

**The Sisters
of the Poor
Child Jesus**

**Annual Report and Financial
Statements**

31 December 2020

Company Limited by Guarantee
Registration Number 06624629
(England and Wales)

Charity Registration Number
1125866

Contents

Reports

Reference and administrative details of the charitable company, its trustees and advisers	1
Trustees' annual report	3
Independent auditor's report	13

Financial statements

Statement of financial activities	18
Balance sheet	19
Statement of cash flows	20
Principal accounting policies	21
Notes to the financial statements	26

Reference and administrative details of the charitable company, its trustees and advisers

Trustees	Sister Maire Morris Sister Mary Teresa Burtenshaw Sister Sharon Peters
Superior	Sister Maire Morris
Bursar	Sister Mary Teresa Burtenshaw
Principal address	1 The Cloisters Daventry Road Southam Warwickshire CV47 1FE
Company Registration Number	06624629 (England and Wales)
Charity Registration Number	1125866
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal bankers	HSBC Bank plc 126 The Parade Leamington Spa Warwickshire CV32 4AJ Lloyds Bank plc 25 Gresham Street London EC2V 7HN

Reference and administrative details of the charitable company, its trustees and advisers

Solicitors Potheary Witham Weld
70 St George's Square
London
SW1V 3RD

Stone King LLP
13 Queen Square
Bath
BA1 2HJ

Investment managers BlackRock Investment Managers Limited
12 Throgmorton Avenue
London
EC2N 6DL

The trustees, who are directors of the company for the purposes of company law, present their report together with the financial statements of The Sisters of the Poor Child Jesus (the “charitable company”) for the year ended 31 December 2020.

The report has been prepared in accordance with Part 8 of the Charities Act 2011 and 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).

Introduction

The Congregation of the Sisters of the Poor Child Jesus (the “Congregation”) is an international Roman Catholic religious congregation, founded in Aachen in Germany, where its Generalate is located. The Congregation has provinces or communities in 10 countries worldwide. The financial statements accompanying this report are the financial statements recording the assets, liabilities and transactions of The Congregation of the Sisters of the Poor Child Jesus in England.

Constitution

The Sisters of the Poor Child Jesus is a company limited by guarantee, Company Registration No. 06624629 (England and Wales), and a charity registered with the Charity Commission, Charity Registration No. 1125866. The charitable company was incorporated on 19 June 2008.

Objects

The Sisters of the Poor Child Jesus aims to support such charitable purposes which advance the religious and other charitable work for the time being carried on by or under the direction of the Congregation as the trustees with the approval of the Superior shall from time to time think fit.

Activities, specific objectives and relevant policies

Activities and specific objectives

The activities of the charitable company consist of caring for members of the Congregation who do its charitable work, supporting such work, and donating monies to assist the Congregation’s overseas charitable activities and other charities or organisations whose work is consistent with the charitable objects of the charitable company.

1 *Caring for members of the Congregation*

In common with many religious congregations in Great Britain, the age profile of the members of the Congregation is increasing as existing members grow older and there are no new vocations.

Activities, specific objectives and relevant policies (continued)

Activities and specific objectives (continued)

1 *Caring for members of the Congregation (continued)*

The Congregation has an obligation, both moral and legal under Canon law, to provide care for its members, 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 Congregation increases so too does the need to provide increasing and increasingly expensive care to the sisters. In this regard, the aims of the trustees over the forthcoming years are to ensure that all members of the Congregation receive the high level of care they require to provide them with the quality of life they should rightly expect and ensure that all members of the Congregation continue with their individual ministries for as long as possible.

2 *Supporting the charitable work of the sisters*

This includes:

School Trusteeship

The site of the voluntary aided school in North Finchley, London, is held by a separate educational trust on trusts declared in a trust deed. During the year to 31 December 2019, this Trust, St Michael's Catholic School Trustee, was incorporated into the Loreto Educational Trust and control passed from The Sisters of the Poor Child Jesus to the Loreto Sisters (IBVM). Therefore, trustees are now appointed by the Provincial of the Loreto Sisters and there are no longer any trustees from the Sisters of the Poor Child Jesus. In the event of closure, the property reverts to the Sisters of the Poor Child Jesus.

