

URSULINE SISTERS BRENTWOOD CIO

England & Wales · Charity number 1168579

Details

Status Registered

Legal form CIO

Registered 2016-08-03

Register [View on the Charity Commission register](#)

Contact

Address 51 Queens Road
Brentwood
Essex
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Activities

Objects: The objects of the CIO are such charitable purposes which advance the religious and other charitable work undertaken, both now and in the past, by the Congregation as the Charity Trustees think fit, including in particular (but without prejudice to the generality of the foregoing) the advancement of education, the relief of poverty, the advancement of the Roman Catholic religion and care of the sick and elderly members of the Congregation.

Activities: The objects of the CIO are:(1) 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 Congregation Leader shall from time to time think fit; and(2) if at any time there shall cease to be a Congregation Leader then for the advancement of the Roman Catholic religion through such other lawful

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty, Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-02-28	£16,250,472	£2,150,098	£22,589,861	7
2024-02-29	£333,374	£1,022,630	-	-
2023-02-28	£1,564,676	£891,721	£9,019,221	23
2022-02-28	£369,032	£885,329	-	-
2021-02-28	£514,440	£694,229	£8,795,684	34

Trustees

Name	Role	Appointed
Michael L'Estrange	Chair	2015-06-15
NICOLINA LYON		2014-01-14
SISTER ANNE SPILBERG OSU		
SISTER MARGARET SOPER		2013-04-16
SISTER NORA known as CLARE KANE		2017-03-15
Susan Diane Cooper		2019-12-09

Linked charities

- CONGREGATION OF THE SISTERS OF THE ORDER OF ST URSULA (1168579-1)

Accounts

Ursuline Sisters Brentwood CIO

Annual Report and Accounts

28 February 2025

Charity Registration Number
1168579

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

Trustees	Mrs Sue Cooper Sister Nora Kane (known as Sister Clare Kane) Mr Michael L'Estrange Mrs Nicolina Lyon Sister Margaret Soper Sister Anne Spilberg
Commissary	Sister Margaret Soper
General Bursar	Ms Pauline Townsend
Principal Address	Ursuline Generalate 27 Eastfield Road Brentwood CM14 4HB
Telephone	01277 260156
e-mail	admin@ursulinesistersbrentwood.org
Charity Registration Number	1168579
Auditor	Buzzacott Audit LLP 130 Wood Street London EC2V 6DL
Bankers	National Westminster Bank plc 46 High Street Brentwood Essex CM14 4AL
Investment Managers	BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
Principal Solicitors	IBB Law LLP (now Knights) Capital Court 30 Windsor Street Uxbridge Middlesex UB8 1AB

The trustees present their report together with the accounts of the Ursuline Sisters Brentwood CIO (the 'charity') for the year to 28 February 2025.

The accounts have been prepared in accordance with the accounting policies set out on pages 17 to 21 and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) have been followed in the preparation of this report and accounts.

Introduction

The Ursuline Sisters Brentwood is a registered Charitable Incorporated Organisation (CIO) under the registration number 1168579. The original charity "Sisters of the Order of St Ursula of the Diocese of Brentwood" registration number 1168579-1 was subsumed into the CIO in 2012.

The Ursuline Sisters Brentwood is a Diocesan Roman Catholic religious congregation, founded in 1900 from an Ursuline Community in Forest Gate to provide Roman Catholic secondary education for girls in the Brentwood area. The Brentwood Community never joined with the Roman Union of Ursulines so remains an independent congregation.

The Ursuline Sisters Brentwood CIO supports the members of the Congregation and their ongoing religious work and ministry. The Congregation now numbers eight Sisters with three in a Care Home, two in the Basildon parish and three in Brentwood, one of whom is the Bishop's Delegate (Commissary) overseeing the management of the Congregation. All of the Sisters are now retired from remunerative work, but even the oldest and frailest support the mission of the Congregation by their interest and their prayer.

OBJECTIVES AND ACTIVITIES

Principal aims and objectives

The objects of the CIO are such charitable purposes which advance the religious and other charitable work undertaken, both now and in the past, by the Congregation as the Charity Trustees think fit, including in particular (but without prejudice to the generality of the foregoing) the advancement of education, the relief of poverty, the advancement of the Roman Catholic religion and care of the sick and elderly members of the Congregation.

The principal aims and activities of the charity are to:

1. Provide support and care to members of the Congregation, especially those who are frail and sick
2. Take an active interest in the schools we built and founded in Brentwood, Dagenham, Harold Hill and Kenya
3. Take an interest in and support Brentwood Diocesan Youth Work, particularly where further education or training or provision of services to enable and encourage youth participation in church and in society is required
4. Promote Christian and Catholic Education for adults to encourage the development of lay leadership in the church

OBJECTIVES AND ACTIVITIES (continued)

5. Respond to people and situations in great need of immediate relief. The trustees review the aims, objectives and activities of the Charity each year
6. Ensure that our Archives not yet in Durham University Library are properly preserved in preparation for transfer when the time is right.

This report looks at what the Charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and benefits the Charity has brought to those groups of people that it is set up to help. The review also helps to ensure the Charity's aims, objectives and activities remain focused on the stated purpose.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit and supplementary guidance on the advancement of religion when setting the Charity's aims and objectives and planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

ACHIEVEMENTS AND PERFORMANCE

Review of activities, achievement and performance

The following paragraphs outline the main achievements during the year in each of the Charity's principal activities.

1. Provide support and care to members of the Congregation.

When we closed our in-house Care provision last year we appointed the Care Supervisor to oversee particularly the care of the Sisters in Care Homes but also provide additional help when needed to those who are still active. The Care Supervisor has also provided a valuable link between the Sisters in Care and their relatives as well as keeping the other Sisters up-to-date with the situation of the members of their community. At the start of this year there were five sisters in Care Homes. Two died during the course of the year.

The two Sisters in Basildon provide a variety of services to the parish community there, including catechetical programmes for Eucharistic Ministers, the Journey in Faith for those interested in joining the Catholic church, looking after the sacristy and the servers in the church, reading practice for the local school children and participating in various groups such as the Parish Pastoral Council and the LiveSimply group which recently achieved the LiveSimply status for the parish.

The Sisters in Brentwood continue to provide hospitality and be a listening presence for many visitors.

ACHIEVEMENTS AND PERFORMANCE (continued)

2. Take an active interest in the schools we built and founded in Brentwood, Dagenham, Harold Hill and Kenya.

This has involved transferring the schools' land to Brentwood Diocese and, having sold the redundant Brentwood Ursuline Playing Field, committing to providing a purpose-built Sixth Form Block on the main Brentwood school site. The building is expected to cost £2.4m with the majority of the expense in 2025 and 2026. The plans for this are well advanced, we have funded the preparatory works and building is expected to begin in July 2025. A further undertaking was made in March 2025 to make up any shortfall that the school is unable to raise for the internal fitting out. The current total estimate stands at £233,000.

We are also financially supporting and participating in two Roman Union Ursuline schools projects – the Ursuline Education Community which seeks to promote Ursuline and Roman Catholic Social Teaching values through the schools, and Ursuline Links which gives older pupils an opportunity to collaborate and participate in Social Justice projects in the summer holidays. Two Sisters attended the Ursuline Education Conference this year.

3. Take an interest in and support Brentwood Diocesan Youth Work, particularly where further education or training or provision of services to enable and encourage youth participation in church and in society is required.

