

**Little Company of Mary
Congregation CIO**

Annual Report and Accounts

31 December 2020

Charity Registration Number
1161450

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Reference and administrative details of the charity, its trustees and advisers

Trustees	Sister Bernadette Fitzgerald Sister Susanna Mi Young Park Sister Patricia Mary Bell Sister Elizabeth Gilroy
Congregational Leader	Sister Bernadette Fitzgerald
Administrative address	Little Company of Mary Congregation 28 Trinity Crescent Tooting Bec London SW17 7AE
Telephone	020 8682 0928
Charity registration number	1161450
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal bankers	The Royal Bank of Scotland plc 1st Floor, Houblon House 62-63 Threadneedle Street London EC2R 8HP
Solicitors	Stone King LLP 13 Queen Square Bath BA1 2HJ

The trustees present their report together with the accounts of the Little Company of Mary Congregation CIO for the year to 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out on pages 31 to 34 of the attached accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Introduction and mission

Little Company of Mary Congregation CIO is the administrative centre of the worldwide Congregation of the Little Company of Mary (the "Congregation") (LCM), a Roman Catholic religious congregation which is divided into six Provinces/Regions and ministers in eleven countries. The principal mission of the Congregation is to pray and care for the sick, the suffering and the dying.

The ministries of the Congregation are expressed in the provision of health, aged care and welfare facilities/services, in the countries of Australia, Ireland, Italy, New Zealand, Philippines, South Korea, South Africa, Tonga, United Kingdom, the United States of America and Zimbabwe. Each Province/Region has a high degree of autonomy and is responsible for its own financial needs. Little Company of Mary Congregation CIO (the "charity") acts as co-ordinator of the Congregation's worldwide activities and provides assistance in an advisory capacity to the Provinces/Regions in their work of providing health care within the ethos of the Roman Catholic religion. The charity's expenditure is financed principally by an assessment or annual contribution from each of the Provinces/Regions.

Charitable objects

The object of the charity is the advancement of the Roman Catholic religion through the religious and other charitable work for the time being carried on anywhere in the world by or under the directions of the Congregation as the trustees with the approval of the Congregational Leader shall think fit.

Activities and achievements

The charity has continued to provide leadership and assistance to the Congregation in implementing the Vision and Acts of the Congregational Chapter 2017. The Provinces/Regions have been supported in their mission and overall responsibility for health care services, hospices, aged care facilities and extensive outreach programmes, as well as the diverse ministries of prison ministry, pastoral ministry in hospitals, hospices, homes and parishes, bereavement ministry, health education ministry, counselling, spiritual direction and refugee ministry.

Activities and achievements (continued)

Since the 18th Congregational Chapter in March 2017, the Congregational Leadership (trustees) have developed an implementation plan for the Vision and Acts of the Chapter. All processes are in place to support the activities required to address every aspect of the Vision and Acts entrusted to the Congregational Leadership on election at that Chapter.

An Extended Council Meeting via Microsoft Teams was held on 14 September 2020. Its aim was for Leaders to become familiar with the new Congregational Facilitator who will assist in work towards the Chapter in 2023. Its agenda explored:

- ◆ The reality of Provinces/Regions;
- ◆ Issues facing Provinces/Regions; and
- ◆ Issues facing the Congregation in our reality.

The use of digital meeting processes was affirmed in review by participants.

Significant achievements towards achieving the above goals are summarised below.

Interculturality

The approach to interculturality in 2020 has been shaped by the reality of Covid-19 which has touched all but one country where sisters minister. These times of crisis - natural, economic, political and societal have enhanced the awareness of sisters as one Congregation. This has been supported by various Congregational calls to prayer and regular dissemination of news relevant to the countries in which LCM is situated. Ongoing education through webinar and resource sharing is offered throughout the Congregation on interculturality and intercultural living.

Spirituality

The relevance of the LCM spirit and charism has never been clearer, given the reality of the Covid-19 pandemic. To continue to promote the LCM spirit and charism as a global expression of compassion through prayer and presence, the following actions have been taken:

- ◆ Reflections written by sisters and Associates shared monthly through website.
- ◆ Twice yearly Newsletter includes relevant reflections for the times.
- ◆ As part of the Universal Church, reflections on the writings of Pope Francis are shared monthly.
- ◆ A culture of care for creation is promoted.
- ◆ Prayer requests are received through the Congregational and various Province/Regions websites. These intentions are held in the prayer of the Sisters.

Activities and achievements (continued)

Spirituality (continued)

- ♦ When requested, and only in accord with the requirements of GDPR, Novena prayers for the needs of individual sick and dying persons are said throughout the Congregation with the person's request and consent.

Increased promotion of the spirituality, mission and ministry, including the prayer ministry globally through the use of electronic means

The Congregational website is regularly updated with monthly reflections, thoughts for the month and news and events. New social media pages have been developed by some Provinces and Regions who are responsible to moderate content in keeping with relevant privacy laws.

Promotion of the LCM spirit, through the vowed life

At the Extended Council Meeting, the issue of promotion of the vowed life was explored and it was recognised that no one approach can be mandated. Each Province/Region must explore this in ways suitable and effective in the local culture, if possible. The importance of sharing resources across the Congregation was emphasised. Congregational Leadership supports the various approaches of the Provinces/Regions. In 2020, the Region of the Southern Cross was supported by the Congregational Leadership to discern the way forward in terms of vocation promotion.

Promotion of the LCM spirit through global development of Affiliate and Associate programmes

Congregational Leadership continue to facilitate the development of the Associate programs across the Congregation. Responsibility for this rests in the local Province/Region Leadership. Throughout 2020, some groups were unable to meet. However, others responded with the use of new digital technologies to ensure ongoing development.

With the closure of the LCM Heritage Centre in Nottingham, England due to health and welfare priorities and government restrictions, Congregational Leadership were not required to support Associate pilgrimages. New approaches and encouragement to use the digital Heritage Pilgrimage resource are in place.

Sustainability of the LCM Heritage Centre, Nottingham

Whilst action had been completed in 2020 to honour the Chapter mandate and ensure future sustainability of the LCM Heritage Centre, the closure of the Centre due to the Covid-19 pandemic led to one redundancy and one staff member being placed on furlough. This changed significantly the situation of sustainability. The future of the Centre will be a focus of the Congregational Leadership with the Region of the Maternal Heart, England once the pandemic situation abates.