Retreat House

The sisters run a retreat house in Southam, Warwickshire. This is a centre for retreats and spiritual direction for groups and individuals. It is staffed by one sister and one lay woman. They are responsible for the provision of individually guided retreats and personal spiritual direction to a number of individuals. These individuals may be Catholics or members of other Christian denominations. Groups are led by the permanent staff as well as by visiting group leaders.

Parish ministry

Some parish ministry is undertaken, particularly in Rotherham.

Witness to spiritual and religious values

The sisters continue to be actively involved in various ministries. Whilst an increasing age profile and smaller numbers have led to some inevitable reduction in active ministry in recent years, witnessing to spiritual and religious values remains important. These values include a life of faith, hope and prayer; care and respect for the vulnerable and weak in our society, especially the poor, children and elderly; commitment to a life of simplicity and solidarity with the poor; and the acceptance of the diminishment inherent in the process of ageing and reduction in numbers.

Activities, specific objectives and relevant policies (continued)

Activities and specific objectives (continued)

3 Relief of poverty, suffering and the promotion of education or religion in connection with the Roman Catholic faith through the provision of grants and donations

The charitable company makes regular contributions to its generalate for the support of the generalate itself and the Congregation's work overseas. It also makes donations to other charities and organisations whose work is consistent with its own objects.

Public benefit

In formulating the charitable company's aims and in planning the work of members of the Congregation, the trustees have had regard to the general guidance published by the Charity Commission on public benefit.

Raising funds

The charitable company aims to achieve best practice in the way in which it communicates with donors and other supporters. The charitable company 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. The charitable company does not actively fundraise. The charitable company undertakes to react to and investigate any complaints regarding its activities for raising funds and confirms that it received no complaints about these activities during the year.

Grants and donations

Grants and donations are decided on by the trustees in consultation with other members of the Congregation. In the main, the charitable company supports the work of the Congregation in overseas countries where there is the most need, but the trustees also give financial support also to United Kingdom organisations whose work is within the objects of the charitable company.

Additionally, the trustees from time to time make donations to individuals for the relief of financial distress and suffering.

Investment policy

The charitable company's investments are managed by BlackRock Investment Management (UK) Limited, which operates within guidelines which are set by the trustees. There are no restrictions on the charitable company's power to invest.

The main objective of the trustees is to maximise the long-term total return of the fund while being mindful of the responsibility to manage risk.

Activities, specific objectives and relevant policies (continued)

Investment policy (continued)

The charitable company's portfolio is invested in the BlackRock Catholic Charities Growth and Income Fund, a registered Charity Authorised Investment Fund (CAIF). The CAIF seeks to exclude investments that are contrary to Christian ethos and teaching whilst seeking to avoid companies with significant involvement in controversial armaments (such as cluster munitions) and military related activities, pornography, tobacco and activity contrary to the sanctity of life (as defined by MSCI). The Fund also ensures that it does not engage with companies which breach International Labour Organisation policies – whether it be based on sex, disability, race, colour, religion or political opinion.

Achievements and performance

Review of activities

1 *Caring for members of the Congregation*

Throughout the year, the charitable company continued to care for the members of the Congregation and assist them in their charitable and religious work.

2 *Supporting the charitable work of the sisters*

Throughout the year, sisters continued to carry out various forms of other charitable works in order to fulfil their individual ministries. This work enables the charitable company to reach out to those in need within society generally and benefit a very significant number of people.

3 *Relief of poverty, suffering and the promotion of education or religion in connection with the Roman Catholic faith through the provision of grants and donations*

Financial contributions were made to the Congregation's Generalate in support of the Generalate itself and the Congregation's work overseas. Financial contributions were also made to a number of charities registered in the United Kingdom whose work is within the objects of the charitable company.

Covid-19

During 2020 the Covid-19 pandemic continued to change the shape and nature of the world. It has impacted not only the basic nature of social interactions but has also had a significant economic impact at every level in ways which have been outside of the charitable company's control.

