

Charity Registration CIO No. 1168379

DOMINICAN MISSIONARY SISTERS

OF THE

SACRED HEART OF JESUS

CIO

TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2020



DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Kamfwa Astridah Mutale (Chair) Tariro Chimanyiwa Filomina Mupfigo Stefanie Spanniger Philomina Musara Dzimba Astridah Mwewa Chibale	
Charity number (CIO)	1168379	
Principal address	4 Gossops Green Lane Crawley West Sussex RH11 8BJ	
Independent examiner	Richard Place Dobson Services Ltd Ground Floor 1-7 Station Road Crawley, West Sussex RH10 1HT	
Bankers	National Westminster Bank Plc 2 Greenwich Church Street Greenwich London SE10 9BQ	
Solicitors	Stone King LLP Boundary House 91 Charter House St Barbican London RC1M 6HR	Pothecary Witham Weld 70 St. George's Square London SW1V 3RD
Investment Advisors	Blackrock Investment Management P O Box 9036 Chelmsford CM99 2XD	
Advisory Committee	Amanda Francis Fergus Brotherton Ludwig Spagl Richard Ounsworth	



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DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Trustees Report

The Trustees herewith present their Report and the Financial Accounts of the Charity for the year ended 31 December 2020.

The accounts have been prepared in accordance with the Accounting Policies set out in note 1 of the accounts and comply with the Charity's Constitution, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS 102) (effective 1 January 2015).

1. NAME, ESTABLISHMENT AND MAIN OBJECTIVE OF CHARITY

Name:

The Congregation of the **Dominican Missionary Sisters of the Sacred Heart of Jesus** is an international Roman Catholic Religious Congregation whose membership comprises of 290 Sisters worldwide. It was founded in Rhodesia, now known as Zimbabwe, in 1891 where its Motherhouse was established and where the General Administration, known as the Generalate, resided until February 2006. The General Administration was relocated to England, and it is now situated at 4 Gossops Green Lane, Gossops Green, Crawley, West Sussex, RH11 8BJ.

1.1. ESTABLISHMENT OF CHARITY

1.1 History of the Charity

The Congregation was registered as a Charity, No. 231237, on 27.01.1964 as "The Dominican Missionary Sisters of the Sacred Heart of Jesus" - correspondent details: The Prioress General, The Generalate, P.O. Box CY 1573, Causeway, Harare, Zimbabwe. This Charity was established by a Charitable Trust Deed on 31st July 2005. The previous Charity merged with its Generalate (Congregational Headquarters) to form a new Charity in 2006. The result was a slight change in name and a different registration number, 1114375. In July 2016, the Charity was registered as a Charitable Incorporated Organisation and acquired a new name **Dominican Missionary Sisters of the Sacred Heart of Jesus Charitable Incorporated Organisation (CIO)** and acquired a new number 1168379.

1.2 Areas of Benefit:

- National and Foreign to include Colombia, England, Germany, Kenya, Zambia and Zimbabwe.

1.3 Objectives of Charity

- The object of the CIO is the advancement of the Roman Catholic religion through the religious and other charitable work of the congregation as the trustees with the approval of the Prioress General shall from time to time think fit, including but not limited to
 - a) The education of youth and the instruction of children in accordance with the doctrines of the Roman Catholic faith and the carrying out of such work amongst the population of Africa; and
 - b) The relief of the poverty and the advancement of education and health throughout the world.



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2. CHARITABLE PURPOSE AND PUBLIC BENEFIT

2.1 The primary objective of the Charity is the upholding of the Roman Catholic Religion and meeting the needs of the people in our time as manifested in the Southeast London and West Sussex areas in the UK, but also to help others in the areas listed above, wherever possible and as far as our resources allow.

The underlying value is the belief in the uniqueness of each person and the holistic development of their potential at every level. Wherever possible the Charity collaborates with other Christian bodies. Facilities like the chapel and meeting rooms are available to the public.

2.2 The Mission Statement is OUR VISION which was updated at our 2014 General Chapter. It was made brief and sharper to guide and inspire the charitable activities which extend beyond the UK to three continents of Europe, Africa and South America. It now reads as follows:

*'We are Dominican Missionary Sisters,
women of contemplation and action,
Living in multicultural participative communities.*

*United by God's call,
We study and proclaim the Word of God
And witness to gospel values
With joy and courage*

*Missioned as communities.
And in collaboration with others,
We empower all to respond compassionately.
To the needs of our time
And to God's creation'.*

General Chapter 2014

2.3 Public Benefit

The charity's trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set.