Activities and achievements (continued)

Effective models of governance at Congregational and Province/Region level through flexible design and ongoing evolution of models to support life and mission

As Provinces/Regions take the decision to explore new ways of governance appropriate to reality and the future, the Congregational Leadership Team facilitates this through committees and roles to achieve the transition whilst being guided by the integral principles of inclusivity and relationship. The previous Provinces of the Southern Cross (Australia, New Zealand and Tonga) and the Immaculate Conception (United States of America) have been assisted by the Congregational Leader to transition to Region in 2018. The previous Province of the Maternal Heart (UK) has been assisted by the Congregational Leader to transition to a Region in January 2020. Throughout 2020, the Province of the Sacred Heart (Ireland and Italy) has been supported to discern its future. The Sisters of the Province are empowered to determine the future governance structure, with a hope for a decision mid-2021.

The Congregational Leadership Team has developed and enhanced means of electronic communication and meetings with the introduction of Microsoft Teams software, providing flexibility and efficiency in the meeting process.

The CIO has policies in place to fulfil the requirements of the General Data Protection Regulation (GDPR). These are reviewed regularly and were all reviewed in 2020.

Key to the success of any governance is maintaining and adapting processes of governance and management in light of civil requirements and to meet the evolving needs of the times. Enhanced technological capacity as a means of communication was essential to function both at Tooting Bec and in the new flexible governance approach or working remotely. The introduction of digital banking has proved of great help throughout 2020. Monitoring of expenditure weekly by Leadership members occurs through the use of the Clear Spend Banking App.

The Covid-19 pandemic led to governments issuing advice to its citizens to return home. Congregational Leadership members returned to their home countries in March/April 2020. The one staff member worked from home as she chose, or when allowed by government regulation, at the CIO office. All equipment and internet connection has been provided by the LCM CIO.

The ability to work remotely as Congregational Leadership was supported by ongoing conversation with Province/Region Leaders and the development of a policy on Roles and Boundaries in Flexible Design Governance Approach, approved by them prior to implementation. As Leadership, we had the opportunity to build a foundation for relationship at Tooting Bec during the first two years and with each of us now living in their own country separated by distance and time zones maintaining and building this relationship is of great importance to us. The Congregational Leadership are committed to:

- ◆ Meet every Monday for a Leadership catch up by Microsoft Teams.

Activities and achievements (continued)

Effective models of governance at Congregational and Province/Region level through flexible design and ongoing evolution of models to support life and mission (continued)

- ◆ Meet every Tuesday Morning for Exposition Contemplative prayer streamed from the Chapel of a Korean community.
- ◆ Following that, a social chat and cup of tea/coffee weekly by Microsoft Teams.
- ◆ Celebrate major feasts together with prayer and some form of festive sharing by Microsoft Teams.

Congregational Leadership is a pastoral relationship and we have endeavoured throughout our term to be in frequent contact with, and offer support for, our Province/Region Leaders, with regular visits to the various countries of the Congregation. The pandemic has changed that, but we have made the decision to commit energy to ways of engaging through calls, videoconference, letters and emails. Our belief in the importance of relationship remains.

Mission

As noted above, the charity provides leadership and guidance to each of the Provinces/Regions in facilitating their work.

◆ ***Region of the Southern Cross - Australia/Aotearoa - New Zealand/Tonga***

Over the last year the Sisters of the Region have developed their model of governance further due to unexpected changes to Leadership. This approach has been explored further in an Assembly via Microsoft Teams in February 2021.

Plans are in place for a Formal Pastoral Visit by the Congregational Leader in 2021.

Australia

Calvary Ministries, a Pontifical Juridical Person, has the responsibility for the Little Company of Mary Health and Aged Care. The members of Calvary Ministries took up their appointment on 1 January 2011. On a regular basis, the Chairs of the Members Council and the Board of Members of Calvary Ministries meet in Rome with representatives of the Holy See.

The sisters, across all age ranges, continue to carry out volunteer ministries, including assisting the frail aged, sick and the underprivileged in both residential/hospice and community care, wherever the sisters are present.

Stage one of the new Residential Aged Care Facility at Calvary Ryde was completed in September 2020.



Activities and achievements (continued)

Mission (continued)

♦ **Region of the Southern Cross - Australia/Aotearoa - New Zealand/Tonga** (continued)

Tonga

Sisters are involved in ministry in jails, schools, hospitals and disability services as well as parish support and catechetical work.

New Zealand

In New Zealand, the sisters continue to focus their financial and personnel resources on subsidised housing for the aged and on community support through volunteering.



The Region of the Southern Cross funds:

- ♦ A Palliative Care programme in partnership with the Sisters of St Paul de Chartres, Timor Leste.
- ♦ A Counsellor Training Certificate programme in Tonga to enhance prevention of, and intervention in, domestic violence and social problems.
- ♦ **Region of the Maternal Heart - UK**
The English Region continues to provide a safe, loving environment for our sisters who have spent their lives in ministry to the sick, the suffering and the dying. Many of these sisters are beyond the statutory retirement age but are contributing invaluable volunteer ministry.

The Heritage Centre is the focal point of ministry for the Region. Due to the pandemic, it was decided that there would be no pilgrimages in 2020 during the interim closure of the Heritage Centre and no plans have been made for 2021 until further discussions are held with the Region on the way forward for the Centre. The Region decided to close the Heritage Centre during the pandemic to comply with UK legislation. The future opening and use is under review.

Activities and achievements (continued)

Mission (continued)

♦ **Region of the Maternal Heart – UK (continued)**

The Region continues to support the Clinic activities in Albania financially and with administrative/evaluative visits each year. No visit was possible during 2020 due to the pandemic.



The sisters of the Province of the Maternal Heart have chosen a model of governance with a Region Leader and Assistant Region Leader. The establishment of the Region of the Maternal Heart took effect on 1 January 2020. Three trustees attended the ritual of transition to the Region of the Maternal Heart and the Missioning of the Region Leadership.



♦ **Province of the Sacred Heart – Ireland and Italy**

The Little Company of Mary retains a significant involvement in the ongoing governance of the Milford Care Centre, Limerick – Hospice and Aged Care Services, as well as Community Palliative Care.