The impact of Covid-19 on the charitable company and its finances has been minimal. So far, it has been possible to continue the retreat ministry and administration thanks to members of staff working from home. Grants, donations and support of missionary work and ministry have continued and there have been some cost savings due to local restrictions on travel. The trustees will continue to keep both income and expenditure under review.

Whilst there will undoubtedly be challenges ahead, the trustees do not expect material concerns to arise over the charitable company's financial position.

Future plans

Whilst acknowledging the challenges presented by Covid-19 (see above) including the need to run retreats differently, the trustees do not anticipate any significant change to the charitable company and its other activities during 2021. It is their intention to continue to meet the objectives of caring for members of the Congregation and to support the charitable work of the sisters and the wider Congregation for the foreseeable future.

Financial report for the year

Income and expenditure

A summary of the year's results can be found on page 18 of the attached financial statements.

Total income for the year amounted to £297,897 (2019 – £285,271). The principal component of this is income from investments and bank interest of £243,466 (2019 – £208,000). Donations and legacies totalled £44,746 (2019 – £65,680) and included the pensions of individual religious received under Gift Aid compliant deeds of covenant which totalled £43,462 (2019 – £49,052). The operation of the charitable company's retreats continued throughout the year as they were held by video and telephone calls and the income from these amounted to £8,178 (2019 – £10,223). The balance of the charitable company's income comprised miscellaneous income (and in 2019 the surplus generated from the sale of a motor vehicle).

Expenditure during the year totalled £193,872 (2019 – £210,179). The costs of supporting members of the Congregation and their ministry amounted to £112,536 (2019 – £127,250). The costs in connection with the relief of poverty, suffering and the promotion of education or religion in connection with the Roman Catholic faith through the provision of grants and donations was £81,336 (2019 – £82,929).

Net income before investment gains amounted to £104,025 (2019 – £75,092). After net investment gains of £302,726 (2019 – £849,587), the net income for the year amounted to £406,751 (2019 – £924,679).

Listed investments

At the end of the year the charitable company's investment portfolio was valued at £7,568,161 (2019 – £7,265,435) and comprised units in the BlackRock Catholic Charities Growth and Income Fund.

The investment managers continued to invest in accordance with the trustees' investment policy set out earlier in this report. Further details of the investment portfolio are included in note 10 to the attached financial statements.

The trustees believe their investment policy remains appropriate.

Financial report for the year (continued)

Financial position and reserves policy

The balance sheet shows total reserves of £8,282,948 (2019 – £7,876,197). Of this, £466,121 (2019 – £475,683) represents the net book value of the charitable company's tangible fixed assets and an equivalent amount has been designated as a tangible fixed assets fund in recognition of the fact that the assets are required for the charitable company's operations and are not available as a reserve to fund activities or meet future contingencies.

The trustees have set aside £3,218,364 (2019 – £3,299,700) in order to produce sufficient income and gains to finance the charitable company's grant making activities. This is necessary as the trustees expect that they will be called upon to provide increasing financial support to the Congregation's Generalate and the missionary work of the sisters overseas.

A further £2,100,000 (2019 – £2,100,000) has been designated by the trustees to provide for the sisters in their retirement. The value of the fund has been calculated using actuarial principles to provide for each of the Congregation's three sisters, but is not meant to guarantee sufficient resources. It is merely an estimate designed to recognise, and make some provision for, the financial undertaking implicit in the relationship between a religious congregation and its members.

The trustees consider that a basic level of free reserves should be equivalent to several years' expenditure, to provide for contingencies and unevenness in future income.

General funds amounted to £2,498,463 at 31 December 2020 (2019 – £2,000,814) and comprise funds which are available, therefore, to support the work of the sisters in the future i.e. "free reserves". Whilst acknowledging the impact of the continuing Covid-19 pandemic, the trustees consider that this level of reserves is deemed appropriate and they are content that the charitable company is a going concern.

Structure, governance and management

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council.