3. GOVERNANCE, STRUCTURE AND MANAGEMENT

3.1 Governance of this International Missionary Congregation

In terms of Canon Law, the Congregation is governed at an international level by the Prioress General and her General Council. They monitor all legal acts and transactions and coordinate all congregational activities according to their Constitutions and in line with the Charity Laws of England and Wales.



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The membership of our Dominican Missionary Congregation is ministering in six different countries, which are Colombia, England, Germany, Kenya, Zambia and Zimbabwe.

NUMBER OF RELIGIOUS HOUSES AND NUMBERS OF MEMBERS ACCORDING TO COUNTRY 31.12.2020

SUMMARY OF STATISTICS 2020

COUNTRY	HOUSES	NOVICES	PROFESSED TEMPORARY	PROFESSED PERPETUALLY	TOTAL
COLOMBIA	1	-	-	5	5
ENGLAND	2	-	-	9	9
KENYA	3	3	11	11	25
GERMANY	2	-	-	69	69
ZAMBIA	10	9	14	57	80
ZIMBABWE	15	4	15	78	97
TOTAL	33	16	40	229	285

In each country, there is either a Regional or Delegational structure of government in place, depending on the size of membership. The Regional Prioresses and Delegational Superiors have their own councils and are responsible for the Sisters and ministries in their area. They keep the central government, which is the Prioress General and her Council, informed of current trends in their ministries. As the Congregation has decentralised its financial administration, the Charity is thus responsible for the financial accounting of the Sisters ministering in the UK, in the two communities, at Greenwich and at Gossops Green. All the Countries were visited except Colombia due to travel restrictions. The trustees held workshops on Financial Management with the Leadership and Bursars.



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3.2 Governance of Charity and Trustees

In terms of Civil Law, the Charity is governed by a Constitution, dated 22 July 2016 and is a registered Charity - Charitable Incorporated Organisation Registration No. 1168379. The Trustees of the Charity are five members of the General Council and the Bursar General. The Trustees also meet with the Congregation's legal and accounting advisers to obtain a full briefing of their responsibilities and the Charity's position.

3.3 Structure and Management Reporting

The Trustees are ultimately responsible for the policies, activities, and assets of the Charity. In fulfilment of their responsibilities, the Trustees held Zoom Meetings during 2020 and met online with the Charity, Richard Place Dobson, investment managers and financial advisers. They participated in the Zoom Meetings organized by Buzzacott, Stone King, the Catholic Charity Conference and Association of Provincial Bursars. However, we missed face to face interactions.

The Trustees considered risks to the mission, to the health and safety of the Sisters and the assets of the Charity, and they continued taking steps to mitigate against these and other risks.

The membership of the English branch of the Congregation comprises of 9 Perpetually professed members in two houses or communities: one is based at the Sacred Heart Priory, 38 Hyde Vale, Greenwich, London; the second community is the Generalate, based at 4 Gossops Green Lane, Crawley. One Sister who used to live in Eastbourne left for Germany. The communities are based in areas where it is believed that the Sisters' presence provides spiritual and psychological help. The local superior in Greenwich is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the Trustees.

The community at Gossops Green comprises of seven members, six of whom are the Charity's Trustees. The other member is the Secretary General of the Congregation.

4. OVERALL MISSION

4.1 Outreach in different countries

The English branch of the Congregation of the Dominican Missionary Sisters Charity aims at supporting the religious and other charitable works carried on by the members of the Congregation and caring for its members throughout their lives by annual visits and personal dialogue. The ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the following main areas:

- Education and Formation
- Provision of Health care
- Social and Pastoral Work
- Media



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The above takes place mainly in the overseas missionary work, where the bulk of the members of the Congregation live and work. Social and pastoral work, as well as activities of Formation are also taking place here in England.

4.2 Working with other organisations in the UK.

The Trustees recognise the absolute necessity of ensuring the protection and safety of all those the Charity serves. This means that all Sisters, who are in any kind of ministry in Great Britain, have obtained clearance from the Disclosure and Barring System. The Trustees are committed to implementing all policies and procedures of Safeguarding with confidence.

The Charity works with other Charities, for example, the Society of Vincent de Paul (SVP) and public bodies in the field of providing spiritual, social, and psychological and pastoral care. Due to Covid-19 restrictions the Sisters were unable to provide space for CAFOD soup kitchen to raise funds for the needy, spiritual direction and retreat/prayer opportunities. Spiritual and pastoral care is offered on an informal basis in the parishes, the neighbourhood and beyond. They work together with others, enhancing communities.

