towards developing the current buildings and site to better serve the residents and future business use. Further details of the plans are given in the trustees' report under 'Plans for future periods'.

## Notes to the financial statements Year to 31 March 2024

### 15 Tangible fixed assets fund

|                           | 2024<br>Total<br>funds<br>£ | 2023<br>Total<br>funds<br>£ |
|---------------------------|-----------------------------|-----------------------------|
| At 1 April 2023           | 3,830,609                   | 3,981,362                   |
| Movements during the year | (77,676)                    | (150,753)                   |
| At 31 March 2024          | 3,752,933                   | 3,830,609                   |

The tangible fixed assets fund represents the net book value of St Mary's tangible fixed assets. A decision was made to separate this fund from the general fund of the Home in recognition of the fact that the tangible fixed assets are essential to the day to day work of St Mary's. The value represented by such assets, therefore, should not be regarded as realisable with ease, in order to meet future contingencies.

### 16 Analysis of assets between funds

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2024<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2024 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 3752933                                  | —                        | 3,752,933          |
| Investments                                               | 389,022              | —                                        | 3,530,000                | 3,919,022          |
| Current assets                                            | 2,013,308            | —                                        | —                        | 2,013,308          |
| Creditors: amounts falling due within one year            | (314,858)            | —                                        | —                        | (314,858)          |
| <b>Total net assets</b>                                   | <b>2,087,472</b>     | <b>3,752,933</b>                         | <b>3,530,000</b>         | <b>9,370,405</b>   |

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2023<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2023 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 3,830,609                                | —                        | 3,830,609          |
| Investments                                               | 1,693,647            | —                                        | 2,000,000                | 3,693,647          |
| Current assets                                            | 1,749,155            | —                                        | —                        | 1,749,155          |
| Creditors: amounts falling due within one year            | (280,639)            | —                                        | —                        | (280,639)          |
| <b>Total net assets</b>                                   | <b>3,162,163</b>     | <b>3,830,609</b>                         | <b>2,000,000</b>         | <b>8,992,772</b>   |

## Notes to the financial statements Year to 31 March 2024

### 16 Analysis of assets between funds (continued)

|                                                                             | 2024<br>£        | 2023<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Unrealised gains included above:</b>                                     |                  |           |
| On investment assets                                                        | <b>219,115</b>   | 398,386   |
| <b>Reconciliation of movements on unrealised gains on investment assets</b> |                  |           |
| Unrealised gains at 1 April 2023                                            | <b>398,386</b>   | 838,437   |
| Unrealised (losses) gains arising in the year                               | <b>193,327</b>   | (234,764) |
| in respect of disposals in year                                             | <b>(372,598)</b> | (205,287) |
| Unrealised gains at 31 March 2024                                           | <b>219,115</b>   | 398,386   |

### 17 Parent undertaking and related party transactions

Saint Margaret's Convent (SSM Chiswick) CIO is deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) as it has significant influence. It is a member of the charity, it has the right to nominate two of the charity's trustees and it is the freehold owner of the property from which the charity operates in accordance with a Memorandum of Understanding under which it pays a peppercorn licence fee annually.

The sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn licence fee in accordance with a written Memorandum of Understanding.

The Sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) reside within the premises occupied by the charitable company. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112) has donated monies to the charitable company towards the living and personal expenses of the sisters. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The charitable company has taken advantage of the exemption given by FRS 102 and, therefore, has not given details of transactions with its parent undertaking. The exemption has been taken because the consolidated accounts of the parent undertaking, Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112), which includes St Mary's Convent and Nursing Home, have been prepared and are available from the Charity Commission website.

Other than those with its parent undertaking and those described in note 8 to these financial statements, there were no other related party transactions requiring disclosure in the year (2023 - none).

## **Notes to the financial statements** Year to 31 March 2024

### **18 Liability of the members**

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

**ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)**

England & Wales - Charity number 1080751

---

# Accounts

---

**St Mary's Convent  
and Nursing Home  
(Chiswick)**

**Annual Report and Financial  
Statements**

31 March 2023

Company Limited by Guarantee

Registration Number 03959483

(England and Wales)

Charity Registration Number 1080751

## Contents

### Reports

|                                                           |    |
|-----------------------------------------------------------|----|
| Legal and administrative information                      | 1  |
| Report of the trustees (incorporating a strategic report) | 2  |
| Independent auditor's report                              | 16 |

### Financial statements

|                                   |    |
|-----------------------------------|----|
| Statement of financial activities | 21 |
| Balance sheet                     | 22 |
| Statement of cash flows           | 23 |
| Principal accounting policies     | 24 |
| Notes to the financial statements | 29 |

## Legal and administrative information

|                                    |                                                                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Miss Catherine Mary Allen (Sister Mary Clare SSM)<br>Miss Jennifer Goodeve (Sister Jennifer Anne SSM)<br>Ms Susan Marshall<br>Mr Alan Martin<br>Rev Stephen Stavrou |
| <b>Company secretary</b>           | Mrs Yamiko Lawton                                                                                                                                                   |
| <b>Registered office</b>           | Burlington Lane<br>Chiswick<br>London<br>W4 2QE                                                                                                                     |
| <b>Company registration number</b> | 03959483 (England and Wales)                                                                                                                                        |
| <b>Charity registration number</b> | 1080751                                                                                                                                                             |
| <b>Auditor</b>                     | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                                                                                              |
| <b>Bankers</b>                     | National Westminster Bank plc<br>135 Bishopsgate<br>London<br>EC2M 3UR                                                                                              |
| <b>Investment managers</b>         | Investec Wealth & Investment Limited<br>2 Gresham Street<br>London<br>EC2V 7QP                                                                                      |
| <b>Solicitors</b>                  | Stone King LLP<br>Upper Borough Court<br>Upper Borough Walls<br>Bath<br>BA1 1RG                                                                                     |

## **Report of the trustees (incorporating a strategic report) 31 March 2023**

The trustees, who are directors of the charitable company for the purposes of company law and trustees for the purposes of charity law, present their statutory report together with the financial statements of St Mary's Convent and Nursing Home (Chiswick) ("the charity" or "the charitable company") for the year ended 31 March 2023.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 24 to 28 and comply with the charitable company'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 United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The charity was established by the members of the Chapter of Saint Margaret's Convent (Chiswick) which is a Mother House of the Society of Saint Margaret (an Anglican religious order) founded in 1855 by John Mason Neale DD. The principal activity of the charity is to operate St Mary's Convent and Nursing Home ("St Mary's") based in Chiswick. St Mary's Convent and Nursing Home (Chiswick) is deemed to be a subsidiary undertaking of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

### **Objectives, activities and other relevant policies**

#### ***Objectives and activities***

The object of the charity is the advancement of the Anglican Christian religion in particular:

- ◆ by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity;
- ◆ by the promotion and maintenance of public worship; and
- ◆ by the promotion of religious and spiritual teaching.

St Mary's aims are to:

- ◆ provide excellent personal and nursing care to up to 60 residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- ◆ provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard which embraces the fundamental principles of good practice and meets the requirements of the Care Act 2014;
- ◆ recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent; and

**Objectives, activities and other relevant policies** (continued)

**Objectives and activities** (continued)

- ◆ enable the resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's are:

- ◆ to provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. The Home is staffed by registered nurses and care assistants, most of whom have Qualifications and Credit Framework ("QCF") qualifications at levels 2, 3, 4 and 5;
- ◆ to provide holistic care for the residents, including meeting social and spiritual needs. This involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- ◆ to provide a local care home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility, and can maintain local links and involvement if they wish;
- ◆ to provide five one-bedroom independent living bungalows within the grounds of St Mary's;
- ◆ to enable the residents to live as independently as possible, in their own rooms, respecting their choices for decoration and room layout where practically possible;
- ◆ to provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enabling them to take risks within a monitored and safe environment; and
- ◆ to provide a homely, flexible and accepting environment where the resident and their families and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

St Mary's recognises that its clients (the residents) are vulnerable. Many of them are physically and/or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety. As an ethical organisation, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- ◆ Disclosure and Barring Service (DBS) criminal record checks for all staff and volunteers;
- ◆ Safeguarding of Vulnerable Adults (SOVA) training for all staff and volunteers;
- ◆ Vulnerable adult policy – service wide agreement;
- ◆ Training and induction for staff (video and questionnaire, Care Certificate, QCF);

**Objectives, activities and other relevant policies** (continued)

**Objectives and activities** (continued)

- ◆ Gifts and gratuities policy;
- ◆ Restraint policy and regular medication review;
- ◆ Accident/incident policy;
- ◆ Nursing and Midwifery Council register checked (registered nurses only); and
- ◆ Supervision as required by the Care Quality Commission.

**Public benefit**

The charity reviews its aims, objectives and achievements each year and this report comments on achievements during the year ended 31 March 2023 and also considers plans for the future. In undertaking the review of aims, objectives and achievements the trustees have paid due regard to guidance issued by the Charity Commission in determining how the charity should carry out its activities for the public benefit.

The charity fulfils its charitable purposes for the public benefit in the following ways:

- ◆ providing high standards of care for up to 60 residents;
- ◆ giving that care at fee rates materially lower than the rates charged by commercially operated homes of comparable quality;
- ◆ caring for those residents reliant on public funding at fee rates materially lower than St Mary's normal rates. The trustees continue to be concerned about the extent of this public subsidy but it is the unfortunate reality of the inadequacy of public funding for residential care for the elderly. St Mary's status as a charity helps ensure that residents are not prevented by lack of means from enjoying the high standard of care St Mary's is able to provide;
- ◆ being a place of both public and private worship for residents, staff and visitors alike. The presence of the Chapel distinguishes St Mary's from most other care homes and provides a spiritual element to the atmosphere at St Mary's; and
- ◆ although St Mary's is run by an Anglican Christian religious order, it is open to all irrespective of their religious beliefs.

The charitable status of St Mary's substantially enhances its ability to fulfil its charitable purposes for the public benefit in a number of ways:

- ◆ the sisters resident at St Mary's provide the ethos and the spiritual care whilst living amongst the residents;
- ◆ the trustees give freely of their time and expertise without payment;

**Objectives, activities and other relevant policies (continued)**

***Public benefit (continued)***

- ♦ charitable status combined with the high regard and affection in which the Home is held, ensure the continued support of a host of volunteers. This support comes in the form of the donation of both time and money. The wide range of activities and outings enjoyed by the residents could not be provided without the considerable support of volunteers who give freely of their time. Such activities are an important contributor to the air of vitality at St Mary's;
- ♦ the work which is carried out by volunteers, the sisters and trustees at no cost, coupled with the fact that as a charity there is no requirement for a commercial return on capital employed, enables the Home to operate with a much lower cost base than a commercial undertaking, resulting in the lower fee rates for residents to which reference has already been made.

**Investment policy**

The charity's investments are managed by Investec Wealth & Investment Limited, professional investment managers. There are no restrictions on the charity's power to invest.

The investment strategy is set by the trustees with advice from their investment managers. It takes into account the charity's income requirements for the year, the risk profile and the investment managers' view of the market prospects in the medium term.

The investment objective is to achieve a balanced return between income and capital growth within an agreed risk profile. The trustees also have an ethical policy which precludes investment in any company, which after reasonable enquiry, clearly generates significant profits from an activity which is contrary to the objectives of the Anglican Church.

The charity receives quarterly reports from its investment managers allowing the trustees to monitor the performance of the portfolio and the charity's investment strategy. The trustees also meet with the investment managers at least once a year.

**Achievements and performance**

This report covers the first year where we have not had a lockdown due to the Covid-19 pandemic. The Home and the daily routine is just about back to how it was before 2020, with no restrictions on visiting, outings or family involvement. The Home is full, with waiting lists for both the nursing and residential units, and we are fully staffed. The fact that our occupancy rates have been maintained at 95% plus, has had a positive impact on our income, and has enabled us to weather what has been a difficult financial year.

We have been renewing and refurbishing some of the communal areas of the home, as well as refreshing rooms between resident placements. We have refurbished the two communal sitting rooms, in consultation with the residents, and all are very pleased with the results.

The residents have asked that the next area to be tackled should be the Orangery, which suffers from being a corridor as well as a café area. This was done over the summer and all are very pleased with the smart, new 'Convent Café'.

**Achievements and performance (continued)**

The focal point of the business remains the care and well-being of all the residents. The home runs as an extended Christian family, where residents, their families and friends are all welcome and which has an open visiting policy. Residents are supported so that they may live as normal a life as possible, enabling them to be “up and about” and enjoying some meaningful activities during the day. This is facilitated by specialist mobility equipment funded from donations, which means no residents are bedbound. There is a full activity programme every week, with more individual activities facilitated by the Activities Team.

The chapel remains a key element of the home and although residents do not have to be religious to come to the Home, many residents choose it because they wish to continue to attend a weekly church service. Mass is celebrated every day and the sisters attend the offices and are often joined at these by some residents.

The Home has many staff who have worked at St Mary’s for several years and the Home actively supports staff to gain Health and Social Care Qualifications at levels 2, 3, 4 and 5. Over the year, the Home has been fully staffed and has not used agency staff. Where necessary we have called on our bank staff.

The Home has a good working relationship with the Palliative Care Team at Meadow House Hospice and aims to provide residents with end of life care at the Home. All were supported to the end of their lives at St Mary’s. Families and friends were able to continue to visit them here and also received support from the regular and consistent staff team.

Quality Management is of paramount importance and the Home uses the Quality Compliance System to audit compliance with the Fundamental Standards. (Care Act 2014, Health & Social Care Act 2008). A Health and Safety audit was undertaken over the summer and the auditor was pleased with the level of commitment shown by the home to maintaining Health and Safety compliance.

The Home operates in a highly regulated sector, and during the pandemic this was even more evident. A plethora of daily reports, to differing bodies, requiring different statistics, and the on-going Covid-19 management has taken up an enormous amount of time of both the Registered Manager and the Administrator. A great deal of time was spent gathering the statistics for the Fair Cost of Care exercise, initiated by HM Treasury, and although we met their deadline of 1 September 2022, we have not heard anything further on this. There has been a deafening silence about reforms to the funding for Adult Social Care and how this might work between providers, local councils and the NHS going forward.

The Care Quality Commission spent 2020 and 2021 revising their standards and looking at how they will inspect and audit providers in the future, with a new framework for providers to work with. They were due to launch this new framework in autumn 2022, but feedback from their pilot providers pushed this back to April 2023, and as at September 2023 there is still no fixed launch date, or complete information on how this will work and how homes will be monitored. Currently each month they look at the information gathered from the NHS Capacity Tracker and information we provide to our local council, and send an email stating that ‘they see no reason to change their rating of the care home at this time’.

**Achievements and performance (continued)**

The Home was last fully inspected in November 2019 and was rated “Good” in the reported published in December 2019 with Responsive rated as “Outstanding”. A full copy of the report can be found at [www.cqc.org.uk](http://www.cqc.org.uk).

**Risk management**

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

Having assessed the major risks to which the charity is exposed, including those associated with Covid-19 and its aftermath, the trustees believe 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, they have established effective systems to mitigate those risks.

The key risks that continue to be associated with Covid-19 and its aftermath are lower income from under-occupancy and increased spending due to the requirements of PPE and testing. The other principal risks for the charity, as identified by the trustees, are described below together with the principal ways in which they are mitigated:

- ◆ Operationally the charity works with vulnerable adults including older people. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that staff and volunteers must obtain clearance from the Disclosure and Barring Service (DBS). In addition, the trustees have established systems of on-going safeguarding training; to update internal policies; and to ensure staff and volunteers are kept informed about good practice in work.
- ◆ St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. The Matron and the trustees with experience of running health care organisations advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding (see above); the chronic shortage of qualified nurses and care assistants; and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

**Risk management (continued)**

- ♦ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by a reputable investment manager who adheres to a policy agreed by the trustees. The trustees meet at least once a year with the investment manager and the manager's performance and that of the portfolio are monitored regularly. This will continue to be so given the volatility in markets caused by the aftermath of the Covid-19 pandemic but also by the current macroeconomic and geopolitical climate. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs - both now and in the future.
- ♦ Cyber Security – St Marys has faced cybercrime in the form of phishing emails. We have enhanced our security on the systems to further filter emails and we will be introducing additional systems authentication. The employees are reminded how to recognise malicious emails and to stay vigilant.

**Fundraising policy**

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

**Financial review**

Income amounted to £3,972,695 (2022 - £3,748,787). Of this amount £3,604,345 (2022 - £3,321,694) arose from nursing and residential home fees. Voluntary income for the year amounted to £224,805 (2022 - £244,559).

Expenditure during the year amounted to £3,929,883 (2022 - £3,645,281). Costs in relation to the provision of residential and nursing care totalled £3,921,924 compared to £3,636,500 in 2022.

Net income before realised and unrealised investment gains amounted to £42,812 (2022 - £103,506). The fees paid by local authorities are significantly below the level required to cover the economic costs of care. Without the support of those giving donations and bequeathing legacies, and without income arising from investments, expenditure and related investment management fees would have exceeded income by £285,941 (2022 - expenditure and related investment management fees would have exceeded income by £234,068).

Total net realised and unrealised investment losses were £326,712 (2022 – gains of £132,596) and net expenditure for the year, therefore, amounted to £283,900 (2022 – net income of £236,102).

**Financial review (continued)**

***Donations***

The trustees wish to record their grateful thanks to all donors whose generosity has enabled the work of St Mary's to continue.

***Investment performance***

As previously stated, the charity's investments are managed by Investec Wealth & Investment Limited. At 31 March 2023 the investments had a market value of £3,693,414 including cash awaiting investment of £4,233.

Throughout 2022/23, the investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report and in compliance with the ethical guidelines given to them. Further details of the investment portfolio are included in note 11 to the attached accounts. The trustees continue to take a long-term view and believe their investment policy remains appropriate.

***Reserves policy***

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. Given the nature of the work undertaken by St Mary's, and to take into account the current inadequacy of Government funding for residents in nursing homes without private means, it is considered that the level of free reserves should be approximately equal to six month's budgeted operating expenditure.

The trustees are of the opinion that this provides sufficient flexibility to enable the charity to meet the continued challenges posed by the aftermath of the Covid-19 pandemic and by the current macroeconomic and geopolitical climate and so cover any temporary shortfalls in income due to falls in occupancy levels.

***Financial position***

The balance sheet shows total reserves of £8,992,772.

The tangible fixed assets fund totals £3,830,609 and is represented by the tangible fixed assets used to support the work of the charity. As the fees paid by local authorities in no way meet the cost of providing care, an amount of £900,000 continues to be designated by the trustees to generate income towards meeting some of that shortfall. A further amount of £350,000 continues to be set aside by the trustees as a building maintenance fund whilst £750,000 has been set up to provide a fund towards developing the current buildings and site to better serve the residents and future use.

**Financial review (continued)**

***Financial position (continued)***

Funds available to support the work of the charity in the future are shown as general funds on the balance sheet and amount to £3,162,163. Whilst in excess of the amount demanded by the reserves policy set out above, this figure needs to be considered in the light of the challenges posed by the macroeconomic and geopolitical climate. Inflationary pressures will continue to have a significant impact on energy bills and food prices during the next twelve months and the Home faces challenges due to the chronic shortage of trained nursing and care staff in this country. The annual budgeted expenditure of the Home exceeds £3.9 million and this needs to be considered in the light of the foregoing but also the increasing age profile of the sisters, the volatility in world stock markets and the need for the charity to employ more paid staff in the future as a result of the increasing regulatory requirements on care homes. Therefore, the trustees are of the opinion that the free reserves are adequate but not excessive.

**Plans for future periods**

The immediate challenge for 2023/2024 will be to deal with the issues arising due to the macroeconomic and geopolitical climate and, in particular, rising energy and food prices. The aftermath of the pandemic continues to present difficulties. In addition, the Government's reforms in respect to social care funding and the national shortage of care and nursing staff both give rise to severe challenges. Operationally, the trustees do not anticipate any significant change to the charity - their intention is to continue to meet the charity's objectives and to focus on providing an excellent service for residents.

**Succession Planning:** In November 2022 it was decided that Sister Jennifer would step down as Chair of the Trustees, and that she would also step back from her role of Managing Director of the Home. Liz Smith, the current Registered Manager, and Matron was also looking to step back from her role, and it was decided that she would succeed Sister Jennifer as Managing Director, with Sr Jennifer remaining involved in an advisory capacity. Advice on finding a new Registered Manager and fine tuning the job description was sought, and job was advertised in the New Year. Interviews took place during April 2023 and the new Registered Manager, Melissa Layton, joined in June. Melissa has wide experience in managing residential homes and brings a wealth of practical knowledge to the business. Melissa is now registered with the CQC as the Registered Manager, and Liz Smith is registered as the Nominated Person.

The home is also looking to the future and how it can adapt its current offering to suit changing needs. There is a need for a type of sheltered accommodation, where people are independent, but have the comfort of knowing that staff are on hand, in case of an emergency.

We still have a large garden and there are some areas which are under-utilised, where some more bungalows could be built, without detracting from the overall environment. This would help us diversify our accommodation offer, as well as make better use of and enhance the garden, increase enjoyment and use of the original buildings on site as a whole into the future.

**Plans for future periods (continued)**

The Home has a strong reputation for good quality care and the contribution of its activities programme is a core component to the care it offers. During the pandemic, it became very obvious that we needed more and larger communal spaces, so that we could maintain safe social distancing. Looking at how we use our site has provided us with some opportunities to make greater use of some under used internal spaces, and re-think an outside space that does not make full use of its position. More internal communal space promises to be a meaningful and effective tool in how we manage outbreaks going forward.

Having a flexible mix of types of accommodation at St Mary's Convent and Nursing Home is a way of future proofing our ability to respond with agility to accommodate a wider mix of people requiring some level of care.

**Structure, governance and management**

***Members***

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

***Parent entity***

Saint Margaret's Convent (SSM Chiswick) CIO is deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) as it has significant influence. It is a member of the charity, it has the right to nominate two of the charity's trustees and it is the freehold owner of the property from which the charity operates in accordance with a Memorandum of Understanding under which it pays a peppercorn licence fee annually.

***Governing document***

St Mary's Convent and Nursing Home (Chiswick) is an incorporated charitable company constituted as a company limited by guarantee, Company Registration Number 03959483 (England and Wales), incorporated on 24 March 2000 and which was registered as a charity, Charity Registration Number 1080751, on 16 May 2000. It was established under a memorandum of association which defined its objects and powers and is governed by its articles of association.

***Trustees***

The following trustees were in office at the date on which this report was approved and served during the year as shown:

**Trustee**

---

Miss Catherine Mary Allen (Sister Mary Clare SSM)  
Miss Jennifer Goodeve (Sister Jennifer Anne SSM)  
Ms S Marshall  
Mr A Martin  
Fr S Stavrou

---

**Structure, governance and management** (continued)

***Trustees*** (continued)

The trustees are ultimately responsible for the policies, activities and assets of the charitable company. The trustees meet four times a year and are responsible for the strategic direction and policy of St Mary's. At each meeting the trustees consider the key measures of operational and financial performance with the assistance of the appropriate members of the management team. When necessary, the trustees seek advice and support from the charitable company's professional advisers including investment managers, solicitors and accountants.

Brief details about each of the trustees are given below:

***Sister Mary Clare SSM***

Sister Mary Clare is a member of the Chapter of Saint Margaret's Convent (Chiswick) and was appointed as the Assistant Superior on 2 March 2015.

***Sister Jennifer Anne SSM***

Sister Jennifer has been Sister Superior at St Mary's since the 1980s and was elected Reverend Mother Superior on 2 March 2015. She chaired the board meetings until May when Susan Marshall was elected chair. She remains an advisor with Elizabeth Smith, who is now the Managing Director and the nominated person for CQC purposes.

***Ms Susan Marshall***

Elected as a trustee in 2019. Susan Marshall is a non-executive Director with a long and distinguished career in healthcare in both the independent and NHS sectors. Aside from the NHS she worked for Nuffield Hospitals and Care UK before becoming a management consultant with clients including Cambian and One Healthcare. Susan has also been a trustee for several other charitable organisations locally in Chiswick.

***Mr Alan Martin***

Alan Martin was elected a trustee in 2021. He is a Senior Expert at McKinsey & Company where he advises clients across the European oil refining and trading industries on a range of topics. He is a long-time friend to St Mary's and was highly involved in the fundraising initially required to ensure St Mary's remained compliant with the Care Standards Act 2000 and later to construct the bungalows.

***Rev S Stavrou***

Father Stephen is currently the Vicar of Saint Michael & All Angels, Barnes. He read theology at St John's College Cambridge, graduating in 2005. After two years spent in vocational discernment he returned to Cambridge to prepare for ministry at Westcott House, while also taking an M.Phil in church history at Peterhouse. He was ordained at Saint Paul's Cathedral in 2009 and was Curate and then Associate Vicar at St Michael & All Angels, Bedford Park. He was the Minor Canon Succentor at Southwark Cathedral and the King's College Chaplain to the Guy's Campus. He also serves on an international ecumenical commission for the Anglican Communion, is a member of the Anglican and Eastern Churches Association, and is an Area Director of Ordinands. Father Stephen regularly takes mass at the Convent.