In terms of civil law, the charitable company is constituted as a company limited by guarantee (Company Registration No. 06624629 (England and Wales)) and is a charity registered for charitable purposes with the Charity Commission (Charity Registration No. 1125866).

The charitable company is governed by the trustees, who are also members of the charitable company. The trustees are chosen by the Superior for their personal qualities, their understanding and experience of the ministries.

Structure, governance and management (continued)

Trustees

The trustees are appointed by the Superior. At any one time there shall not be less than three nor more than six trustees.

The following trustees were in office during the year:

Trustee

Sister Maire Morris
Sister Mary Teresa Burtenshaw
Sister Sharon Peters

Company secretary

Sister Mary Teresa Burtenshaw

No trustee received any remuneration or reimbursed expenses for services as a trustee, nor had any beneficial interest in any contract with the charitable company, during the year.

Liability of the members

In the event of the charitable company being wound up during the period of membership, or within the year following, company members are required to contribute an amount not exceeding £1.

Organisation

The trustees are ultimately responsible for the policies, activities and assets of the charitable company. They meet during the year to review the developments with regard to the charitable company, its activities and make any important decisions. When necessary, the trustees seek advice and support from the charitable company's professional advisers including solicitors and accountants.

Statement of trustees' responsibilities

The trustees (who are also directors of The Sisters of the Poor Child Jesus for the purposes of company law) are responsible for preparing the trustees' report and 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 which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. 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 charitable company and of the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;

Structure, governance and management (continued)

Statement of trustees' responsibilities (continued)

- ♦ 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 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 financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ♦ the trustee has taken all the steps that she ought to have taken as a trustee in order to make herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Key management

The trustees consider that they comprise the key management of the charitable company in charge of directing and controlling, running and operating the charitable company on a day to day basis.

Structure, governance and management (continued)

Key management *(continued)*

All trustees are members of the Congregation and whilst their living and personal expenses are borne by the charitable company they receive no remuneration or reimbursement of expenses in connection with their duties as trustees or their work as key management.

Risk management

In line with the requirement for trustees to undertake a risk assessment exercise and report on the same in their annual report, the trustees have looked at the risks the charitable company currently faces and have reviewed the measures already in place, or needing to be put in place, to deal with them.

With the exception of the challenges faced because of the Covid-19 pandemic (see above), the key risks for the charitable company, as identified by the trustees, are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members shows that the average age was 83 years. The trustees are aware that there is both a moral and legal obligation to care for the older members. None of the sisters have resources of their own. As the age profile increases, so too does the need to provide care for the sisters. Key elements of the management of this risk are: (a) ensuring that the charitable company has the available financial resources to finance this care both now and in the years ahead by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and (b) ensuring that processes are in place to review regularly the ministries and needs of individual sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.
- ◆ The charitable company donates monies in support of the wider Congregation and other organisations. The majority of donations sent overseas are to fund projects administered directly by members of the Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a written report of how the monies have been utilised and applied is obtained from the recipient.
- ◆ The charitable company'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 each year with the investment managers and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charitable company's needs – both now and in the future – and, in particular, during the current Covid-19 pandemic.

Structure, governance and management (continued)

Risk management (continued)

Having assessed the major risks to which the charitable company 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 charitable company, they have established effective systems to mitigate those risks.

Employees, volunteers and members of the order

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

Approved by the trustees of The Sisters of the Poor Child Jesus, Company Registration No. 06624629 (England and Wales) and Charity Registration No. 1125866 and signed on their behalf by:

M T Burtenshaw

Trustee

Date: 7 June 2021

Independent auditor's report to the members of The Sisters of the Poor Child Jesus

Opinion

We have audited the financial statements of The Sisters of the Poor Child Jesus (the 'charitable company') for the year ended 31 December 2020 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 December 2020 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 trustees are responsible for the 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. 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.

In connection with our audit of the financial statements, 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 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 financial statements 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.

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 for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' 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. 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 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.