We regularly contribute financially to the Brentwood Diocesan Youth Service, both for one-off events or towards the upkeep of young volunteers. We have also agreed to fund the salary and expenses of a Youth Worker for a group of parishes for one year at a probable cost of around £40,000 in 2026-7.

4. Promote Christian and Catholic Education for adults to encourage the development of lay leadership in the church.

After several years of discernment and preparation we have contributed £1.2m to match fund another donor for the establishment of the Clare and Hawley Chair in the History of Catholicism at the Centre for Catholic Studies at Durham University.

5. Respond to people and situations in great need of immediate relief.

We have made contributions to support the victims of world disasters and emergencies, including regular donations to CAFOD (Catholic Agency for Overseas Development) as well as small donations to people to help them through a difficult moment.

6. Ensure that our Archives not yet in Durham Library are properly preserved in preparation for transfer when the time is right

We are continuing our consultation with Durham University Library concerning the remainder of the Archives still in Brentwood.

FUTURE PLANS AND DEVELOPMENTS

During 2025/2026 the Trustees anticipate the following activities and objectives:

- To complete the process started this year of a review of our investment manager, with a view to obtaining a better return and further diversification within the investment portfolio to provide adequately for our future needs.
- To dispose of unused property assets.
- To identify beneficiaries of our Legacy and to make donations prudently in line with our stated objectives.
- To strengthen our connections with the primary schools we founded in Dagenham and Harold Hill and the school in Kenya with a view to seeing how we can support them in the future.
- To explore ways to assist our schools and the parish communities in which we have served.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governance

The CIO is governed by a Constitution dated 3 August 2016 and revised in December 2022. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively. Training and updating are maintained.

The Trustees are ultimately responsible for the policies, activities and assets of the Charity. They meet regularly to review developments regarding the Charity and its activities and make any important decisions. When necessary, the Trustees seek advice and support from the Charity's professional advisers including property consultants, investment managers, solicitors and accountants.

The Trustees consider that they comprise the key personnel of the Charity in charge of directing and controlling, running and operating the Charity. They receive no remuneration in respect of their duties.

Fundraising

The Charity is not actively involved in fundraising activities. However, it aims to achieve best practice in the way it communicates with donors and other supporters. It applies best practice to supporters' data and never sells data, it never swaps data and ensures that donors' communication preferences can be changed at any time. The Charity does not employ the services of Professional Fundraisers. During the year to 28th February 2025 the Charity received no complaint about fund-raising activities.

Trustees' Responsibilities Statement

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 year 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 these accounts the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in 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);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- Prepare the accounts on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (Accounts and Reports) Regulations and the provisions of the governing document. 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.

The present report is evidence that the trustees understand their responsibilities and have prepared accounts for this financial period which give a true and fair view of the state of affairs of the charity.

Risk Management

The Trustees undertake regular reviews of the risks facing the Charity. The Trustees have reviewed the measures in place and those needing to be put in place to deal with ongoing future risks and established policies, systems and procedures to mitigate those risks identified in the annual review. Having assessed the major risks to which the Charity is exposed, the Trustees believe that by monitoring reserve levels, ensuring controls over key financial systems and examining the operational and business risks faced by the Charity, they have established effective systems to mitigate those risks.

Risk Management (continued)

The key risks for the Charity, as identified by the Trustees are as follows:

1. Government and Management

The Charity will review the Charity's assets and liabilities, including property, investments and employees, deeds, wills, bank accounts, statutory accounts, taxation and other considerations. The Charity continues to examine and consider future arrangements for the care and wellbeing of the members of the Congregation and good use of resources by (a) ensuring adequate financial resources are designated for the future care of the Sisters and (b) ensuring processes are in place to review the needs and work of individual Sisters.

2. Operational:

The Charity continues to monitor the use and needs of the properties in fulfilling the aims and objectives of the Charity. Trustees ensure that there are plans for the properties to be regularly maintained and upgraded. Security arrangements are regularly assessed and recommendations implemented. Health and Safety policies and procedures are regularly reviewed and risk assessed annually. An external company provides support and advice on Health and Safety matters and conducted an annual visit to assess Health and Safety procedures. The trustees employ staff with the necessary knowledge, experience and skills to enable the charity to continue to meet its objectives and maintain efficient and transparent organisation, both for the internal working of the charity and in its relations with the public. We pay salaries that are commensurate with those for similar roles in other organisations and are attentive to ensuring that employees receive a just and living wage and that their conditions of employment meet the highest standards.

3. Financial:

The Charity continues to monitor the use of its assets and assess possible risks arising from poor budgetary control, inappropriate spending, poor accounting, and inappropriate investments. The Charity regularly reviews its insurance policies to ensure adequate insurance cover is provided. Financial processes are reviewed and updated. The Charity seeks professional and legal advice from reputable individuals and organisations where appropriate. The Trustees are confident that the Charity has the resources to meet its future financial obligations and commitments.

4. External:

The Charity continues to monitor and assess changes in government policy and changes in the political or economic environment and possible risks and damage to the Charity's reputation.

Risk Management (continued)

5. Compliance with law and regulation:

Following the publication of the Elliott Report in November 2020, an independent enquiry of the Catholic Church's Safeguarding Structures and Arrangements in England and Wales, the Charity reviewed its safeguarding structures and subscribes to the Religious Life Safeguarding Service (RLSS) which serves as the Charity's referral body for all safeguarding disclosures and the Charity subscribes to the Catholic Safeguarding Standards Agency (CSSA) which replaced the Catholic Safeguarding Advisory Service.

The Charity takes its safeguarding responsibilities seriously. The Safeguarding Lead and the designated Trustee for Safeguarding ensure that safeguarding structures and processes are implemented and regularly reviewed. Safeguarding is on the agenda of every trustees' meeting to ensure that any issues are raised and any changes or amendments to regulations or safeguarding structures are effectively communicated throughout the Charity's organisation.

Trustees and Staff are required to have undertaken appropriate safeguarding training and DBS checks. Sisters whose ministry brings them into contact with the public have completed safeguarding training and DBS checks. Safeguarding policies and procedures are reviewed annually and as change occurs.

Financial review

Income and expenditure

A summary of the year's results can be found on page 14 of the attached accounts.

Total income for the year was £16,250,472 (2024 – £333,374). Investment income of £134,974 has decreased compared to the prior year (2024 - £144,427). Income from other sources for the year ended 28 February 2025 includes a surplus on disposal of fixed assets £15,869,972 (2024 – £Nil) from the disposal of the land at Priest's Lane.

Total expenditure of £2,150,098 was higher than the prior year (2024 – £1,022,630). This is primarily due to a donation of £1.2m from the proceeds of the disposal of the land at Priest's Lane, and due to increased care costs in the year as a result of more Sisters going into care homes.

Gains from the revaluation and disposal of listed investments of £200,279 were more than the prior year (2024 – loss of £40,757).

Financial review (continued)

Financial position and reserves policy

The balance sheet shows total net assets of £22,589,861 (2024 – £8,289,208).

The trustees have set aside an amount equivalent to the book value of the tangible fixed assets as a separate fund in recognition of the fact that such assets are required to enable the Congregation to carry out its charitable work and are not available to fund activities or meet future contingencies.

£3,300,000 has been designated to meet the costs of the care and welfare of the Sisters in their retirement (2024 – £3,300,000). The Sisters are wholly dependent on the charity for their maintenance and care; all are of pensionable age; some need constant, skilled care.