The new Milford Care Centre Palliative Care Wing

Activities and achievements (continued)

Mission (continued)

♦ ***Province of the Sacred Heart – Ireland and Italy (continued)***

Sisters are also developing a partnership with another organisation in Killarney to provide housing for women at risk.

The sisters continue to minister to the ageing in group housing and community and day care services, care for the aged or frail and sick sisters and bereavement counselling.



The Sisters in 2020 explored partnership with another organisation to provide a property for provision of services to women at risk in Killarney.

The Province continues to welcome home our Irish sisters who have spent their lives in South Africa and/or Zimbabwe.

The Congregational Leader supports a process in each Province to review the reflection on the Act of Chapter which requires consideration of the shape of governance for the future. The Province of the Sacred Heart has commenced a process of discernment in 2020 which will be resolved in mid-2021.

♦ ***Province of the Assumption – South Korea and the Philippines***

Hospice and aged care continue to be the main ministries of the sisters. In each aged care and hospice centre, sisters are actively involved in hospice education for health care professionals.

The care of Palliative Care patients in the Hospice in Pocheon following discernment was changed to the care of the aged.

Sisters are working as chaplains in three general hospitals to extend the Little Company of Mary charism and spirituality of healing ministry.

Activities and achievements (continued)

Mission (continued)

♦ **Province of the Assumption – South Korea and the Philippines** (continued)



Sisters, in conjunction with the local parish church of Brgy San Miguel Chapel, Diocese of Pasig in Manila had established a feeding, education programme and basic health clinic for the street children and those living in the nearby cemetery of San Miguel. The San Miguel Feeding Center and the community in Taguig city, Manila were closed in July 2020 due to the changes in the Governments movement policy and regional environment.

A new community in the Baguio Diocese, Philippines was established and the blessing of the convent took place in August 2020 by the Bishop of Baguio. There will be a ministry of pastoral support and chaplaincy to the local National Hospital once the pandemic allows this involvement.



Formation House Manila: The property, at 19 Betty Go Belmonte Street, Manila, funded by the charity, has been used more recently for formation by the Province of the Assumption. In 2019, the Leadership of the Province was supported by the Congregational Leadership to review this situation and it determined the withdrawal from stewardship of the House in 2020. The Formation House was sold to another Congregation and closed in June 2020. Formation of new members will continue in Korea, when required.

Plans are in place for a Formal Pastoral Visit by the Assistant Congregational Leader in 2021.

Activities and achievements (continued)

Mission (continued)

♦ **Region of the Queen of Peace – South Africa and Zimbabwe**

The Sisters manage Murambinda Mission Hospital – a generalist health care service in Buhera District, one of the poorest districts of Zimbabwe.

The sisters continue to provide pastoral care and home visiting in a number of hospitals and local communities where they reside.

Missionvale, founded by an LCM Sister, is effectively managed and used by the people in the township. Included in its activities are a feeding programme, clothing bank, rural health clinic, and a kindergarten to grade 8 with plans to take it up to grade 12.

Inpatient facilities for HIV/AIDS ministry continues in Mashambanzou Waterfalls, Harare and Murambinda in Zimbabwe. These provide essential medical and social services for the local people in impoverished communities.

A trustee attended the Region Gathering, on behalf of the Congregational Leader, during a visit February/March 2020.

Two Sisters were finally professed into the Congregation in December 2020 in Zimbabwe.



The Trustees approved the request from Region Leadership to partner and provide services through the re-opening of St Anne's' Hospital in Harare, Zimbabwe in 2020 to care for those affected by Covid-19.

Congregational Leadership supported this through the provision of funds and the coordination of financial support from across the Congregation.



Activities and achievements (continued)

Mission (continued)

♦ **Region of the Immaculate Conception - United States of America**

A trustee made an Informal Pastoral Visit to the Region of the Immaculate Conception to attend the handover of Little Company of Mary Hospital and Health Care Centre's to OSF Healthcare, USA in January 2020. The Congregational Leadership continues to support the Region to develop a future governance plan for the one remaining sponsored ministry, the Memorial Hospital in Jasper, Indiana.



Donations policy

When planning their budget at the beginning of the year, the trustees agree to set aside a certain amount for the organisations whose work is consistent with the objects of the charity. These organisations are usually known to the sisters and include the missions of the International Regions and Provinces of the Little Company of Mary. The donations are decided upon by the trustees and applications from other organisations are considered on an individual basis.

The donations policy was reviewed and amended in 2019 to increase the amount to be directed to donations with a particular focus on support for refugees and eradication of Human Trafficking.

The Little Company of Mary Congregation CIO established an Emergency Charitable Fund of £50,000 within the Congregational budget for 2020 to support those affected by natural world disasters on behalf of the Congregation. The funds are sourced at the time of the annual assessment from the Provinces/Regions with available funds. These monies are extra to the annual assessment and are recorded and managed as a separate cost centre. The annual limit is £50,000 and funds are sought annually to replace what has been dispensed and top up the fund. The Congregational Leader with consent of Council will authorise the use of this fund. The funds will be allocated through reputable Charities/Foundations/Appeals. Receipts are required and expenditure reported to the Congregation at time of donation and in more detail to Province/Region Leadership in the annual assessment process when top up funds are sought.

Donations from the Congregation coordinated by the CIO Trustees include:

1. NSW, Australia Rural Fire Service bushfire appeal - £2,500
2. State Emergency Bushfire Relief Fund South Australia - £2,500

Donations policy (continued)

3. Bushfire Disaster Relief Appeal Tasmania, Australia - £2,500
4. Bushfire Disaster Relief Appeal Victoria, Australia - £2,500
5. Caritas Manila, Philippines, Volcano Disaster Relief - £1,000
6. UISG Rome, support for Congregations affected by Covid-19 - £10,000
7. Solidarity with Sudan, support for programmes in South Sudan struggling during Covid-19 - £5,000
8. Aid to the Church in Need, disaster relief after chemical eruption in Lebanon - £10,000
9. Solidarity with Sudan, second request for support during Covid-19 - £1,000
10. American Red Cross, Disaster relief West Coast USA, Bushfire Appeal - £10,000

Fundraising policy

The charity's fundraising activity is negligible. However, it 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 communication 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. The charity manages its own fundraising activities and does not employ the services of professional fundraisers. The charity undertakes to react and to investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During the year, the charity received no complaints about its fundraising activities.