**Structure, governance and management (continued)**

***Recruitment and appointment of trustees***

The articles of association require that there shall be at least five and not more than eight trustees, two of whom are nominated by Saint Margaret's Convent (SSM Chiswick) CIO.

The remaining trustees are elected for three year terms and, if eligible and willing to do so, offer themselves for re-election.

The trustees have great expertise and experience in a wide range of business, medical and care disciplines. Individuals with appropriate skills, ability and time are approached to offer themselves for election to the board of trustees.

***Trustee induction and training***

Prospective trustees are invited to meet existing trustees and the senior management at St Mary's and to see first-hand the work of St Mary's and its general atmosphere. They are provided with relevant documents relating to the governance of the charity and the latest financial statements and management accounts. The information and advice available from the Charity Commission is also made available to any prospective trustee who does not have previous experience of the duties and responsibilities placed on a charity trustee.

***Organisational structure***

The day to day running of St Mary's was overseen by Sister Jennifer Anne SSM until July 2023 when Elizabeth Smith became the Managing Director and nominated person. Melissa Layton is the Registered Manager.

***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for the year. In preparing those financial statements the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgments and accounting estimates that are reasonable and prudent;

**Structure, governance and management (continued)**

***Statement of trustees' responsibilities (continued)***

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

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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 requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as that trustee is aware there is no relevant audit information of which the charity's auditor is unaware: and
- ◆ that the trustee has taken all the steps that he/she ought to have taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with S418 of the Companies Act 2006.

***Related parties***

Saint Margaret's Convent (SSM Chiswick) CIO (the CIO) is deemed to be the parent undertaking of St Mary's Convent and Nursing Home (Chiswick) for reasons set out above.

The sisters who are members of the board of trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn licence fee and in accordance with a written Memorandum of Understanding.

***Key management personnel***

The trustees consider that they together with the Managing Director and Registered Manager of the Home comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

## Report of the trustees (incorporating a strategic report) 31 March 2023

### Structure, governance and management (continued)

#### **Key management personnel** (continued)

None of the trustees, including lay trustees, received any remuneration or reimbursement of expenses during the year (2022 - none).

Certain number of the trustees are members of the Anglican Religious Community, St Margaret's Convent (Chiswick) and live at the Home. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The pay of the Managing Director and Registered Manager of the Home is reviewed annually by the trustees. Their pay generally is increased in line with average earnings within St Mary's.

#### **Employees, volunteers and members**

The trustees wish to record their recognition of the professionalism and commitment of all their staff and volunteers. Their dedication and positive approach is very much appreciated.

Report of the trustees (including the strategic report) approved by the trustees and signed on their behalf by:

Susan Marshall 

Trustee

Approved by the trustees on: 8/12/2023

St Mary's Convent and Nursing Home (Chiswick)

Registered Company Number: 03959483 (England and Wales)

**Independent auditor's report to the members of St Mary's Convent and Nursing Home (Chiswick)**

**Opinion**

We have audited the financial statements of St Mary's Convent and Nursing Home (Chiswick) (the 'charitable company') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 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 Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

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

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

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report including the strategic report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

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

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charitable company through discussions with management and trustees and from our knowledge and experience of the sector. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charitable company. These included but were not limited to 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, Safeguarding Regulations and the Care Standards Act 2001 and related legislation; and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and those charged with governance and review of minutes of trustees' meetings.

**Auditor's responsibilities for the audit of the financial statements (continued)**

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Carried out substantive testing of expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of the trustee board; and
- ◆ Enquiring of as to actual and potential litigation and claims.

As a result of our procedures we did not identify any key audit matters relating to irregularities.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

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

Amanda Francis (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

15 December 2023

## Statement of financial activities Year to 31 March 2023

|                                                                                           | Notes | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|-------------------------------------------------------------------------------------------|-------|-----------------------------|-----------------------------|
| <b>Income and expenditure</b>                                                             |       |                             |                             |
| <b>Income from:</b>                                                                       |       |                             |                             |
| Donations and legacies*                                                                   | 1     | 224,805                     | 244,559                     |
| Investment income and interest receivable                                                 | 2     | 103,948                     | 93,015                      |
| Charitable activities                                                                     |       |                             |                             |
| . Nursing and residential home fees and other charges                                     | 3     | 3,604,345                   | 3,231,694                   |
| Other sources                                                                             | 4     | 39,597                      | 179,519                     |
| <b>Total income</b>                                                                       |       | <b>3,972,695</b>            | <b>3,748,787</b>            |
| <b>Expenditure on:</b>                                                                    |       |                             |                             |
| Raising funds                                                                             |       | 7,959                       | 8,781                       |
| Charitable activities                                                                     |       |                             |                             |
| . Provision of nursing and residential care                                               | 5     | 3,921,924                   | 3,636,500                   |
| <b>Total expenditure</b>                                                                  |       | <b>3,929,883</b>            | <b>3,645,281</b>            |
| <b>Net income before (losses) gains arising from investment revaluation and disposals</b> |       | <b>42,812</b>               | <b>103,506</b>              |
| Net (losses) gains on investments                                                         |       | (326,712)                   | 132,596                     |
| <b>Net (expenditure) income and net movement in funds for the year</b>                    | 7     | <b>(283,900)</b>            | <b>236,102</b>              |
| <b>Reconciliation of funds</b>                                                            |       |                             |                             |
| Fund balances brought forward at 1 April 2022                                             |       | 9,276,672                   | 9,040,570                   |
| Fund balances carried forward at 31 March 2023                                            |       | 8,992,772                   | 9,276,672                   |

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

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

\*Donations in the year to 31 March 2023 include £10,100 (2022 - £16,500) for restricted purposes. Further details of these are given in note 1 to the accounts.

## Balance sheet 31 March 2023

|                                                | Notes | 2023<br>£        | 2023<br>£        | 2022<br>£        | 2022<br>£        |
|------------------------------------------------|-------|------------------|------------------|------------------|------------------|
| <b>Fixed assets</b>                            |       |                  |                  |                  |                  |
| Tangible assets                                | 10    |                  | 3,830,609        |                  | 3,981,362        |
| Investments                                    | 11    |                  | 3,693,647        |                  | 4,027,642        |
|                                                |       |                  | <u>7,524,256</u> |                  | <u>8,009,004</u> |
| <b>Current assets</b>                          |       |                  |                  |                  |                  |
| Debtors                                        | 12    | 179,624          |                  | 218,253          |                  |
| Cash at bank and in hand                       |       | <u>1,569,531</u> |                  | <u>1,352,467</u> |                  |
|                                                |       | <u>1,749,155</u> |                  | <u>1,570,720</u> |                  |
| <b>Liabilities</b>                             |       |                  |                  |                  |                  |
| Creditors: amounts falling due within one year | 13    | (280,639)        |                  | (303,052)        |                  |
| <b>Net current assets</b>                      |       |                  | <u>1,468,516</u> |                  | <u>1,267,668</u> |
| <b>Total net assets</b>                        |       |                  | <u>8,992,772</u> |                  | <u>9,276,672</u> |
| <b>Represented by:</b>                         |       |                  |                  |                  |                  |
| <b>Funds and reserves</b>                      |       |                  |                  |                  |                  |
| <b>Income funds</b>                            |       |                  |                  |                  |                  |
| Unrestricted funds                             |       |                  |                  |                  |                  |
| Designated funds                               | 14    |                  | 2,000,000        |                  | 2,000,000        |
| Tangible fixed assets fund                     | 15    |                  | 3,830,609        |                  | 3,981,362        |
| General funds                                  |       |                  | <u>3,162,163</u> |                  | <u>3,295,310</u> |
|                                                |       |                  | <u>8,992,772</u> |                  | <u>9,276,672</u> |

Approved by the trustees and signed on their behalf by:

Susan Marshall

Trustee

Approved by the trustees on 8/12/2023

St Mary's Convent and Nursing Home (Chiswick)  
Registered Company Number: 03959483 (England and Wales)

## Statement of cash flows Year to 31 March 2023

|                                                            | Notes | 2023<br>£          | 2022<br>£ |
|------------------------------------------------------------|-------|--------------------|-----------|
| <b>Cash flows from operating activities:</b>               |       |                    |           |
| Net cash provided by operating activities                  | A     | <b>198,626</b>     | 196,264   |
| <b>Cash flows from investing activities:</b>               |       |                    |           |
| Investment income and interest received                    |       | <b>102,168</b>     | 102,411   |
| Purchase of tangible fixed assets                          |       | <b>(91,013)</b>    | (32,812)  |
| Proceeds from the disposal of investments                  |       | <b>1,128,074</b>   | 557,734   |
| Purchase of investments                                    |       | <b>(1,336,080)</b> | (613,055) |
| <b>Net cash (used in) provided by investing activities</b> |       | <b>(196,851)</b>   | 14,278    |
| <b>Change in cash and cash equivalents in the year</b>     |       | <b>1,775</b>       | 210,542   |
| <b>Cash and cash equivalents at 1 April 2022</b>           | B     | <b>1,571,989</b>   | 1,361,447 |
| <b>Cash and cash equivalents at 31 March 2023</b>          | B     | <b>1,573,764</b>   | 1,571,989 |

### Notes to the statement of cash flows for the year to 31 March 2023.

#### A Reconciliation of net movement in funds to net cash provided by operating activities

|                                                                             | 2023<br>£        | 2022<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Net movement in funds (as per the statement of financial activities)</b> | <b>(283,900)</b> | 236,102   |
| <b>Adjustments for:</b>                                                     |                  |           |
| Depreciation charge                                                         | <b>241,766</b>   | 229,082   |
| Losses (gains) on investments                                               | <b>326,712</b>   | (132,596) |
| Investment income and interest receivable                                   | <b>(103,948)</b> | (93,015)  |
| Decrease (increase) in debtors                                              | <b>40,409</b>    | (18,391)  |
| Decrease in creditors                                                       | <b>(22,413)</b>  | (24,918)  |
| <b>Net cash provided by operating activities</b>                            | <b>198,626</b>   | 196,264   |

#### B Analysis of changes in net debt i.e. cash and cash equivalents

|                                        | 2022<br>£        | Cash flows<br>£ | 2023<br>£        |
|----------------------------------------|------------------|-----------------|------------------|
| Cash at bank and in hand               | 1,352,467        | 217,064         | <b>1,569,531</b> |
| Cash held by investment managers       | 219,522          | (215,289)       | <b>4,233</b>     |
| <b>Total cash and cash equivalents</b> | <b>1,571,989</b> | <b>1,775</b>    | <b>1,573,764</b> |

## **Principal accounting policies** Year to 31 March 2023

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 financial statements have been prepared for the year to 31 March 2023 with comparative information given in respect to the year to 31 March 2022.

The financial statements 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 financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the trustees to make significant judgements and estimates.

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

- ◆ assessing the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- ◆ assessing the recoverability of any debts for residential and care home fees and the need for a provision against doubtful or bad debts;
- ◆ determining the assumptions adopted by the trustees and management in determining the value of any designations required from the charitable company's general unrestricted funds;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable company is entitled; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

### **Assessment of going concern**

The Trustees have been pleased to note that the interest shown by families being shown the Home last summer has resulted in full occupancy, with long waiting lists for both residential and nursing units. This has had a very positive effect on the finances, in what could have been a difficult year. The Home is also fully recruited for staff.

## **Principal accounting policies** Year to 31 March 2023

### **Assessment of going concern** (continued)

The trustees do not know what the continued overall impact of Covid-19 will be on the charity, together with the additional global economic impact of the Ukrainian War, plus the high rising costs of living. It is fortunate in having financial reserves and so the trustees have confidence about the Home's ability to continue operating over the short to medium term.

The trustees of the charity have concluded that, there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees are of the opinion that the charitable company will have sufficient resources to meet its liabilities as they fall due.

With regard to the next accounting period, the year ending 31 March 2024, the most significant issues that may affect the carrying value of the assets held by the charitable company are: the continued volatility in world investment markets; the level of local and central government funding for residential and nursing care for older people; the economic environment and the cost of implementing any changes to the regulatory environment affecting care homes generally.

### **Income recognition**

Income is recognised in the period in which the charitable company 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 donations, legacies, investment income, interest receivable, fees and related charges in respect to residential and nursing care provision and income from other sources including the surplus on the disposal of tangible fixed assets.

Donations are recognised when the charitable company has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charitable company is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable company and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102, no value has been placed on administrative and other services provided by the members of Saint Margaret's Convent (Chiswick) and other volunteers.

Legacies are included in the statement of financial activities when the charitable company is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charitable company.

Entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charitable company that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution.

## Principal accounting policies Year to 31 March 2023

### **Income recognition**(continued)

Investment income is recognised once the dividend 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 charitable company; this is normally upon notification of the interest paid or payable by the bank.

Fees and related charges in respect to the provision of residential and nursing care are measured at fair value of the consideration received or receivable being the invoiced amount excluding discounts and rebates. Provision is made against any amount deemed irrecoverable or where the debt is doubtful.

Income from other sources is measured at fair value and accounted for on an accruals basis.

Income from other sources includes contributions received from relatives staying overnight at the Home when visiting residents and rental income from staff. The income is recognised when receivable (being the date on which the accommodation was used) and when the charitable company has both confirmation of the amount and where receipt is considered probable.

Income from the Coronavirus Job Retention Scheme and other Covid-19 related funding receivable is credited to the statement of financial activities when the charitable company is entitled to the funding and once the amount receivable has been quantified.

The surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company 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 accounted for on an accruals basis. Expenditure comprises direct costs and support costs. Support costs, including governance costs, are allocated to expenditure on the provision of nursing and residential care. The classification between activities is as follows:

- ◆ Expenditure on raising funds comprises investment management fees.
- ◆ Expenditure on charitable activities comprises expenditure on the charitable company's primary charitable purpose i.e. the provision of residential and nursing care facilities for the elderly at the Home

All expenditure is stated inclusive of irrecoverable VAT.

## Principal accounting policies Year to 31 March 2023

### Support and governance costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charitable company it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the charitable company (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is attributed directly to the provision of nursing and residential care. Hence, there has been no apportionment between expenditure headings.

### Tangible fixed assets and depreciation

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

Tangible fixed assets are stated at cost less depreciation.

#### ◆ Building improvements

Leasehold improvements represent expenditure incurred by St Mary's Convent and Nursing Home on the premises from which it operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking. The premises are occupied by the charitable company for an annual peppercorn rent. Depreciation is charged on property improvements at 2% per annum.

#### ◆ Plant, fixtures and fittings and motor vehicles

Fixtures and fittings and motor vehicles are capitalised and depreciated at the following rates per annum based on cost in order to write off each asset over their useful economic life:

|                         |                  |
|-------------------------|------------------|
| ◆ Fixtures and fittings | 10-20% per annum |
| ◆ Motor vehicles        | 20% per annum.   |

### Fixed asset 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 charitable company does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charitable company is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

## **Principal accounting policies** Year to 31 March 2023

### **Fixed asset investments** (continued)

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.

### **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 charitable company 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.

### **Fund structure**

The funds of the charitable company are unrestricted and therefore are available for use in furtherance of the charitable company's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity are amounts which the trustees have designated for specific purposes and amounts representing tangible fixed assets. Details of these are provided in notes 14 and 15 respectively.

### **Pensions**

The charitable company offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

## Notes to the financial statements Year to 31 March 2023

### 1 Donations and legacies

|                                                                                                                | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|----------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Contributions from Saint Margaret's Convent (Chiswick) towards the living and personal expenses of the sisters | 102,720                     | 96,000                      |
| Other donations from Saint Margaret's Convent (Chiswick)                                                       | 2,800                       | 5,000                       |
| Other donations*                                                                                               | 48,229                      | 74,962                      |
| Legacies                                                                                                       | 71,056                      | 68,597                      |
|                                                                                                                | <b>224,805</b>              | <b>244,559</b>              |

\*Included within donations and legacies are certain donations which were received for specific purposes as follows:

|                         | 2023<br>Restricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ |
|-------------------------|----------------------------------|----------------------------------|
| Staff bonuses           | —                                | 5,000                            |
| The purchase of a bed   | —                                | 1,000                            |
| Miscellaneous purchases | 10,100                           | 10,500                           |
|                         | <b>10,100</b>                    | <b>16,500</b>                    |

The above donations were used within each of the two years for the purposes for which they were given – costs have been included as expenditure on the provision of nursing and residential care or additions to tangible fixed assets as appropriate.

### 2 Investment income and interest receivable

|                                    | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|------------------------------------|-----------------------------|-----------------------------|
| Listed investments:                |                             |                             |
| . UK fixed interest                | 17,694                      | 13,328                      |
| . UK equities (including property) | 49,736                      | 56,922                      |
| . Overseas equities                | 27,399                      | 7,409                       |
| . Alternatives                     | 1,632                       | 14,492                      |
|                                    | <b>96,461</b>               | <b>92,151</b>               |
| Deposit interest                   | 7,487                       | 864                         |
|                                    | <b>103,948</b>              | <b>93,015</b>               |

### 3 Nursing and residential home fees and other charges

|                               | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|-------------------------------|-----------------------------|-----------------------------|
| Gross fees                    | 3,703,835                   | 3,363,961                   |
| Less: subsidies and discounts | (99,490)                    | (132,267)                   |
|                               | <b>3,604,345</b>            | <b>3,231,694</b>            |

Subsidies and discounts arise in respect of those residents reliant on local authority or NHS funds where the fees paid fall short of the standard fees charged by the Home.

## Notes to the financial statements Year to 31 March 2023

### 4 Income from other sources

|                                                                                 | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|---------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Covid-19 related income:                                                        |                             |                             |
| . Amounts receivable under the Coronavirus Job Retention Scheme                 | —                           | 2,061                       |
| . Infection control and other COVID-19 related income                           | —                           | 145,711                     |
|                                                                                 | —                           | 147,772                     |
| Contributions from relatives towards overnight accommodation and related income | —                           | 6,251                       |
| Rent paid by staff                                                              | 14,632                      | 11,436                      |
| Fundraising income                                                              | 11,327                      | 9,062                       |
| Other income                                                                    | 13,638                      | 4,998                       |
|                                                                                 | <b>39,597</b>               | <b>179,519</b>              |

### 5 Provision of nursing and residential care

|                                                                  | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|------------------------------------------------------------------|-----------------------------|-----------------------------|
| Direct care costs                                                |                             |                             |
| . Staff costs (including training: 2023: £23,999; 2022: £19,881) | 2,284,886                   | 2,123,197                   |
| . Medical costs                                                  | 54,734                      | 46,399                      |
| Accommodation costs and overheads                                |                             |                             |
| . Staff costs (kitchen and domestic)                             | 488,120                     | 406,309                     |
| . Provisions                                                     | 149,094                     | 133,303                     |
| . Depreciation                                                   | 241,767                     | 229,082                     |
| . Property and equipment repairs and maintenance                 | 235,042                     | 277,942                     |
| . Rates, insurance, gas and electricity                          | 140,097                     | 125,417                     |
| . Residents' welfare and chapel                                  | 7,348                       | 7,117                       |
| Support costs                                                    |                             |                             |
| . Administration salaries                                        | 113,579                     | 118,333                     |
| . Recruitment costs                                              | 21,752                      | 14,915                      |
| . Printing, postage, stationery and telephone costs              | 7,406                       | 8,691                       |
| . Car and travel expenses                                        | 8,355                       | 9,850                       |
| . Professional fees (including governance costs (note 6))        | 94,832                      | 73,822                      |
| . Other costs                                                    | 74,912                      | 62,123                      |
|                                                                  | <b>3,921,924</b>            | <b>3,636,500</b>            |

### 6 Governance costs

|            | 2023<br>£ | 2022<br>£ |
|------------|-----------|-----------|
| Audit fees | 12,000    | 11,520    |

## Notes to the financial statements Year to 31 March 2023

### 7 Net income before (losses) gains arising from investment revaluation and disposals

This is stated after charging:

|                                        | 2023<br>£        | 2022<br>£ |
|----------------------------------------|------------------|-----------|
| Staff costs (note 8)                   | <b>2,862,586</b> | 2,627,958 |
| Depreciation                           | <b>241,767</b>   | 229,082   |
| Auditor's remuneration (including VAT) |                  |           |
| . Audit fees                           | <b>12,000</b>    | 11,520    |
| . Other general advisory services      | <b>22,434</b>    | 20,676    |
| . Taxation advisory services           | <b>885</b>       | 1,440     |

### 8 Staff costs, staff numbers and key management personnel

|                       | 2023<br>£        | 2022<br>£ |
|-----------------------|------------------|-----------|
| Salaries and wages    | <b>2,544,193</b> | 2,352,145 |
| Social security costs | <b>247,694</b>   | 209,648   |
| Pension costs         | <b>70,699</b>    | 66,165    |
|                       | <b>2,862,586</b> | 2,627,958 |

One employee earned £60,000 - £70,000 per annum (including taxable benefits but excluding employer's pension contributions) during the year (2022 - one).

The average and full-time equivalent number of employees during the year was as follows:

|                                    | 2023                    |           | 2022                    |         |
|------------------------------------|-------------------------|-----------|-------------------------|---------|
|                                    | Full time<br>equivalent | Average   | Full time<br>equivalent | Average |
| Nursing and residential care staff | <b>82</b>               | <b>93</b> | 86                      | 103     |
| Management and administration      | <b>2</b>                | <b>3</b>  | 2                       | 3       |
|                                    | <b>84</b>               | <b>96</b> | 88                      | 106     |

The trustees (who include the Reverend Mother who, during 2023 and 2022, was also the Responsible Person and Chief Executive) consider that they, together with the Registered Manager/Matron of the Home, comprised the key management personnel of the charity during the year in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, including lay trustees, received any remuneration or reimbursement of expenses during the year (2022 - none). Trustees gave donations totalling £nil in the year (2022 - £250).

Certain of the trustees are also members of Saint Margaret's Convent (Chiswick) and reside within the premises occupied by St Mary's Convent and Nursing Home (Chiswick). In accordance with their vows of poverty these sisters are provided with board, lodging, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The total remuneration (including taxable benefits and employers pension contributions) of the Registered Manager/Matron for the year was £79,870 (2022 - £77,760).

## Notes to the financial statements Year to 31 March 2023

### 9 Taxation

St Mary's Convent and Nursing Home (Chiswick) is a registered charitable company and, therefore, is not liable on income and gains derived from its charitable activities as they fall within the exemptions available to registered charities.

### 10 Tangible fixed assets

|                         | Building<br>improve-<br>ments<br>£ | Plant,<br>fixtures<br>and<br>fittings<br>£ | Motor<br>vehicles<br>£ | Total<br>£              |
|-------------------------|------------------------------------|--------------------------------------------|------------------------|-------------------------|
| <b>Cost</b>             |                                    |                                            |                        |                         |
| At 1 April 2022         | 4,616,693                          | 1,138,084                                  | 49,675                 | <b>5,804,452</b>        |
| Additions               | —                                  | 91,013                                     | —                      | <b>91,013</b>           |
| Disposals               | —                                  | (14,428)                                   | —                      | <b>(14,428)</b>         |
| At 31 March 2023        | <u>4,616,693</u>                   | <u>1,214,669</u>                           | <u>49,675</u>          | <b><u>5,881,037</u></b> |
| <b>Depreciation</b>     |                                    |                                            |                        |                         |
| At 1 April 2022         | 1,322,774                          | 466,269                                    | 34,047                 | <b>1,823,090</b>        |
| Charge for the year     | 102,150                            | 129,681                                    | 9,935                  | <b>241,766</b>          |
| Eliminated on disposals | —                                  | (14,428)                                   | —                      | <b>(14,428)</b>         |
| At 31 March 2023        | <u>1,424,924</u>                   | <u>581,522</u>                             | <u>43,982</u>          | <b><u>2,050,428</u></b> |
| <b>Net book values</b>  |                                    |                                            |                        |                         |
| At 31 March 2023        | <u>3,191,769</u>                   | <u>633,147</u>                             | <u>5,693</u>           | <b><u>3,830,609</u></b> |
| At 31 March 2022        | <u>3,293,919</u>                   | <u>671,815</u>                             | <u>15,628</u>          | <b><u>3,981,362</u></b> |

Building improvements represent expenditure on the premises from which St Mary's Convent and Nursing Home (Chiswick) operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking (note 17). The charitable company occupies the premises at an annual peppercorn rent.

At 31 March 2023 the charitable company had no capital commitments (2022 – none).