The Dr N Hunt fund was set up in 2012 using a legacy of £324,561 received from the estate of Dr Noreen Hunt. The intention is to use the money to make donations to those in need. As at 28 February 2025, £245,520 remains to be spent (2024 – £253,507).

The trustees' reserves policy has historically been to maintain a level of free reserves approximately equal to six months' operating expenditure in order to provide for contingencies, equating to approximately £300,000 - £350,000. The free reserves available at the balance sheet date were higher than this range, being £14,836,845 (2024 – £582,746). Of this figure, £12,590,000 was not liquid and had not been received at the balance sheet date, as the proceeds in relation to the sale of Priest's Lane are to be received over a three year period. In light of the recent changes in the number and needs of the Sisters, the trustees' shall revisit the reserves policy over the next year.

Signed on behalf of the trustees

Margaret Soper

Nora Kane

Trustee

Approved by the trustees on: 14 July 2025

Independent auditor's report to the trustees of Ursuline Sisters Brentwood CIO

Opinion

We have audited the accounts of Ursuline Sisters Brentwood CIO (the 'charity') for the year ended 28 February 2025 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 28 February 2025 and of its incoming resources and application of resources for the then year 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 other information comprises the information included in the Annual Report and Accounts, other than the accounts and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

Other information (continued)

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 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.

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 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

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

influence the economic decisions of users taken on the basis of these accounts.

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

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

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We obtained an understanding of the legal and regulatory frameworks applicable to the charity and the sector in which it operates. We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity. We determined that the following laws and regulations were most significant: 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), the Charities Act 2011 and safeguarding regulations;
- ◆ We understood how the charity is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the relevant minutes and correspondence from regulatory bodies; and

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 management and 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.

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 journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;
- ◆ performed substantive testing on expenditure; and
- ◆ investigated the rationale behind significant or unusual transactions.

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

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 accounts disclosures to underlying supporting documentation;
- ◆ reading the minutes of meetings of those charged with governance and other relevant reports prepared by management for the trustees; and
- ◆ enquiring of management 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 those charged with governance and management and the inspection of regulatory and legal correspondence, if any.

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

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with 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 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 Audit LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

31 July 2025

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

Statement of financial activities Year to 28 February 2025

	Notes	Unrestricted funds	
		2025 £	2024 £
Income from:			
Donations and legacies	1	175,530	188,947
Investments and interest receivable	2	134,974	144,427
Other sources			
. Surplus on disposal of land at Priest's Lane*		15,869,972	—
. Other Income		69,996	—
Total income		16,250,472	333,374
Expenditure on:			
Charitable activities			
. Support of the members of the Congregation and their ministry	3	814,404	955,734
. Donations in support of miscellaneous charitable activities		135,694	35,490
. Donation to Durham University		1,200,000	—
Loss from disposal of tangible fixed assets		—	31,406
Total expenditure		2,150,098	1,022,630
Net income/(expenditure) before investment gains (losses)		14,100,374	(689,256)
Net gains (losses) on investments	10	200,279	(40,757)
Net income/(expenditure) for the year and net movement in funds		14,300,653	(730,013)
Reconciliation of funds			
Fund balances at 1 March 2024		8,289,208	9,019,221
Fund balances at 28 February 2025		22,589,861	8,289,208

*As detailed under note 11, of the above surplus on disposal, an amount of £12.6m was still yet to be received as at 28 February 2025 as proceeds are being received in instalments over a 3 year period.

All recognised gains and losses are included in the above statement of financial activities and are derived from continuing activities.

Balance sheet 28 February 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	9		4,207,496		4,152,955
Investments	10		3,820,689		4,020,410
			8,028,185		8,173,365
Current assets					
Debtors: amounts falling due after one year	11	8,207,000		-	
Debtors: amounts falling due within one year	11	4,412,711		133,329	
Short term deposits		2,127,776		6,173	
Cash at bank and in hand		167,453		91,014	
		14,914,940		230,516	
Liabilities					
Creditors: amounts falling due within one year	12	(261,195)		(114,673)	
Net current assets			14,653,746		115,843
Creditors: amounts falling due after one year	12		(92,070)		-
Total net assets			22,589,861		8,289,208
The funds of the charity:					
Unrestricted funds					
. Tangible fixed assets fund	13		4,207,496		4,152,955
. Designated funds	14		3,545,520		3,553,507
. General funds			14,836,845		582,746
			22,589,861		8,289,208

Approved by the trustees
and signed on their behalf by:

Margaret Soper

Nora Kane

Trustee

Approved on: 14 July 2025

Charity Registration Number.: 1168579

Statement of cash flows Year to 28 February 2025

	Notes	2025 £	2024 £
Cash flows from operating activities:			
Net cash (used in) operating activities	A	(1,814,085)	(929,004)
Cash flows from investing activities:			
Income received from listed investment and interest received		129,374	127,627
Proceeds from disposal of fixed assets		3,647,305	-
Rents received from investment properties		5,600	16,800
Purchase of tangible fixed assets		(170,152)	(520,654)
Proceeds from the disposal of listed investments		400,000	1,200,000
Net cash provided by investing activities		4,012,127	823,773
Change in cash and cash equivalents in the year		2,198,042	(105,231)
Cash and cash equivalents at 1 March 2024	B	97,187	202,418
Cash and cash equivalents at 28 February 2025	B	2,295,229	97,187

Notes to the statement of cash flows for the year to 28 February 2025.

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

	2025 £	2024 £
Net movement in funds (as per the statement of financial activities)	14,300,653	(730,013)
Adjustments for:		
Depreciation charge	35,609	34,727
(Gains) losses on listed investments and investment property	(200,279)	40,757
Investment income and interest receivable	(134,974)	(144,427)
(Surplus) loss on disposal of tangible fixed assets	(15,869,972)	31,406
Decrease (Increase) in debtors	103,618	(96,145)
(Increase) in creditors	(48,740)	(65,309)
Net cash (used in) operating activities	(1,814,085)	(929,004)

B Analysis of cash and cash equivalents

	2025 £	2024 £
Cash at bank and in hand	167,453	91,014
Short term deposits	2,127,776	6,173
Total cash and cash equivalents:	2,295,229	97,187

No separate reconciliation has been prepared between the movements in net debt of the charity as there is no difference between the movements in cash and cash equivalents and the net cash (debt) of the charity.

Principal accounting policies Year to 28 February 2025

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

Basis of preparation

These accounts have been prepared for the year ended 28 February 2025 with comparative information provided in respect to the year ended 29 February 2024.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102, 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 and the Charities Act 2011.

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

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge;
- ◆ the assumptions applied in determining the valuation of investment properties;
- ◆ the assumptions applied in determining the amounts to be designated, in particular the size of the Sisters' retirement reserve; and
- ◆ Estimating the final figure to be received from the sale of Priests Lane as deductions for Sports England, CIL and S106 contributions are not yet precisely known.

Assessment of going concern

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

Assessment of going concern (continued)

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

With regard to the next accounting period, the year ending 28 February 2026, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment returns, the performance of the investment markets and the sale of property.

Income

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.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

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

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

Any surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

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

Expenditure

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.

Expenditure (continued)

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings.

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 in respect to the support of members of the Congregation and enabling their ministry including governance costs.

Charitable grants and donations in support of miscellaneous charitable activities are made 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 payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions.