Covid-19

The pandemic has had an impact on the trustees. A flexible design has been fully implemented as a new Governance model and all trustees have been following their own Governments' advice, returning to their own countries to live and operate remotely. Trustees will return to the UK for shorter periods of time when it is safe to travel. Trustees are fully utilising social media to remain in contact with sisters throughout the world. Significant meetings and pastoral visits have been postponed until it is safe to travel. Trustees meet weekly via Microsoft Teams for prayer, support, sharing of information and decision making. Our one employed staff member is working from home in accordance with government advice and all aspects of health and safety have been addressed.

CIO income from pensions received has decreased with these pensions being returned to Australia to support the living costs of trustees now living in Australia. Expenditure has been reduced with all travel ceased till safe to do so. 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 charity's financial position.

A Covid-19 Secure Risk Assessment and Control Plan for the CIO Office at Tooting Bec was developed in September 2020.

Financial review

Results for the period

A summary of the year's results can be found on page 29 of the attached accounts.

Total income for the year amounted to £257,296 (2019 - £215,001). This includes assessments from the individual Regions and Provinces of the Congregation totalling £197,613 (2019 - £185,938), and additional contributions from Regions and Provinces of £57,176 (2019 - £24,521). Bank interest amounted to £2,507 (2019 - £4,542).

Expenditure amounted to £288,194 (2019 - £333,326). Such expenditure includes the cost of co-ordinating and advising the Regions and Provinces of the Congregation as well as donations payable. Details of donations payable are included in note 4 to the accounts.

Therefore, the net expenditure and the net decrease in funds for the year to 31 December was £30,898 (2019 - net expenditure and net decrease in funds of £118,325). At 31 December 2020, the net assets of the charity amounted to £915,542 (2019 - £946,440).

Investment policy

The trustees have considered the cash requirements for the various projects they are involved in and have adopted a policy of keeping available funds in special interest bearing deposit accounts and a treasury deposit account. These provided an average return of less than 1% during the period but, given the level of risk the trustees are willing to undertake and the current economic environment especially in the wake of Covid-19, the returns are deemed satisfactory. An Ethical Investment Policy has been adopted by the charity.

Reserves policy

The trustees aim to maintain between two and three years of regular operating expenditure in free reserves (reserves not designated or invested in fixed assets). The trustees consider this level of free reserves to be appropriate given the charity's responsibility as co-ordinator of the Congregation's worldwide activities, where in the event of an urgent need in any Province/Region, immediate financial assistance can be provided. The trustees will continue to keep this policy under review.

Financial position

The balance sheet shows total reserves of £915,542 (2019 - £946,440). The tangible fixed assets fund totals £198,633 (2019 - £216,687) and is represented by tangible fixed assets used to support the work of the charity.

Funds available to co-ordinate and provide advice on the Congregation's worldwide activities in the future are shown as general funds on the balance sheet and amount to £716,909 (2019 - £729,753). The trustees are of the opinion that the free reserves are adequate but not excessive. The continuing worldwide economic uncertainties mean that the trustees must have the flexibility to react quickly should Provinces or Regions have urgent need of financial resources. As such, the trustees believe it prudent to retain these reserves at the current time. Given the challenges that will arise in the short to medium term as a result of Covid-19 and in the light of the charity's commitment to support the Congregation for the long term, this level of reserves is deemed appropriate and the trustees are content that the charity is a going concern.

Future plans

The future plans of the charity are as follows:

- ◆ The Region of the Southern Cross Assembly will be held by Microsoft Teams 21 - 26 February 2021 and the Congregational Leader will attend given this precedes a possible change of Leadership. A Formal Pastoral Visit to the Region of the Southern Cross will be made in 2021.
- ◆ The Region of the Queen Peace Gathering will be held from 23 - 28 February 2021. A Congregational Councillor will present a Congregational overview on behalf of the Congregational Leader at this through digital presentation.
- ◆ The Province of the Assumption Gathering will be held across a series of weekends in February/March 2021. A Congregational Councillor will present a Congregational overview on behalf of the Congregational Leader at this through digital presentation.
- ◆ An Extended Council meeting via Microsoft Teams is planned for April 2021. This will assist in shaping the work of Congregational Leadership currently and towards Chapter 2023.
- ◆ The Formal Pastoral Visit to the Province of the Assumption, South Korea, will be made in April/May 2021 by the Assistant Congregational Leader.
- ◆ Trustees continue to attend appropriate educational meetings and webinars that will inform them of recent changes in the charity law that relate to the charity.
- ◆ L&P Cantor Fitzgerald of Dublin, Ireland have been engaged to conduct a Congregational Resource Assessment during 2021 in preparation for the 2023 Congregational Chapter. The assessment is called Stewardship for Mission Project.
- ◆ Exploration and planning to address the future of the Congregation will continue.

Governance, structure and management

Governing document and background

Little Company of Mary Congregation CIO is an incorporated charitable organisation, currently governed by a constitution dated 5 March 2018. It is a registered charity, Charity Registration Number: 1161450. The original constitution dated 28 April 2015 was amended by a Resolution dated 5 March 2018.

The charity was registered with the Charity Commission on 28 April 2015. The charity's activities commenced on 1 July 2015 following the transfer of activities, assets and liabilities from a charitable trust called the Generalate Community of the Little Company of Mary. From the date of the transfer, the charitable trust became dormant and has since been removed from the Central Register of Charities.

Governance, structure and management (continued)

Membership of the CIO

The Congregational Leader for the time being shall automatically, by virtue of holding that office, be ex-officio the sole member of the CIO. If the CIO is wound up, the member of the CIO has no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Trustees

The charity has four trustees: the Congregational Leader and three Congregational Councillors. The trustees are elected for a term of six years at the Congregational Chapter by the elected delegates of the Congregation's membership. The current trustees were elected in March 2017 at the Eighteenth Congregational Chapter held in Newry, Northern Ireland, and began their term of office on 2 July 2017 as trustees of the incorporated charitable organisation.

The names of the trustees who served during the period are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details of each of the trustees in office at the year end is given below.