### 11 Investments

|                                                           | 2023<br>£               | 2022<br>£        |
|-----------------------------------------------------------|-------------------------|------------------|
| <b>Listed investments</b>                                 |                         |                  |
| Fair (market) value at 1 April 2022                       | <b>3,808,120</b>        | 3,620,203        |
| Additions at cost                                         | <b>1,336,080</b>        | 613,055          |
| Disposals (proceeds: £1,128,074; realised losses £91,948) | <b>(1,220,022)</b>      | (552,320)        |
| Net unrealised investment gains                           | <b>(234,764)</b>        | 127,182          |
| Fair (market) value at 31 March 2023                      | <b><u>3,689,414</u></b> | <u>3,808,120</u> |
| <b>Cash held by investment managers for reinvestment</b>  | <b>4,233</b>            | 219,522          |
|                                                           | <b><u>3,693,647</u></b> | <u>4,027,642</u> |
| Historical cost of listed investments                     | <b><u>3,291,028</u></b> | <u>2,969,683</u> |

## Notes to the financial statements Year to 31 March 2023

### 11 Investments (continued)

Listed investments held at 31 March 2023 comprised the following:

|                             | 2023<br>£        | 2022<br>£        |
|-----------------------------|------------------|------------------|
| UK listed investments       |                  |                  |
| . Fixed interest            | 155,997          | 329,614          |
| . Equities                  | 1,052,642        | 1,420,772        |
| Overseas listed investments |                  |                  |
| . Fixed Interest            | 257,313          | —                |
| . Equities                  | 1,673,745        | 1,470,892        |
| UK Property                 | 206,374          | 238,318          |
| Alternatives                | 343,343          | 348,524          |
|                             | <b>3,689,414</b> | <b>3,808,120</b> |

All listed investments were dealt in on a recognised stock exchange. At 31 March 2023 listed investments included the following individual holdings deemed material when compared with the overall portfolio valuation as at that date.

|                                                       | 2023<br>Market<br>value<br>of holding<br>£ | 2023<br>Percentage<br>of portfolio<br>% | 2022<br>Market<br>value<br>of holding<br>£ | 2022<br>Percentage<br>of portfolio<br>% |
|-------------------------------------------------------|--------------------------------------------|-----------------------------------------|--------------------------------------------|-----------------------------------------|
| Charities Property Fund Property Fund<br>Income       | 206,374                                    | 5.6                                     | 238,318                                    | 6.26                                    |
| Vanguard Investment S&P 500 UCITS ETF<br>Income units | 419,471                                    | 11.4                                    | 376,692                                    | 9.89                                    |

### 12 Debtors

|                                   | 2023<br>£      | 2022<br>£      |
|-----------------------------------|----------------|----------------|
| Nursing and residential care fees | 46,369         | 113,375        |
| Donations and legacies receivable | 20,000         | —              |
| Accrued income                    | 23,525         | 26,731         |
| Prepayments                       | 86,030         | 66,503         |
| Other debtors                     | 3,700          | 11,644         |
|                                   | <b>179,624</b> | <b>218,253</b> |

### 13 Creditors: amounts falling due within one year

|                                    | 2023<br>£      | 2022<br>£      |
|------------------------------------|----------------|----------------|
| Expense creditors                  | 66,285         | 81,539         |
| Fees received in advance           | 25,934         | 20,109         |
| Taxation and social security costs | 58,144         | 66,290         |
| Accruals and other creditors       | 130,276        | 135,114        |
|                                    | <b>280,639</b> | <b>303,052</b> |

#### 14 Designated funds

The income funds of the charitable company include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                   | At<br>1 April<br>2022<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2023<br>£ |
|-----------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund | 900,000                    | 27,000                   | (27,000)                   | 900,000                     |
| Building maintenance fund         | 1,100,000                  | (717,000)                | (33,000)                   | 350,000                     |
| Development fund                  | —                          | 750,000                  | —                          | 750,000                     |
|                                   | <b>2,000,000</b>           | <b>60,000</b>            | <b>(60,000)</b>            | <b>2,000,000</b>            |

  

|                                          | At<br>1 April<br>2021<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2022<br>£ |
|------------------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| <i>Residential and nursing care fund</i> | 900,000                    | 27,000                   | (27,000)                   | 900,000                     |
| <i>Building maintenance fund</i>         | 1,100,000                  | 33,000                   | (33,000)                   | 1,100,000                   |
|                                          | <b>2,000,000</b>           | <b>60,000</b>            | <b>(60,000)</b>            | <b>2,000,000</b>            |

The residential and nursing care fund comprises monies set aside to generate income towards meeting some of the shortfall in the fees paid by local authorities towards the cost of providing care. Income generated from the funds invested is added to the fund and withdrawn to the extent that it is needed to meet any shortfall.

The building maintenance fund represents monies set aside by the trustees to generate income towards the cost of maintaining the buildings to a standard appropriate to meet the needs of the residents and the sisters.

The development fund is monies set aside as a reserve and contribution toward developing the current buildings and site to better serve the residents and future business use.

#### 15 Tangible fixed assets fund

|                           | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|---------------------------|-----------------------------|-----------------------------|
| At 1 April 2022           | 3,981,362                   | 4,177,632                   |
| Movements during the year | (150,753)                   | (196,270)                   |
| At 31 March 2023          | <b>3,830,609</b>            | 3,981,362                   |

The tangible fixed assets fund represents the net book value of St Mary's tangible fixed assets. A decision was made to separate this fund from the general fund of the Home in recognition of the fact that the tangible fixed assets are essential to the day to day work of St Mary's. The value represented by such assets, therefore, should not be regarded as realisable with ease, in order to meet future contingencies.

## Notes to the financial statements Year to 31 March 2023

### 16 Analysis of assets between funds

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2023<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2023 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 3,830,609                                | —                        | 3,830,609          |
| Investments                                               | 1,693,647            | —                                        | 2,000,000                | 3,693,647          |
| Current assets                                            | 1,749,155            | —                                        | —                        | 1,749,155          |
| Creditors: amounts falling due within one year            | (280,639)            | —                                        | —                        | (280,639)          |
| <b>Total net assets</b>                                   | <b>3,162,163</b>     | <b>3,830,609</b>                         | <b>2,000,000</b>         | <b>8,992,772</b>   |

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2022<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2022 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 3,981,362                                | —                        | 3,981,362          |
| Investments                                               | 2,027,642            | —                                        | 2,000,000                | 4,027,642          |
| Current assets                                            | 1,570,720            | —                                        | —                        | 1,570,720          |
| Creditors: amounts falling due within one year            | (303,052)            | —                                        | —                        | (303,052)          |
| <b>Total net assets</b>                                   | <b>3,295,310</b>     | <b>3,981,362</b>                         | <b>2,000,000</b>         | <b>9,276,672</b>   |

|                                                                             | 2023<br>£        | 2022<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Unrealised gains included above:</b>                                     |                  |           |
| On investment assets                                                        | <b>402,386</b>   | 838,437   |
| <b>Reconciliation of movements on unrealised gains on investment assets</b> |                  |           |
| Unrealised gains at 1 April 2022                                            | <b>838,437</b>   | 790,116   |
| Unrealised (losses) gains arising in the year                               | <b>(234,764)</b> | 127,182   |
| in respect of disposals in year                                             | <b>(201,287)</b> | (78,861)  |
| Unrealised gains at 31 March 2023                                           | <b>402,386</b>   | 838,437   |

### 17 Parent undertaking and related party transactions

Saint Margaret's Convent (SSM Chiswick) CIO is deemed to be the parent entity of St Mary's Convent and Nursing Home (Chiswick) as it has significant influence. It is a member of the charity, it has the right to nominate two of the charity's trustees and it is the freehold owner of the property from which the charity operates in accordance with a Memorandum of Understanding under which it pays a peppercorn licence fee annually.

The sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

**17 Parent undertaking and related party transactions** (continued)

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn licence fee in accordance with a written Memorandum of Understanding.

The Sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) reside within the premises occupied by the charitable company. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112) has donated monies to the charitable company towards the living and personal expenses of the sisters. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The charitable company has taken advantage of the exemption given by FRS 102 and, therefore, has not given details of transactions with its parent undertaking. The exemption has been taken because the consolidated accounts of the parent undertaking, Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112), which includes St Mary's Convent and Nursing Home, have been prepared and are available from the Charity Commission website.

Other than those with its parent undertaking and those described in note 8 to these financial statements, there were no other related party transactions in the year (2022 - none).

**18 Liability of the member**

The members of the charitable company are the individuals who are the trustees and Saint Margaret's Convent (SSM Chiswick) CIO (the CIO).

The liability of the members is limited. If the charity is dissolved, each member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

**ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)**

England & Wales - Charity number 1080751

---

# Accounts

---

**Saint Margaret's  
Convent (SSM Chiswick)  
CIO**

**Annual Report and  
Consolidated Accounts**

Year ended 31 March 2022

Charity Registration Number 1188112  
(England and Wales)

## Contents

### Reports

|                                      |    |
|--------------------------------------|----|
| Legal and administrative information | 1  |
| Report of the trustees               | 2  |
| Independent auditor's report         | 17 |

### Accounts

|                                                |    |
|------------------------------------------------|----|
| Consolidated statement of financial activities | 22 |
| Charity statement of financial activities      | 23 |
| Balance sheets                                 | 24 |
| Consolidated statement of cash flows           | 25 |
| Principal accounting policies                  | 27 |
| Notes to the accounts                          | 34 |

|                                    |                                                                                                                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Miss Cynthia Boreham (Sister Cynthia Clare SSM)<br>Miss Jennifer Goodeve (Sister Jennifer Anne SSM)<br>Miss Pamela Groombridge (Sister Mary Paul SSM)<br>Miss Shirley Jepson (Sister Sarah SSM)<br>Miss Catherine Allen (Sister Mary Clare SSM) |
| <b>Principal address</b>           | Saint Margaret's Convent<br>c/o St Mary's Convent and Nursing Home<br>Burlington Lane<br>Chiswick<br>London<br>W4 2QE                                                                                                                           |
| <b>Charity registration number</b> | 1188112                                                                                                                                                                                                                                         |
| <b>Auditor</b>                     | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                                                                                                                                                                          |
| <b>Banker</b>                      | National Westminster Bank plc<br>15 London Road<br>East Grinstead<br>West Sussex<br>RH19 1EP                                                                                                                                                    |
| <b>Investment managers</b>         | Investec Wealth & Management Limited<br>2 Gresham Street<br>London<br>EC2V 7QP                                                                                                                                                                  |
| <b>Solicitor</b>                   | Stone King LLP<br>Upper Borough Court<br>Upper Borough Walls<br>Bath<br>BA1 1RG                                                                                                                                                                 |

## **Report of the trustees 31 March 2022**

The trustees present their report and the consolidated accounts of Saint Margaret's Convent (SSM Chiswick) CIO (the "charity" or the "CIO") for the year ended 31 March 2022. The accounts consolidate the accounts of the charity with those of its subsidiary St Mary's Convent and Nursing Home (Chiswick).

The accounts have been prepared in accordance with the accounting policies set out on pages 27 to 32 of the attached accounts and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out 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 United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

Saint Margaret's Convent is a Mother House of the Society of Saint Margaret (an Anglican religious order) founded in 1855 by John Mason Neale DD.

Saint Margaret's Convent (Chiswick), the predecessor charity, was registered as a charity on 9 April 1964 (Charity Registration No. 231926). It was administered and managed in accordance with the Scheme of the Charity Commissioners for England and Wales dated 31 March 2000.

With effect from midnight on 31 March 2020, in accordance with a legal transfer of undertakings and a resolution of the trustees, the activities, assets and liabilities of St Margaret's Convent (Chiswick) were transferred as a going concern to Saint Margaret's Convent (SSM Chiswick) CIO which was registered with the Charity Commission on 21 February 2020. Saint Margaret's Convent (SSM Chiswick) CIO commenced its charitable activities on 1 April 2020.

As of midnight on 31 March 2020, Saint Margaret's Convent (Chiswick) became dormant and it is expected that an application will be made to have that charity removed from the Central Register of Charities in due course.

Saint Margaret's Convent (SSM Chiswick) CIO is the parent undertaking of St Mary's Convent and Nursing Home (Chiswick) (St Mary's or "the charitable company"). St Mary's Convent and Nursing Home (Chiswick) is a company limited by guarantee (Company Registration Number 3959483 (England and Wales)) incorporated on 24 March 2000 and was registered as a charity (Charity Registration Number 1080751) on 16 May 2000. It was established under a memorandum of association which defined its objects and powers and is governed by its articles of association. The principal activity of the charitable company is the operation of St Mary's Convent and Nursing Home ("St Mary's"), situated in Chiswick, London.

### **Mission**

The charity's object is the following of the religious life in the Church of England devoting every faculty of body, mind and spirit to God by responding to His call under vows of poverty, chastity, obedience and charity; and more particularly by carrying on various charitable works including the relief of those in need, the advancement of religion and the promotion of education.

**Mission** (continued)

The charity's aims are to support the sisters (the community) and enable them to carry out their religious and charitable work (including the promotion and maintenance of public worship and the promotion of religious teaching and spirituality) whilst ensuring those sisters in need of care are properly looked after.

The sisters' principal ministry today is to older people, through the provision of nursing and residential care via St Mary's. The aims of St Mary's are to provide excellent personal and nursing care to its 60 residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence. This care is provided by skilled and dedicated staff, underpinned by the core values of the charity, recognising that each resident is an individual, thus enabling each individual to live their final years of life with dignity with the highest possible quality of life throughout their stay at the Home in a caring environment.

**Objectives and activities and relevant policies**

***Objectives and activities***

As stated above under "Mission", the aims of the charity are to care for individual members of the community throughout their lives and to support and enable them to carry out their religious and charitable work (including the promotion and maintenance of public worship and the promotion of religious teaching and spirituality) whilst ensuring those sisters in need of care are properly looked after.

***Caring for members of the religious community***

In common with many religious communities, the age profile of the members of the community is increasing as existing members grow older and the number of new vocations becomes minimal. Two sisters are in their 90s, four sisters are in their 80s, one is aged between 70 and 80 and one is aged between 60 and 70.

The charity has an obligation, both moral and legal, to provide care for the members of the community, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly, poor and marginalised in society. As the age profile of the community increases so too does the need to provide increasing and increasingly expensive care to the sisters.

At present two sisters live in independent flats in the Uckfield area, two members of the community are receiving care at St Mary's which is paid for on an arm's length basis, and four sisters live in a separate section of the property from which St Mary's operates. In this regard, the objectives of the trustees over the current year are summarised below. All of these objectives will continue to be applicable for the next few years also.

**Objectives and activities and relevant policies** (continued)

***Objectives and activities*** (continued)

*Caring for members of the religious community* (continued)

- ◆ Ensuring all members of the community receive the high level of care they require to provide them with the quality of life they have a right to expect;
- ◆ Enabling all members of the community to continue with their individual ministries for as long as possible.

*The promotion and maintenance of public worship, and witness to God, continuing the intention of our founder John Mason Neale*

This objective continues to be fulfilled at St Mary's, in the chapel by the daily celebration of the Eucharist and Divine Office, with the chapel being available for the use of residents and staff as well as the community.

*The promotion of religious teaching and spirituality*

This objective continues to be fulfilled by:

- ◆ Educational work in schools, youth clubs and parishes, including individual tuition;
- ◆ Offering hospitality to resident guests and entertaining day guests who come for short periods of prayer and quiet;
- ◆ Assisting with private retreats;
- ◆ Provision of pastoral support and intercession for those in need;
- ◆ Provision of spiritual direction on a one-to-one basis;
- ◆ Pastoral visiting in the neighbourhood of Uckfield to establish contact;
- ◆ Participating in parish mission;
- ◆ Ecumenical outreach;
- ◆ Administering Holy Communion, both at the parish church and domiciliary visits.

The distinctive role of Saint Margaret's Convent (Chiswick) as the Mother House is to:

- ◆ Act as the administrative centre of the religious community's business and financial affairs;
- ◆ Maintain the community's archives;
- ◆ Receive and maintain contact with our Associates;
- ◆ Promote and maintain contact with the old girls of our schools;

**Objectives and activities and relevant policies** (continued)

***Objectives and activities*** (continued)

*The promotion of religious teaching and spirituality* (continued)

- ◆ Maintain contact with other Anglican religious communities and other ecumenical bodies;
- ◆ Liaise with national and diocesan church bodies;
- ◆ Liaise with the Convent and its branch house in Sri Lanka, whose varied ministry includes parish work, running a home for elders, a children's home, a hostel for young ladies and a retreat house;
- ◆ Promote relationships with other Society of Saint Margaret convents around the world; and
- ◆ Seek to be open to the Will of God in our ministry and in the future training of novices.

The aims of St Mary's are to:

- ◆ Provide excellent personal and nursing care to its 60 older residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- ◆ Provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard which embraces fundamental principles of good practice and meets the requirements of the Care Act 2014;
- ◆ Recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent; and
- ◆ Enable the resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's are to:

- ◆ Provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. St Mary's is staffed by registered nurses and care assistants, most of whom have Qualifications and Credit Framework ("QCF") qualifications at levels 2, 3 and 5;
- ◆ Provide holistic care for the residents, including meeting social and spiritual needs. This involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- ◆ Provide a local care home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility and can maintain local links and involvement if they wish. It is the only care home providing nursing in Chiswick;

**Objectives and activities and relevant policies** (continued)

***Objectives and activities*** (continued)

*The promotion of religious teaching and spirituality* (continued)

- ◆ Provide five one bedroom independent living bungalows within the grounds of St Mary's;
- ◆ Enable the residents to live as independently as possible, in their own rooms, respecting their choices for decoration and room layout where practically possible;
- ◆ Provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enabling them to take risks within a monitored and safe environment; and
- ◆ Provide a homely, flexible and accepting environment where the resident and their families and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

St Mary's recognises that its clients (residents) are vulnerable. Many of them are physically and/or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety. As an ethical business, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- ◆ Disclosure and Barring Service (DBS) criminal record checks for all staff and volunteers;
- ◆ Safeguarding of Vulnerable Adults (SOVA) training for all staff and volunteers;
- ◆ Vulnerable adult policy – service wide agreement;
- ◆ Training and induction for staff (video and questionnaire, QCF);
- ◆ Gifts and gratuities policy;
- ◆ Restraint policy and regular medication review;
- ◆ Accident/incident policy;
- ◆ Nursing and Midwifery Council register checked (registered nurses only); and
- ◆ Supervision as required by the Care Quality Commission.

***Public benefit***

Both the charity and the charitable company review their aims, objectives and achievements each year and this report comments on achievements during the year ended 31 March 2022 and also considers plans for the future. In undertaking the review of aims, objectives and achievements the trustees of both charities have paid due regard to guidance issued by the Charity Commission in determining how their activities should be carried out for the public benefit.

**Objectives and activities and relevant policies** (continued)

***Public benefit (continued)***

Saint Margaret's Convent (Chiswick) and St Mary's Convent and Nursing Home (Chiswick) fulfil their charitable purposes for the public benefit in the following ways:

- ◆ Providing the facilities for public and private worship, retreats, pastoral support and hospitality to all irrespective of their religious belief or their means;
- ◆ Providing high standards of care for the 60 residents at St Mary's;
- ◆ Providing five one bedroom independent living bungalows within the grounds of St Mary's;
- ◆ Giving that care at fee rates materially lower than the rates charged by commercially operated homes of comparable quality;
- ◆ Caring for those residents reliant on public funding at fee rates materially lower than St Mary's normal rates. The trustees of St Mary's continue to be concerned about the extent of this public subsidy but it is the unfortunate reality of the inadequacy of public funding for residential and nursing care for the elderly. St Mary's status as a charity does ensure that residents are not prevented by lack of means from enjoying the high standard of care St Mary's is able to provide;
- ◆ Being a place of both public and private worship for residents, staff and visitors alike. The presence of the Chapel distinguishes St Mary's from most other care homes and provides a spiritual element to the atmosphere at St Mary's which is much valued;
- ◆ Being open to all irrespective of their religious beliefs despite St Mary's being run by an Anglican Christian religious order.

The charitable status of St Mary's substantially enhances its ability to fulfil its charitable purposes for the public benefit in a number of ways:

- ◆ The sisters resident at St Mary's provide the ethos and the spiritual care whilst living amongst the residents;
- ◆ The trustees give freely of their time and expertise without payment;
- ◆ Charitable status combined with the high regard and affection in which the Convent and St Mary's are held, ensures the continued support of a host of volunteers. This support comes in the form of the donation of both time and money. The wide range of activities and outings enjoyed by the residents of St Mary's could not be provided without the considerable support of volunteers who give freely of their time. Such activities are an important contributor to the air of vitality at St Mary's;

**Objectives and activities and relevant policies** (continued)

***Public benefit*** (continued)

- ♦ The work which is carried out by volunteers, the sisters and trustees at no cost, coupled with the fact that as a charity there is no requirement for a commercial return on capital employed, enables St Mary's to operate with a much lower cost base than a commercial undertaking, resulting in the lower fee rates for residents to which reference has already been made.

***Investment policy***

The investments of both the charity and the charitable company are managed by Investec Wealth & Investment Limited, professional investment managers. There are no restrictions on the any of the charities' power to invest.

The investment strategy is set by the trustees with advice from their investment managers. It takes into account income requirements for the year, the risk profile and the investment managers' view of the market prospects in the medium term.

The investment objective of both the charity and the charitable company is to achieve a balanced return between income and capital growth within a moderate risk profile. The trustees also have an ethical policy which precludes investment in any company, which after reasonable enquiry, clearly generates significant profits from an activity which is contrary to the objectives of the Anglican Church.

Both charities receive quarterly reports from their investment managers allowing the respective trustees to monitor the performance of the portfolio and the investment strategy. The trustees also meet with the investment managers at least once a year.

***Fundraising policy***

Both charities aim to achieve best practice in the way in which they communicate with donors and other supporters. They take care with both the tone of their communications and the accuracy of their data to minimise the pressures on supporters. They apply best practice to protect supporters' data and never sell data, they never swap data and ensure that communication preferences can be changed at any time. The charities manage their own fundraising activities and neither employs the services of professional fundraisers. The charities undertake to react to and investigate any complaints regarding their fundraising activities and to learn from them and improve their service. During the year, neither charity received any complaints about their fundraising activities.

## **Achievements and performance**

### ***St Margaret's Convent***

During the year, the charity has continued to support members of the community and so enable them to carry on their religious and charitable work whilst ensuring also that those sisters in need of care are looked after properly. The promotion and maintenance of public worship has, subject to Government imposed restrictions, continued to be fulfilled by the celebration of the Eucharist and Divine Office each day in the chapel. Through their individual ministries such as parish work, pastoral visiting, educational work, assisting with retreats and spiritual direction, the sisters continue to promote religious teaching and spirituality. Inevitably, Covid-19 has affected the Sisters' work since March 2020 especially in respect to social interactions and pastoral activities. The Sisters have addressed these challenges by using alternative forms of communication – in particular Zoom conferencing, emails and telephone to continue to reach out and minister to those in need.

### ***St Mary's Convent and Nursing Home (Chiswick)***

This report covers another year affected by the Covid-19 pandemic, when the home was still experiencing lockdowns and outbreaks and, therefore, was closed to admissions for periods of time during the year.

We were extremely fortunate that, throughout the pandemic, the Government's Job Retention Scheme (furlough), Hounslow's Infection Control Fund and the NHS funded PPE supplies helped greatly in protecting the Home from the worst of the extra costs incurred. The funding continued as the new variants of the virus took hold.

The main impact on the finances of the Home during both years affected by Covid-19 was the lower than normal occupancy. Since the year-end, occupancy has increased steadily and, at the date of approval of this report, the Home is almost full with a small waiting list. The lower occupancy during both 2021 and 2022 resulted in a drop to income compared to pre Covid-19 levels. This has meant that, where we were able to, staff numbers have had to be reduced through people retiring, moving away from London, and not recruiting when a staff member leaves. Since the year-end, the Home has again started to recruit new staff.

During the pandemic we used the time to refurbish the communal areas of the Home and many of the rooms throughout the Home, adding in new en-suite shower rooms to the Residential Unit on the first floor.

As noted above, since the year-end, there has been a lot of interest in the Home. As at the date of signing this report, the Extra Care rooms are all occupied, and only a small number of rooms in the residential unit remain vacant. Additionally, we have a small waiting list for Extra Care rooms.

The Home runs as an extended Christian family, where residents, their families and friends are normally all welcome in the Home, which has an open visiting policy. Residents are supported so that they may live as normal a life as possible, enabling them to be "up and about" and enjoying some meaningful activities during the day. This is facilitated by specialist mobility equipment funded from donations, which means no residents are bedbound. There is a full activity programme every week, with more individual activities facilitated by the Activities Team.

**Achievements and performance** (continued)

***St Mary's Convent and Nursing Home (Chiswick) (continued)***

The chapel is the focal point of St Mary's, and although residents do not have to be religious to come to the Home, many residents choose it because they wish to continue to attend a weekly church service. Mass is celebrated every day and the sisters attend offices of Morning Prayer, Mid-day Office, Vespers and Compline and are often joined at these by some residents.

The Home has many staff who have worked at St Mary's for several years and the Home actively supports staff to gain Health and Social Care Qualifications at levels 2, 3 and 5. Over the year, the Home has been fully staffed and has not used agency staff. Where necessary we have called on our bank staff.

The Home has a good working relationship with the Palliative Care Team at Meadow House Hospice and aims to provide residents with end of life care at the Home. All were supported to the end of their lives at St Mary's. Families and friends were able to continue to visit them here and also received support from the regular and consistent staff team.

Quality Management is of paramount importance and the Home uses the Quality Compliance System to audit compliance with the Fundamental Standards. (Care Act 2014, Health & Social Care Act 2008).

The Home operates in a highly regulated sector, and during the pandemic this was even more evident. A plethora of daily reports, to differing bodies, requiring different statistics, and the on-going Covid-19 management has taken up an enormous amount of time of both the Registered Manager and the Administrator, and has resulted in a room full of carefully audited paperwork, which the home is obliged to keep.