All expenditure is stated inclusive of irrecoverable VAT.

Support and governance costs

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

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

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and enabling their ministry and hence has there has been no apportionment between the headings.

Tangible fixed assets

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

♦ ***Freehold land and buildings***

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. As permitted under Financial Reporting Standard 102 (FRS 102) the charity adopts a policy of not revaluing its tangible fixed assets. The charity has adopted the value of land and buildings as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as their deemed cost. Additions since 1 March 2017 are stated at cost.

Tangible fixed assets (continued)

◆ ***Property improvements***

Expenditure on property refurbishment and plant is capitalised and depreciated over a ten year period on a straight line basis.

◆ ***Plant, furniture, equipment and motor vehicles***

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

Items of plant are depreciated over 5-15 years based on the specific asset.

Fixed asset investments

Fixed asset investments comprise:

◆ ***Listed investments***

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

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

◆ ***Investment properties***

These are included on the balance sheet at fair value estimated as their open market value based on a trustees' valuation determined with professional assistance.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial period. Unrealised gains and losses are calculated as the difference between the fair value at the period end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the period in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash and cash equivalents

Cash and cash equivalents represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the 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.

Funds structure

The funds of the charity are unrestricted and available for use in furtherance of the charity's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity, the trustees have identified funds represented by tangible fixed assets and designated amounts for specific purposes. Details are provided in notes 13 and 14.

Services provided by members of the Congregation

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

1 Income from: Donations and legacies

	2025 £	2024 £
Salaries, pensions and other income of individual religious received under a Gift Aid compliant deed of covenant	174,290	187,822
Legacies	1,240	—
Other donations	—	1,125
	175,530	188,947

2 Income from: Investments and interest receivable

	2025 £	2024 £
Income from listed investments		
UK Charity Authorised Investment Funds	100,924	123,046
Bank interest receivable	28,451	4,581
Rental income from investment properties	5,600	16,800
	134,975	144,427

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

	2025 £	2024 £
Staff costs (note 6)	145,825	374,953
Premises	154,977	142,486
Sisters' living expenses	387,238	359,502
Education, training and spiritual renewal	1,329	2,048
Legal expenses	69,225	6,349
Management, computer development and office expenses	39,447	51,402
Governance costs (note 4)	16,361	18,994
	814,402	955,734

4 Governance costs

Included within expenditure on supporting members of the Congregation and their ministry are governance costs as detailed below:

	2025 £	2024 £
Audit and accountancy	16,361	18,994

5 Net income (expenditure) for the year and net movement in funds

This is stated after charging:

	2025 £	2024 £
Staff and related costs (note 6)	145,825	374,953
Auditor's remuneration (including VAT)		
. Statutory audit services	16,361	18,994
Depreciation	35,609	34,727
Loss on disposal of tangible fixed assets	—	31,406
Surplus on disposal of tangible fixed assets	15,869,972	—

6 Staff costs

Staff and related costs during the year were as follows:

	2025 £	2024 £
Wages and salaries	130,714	340,667
Social security costs	11,036	28,100
Pension costs	4,075	6,186
	145,825	374,953

No employees earned between £60,000-£70,000 (including taxable benefits) during the year (2024 – one).

The average monthly number of employees (based on headcount) during the year, analysed by function, was:

	2025	2024
Support of members of the Congregation	7	14

All employees work part-time. The full-time equivalent number of employees during the year was 2.8 (2024 – 7.4).

7 Key management personnel and transactions with trustees

The trustees consider that they comprise the key management personnel in charge of directing, controlling, running and operating the charity on a day to day basis. None of the trustees received any remuneration during the year (2024 – none). One trustee was reimbursed travel expenses totalling £176 in the year in connection with their duties as a trustee (2024 – £219). A number of trustees are also members of the Congregation and their living and personal expenses were borne by the charity during the year.

7 Key management personnel and transactions with trustees (continued)

The trustees who are members of the Congregation have no resources of their own as all earnings, pensions and other income are donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated to the charity by these trustees was £58,656 (2024 – £54,003).

8 Taxation

The Ursuline Sisters Brentwood 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.

9 Tangible fixed assets

	Non-specialised Freehold Land and Property £	Property improvements £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost						
At 1 March 2024	4,080,571	21,720	62,541	81,835	23,250	4,269,917
Disposals	(80,000)	—	—	—	—	(80,000)
Additions	—	162,572	—	7,580	—	170,152
At 28 February 2025	<u>4,000,571</u>	<u>184,292</u>	<u>62,541</u>	<u>89,415</u>	<u>23,250</u>	<u>4,360,069</u>
Depreciation						
At 1 March 2024	—	10,917	49,882	40,918	15,245	116,962
Depreciation	—	5,548	8,500	18,806	2,755	35,609
At 28 February 2025	<u>—</u>	<u>16,465</u>	<u>58,382</u>	<u>59,724</u>	<u>18,000</u>	<u>152,571</u>
Net book values						
At 28 February 2025	<u>4,000,571</u>	<u>167,827</u>	<u>4,159</u>	<u>29,691</u>	<u>5,250</u>	<u>4,207,498</u>
At 29 February 2024	<u>4,000,571</u>	<u>10,803</u>	<u>12,659</u>	<u>40,917</u>	<u>8,005</u>	<u>4,152,955</u>

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values. These arise from the specialised nature of some properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

10 Investments

Fixed asset investments comprised:

	2025 £	2024 £
Freehold investment properties (a)	640,000	640,000
Listed investments and cash held for re-investment (b)	3,180,689	3,380,410
Total cost and market value of investments at 28 February 2025	<u>3,820,689</u>	<u>4,020,410</u>

10 Investments (continued)

Movements on each category of investment are summarised below:

(a) Freehold investment properties

	2025 £	2024 £
Fair value at 29 February 2024	640,000	640,000
Revaluation	—	—
Fair value at 28 February 2025	640,000	640,000

The freehold investment property has been valued in these accounts at its fair value estimated as its open market value which has been determined by the trustees with assistance provided by estate agents local to the property concerned.

(b) Listed investments

	2025 £	2024 £
Market value at 29 February 2024	3,380,410	4,621,167
Additions	—	—
Disposals at book value (Proceeds £400,000, gain: £11,471)	(388,529)	(1,214,034)
Net unrealised investment gains (losses)	188,808	(26,723)
Market value at 28 February 2025	3,180,689	3,380,410
Cost of listed investments at 28 February 2025	2,966,567	3,351,809

At 28 February 2025 and 29 February 2024, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

All investments within the above Fund were dealt in on a recognised stock exchange.

11 Debtors: amounts to be received within one year

	2025 £	2024 £
Proceeds from the sale of land at Priest's Lane	4,383,000	—
Accrued investment income	16,448	17,767
Other debtors	—	7,000
Prepayments	13,263	108,562
	4,412,711	133,329

Debtors: amounts to be received after one year

	2025 £	2024 £
Proceeds from the sale of land at Priest's Lane	8,207,000	—

The balance of the proceeds from the sale of Priest's Lane are to be received over the next three years. The estimated instalments which are to be received after one year have been discounted to their net present value using an interest rate of 4.5%.

12 Creditors: amounts falling due within one year

	2025 £	2024 £
Monies held on behalf of individual members of the Congregation	—	69,996
Accruals	257,381	41,943
Social security and other taxes	3,813	2,734
	261,195	114,673

Included within accruals is £195k of costs accrued in relation to the sale of Priest's Lane (2024: £Nil).