♦ *Sister Bernadette Fitzgerald* – Congregational Leader

Sister Bernadette Fitzgerald has spent over forty years in health, aged and community care clinical at management and governance levels. She entered the Congregation in 1983. Her initial professional background was in General and Midwifery Nursing. To prepare for a position as a Director of Nursing, she completed a Bachelor of Health Science and a Graduate Diploma in Health Services Management. After completing this role and in order to transition to a different role within the Little Company of Mary health care services, Sister Bernadette completed a Master of Theology (Distinction), a Certificate IV in Training and Assessment and a Graduate Certificate in Applied Ethics. Each qualification was undertaken to ensure that she was able to fulfil the roles of Director of Mission and National Director of Mission for LCM Health Care Services. Her background in governance included Director positions on the Boards of Governance of Calvary Health Care Bethlehem, Calvary Health Care Adelaide, as a trustee on the Board of Catholic Health Care Services New South Wales and Australian Capital Territory and a Member on the Members Council of Calvary Ministries Limited Australia (all Catholic Australian health and aged care organisations). She was a member of the Executive of Catholic Leaders of Religious Institutes (New South Wales). Sister Bernadette served as the Province Leader of the Province of the Holy Spirit (Australia) from 2011 to 2015 and of the newly formed Province of the Southern Cross (Australia, New Zealand and Tonga) from 2015 until her election in 2017, as the Congregational Leader, Little Company of Mary at the LCM Congregational Chapter in Northern Ireland for a period of 6 years and consequently is serving as a trustee of the charity.

Governance, structure and management (continued)

Trustees (continued)

◆ *Sister Susanna Mi Young Park* – Congregational Councillor

Sister Susanna Park entered the Congregation in 1986 in Korea. Before joining the Little Company of Mary, she qualified as a Pharmacist in 1982 in Korea and completed a master's degree of Pharmacology from Daegu Catholic University in 1984. She worked at Calvary Clinic in GangNeung from 1989 to 1993, at Morhyun Home Care Hospice in Seoul from 1994 to 1996 and at the Catholic University of Korea UijeongBu St Mary's Hospital from 1996 to 1998 as a pharmacist. She served as the Province Leader of the Assumption Province and as a trustee of the Little Company of Mary Sisters South Korea from 1999 to 2005 and again from 2011 to 2016. She obtained a postgraduate diploma of Mariology at Lampeter University in the UK in 2008. She was a member of a community of the Heritage Centre of the Little Company of Mary in Nottingham from 2009 to 2011. In March 2017, at the LCM Congregational Chapter in Northern Ireland, she was elected as the Congregational Councillor for a period of 6 years and consequently is serving as a trustee of the charity.

◆ *Sister Patricia Mary Bell* – Congregational Councillor

Sister Patricia Mary Bell has been a sister of the Little Company of Mary since 1976 and has a wide range of experience in health care in Australia. Having graduated from Nursing at Lewisham, Sydney, she later undertook her midwifery at St Margaret's Hospital, Darlinghurst, Sydney and Oncology at the College of Nursing. She has had wide experience in nursing in medical, surgical, midwifery and especially in palliative care, her "great love". Previously, Sister Patricia Mary has held Charge Sister positions at Lewisham, Wagga Wagga, Hobart, Canberra and Coordinator of Hospice Home Care at Bethlehem, Melbourne and was Director of Mission in Hobart from 1996 until 2005. She has Grief Line and Life Line Counselling Certificates. She was elected as Province Councillor for Australia in 2004, a role she held until her election as Congregational Councillor/trustee in 2005. Returning to Australia in 2011 she ministered as a Volunteer in the Community Palliative Care Team at Kogarah, was involved with ACRATH (Australian Catholic Religious Against Human Trafficking), provided support to refugees and asylum seekers in detention and was the Province Coordinator for the Affiliates and Associates for the Little Company of Mary. In March 2017, at the LCM Congregational Chapter in Northern Ireland, she was elected as the Congregational Councillor for a period of 6 years and consequently is serving as a trustee of the charity and as Congregational Treasurer.

Governance, structure and management (continued)

Trustees (continued)

♦ ***Sister Elizabeth Gilroy*** – Congregational Councillor

Sister Elizabeth Gilroy has a professional background in General and Midwifery Nursing, with over 30 years' experience in specialist areas of Operating Theatre, Accident and Emergency and Labour Ward nursing. She also has had several years as Health and Safety Registered Nurse at Qantas Airways. She has had further experience at Governance Levels of the Province Leadership Team and a Director of the Corporation of the Little Company of Mary Holy Spirit Province, Australia. She has experience in Formation and ongoing Education with further studies in Theology, attained a Master of Arts with a Major in Pastoral Counselling and Pastoral Ministry, Boston USA and a Certificate in Effective Group Leadership Skill Training with a Diploma in Spiritual Direction and Counselling. Her professional experience also includes Spiritual Companion for Calvary Ministries, (Health Care), Australia; Consultant for National Office for LCM Health Care assisting in formulating LCM National Leadership Development Programmes; and Pastoral Counsellor at Franciscan Counselling Service, Boston USA. In March 2017, at the LCM Congregational Chapter in Northern Ireland, she was elected as the Congregational Councillor for a period of 6 years and consequently is serving as a trustee of the charity.

Trustee Formation

Representatives of the Congregational Leadership attended the following meetings and conferences during the period:

- ♦ 17 January 2020: Webinar: Sustainability in the spirit of the integral ecology of Laudato Si – Sr Susanna Park;
- ♦ 22 January 2020: Webinar: The meeting on Leadership in Intercultural Communities – Sr Susanna Park, Sr Bernadette Fitzgerald;
- ♦ 7-9 February 2020: Charisms in Communion: The Prophecy of Chiara Lubich held at Castel Gandolfo, Italy - Sr Patricia Mary Bell;
- ♦ 19 February 2020: Webinar: Interculturality Questions and Answers Sr Pat Murray UISG - Sr Bernadette Fitzgerald, Sr Elizabeth Gilroy and Sr Susanna Park;
- ♦ 22 February 2020: Pre-Lent Day of reflection: Contemplating the word of God - Sr Patricia Mary Bell and Sr Elizabeth Gilroy;
- ♦ 25 February 2020: Webinar: Criteria for Discernment in the Economic Field - Sr Bernadette Fitzgerald;
- ♦ 24 March 2020: Webinar: Interculturality as witness - Sr. Bernadette Fitzgerald and Sr Susanna Park;
- ♦ 31 March 2020: Webinar: Charity Training: Immigration issues for charities – Sr Bernadette Fitzgerald;