The Care Quality Commission have taken these 2 years to look at how they will inspect and audit providers in the future and will be launching their new framework in the autumn of 2022. During the pandemic they monitored the information gathered by the local councils and NHS Capacity Tracker and did targeted inspections around infection prevention and control. This will be their model going forward. Currently each month they look at the information gathered and send an email stating that they see no reason to change their rating of the care home.

The Home was last inspected in November 2019 and was rated "Good" in the reported published in December 2019 with Responsive rated as "Outstanding". A full copy of the report can be found at [www.cqc.org.uk](http://www.cqc.org.uk).

### **Financial review**

The group's income amounted to £3,797,577 (period to 31 March 2021: £3,793,293 (excluding the transfer to the CIO)). Of this amount £3,089,438 (period to 31 March 2021: £2,972,426) arose from nursing and residential home fees. Donations and legacies receivable totalled £198,334 (period to 31 March 2021: £138,907).

Expenditure during the year for the group amounted to £3,847,035 (period to 31 March 2021: £3,900,778). Costs in relation to the provision of residential and nursing care totalled £3,495,892 (period to 31 March 2021: £3,607,324). The costs of supporting the members of the community and their ministry were £265,808 (period to 31 March 2021: £202,009).

During the financial year to 31 March 2022 St Mary's achieved an operating surplus of £103,506 (period to 31 March 2021: surplus of £3,937). Further details about the results of St Mary's are provided in note 13 to the accounts.

The fees paid by local authorities are significantly below the level required to cover the economic costs of care. Without the support of those giving donations and bequeathing legacies, and without income arising from investments, expenditure for St Mary's would have exceeded its income by £234,068.

Net expenditure for the group, before realised and unrealised investment losses, amounted to £49,458 (period to 31 March 2021: net income of £17,456,506 before realised and unrealised investment losses but after the transfer from the charitable trust).

Net investment gains for the group were £459,934 (period to 31 March 2021: £2,362,286) and the net income and net increase in funds for the period, therefore, amounted to £410,476 (period to 31 March 2021: £19,818,792).

### **Donations**

The trustees wish to record their grateful thanks to all donors whose generosity has enabled the work of the charity and of St Mary's to continue.

### **Investment performance**

As previously stated, during the year, the group's investments were managed by Investec Wealth & Investment Limited. At 31 March 2022 the investments had a market value of £14,058,743 (31 March 2021: £13,762,543) including cash awaiting investment of £773,971 (31 March 2021: £543,548).

During the year, the total return achieved on the investment portfolio was 2.3%.

The investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report and in compliance with the ethical guidelines given to them. Further details of the investment portfolio are included in note 12 to the attached accounts. The trustees of the charity will continue to take a long term view and believe that the investment policy remains appropriate.

**Financial review** (continued)

***Reserves policy and financial position***

Balance sheet reserves at 31 March 2022 were £20,229,268 (period to 31 March 2021: £19,818,792) of which £7,166,447 (period to 31 March 2021: £7,231,776) represented designated funds, £4,640,664 (period to 31 March 2021: £4,855,097) represented fixed asset reserves, and the remaining £8,422,157 (period to 31 March 2021: £7,731,919) represented general funds.

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. Given the nature of the work undertaken by St Mary's, and the current inadequacy of Government funding for residents in nursing homes without private means, together with the long term commitment to look after the members of the community as they grow older, it is considered that the level of the group's free reserves should be equal to at least eighteen month's budgeted expenditure. The trustees are of the opinion that this provides sufficient flexibility to enable the charity to meet the continued challenges posed by the aftermath of the Covid-19 pandemic and by the current macroeconomic and geopolitical climate and so cover any temporary shortfalls in income due to falls in occupancy levels.

The trustees consider that the level of free reserves is adequate but not excessive and will enable it to pursue successfully its charitable objectives. The free reserves figure of £8,422,157 needs to be considered in the light of the aftermath Covid-19 and the challenges posed by the macroeconomic and geopolitical climate. Inflationary pressures will have a significant impact of energy bills and food prices during the next twelve months and St Mary's faces the uncertainties caused by the Government's changes to the funding of social care and their impact on care fees. The annual budgeted expenditure of St Mary's exceeds £3.9 million and this needs to be considered in the light of the foregoing but also the increasing age profile of the sisters, the volatility in world stock markets and the need for St Mary's to employ more paid staff in the future as a result of the increasing regulatory requirements on care homes. Therefore, the trustees are of the opinion that the free reserves are adequate but not excessive.

**Plans for future periods**

It is the intention of the trustees of the charity to continue to meet the following objectives:

- ♦ To monitor the needs of the sisters as they grow older and, if necessary, adapt the charity's and group's plans in respect to property needs and the provision of care to elderly members;
- ♦ To continue to remain focused on the importance of worship and prayer to the lives of the individual Sisters and to the overall mission of the charity and group; and
- ♦ To continue to care for the sisters and enable them to carry out their pastoral work and ministry. Focus will continue to be given to assisting and caring for the elderly, the poor and the marginalised and reaching out to as many as possible.

**Plans for future periods** (continued)

At St Mary's, the immediate challenge for 2022/23 and 2023/2024 will be to deal with the issues arising due to the macroeconomic and geopolitical climate and, in particular, rising energy and food prices. The aftermath of the pandemic continues to present difficulties. In addition, the Government's reforms in respect to social care funding and the national shortage of care and nursing staff both give rise to severe challenges. Operationally, the trustees do not anticipate any significant change to the charity - their intention is to continue to meet the charity's objectives and to focus on providing an excellent service for residents.

**Structure, governance and management**

***Governing document***

The charity is a Charitable Incorporated Organisation (CIO), governed by a Constitution and registered with the Charity Commission on 21 February 2020.

***Key management personnel***

The trustees (who include the Reverend Mother who is also the Responsible Person and Chief Executive of St Mary's) consider that they, together with the lay trustees of the charitable company and the Registered Manager/Matron of St Mary's, comprise the key management personnel of the charity and the group in charge of directing and controlling, running and operating the charity and the group on a day to day basis.

None of the trustees, including the lay trustees of St Mary's, received any remuneration or reimbursement of expenses during the period.

All trustees of the charity are members of the Anglican Religious Community, Saint Margaret's Convent (Chiswick). In accordance with their vows of poverty all trustees are provided with board, lodgings, travelling and personal expenses. The sisters receive no other benefit in money or in kind. Those who work within St Mary's receive no salary for the work they do within the Home.

The pay of the Registered Manager/Matron of St Mary's is reviewed annually by the trustees. Her pay generally is increased in line with average earnings within the Home.

***Trustees***

The names of the trustees who served during the financial year ended 31 March 2022 are set out as part of the legal and administrative details on page 1 of this annual report and consolidated accounts.

The trustees take advice from both their lay advisers and their professional advisers, particularly in the areas of law, finance and accounting, property and investment.

St Mary's Convent and Nursing Home (Chiswick) has a body of trustees which is separate from the trustees of Saint Margaret's Convent (SSM Chiswick) CIO. The trustees of the charitable company are also the charity directors for the purposes of company law. Saint Margaret's Convent (SSM Chiswick) CIO is a Member of St Mary's Convent and Nursing Home (Chiswick) and may appoint two Directors of the company.

**Structure, governance and management** (continued)

***Trustee induction and training***

The trustees of St Mary's Convent and Nursing Home (Chiswick) have expertise and experience in a wide range of business, medical and care disciplines. Individuals with appropriate skills, ability and time are approached to offer themselves for election to the board of trustees.

Prospective trustees of the charitable company are invited to meet existing trustees and the senior management and to see first-hand the work of the Home and its general atmosphere. They are provided with relevant documents relating to the governance of the charity and the latest accounts and management accounts. The information and advice available from the Charity Commission is also made available to any prospective trustee who does not have previous experience of the duties and responsibilities placed on a charity trustee.

***Organisational structure***

The Reverend Mother Superior, currently Sister Jennifer Anne SSM, is the chair of the trustees of both the charity and the charitable company. She is responsible for the day to day running of the charity and is assisted by the Assistant Superior of Saint Margaret's Convent, currently Sister Mary Clare SSM.

The trustees of the charity meet during the year as necessary.

The day to day running of St Mary's is carried out by Sister Jennifer Anne SSM, who is designated as the responsible person for statutory purposes, and Elizabeth Smith, who is the registered manager and matron.

The trustees of the charitable company meet four times a year and are responsible for the strategic direction and policy of the Home. At each meeting, the trustees of the charitable company consider the key measures of operational and financial performance with the assistance of the appropriate members of the management team.

***Statement of trustees' responsibilities***

The charity's trustees are responsible for preparing the trustees' report 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 trustees 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 group and of the income and expenditure of the charity and of the group for that period. In preparing these accounts, the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles of 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);

**Structure, governance and management** (continued)

***Statement of trustees' responsibilities*** (continued)

- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ 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 trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the relevant Charity (Accounts and Reports) Regulations and the provisions of the charity's trust deed. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

***Risk management***

The trustees have identified and considered the major risks to which the charity is exposed. Systems have been established to mitigate those risks and the risk policies which have been developed will be regularly updated and adapted as circumstances change. The trustees of the charitable company have also identified and considered the major risks to which St Mary's is exposed. The key risks affecting the charities are described below together with the main ways in which they are mitigated:

- ◆ Operationally both charities work with vulnerable adults including older people. Their trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charities serve. This means that sisters and staff must obtain clearance from the Disclosure and Barring Service (DBS). In addition, the trustees have established systems of on-going safeguarding training; to update internal policies; and to ensure staff and volunteers are kept informed about good practice in work.

St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. The Matron and the trustees with experience of running health care organisations advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding (see above); the chronic shortage of qualified nurses and care assistants; and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

**Structure, governance and management** (continued)

***Risk management*** (continued)

- ♦ The group and the charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by a reputable investment manager who adheres to a policy agreed by the trustees. The trustees meet at least once a year with the investment manager and the manager's performance and that of the portfolio are monitored regularly. This will continue to be so given the volatility in markets caused by the aftermath of the Covid-19 pandemic but also by the current macroeconomic and geopolitical climate. The investment strategy is assessed regularly to ensure it remains appropriate to the group's and charity's needs - both now and in the future.

In the areas of governance, financial and compliance risk the trustees of both the charity and the charitable company have considered the systems controlling risk and the work of the charities' senior staff and professional advisers who implement and monitor the risk control systems. The risk systems in place combined with the skills of those responsible for implementing the policies minimise the exposure to risk.

***Related parties***

With effect from midnight on 31 March 2020, the sole member St Mary's Convent and Nursing Home (Chiswick), which is a company limited by guarantee, became Saint Margaret's Convent (SSM Chiswick) CIO.

The freehold of the premises from which the Home operates is owned by the charity. St Mary's Convent and Nursing Home (Chiswick) occupies the premises for an annual peppercorn rent in accordance with a written Memorandum of Understanding.

**Employees, volunteers and members of the Community**

The trustees wish to record their recognition of the professionalism and commitment of all their staff and volunteers. Their dedication and positive approach is very much appreciated.

Approved by the trustees and signed on their behalf by:

Trustee

Approved by the Trustees on 22/11/2022

**Independent auditor's report to the trustees of Saint Margaret's Convent (Chiswick)**

**Opinion**

We have audited the accounts of Saint Margaret's Convent (SSM Chiswick) CIO (the 'parent charity') and of Saint Margaret's Convent (SSM Chiswick) CIO and its subsidiary (the 'group') for the year ended 31 March 2022 which comprise the group and parent charity statement of financial activities, the group and parent balance sheets, the statement of cash flows, 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 group's and of the parent charity's affairs as at 31 March 2022 and of their income and expenditure for the period 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 group 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**

In auditing the accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and parent charity's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report and consolidated 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 trustees' report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept by the parent charity; or
- ◆ the parent charity 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 trustees**

As explained more fully in the trustees' responsibilities statement, the 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 trustees determine 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 trustees are responsible for assessing the group's and the parent 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 trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

**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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the parent charity and group through discussions with management and trustees and from our knowledge and experience of the sector. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the parent charity and group. These included but were not limited to 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006, The Code of Fundraising Practice, Safeguarding Regulations and the Care Standards Act 2001 and related legislation; and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the parent charity's and group's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

**Auditor's responsibilities for the audit of the accounts** (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Carried out substantive testing of expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of the trustee board; and
- ◆ Enquiring of us as to actual and potential litigation and claims.

As a result of our procedures we did not identify any key audit matters relating to irregularities.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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](http://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 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 charity's trustees 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 charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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

Date: 30 November 2022

## Consolidated statement of financial activities Year ended 31 March 2022

|                                                                                                 |       | Year ended<br>31 March<br>2022<br>£ | 21 February<br>2020 to 31<br>March<br>2021<br>Total funds<br>£ |
|-------------------------------------------------------------------------------------------------|-------|-------------------------------------|----------------------------------------------------------------|
|                                                                                                 | Notes |                                     |                                                                |
| <b>Income from:</b>                                                                             |       |                                     |                                                                |
| Donations and legacies*                                                                         | 1     | 198,334                             | 138,907                                                        |
| Investment income and interest receivable                                                       | 2     | 330,221                             | 334,732                                                        |
| Charitable activities                                                                           |       |                                     |                                                                |
| . Charges for nursing and residential care services                                             | 3     | 3,089,438                           | 2,972,426                                                      |
| Other sources:                                                                                  |       |                                     |                                                                |
| . Amounts receivable under the Coronavirus Job Retention Scheme                                 |       | 2,061                               | 103,968                                                        |
| . Infection control and other Covid-19 related income                                           |       | 145,711                             | 212,953                                                        |
| . Miscellaneous                                                                                 |       | 31,812                              | 30,307                                                         |
|                                                                                                 |       | <b>3,797,577</b>                    | <b>3,793,293</b>                                               |
| Transfer from Saint Margaret's Convent (Chiswick) (Charity Registration No: 231926) (see below) |       | —                                   | 17,563,991                                                     |
| <b>Total income</b>                                                                             |       | <b>3,797,577</b>                    | <b>21,357,284</b>                                              |
| <b>Expenditure on:</b>                                                                          |       |                                     |                                                                |
| Raising funds – investment management fees                                                      |       | 25,006                              | 22,522                                                         |
| Charitable activities                                                                           |       |                                     |                                                                |
| . Support of members of the Community and their ministry                                        | 4     | 265,808                             | 202,009                                                        |
| . Provision of nursing and residential care                                                     | 5     | 3,495,892                           | 3,607,324                                                      |
| . Donations                                                                                     | 7     | 60,329                              | 68,923                                                         |
| <b>Total expenditure</b>                                                                        |       | <b>3,847,035</b>                    | <b>3,900,778</b>                                               |
| <b>Net (expenditure) income before net investment gains</b>                                     | 8     | <b>(49,458)</b>                     | <b>17,456,506</b>                                              |
| Net gains on investments                                                                        |       | 459,934                             | 2,362,286                                                      |
| <b>Net income and net movement in funds</b>                                                     |       | <b>410,476</b>                      | <b>19,818,792</b>                                              |
| <b>Reconciliation of funds:</b>                                                                 |       |                                     |                                                                |
| Fund balances brought forward at 1 April 2021                                                   |       | 19,818,792                          | —                                                              |
| Fund balances carried forward at 31 March 2022                                                  |       | <b>20,229,268</b>                   | <b>19,818,792</b>                                              |

The group has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been prepared.

With effect from midnight on 31 March 2020, the activities, assets and liabilities of Saint Margaret's Convent (Chiswick) (Charity Registration No: 231926) were transferred as a going concern into the Charitable Incorporated Organisation (CIO), Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration Number 1188112) (see note 21).

\*Donations in the period to 31 March 2022 included £11,500 (2020: £5,500) for restricted purposes. Further details of these are given in note 1 to the accounts.

All other income related to unrestricted funds.

## Charity statement of financial activities Year ended 31 March 2022

|                                                                                                    |       | Year ended<br>31 March<br>2022<br>£ | 21 February<br>2020 to 31<br>March<br>2021<br>Total funds<br>£ |
|----------------------------------------------------------------------------------------------------|-------|-------------------------------------|----------------------------------------------------------------|
|                                                                                                    | Notes |                                     |                                                                |
| <b>Income from:</b>                                                                                |       |                                     |                                                                |
| Donations and legacies                                                                             | 1     | 54,775                              | 72,420                                                         |
| Investments and interest receivable                                                                | 2     | 237,206                             | 240,455                                                        |
| Other income                                                                                       |       | 65                                  | 40                                                             |
|                                                                                                    |       | <b>292,046</b>                      | 312,915                                                        |
| Transfer from Saint Margaret's Convent (Chiswick) (Charity<br>Registration No: 231926) (see below) |       | —                                   | 9,180,328                                                      |
| <b>Total income</b>                                                                                |       | <b>292,046</b>                      | 9,493,243                                                      |
| <b>Expenditure on:</b>                                                                             |       |                                     |                                                                |
| Raising funds                                                                                      |       | 16,225                              | 14,533                                                         |
| Charitable activities                                                                              |       |                                     |                                                                |
| . Support of members of the Community and their ministry                                           | 4     | 361,808                             | 331,359                                                        |
| . Donations                                                                                        | 7     | 65,329                              | 77,560                                                         |
| <b>Total expenditure</b>                                                                           |       | <b>443,362</b>                      | 423,452                                                        |
| <b>Net (expenditure) income before net investment gains</b>                                        | 8     | <b>(151,316)</b>                    | 9,069,791                                                      |
| Net gains on investments                                                                           |       | 327,338                             | 1,706,783                                                      |
| <b>Net income and net movement in funds</b>                                                        |       | <b>176,022</b>                      | 10,766,574                                                     |
| <b>Reconciliation of funds:</b>                                                                    |       |                                     |                                                                |
| Total funds balances brought forward at 1 April 2021                                               |       | 10,776,574                          | —                                                              |
| Total funds balances carried forward at 31 March 2022                                              |       | <b>10,952,596</b>                   | 10,766,574                                                     |

The charity has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been prepared.

With effect from midnight on 31 March 2020, the activities, assets and liabilities of Saint Margaret's Convent (Chiswick) (Charity Registration No: 231926) were transferred as a going concern into the Charitable Incorporated Organisation (CIO), Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration Number 1188112) (see note 21).

All income and expenditure related to unrestricted funds.

## Balance sheets 31 March 2022

|                                                |       | <b>Group</b>      |                   | <b>Charity</b>    |                   |
|------------------------------------------------|-------|-------------------|-------------------|-------------------|-------------------|
|                                                | Notes | <b>2022<br/>£</b> | <b>2021<br/>£</b> | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
| <b>Fixed assets</b>                            |       |                   |                   |                   |                   |
| Tangible assets                                | 11    | <b>4,640,664</b>  | 4,855,097         | <b>659,302</b>    | 677,465           |
| Investments                                    | 12    | <b>14,058,743</b> | 13,762,543        | <b>10,031,101</b> | 9,860,456         |
|                                                |       | <b>18,699,407</b> | 18,617,640        | <b>10,690,403</b> | 10,537,921        |
| <b>Current assets</b>                          |       |                   |                   |                   |                   |
| Debtors                                        | 14    | <b>325,487</b>    | 344,524           | <b>107,644</b>    | 137,524           |
| Cash at bank and in hand                       |       | <b>1,665,076</b>  | 1,351,206         | <b>312,609</b>    | 271,643           |
|                                                |       | <b>1,990,563</b>  | 1,695,730         | <b>420,253</b>    | 409,167           |
| <b>Liabilities</b>                             |       |                   |                   |                   |                   |
| Creditors: amounts falling due within one year | 15    | <b>(460,702)</b>  | (494,578)         | <b>(158,060)</b>  | (170,514)         |
| <b>Net current assets</b>                      |       | <b>1,529,861</b>  | 1,201,152         | <b>262,193</b>    | 238,653           |
| <b>Total net assets</b>                        |       | <b>20,229,268</b> | 19,818,792        | <b>10,952,596</b> | 10,776,574        |
| <b>Represented by:</b>                         |       |                   |                   |                   |                   |
| <b>Funds and reserves</b>                      |       |                   |                   |                   |                   |
| <b>Income funds</b>                            |       |                   |                   |                   |                   |
| Unrestricted funds                             |       |                   |                   |                   |                   |
| . Designated funds                             | 16    | <b>7,166,447</b>  | 7,231,776         | <b>5,166,447</b>  | 5,231,776         |
| . Tangible fixed assets fund                   | 17    | <b>4,640,664</b>  | 4,855,097         | <b>659,302</b>    | 677,465           |
| . General fund                                 |       | <b>8,422,157</b>  | 7,731,919         | <b>5,126,847</b>  | 4,867,333         |
|                                                |       | <b>20,229,268</b> | 19,818,792        | <b>10,952,596</b> | 10,776,574        |

Approved by the trustees and signed on their behalf by:

Trustee

Approved by the trustees on: 22/11/2022

## Consolidated statement of cash flows Year ended 31 March 2022

|                                                                                                 | Notes | Year ended<br>31 March<br>2022<br>£ | 21 February<br>2020 to 31<br>March<br>2021<br>£ |
|-------------------------------------------------------------------------------------------------|-------|-------------------------------------|-------------------------------------------------|
| <b>Cash flows from operating activities:</b>                                                    |       |                                     |                                                 |
| Net cash used in operating activities                                                           | A     | <b>(137,609)</b>                    | (203,136)                                       |
| <b>Cash flows from investing activities:</b>                                                    |       |                                     |                                                 |
| Investment income and interest received                                                         |       | <b>330,221</b>                      | 334,732                                         |
| Purchase of tangible fixed assets                                                               |       | <b>(42,476)</b>                     | (213,337)                                       |
| Proceeds from the disposal of investments                                                       |       | <b>2,413,964</b>                    | 2,025,361                                       |
| Purchase of investments                                                                         |       | <b>(2,019,808)</b>                  | (1,703,499)                                     |
| <b>Net cash provided by investing activities</b>                                                |       | <b>681,902</b>                      | 443,257                                         |
| <b>Change in cash and cash equivalents in the period</b>                                        |       | <b>544,293</b>                      | 240,121                                         |
| <b>Cash and cash equivalents at 1 April 2021</b>                                                | B     | <b>1,894,754</b>                    | —                                               |
| Cash transferred from Saint Margaret's Convent (Chiswick)<br>(Charity Registration No: 231926)) |       | <b>—</b>                            | 1,654,633                                       |
| <b>Cash and cash equivalents at 31 March 2022</b>                                               | B     | <b>2,439,047</b>                    | 1,894,754                                       |

### Notes to the statement of cash flows for the period to 31 March 2022.

#### A Reconciliation of net movement in funds to net cash used in operating activities

|                                                                                            | Year ended<br>31 March<br>2022<br>£ | 21 February<br>2020 to 31<br>March<br>2021<br>£ |
|--------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------|
| <b>Net movement in funds (as per the statement of financial activities)</b>                | <b>410,476</b>                      | 19,818,792                                      |
| <b>Adjustments for:</b>                                                                    |                                     |                                                 |
| Transferred from Saint Margaret's Convent (Chiswick) (Charity<br>Registration No: 231926)) | <b>—</b>                            | (17,563,991)                                    |
| Depreciation charge                                                                        | <b>256,908</b>                      | 249,071                                         |
| Net gains on investments                                                                   | <b>(459,934)</b>                    | (2,362,286)                                     |
| Investment income and interest receivable                                                  | <b>(330,221)</b>                    | (334,732)                                       |
| Decrease (increase) in debtors                                                             | <b>19,037</b>                       | (36,354)                                        |
| (Decrease) increase in creditors                                                           | <b>(33,876)</b>                     | 24,463                                          |
| Loss on disposal of tangible fixed assets                                                  | <b>—</b>                            | 1,901                                           |
| <b>Net cash used operating activities</b>                                                  | <b>(137,609)</b>                    | (203,136)                                       |

## Consolidated statement of cash flows Year ended 31 March 2022

### B Analysis of net debt i.e. cash and cash equivalents

|                                        | 31 March<br>2021<br>£ | Cash flows<br>£ | 31 March<br>2022<br>£ |
|----------------------------------------|-----------------------|-----------------|-----------------------|
| Cash at bank and in hand               | 1,351,206             | 313,870         | <b>1,665,076</b>      |
| Cash held by investment managers       | 543,548               | 230,423         | <b>773,971</b>        |
| <b>Total cash and cash equivalents</b> | <b>1,894,754</b>      | <b>544,293</b>  | <b>2,439,047</b>      |

## **Principal accounting policies** 31 March 2022

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 ended 31 March 2022 with comparative information given in respect to the period from 21 February 2020 to 31 March 2021.

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), 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.

### **Basis of consolidation**

The group's statement of financial activities, balance sheet and cash flow statement consolidate the accounts of the charity and the accounts of St Mary's Convent and Nursing Home (Chiswick), a wholly controlled subsidiary.

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts of the group and the charity requires the trustees to make significant judgements and estimates.

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

- ◆ assessing the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- ◆ assessing the recoverability of any debts for residential and care home fees and the need for a provision against doubtful or bad debts;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable group is entitled;
- ◆ the assumptions applied in determining the size of the sisters' care fund, created in order to provide for the continuing care of the members of the community;
- ◆ determining the assumptions adopted by the trustees and management in determining the value of any other designations required from the charitable group's general unrestricted funds; and
- ◆ estimating future income and expenditure for the purpose of assessing going concern.