Monies held on behalf of individual members of the Congregation have been released to other income during the year as the charity obtained clarification on the timing of its entitlement to such funds.

Creditors: amounts falling due after one year

	2025 £	2024 £
Accrued costs in relation to the sale of Priest's Lane	92,070	—
	92,070	—

The balance of the costs associated with the sale of Priest's Lane are to be paid over the next three years. The estimated instalments which are to be paid after one year have been discounted to their net present value using an interest rate of 4.5%.

13 Tangible fixed assets fund

The tangible fixed asset fund represents the net book value of the charity's tangible fixed assets. This value has been set aside to highlight the fact that the tangible fixed assets are required for the charity's activities and are not available as a reserve to fund expenditure or meet future contingencies.

	2025 £	2024 £
At 1 March 2024	4,152,955	3,698,434
Additions	170,152	520,654
Depreciation and disposal adjustments	(115,609)	(66,133)
At 28 February 2025	4,207,496	4,152,955

14 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:

	At 1 March 2024 £	Utilised/ released £	At 28 February 2025 £
Retirement reserve	3,300,000	—	3,300,000
Dr N Hunt fund	253,507	(7,987)	245,520
	3,553,507	(7,987)	3,545,520

	At 1 March 2023 £	Utilised/ released £	At 29 February 2024 £
Retirement reserve	3,000,000	300,000	3,300,000
Dr N Hunt fund	275,208	(21,701)	253,507
	3,275,208	278,299	3,553,507

♦ Retirement reserve

The retirement reserve had been calculated using actuarial principles and consists of monies set aside by the trustees to assist in providing for the sisters in their retirement.

♦ Dr N Hunt fund

The Dr N Hunt fund represented money received from the estate of the late Dr Noreen Hunt and will be used to make donations to those in need.

15 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2025 £
Fund balances at 28 February 2025 are represented by:				
Tangible fixed assets	—	4,207,496	—	4,207,496
Fixed asset investments	275,169	—	3,545,520	3,820,689
Net assets	14,561,676	—	—	14,561,676
Total net assets	14,836,845	4,207,496	3,545,520	22,589,861

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2024 £
Fund balances at 29 February 2024 are represented by:				
Tangible fixed assets	—	4,152,955	—	4,152,955
Fixed asset investments	466,903	—	3,553,507	4,020,410
Net current assets	115,843	—	—	115,843
Total net assets	582,746	4,152,955	3,553,507	8,289,208

The total unrealised gains as at 28 February 2025 constitute movements on revaluation and are as follows:

	2025 £	2024 £
Unrealised gains (losses) included above:		
On listed investments	188,808	48,313
On investment properties	640,000	640,000
Total unrealised gains at 28 February 2025	828,808	688,313
Reconciliation of movements in unrealised gains		
Unrealised gains at 1 March 2024	688,313	715,036
In respect to disposals in the year	(11,471)	—
Net gains arising on revaluation in the year	200,279	(26,723)
Total unrealised gains at 28 February 2025	828,808	688,313

16 Ultimate control and member's liability

The trustees of the charity are also its members.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

17 Related party transactions

Other than the transactions with trustees described in note 7 to these accounts, there are no related party transactions requiring disclosure (2024 – none).

18 Lease commitments

At 28 February 2025, the charity had no commitments under non-cancellable operating leases or finance leases.

19 Post balance sheet events

An offer of £550,000 has been accepted on the property at Preston Road in Westcliff on Sea which has been included in these accounts at a value of £640,000.

URSULINE SISTERS BRENTWOOD CIO

England & Wales - Charity number 1168579

Accounts

Ursuline Sisters Brentwood CIO

Annual Report and Accounts

29 February 2024

Charity Registration Number
1168579

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

Trustees	Mrs Sue Cooper Sister Clare Kane Mr Michael L'Estrange Mrs Nicolina Lyon Sister Margaret Soper Sister Anne Spilberg
Commissary	Sister Margaret Soper
General Bursar	Ms Pauline Townsend
Principal Address	Ursuline Generalate 27 Eastfield Road Brentwood CM14 4HB
Telephone	01277 260156
e-mail	admin@ursulinesistersbrentwood.org
Charity Registration Number	1168579
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	National Westminster Bank plc 46 High Street Brentwood Essex CM14 4AL
Investment Managers	BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
Principal Solicitors	IBB Law LLP Capital Court 30 Windsor Street Uxbridge Middlesex UB8 1AB

The trustees present their report together with the accounts of the Ursuline Sisters Brentwood CIO (the 'charity') for the year to 29 February 2024.

The accounts have been prepared in accordance with the accounting policies set out on pages 17 to 21 and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) have been followed in the preparation of this report and accounts.

Activities, performance and future plans

Purpose and Impact

The Brentwood Ursuline Sisters were founded from another Ursuline Community in Upton, Forest Gate, 124 years ago, at the request of the Parish Priest of Brentwood, to provide secondary education for girls in the area. The Ursuline Order has been renowned since its origins in the 16th century for its particular emphasis on the education and development of women, which throughout the centuries has taken many and varied forms and has been pioneered in every continent in the world. Ursuline education has been noted for the values of building community, respecting the individual, working for peace and Gospel justice, excellence in academics and 'cultivating the vine' of faith with dynamic formation programmes. Our original foundress Angela Merici (1475-1540) was noted both in her own time and since for setting up a group of consecrated women who elected a leader from among themselves and remained in society to work amongst fellow citizens rather than being withdrawn into a cloister. Over the years the Brentwood Ursulines have provided formal education through the foundation and support of schools in Brentwood, Dagenham and Harold Hill and in Kenya, and have been active in promoting informal education through parish sacramental programmes, through both Diocesan and parish Youth Work and through a wide network of personal contacts. Now we have mostly retired from active ministry and the schools have passed into lay management, we are proud that our values continue to be promoted in the



"Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things."

St Angela, Prologue to the Counsels, 16-18

Activities, performance and future plans (continued)

Purpose and Impact (continued)

institutions we founded or to which we contributed. During the course of the year, we once again welcomed the annual Year 7 visits from the Brentwood Ursuline Convent High School, with two of the Sisters and one of our Associates giving them a taste of our history and the Ursuline ethos. We also attended the Annual Patronal Feast-day, Foundation Day and Academic Masses.

The School has continued to actively promote the Ursuline values of the Student Profile which is shared among all the Ursuline Schools in the UK taking a different theme each month across form-time and assemblies. During the year the school was Peer-Reviewed by the Ursuline Education Community – the joint collaborative project for the Ursuline Schools – and we were proud to note the following comment in the subsequent Report on the visit: “The team had an overwhelmingly positive experience during the review day, teachers and, importantly students, spoke with great authenticity about their school and they were excellent ambassadors to celebrate the school’s successes with future visitors to Brentwood Ursuline.” (United in Mission Visiting Team, November 2023)

Following the reduction in Sisters being cared for and corresponding reduction in Care staff last January, and with the gradually deteriorating condition of another of the remaining sisters, by the summer we came to the reluctant conclusion that continuing to provide 24 hour care in-house for 2 sisters was no longer sustainable nor adequate for the unique social needs of the sister with dementia. Consequently, we made the decision that we would find suitable care provision outside the Community for the two sisters needing care. We also decided that that since the ‘new’ accommodation was now already too large for our needs, we would start the process to move on into domestic situations, finding a buyer for the present convent accommodation and accepting that when any of the rest of us needed care we would seek it outside the Community setting. This inevitably meant a further redundancy process for the rest of the Care staff. We retained a housekeeper, cleaner, gardener and a Care Supervisor to oversee the Care of the Sisters in Care Homes, along with our office staff.