Governance, structure and management (continued)

Trustee formation (continued)

- ◆ 1 April 2020: Webinar: Covid-19: How to better manage stress and anxiety in these uncertain times UISG – Sr Bernadette Fitzgerald and Sr Susanna Park;
- ◆ 21 April 2020: Webinar: How to face the social and personal grief, Covid-19 - Sr Susanna Park and Sr Bernadette Fitzgerald.
- ◆ 5 May 2020: Webinar; Covid-19: Re-imagining the future - How spirituality and the proper charism can help Religious Life to be generative in this time by Sr. Teresa Gilstj and Fr. David Kinnear Glenday, mccj - Sr Susanna Park
- ◆ 7 May 2020: UISG Webinar: UISG Re-imagining the future: How spirituality can help Religious Life to be generative in this time - Sr Bernadette Fitzgerald
- ◆ 13 May 2020: Stone King Webinar, "How to manage Charity Finances in a positive and practical way"- Sr Patricia Mary Bell
- ◆ 22 May 2020: Webinar: Nonviolent communication and social media by Nicholas T. Schafer - Sr Susanna Park
- ◆ 10 June 2020: Webinar: Laudato Si' Reflecting on a Global Plan by Fr. Albert Parise, mccj, Sr. Catharine Barange, Sisters of St. Joseph de Lyons and Laura Noctor-King - Sr Susanna Park
- ◆ 18 June 2020: Buzzacott Webinar: Adapting financial governance in the light of Covid-19 - Sr Susanna Park
- ◆ 1 July 2020: Webinar: New Challenges for a Spirituality of Ecojustice. Covid-19 A New Call to Justice Making. Fr Diarmuid O'Murchu, Liverpool Justice and Peace Assembly - Sr Patricia Mary Bell
- ◆ 5 July 2020: Buzzacott Webinar: Adapting Financial Governance in Light of Covid-19 - Sr Patricia Mary Bell
- ◆ 8 July 2020: Webinar: Professor Ernesto Caffo, UISG – Care of Children after Lockdown - Sr Patricia Mary Bell
- ◆ 9 July 2020: Webinar: Fr Hans Zollner SJ – Safeguarding Online in Times of Lockdown - Sr Patricia Mary Bell
- ◆ 22 July 2020: UISG Telco: Canon law in Covid-19 – Sr Bernadette Fitzgerald
- ◆ 22 July 2020: Sarasin and Partners Webinar: Paris Defiant or Paris Compliant- Sr Patricia Mary Bell
- ◆ 23 July 2020: Potheccray, Witham, Weld Webinar: helping Charities Through and Out of Lockdown- Sr Patricia Mary Bell

Governance, structure and management (continued)

Trustee formation (continued)

- ◆ 10 August 2020: Webinars attended by Sr Bernadette Fitzgerald
 - Safeguarding and A Theology of Childhood
 - Victimology and the Relational Safety Model
 - Safeguarding online in times of lockdown
 - Care for children after lockdown
- ◆ 3 September 2020: Webinars attended by Sr Patricia Mary Bell
 - Safeguarding and A Theology of Childhood
 - Victimology and the Relational Safety Model

Sr Patricia has previously completed the other two units of the program
- ◆ 30 July - 16 September 2020: Laudato Si' Animators online training course run by Global Catholic Climate Movement - Sr Susanna Park
- ◆ 7 -18 September 2020: Webinars attended by Sr Susanna Park
 - Safeguarding and A Theology of Childhood
 - Victimology and the Relational Safety Model
 - Safeguarding online in times of lockdown
 - Care for children after lockdown
- ◆ 15 September 2020: COREW Webinar: Interacting with Survivors Webinar – Sr Bernadette Fitzgerald
- ◆ 6 October 2020: Webinar APB Mini Conference Canon Law – Sr Bernadette Fitzgerald
- ◆ 6 October 2020: RBS Webinar: Fraud Awareness by Andy May - Sr Patricia Mary Bell and Sr Elizabeth Gilroy
- ◆ 6 October 2020: APB Webinars. Financing Projects Abroad; accountancy and tax implications. Looking at both internal projects abroad and independent ones. Adam Halsey, Partner, Haysmacintyre Accountants – Sr Patricia Mary Bell
- ◆ 6 Oct -14 Nov 2020: Five weeks' program Leaders for a Consecrated Life in a World in Gestation online leadership course run by UISG and USG – Sr Susanna Park and Sr Bernadette Fitzgerald

Governance, structure and management (continued)

Trustee formation (continued)

- ◆ 7 October 2020: Employment Law Libby Hubbard, Anthony Collins Solicitors – Sr Patricia Mary Bell
- ◆ 7 October 2020: What is Good Investment? Ed Kirwan, Willie Hartley-Russell, Dr James Corah and Celia Waring from CCLS - Sr Patricia Mary Bell
- ◆ 13 October 2020: Webinar: Online Conversation with Fr. Augusto Zampini regarding “Fratelli tutti”- Sr Susanna Park and Sr Bernadette Fitzgerald
- ◆ 14 October 2020: Acting Now WATAC – Laudato Si Eco-Theologies and Advocacy – Jaqui Remond and Dianne Rayson – Sr Patricia Mary Bell
- ◆ 3 November 2020: Stone King Webinar: Virtual Charity Training: Managing Change, Restructure, Redundancy and Employee Support – Sr Bernadette Fitzgerald
- ◆ 5, 6, 20 Nov 2020 UISG Leadership for Consecrated Life in a world in Gestation 5 modules completed – Sr Patricia Mary Bel
- ◆ 25 November 2020: Webinar by Charity Commission - Running your international charity during the Covid-19 outbreak – Sr Bernadette Fitzgerald
- ◆ 2 December 2020: UISG Leadership in Religious Communities during Covid-19 – Sr Bernadette Fitzgerald
- ◆ 9 December 2020: Joint Charity Commission and National Crime Agency webinar: Recovering with Integrity- Charities united against corruption internationally - Sr Patricia Mary Bell
- ◆ 10 December 2020: Webinar, CICLSAL - The gift of fidelity, the joy of perseverance - Sr Bernadette Fitzgerald

Statement of trustees' responsibilities

The 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 period which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing the accounts the trustees are required to:

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

Governance, structure 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 accounts 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 accounts;
- ♦ 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 which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (Accounts and Reports) Regulations and the provisions of the charity's constitution. 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 and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. As a result of the international scope of their work and travel, they meet regularly to review developments with regard to the charity or its activities and make any important decisions. The trustees use electronic means to be informed and kept up to date with developments within the Congregation and the charity. When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff.