### **Assessment of going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these accounts.

The trustees of the CIO have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the CIO to continue as a going concern. The trustees are of the opinion that the CIO will have sufficient resources to meet its liabilities as they fall due.

Going forward, the CIO's investment income may be affected because of the current macroeconomic and geopolitical climate. Expenditure may rise in some areas due to inflationary pressures. The trustees of the CIO will continue to monitor both income and expenditure closely.

The global Covid-19 pandemic has presented St Mary's Convent and Nursing Home (Chiswick) with a number of challenges since February 2020. The main impact of the pandemic on the finances of the Home during that period has been in the lower-than-normal occupancy rate. As rooms became vacant during the first few months, the Home was unable to take in new residents. By the time the Home could welcome new residents the waiting list had been decimated by the pandemic. The Home encountered a great deal of hesitancy around people putting their relatives into a care home. The bad publicity surrounding the early crises in care homes and Covid-19 deaths had an impact. However, since mid 2022, there has been much greater interest in care home placements and occupancy levels subsequent to the year end have improved. There has also been a steady increase in requests for respite stays and post-surgery convalescence.

During the lockdown periods, the Home was able to undertake a considerable amount of refurbishment and upgrading of rooms.

Covid-19 has not gone away and the Home continues to take all precautions necessary to protect residents and staff from infection. The macroeconomic and geopolitical climate has added to the challenges faced by the Home which faces significant increases in its energy bills and other costs at a time when there are immense pressures on staff recruitment due to national shortages of nursing and care staff.

The Home is fortunate in having financial reserves and so the trustees do not have any doubts about the Home's ability to continue operating over the short to medium term.

The trustees of the charity and the group have concluded that, notwithstanding the uncertainties surrounding the aftermath of the pandemic and the current macroeconomic and geopolitical climate, there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity and group to continue as a going concerns. The trustees are of the opinion that the charity and group will have sufficient resources to meet their liabilities as they fall due.

**Assessment of going concern** (continued)

With regard to the next accounting period, the year ending 31 March 2023, the most significant issues that may affect the charity's and the group's financial position are: the volatility in world investment markets which may cause the market value of the charitable company's investments to rise or fall; inflationary pressures and energy prices in particular; the level of local and central government funding for residential and nursing care for older people; the ability to recruit and retain high quality nursing and care staff; and the cost of implementing any changes to the regulatory environment affecting care homes generally.

The most significant areas of judgement that affect items in the accounts of the charity and group are detailed above.

**Income recognition**

Income is recognised in the period in which the charity and/or the charitable group 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 donations, legacies, investment income, interest receivable, fees and related charges in respect to residential and nursing care provision and other income including the surplus on the disposal of tangible fixed assets and fundraising activities.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity and/or the charitable group has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charitable group is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable group and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102, no value has been placed on services provided by volunteers.

Legacies are included in the statement of financial activities when the charity and/or the charitable group is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charitable group.

Entitlement is taken as the earlier of the date on which either: the charitable group is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity and/or the charitable group that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable group has been notified of the executor's intention to make a distribution.

**Income recognition** (continued)

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

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

Fees and related charges in respect to the provision of residential and nursing care are measured at fair value of the consideration received or receivable being the invoiced amount excluding discounts and rebates. Provision is made against any amount deemed irrecoverable or where the debt is doubtful.

Income from the Coronavirus Job Retention Scheme and other Covid-19 related funding receivable is credited to the statement of financial activities when the charitable company is entitled to the funding and once the amount receivable has been quantified.

Income from miscellaneous sources includes contributions received from relatives staying overnight at the Home when visiting residents and rental income from staff. The income is recognised when receivable (being the date on which the accommodation was used) and when the charity and/or the charitable group has both confirmation of the amount and where receipt is considered probable.

The surplus on the disposal of freehold land and the surplus on the disposal of tangible fixed assets are included at fair value and accounted for on an accruals basis. The surplus on the disposal of both freehold land and tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs, related taxes and the net book value of the asset immediately prior to disposal.

**Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity and/or the charitable group 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 accounted for on an accruals basis. Expenditure comprises direct costs and support costs. Support costs, including governance costs, are allocated to expenditure on the provision of nursing and residential care. The classification between activities is as follows:

- ◆ Expenditure on raising funds comprises investment management fees.
- ◆ Expenditure on the provision of residential and nursing care facilities for the elderly at the Home

**Expenditure recognition (continued)**

- ◆ Expenditure on the support of members of the community and their ministry. Such expenditure enables the members to carry out their religious and charitable work.
- ◆ The provision of grants and donations relating, in the main, to the support of the community's own work and the support of other Anglican charitable organisations. Charitable grants and donations are made where the trustees believe there is a real need following a review of the details of each particular case and comprise single year payments rather than multi-year grants. Grants and donations are included in the statement of financial activities when approved for payment. Provision is made for any grants and donations approved but unpaid at the end of the financial year.

All expenditure is stated inclusive of irrecoverable VAT.

**Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity and charitable group it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the charitable group (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is attributed directly to either the provision of nursing and residential care or the support of members of the Congregation and their ministry. Hence, there has been no apportionment between expenditure headings.

**Tangible fixed assets and depreciation**

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

- ◆ Freehold and long leasehold land and buildings and improvements  
Freehold and long leasehold land and buildings and improvements are shown on the balance sheet at cost.

Depreciation is calculated using a straight line basis at 2% per annum.

- ◆ Fixtures, fittings and motor vehicles are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following basis:
  - ◇ Fixtures and fittings                      10% - 20% per annum;
  - ◇ Motor vehicles                              20% per annum.

### **Fixed asset 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 and charitable group do not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charity and the charitable group is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

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.

### **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 charitable group 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.

### **Fund structure**

The funds of the charity and charitable group are unrestricted and therefore are available for use in furtherance of the charity's and charitable group's objectives (as appropriate) at the discretion of the trustees. Within the total unrestricted funds of the charity are funds the trustees have designated for specific purposes and amounts representing tangible fixed assets. Details of these are provided in notes 16 and 17 respectively.

**Pensions**

The charity and charitable group offer their employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

## 1. Donations and legacies

|                                | Group                    |                                   | Charity                  |                                   |
|--------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|
|                                | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 |
|                                | £                        | £                                 | £                        | £                                 |
| Donations*                     | 75,452                   | 55,077                            | 490                      | 590                               |
| Legacies                       | 68,597                   | 20,575                            | —                        | 8,575                             |
| Pensions of individual sisters | 54,285                   | 63,255                            | 54,285                   | 63,255                            |
|                                | <b>198,334</b>           | <b>138,907</b>                    | <b>54,775</b>            | <b>72,420</b>                     |

\*Group donations include restricted donations of £11,500 (2021: £5,500).

## 2. Investments and interest receivable

|                                          | Group                    |                                   | Charity                  |                                   |
|------------------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|
|                                          | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 |
|                                          | £                        | £                                 | £                        | £                                 |
| UK listed investments:                   |                          |                                   |                          |                                   |
| . Fixed interest                         | 63,836                   | 70,572                            | 50,508                   | 58,232                            |
| . Equities (including property)          | 212,461                  | 228,299                           | 155,539                  | 156,396                           |
| . CBF Church of England – unitised funds | 6,456                    | 9,843                             | 6,456                    | 9,843                             |
| Overseas listed investments              |                          |                                   |                          |                                   |
| . Fixed interest                         | 19,631                   | 7,717                             | 4,060                    | 4,612                             |
| . Equities                               | 25,935                   | 16,251                            | 19,605                   | 10,036                            |
|                                          | <b>328,319</b>           | <b>332,682</b>                    | <b>236,168</b>           | <b>239,119</b>                    |
| Interest                                 |                          |                                   |                          |                                   |
| . Loan interest (note 15)                | 871                      | 871                               | 871                      | 871                               |
| . Deposit interest                       | 1,031                    | 1,179                             | 167                      | 465                               |
|                                          | <b>330,221</b>           | <b>334,732</b>                    | <b>237,206</b>           | <b>240,455</b>                    |

### 3. Charges for residential and nursing care services

|                               | <b>Group</b>                    |                                          |
|-------------------------------|---------------------------------|------------------------------------------|
|                               | <b>Year ended 31 March 2022</b> | <b>21 February 2020 to 31 March 2021</b> |
|                               | £                               | £                                        |
| Gross fees                    | <b>3,231,694</b>                | 3,111,526                                |
| Less: subsidies and discounts | <b>(142,255)</b>                | (139,136)                                |
| <b>2022 Total</b>             | <b>3,089,439</b>                | 2,972,426                                |

Subsidies and discounts arise in respect of those residents of the Home reliant on local authority or NHS funds where the fees paid fall short of the standard fees charged by the Home.

### 4. Support of members of the Community and their ministry

|                                       | <b>Group</b>                    |                                          | <b>Charity</b>                  |                                          |
|---------------------------------------|---------------------------------|------------------------------------------|---------------------------------|------------------------------------------|
|                                       | <b>Year ended 31 March 2022</b> | <b>21 February 2020 to 31 March 2021</b> | <b>Year ended 31 March 2022</b> | <b>21 February 2020 to 31 March 2021</b> |
|                                       | £                               | £                                        | £                               | £                                        |
| Premises                              | <b>58,205</b>                   | 40,014                                   | <b>58,205</b>                   | 40,014                                   |
| Sisters' living and ministry expenses | <b>23,876</b>                   | 15,052                                   | <b>119,876</b>                  | 144,402                                  |
| Sisters' nursing and medical care     | <b>146,942</b>                  | 104,319                                  | <b>146,942</b>                  | 104,319                                  |
| Support costs:                        |                                 |                                          |                                 |                                          |
| . Staff costs                         |                                 |                                          |                                 |                                          |
| . General office costs                | <b>9,160</b>                    | 14,525                                   | <b>9,160</b>                    | 14,525                                   |
| . Legal and professional fees         | <b>9,268</b>                    | 14,005                                   | <b>9,268</b>                    | 14,005                                   |
| Governance costs (note 6)             | <b>18,357</b>                   | 14,094                                   | <b>18,357</b>                   | 14,094                                   |
|                                       | <b>265,808</b>                  | 202,009                                  | <b>361,808</b>                  | 331,359                                  |

## 5. Provision of nursing and residential care

|                                                             | Group                         |                                        |
|-------------------------------------------------------------|-------------------------------|----------------------------------------|
|                                                             | Year ended 31 March 2022<br>£ | 21 February 2020 to 31 March 2021<br>£ |
| Direct care costs                                           |                               |                                        |
| . Staff costs (including training: £19,881 (2021: £16,326)) | 2,123,197                     | 2,219,068                              |
| . Medical costs                                             | 46,399                        | 107,017                                |
| Accommodation costs and overheads                           |                               |                                        |
| . Staff costs (kitchen and domestic)                        | 406,309                       | 393,192                                |
| . Provisions                                                | 133,303                       | 127,274                                |
| . Depreciation                                              | 229,082                       | 223,178                                |
| . Property and equipment repairs and maintenance            | 277,942                       | 259,840                                |
| . Rates, insurance, gas and electricity                     | 125,417                       | 108,557                                |
| . Residents' welfare and chapel                             | 7,117                         | 5,699                                  |
| Support costs                                               |                               |                                        |
| . Administration salaries                                   | 118,333                       | 101,891                                |
| . Recruitment costs                                         | 14,915                        | 16,273                                 |
| . Printing, postage, stationery and telephone costs         | 8,691                         | 14,162                                 |
| . Car and travel expenses                                   | 9,850                         | 7,641                                  |
| . Professional fees (including governance costs (note 6))   | 73,822                        | 85,923                                 |
| . Other costs*                                              | 62,123                        | 49,110                                 |
|                                                             | 3,636,500                     | 3,707,665                              |
| Less: recharge to charity                                   | (140,608)                     | (100,341)                              |
|                                                             | 3,495,892                     | 3,607,324                              |

\*Other costs include expenditure from restricted funds of £10,000 (2021: £nil).

## 6. Governance costs

|                | Group                         |                                        | Charity                       |                                        |
|----------------|-------------------------------|----------------------------------------|-------------------------------|----------------------------------------|
|                | Year ended 31 March 2022<br>£ | 21 February 2020 to 31 March 2021<br>£ | Year ended 31 March 2022<br>£ | 21 February 2020 to 31 March 2021<br>£ |
| Auditor's fees | 29,757                        | 25,254                                 | 18,357                        | 14,094                                 |

## 7. Donations

|                                                           | Group                             |                                                    | Charity                           |                                                    |
|-----------------------------------------------------------|-----------------------------------|----------------------------------------------------|-----------------------------------|----------------------------------------------------|
|                                                           | Year<br>ended 31<br>March<br>2022 | 21<br>February<br>2020 to 31<br>March<br>2021<br>£ | Year<br>ended 31<br>March<br>2022 | 21<br>February<br>2020 to 31<br>March<br>2021<br>£ |
| <b>Donations of £1,000 or more to institutions</b>        |                                   |                                                    |                                   |                                                    |
| Overseas missions of Saint Margaret's                     | 14,000                            | 11,000                                             | 14,000                            | 11,000                                             |
| Sackville College                                         | 1,500                             | 1,500                                              | 1,500                             | 1,500                                              |
| The College of St Barnabas                                | 1,500                             | 1,500                                              | 1,500                             | 1,500                                              |
| The Camphill Family Appeal Fund                           | 1,000                             | 1,000                                              | 1,000                             | 1,000                                              |
| St Martin-in-the-fields                                   | 1,000                             | 1,500                                              | 1,000                             | 1,500                                              |
| Water Aid                                                 | 1,024                             | 1,024                                              | 1,024                             | 1,024                                              |
| Glass Door Homeless Charity                               | 1,500                             | 1,000                                              | 1,500                             | 1,000                                              |
| The Priory of Our Lady                                    | —                                 | 1,000                                              | —                                 | 1,000                                              |
| Médecins Sans Frontières                                  | 2,000                             | 1,000                                              | 2,000                             | 1,000                                              |
| Friend of Ho (Anglican Diocese of Ho, Ghana)              | 600                               | 600                                                | 600                               | 600                                                |
| Bible Society                                             | 1,200                             | —                                                  | 1,200                             | —                                                  |
| Oxford mission                                            | 1,200                             | —                                                  | 1,200                             | —                                                  |
| Operation Smile                                           | 1,000                             | —                                                  | 1,000                             | —                                                  |
| KSS Air Ambulance                                         | 1,000                             | —                                                  | 1,000                             | —                                                  |
| Hydestile Resident Animals                                | 2,000                             | —                                                  | 2,000                             | —                                                  |
| Guide Dogs for the Blind                                  | 1,200                             | —                                                  | 1,200                             | —                                                  |
| Feed The Minds                                            | 1,200                             | —                                                  | 1,200                             | —                                                  |
| St Mary's Convent and Nursing Home (Chiswick)             | —                                 | —                                                  | 5,000                             | 4,287                                              |
| <b>Other donations to institutions (less than £1,000)</b> | 3,600                             | 3,547                                              | 3,600                             | 7,897                                              |
| <b>Donations to individuals (see note below)</b>          | 23,590                            | 44,028                                             | 23,590                            | 44,028                                             |
| <b>Other donations</b>                                    | 215                               | 224                                                | 215                               | 224                                                |
| <b>2022 Total funds</b>                                   | <b>60,329</b>                     | 68,923                                             | <b>65,329</b>                     | 77,560                                             |

Donations by the charity and the group include donations of £23,590 (period to 31 March 2021: £44,028) in respect to one (2021 – two) former associates of the Saint Margaret's Convent. The charity has agreed to supplement the residential and nursing care fees of the two associates for the immediate future and while sufficient government funding is not available to fund their care. No specific period is ascertainable over which the top up fees may be payable, as these will depend on government policy on funding nursing care, and also on age expectancy of the associates.

## 8. Net (expenditure) income before net investment gains

This is stated after charging:

|                        | Group                    |                                   | Charity                  |                                   |
|------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|
|                        | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 |
|                        | £                        | £                                 | £                        | £                                 |
| Staff costs (note 9)   | 2,627,958                | 2,697,552                         | —                        | —                                 |
| Depreciation           | 256,908                  | 249,071                           | 27,826                   | 25,895                            |
| Auditor's remuneration |                          |                                   |                          |                                   |
| . Audit fees           | 22,552                   | 22,110                            | 11,032                   | 10,950                            |
| . Taxation services    | 5,810                    | 495                               | 630                      | —                                 |
| . Other services       | 21,306                   | 29,761                            | 4,370                    | 10,575                            |

## 9. Staff costs and trustees' remuneration and expenses and key management personnel

|                       | Group                    | Charity                  | Group                             | Charity                           |
|-----------------------|--------------------------|--------------------------|-----------------------------------|-----------------------------------|
|                       | Year ended 31 March 2022 | Year ended 31 March 2022 | 21 February 2020 to 31 March 2021 | 21 February 2020 to 31 March 2021 |
|                       | £                        | £                        | £                                 | £                                 |
| Salaries and wages    | 2,352,145                | —                        | 2,423,230                         | —                                 |
| Social security costs | 209,648                  | —                        | 204,714                           | —                                 |
| Pension costs         | 66,165                   | —                        | 69,608                            | —                                 |
|                       | 2,627,958                | —                        | 2,697,552                         | —                                 |

One employee (2021: one employee) earned £60,000 - £70,000 per annum (including taxable benefits but excluding employer's pension contributions).

The average and full time equivalent number of employees of the group during the period was as follows:

|                                    | Year ended 31 March 2022 |         | 21 February 2020 to 31 March 2021 |         |
|------------------------------------|--------------------------|---------|-----------------------------------|---------|
|                                    | Full time equivalent     | Average | Full time equivalent              | Average |
| Nursing and residential care staff | 86                       | 103     | 86                                | 106     |
| Management and administration      | 2                        | 3       | 2                                 | 3       |
|                                    | 88                       | 106     | 88                                | 109     |

The charity did not have any employees during 2022 or 2021.

As members of the Community, the trustees' living and personal expenses during the year were borne by the group and/or charity and they received no remuneration or reimbursement of expenses in connection with their duties as trustees.

The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £77,760 (2021: 73,073).

Trustees of St Mary's Convent and Nursing Home (Chiswick) gave donations totalling £250 (2021: £200).

**10. Taxation**

Saint Margaret's Convent (Chiswick) and St Mary's Convent and Nursing Home (Chiswick) are both registered charities and, therefore, are not liable to income tax or corporation tax on income and gains derived from their charitable activities as they fall within the exemptions available to registered charities.

**11. Tangible fixed assets**

| <b>Group</b>           | Freehold and long leasehold land and buildings<br>£ | Freehold improvements<br>£ | Fixtures and fittings<br>£ | Motor vehicles<br>£ | <b>2022 Total<br/>£</b> |
|------------------------|-----------------------------------------------------|----------------------------|----------------------------|---------------------|-------------------------|
| <b>Cost</b>            |                                                     |                            |                            |                     |                         |
| At 1 April 2021        | 1,294,673                                           | 4,616,693                  | 1,164,289                  | 65,140              | <b>7,140,795</b>        |
| Additions              | —                                                   | —                          | 42,476                     | —                   | <b>42,476</b>           |
| Disposals              | —                                                   | —                          | (57,409)                   | —                   | <b>(57,409)</b>         |
| At 31 March 2022       | <u>1,294,673</u>                                    | <u>4,616,693</u>           | <u>1,149,356</u>           | <u>65,140</u>       | <b>7,125,862</b>        |
| <b>Depreciation</b>    |                                                     |                            |                            |                     |                         |
| At 1 April 2021        | 617,208                                             | 1,220,624                  | 408,289                    | 39,577              | <b>2,285,698</b>        |
| Charge for year        | 25,893                                              | 102,150                    | 118,930                    | 9,935               | <b>256,908</b>          |
| On disposals           | —                                                   | —                          | (57,409)                   | —                   | <b>(57,409)</b>         |
| At 31 March 2022       | <u>643,101</u>                                      | <u>1,322,774</u>           | <u>469,810</u>             | <u>49,512</u>       | <b>2,485,197</b>        |
| <b>Net book values</b> |                                                     |                            |                            |                     |                         |
| At 31 March 2022       | <u>651,572</u>                                      | <u>3,293,919</u>           | <u>679,546</u>             | <u>15,628</u>       | <b>4,640,664</b>        |
| At 1 April 2021        | <u>677,465</u>                                      | <u>3,396,069</u>           | <u>756,000</u>             | <u>25,563</u>       | <b>4,855,097</b>        |

  

| <b>Charity</b>                     | Freehold and long leasehold land and buildings<br>£ | Fixtures and fittings<br>£ | Motor vehicles<br>£ | <b>2022 Total<br/>£</b> |
|------------------------------------|-----------------------------------------------------|----------------------------|---------------------|-------------------------|
| <b>Cost</b>                        |                                                     |                            |                     |                         |
| At 1 April 2021                    | 1,294,673                                           | 1,608                      | 15,465              | <b>1,311,746</b>        |
| Additions                          | —                                                   | 9,664                      | —                   | <b>9,664</b>            |
| Disposals                          | —                                                   | —                          | —                   | <b>—</b>                |
| At 31 March 2022                   | <u>1,294,673</u>                                    | <u>11,272</u>              | <u>15,465</u>       | <b>1,321,410</b>        |
| <b>Depreciation and impairment</b> |                                                     |                            |                     |                         |
| At 1 April 2021                    | 617,208                                             | 1,608                      | 15,465              | <b>634,281</b>          |
| Depreciation charge for period     | 25,893                                              | 1,933                      | —                   | <b>27,826</b>           |
| Eliminated on disposal             | —                                                   | —                          | —                   | <b>—</b>                |
| At 31 March 2022                   | <u>643,101</u>                                      | <u>3,541</u>               | <u>15,465</u>       | <b>662,107</b>          |
| <b>Net book values</b>             |                                                     |                            |                     |                         |
| At 31 March 2022                   | <u>651,572</u>                                      | <u>7,731</u>               | <u>—</u>            | <b>659,302</b>          |
| At 31 March 2021                   | <u>677,465</u>                                      | <u>—</u>                   | <u>—</u>            | <b>677,465</b>          |

As permitted under FRS 102, Tangible Fixed Assets, the group and charity continued to adopt a policy of not revaluing their tangible fixed assets. The book value of the land and buildings and other tangible fixed assets are stated at cost.

**11. Tangible fixed assets** (continued)

It is likely that there are material differences between the open market values of the group's and charity's land and buildings and their book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

**12. Investments**

|                                                                                            | <b>Group</b>                                  | <b>Charity</b>                                | <b>Group</b>                                                   | <b>Charity</b>                                                 |
|--------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
|                                                                                            | <b>Year ended<br/>31 March<br/>2022<br/>£</b> | <b>Year ended<br/>31 March<br/>2022<br/>£</b> | <b>21<br/>February<br/>2020 to 31<br/>March<br/>2021<br/>£</b> | <b>21<br/>February<br/>2020 to 31<br/>March<br/>2021<br/>£</b> |
| Listed investments                                                                         | <b>13,284,773</b>                             | <b>9,476,652</b>                              | 13,218,995                                                     | 9,598,792                                                      |
| Cash held by investment managers for re-investment                                         | <b>773,971</b>                                | <b>554,449</b>                                | 543,548                                                        | 261,664                                                        |
| At 31 March 2022                                                                           | <b>14,058,744</b>                             | <b>10,031,101</b>                             | 13,762,543                                                     | 9,860,456                                                      |
|                                                                                            | <b>Group</b>                                  | <b>Charity</b>                                | <b>Group</b>                                                   | <b>Charity</b>                                                 |
|                                                                                            | <b>Year ended<br/>31 March<br/>2022<br/>£</b> | <b>Year ended<br/>31 March<br/>2022<br/>£</b> | <b>21<br/>February<br/>2020 to 31<br/>March<br/>2021<br/>£</b> | <b>21 February<br/>2020 to 31<br/>March 2021<br/>£</b>         |
| <b>Listed investments</b>                                                                  |                                               |                                               |                                                                |                                                                |
| Opening market value                                                                       | <b>13,218,995</b>                             | <b>9,598,792</b>                              | —                                                              | —                                                              |
| Additions at cost                                                                          | <b>2,019,808</b>                              | <b>1,406,753</b>                              | 1,703,499                                                      | 1,175,304                                                      |
| Disposals (see below)                                                                      | <b>(2,385,807)</b>                            | <b>(1,833,488)</b>                            | (1,922,806)                                                    | (1,212,282)                                                    |
| Net unrealised investment gains                                                            | <b>431,777</b>                                | <b>304,595</b>                                | 2,259,731                                                      | 1,627,572                                                      |
| Transferred from Saint Margaret's Convent (Chiswick) (Charity Registration Number: 231926) | —                                             | —                                             | 11,178,571                                                     | 8,008,198                                                      |
| Market value at 31 March 2022                                                              | <b>14,058,744</b>                             | <b>10,031,101</b>                             | 13,218,995                                                     | 9,598,792                                                      |
| Historical cost of listed investments                                                      | <b>10,187,957</b>                             | <b>7,218,274</b>                              | 10,580,548                                                     | 7,750,461                                                      |
|                                                                                            | <b>Group</b>                                  | <b>Charity</b>                                | <b>Group</b>                                                   | <b>Charity</b>                                                 |
|                                                                                            | <b>2022<br/>£</b>                             | <b>2022<br/>£</b>                             | <b>2021<br/>£</b>                                              | <b>2021<br/>£</b>                                              |
| Disposals                                                                                  |                                               |                                               |                                                                |                                                                |
| Disposal proceeds                                                                          | <b>2,413,964</b>                              | <b>1,856,230</b>                              | 2,025,361                                                      | 1,291,493                                                      |
| Realised (gains) losses                                                                    | <b>(28,157)</b>                               | <b>(22,742)</b>                               | (102,555)                                                      | (79,211)                                                       |
| Disposals at market value                                                                  | <b>2,385,807</b>                              | <b>1,833,488</b>                              | 1,922,806                                                      | 1,212,282                                                      |

## 12. Investments (continued)

Listed investments comprised the following:

|                                 | Group             | Charity          | Group             | Charity          |
|---------------------------------|-------------------|------------------|-------------------|------------------|
|                                 | 2022              | 2022             | 2021              | 2021             |
|                                 | £                 | £                | £                 | £                |
| UK listed investments           |                   |                  |                   |                  |
| . Fixed interest                | 1,097,020         | 767,406          | 1,611,588         | 1,272,228        |
| . Equities (including property) | 6,265,699         | 4,606,609        | 6,429,057         | 4,596,618        |
| . Alternatives                  | 997,042           | 648,518          | 486,102           | 411,852          |
| Overseas listed investments     |                   |                  |                   |                  |
| . Fixed interest                | 431,709           | 325,965          | 356,942           | 319,593          |
| . Equities                      | 4,493,303         | 3,128,155        | 4,335,306         | 2,998,501        |
|                                 | <b>13,284,773</b> | <b>9,476,653</b> | <b>13,218,995</b> | <b>9,598,792</b> |

### Group and charity

All listed investments were dealt in on a recognised stock exchange.