The Archives continue to be securely housed. We are in a process of negotiating with Durham University Library the transfer of those Archives we do not need to keep, but which need to be in a secure environment, before the sale of the property is achieved.

The transfer of the schools’ land to the Diocese of Brentwood (BRCDT) (thereby ensuring their continuance at the forefront of the provision of Catholic Education in our Diocese) has been completed; we are continuing to seek to dispose of land and buildings we no longer use in order to reduce our commitments and to ensure our reserve for the care of the Sisters is adequate.

Negotiations with the highest bidder for the sale of the large playing field, once used by the Brentwood Ursuline School but long since unused due to the distance from the school and now accepted into the Local Plan for housing development, are continuing.

As part of our legacy, the Trustees agreed to contribute to the building of a dedicated Sixth Form block for the Brentwood Ursuline Convent High School.

Activities, performance and future plans (continued)

Purpose and Impact (continued)

We will continue the process of identifying beneficiaries and allocating assets to appropriate objects of the Charity.

We have been able to offer hospitality to groups and individuals, though the size and layout of the present house places inevitable limits on how many we can accommodate. We continue to respond to requests for financial assistance from some people suffering hardship, including providing furniture for a refugee family. We started regular contributions to the local food bank and we have maintained contact via telephone, card or Zoom with many individuals and groups.



We continued to fund a young boy requiring extra literacy tuition and have begun funding for tutorials for another. We have funded a hairdressing course to help a young person find work and have continued to support families through difficult periods, also covering the needs of teenage children at school and college, e.g. by providing a weekly payment to one young man at University. We have paid for a course of counselling for someone in need.

I'd also like to thank you for all you and the Sisters have done in regards to education.

The Sister who worked as a Chaplain in a local prison retired during the year and has received many tributes for her long and dedicated commitment to both prisoners and staff there, especially for the Travellers' Forum which she initiated.

We contributed financially, mainly through the Catholic Agency for Overseas Development, to various emergencies which have occurred this year, including Ukraine, the Libyan flooding and the Israeli-Palestinian conflict. We have also sent donations with a Priest we know to aid orphan projects in Africa.

Values and Ways of Working

The objects of the CIO are such charitable purposes which advance the religious and other charitable work undertaken, both now and in the past by the Congregation as the Charity Trustees think fit, including in particular (but without prejudice to the generality of the foregoing) the advancement of education, the relief of poverty, the advancement of the Roman Catholic religion and care of the sick and elderly members of the Congregation.

The trustees of the charity support the religious and other charitable works carried out by members of the Congregation, and the care of those members throughout their lives within the Congregation. All of the Sisters are now retired from remunerative work, but even the oldest and frailest support the mission of the Congregation by their interest and their prayer. We employ staff with the necessary knowledge, experience and skills to enable the charity to continue to meet its objectives and maintain efficient and transparent organisation, both for the internal working of the charity and in its relations with the public. We pay salaries that are commensurate with those for similar roles in other organisations and are attentive to ensuring that employees receive a just and living wage and that their conditions of employment meet the highest standards.

Safeguarding: The Leadership Team of the Congregation and the Safeguarding Lead have kept abreast of the changes to CSSA and RLSS and are preparing in anticipation of a safeguarding audit.

Governance, structure and management

Originally our work was funded by grants, salaries and fees. Now our income is mainly from pensions, dividends from our investment portfolio and sale of properties. Our main costs are Care Home fees, staff salaries, regular property maintenance (now significantly reduced due to our move) and the ongoing costs of administering the charity. Each year we revise an actuarial projection in order to ensure that we keep a reserve intact to care for the Sisters to the end of their lives.

The trustees acknowledge that there is a risk that investments lose value. We attend regularly to updates from our investment managers to ensure that they act within a sustainable policy that diversifies investments and aims to achieve a total return from capital growth while providing regular income on a quarterly basis.

Risk management

The Trustees regularly review the principal risks and uncertainties that the charity faces categorising the risks between those affecting the governance and management of the charity and those which occur because of circumstances outside the charity's control such as changes in government policy, laws and regulations. They regularly evaluate the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified. They also ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise. Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

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

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age of the Sisters at 29th February 2024 was 86 years. The trustees are aware that there is a both a moral and a legal obligation to care for the older members. None of these sisters have resources of their own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters, encouraging those who need it to take on less demanding ministries and identifying those who need extra help and care.

Governance, structure and management (continued)

Risk management (continued)

- ◆ 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 the United Kingdom and all those who volunteer for the charity and work with children or vulnerable adults obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to fully implementing the policies of the Catholic Safeguarding Standards Agency (CSSA). One of the sister trustees is responsible for ensuring this policy is adhered to in respect of all sisters, employees and volunteers. In addition, the trustees take part in on-going safeguarding training, update internal policies and ensure that sisters, staff and volunteers are kept informed about good practice in work and ministry.
- ◆ The Charity's principal assets comprise land and listed investments, the value of which is dependent on movements in UK and worldwide stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the trustees. The trustees are invited to attend twice-yearly updates from the managers, and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs – both now and in the future. The trustee with financial expertise was asked and agreed to monitor the state of our investments on behalf of the CIO. The Trustees are presently considering employing investment oversight to ensure adequate diversification of the portfolio.
- ◆ We have continued to keep open the short-term cash management account with the same investment company to enable our long-term investments to remain mostly undisturbed.

Canon Law

Following a unanimous decision on the part of the Congregation in 2017 the ordinary governance of the institute has been suspended due to the age of the members and a Commissary (Delegate) currently one of the Sisters, was appointed by the Bishop of Brentwood. The governance of the institute continues to be based in Brentwood and the Commissary assumes all the rights and obligations of the universal law of the Church and the proper law of the institute attributed to the Supreme Moderator and her Council.

Civil law

The CIO is governed by a Constitution dated 3 August 2016 and revised in December 2022. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively.

The trustees make every effort to be conscientious in reading and assimilating the Charity Commission's general guidance on public benefit with regard to setting objectives and planning the work of individual sisters.

Governance, structure and management (continued)

Civil law (continued)

Training and updating are maintained.

The trustees normally meet at least four times a year and with the Congregation's legal, accounting and property advisers as necessary either in person or via phone or video.

Trustees' Responsibilities Statement

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 year 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 these accounts the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles in 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);
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts and
- ◆ Prepare the accounts on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (accounts and Reports) Regulations and the provisions of the governing document. 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.

The present report is evidence that the trustees understand their responsibilities and have prepared accounts for this financial period which give a true and fair view of the state of affairs of the charity.

Structure and Management

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions. When necessary the trustees seek advice and support from the charity's professional advisers including investment managers, solicitors, property advisers and accountants.

Governance, structure and management (continued)

Key management personnel

The trustees consider that they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. They receive no remuneration in respect of their duties.

Fundraising

The charity is not actively involved in fundraising activities. However, it aims to achieve best practice in the way in which it communicates with donors and other supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data, and ensures that supporters' and donors' communication preferences can be changed at any time. The charity does not employ the services of Professional Fundraisers. During the year to 29 February 2024, the charity received no complaints about fundraising activities.