4.3 Trustee's Report

Organisations the Sisters have worked with and the Charity has cooperated with during the year are:

4.3.1 The Roman Catholic Dioceses of Southwark and Arundel & Brighton:

The Dominican Missionary Sisters have continued to collaborate and give their services to the life and Mission of the Dioceses where they work (Arundel and Brighton and Southwark). In 2020 the Sisters:



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- a) Participation in the life and Mission of the two Dioceses started well as the Sisters took part in the courses and seminars organised by the Dioceses. At the beginning of the year, they joined other for seminars such as safeguarding, recollection days for different groups, day for consecrated life and ecumenical Day of Prayer. Face to face encounters were appreciated by all before the pandemic. During the pandemic, face to face meetings were replaced by virtual seminars which the Sisters also participated in.



- b) The doors of the convent were open for the first three months of the year. Different lay groups joined us in prayer and celebrations. The involvement of the lay groups in the life of the community was highly appreciated by both the Sisters and the lay faithful.
- c) The involvement of the Sisters with the Zimbabwean and Zambian Chaplaincy groups was intensified during the pandemic as the people needed the Sisters to help them keep their hope alive. The Sisters taught and prayed with the groups virtually which will continue into the next year. Though the pandemic deprived people of the face-to-face meetings, it has proved to be cost friendly for many and the Sisters could get involved from where they were. The Sisters prayed with the lay groups more than they ever did in the past years.

4.3.2 The Crawley Parish (St Anthony and St Francis)

- d) The Sisters remained actively involved in the life and Mission of the parish. They maintained their involvement in leading prayer groups such as Lenten reflection groups, couples' prayer group and preparation for Sacraments (Catechists) though like everything else this was cut short by the pandemic. Catechism and confirmation classes that had started beginning of the year were completed virtually with only a few people allowed to witness to the celebration of these sacraments.
- e) The Sisters are Eucharistic Ministers. At the beginning of the year, they took Holy Communion to the elderly and the sick and house bound weekly which was stopped because of lockdown restrictions. When they gave out Holy communion, they strictly followed the guidelines given at parish and Diocesan level.



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- f) Though the many lay faithful that joined us for prayers and mass were unable to be with us, the Sisters remembered to pray for them. The Sisters pray daily for the end of the pandemic.
- g) The Sisters continued the Sunday tradition of Adoration and Evening Prayer.
- h) Every Thursday a group of the lay faithful has virtual adoration. One Sister exposes the Blessed Sacrament and joins them in adoration.

4.4 Overseas Missionary Work



The Charity remains to provide spiritual, moral, and skilled support to the sisters in the Congregation, as well as administrative expertise mostly in education, healthcare, social and pastoral care ministries in the six countries (Colombia, England, Germany, Kenya, Zambia, and Zimbabwe).

The Trustees observed the Regional Chapter of Election and Finance in Zambia in October 2020.

Below are all Delegates, Facilitators, Spiritual Animator and the two trustees (Sr Kamfwa Mutale and Sr Anesu Mupfigo) who were the observers.

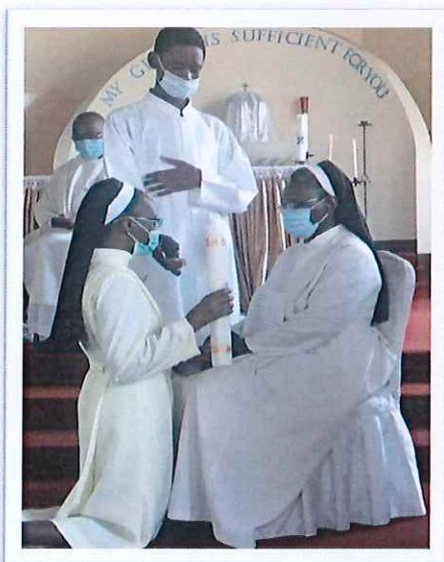


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The trustees (Sr Kamfwa on the left and Sr Astridah Chibale on the right) had time to visit Mbebi Primary School in Mazoe rural and some other apostolates where our Sisters are ministering in Zimbabwe.

The chair of the Charity on behalf of



the Congregation receiving the perpetual profession in Zimbabwe Region and Kenya Delegation. We thank God for the vocations and generous responses.