### Individually material investments

At 31 March 2022 listed investments included the following individual holdings deemed material when compared with the overall portfolio valuation as at that date.

|                                         | Group                     |                           | Charity                   |                           |
|-----------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                                         | Market value of holding £ | Percentage of portfolio % | Market value of holding £ | Percentage of portfolio % |
| Charities Property Fund Income          | 668,734                   | 5.0                       | 430,416                   | 4.5                       |
| Vanguard Funds Plc S&P Units            | 1,104,920                 | 8.3                       | 728,228                   | 7.7                       |
| Findlay Park Funds PLC American USD Dis | 735,392                   | 5.5                       | 527,823                   | 5.6                       |

## 13. Subsidiary undertaking

St Mary's Convent and Nursing Home (Chiswick), a registered charity (Charity Registration Number 1080751) and a company limited by guarantee (Company Registration Number 03959483 (England and Wales)), is considered to be a wholly owned subsidiary undertaking of the charity by virtue of the fact that all the charitable company's members are trustees of the charity also. The subsidiary operates St Mary's Convent and Nursing Home (Chiswick).

A summary of the results of St Mary's Convent and Nursing Home (Chiswick) for the year ended 31 March is shown below:

|                         | 2022        | 2021        |
|-------------------------|-------------|-------------|
|                         | £           | £           |
| Total income            | 2,748,787   | 3,719,591   |
| Total expenditure       | (3,645,281) | (3,715,654) |
| Net income for the year | 103,506     | 3,937       |
| Net investment gains    | 132,596     | 655,503     |
| Net movement in funds   | 236,102     | 659,440     |

**13. Subsidiary undertaking** (continued)

The total net assets and funds of St Mary's Convent and Nursing Home (Chiswick) as at 31 March are shown below:

|                                                | 2022<br>£ | 2021<br>£ |
|------------------------------------------------|-----------|-----------|
| Tangible fixed assets                          | 3,981,362 | 4,177,632 |
| Listed investments                             | 4,027,642 | 3,902,087 |
| Current assets                                 | 1,570,720 | 1,288,821 |
| Creditors: amounts falling due within one year | (303,052) | (327,970) |
| Total net assets                               | 9,276,672 | 9,040,570 |
| Represented by:                                |           |           |
| Unrestricted funds                             |           |           |
| . Designated funds                             | 2,000,000 | 2,000,000 |
| . Tangible fixed assets fund                   | 3,981,362 | 4,177,632 |
| . General funds                                | 3,295,310 | 2,862,938 |
|                                                | 9,276,672 | 9,040,570 |

**14. Debtors**

|                                   | Group<br>2022<br>£ | Charity<br>2022<br>£ | Group<br>2021<br>£ | Charity<br>2021<br>£ |
|-----------------------------------|--------------------|----------------------|--------------------|----------------------|
| Nursing and residential care fees | 112,965            | —                    | 47,256             | —                    |
| Loan (see below)                  | 45,358             | 45,358               | 44,486             | 44,486               |
| Other debtors                     | 11,644             | —                    | 53,683             | —                    |
| Legacies receivable               | —                  | —                    | 12,000             | —                    |
| Prepayments                       | 80,140             | 123,637              | 77,971             | 15,198               |
| Accrued income                    | 75,380             | 48,649               | 109,128            | 77,840               |
|                                   | 325,487            | 107,644              | 344,524            | 137,524              |

**Group and charity**

The loan represents an amount advanced to a former member of the Anglican religious order known as the Society of Saint Margaret to facilitate the purchase of a property. The loan, which is secured by way of a first legal charge over the property, is repayable on the earlier of the sale of the said property (or the sale of any subsequent property purchased from the proceeds should the former member relocate) and the death of the former member.

The maximum amount to be repaid by the former member when the property is sold will be the greater of 23.76% of the proceeds of sale or the amount of the loan plus the accrued interest. The loan attracts interest at 5% per annum simple, calculated from the date on which monies were advanced to the date of repayment.

Accrued interest of £871 has been added to the loan during the year (2021: £871).

**15. Creditors: amounts falling due within one year**

|                                    | <b>Group</b>   | <b>Charity</b> | <b>Group</b> | <b>Charity</b> |
|------------------------------------|----------------|----------------|--------------|----------------|
|                                    | <b>2022</b>    | <b>2022</b>    | <b>2021</b>  | <b>2021</b>    |
|                                    | <b>£</b>       | <b>£</b>       | <b>£</b>     | <b>£</b>       |
| Expense creditors                  | <b>83,391</b>  | <b>2,263</b>   | 133,356      | 12,003         |
| Fees received in advance           | <b>20,109</b>  | —              | 15,141       | —              |
| Taxation and social security costs | <b>66,290</b>  | —              | 47,216       | —              |
| Accruals and other creditors       | <b>155,698</b> | <b>20,584</b>  | 163,651      | 23,297         |
| Sister Francis Anne Trust Fund     | <b>135,214</b> | <b>135,214</b> | 135,214      | 135,214        |
|                                    | <b>460,702</b> | <b>158,060</b> | 494,578      | 170,514        |

**16. Designated funds**

The income funds of the group or charity include the following designated funds which have been set aside out of unrestricted funds for specific purposes:

| <b>Group</b>                                  | <b>At 1 April<br/>2021<br/>£</b> | <b>New de-<br/>signations<br/>£</b> | <b>Utilised /<br/>released<br/>£</b> | <b>At 31 March<br/>2022<br/>£</b> |
|-----------------------------------------------|----------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Residential and nursing care contingency fund | 900,000                          | 27,000                              | (27,000)                             | <b>900,000</b>                    |
| Building maintenance and improvement fund     | 1,100,000                        | 33,000                              | (33,000)                             | <b>1,100,000</b>                  |
| Sisters' care fund                            | 3,030,000                        | —                                   | —                                    | <b>3,030,000</b>                  |
| Grants and donations<br>financing fund        | 2,201,776                        | —                                   | (65,329)                             | <b>2,136,447</b>                  |
|                                               | <b>7,231,776</b>                 | <b>60,000</b>                       | <b>(125,329)</b>                     | <b>7,166,447</b>                  |

| <b>Charity</b>                         | <b>At 1 April<br/>2021<br/>£</b> | <b>New de-<br/>signations<br/>£</b> | <b>Utilised /<br/>released<br/>£</b> | <b>At 31 March<br/>2022<br/>£</b> |
|----------------------------------------|----------------------------------|-------------------------------------|--------------------------------------|-----------------------------------|
| Sisters' care fund                     | 3,030,000                        | —                                   | —                                    | <b>3,030,000</b>                  |
| Grants and donations<br>financing fund | 2,201,776                        | —                                   | (65,329)                             | <b>2,136,447</b>                  |
|                                        | <b>5,231,776</b>                 | <b>—</b>                            | <b>(65,329)</b>                      | <b>5,166,447</b>                  |

The residential and nursing care fund comprises monies set aside to generate income towards meeting some of the shortfall in the fees paid by local authorities towards the cost of providing care. Income generated from the funds invested was added to the fund and withdrawn to the extent that it is needed to meet any shortfall.

The building maintenance and improvement fund represents monies set aside by the trustees to generate income towards the cost of maintaining the buildings to a standard appropriate to meet the needs of the residents and the sisters.

The sisters' care fund represents monies set aside by the charity's trustees to provide for the future costs of providing nursing care to elderly sisters who have dedicated their working lives to the charity.

The trustees have established a grant and donations financing fund with the broad intention to use the fund to provide income to be applied towards grants and donations.

**17. Tangible fixed assets fund**

|                                                                                            | 2022      |           | 2021      |           |
|--------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
|                                                                                            | Group     | Charity   | Group     | Charity   |
|                                                                                            | 2022<br>£ | 2022<br>£ | 2021<br>£ | 2021<br>£ |
| At 1 April 2021                                                                            | 4,855,097 | 677,465   | —         | —         |
| Transferred from Saint Margaret's Convent (Chiswick) (Charity Registration Number: 231926) | —         | —         | 4,892,734 | 703,360   |
| Net movements during the period                                                            | (214,433) | (18,163)  | (37,637)  | (25,895)  |
| At 31 March 2022                                                                           | 4,640,664 | 659,302   | 4,855,097 | 677,465   |

The tangible fixed assets fund represents the net book value of the group and the charity's tangible fixed assets which have been financed from unrestricted funds. A decision was made to separate this fund from the general funds of the group and the charity in recognition of the fact that the tangible fixed assets are essential to the day to day work of the group and the charity. The value represented by such assets, therefore, should not be regarded as realisable with ease, in order to meet future contingencies.

**18. Analysis of assets between funds**

| Group                                                     | General fund<br>£ | Tangible fixed assets fund<br>£ | Designated funds<br>£ | 31 March 2022<br>£ |
|-----------------------------------------------------------|-------------------|---------------------------------|-----------------------|--------------------|
| <b>Fund balances at 31 March 2022 are represented by:</b> |                   |                                 |                       |                    |
| Tangible fixed assets                                     | —                 | 4,640,664                       | —                     | 4,640,664          |
| Investments                                               | 6,892,296         | —                               | 7,166,447             | 14,058,743         |
| Current assets                                            | 1,990,563         | —                               | —                     | 1,990,563          |
| Creditors: amounts falling due within one year            | (460,702)         | —                               | —                     | (460,702)          |
| <b>Total net assets</b>                                   | <b>8,422,157</b>  | <b>4,640,664</b>                | <b>7,166,447</b>      | <b>20,229,268</b>  |

  

| Charity                                                   | General fund<br>£ | Tangible fixed assets fund<br>£ | Designated funds<br>£ | 31 March 2022<br>£ |
|-----------------------------------------------------------|-------------------|---------------------------------|-----------------------|--------------------|
| <b>Fund balances at 31 March 2022 are represented by:</b> |                   |                                 |                       |                    |
| Tangible fixed assets                                     | —                 | 659,302                         | —                     | 659,302            |
| Investments                                               | 4,799,325         | —                               | 5,231,776             | 10,031,101         |
| Current assets                                            | 420,253           | —                               | —                     | 420,253            |
| Creditors: amounts falling due within one year            | (158,060)         | —                               | —                     | (158,060)          |
| <b>Total net assets</b>                                   | <b>5,061,518</b>  | <b>659,302</b>                  | <b>5,231,776</b>      | <b>10,952,596</b>  |

**18. Analysis of assets between funds (continued)**

|                                                                                            | <b>Group</b>     | <b>Charity</b>   | <b>Group</b>    | <b>Charity</b>  |
|--------------------------------------------------------------------------------------------|------------------|------------------|-----------------|-----------------|
|                                                                                            | <b>31 March</b>  | <b>31 March</b>  | <b>31 March</b> | <b>31 March</b> |
|                                                                                            | <b>2022</b>      | <b>2022</b>      | <b>2021</b>     | <b>2021</b>     |
|                                                                                            | <b>£</b>         | <b>£</b>         | <b>£</b>        | <b>£</b>        |
| <b>Unrealised gains on investments included above:</b>                                     |                  |                  | 2,638,447       | 1,848,331       |
| <b>Reconciliation of movements on unrealised gains on investment assets</b>                |                  |                  |                 |                 |
| Unrealised gains at 1 April 2021                                                           | <b>2,638,447</b> | <b>1,848,331</b> | —               | —               |
| Transferred from Saint Margaret's Convent (Chiswick) (Charity Registration Number: 231926) | —                | —                | 76,879          | 88,907          |
| Unrealised gains arising in the period                                                     | <b>304,596</b>   | <b>431,776</b>   | 2,259,731       | 1,627,572       |
| in respect of disposals in the period                                                      | <b>105,453</b>   | <b>26,592</b>    | 301,836         | 131,852         |
| At 31 March 2022                                                                           | <b>3,096,816</b> | <b>2,258,379</b> | 2,638,447       | 1,848,331       |

**19. Ultimate control and members' liability**

The charity, which is constituted as a CIO, was controlled throughout the period by the Society of Saint Margaret by virtue of the fact that the members of the CIO comprise the members of the Chapter. The Society does not hold any assets, incur liabilities or enter into any transactions in its own right within the United Kingdom. Assets and liabilities of the Society within the United Kingdom are vested in the trustees of the charity, who undertake all transactions entered into in the course of the Community's charitable activities.

If the CIO is wound up, members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

**20. Related party transactions**

With effect from midnight on 31 March 2020, the sole member of St Mary's Convent and Nursing Home (Chiswick) became Saint Margaret's Convent (SSM Chiswick) CIO (the CIO). The members of the CIO are the members of the Chapter of the Society of Saint Margaret.

In accordance with their vows of poverty the trustees are provided with board, lodgings, travelling and personal expenses. A number of the trustees of the charity reside within the premises occupied by St Mary's Convent and Nursing Home (Chiswick) (the Home). Saint Margaret's Convent (SSM Chiswick) CIO donates monies to the St Mary's Convent and Nursing Home (Chiswick) towards the living and personal expenses of these sisters. The trustees receive no salary for the work they do at the Home. If the work performed by the Reverend Mother as Chief Executive of the Home had to be carried out by lay employees the cost would exceed £100,000 per annum.

During the period, a total of £53,293 (2021: £60,344) was donated by the trustees to the charity.

**20. Related party transactions (continued)**

With effect from midnight on 31 March 2020, the activities, assets and liabilities of the Saint Margaret's Convent (Chiswick), a charity registered with the Charity Commission (Charity Registration Number: 231926) were transferred to the CIO. Details of the transfer are provided below in note 21.

There were no other related party transactions during the year (period to 31 March 2021 – none).

**21. Transfer of activities, assets and liabilities**

The trustees of the charity are also the trustees of Saint Margaret's Convent (Chiswick), a charity registered with the Charity Commission (Charity Registration Number: 231926) (the predecessor charity). With effect from midnight on 31 March 2020, the activities, assets and liabilities of the predecessor charity were transferred to the CIO. The net assets at that date comprised:

|                                                | Group<br>£        | Charity<br>£     |
|------------------------------------------------|-------------------|------------------|
| Tangible fixed asset                           |                   |                  |
| . Cost                                         | 7,107,518         | 1,311,746        |
| . Depreciation                                 | (2,214,785)       | (608,387)        |
|                                                | <u>4,892,733</u>  | <u>703,359</u>   |
| Fixed asset investments                        | 11,420,557        | 8,165,008        |
| Debtors                                        | 308,169           | 130,738          |
| Cash at bank and in hand                       | 1,412,648         | 369,359          |
| Creditors: amounts falling due within one year | (470,116)         | (188,136)        |
|                                                | <u>17,563,991</u> | <u>9,180,328</u> |

The assets and liabilities were represented by the following funds:

|                         | Group<br>£        | Charity<br>£     |
|-------------------------|-------------------|------------------|
| Unrestricted funds      |                   |                  |
| . General funds         | 7,309,336         | 5,309,336        |
| . Designated funds      | 4,892,734         | 703,360          |
| . Tangible fixed assets | <u>5,361,921</u>  | <u>3,167,632</u> |
|                         | <u>17,563,991</u> | <u>9,180,328</u> |

**ST. MARY'S CONVENT AND NURSING HOME (CHISWICK)**

England & Wales - Charity number 1080751

---

# Accounts

---

**St Mary's Convent  
and Nursing Home  
(Chiswick)**

**Annual Report and Financial  
Statements**

31 March 2021

Company Limited by Guarantee  
Registration Number 03959483  
(England and Wales)

Charity Registration Number 1080751

## Contents

### Reports

|                                                           |    |
|-----------------------------------------------------------|----|
| Legal and administrative information                      | 1  |
| Report of the trustees (incorporating a strategic report) | 2  |
| Independent auditor's report                              | 16 |

### Financial statements

|                                   |    |
|-----------------------------------|----|
| Statement of financial activities | 21 |
| Balance sheet                     | 22 |
| Statement of cash flows           | 23 |
| Principal accounting policies     | 24 |
| Notes to the financial statements | 30 |

## Legal and administrative information

|                                    |                                                                                                                                                                                                                                                                                             |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                    | Miss Catherine Mary Allen (Sister Mary Clare SSM)<br>Miss Cynthia Boreham (Sister Cynthia Clare SSM)<br>Miss Jennifer Goodeve (Sister Jennifer Anne SSM)<br>Miss Pamela Groombridge (Sister Mary Paul SSM)<br>Ms S Marshall<br>Mr Alan Martin (appointed 16 February 2021)<br>Mr J B Randle |
| <b>Company secretary</b>           | Mrs Yamiko Lawton                                                                                                                                                                                                                                                                           |
| <b>Registered office</b>           | Burlington Lane<br>Chiswick<br>London<br>W4 2QE                                                                                                                                                                                                                                             |
| <b>Company registration number</b> | 03959483 (England and Wales)                                                                                                                                                                                                                                                                |
| <b>Charity registration number</b> | 1080751                                                                                                                                                                                                                                                                                     |
| <b>Auditor</b>                     | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                                                                                                                                                                                                                      |
| <b>Bankers</b>                     | National Westminster Bank plc<br>135 Bishopsgate<br>London<br>EC2M 3UR                                                                                                                                                                                                                      |
| <b>Investment managers</b>         | Investec Wealth & Investment Limited<br>2 Gresham Street<br>London<br>EC2V 7QP                                                                                                                                                                                                              |
| <b>Solicitors</b>                  | Stone King LLP<br>13 Queen Square<br>Bath<br>BA1 2HJ                                                                                                                                                                                                                                        |

## **Report of the trustees (incorporating a strategic report) 31 March 2021**

The trustees, who are directors of the charitable company for the purposes of company law and trustees for the purposes of charity law, present their statutory report together with the financial statements of St Mary's Convent and Nursing Home (Chiswick) ("the charity" or "the charitable company") for the year ended 31 March 2021.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 24 to 29 and comply with the charitable company'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 United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The charity was established by the members of the Chapter of Saint Margaret's Convent (Chiswick) which is the Mother House of the Society of Saint Margaret (an Anglican religious order) founded in 1855 by John Mason Neale DD. The principal activity of the charity is to operate St Mary's Convent and Nursing Home ("St Mary's") based in Chiswick. Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112) is regarded as the parent undertaking of St Mary's Convent and Nursing Home (Chiswick).

### **Objectives, activities and other relevant policies**

#### ***Objectives and activities***

The object of the charity is the advancement of the Anglican Christian religion in particular:

- ◆ by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity;
- ◆ by the promotion and maintenance of public worship; and
- ◆ by the promotion of religious and spiritual teaching.

St Mary's aims are to:

- ◆ provide excellent personal and nursing care to up to 60 residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- ◆ provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard which embraces the fundamental principles of good practice and meets the requirements of the Care Act 2014;
- ◆ recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent; and

**Objectives, activities and other relevant policies (continued)**

***Objectives and activities*** (continued)

- ◆ enable the resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's are:

- ◆ to provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. The Home is staffed by registered nurses and care assistants, most of whom have Qualifications and Credit Framework ("QCF") qualifications at levels 2, 3 and 5;
- ◆ to provide holistic care for the residents, including meeting social and spiritual needs. This involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- ◆ to provide a local care home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility, and can maintain local links and involvement if they wish;
- ◆ to provide five one-bedroom independent living bungalows within the grounds of St Mary's;
- ◆ to enable the residents to live as independently as possible, in their own rooms, respecting their choices for decoration and room layout where practically possible;
- ◆ to provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enabling them to take risks within a monitored and safe environment; and
- ◆ to provide a homely, flexible and accepting environment where the resident and their families and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

St Mary's recognises that its clients (the residents) are vulnerable. Many of them are physically and/or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety. As an ethical organisation, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- ◆ Disclosure and Barring Service (DBS) criminal record checks for all staff and volunteers;
- ◆ Safeguarding of Vulnerable Adults (SOVA) training for all staff and volunteers;
- ◆ Vulnerable adult policy – service wide agreement;
- ◆ Training and induction for staff (video and questionnaire, QCF);

**Objectives, activities and other relevant policies (continued)**

***Objectives and activities*** (continued)

- ◆ Gifts and gratuities policy;
- ◆ Restraint policy and regular medication review;
- ◆ Accident/incident policy;
- ◆ Nursing and Midwifery Council register checked (registered nurses only); and
- ◆ Supervision as required by the Care Quality Commission.

***Public benefit***

The charity reviews its aims, objectives and achievements each year and this report comments on achievements during the year ended 31 March 2021 and also considers plans for the future. In undertaking the review of aims, objectives and achievements the trustees have paid due regard to guidance issued by the Charity Commission in determining how the charity should carry out its activities for the public benefit.

The charity fulfils its charitable purposes for the public benefit in the following ways:

- ◆ providing high standards of care for up to 60 residents;
- ◆ giving that care at fee rates materially lower than the rates charged by commercially operated homes of comparable quality;
- ◆ caring for those residents reliant on public funding at fee rates materially lower than St Mary's normal rates. The trustees continue to be concerned about the extent of this public subsidy but it is the unfortunate reality of the inadequacy of public funding for residential care for the elderly. St Mary's status as a charity helps ensure that residents are not prevented by lack of means from enjoying the high standard of care St Mary's is able to provide;
- ◆ being a place of both public and private worship for residents, staff and visitors alike. The presence of the Chapel distinguishes St Mary's from most other care homes and provides a spiritual element to the atmosphere at St Mary's; and
- ◆ although St Mary's is run by an Anglican Christian religious order, it is open to all irrespective of their religious beliefs.

The charitable status of St Mary's substantially enhances its ability to fulfil its charitable purposes for the public benefit in a number of ways:

- ◆ the sisters resident at St Mary's provide the ethos and the spiritual care whilst living amongst the residents;
- ◆ the trustees give freely of their time and expertise without payment;

**Objectives, activities and other relevant policies (continued)**

***Public benefit (continued)***

- ◆ charitable status combined with the high regard and affection in which the Home is held, ensure the continued support of a host of volunteers. This support comes in the form of the donation of both time and money. The wide range of activities and outings enjoyed by the residents could not be provided without the considerable support of volunteers who give freely of their time. Such activities are an important contributor to the air of vitality at St Mary's;
- ◆ the work which is carried out by volunteers, the sisters and trustees at no cost, coupled with the fact that as a charity there is no requirement for a commercial return on capital employed, enables the Home to operate with a much lower cost base than a commercial undertaking, resulting in the lower fee rates for residents to which reference has already been made.

**Investment policy**

The charity's investments are managed by Investec Wealth & Investment Limited, professional investment managers. There are no restrictions on the charity's power to invest.

The investment strategy is set by the trustees with advice from their investment managers. It takes into account the charity's income requirements for the year, the risk profile and the investment managers' view of the market prospects in the medium term.

The investment objective is to achieve a balanced return between income and capital growth within a moderate risk profile. The trustees also have an ethical policy which precludes investment in any company, which after reasonable enquiry, clearly generates significant profits from an activity which is contrary to the objectives of the Anglican Church.

The performance of the portfolio and the charity's investment strategy are reviewed by the trustees every six months when the trustees or a representative meets with the investment managers.

**Achievements and performance**

This report reflects the effects that the Covid-19 pandemic, lockdowns and restrictions have had on the business.

The financial year covered began 2 weeks into the first lockdown. During the 12 months until end of March 2021, the Home has coped with the various national lock down periods and there have been times when the Home was closed due to Covid-19 outbreaks.