How the audit was considered capable of detecting irregularities including fraud

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 trustees and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the activities of the charitable company. These included but were not limited to the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019); 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 trustees 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 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;
- ◆ Tested the authorisation of expenditure;
- ◆ 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 trustees; 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.

We did not identify any irregularities, including fraud.

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the 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

8 June 2021

Statement of financial activities Year to 31 December 2020

		Total funds	
	Notes	2020 £	2019 £
Income from:			
Donations	1	44,746	65,680
Investments and bank interest	2	243,466	208,000
Charitable activities			
. Retreat house		8,178	10,223
Other sources			
. Surplus on disposal of tangible fixed assets		—	725
. Miscellaneous income		1,507	643
Total income		297,897	285,271
Expenditure on:			
Charitable expenditure			
. Support of members of the Congregation and their ministry	3	112,536	127,250
. Relief of poverty, suffering and the promotion of education or religion in connection with the Roman Catholic faith through the provision of grants and donations	5	81,336	82,929
Total expenditure		193,872	210,179
Net income before gains on investments	6	104,025	75,092
Net gains on investments		302,726	849,587
Net income for the year and net movement in funds		406,751	924,679
Reconciliation of funds:			
Total funds brought forward at 1 January 2020		7,876,197	6,951,518
Total funds carried forward at 31 December 2020		8,282,948	7,876,197

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

All of the charitable company's funds were unrestricted in the above two financial periods.

Balance sheet 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	9	466,121	475,683
Investments	10	7,568,161	7,265,435
		8,034,282	7,741,118
Current assets			
Debtors	11	52,272	2,921
Cash at bank and in hand		241,282	146,858
		293,554	149,779
Liabilities			
Creditors: amounts falling due within one year	12	(44,888)	(14,700)
Net current assets		248,666	135,079
Total net assets		8,282,948	7,876,197
The funds of the charitable company:			
Unrestricted funds			
. Tangible fixed assets fund	13	466,121	475,683
. Designated funds	14	5,318,364	5,399,700
. General fund		2,498,463	2,000,814
		8,282,948	7,876,197

Approved by the trustees of The Sisters of the Poor Child Jesus, Company Registration No. 06624629 (England and Wales) and Charity Registration No. 1125866 and signed on their behalf by:

M T Burtenshaw

Trustee

Approved by the Trustees on: 7 June 2021

Statement of cash flows Year to 31 December 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(100,695)	(130,371)
Cash flows from investing activities:			
Investment income and bank interest received		195,119	205,079
Proceeds from the disposal of tangible fixed assets		—	725
Purchase of tangible fixed assets		—	(10,895)
Proceeds from the disposal of listed investments		—	7,068,292
Purchase of listed investments		—	(7,068,292)
Net cash provided by investing activities		195,119	194,909
Change in cash and cash equivalents in the year		94,424	64,538
Cash and cash equivalents at 1 January 2020	B	146,858	82,320
Cash and cash equivalents at 31 December 2020	B	241,282	146,858

Notes to the statement of cash flows for the year to 31 December 2020.

A Reconciliation of net movement in funds to net cash used in operating activities

	2020 £	2019 £
Net movement in funds (as per the statement of financial activities)	406,751	924,679
Adjustments for:		
Depreciation charge	9,562	9,562
Surplus on disposal of tangible fixed assets	—	(725)
Gains on investments	(302,726)	(849,587)
Investment income and bank interest receivable	(243,466)	(208,000)
Increase in debtors	(1,004)	—
Increase (decrease) in creditors	30,188	(6,300)
Net cash used in operating activities	(100,695)	(130,371)

B Analysis of cash and cash equivalents

	2020 £	2019 £
Total cash and cash equivalents – Cash at bank and in hand	241,282	146,858

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

Basis of preparation

These financial statements have been prepared for the year to 31 December 2020 with comparatives provided in respect to the year to 31 December 2019.

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 charitable companies preparing their financial statements 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 financial statements requires the trustees to make significant judgements and estimates.