Key management

The trustees consider that they alone comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All of the trustees are members of the Little Company of Mary ("the Congregation"). Whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties as trustees

Governance, structure and management (continued)

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.

In November 2019 the trustees commenced using the Bankline service of the Royal Bank of Scotland (RBS) for payments by electronic transfer. This process minimises risk and ensures effective safeguards are in place. A policy for digital banking has been developed.

With the exception of the challenges faced because of the Covid-19 pandemic (see above), this work has identified two key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ Operationally the charity works with children and 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 sisters engaged in any ministry in Great Britain and all those who work or volunteer for the charity and work with children or vulnerable adults must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Safeguarding Advisory Service (CSAS).
- ◆ From time to time, the charity donates significant sums in support of the wider Congregation and other organisations. The vast 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 full written report is obtained.

Signed on behalf of the trustees:

Patricia Mary Bell

Trustee

Date: 12 July 2021

Independent auditor's report to the trustees of Little Company of Mary Congregation CIO

Opinion

We have audited the accounts of Little Company of Mary Congregation CIO (the 'charity') 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 accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 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 Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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 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 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; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of 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 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 charity or to cease operations, or have no realistic alternative but to do so.

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.

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.

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 charity through discussions with one of the 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 accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019); and
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of those charged with governance 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;
- 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.

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.

Independent auditor's report Year to 31 December 2020

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 145 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

20 July 2021

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

Statement of financial activities Year to 31 December 2020

	Notes	Unrestricted funds	
		2020 £	2019 £
Income from:			
Donations	1	254,789	210,459
Bank interest		2,507	4,542
Total income		257,296	215,001
Expenditure on:			
Charitable activities			
. Co-ordination and direction of, and the provision of advice to, the Regions and Provinces of the Congregation	2	212,384	305,379
. Donations	4	75,810	27,947
Total expenditure		288,194	333,326
Net expenditure and net movement in funds	5	(30,898)	(118,325)
Balances brought forward at 1 January 2020		946,440	1,064,765
Balances carried forward at 31 December 2020		915,542	946,440

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

There is no difference between the net movement in funds stated above and the historical cost equivalent.

All activities of the charity derived from continuing operations during the above two financial years.

Balance sheet 31 December 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	8		198,633		216,687
Current assets					
Debtors	9	8,703		14,380	
Cash at bank and in hand		724,176		729,241	
		732,879		743,621	
Current liabilities					
Creditors: amounts falling due within one year	10	(15,970)		(13,868)	
Net current assets			716,909		729,753
Total net assets			915,542		946,440
Represented by:					
The funds of the charity					
Unrestricted income funds					
. General fund			716,909		729,753
. Tangible fixed assets fund	12		198,633		216,687
			915,542		946,440

Approved by the trustees and signed on their behalf by:

Patricia Mary Bell

Trustee

Approved by the trustees on: 12 July 2021

Statement of cash flows Year to 31 December 2020

	Notes	2020 £	2019 £
Cash flows from operating activities	A		
Net cash used in operating activities		(6,005)	(108,744)
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,567)	(7,226)
Interest receivable		2,507	4,542
Net cash provided by (used in) investing activities	B	940	(2,684)
Change in cash and cash equivalents in the period		(5,065)	(111,428)
Cash and cash equivalents at 1 January 2020	B	729,241	840,669
Cash and cash equivalents at 31 December 2020	B	724,176	729,241

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

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

	2020 £	2019 £
Net expenditure and net movement in funds (as per the statement of financial activities)	(30,898)	(118,325)
Adjustments:		
Depreciation charge	19,621	19,567
Interest receivable	(2,507)	(4,542)
Decrease (increase) in debtors	5,677	(1,338)
Increase (decrease) in creditors	2,102	(4,106)
Net cash used in operating activities	(6,005)	(108,744)

B Analysis of cash and cash equivalents

	2020 £	2019 £
Total cash and cash equivalents: Cash at bank and in hand	724,176	729,241

Principal accounting policies Year to 31 December 2020

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

The accounts have been prepared for the year to 31 December 2020 with comparative figures given for the year to 31 December 2019.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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 charity constitutes a public benefit entity as defined by Financial Reporting Standard 102 (FRS 102).

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

Critical accounting estimates and areas of judgement

The most significant areas of adjustment and key assumptions that affect items in these accounts are the estimation of the useful life of tangible fixed assets for the purpose of determining the depreciation charge and estimating future income and expenditure flows 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 one year from the date of approval of these accounts.

Whilst acknowledging the continuing effects that Covid-19 will have on the charity's operations with regards to the next accounting period, the trustees have concluded that there will be minimal impact on the charity's income and expenditure. Consequently, their belief is that Covid-19 will not cast any significant doubt on the ability of the charity to continue as a going concern especially given its reserve levels. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Income recognition

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

Income comprises donations and interest receivable.

Donations, including assessments and additional contributions receivable from individual Provinces and Regions, are recognised when the charity 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 charity 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 charity and it is probable that those conditions will be fulfilled in the reporting period.

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

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

Expenditure recognition and the basis of apportioning costs

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

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including governance costs, are allocated or apportioned to the applicable expenditure headings. The classification between activities is as follows:

- ◆ Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs include costs specifically relating to the co-ordination and direction of advice to Provinces and Regions of the Congregation, donations payable and governance costs.
- ◆ The making of grants and donations is not a central part of the charity's activities. Donations are made only in cases where the trustees consider there is 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 grants and donations approved but unpaid at the period end.

All expenditure is stated inclusive of irrecoverable VAT.

Governance costs

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

Tangible fixed assets

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

a. Freehold land and buildings

Freehold land and buildings comprising functional properties used for the direct charitable work of the charity are included in these accounts at their historic cost at their date of acquisition together with the cost of additions and improvements to date.