During this period up to 1/3<sup>rd</sup> of staff, at any one time, were also absent due to being either clinically extremely vulnerable themselves, or shielding family members, or being ill with Covid-19.

These staff had their salaries mostly covered by the Government's Job Retention Scheme (Furlough) and Hounslow's Infection Control Fund. The Job Retention Scheme will close on 30 September 2021.

**Achievements and performance (continued)**

The main impact of the pandemic on the finances of the Home has been in the lower than normal occupancy rate. As rooms became vacant during the first few months, the Home was unable to take in new residents. By the time the Home could welcome new residents the waiting list had been decimated by the pandemic. The Home encountered a great deal of hesitancy around people putting their relatives into a care home. The bad publicity surrounding the early crises in care homes and Covid-19 deaths definitely had an impact. However, by new year 2021, after the second lockdown and just before the third, there was considerable new interest in care home placements as families were exhausted by looking after relatives for a full year. There has also been an increase in requests for respite stays, and post-surgery convalescence. Where possible, we have accommodated these requests.

By March 2021 the Home was at 87% occupancy for Extra Care Beds, but has remained at 75% in the Residential Unit. This continues to be a challenge.

During the lockdown periods of under-occupancy the Home has been able to undertake a considerable amount of refurbishment and upgrading of rooms. The Residential Unit has been redecorated, new floors laid, rooms redecorated and new shower rooms added where possible.

The Home runs as an extended Christian family, where residents, their families and friends are normally all welcome in the Home, which normally has an open visiting policy and offers hospitality at all times. Residents are supported so that they may live as normal a life as possible, enabling them to be “up and about” and enjoying some meaningful activities during the day. This is facilitated by specialist mobility equipment funded from donations, which means no residents are bedbound. The Home runs a holiday week each year, when the staff focus is on ensuring the residents have an opportunity to do different activities and events. There is a full activity programme every week, with more individual activities facilitated by the Activities Team.

The chapel is the focal point of St Mary's, and although residents do not have to be religious to come to the Home, many residents choose it because they wish to continue to attend a weekly church service. Mass is celebrated every day and the sisters attend offices of Morning Prayer, Mid-day Office, Vespers and Compline and are often joined at these by some residents. When Chapel services resumed, the seating was arranged so that everyone was 2 metres apart; this is now reduced down to 1 metre. Singing was not allowed in places of worship, which was a particular shame over Christmas, but a local family came on Christmas morning and sang carols outside in the garden, which was much appreciated by the residents.

The Home is able to offer some bed and breakfast accommodation to visiting family and friends. This has been of benefit to residents whose relatives live some distance from the Home. Overnight stays were suspended from 23 March 2020, and will remain so until September 2021.

**Achievements and performance (continued)**

The Home has many staff who have worked at St Mary's for several years and the Home actively supports staff to gain Health and Social Care Qualifications at levels 2, 3 and 5. Over the year, the Home has been fully staffed and has not used agency staff. Where necessary we have called on our bank staff.

The Home has a good working relationship with the Palliative Care Team at Meadow House Hospice and aims to provide residents with end of life care at the Home. All were supported to the end of their lives at St Mary's. Families and friends were able to continue to visit them here and also received support from the regular and consistent staff team.

Quality Management is of paramount importance and the Home uses the Quality Compliance System to audit compliance with the Fundamental Standards. (Care Act 2014, Health & Social Care Act 2008). A part-time administrator co-ordinates the quality data collection amongst other duties.

The Home operates in a highly regulated sector and is subject to unannounced inspections by the Care Quality Commission (CQC) to ensure that statutory fundamental standards for Care Homes are met. The Home was inspected in November 2019 and was rated "Good" in the report published in December 2019 with Responsive rated as "Outstanding". A full copy of the report can be found at [www.cqc.org.uk](http://www.cqc.org.uk).

**Risk management**

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

Having assessed the major risks to which the charity is exposed, including those associated with Covid-19, the trustees believe 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, they have established effective systems to mitigate those risks.

The key risks associated with Covid-19 are lower income from under-occupancy and increased spending due to the requirements of PPE and testing. The other principal risks for the charity, as identified by the trustees, are described below together with the principal ways in which they are mitigated:

- ◆ Operationally the charity works with vulnerable adults including older people. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that staff and volunteers must obtain clearance from the Disclosure and Barring Service (DBS). In addition, the trustees have established systems of on-going safeguarding training; to update internal policies; and to ensure staff and volunteers are kept informed about good practice in work.

**Risk management (continued)**

- ◆ St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. The Matron and the trustees with experience of running health care organisations advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding (see above); the chronic shortage of qualified nurses and care assistants; and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.
- ◆ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments are managed by a reputable investment manager who adheres to a policy agreed by the trustees. The trustees meet twice a year with the investment manager and the manager's performance and that of the portfolio are monitored and will continue to be so given the volatility in markets caused by the continuing Covid-19 pandemic and other world events. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs - both now and in the future.

**Fundraising policy**

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

## **Report of the trustees (incorporating a strategic report) 31 March 2021**

### **Financial review**

Income amounted to £3,719,591 (2020 - £4,042,624). Of this amount £3,073,652 (2020 - £3,594,808) arose from nursing and residential home fees. Voluntary income for the year amounted to £204,474 (2020 - £240,262).

Expenditure during the year amounted to £3,715,654 (2020 - £3,671,279). Costs in relation to the provision of residential and nursing care totalled £3,707,665 compared to £3,663,172 in 2020.

Net income before realised and unrealised investment gains amounted to £3,937 (2020 - net income before realised and unrealised investment losses amounted to £371,345). The fees paid by local authorities are significantly below the level required to cover the economic costs of care. Without the support of those giving donations and bequeathing legacies, and without income arising from investments, expenditure and related investment management fees would have exceeded income by £294,814 (2020 - income would have exceeded expenditure and related investment management fees by £9,871).

Total net realised and unrealised investment gains were £655,503 (2020 – losses of £361,918) and the net income for the year, therefore, amounted to £659,440 (2020 – net income of £9,363).

### **Donations**

The trustees wish to record their grateful thanks to all donors whose generosity has enabled the work of St Mary's to continue.

### **Investment performance**

As previously stated, the charity's investments are managed by Investec Wealth & Investment Limited. At 31 March 2021 the investments had a market value of £3,902,087 including cash awaiting investment of £281,884.

Throughout 20/21, the investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report and in compliance with the ethical guidelines given to them. Further details of the investment portfolio are included in note 11 to the attached accounts. The trustees continue to take a long term view and believe their investment policy remains appropriate.

### **Reserves policy**

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. Given the nature of the work undertaken by St Mary's, and to take into account the current inadequacy of Government funding for residents in nursing homes without private means, it is considered that the level of free reserves should be approximately equal to six month's budgeted operating expenditure.

The trustees are of the opinion that this provides sufficient flexibility to enable the charity to meet the challenges posed by Covid-19 and to cover temporary shortfalls in income due to falls in occupancy levels.

## **Report of the trustees (incorporating a strategic report) 31 March 2021**

### **Financial review (continued)**

#### ***Financial position***

The balance sheet shows total reserves of £9,040,570.

The tangible fixed assets fund totals £4,177,632 and is represented by the tangible fixed assets used to support the work of the charity. As the fees paid by local authorities in no way meet the cost of providing care, an amount of £900,000 continues to be designated by the trustees to generate income towards meeting some of that shortfall. A further amount of £1,100,000 continues to be set aside by the trustees as a building maintenance and improvement fund.

Funds available to support the work of the charity in the future are shown as general funds on the balance sheet and amount to £2,862,938. Whilst slightly in excess of the amount demanded by the reserves policy set out above, this figure needs to be considered in the light of the challenges of Covid-19, the annual budgeted expenditure of more than £3.6million, the increasing age profile of the sisters, the volatility in world stock markets and the need for the charity to employ more paid staff in the future as a result of the increasing regulatory requirements on care homes. The trustees are of the opinion that the free reserves are adequate but not excessive, given that they are consistent with the amount required by the above policy.

#### **Plans for future periods**

The immediate challenge for 2021/22 and 2022/2023 will be to deal with the issues arising out of the pandemic, and in particular, to continue to protect residents and staff. Longer term, the trustees do not anticipate any significant change to the charity - their intention is to continue to meet the charity's objectives and to focus on providing an excellent service for residents.

### **Structure, governance and management**

#### ***Members***

During the prior year, the voting members of the Chapter of Saint Margaret's Convent (Chiswick) were the only members of the charitable company. With effect from midnight on 31 March 2020, the charitable company's sole member became Saint Margaret's Convent (SSM Chiswick) CIO (the CIO). The members of the CIO are the members of the Chapter of Saint Margaret's Convent (Chiswick).

The liability of the member is limited. If the charity is dissolved, the member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.

#### ***Governing document***

St Mary's Convent and Nursing Home (Chiswick) is an incorporated charitable company constituted as a company limited by guarantee, Company Registration Number 03959483 (England and Wales), incorporated on 24 March 2000 and which was registered as a charity, Charity Registration Number 1080751, on 16 May 2000. It was established under a memorandum of association which defined its objects and powers and is governed by its articles of association.

**Structure, governance and management (continued)**

**Trustees**

The following trustees were in office at the date on which this report was approved and served during the year as shown:

**Trustee**

---

Miss Catherine Mary Allen (Sister Mary Clare SSM)  
Miss Cynthia Boreham (Sister Cynthia Clare SSM)  
Miss Jennifer Goodeve (Sister Jennifer Anne SSM)  
Miss Pamela Groombridge (Sister Mary Paul SSM)  
Mr C M Mackay (resigned 19 November 2020)  
Ms S Marshall  
Mr A Martin (appointed 16 February 2021)  
Mr J B Randle

Mr R I Turner (resigned 19 August 2020)

---

The trustees are ultimately responsible for the policies, activities and assets of the charitable company. The trustees meet four times a year and are responsible for the strategic direction and policy of St Mary's. At each meeting the trustees consider the key measures of operational and financial performance with the assistance of the appropriate members of the management team. When necessary, the trustees seek advice and support from the charitable company's professional advisers including investment managers, solicitors and accountants.

Brief details about each of the trustees are given below:

*Sister Mary Clare SSM*

Sister Mary Clare was elected as the Assistant Superior on 2 March 2015 and appointed to the board on 16 April 2015

*Sister Cynthia Clare SSM*

Sister Cynthia was Reverend Mother Superior until 2 March 2015 and was an ex officio member of the board until 16 April 2015

*Sister Jennifer Anne SSM*

Sister Jennifer has been Sister Superior at St Mary's since the 1980s and was elected Reverend Mother Superior on 2 March 2015. She is an ex-officio member of the board and chairs the board meetings. She manages the Home on a day to day basis, in conjunction with Elizabeth Smith (a Registered General Nurse and the registered manager of the Home for regulatory purposes).

*Sister Mary Paul SSM*

Sister Mary Paul is also an elected member of the board and was the Assistant Superior at Saint Margaret's Convent until 2 March 2015.

**Structure, governance and management (continued)**

***Trustees (continued)***

***Mr John Randle***

John Randle has spent his career in hospital management consultancy internationally. He was the founder of the charity formerly known as Hospital Management Trust (HMT) in 1985 and ran it until retiring in 2013. HMT was established to assist charities and not-for-profit organisations working in the healthcare sector. He has been a member of the board of St Mary's for many years.

***Mr Ian Turner***

Ian Turner was a director and company secretary of Fuller, Smith & Turner plc which is a near neighbour and generous supporter of the charity. He is a Chartered Accountant by training.

***Mr Colin Mackay***

Colin Mackay was elected a trustee in 2013. His initial involvement with the work of the charity was when a close relative was a resident in the nursing home. He has a background in accountancy and finance.

***Ms Susan Marshall***

Elected as a trustee in 2019. Susan Marshall is a HealthCare Consultant who is experienced in both the independent and NHS sectors. She has gained experience from clients including the Nuffield Hospitals and Care UK. Prior to becoming a Consultant, Susan had a long and distinguished career in healthcare. She is also a church warden at St Nicholas' church, Chiswick.

***Mr Alan Martin***

Alan Martin was elected a trustee in 2021. He is a Senior Expert at McKinsey & Company where he advises clients across the European oil refining and trading industries on a range of topics, including company valuation and strategy, supply chain optimisation, mergers and acquisitions and refining operations management. He is a long-time friend to St Mary's and was highly involved in the fundraising initially required to ensure St Mary's remained compliant with the Care Standards Act 2000 and later to construct the bungalows.

***Recruitment and appointment of trustees***

The articles of association require that there shall be at least five and not more than eight trustees.

The Reverend Mother of Saint Margaret's Convent (currently Sister Jennifer Anne SSM) is appointed as an ex-officio trustee. The remaining trustees are elected and one-third (or the number nearest one-third) must retire at each annual general meeting and, if eligible and willing to do so, offer themselves for re-election.

The trustees have great expertise and experience in a wide range of business, medical and care disciplines. Individuals with appropriate skills, ability and time are approached to offer themselves for election to the board of trustees.

**Structure, governance and management (continued)**

***Trustees (continued)***

***Trustee induction and training***

Prospective trustees are invited to meet existing trustees and the senior management at St Mary's and to see first-hand the work of St Mary's and its general atmosphere. They are provided with relevant documents relating to the governance of the charity and the latest financial statements and management accounts. The information and advice available from the Charity Commission is also made available to any prospective trustee who does not have previous experience of the duties and responsibilities placed on a charity trustee.

***Organisational structure***

The day to day running of St Mary's is overseen by Sister Jennifer Anne SSM, who is designated as the responsible person for statutory purposes, and Elizabeth Smith, who is the registered manager and matron.

***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for the year. In preparing those financial statements the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgments and accounting estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and 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 requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Report of the trustees (incorporating a strategic report) 31 March 2021

### **Statement of trustees' responsibilities** (continued)

Each of the trustees confirms that:

- ♦ so far as that trustee is aware there is no relevant audit information of which the charity's auditor is unaware: and
- ♦ that the trustee has taken all the steps that he/she ought to have taken as a trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with S418 of the Companies Act 2006.

### ***Related parties***

With effect from midnight on 31 March 2020, the charitable company's sole member became Saint Margaret's Convent (SSM Chiswick) CIO (the CIO). The members of the CIO are the members of the Chapter of Saint Margaret's Convent (Chiswick).

The sisters who are members of the board of trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (Chiswick) (Charity Registration No 231926) and of its successor charity Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

The freehold of the premises from which the Home operates is owned by Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn rent and in accordance with a written Memorandum of Understanding.

### ***Key management personnel***

The trustees (who include the Reverend Mother who is also the Responsible Person and Chief Executive) consider that they together with the Registered Manager/Matron of the Home comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees, including lay trustees, received any remuneration or reimbursement of expenses during the year (2020 - none).

Certain of the trustees are members of the Anglican Religious Community, St Margaret's Convent (Chiswick) and live at the Home. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The pay of the Registered Manager/Matron of the Home is reviewed annually by the trustees. Her pay generally is increased in line with average earnings within St Mary's.

## **Report of the trustees (incorporating a strategic report) 31 March 2021**

### **Structure, governance and management (continued)**

#### **Employees, volunteers and members**

The trustees wish to record their recognition of the professionalism and commitment of all their staff and volunteers. Their dedication and positive approach is very much appreciated.

Report of the trustees (including the strategic report) approved by the trustees and signed on their behalf by:

Jennifer Goodeve

Trustee

Approved by the trustees on: 23 November 2021

St Mary's Convent and Nursing Home (Chiswick)

Registered Company Number: 03959483 (England and Wales)

**Independent auditor's report to the members of St Mary's Convent and Nursing Home (Chiswick)**

We have audited the financial statements of St Mary's Convent and Nursing Home (Chiswick) (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at [31 March 2021](#) 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 Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the annual report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report and financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

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

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

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report including the strategic report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

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

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charitable company through discussions with management and trustees and from our knowledge and experience of the sector. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charitable company. These included but were not limited to 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, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006, The Code of Fundraising Practice, Safeguarding Regulations and the Care Standards Act 2001 and related legislation; and

**Auditor's responsibilities for the audit of the financial statements** (continued)

- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Carried out substantive testing of expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of the trustee board; and
- ◆ Enquiring of as to actual and potential litigation and claims.

As a result of our procedures we did not identify any key audit matters relating to irregularities.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

**Auditor's responsibilities for the audit of the financial statements** (continued)

**Auditor's responsibilities for the audit of the financial statements** (continued)

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

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

Amanda Francis (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

2 December 2021

## Statement of financial activities Year to 31 March 2021

|                                                                                           | Notes | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|-------------------------------------------------------------------------------------------|-------|-----------------------------|-----------------------------|
| <b>Income and expenditure</b>                                                             |       |                             |                             |
| <b>Income from:</b>                                                                       |       |                             |                             |
| Donations and legacies*                                                                   | 1     | 204,474                     | 240,262                     |
| Investment income and interest receivable                                                 | 2     | 94,277                      | 121,212                     |
| Charitable activities                                                                     |       |                             |                             |
| . Nursing and residential home fees and other charges                                     | 3     | 3,073,652                   | 3,594,808                   |
| Other sources                                                                             | 4     | 347,188                     | 86,342                      |
| <b>Total income</b>                                                                       |       | <b>3,719,591</b>            | <b>4,042,624</b>            |
| <b>Expenditure on:</b>                                                                    |       |                             |                             |
| Raising funds                                                                             |       | 7,989                       | 8,107                       |
| Charitable activities                                                                     |       |                             |                             |
| . Provision of nursing and residential care                                               | 5     | 3,707,665                   | 3,663,172                   |
| <b>Total expenditure</b>                                                                  |       | <b>3,715,654</b>            | <b>3,671,279</b>            |
| <b>Net income before gains (losses) arising from investment revaluation and disposals</b> |       | <b>3,937</b>                | <b>371,345</b>              |
| Net gains (losses) on investments                                                         |       | 655,503                     | (361,982)                   |
| <b>Net income and net movement in funds for the year</b>                                  | 7     | <b>659,440</b>              | <b>9,363</b>                |
| <b>Reconciliation of funds</b>                                                            |       |                             |                             |
| Fund balances brought forward at 1 April 2020                                             |       | 8,381,130                   | 8,371,767                   |
| Fund balances carried forward at 31 March 2021                                            |       | <b>9,040,570</b>            | <b>8,381,130</b>            |

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

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

\*Donations in the year to 31 March 2021 include £5,500 (2020 - £46,544) for restricted purposes. Further details of these are given in note 1 to the accounts.

## Balance sheet 31 March 2021

|                                                | Notes | 2021<br>£        | 2021<br>£        | 2020<br>£ | 2020<br>£        |
|------------------------------------------------|-------|------------------|------------------|-----------|------------------|
| <b>Fixed assets</b>                            |       |                  |                  |           |                  |
| Tangible assets                                | 10    |                  | <b>4,177,632</b> |           | 4,189,374        |
| Investments                                    | 11    |                  | <b>3,902,087</b> |           | 3,255,549        |
|                                                |       |                  | <b>8,079,719</b> |           | 7,444,923        |
| <b>Current assets</b>                          |       |                  |                  |           |                  |
| Debtors                                        | 12    | <b>209,258</b>   |                  | 186,844   |                  |
| Cash at bank and in hand                       |       | <b>1,079,563</b> |                  | 1,043,288 |                  |
|                                                |       | <b>1,288,821</b> |                  | 1,230,132 |                  |
| <b>Liabilities</b>                             |       |                  |                  |           |                  |
| Creditors: amounts falling due within one year | 13    | <b>(327,970)</b> |                  | (293,925) |                  |
| <b>Net current assets</b>                      |       |                  | <b>960,851</b>   |           | 936,207          |
| <b>Total net assets</b>                        |       |                  | <b>9,040,570</b> |           | <b>8,381,130</b> |
| <b>Represented by:</b>                         |       |                  |                  |           |                  |
| <b>Funds and reserves</b>                      |       |                  |                  |           |                  |
| <b>Income funds</b>                            |       |                  |                  |           |                  |
| Unrestricted funds                             |       |                  |                  |           |                  |
| . Designated funds                             | 14    |                  | <b>2,000,000</b> |           | 2,000,000        |
| . Tangible fixed assets fund                   | 15    |                  | <b>4,177,632</b> |           | 4,189,374        |
| . General funds                                |       |                  | <b>2,862,938</b> |           | 2,191,756        |
|                                                |       |                  | <b>9,040,570</b> |           | <b>8,381,130</b> |

Approved by the trustees and signed on their behalf by:

Jennifer Goodeve

Trustee

Approved by the trustees on: 23 November 2021

St Mary's Convent and Nursing Home (Chiswick)  
Registered Company Number: 03959483 (England and Wales)

## Statement of cash flows Year to 31 March 2021

|                                                            | Notes | 2021<br>£        | 2020<br>£ |
|------------------------------------------------------------|-------|------------------|-----------|
| <b>Cash flows from operating activities:</b>               |       |                  |           |
| Net cash provided by operating activities                  | A     | <b>154,574</b>   | 458,122   |
| <b>Cash flows from investing activities:</b>               |       |                  |           |
| Investment income and interest received                    |       | <b>92,513</b>    | 124,598   |
| Purchase of tangible fixed assets                          |       | <b>(224,977)</b> | (202,878) |
| Proceeds from the disposal of tangible fixed assets        |       | <b>5,200</b>     | —         |
| Proceeds from the disposal of investments                  |       | <b>733,868</b>   | 706,571   |
| Purchase of investments                                    |       | <b>(528,195)</b> | (709,875) |
| <b>Net cash provided by (used in) investing activities</b> |       | <b>78,409</b>    | (81,584)  |
| <b>Change in cash and cash equivalents in the year</b>     |       | <b>232,983</b>   | 376,538   |
| <b>Cash and cash equivalents at 1 April 2020</b>           | B     | <b>1,128,464</b> | 751,926   |
| <b>Cash and cash equivalents at 31 March 2021</b>          | B     | <b>1,361,447</b> | 1,128,464 |

### Notes to the statement of cash flows for the year to 31 March 2021.

#### A Reconciliation of net movement in funds to net cash provided by operating activities

|                                                                             | 2021<br>£        | 2020<br>£ |
|-----------------------------------------------------------------------------|------------------|-----------|
| <b>Net movement in funds (as per the statement of financial activities)</b> | <b>659,440</b>   | 9,363     |
| <b>Adjustments for:</b>                                                     |                  |           |
| Depreciation charge                                                         | <b>223,178</b>   | 222,210   |
| (Gains) losses on investments                                               | <b>(655,503)</b> | 361,982   |
| Investment income and interest receivable                                   | <b>(94,277)</b>  | (121,212) |
| Surplus on disposal of tangible fixed assets                                | <b>(3,299)</b>   | —         |
| Increase in debtors                                                         | <b>(20,650)</b>  | (67,350)  |
| Increase in creditors                                                       | <b>45,685</b>    | 53,129    |
| <b>Net cash provided by operating activities</b>                            | <b>154,574</b>   | 458,122   |

#### B Analysis of changes in net debt

|                                        | 2020<br>£        | Cash flows<br>£ | 2021<br>£        |
|----------------------------------------|------------------|-----------------|------------------|
| Cash at bank and in hand               | 1,043,288        | 36,275          | <b>1,079,563</b> |
| Cash held by investment managers       | 85,176           | 196,708         | <b>281,884</b>   |
| <b>Total cash and cash equivalents</b> | <b>1,128,464</b> | <b>232,983</b>  | <b>1,361,447</b> |

## **Principal accounting policies** Year to 31 March 2021

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 financial statements have been prepared for the year to 31 March 2021 with comparative information given in respect to the year to 31 March 2020.

The financial statements 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 financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

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

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the trustees to make significant judgements and estimates.

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

- ◆ assessing the useful economic lives attributed to tangible fixed assets used to determine the annual depreciation charge;
- ◆ assessing the recoverability of any debts for residential and care home fees and the need for a provision against doubtful or bad debts;
- ◆ determining the assumptions adopted by the trustees and management in determining the value of any designations required from the charitable company's general unrestricted funds;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable company is entitled; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

## **Principal accounting policies Year to 31 March 2021**

### **Assessment of going concern**

The global Covid-19 pandemic continues to be a challenge. The main impact of the pandemic on the finances of the Home has been in the lower-than-normal occupancy rate. As rooms became vacant during the first few months, the Home was unable to take in new residents. By the time the Home could welcome new residents the waiting list had been decimated by the pandemic. The Home encountered a great deal of hesitancy around people putting their relatives into a care home. The bad publicity surrounding the early crises in care homes and Covid-19 deaths had an impact. However, by new year 2021, after the 2nd lockdown and just before the third, there was considerable new interest in care home placements as families were exhausted by looking after relatives for a full year. There has also been an increase in requests for respite stays, and post-surgery convalescence. Where possible, the Home has accommodated these requests.

By March 2021 the Home was at 87% occupancy for Extra Care Beds but has remained at 75% in the Residential Unit.

During the lockdown periods of under-occupancy, the Home has been able to undertake a considerable amount of refurbishment and upgrading of rooms. The Residential Unit has been redecorated, new floors laid, rooms redecorated and new shower rooms added where possible. The Home continues to take all precautions necessary to protect residents and staff from infection.

The trustees do not know what the overall impact of Covid-19 will be on the charity. It is fortunate in having financial reserves and so the trustees do not have any doubts about the Home's ability to continue operating over the short to medium term.