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The trustees (Sr Kamfwa and Sr Astridah) also observed the Regional Chapter of Election and Finance in Zimbabwe as seen in the pictures below:



The Spiritual Animator and Eucharistic Celebrant during the Regional Chapter



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Different small groups of Regional Chapter Delegates sharing on the Reports



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The trustees equally facilitated international transfers of Sisters within the Congregation



The Sister holding a bouquet of flowers being welcomed back in Zambia, from Kenya after 22 years of service in another country.



The 2 young African Sisters on mission to Colombia after their first profession

Accountability and Co-Responsibility

The Sisters from overseas missions sent reports and updates with planned objectives which were vital to the Trustees as part of monitoring, and mandates according to the Congregation's regulations and the Charity, where applicable.

The Trustees frequently communicated with Regions and Delegations leadership through emails, WhatsApp calls, Skype, Zoom, telephone calls and planned visits.

The Trustees respect the direction allotted by the Charity Commission in determining what activities the charity ought to carry out.

The financial situation of Africa remains a huge challenge in the several Ministries where our Sisters are involved. In the year 2020 the trustees shared the restricted donations to underprivileged areas. From the total restricted donations of £118,707.11. Zimbabwe Region received £88,006.04 for Emerald Hill Children Home and the remainder of £31,701.07 has not yet been distributed. The funds are accounted for through the direct leadership of Regionals and Delegations management where these missions, communities and apostolates are established.



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5. ACTIVITIES, SPECIFIC OBJECTIVES AND RELEVANT POLICIES

5.1 Specific objectives

Our objectives are still same as those we had in 2018 and are.

5.1.1 The advancement of the Roman Catholic Religion

Involvement in the parish activities remains our priority. However, due to Covid-19 our participation was limited to online.

5.1.2 The formation and training, maintenance and support of the members of the Congregation

- a) We held Triduum's for those preparing for Perpetual Vows
- b) Ongoing Formation for Leadership remains a priority of the Trustees. The Trustees facilitated Handover and takeover meetings in for Regional Councils Zambia and Zimbabwe.

5.1.3 The education of the youth and the instruction of children in accordance with the doctrines of the Roman Catholic faith, the carrying out of such work amongst the population of Africa

- a) The Trustees visited England, Germany, Kenya. Zambia and Zimbabwe monitor and support the Sisters in their apostolates.
- b) Donations do come and are passed on to the various places where they are needed most especially in the education of the under privileged especially in Africa.

5.1.4 The Relief of poverty and advancement of education and health throughout the world

- a) The trustees had difficulties in receiving the dividends from BlackRock
- b) Research on Justice and Peace was done in order to create a Congregational Policy. This will be used by all our institutions.
- c) Evaluated various Policies see No. 6.3

6. **ACHIEVEMENTS AND PERFORMANCE**

We empower all to respond compassionately to the needs of our time and to God's Creation (Vision 2014):

6.1 Replacement of Telephone System by Global 4 Company. The system has been replaced with Yealink Telephone system.

6.2 General Maintenance of the property. The term of office of the present Trustees is ending in August 2020 was extended due to covid. Replacement of emergence lights, part of the close board fence and leaking pipes were done.



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6.3 Policies: The Trustees reviewed the following Policies; Antifraud, Child Abuse, Conflict of Interest Policy, Health and Safety Policy, Induction Policy, Fire and Smoke-Free Policy, Whistle Blower, Finance Policy, Internal Controls, Investment, Justice and Peace, Reserves Policy, Risk Management, Governance and Management, Safeguarding, Operational Risks, reputation Risks, Regulations and Environment Risks

6.4 Website: continue feeding the Website with new materials.

6.5 Financial Advisory Committee: successfully held three meetings with the Finance Advisory Committee.

6.6 Finance Workshop for the Sisters in Kenya and Zambia.

7. FINANCIAL REVIEW

A summary of the year's results can be found in the appended accounts.

Independent Examination vs. Full Statutory Audit

After consultation with Richard Place Dobson our auditors, the Trustees have decided to take up the option for an Independent Examination for the year ended 31 December 2020.

Responsibility of the Bursar General

The Bursar General is responsible for the administration of all financial affairs and material assets, the immovable property, and the General Fund of the Congregation, in accordance with the laws of the Church, State and Congregation. The Bursar General acts under the direction of, and in close cooperation with, the Prioress General and is accountable to her (Can.636)

Before the Covid-19 the Bursar General visited Zambia Region and Zimbabwe Region and had Bursars' workshops. The following goals were achieved.