Functional freehold properties are depreciated at a rate of 2% per annum on a straight line basis in order to write the buildings off over their estimated useful economic life to the charity.

b. Other tangible fixed assets

Other tangible fixed assets are capitalised at cost and depreciated at the following annual rates in order to write them off over their estimated useful lives:

♦ Furniture, fittings and equipment	20% per annum based on cost
♦ Motor vehicles	25% per annum based on cost

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.

Short term deposits and 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 i.e. current asset investments. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

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

Leased assets

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged on a straight-line basis over the lease term.

Principal accounting policies Year to 31 December 2020

Fund structure

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

The tangible fixed assets fund comprises the net book value of charity's tangible fixed assets, the existence of which is fundamental to the charity being able to perform its charitable work and thereby achieve its charitable objectives. The value represented by such assets should not be regarded, therefore, as realisable.

Services provided by members of the Congregation

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

Pension contributions

Contributions in respect to the charity's defined contribution 'stakeholder' pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 6. There were no outstanding contributions at the year end.

1 Income from: Donations

	2020 £	2019 £
Contributions from individual Regions and Provinces of the Congregation	254,789	210,459

2 Expenditure on: Co-ordination and direction of, and provision of advice to, individual Regions and Provinces of the Congregation

	2020 £	2019 £
Premises costs	41,863	45,810
Sisters' living expenses	46,130	64,541
Other direct costs	115,369	186,574
Governance costs (note 3)	9,022	8,454
	212,384	305,379

3 Governance costs

	2020 £	2019 £
Auditor's remuneration	9,022	8,454

4 Expenditure on: Donations

The charity makes donations to both individuals and institutions in accordance with its donations policy set out in the trustees' report.

Donations and grants payable to institutions during the period were as follows:

	2020 £	2019 £
Donations payable	75,810	27,947

4 Expenditure on: Donations (continued)

Donations payable to institutions during the period comprised the following:

	2020 £	2019 £
American Red Cross	10,015	—
Aid to the Church in Need	11,000	2,000
Bushfire Disaster Relief Appeal Victoria, Australia	2,500	—
Bushfire Disaster Relief Appeal Tasmania, Australia	2,500	—
CAFOD	1,000	1,000
Caritas Manila, Philippines	1,015	—
International Union Superiors General (UISG) (Covid)	10,015	—
International Union Superiors General (UISG) (Migrants Sicily)	5,000	—
Little Sisters of the Poor	1,000	1,000
Missionvale Care Centre Trust	3,765	—
NSW Rural Fire Service Bushfire Appeal	2,500	—
Our Lady of La Salette	1,000	1,000
Solidarity South Sudan	11,000	10,020
South Australian Government State Emergency Bushfire Relief Fund	2,500	—
Spires	1,000	1,000
St Anne's Church	1,000	1,000
St Anselm's Church	2,000	1,000
St Barnabas Cathedral	1,000	2,000
St Vincent de Paul Society	2,000	1,000
The Archbishop Romero Trust	—	1,000
The Medaille Trust	1,000	1,000
The Passage	1,000	1,000
The Salvation Army	1,000	1,000
Wailing Women Ministries	—	1,000
Payments of less than £1,000 each	1,000	1,927
	75,810	27,947

During the year to 31 December 2020, no grants were paid to individuals (2019 - none).

5 Net expenditure and net movement in funds

This is stated after charging:

	2020 £	2019 £
Staff costs (note 6)	41,406	34,682
Auditor's remuneration (including VAT)		
. Statutory audit fees		
.. Current year	7,600	7,050
.. Prior year	1,422	1,404
Depreciation	19,621	19,567
Operating lease rentals (note 11)	2,466	2,687

6 Staff costs and remuneration of key management personnel

	2020 £	2019 £
Gross salaries	36,584	29,954
Pension costs	4,822	4,728
	41,406	34,682

There was one employee during the year (2019 - one employee) who was involved in the co-ordination and direction of, and provision of advice to, individual Regions and Provinces of the Congregation.

The trustees consider that they alone comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All of the trustees are members of the Little Company of Mary i.e. the Congregation and whilst their living and personal expenses are borne by the charity they receive no remuneration or reimbursement of expenses in connection with their duties as trustees (2019 - none).

7 Taxation

The Little Company of Mary Congregation CIO is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

8 Tangible fixed assets

	Freehold land and buildings £	Furniture, fittings and equipment £	Motor vehicles £	Total £
Cost				
At 1 January 2020	494,214	31,106	19,174	544,494
Additions	—	1,567	—	1,567
At 31 December 2020	494,214	32,673	19,174	546,061
Depreciation				
At 1 January 2020	306,409	14,207	7,191	327,807
Charge for the year	9,884	4,943	4,794	19,621
At 31 December 2020	316,293	19,150	11,985	347,428
Net book values				
At 31 December 2020	177,921	13,523	7,189	198,633
At 31 December 2019	187,805	16,899	11,983	216,687

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values with the market value being considerably higher than the net book value at 31 December 2020.

At 31 December 2020 the charity had no capital commitments (2019 - none).

9 Debtors

	2020 £	2019 £
Prepayments	5,763	13,908
Sundry debtors	2,938	472
	8,703	14,380

10 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	15,970	13,868

11 Financial commitments

At 31 December 2020 the charity had total commitments under non-cancellable operating leases in respect to equipment which expire as follows:

	2020 £	2019 £
Payable:		
. Within one year	1,794	2,466
. Within one to five years	—	1,794
	1,794	4,260

12 Tangible fixed assets fund

	2020 £	2019 £
At 1 January 2020	216,687	
Net movements in year	(18,054)	
At 31 December 2020	198,633	
At 1 January 2019		229,028
Net movements in year		(12,341)
At 31 December 2019		216,687

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

13 Related party transactions

There were no related party transactions during the period (2019 – none) and no donations were received from the trustees (2019 - none).

14 Membership of the CIO and ultimate control

The Congregational Leader for the time being shall automatically, by virtue of holding that office, be ex-officio the sole member of the CIO. If the CIO is wound up, the member of the CIO has no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. The Congregational Leader for the time being shall automatically, ex-officio be a trustee for as long as she holds that office. All other trustees are appointed by a resolution in writing by the Congregational Leader.

The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation are administered in the trustees of the charity, who undertake all transactions entered into in the course of the Congregation's charitable activities.