Financial review

Income and expenditure

A summary of the year's results can be found on page 14 of the attached accounts.

Total income for the year was £333,374 (2023 – £1,564,676). Investment income of £144,427 has decreased compared to the prior year (2023 - £155,802). Income from other sources for the year ended 29 February 2024 includes a surplus on disposal of fixed assets £Nil (2023 – £1,150,486) from the disposal of property.

Total expenditure of £1,022,630 was higher than the prior year (2023 – £891,721). This is due to increased care costs in the year as a result of more Sister's going into care home's.

Losses from the revaluation and disposal of listed investments of £40,757 were less than the prior year (2023 – loss of £108,700).

Financial position and reserves policy

The balance sheet shows total net assets of £8,289,208 (2023 – £9,019,221).

The trustees have set aside an amount equivalent to the book value of the tangible fixed assets as a separate fund in recognition of the fact that such assets are required to enable the Congregation to carry out its charitable work and are not available to fund activities or meet future contingencies.

£3,300,000 has been designated to meet the costs of the care and welfare of the Sisters in their retirement (2023 – £3,000,000). The Sisters are wholly dependent on the charity for their maintenance and care; all are of pensionable age; some need constant, skilled care.

The Dr N Hunt fund was set up in 2012 using a legacy of £324,561 received from the estate of Dr Noreen Hunt. The intention is to use the money to make donations to those in need. As at 29 February 2024, £253,507 remains to be spent (2023 – £275,208).

Financial review (continued)

Financial position and reserves policy (continued)

The trustees' reserves policy has been to maintain a level of free reserves approximately equal to six months' operating expenditure in order to provide for contingencies, equating to approximately £300,000 - £350,000. The free reserves available at the balance sheet date were higher than this range, being £582,746 (2023 – £2,045,579). The trustees deem the level of free reserves to be adequate but not excessive given the inherent uncertainty in the stock markets and the continuing uncertainties in the economy.

Signed on behalf of the trustees

Margaret Soper

Trustee

Approved by the trustees on: 10th June 2024

Independent auditor's report to the trustees of Ursuline Sisters Brentwood CIO

Opinion

We have audited the accounts of Ursuline Sisters Brentwood CIO (the 'charity') for the year ended 29 February 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the 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 29 February 2024 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the 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.

Other information (continued)

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.

Auditor's responsibilities for the audit of the financial statements

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 financial statements (continued)

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

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

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We obtained an understanding of the legal and regulatory frameworks applicable to the group and charitable parent company and the sector in which it operates. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity. We determined that the following laws and regulations were most significant: 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), the Charities Act 2011 and safeguarding regulations;
- ◆ We understood how the charity is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the relevant minutes and correspondence from regulatory bodies; and
- ◆ We identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

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

- ◆ Making enquiries of management and 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.

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 journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;
- ◆ performed substantive testing on expenditure; and
- ◆ investigated the rationale behind significant or unusual transactions.

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

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 those charged with governance and other relevant reports prepared by management for the trustees;
- ◆ enquiring of management as to actual and potential litigation and claims; and
- ◆ reviewing correspondence with the company's legal advisors.

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 those charged with governance and management and the inspection of regulatory and legal correspondence, if any.

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

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

2 July 2024

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

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

Statement of financial activities Year to 29 February 2024

	Notes	Unrestricted funds	
		2024 £	2023 £
Income from:			
Donations and legacies	1	188,947	258,378
Investments and interest receivable	2	144,427	155,802
Other sources			
. Surplus on disposal of tangible fixed assets		—	1,150,486
. Miscellaneous income		—	10
Total income		333,374	1,564,676
Expenditure on:			
Charitable activities			
. Support of the members of the Congregation and their ministry	3	955,734	871,060
. Donations in support of miscellaneous charitable activities		35,490	20,661
Loss from disposal of tangible fixed assets		31,406	—
Total expenditure		1,022,630	891,721
Net (expenditure)/income before investment (losses)		(689,256)	672,955
Net (losses) on investments	10	(40,757)	(108,700)
Net (expenditure)/income for the year and net movement in funds		(730,013)	564,255
Reconciliation of funds			
Fund balances at 1 March 2023		9,019,221	8,454,966
Fund balances at 29 February 2024		8,289,208	9,019,221

All recognised gains and losses are included in the above statement of financial activities and are derived from continuing activities.

Balance sheet 29 February 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	9		4,152,955		3,698,434
Investments	10		4,020,410		5,261,167
			8,173,365		8,959,601
Current assets					
Debtors	11	133,329		37,184	
Short term deposits		6,173		105,381	
Cash at bank and in hand		91,014		97,037	
		230,516		239,602	
Liabilities					
Creditors: amounts falling due within one year	12	(114,673)		(179,982)	
Net current assets (liabilities)			115,843		59,620
Total net assets			8,289,208		9,019,221
The funds of the charity:					
Unrestricted funds					
. Tangible fixed assets fund	13		4,152,955		3,698,434
. Designated funds	14		3,553,507		3,275,208
. General funds			582,746		2,045,579
			8,289,208		9,019,221

Approved by the trustees
and signed on their behalf by:

Margaret Soper
Trustee
Approved on: 10th June 2024

Charity Registration Number: 1168579

Statement of cash flows Year to 29 February 2024

	Notes	2024 £	2023 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(929,004)	(625,808)
Cash flows from investing activities:			
Income received from listed investment and interest received		127,627	139,002
Rents received from investment properties		16,800	16,800
Proceeds from the disposal of tangible fixed assets		—	1,806,341
Purchase of tangible fixed assets		(520,654)	(10,500)
Purchase of listed investments		—	(1,400,000)
Proceeds from the disposal of listed investments		1,200,000	—
Net cash provided by investing activities		823,773	551,643
Change in cash and cash equivalents in the year		(105,231)	(74,165)
Cash and cash equivalents at 1 March 2023	B	202,418	276,583
Cash and cash equivalents at 29 February 2024	B	97,187	202,418

Notes to the statement of cash flows for the year to 29 February 2024.

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

	2024 £	2023 £
Net movement in funds (as per the statement of financial activities)	(730,013)	564,255
Adjustments for:		
Depreciation charge	34,727	54,438
Losses on listed investments and investment property	40,757	108,700
Investment income and interest receivable	(144,427)	(155,802)
Surplus on disposal of tangible fixed assets	31,406	(1,150,486)
(Increase) Decrease in debtors	(96,145)	28,398
Decrease in creditors	(65,309)	(75,311)
Net cash used in operating activities	(929,004)	(625,808)

B Analysis of cash and cash equivalents

	2024 £	2023 £
Cash at bank and in hand	91,014	105,381
Short term deposits	6,173	97,037
Total cash and cash equivalents:	97,187	202,418

No separate reconciliation has been prepared between the movements in net debt of the charity as there is no difference between the movements in cash and cash equivalents and the net cash (debt) of the charity.

Principal accounting policies Year to 29 February 2024

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

Basis of preparation

These accounts have been prepared for the year ended 29 February 2024 with comparative information provided in respect to the year ended 28 February 2023.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102, 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 and the Charities Act 2011.

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

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge;
- ◆ the assumptions applied in determining the valuation of investment properties;
- ◆ the assumptions applied in determining the amounts to be designated, in particular the size of the Sisters' retirement reserve; 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 at least one year from the date of approval of these accounts.