- ✓ Guidance was given to bursars in Zambia and Zimbabwe and the QuickBooks program was installed in some communities in Zambia and Zimbabwe.
- ✓ Due to Covid- 19 pandemic the Bursar General guided the Delegation Bursar in Kenya via Skype meetings for several weekends to install the QuickBooks program.

The financial reserves are to serve the Charity's present and future needs relating to the education of our younger members and future pensions. The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and world stock markets. The investments have been managed by BlackRock/Charifaith who adhered to a policy incorporating ethical considerations agreed by the trustees. The trustees met 3 times inclusive of an informal AGM. The Budget for the Charity was approved annually by the General Council. The report with the investment managers, and the manager's performance and that of the portfolio were monitored. The investment strategy was assessed regularly to ensure it remains appropriate to the Charity's needs- both now and in the future.



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Gift Aid

A Gift Aid Schedule for donations. There were no donations received which would have warranted a gift aid claim.

Advisory Finance Committee Zoom Meetings

Meetings with the Independent Examiner Mr Daren Harding, Mr Ludwig Spagl, Fr. Richard Ounsworth OP, Mr Fergus Brotherton and Amanda Francis were held on the 12 May 2020 and 27 November 2020, respectively. Mr Harding took us through the Independent Examiners' report re: 2020 Accounts. These are some of the points he touched on:

a) Going Concern

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. i.e. The Congregation continues to exist on a secure financial basis.

- b) The Trustees have considered the impact of **COVID 19** on the Charity finances and considered the reserves to be sufficient to cover all expenses and enable the members and Trustees to carry on delivering the objects of the Charity.
- c) The Accounts are in good order, and they are below the income threshold of £250,000.00 not to award a full audit hence an Independent thorough examination was done.
- d) The Charity Report is thorough and covers all aspects of what the Charity is about, and the pictures captures everything.
- e) The Trustees are not reliant on selling the investments for cashflow in the short term since they still receive steady dividends quarterly.
- f) At the meeting in November the representative of BlackRock informed the Trustees that the Investment at BlackRock Catholic Charities Growth and Income Fund (BCCGIF) withstood the Covid 19 pandemic by 31st December 2020. The investment stood at £1,354,284.27 and at the reporting date had increased in value by £54,172.27.

Impact of Covid 19 on the investments – Amanda Francis (Member of the advisory committee.

The Advisory Committee confirmed that the impact of Covid-19 on the Charity's investments was similar to that experienced by other charities.



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Fundraising for the Charity – New Challenges

Due to the Covid 19 pandemic this has not taken off and will be passed on to the New Council. We are grateful for any donations as these will support our mission.

Dividends from investments and pensions for retired sisters have been received. Quarterly withdrawals from the dividends have been made to support the life and mission of the Charity. Due to Covid 19 pandemic members of the General Council were not able to visit Regions and Delegations but held meetings via Zoom.

Reserves Policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately between 6-12 months expenditure.

8. Plans for 2021

Policies: To continuously study, evaluate, update the policies Governance and management, Operational risks Reputational Risks, Laws, Regulations and Environment Risks,

8.1 Website: continue feeding the Website with new materials and keeping it up to date.

8.2 Financial Advisory Committee: To hold two meetings per annum with the Finance Advisory Committee.

8.3 Finance Workshop for Congregation, including re assessing of Assets Registers of our institutions.

8.4 Induction of new Trustees: To introduce the newly elected members on the General Council in their role as Trustees

8.5 Ongoing Formation for the Formators remains a priority of the Trustees.

9 Impact of COVID 19

In March 2020 WHO identified COVID 19 as a global pandemic. As a result, the government gave guidance to the nation and the Trustees have continued to be observe these guidelines.



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10. CONCLUSION

On behalf of the Congregation, I would like to thank the Trustees and the Finance Advisory Committee members for their commitment and diligence. The Sisters have shown dedication, professionalism, and given selfless service in the Charity's mission, especially this time of the pandemic.

Looking back over the year 2020, the Trustees feel indebted to all the people who have assisted them or given professional advice. The Trustees once again thank all co-workers and helpers and look forward to collaborating again.

Approved by the Trustees and signed on their behalf by:

.....*K. Mutale*.....

Sr Kamfwa A. Mutale OP- Chair

Approved by the Trustees on: *25th June*..... 2021





DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO Independent Auditors Report

Opinion

We have audited the financial statements of Dominican Missionary Sisters of the Sacred Heart of Jesus (the 'charity') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, 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 financial statements section of our report. We are independent of the charity 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 charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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 (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.