The trustees of the charity have concluded that, notwithstanding the uncertainties surrounding the ongoing impact of the pandemic, there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern. The trustees are of the opinion that the charitable company will have sufficient resources to meet its liabilities as they fall due.

With regard to the next accounting period, the year ending 31 March 2022, the most significant issues that may affect the carrying value of the assets held by the charitable company excluding the pandemic are: the volatility in world investment markets which may cause the market value of the charitable company's investments to rise or fall; the level of local and central government funding for residential and nursing care for older people; and the cost of implementing any changes to the regulatory environment affecting care homes generally.

### **Income recognition**

Income is recognised in the period in which the charitable company 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 donations, legacies, investment income, interest receivable, fees and related charges in respect to residential and nursing care provision and income from other sources including the surplus on the disposal of tangible fixed assets.

## Principal accounting policies Year to 31 March 2021

### **Income recognition**(continued)

Donations are recognised when the charitable company has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charitable company is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charitable company and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102, no value has been placed on administrative and other services provided by the members of Saint Margaret's Convent (Chiswick) and other volunteers.

Legacies are included in the statement of financial activities when the charitable company is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charitable company.

Entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charitable company that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution.

Investment income is recognised once the dividend 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 charitable company; this is normally upon notification of the interest paid or payable by the bank.

Fees and related charges in respect to the provision of residential and nursing care are measured at fair value of the consideration received or receivable being the invoiced amount excluding discounts and rebates. Provision is made against any amount deemed irrecoverable or where the debt is doubtful.

Income from other sources is measured at fair value and accounted for on an accruals basis.

Income from other sources includes contributions received from relatives staying overnight at the Home when visiting residents and rental income from staff. The income is recognised when receivable (being the date on which the accommodation was used) and when the charitable company has both confirmation of the amount and where receipt is considered probable.

## **Principal accounting policies** Year to 31 March 2021

### **Income recognition** (continued)

Income from the Coronavirus Job Retention Scheme and other Covid-19 related funding receivable is credited to the statement of financial activities when the charitable company is entitled to the funding and once the amount receivable has been quantified.

The surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company 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 accounted for on an accruals basis. Expenditure comprises direct costs and support costs. Support costs, including governance costs, are allocated to expenditure on the provision of nursing and residential care. The classification between activities is as follows:

- ◆ Expenditure on raising funds comprises investment management fees.
- ◆ Expenditure on charitable activities comprises expenditure on the charitable company's primary charitable purpose i.e. the provision of residential and nursing care facilities for the elderly at the Home

All expenditure is stated inclusive of irrecoverable VAT.

### **Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charitable company it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the charitable company (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is attributed directly to the provision of nursing and residential care. Hence, there has been no apportionment between expenditure headings.

## Principal accounting policies Year to 31 March 2021

### Tangible fixed assets and depreciation

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

Tangible fixed assets are stated at cost less depreciation.

- ◆ Building improvements  
Leasehold improvements represent expenditure incurred by St Mary's Convent and Nursing Home on the premises from which it operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking. The premises are occupied by the charitable company for an annual peppercorn rent. Depreciation is charged on property improvements at 2% per annum.
- ◆ Plant, fixtures and fittings and motor vehicles  
Fixtures and fittings and motor vehicles are capitalised and depreciated at the following rates per annum based on cost in order to write off each asset over their useful economic life:
  - ◇ Fixtures and fittings 10-20% per annum
  - ◇ Motor vehicles 20% per annum.

### Fixed asset 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 charitable company does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charitable company is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

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.

## **Principal accounting policies** Year to 31 March 2021

### **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.

### **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 charitable company 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.

### **Fund structure**

The funds of the charitable company are unrestricted and therefore are available for use in furtherance of the charitable company's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity are amounts which the trustees have designated for specific purposes and amounts representing tangible fixed assets. Details of these are provided in notes 14 and 15 respectively.

### **Pensions**

The charitable company offers its employees membership of a defined contribution pension scheme administered by the National Employment Savings Trust (NEST). Contributions to the scheme are debited to the statement of financial activities in the year which they are payable to the scheme. The assets of the scheme are held by an independent corporate trustee, whose activities are governed by the National Employment Savings Trust Order 2010, made by the Secretary of State in exercise of powers confirmed under the Pensions Act 2008.

## Notes to the financial statements Year to 31 March 2021

### 1 Donations and legacies

|                                                                                                                | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|----------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Donations from Saint Margaret's Convent (Chiswick)                                                             | 8,637                       | 22,620                      |
| Contributions from Saint Margaret's Convent (Chiswick) towards the living and personal expenses of the sisters | 129,350                     | 124,800                     |
| Other donations*                                                                                               | 54,487                      | 67,842                      |
| Legacies                                                                                                       | 12,000                      | 25,000                      |
|                                                                                                                | <b>204,474</b>              | <b>240,262</b>              |

\*Included within donations and legacies are certain donations which were received for specific purposes as follows:

|                                                                  | 2021<br>Restricted<br>funds<br>£ | 2020<br>Restricted<br>funds<br>£ |
|------------------------------------------------------------------|----------------------------------|----------------------------------|
| The purchase and installation of a new lift and lift repairs     | 5,500                            | 19,384                           |
| The purchase and installation of a new chair lift and StairRiser | —                                | 14,520                           |
| Renovation of the Sisters' bathroom                              | —                                | 11,640                           |
| Miscellaneous purchases                                          | —                                | 1,000                            |
|                                                                  | <b>5,500</b>                     | <b>46,544</b>                    |

The above donations were used within each of the two years for the purposes for which they were given – costs have been included as expenditure on the provision of nursing and residential care or additions to tangible fixed assets as appropriate.

### 2 Investment income and interest receivable

|                                    | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|------------------------------------|-----------------------------|-----------------------------|
| Listed investments:                |                             |                             |
| . UK fixed interest                | 12,340                      | 15,292                      |
| . UK equities (including property) | 71,903                      | 86,984                      |
| . Overseas equities                | 6,215                       | 9,593                       |
| . Overseas fixed interest          | 3,105                       | 6,456                       |
|                                    | <b>93,563</b>               | <b>118,325</b>              |
| Deposit interest                   | 714                         | 2,887                       |
|                                    | <b>94,277</b>               | <b>121,212</b>              |

## Notes to the financial statements Year to 31 March 2021

### 3 Nursing and residential home fees and other charges

|                               | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|-------------------------------|-----------------------------|-----------------------------|
| Gross fees                    | 3,212,788                   | 3,729,315                   |
| Less: subsidies and discounts | (139,136)                   | (134,507)                   |
|                               | <b>3,073,652</b>            | <b>3,594,808</b>            |

Subsidies and discounts arise in respect of those residents reliant on local authority or NHS funds where the fees paid fall short of the standard fees charged by the Home.

### 4 Other income

|                                                                                 | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|---------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Covid-19 related income:                                                        |                             |                             |
| . Amounts receivable under the Coronavirus Job Retention Scheme                 | 103,968                     | 7,591                       |
| . Infection control and other COVID-19 related income                           | 212,953                     | —                           |
|                                                                                 | <b>316,921</b>              | <b>7,591</b>                |
| Contributions from relatives towards overnight accommodation and related income | 6,574                       | 29,161                      |
| Rent paid by staff                                                              | 16,403                      | 18,598                      |
| Fundraising income                                                              | 1,921                       | 14,565                      |
| Other income                                                                    | 5,369                       | 16,427                      |
|                                                                                 | <b>347,188</b>              | <b>86,342</b>               |

### 5 Provision of nursing and residential care

|                                                                 | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|-----------------------------------------------------------------|-----------------------------|-----------------------------|
| Direct care costs                                               |                             |                             |
| . Staff costs (including training 2021: £16,326; 2020: £25,184) | 2,219,068                   | 2,183,088                   |
| . Medical costs                                                 | 107,017                     | 60,911                      |
| Accommodation costs and overheads                               |                             |                             |
| . Staff costs (kitchen and domestic)                            | 393,192                     | 388,509                     |
| . Provisions                                                    | 127,274                     | 155,735                     |
| . Depreciation                                                  | 223,178                     | 222,210                     |
| . Property and equipment repairs and maintenance                | 259,840                     | 251,567                     |
| . Rates, insurance, gas and electricity                         | 108,557                     | 110,525                     |
| . Residents' welfare and chapel                                 | 5,699                       | 11,164                      |
| Support costs                                                   |                             |                             |
| . Administration salaries                                       | 101,891                     | 109,497                     |
| . Recruitment costs                                             | 16,273                      | 13,301                      |
| . Printing, postage, stationery and telephone costs             | 14,162                      | 25,479                      |
| . Car and travel expenses                                       | 7,641                       | 12,827                      |
| . Professional fees (including governance costs (note 6))       | 74,763                      | 84,987                      |

## Notes to the financial statements Year to 31 March 2021

|                |                  |           |
|----------------|------------------|-----------|
| . Other costs* | <b>49,110</b>    | 33,372    |
|                | <b>3,707,665</b> | 3,663,172 |

\*Other costs include expenditure from restricted funds of £nil (2020 - £1,000).

### 6 Governance costs

|            | <b>2021<br/>£</b> | 2020<br>£ |
|------------|-------------------|-----------|
| Audit fees | <b>11,160</b>     | 10,800    |

### 7 Net income before (losses) gains arising from investment revaluation and disposals

This is stated after charging

|                                        | <b>2021<br/>£</b> | 2020<br>£ |
|----------------------------------------|-------------------|-----------|
| Staff costs (note 8)                   | <b>2,697,552</b>  | 2,655,910 |
| Depreciation                           | <b>223,178</b>    | 221,210   |
| Auditor's remuneration (including VAT) |                   |           |
| . Audit fees                           | <b>11,160</b>     | 10,800    |
| . Other general advisory services      | <b>19,186</b>     | 18,463    |
| . Taxation advisory services           | <b>495</b>        | 1,560     |

### 8 Staff costs, staff numbers and key management personnel

|                       | <b>2021<br/>£</b> | 2020<br>£ |
|-----------------------|-------------------|-----------|
| Salaries and wages    | <b>2,423,230</b>  | 2,389,359 |
| Social security costs | <b>204,714</b>    | 198,976   |
| Pension costs         | <b>69,608</b>     | 67,575    |
|                       | <b>2,697,552</b>  | 2,655,910 |

One employee earned £60,000 - £70,000 per annum (including taxable benefits but excluding employer's pension contributions) during the year (2020 - one).

The average and full time equivalent number of employees during the year was as follows:

|                                    | <b>2021</b>                     |                | <b>2020</b>             |         |
|------------------------------------|---------------------------------|----------------|-------------------------|---------|
|                                    | <b>Full time<br/>equivalent</b> | <b>Average</b> | Full time<br>equivalent | Average |
| Nursing and residential care staff | <b>86</b>                       | <b>106</b>     | 89                      | 106     |
| Management and administration      | <b>2</b>                        | <b>3</b>       | 3                       | 3       |
|                                    | <b>88</b>                       | <b>109</b>     | 92                      | 109     |

The trustees (who include the Reverend Mother who is also the Responsible Person and Chief Executive) consider that they, together with the Registered Manager/Matron of the Home, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

## Notes to the financial statements Year to 31 March 2021

None of the trustees, including lay trustees, received any remuneration or reimbursement of expenses during the year (2020 - none).

Trustees gave donations totalling £200 in the year (2020 - £5).

### 8 Staff costs and numbers and key management personnel (continued)

Certain of the trustees are also members of Saint Margaret's Convent (Chiswick) and reside within the premises occupied by St Mary's Convent and Nursing Home (Chiswick). In accordance with their vows of poverty these sisters are provided with board, lodging, travelling and personal expenses. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home.

The total remuneration (including taxable benefits and employers pension contributions) of the Registered Manager/Matron for the year was £73,073 (2020 - £76,534).

### 9 Taxation

St Mary's Convent and Nursing Home (Chiswick) is a registered charitable company and, therefore, is not liable on income and gains derived from its charitable activities as they fall within the exemptions available to registered charities.

### 10 Tangible fixed assets

|                         | Building<br>improve-<br>ments<br>£ | Plant,<br>fixtures<br>and<br>fittings<br>£ | Motor<br>vehicles<br>£ | Total<br>£              |
|-------------------------|------------------------------------|--------------------------------------------|------------------------|-------------------------|
| <b>Cost</b>             |                                    |                                            |                        |                         |
| At 1 April 2020         | 4,616,693                          | 1,117,479                                  | 61,600                 | <b>5,795,772</b>        |
| Additions               | —                                  | 200,687                                    | 12,650                 | <b>213,337</b>          |
| Disposals               | —                                  | (155,485)                                  | (24,575)               | <b>(180,060)</b>        |
| At 31 March 2021        | <u>4,616,693</u>                   | <u>1,162,681</u>                           | <u>49,675</u>          | <b><u>5,829,049</u></b> |
| <b>Depreciation</b>     |                                    |                                            |                        |                         |
| At 1 April 2020         | 1,118,474                          | 451,669                                    | 36,255                 | <b>1,606,398</b>        |
| Charge for the year     | 102,150                            | 110,497                                    | 10,531                 | <b>223,178</b>          |
| Eliminated on disposals | —                                  | (155,485)                                  | (22,674)               | <b>(178,159)</b>        |
| At 31 March 2021        | <u>1,220,624</u>                   | <u>406,681</u>                             | <u>24,112</u>          | <b><u>1,651,417</u></b> |
| <b>Net book values</b>  |                                    |                                            |                        |                         |
| At 31 March 2021        | <u>3,396,069</u>                   | <u>756,000</u>                             | <u>25,563</u>          | <b><u>4,177,632</u></b> |
| At 31 March 2020        | <u>3,498,219</u>                   | <u>665,810</u>                             | <u>25,345</u>          | <b><u>4,189,374</u></b> |

Building improvements represent expenditure on the premises from which St Mary's Convent and Nursing Home (Chiswick) operates. The freehold of this property is held by Saint Margaret's Convent (Chiswick), the charitable company's parent undertaking (note 17). The charitable company occupies the premises at an annual peppercorn rent.

At 31 March 2021 the charitable company had no capital commitments (2020 – none).

## Notes to the financial statements Year to 31 March 2021

### 11 Investments

|                                                          | 2021<br>£        | 2020<br>£ |
|----------------------------------------------------------|------------------|-----------|
| <b>Listed investments</b>                                |                  |           |
| Market value at 1 April 2020                             | 3,170,373        | 3,529,051 |
| Additions at cost                                        | 528,195          | 709,875   |
| Disposals (proceeds: £733,868; realised gains £23,344)   | (710,524)        | (685,529) |
| Net unrealised investment gains (losses)                 | 632,159          | (383,024) |
| Market value at 31 March 2021                            | 3,620,203        | 3,170,373 |
| <b>Cash held by investment managers for reinvestment</b> | 281,884          | 85,176    |
|                                                          | <b>3,902,087</b> | 3,255,549 |
| Historical cost of listed investments                    | <b>2,830,087</b> | 3,182,400 |

Listed investments held at 31 March 2021 comprised the following:

|                             | 2021<br>£        | 2020<br>£ |
|-----------------------------|------------------|-----------|
| UK listed investments       |                  |           |
| . Fixed interest            | 339,360          | 356,475   |
| . Equities                  | 1,832,439        | 1,850,791 |
| Overseas listed investments |                  |           |
| . Fixed interest            | 74,250           | 215,125   |
| . Equities                  | 1,374,154        | 747,982   |
|                             | <b>3,620,203</b> | 3,170,373 |

All listed investments were dealt in on a recognised stock exchange. At 31 March 2021 listed investments included the following individual holdings deemed material when compared with the overall portfolio valuation as at that date.

|                                                    | 2021<br>Market<br>value<br>of holding<br>£ | 2021<br>Percentage<br>of portfolio<br>% | 2020<br>Market<br>value<br>of holding<br>£ | 2020<br>Percentage<br>of portfolio<br>% |
|----------------------------------------------------|--------------------------------------------|-----------------------------------------|--------------------------------------------|-----------------------------------------|
| Baillie Gifford American B Nav Inc                 | 226,712                                    | 6.26                                    | 110,323                                    | 3.48                                    |
| Charities Property Fund Property Fund Income       | 205,227                                    | 5.67                                    | 208,313                                    | 6.57                                    |
| Findlay Park Funds Plc American US\$ Dis           | 181,084                                    | 5.00                                    | 141,091                                    | 4.45                                    |
| Vanguard Investment S&P 500 UCITS ETF Income units | 240,900                                    | 6.65                                    | 176,924                                    | 5.58                                    |

## Notes to the financial statements Year to 31 March 2021

### 12 Debtors

|                                                                | 2021<br>£      | 2020<br>£      |
|----------------------------------------------------------------|----------------|----------------|
| Nursing and residential care fees                              | 49,514         | 46,171         |
| Donations and legacies receivable                              | 12,000         | 36,640         |
| Accrued income                                                 | 31,288         | 29,763         |
| Prepayments                                                    | 62,773         | 43,302         |
| Amount due in respect to the Coronavirus Jobs Retention Scheme | —              | 7,591          |
| Other debtors                                                  | 53,683         | 23,377         |
|                                                                | <b>209,258</b> | <b>186,844</b> |

### 13 Creditors: amounts falling due within one year

|                                    | 2021<br>£      | 2020<br>£      |
|------------------------------------|----------------|----------------|
| Expense creditors                  | 125,259        | 60,898         |
| Fees received in advance           | 15,141         | 66,151         |
| Funded Nursing Care repayable      | 11,983         | —              |
| Taxation and social security costs | 47,216         | 52,111         |
| Accruals and other creditors       | 128,371        | 114,765        |
|                                    | <b>327,970</b> | <b>293,925</b> |

### 14 Designated funds

The income funds of the charitable company include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                           | At<br>1 April<br>2020<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2021<br>£ |
|-------------------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund         | 900,000                    | 27,000                   | (27,000)                   | 900,000                     |
| Building maintenance and improvement fund | 1,100,000                  | 33,000                   | (33,000)                   | 1,100,000                   |
|                                           | <b>2,000,000</b>           | <b>60,000</b>            | <b>(60,000)</b>            | <b>2,000,000</b>            |

|                                           | At<br>1 April<br>2019<br>£ | New<br>designations<br>£ | Utilised/<br>released<br>£ | At<br>31 March<br>2020<br>£ |
|-------------------------------------------|----------------------------|--------------------------|----------------------------|-----------------------------|
| Residential and nursing care fund         | 900,000                    | 27,000                   | (27,000)                   | 900,000                     |
| Building maintenance and improvement fund | 1,100,000                  | 33,000                   | (33,000)                   | 1,100,000                   |
|                                           | <b>2,000,000</b>           | <b>60,000</b>            | <b>(60,000)</b>            | <b>2,000,000</b>            |

The residential and nursing care fund comprises monies set aside to generate income towards meeting some of the shortfall in the fees paid by local authorities towards the cost of providing care. Income generated from the funds invested is added to the fund and withdrawn to the extent that it is needed to meet any shortfall.

The building maintenance and improvement fund represents monies set aside by the trustees to generate income towards the cost of maintaining the buildings to a standard appropriate to meet the needs of the residents and the sisters.

## Notes to the financial statements Year to 31 March 2021

### 15 Tangible fixed assets fund

|                           | 2021<br>Total<br>funds<br>£ | 2020<br>Total<br>funds<br>£ |
|---------------------------|-----------------------------|-----------------------------|
| At 1 April 2020           | 4,189,374                   | 4,201,266                   |
| Movements during the year | (11,742)                    | (11,892)                    |
| At 31 March 2021          | 4,177,632                   | 4,189,374                   |

The tangible fixed assets fund represents the net book value of St Mary's tangible fixed assets. A decision was made to separate this fund from the general fund of the Home in recognition of the fact that the tangible fixed assets are essential to the day to day work of St Mary's. The value represented by such assets, therefore, should not be regarded as realisable with ease, in order to meet future contingencies.

### 16 Analysis of assets between funds

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2021 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 4,177,632                                | —                        | 4,177,632          |
| Investments                                               | 1,902,087            | —                                        | 2,000,000                | 3,902,087          |
| Current assets                                            | 1,288,821            | —                                        | —                        | 1,288,821          |
| Creditors: amounts falling due within one year            | (327,970)            | —                                        | —                        | (327,970)          |
| <b>Total net assets</b>                                   | <b>2,862,938</b>     | <b>4,177,632</b>                         | <b>2,000,000</b>         | <b>9,040,570</b>   |

|                                                           | General<br>fund<br>£ | Tangible<br>fixed<br>assets<br>fund<br>£ | Designated<br>funds<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------------------|----------------------|------------------------------------------|--------------------------|--------------------|
| <b>Fund balances at 31 March 2020 are represented by:</b> |                      |                                          |                          |                    |
| Tangible fixed assets                                     | —                    | 4,189,374                                | —                        | 4,189,374          |
| Investments                                               | 1,255,549            | —                                        | 2,000,000                | 3,255,549          |
| Current assets                                            | 1,230,132            | —                                        | —                        | 1,230,132          |
| Creditors: amounts falling due within one year            | (293,925)            | —                                        | —                        | (293,925)          |
| <b>Total net assets</b>                                   | <b>2,191,756</b>     | <b>4,189,374</b>                         | <b>2,000,000</b>         | <b>8,381,130</b>   |

## Notes to the financial statements Year to 31 March 2021

### 16 Analysis of assets between funds (continued)

|                                                                             | 2021<br>£       | 2020<br>£ |
|-----------------------------------------------------------------------------|-----------------|-----------|
| <b>Unrealised (losses) gains included above:</b>                            |                 |           |
| On investment assets                                                        | <b>790,116</b>  | (12,027)  |
| <b>Reconciliation of movements on unrealised gains on investment assets</b> |                 |           |
| Unrealised gains at 1 April 2020                                            | <b>(12,027)</b> | 501,272   |
| Add: Unrealised gains arising in the year                                   | <b>632,159</b>  | (383,024) |
| Less: in respect of disposals in year                                       | <b>169,984</b>  | (130,275) |
| Unrealised (losses) gains at 31 March 2021                                  | <b>790,116</b>  | (12,027)  |

### 17 Parent undertaking and related party transactions

Until midnight on 31 March 2020, the voting members of the Chapter of Saint Margaret's Convent (Chiswick) were the members of the charitable company. As such, until midnight on 31 March 2020, the Anglican religious community known as Saint Margaret's Convent (Chiswick) was regarded as the charity's parent undertaking. With effect from midnight on 31 March 2020, the charitable company's sole member became Saint Margaret's Convent (SSM Chiswick) CIO (the CIO). The members of the CIO are the members of the Chapter of Saint Margaret's Convent (Chiswick).

The sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) are also voting members of the Chapter of Saint Margaret's Convent (Chiswick) and trustees of Saint Margaret's Convent (Chiswick) (Charity Registration No 231926) and of its successor charity Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112).

The freehold of the premises from which the Home operates was owned by Saint Margaret's Convent (Chiswick) (Charity Registration No 231926) until midnight on 31 March 2020 when it transferred to Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No 1188112). The charity occupies the premises for an annual peppercorn rent in accordance with a written Memorandum of Understanding.

The Sisters who are trustees of St Mary's Convent and Nursing Home (Chiswick) reside within the premises occupied by the charitable company. In accordance with their vows of poverty the sisters are provided with board, lodgings, travelling and personal expenses. Until September 2014, pensions received by the sisters were donated to the charitable company. Since then, Saint Margaret's Convent (Chiswick) (Charity Registration No 231926) has donated monies to the charitable company towards the living and personal expenses of the sisters. The sisters receive no other benefit in money or in kind. They receive no salary for the work they do at the Home. If the work performed by the Reverend Mother as Chief Executive had to be carried out by lay employees the cost would approach £100,000 per annum.

**17 Parent undertaking and related party transactions** (continued)

The charitable company has taken advantage of the exemption given by FRS 102 and, therefore, has not given details of transactions with its parent undertaking. The exemption has been taken because the consolidated accounts of the parent undertaking, Saint Margaret's Convent (Chiswick) (Charity Registration No 231926), which includes St Mary's Convent and Nursing Home, have been prepared and are available from the Charity Commission website.

Other than those with its parent undertaking and those described in note 8 to these financial statements, there were no other related party transactions in the year (2019 - none).

With effect from midnight on 31 March 2020; the activities, assets and liabilities of Saint Margaret's Convent (Chiswick) (the unincorporated charity) were transferred as a going concern into a newly formed Charitable Incorporated Organisation (CIO), Saint Margaret's Convent (SSM Chiswick) CIO (Charity Registration No. 1188112). The transfer was in accordance with an Order issued by the Charity Commission and with a legal deed of transfer.

**18 Liability of the member**

During the prior year, the voting members of the Chapter of Saint Margaret's Convent (Chiswick) were the only members of the charitable company. With effect from midnight on 31 March 2020, the charitable company's sole member became Saint Margaret's Convent (SSM Chiswick) CIO (the CIO). The members of the CIO are the members of the Chapter of Saint Margaret's Convent (Chiswick).

The liability of the member is limited. If the charity is dissolved, the member may be required to pay up to £1 towards both the costs of dissolution and the liabilities incurred by the charity during the period of membership or twelve months thereafter.