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

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining an annual depreciation charge;
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charitable company is entitled;
- ◆ the assumptions applied in determining the designated fund and, in particular, the size of the Sisters' retirement fund, created in order to provide for the continuing care of members of the Congregation; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

With regard to the next accounting period, the year ending 31 December 2020, the most significant areas that affect the carrying value of the assets held by the charitable company are the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the trustees' report for more information).

The trustees are of the opinion that the charitable company will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the financial statements are detailed above.

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, investment income, bank interest, retreat house income, and income from other sources, including the surplus on disposal of tangible fixed assets and miscellaneous income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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 volunteer time is not recognised.

Income from the operation of the charitable company's retreat house is recognised to the extent that it is probable that the economic benefits will flow to the charitable company and the revenue can be reliably measured. It is measured as the fair value of the consideration received or receivable excluding any relevant discounts.

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.

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

Income recognition (continued)

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

All other income is recognised to the extent that it is probable that the economic benefits will flow to the charitable company and the revenue can be measured reliably. It is measured at fair value and accounted for on an accruals basis.

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. The majority of expenditure is directly attributable to specific activities and any apportionment between headings is negligible. All expenditure is applied towards charitable activities and the classification between activities is as follows:

- ◆ Expenditure on the support of members of the Congregation and their ministry comprises those costs which support the members of the Congregation and which enable those members to carry out their individual ministry, the work of the charitable company in the areas of the advancement of the Roman Catholic faith, the advancement of education, the provision of healthcare and the provision of social and pastoral work.
- ◆ The provision of grants and donations to relieve poverty, suffering and promotion of education or religion in connection with the Roman Catholic faith. Such grants and donations relate, in the main, to the support of the Congregation's own work and the support of other Roman Catholic 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 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 are the costs associated with the governance arrangements of the charitable company including audit costs and the necessary legal procedures for compliance with statutory requirements.

Support and governance costs (continued)

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and their ministry and hence there has been no apportionment between headings. Any support and/or governance costs in relation to the provision of donations and grants is considered to be negligible.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

◆ ***Freehold land and buildings***

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. They are stated at cost. Such buildings are not depreciated. Their value and condition are reviewed annually by the trustees, who are satisfied that their residual value is not materially less than their book value.

Specialised buildings comprise the charitable company's retreat centre. This is stated at a trustees' valuation made in 1997 based on replacement cost for existing use. Under the transitional arrangements of FRS 102, this valuation is now deemed to be cost. Depreciation is provided at 2% per annum on a straight-line basis to write the building off over its estimated useful economic life to the charitable company.

◆ ***Furniture and equipment***

Expenditure on the purchase of furniture and equipment is capitalised and depreciated over a four year period on a straight line basis.

◆ ***Motor vehicles***

Expenditure on the purchase of motor vehicles is capitalised and depreciated over a four year period on a straight line basis.

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.

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 for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the 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 charitable company are amounts representing tangible fixed assets and funds the trustees have designated for specific purposes. Details of these are provided in notes 12 and 13 respectively.

Services provided by members of the Congregation

For the purposes of these financial statements, no monetary value has been placed on administrative and other services provided by the members of the Congregation.

1 Income from: Donations

	Unrestricted funds	
	2020	2019
	£	£
Pensions of individual religious received under deed of covenant or Gift Aid	43,462	49,052
Legacies	—	15,195
Other donations	1,284	1,433
	44,746	65,680

2 Income from: Investments and bank interest

	Unrestricted funds	
	2020	2019
	£	£
Investment income receivable	243,463	207,994
Bank interest	3	6
	243,466	208,000

3 Expenditure on: Support of members of the Congregation and their ministry

	Unrestricted funds	
	2020	2019
	£	£
Premises	38,150	37,136
Sisters' living and personal expenses	54,703	68,701
Education, training and spiritual renewal	2,482	2,916
Administration and support costs	4,520	6,945
Governance (note 4)	12,681	11,552
	112,536	127,250

4 Governance costs

	Unrestricted funds	
	2020	2019
	£	£
Professional fees	12,681	11,552

5 Expenditure on: Relief of poverty, suffering and the promotion of education or religion in connection with the Roman Catholic faith through the provision of grants and donations

The charitable company makes grants and donations, principally in support of the work of the Congregation and other organisations whose work is consistent with its objects.