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Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, 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 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 cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatements due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

In identifying and assessing the risks of material misstatement in respect of irregularities, including fraud, the audit engagement team made enquiries of management, and those charged with governance, regarding the procedures relating to identifying, evaluating and complying with;

1. laws and regulations and whether they were aware of any instances of non-compliance;
2. detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
3. the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, General Data Protection Regulations, Charities Act 2011, Charities Statement of Recommended Practice and employment law and regulations. We performed audit procedures to detect non-compliance, which may have a material impact on the financial statements. These included reviewing financial statement disclosures and evaluating advice received from external advisors. There were no significant laws and regulations we deemed as having an indirect impact on the financial statements.



DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO Independent Auditors Report (continued)

The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included but were not limited to testing manual journal entries and other adjustments and evaluating the rationale in relation to any significant, unusual transactions and transactions entered into outside of the normal course of business.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared financial statements 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 UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 auditors' 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.

Richard Place Dobson Services Limited

Chartered Accountants

Statutory Auditor

1 - 7 Station Road

Crawley

West Sussex

RH 10 1HT

Date 26/07/2021

Richard Place Dobson Services Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.



DOMINICAN MISSIONARY SISTERS

OF THE SACRED HEART OF JESUS CIO

Statement of Financial Activities including Income and Expenditure Account

Current financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
	Notes					
<u>Income from:</u>						
Donations and legacies	3	112,868	-	128,707	241,575	145,917
Other trading activities	4	2,997	-	-	2,997	5,304
Investments	5	34,940	-	-	34,940	36,774
Total income		150,805	-	128,707	279,512	187,995
<u>Expenditure on:</u>						
Charitable activities	6	133,810	65,269	98,006	297,085	240,925
Net income before investment gains		16,995	(65,269)	30,701	(17,573)	(52,930)
Net gains/(losses) on investments	9	-	54,171	-	54,171	152,029
Net incoming resources before transfers		16,995	(11,098)	30,701	36,598	99,099
Gross transfers between funds		(18,522)	18,522	-	-	-
Net movement in funds		(1,527)	7,424	30,701	36,598	99,099
Fund balances at 1 January 2020		86,024	4,042,065	1,000	4,129,089	4,029,990
Fund balances at 31 December 2020		84,497	4,049,489	31,701	4,165,687	4,129,089

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



DOMINICAN MISSIONARY SISTERS

OF THE SACRED HEART OF JESUS CIO

Statement of Financial Activities including Income and Expenditure Account (continued)

Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	114,796	-	31,121	145,917
Other trading activities	4	5,304	-	-	5,304
Investments	5	36,774	-	-	36,774
Total income		156,874	-	31,121	187,995
<u>Expenditure on:</u>					
Charitable activities	6	150,594	60,210	30,121	240,925
Net income before investment gains		6,280	(60,210)	1,000	(52,930)
Net gains/(losses) on investments	9	-	152,029	-	152,029
Net incoming resources before transfers		6,280	91,819	1,000	99,099
Net movement in funds		6,280	91,819	1,000	99,099
Fund balances at 1 January 2019		79,744	3,950,246	-	4,029,990
Fund balances at 31 December 2019		86,024	4,042,065	1,000	4,129,089

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

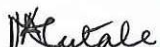


DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Balance Sheet

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10	2,695,208		2,751,630	
Investments	11	1,354,284		1,300,112	
		<u>4,049,492</u>		<u>4,051,742</u>	
Current assets					
Debtors	13	1,615		1,637	
Cash at bank and in hand		124,068		81,424	
		<u>125,683</u>		<u>83,061</u>	
Creditors: amounts falling due within one year	14	<u>(9,488)</u>		<u>(5,714)</u>	
Net current assets			116,195		77,347
Total assets less current liabilities			<u>4,165,687</u>		<u>4,129,089</u>
Income funds					
Restricted funds	15	31,701		1,000	
<u>Unrestricted funds</u>					
Designated funds	16	4,049,489		4,042,065	
General unrestricted funds		<u>84,497</u>		<u>86,024</u>	
			<u>4,133,986</u>		<u>4,128,089</u>
			<u>4,165,687</u>		<u>4,129,089</u>

The financial statements were approved by the Trustees on 25th June 2021


Sister Kamfwa Mutale
Trustee





DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements

1 Accounting policies

Charity information

Dominican Missionary Sisters of the Sacred Heart of Jesus is a registered Charitable Incorporated Organisation (CIO).

1.1 Accounting convention

The financial statements have been prepared in accordance 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of investments which are included at market value, and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. The trustees have considered the impact of COVID 19 on the charity's finances but consider the reserves to be sufficient to cover all expenses and enable the members and Trustees to carry on delivering the objects of the Charity.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Donations and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Trading income relates to income from the charity shop and hospitality and is accounted for on a received basis.

Sisters pension income and other incoming resources are included in the Statement of Financial Activities in the year to which it relates.

Income from investments is included in the Statement of Financial Activities in the year in which it is receivable.



DOMINICAN MISSIONARY SISTERS

OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

1 Accounting policies

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities relate to the cost of serving the community and that of carrying out the charity's international aid work. These expenses have been allocated directly to functional headings as shown in the Statement of Financial Activities.

Charitable activities

Costs of charitable activities are incurred on the Charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Support costs now include governance costs which are costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees, accountancy fees, legal and professional fees and bank charges.

Allocation of support costs

The main activity of the charity is to provide religious services to the community so all costs related to this are classed as direct charitable costs and all other costs are allocated as support costs.

1.6 Tangible fixed assets

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	2% straight line
Fixtures, fittings & equipment	25% reducing balance
Computers equipment	33% straight line
Motor vehicles	25% reducing balance

All assets costing more than £500 are capitalised.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.



DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

1 Accounting policies

Basic financial assets

Debtors

Other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Basic financial liabilities

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any discounts due.

1.10 Taxation

The charity is exempt from tax on its charitable activities.

1.11 Fund accounting

Unrestricted funds are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on the expenditure imposed by the donor or through the terms of an appeal.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

Depreciation

Management has made assumptions and estimated depreciation rates in the respect of showing a true and fair view of the assets at the balance sheet date.

Investments

Valuation of investments at market value, based on calculation by the investment fund manager. The investments held are all shares listed on a recognised stock exchange and have an easily identifiable market value.



DOMINICAN MISSIONARY SISTERS
OF THE SACRED HEART OF JESUS CIO
Notes to the Financial Statements (continued)

3 Donations and legacies

	2020 £	2019 £
Donations	<u>241,575</u>	<u>145,917</u>
Analysis by fund		
Unrestricted funds - general	112,868	114,796
Restricted funds	<u>128,707</u>	<u>31,121</u>
	<u>241,575</u>	<u>145,917</u>

4 Other trading activities

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Hospitality Income	<u>2,997</u>	<u>5,304</u>

5 Investments

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Dividends and Interest receivable	<u>34,940</u>	<u>36,774</u>



DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

6 Charitable activities

	2020 £	2019 £
Depreciation	65,269	63,633
Donation giving	88,566	32,855
Sisters' living and administrative expenses	137,170	140,447
	<u>291,005</u>	<u>236,935</u>
Share of governance costs (see note 7)	6,080	3,990
	<u>297,085</u>	<u>240,925</u>
Analysis by fund		
Unrestricted funds - general	133,810	150,594
Unrestricted funds - designated	65,269	60,210
Restricted funds	98,006	30,121
	<u>297,085</u>	<u>240,925</u>

7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Audit fees	-	3,500	3,500	-	-	-
Accountancy	-	2,500	2,500	-	3,990	3,990
Legal and professional	-	20	20	-	-	-
Bank charges	-	60	60	-	-	-
	<u>-</u>	<u>6,080</u>	<u>6,080</u>	<u>-</u>	<u>3,990</u>	<u>3,990</u>
Analysed between						
Charitable activities	<u>-</u>	<u>6,080</u>	<u>6,080</u>	<u>-</u>	<u>3,990</u>	<u>3,990</u>

Governance costs includes payments to the auditors of £6,000 (2019: Independent examiners - £3,990).

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year or were reimbursed any expenses during the year.

The trustees are however also members of the community. Members of the community are maintained by the charity and premises, meals and other living expenses are paid by the charity.



DOMINICAN MISSIONARY SISTERS

OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

9 Net gains/(losses) on investments

	Unrestricted funds designated 2020 £	Unrestricted funds designated 2019 £
Revaluation of investments	54,171	152,029

10 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Computers equipment £	Motor vehicles £	Total £
Cost					
At 1 January 2020	3,716,493	264,634	6,739	28,558	4,016,424
Additions	2,640	-	6,205	-	8,845
Disposals	-	(7,688)	-	-	(7,688)
At 31 December 2020	3,719,133	256,946	12,944	28,558	4,017,581
Depreciation and impairment					
At 1 January 2020	974,539	258,843	5,556	25,854	1,264,792
Depreciation charged in the year	60,263	1,448	2,882	676	65,269
Eliminated in respect of disposals	-	(7,688)	-	-	(7,688)
At 31 December 2020	1,034,802	252,603	8,438	26,530	1,322,373
Carrying amount					
At 31 December 2020	2,684,331	4,343	4,506	2,028	2,695,208
At 31 December 2019	2,741,953	5,791	1,182	2,704	2,751,630