Grants and donations during the year comprised:

	Unrestricted funds	
	2020	2019
	£	£
Grants to institutions		
Generalate and overseas provinces of the Sisters of the Poor Child Jesus, in support of the Congregation's overseas charitable work		
. Annual donation	30,000	29,000
Other donations of £1,000 or more		
. Our Lady and St Wulstan's Parish, Southam	4,000	6,000
. Depaul UK	4,000	4,000
. Chicken Shed Theatre Trust	3,000	3,000
. Lost Chord	2,000	3,000
. Rotherham Hospice	3,000	3,000
. Brushstrokes Community Project	3,000	3,000
. Women's Aid	2,000	2,000
. Housing Justice	2,100	2,100
. Cardinal Hume Centre	2,000	2,000
. Mary's Meals	2,000	2,000
. The Medaille Trust	2,000	2,000
. Catholic Children's Society	2,000	2,000
. Aid to the Church in Need	2,000	2,000
. The Archangel Trust	—	2,000
. Acorns Children's Hospice	1,500	1,500
. Valley House	1,000	1,500
. CAFOD (Catholic Agency For Overseas Development)	4,200	2,200
. Centre for Catholic Studies (Durham University)	1,000	1,000
. Coventry Haven Women's Aid	1,000	1,000
. The Myton Hospices	1,000	1,000
. Refuge Against Domestic Violence	1,000	1,000
. St Gerard's School, Rotherham	3,000	2,000
. St Mary's School	1,000	1,000
. The Friendship Project for Children	1,000	1,000
. The Orchid Project	1,500	1,000
Other donations (all less than £1,000)	1,036	1,629
	81,336	82,929

6 Net income before gains on investments

This is stated after charging (crediting):

	2020 £	2019 £
Staff costs (note 7)	29,120	25,933
Auditor's remuneration (including VAT)		
. Statutory audit services – current year	10,000	10,200
. Statutory audit services – previous year	(840)	(820)
. Other services: general advisory	846	672
Depreciation	9,562	9,562

7 Staff costs, key management and trustees' remuneration

	2020 £	2019 £
Staff costs during the year were as follows:		
Wages and salaries	27,352	24,486
Social security costs	1,365	1,085
Other pension costs	403	362
	29,120	25,933

All staff costs relate to support of members of the Congregation and their ministry.

There were two part time employees during the year (2019 – two).

Key management

The trustees consider that they comprise the key management of the charitable company in charge of directing and controlling, running and operating the charitable company on a day to day basis.

All trustees are members of the Congregation and whilst their living and personal expenses are borne by the charitable company they receive no remuneration or reimbursement of expenses in connection with their duties as trustees or work as key management.

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charitable company, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2019 – none).

8 Taxation

The Sisters of the Poor Child Jesus is a registered charitable company and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

9 Tangible fixed assets

	Land and buildings		Furniture and equipment	Motor vehicles	Total
	Non-specialised £	Specialised £	£	£	£
Cost					
At 1 January 2020 and 31 December 2020	263,233	341,915	2,996	33,185	641,329
Depreciation					
At 1 January 2020	—	137,636	2,996	25,014	165,646
Charge for the year	—	6,838	—	2,724	9,562
At 31 December 2020	—	144,474	2,996	27,738	175,208
Net book values					
At 31 December 2020	263,233	197,441	—	5,447	466,121
At 31 December 2019	263,233	204,279	—	8,171	475,683

All land and buildings, both non-specialised and specialised, are freehold.

As permitted under FRS 102, the charitable company has continued to adopt a policy of not revaluing its tangible fixed assets.

It is likely that there are material differences between the open market values of the charitable company's land and buildings and their book values. The amount of such differences cannot be ascertained without incurring significant costs, which, in the opinion of trustees, is not justified in terms of the benefit to the users of the financial statements.