11 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2020	1,300,112
Valuation changes	54,171
At 31 December 2020	1,354,283
Carrying amount	
At 31 December 2020	1,354,283
At 31 December 2019	1,300,112



DOMINICAN MISSIONARY SISTERS OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

11 Fixed asset investments

There was one investment held which had a value of more than 5%:
BLK Catholic Charities Growth & Income A Inc - £1,354,283

The historical cost of the asset held as at 31 December 2020 was £867,002 (2019: £867,002).

12 Financial instruments	2020 £	2019 £
Carrying amount of financial assets		
Instruments measured at fair value	1,354,284	1,300,112
13 Debtors	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	519	519
Prepayments and accrued income	1,096	1,118
	<u>1,615</u>	<u>1,637</u>
14 Creditors: amounts falling due within one year	2020 £	2019 £
Accruals and deferred income	<u>9,488</u>	<u>5,714</u>

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds		
	Incoming resources	Resources expended	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020
	£	£	£	£	£	£
Overseas Ministry Fund	31,121	(30,121)	1,000	118,707	(88,006)	31,701
Sister Upkeep	-	-	-	10,000	(10,000)	-
	<u>31,121</u>	<u>(30,121)</u>	<u>1,000</u>	<u>128,707</u>	<u>(98,006)</u>	<u>31,701</u>

The Overseas Ministry Fund represents amounts earmarked for overseas mission toward Emerald Hill School for the deaf, Emerald Hill Children's home and Sr Rita-Maria's projects for the poor people in Zimbabwe. In 2019 this also includes funds sent to Holy Trinity Girls School in Zambia.

The Sisters' Upkeep fund are amounts related to monies donated to the charity for a specific Sister.



DOMINICAN MISSIONARY SISTERS **OF THE SACRED HEART OF JESUS CIO** **Notes to the Financial Statements (continued)**

16 Designated funds

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

	Balance at 1 January 2019 £	Resources expended £	Revaluations, gains and losses £	Balance at 1 January 2020 £	Resources expended £	Transfer Revaluations, gains and losses £	Balance at 31 December 2020 £
Maintenance Fund	1,148,083	-	152,029	1,300,112	-	54,171	1,354,283
Tangible fixed assets	2,802,163	(60,210)	-	2,741,953	(65,269)	18,522	2,695,206
	<u>3,950,246</u>	<u>(60,210)</u>	<u>152,029</u>	<u>4,042,065</u>	<u>(65,269)</u>	<u>18,522</u>	<u>4,049,489</u>

The Maintenance Fund was set up to help maintain the sisters in their old age and retirement. Included within the maintenance fund is unrealised gains on investments of £487,283 (2019: £433,110).

The Tangible fixed assets Fund represents the funds necessarily set for the charity in order to carry out its day to day objectives.



DOMINICAN MISSIONARY SISTERS

OF THE SACRED HEART OF JESUS CIO

Notes to the Financial Statements (continued)

17 Analysis of net assets between funds

Fund balances at 31 December 2020 are represented by:

	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £
Tangible assets	-	2,695,208	-	2,695,208	2,751,630	-	-	2,751,630
Investments	-	1,354,284	-	1,354,284	1,300,112	-	-	1,300,112
Current assets/(liabilities)	84,494	-	31,701	116,195	77,347	-	-	77,347
	84,494	4,049,492	31,701	4,165,687	4,129,089	-	-	4,129,089

Included within the designated reserve is £54,171 relating to revaluation gains on the Investment portfolio held.



DOMINICAN MISSIONARY SISTERS
OF THE SACRED HEART OF JESUS CIO
Notes to the Financial Statements (continued)

18 Related party transactions

There were no related party transactions for the year ended 31 December 2020 (31 December 2019 - none).

19 COVID 19

In March 2020 COVID 19 was designated as a global pandemic and following Government guidance the Charity has suspended activities involving face to face meetings and visits, where appropriate safeguards cannot be put in place to protect the Sisters and those they are visiting.

At the date of approval of the accounts it has not been possible to quantify or ascertain with any certainty the financial impact of COVID 19. No adjustments have been made to any figures in the accounts as a result of the pandemic.