10 Investments

	2020 £	2019 £
Listed investments		
Market value at 1 January 2020	7,265,435	6,415,848
Additions	—	7,068,292
Disposals at book value (see below)	—	(6,415,848)
Net unrealised investment gains	302,726	197,143
Market value at 31 December 2020	7,568,161	7,265,435
Cost of listed investments at 31 December 2020	7,068,292	7,068,292

Disposals at book value included above are made up of the following:

	2020 £	2019 £
Proceeds	—	7,068,292
Gains	—	(652,444)
Disposals at book value	—	6,415,848

10 Investments (continued)

At 31 December 2020, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

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

11 Debtors

	2020 £	2019 £
Investment income receivable	51,268	2,921
Other accrued income	1,004	—
	52,272	2,921

12 Creditors: amounts falling due within one year

	2020 £	2019 £
Grants and donations payable	32,000	—
Accruals	12,888	14,700
	44,888	14,700

13 Tangible fixed assets fund

	Total 2020 £	Total 2019 £
At 1 January 2020	475,683	474,350
Net movements in year	(9,562)	1,333
At 31 December 2020	466,121	475,683

The tangible fixed assets fund represents the net book value of the charitable company's tangible fixed assets and has been established in recognition of the fact that the assets are required for the charitable company's operations and is not available as a reserve to fund activities or meet future contingencies.

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 1 January 2020 £	New designations £	Utilisation £	At 31 December 2020 £
Retirement reserve	2,100,000	—	—	2,100,000
Grant financing fund	3,299,700	—	(81,336)	3,218,364
	5,399,700	—	(81,336)	5,318,364

14 Designated funds (continued)

	At 1 January 2019 £	New designations £	Utilisation £	At 31 December 2019 £
Retirement reserve	2,100,000	—	—	2,100,000
Grant financing fund	3,382,629	—	(82,929)	3,299,700
	5,482,629	—	(82,929)	5,399,700

Retirement reserve

The retirement reserve consists of monies set aside by the trustees in order to provide for the sisters in their retirement. The value of the fund has been calculated using actuarial principles, having regard to the resources actually available to provide for the Congregation's three sisters.

Grant financing fund

The grant financing fund has been designated by the trustees in order to produce sufficient total return to finance the charitable company's grant making activities. This is necessary as the trustees expect that they will be called upon to provide increasing resources to support the Congregation's Generalate and the missionary work of the sisters overseas.

15 Analysis of net assets between funds

	Tangible fixed assets fund £	Designated funds £	General fund £	Total funds 2020 £
Tangible fixed assets	466,121	—	—	466,121
Investments	—	5,318,364	2,249,797	7,568,161
Net current assets	—	—	248,666	248,666
	466,121	5,318,364	2,498,463	8,282,948

	Tangible fixed assets fund £	Designated funds £	General fund £	Total funds 2019 £
Tangible fixed assets	475,683	—	—	475,683
Investments	—	5,399,700	1,865,735	7,265,435
Net current assets	—	—	135,079	135,079
	475,683	5,399,700	2,000,814	7,876,197

15 Analysis of net assets between funds (continued)

The total unrealised gains as at 31 December 2020 constitute movements on revaluation and are as follows:

	2020 £	2019 £
Total unrealised gains included above:		
On investments	499,869	197,143
Reconciliation of movement of unrealised gains		
Unrealised gains (losses) at 1 January 2020	197,143	(571,274)
In respect to disposals in the year	—	571,274
Net gains arising on revaluations in the year	302,726	197,143
Total unrealised gains at 31 December 2020	499,869	197,143

16 Liability of the members

In the event of the charitable company being wound up during the period of membership, or within the year following, company members are required to contribute an amount not exceeding £1.

17 Transactions with trustees and related parties

As members of the Congregation, none of the trustees have resources of their own as all earnings, pensions and other income have been donated to the charitable company under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charitable company was £40,732 (2019 – £38,988).

In addition, the charitable company receives regular donations of monies from a trust fund set up by the parent of a trustee. The amount received during the year was £1,284 (2019 – £1,433).

There were no other related party transactions requiring disclosure (2019 – none).