There will undoubtedly be challenges ahead due to the aftermath of the Covid pandemic, and wider macroeconomic and geopolitical uncertainties. However, the trustees do not expect concerns to arise over the charity's financial position.

Assessment of going concern (continued)

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

The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 28 February 2025 the most significant areas that affect the carrying value of the assets held by the charity are the level of investment returns and the performance of the investment markets.

Income

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.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

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

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

Any surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

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

Expenditure

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.

Expenditure (continued)

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings.

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 in respect to the support of members of the Congregation and enabling their ministry including governance costs.

Charitable grants and donations in support of miscellaneous charitable activities are made 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 payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions.

All expenditure is stated inclusive of irrecoverable VAT.

Support and governance costs

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

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

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and enabling their ministry and hence has there has been no apportionment between the headings.

Tangible fixed assets

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

♦ *Freehold land and buildings*

The charity leased land and buildings of two Catholic voluntary aided schools to the Trustees of the Diocese of Brentwood which is a separate charity.

During the year, the land and buildings which were leased to the Diocese of Brentwood have been transferred to Diocesan ownership.

The trustees consider that no meaningful value can be attributed to these assets since they were not used directly by the charity, do not generate income and cannot be disposed of in the open market value or put to alternative use while such occupation, which may be indefinite, continues. They were therefore valued at £nil in the accounts.

Tangible fixed assets (continued)

♦ ***Freehold land and buildings*** (continued)

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. As permitted under Financial Reporting Standard 102 (FRS 102) the charity adopts a policy of not revaluing its tangible fixed assets. The charity has adopted the value of land and buildings as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as their deemed cost. Additions since 1 March 2017 are stated at cost.

♦ ***Property improvements***

Expenditure on property refurbishment and plant is capitalised and depreciated over a ten year period on a straight line basis.

♦ ***Plant, furniture, equipment and motor vehicles***

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

Items of plant are depreciated over 5-15 years based on the specific asset.

Fixed asset investments

Fixed asset investments comprise:

♦ ***Listed investments***

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

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

♦ ***Investment properties***

These are included on the balance sheet at fair value estimated as their open market value based on a trustees' valuation determined with professional assistance.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial period. Unrealised gains and losses are calculated as the difference between the fair value at the period end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the period in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the 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.

Funds structure

The funds of the charity are unrestricted and available for use in furtherance of the charity's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity, the trustees have identified funds represented by tangible fixed assets and designated amounts for specific purposes. Details are provided in notes 13 and 14.

Services provided by members of the Congregation

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

1 Income from: Donations and legacies

	2024 £	2023 £
Salaries, pensions and other income of individual religious received under a Gift Aid compliant deed of covenant	187,822	214,412
Other donations	1,125	2,560
Legacies	—	41,406
	188,947	258,378

2 Income from: Investments and interest receivable

	2024 £	2023 £
Income from listed investments		
UK Charity Authorised Investment Funds	123,046	135,510
Bank interest receivable	4,581	3,492
Rental income from investment properties	16,800	16,800
	144,427	155,802

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

	2024 £	2023 £
Staff costs (note 6)	374,953	405,101
Premises	142,486	195,485
Sisters' living expenses	359,502	207,829
Education, training and spiritual renewal	2,048	1,631
Legal expenses	6,349	20,099
Management, computer development and office expenses	51,402	23,648
Governance costs (note 4)	18,994	17,267
	955,734	871,060

4 Governance costs

Included within expenditure on supporting members of the Congregation and their ministry are governance costs as detailed below:

	2024 £	2023 £
Audit and accountancy	18,994	17,267

5 Net income (expenditure) for the year and net movement in funds

This is stated after charging:

	2024 £	2023 £
Staff and related costs (note 6)	374,953	405,101
Auditor's remuneration (including VAT)		
. Statutory audit services	18,994	17,267
Depreciation	34,727	54,438
Loss on disposal of tangible fixed assets	31,406	—
Surplus on disposal of tangible fixed assets	—	1,150,486

6 Staff costs

Staff and related costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	340,667	369,243
Social security costs	28,100	28,325
Pension costs	6,186	7,533
	374,953	405,101

Included within wages and salaries are redundancy payments of £70,044, (2023 – £22,495) made to 9 employees. Of this amount, £6,825 was non-statutory.

One employee earned between £60,000-£70,000 (including taxable benefits) during the year (2023 – one).

The average monthly number of employees (based on headcount) during the year, analysed by function, was:

	2024	2023
Support of members of the Congregation	14	23

A significant number of employees work part-time. The full-time equivalent number of employees during the year was 7.4 (2023 – 9.56).

7 Key management personnel and transactions with trustees

The trustees consider that they comprise the key management personnel in charge of directing, controlling, running and operating the charity on a day to day basis. None of the trustees received any remuneration during the year (2023 – none). One trustee was reimbursed travel expenses totalling £219 in the year in connection with their duties as a trustee (2023 – £44). A number of trustees are also members of the Congregation and their living and personal expenses were borne by the charity during the year.

7 Key management personnel and transactions with trustees (continued)

The trustees who are members of the Congregation have no resources of their own as all earnings, pensions and other income are donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated to the charity by these trustees was £54,003 (2023 – £48,713).

8 Taxation

The Ursuline Sisters Brentwood 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.

9 Tangible fixed assets

	Non-specialised Freehold Land and Property £	Property improvements £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost						
At 1 March 2023	3,559,917	204,684	107,237	81,835	23,250	3,976,923
Additions	520,654	—	—	—	—	520,654
Disposals	—	(182,964)	(44,696)	—	—	(227,660)
At 29 February 2024	<u>4,080,571</u>	<u>21,720</u>	<u>62,541</u>	<u>81,835</u>	<u>23,250</u>	<u>4,269,917</u>
Depreciation						
At 1 March 2023	—	160,886	87,305	20,459	9,839	278,489
Depreciation	—	2,172	6,690	20,459	5,406	34,727
Removed on disposal	—	(152,141)	(44,113)	—	—	(196,254)
At 29 February 2024	<u>—</u>	<u>10,917</u>	<u>49,882</u>	<u>40,918</u>	<u>15,245</u>	<u>116,962</u>
Net book values						
At 29 February 2024	<u>4,080,571</u>	<u>10,803</u>	<u>12,659</u>	<u>40,917</u>	<u>8,005</u>	<u>4,152,955</u>
At 28 February 2023	<u>3,559,917</u>	<u>43,798</u>	<u>19,932</u>	<u>61,376</u>	<u>13,411</u>	<u>3,698,434</u>

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values, as is demonstrated by the above transaction. These arise from the specialised nature of some properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

10 Investments

Fixed asset investments comprised:

	2024 £	2023 £
Freehold investment properties (a)	640,000	640,000
Listed investments and cash held for re-investment (b)	3,380,410	4,621,167
Total cost and market value of investments at 29 February 2024	<u>4,020,410</u>	<u>5,261,167</u>

10 Investments (continued)

Movements on each category of investment are summarised below:

(a) Freehold investment properties

	2024 £	2023 £
Fair value at 28 February 2023	640,000	500,000
Revaluation	—	140,000
Fair value at 29 February 2024	640,000	640,000

The freehold investment property has been valued in these accounts at its fair value estimated as its open market value which has been determined by the trustees with assistance provided by estate agents local to the property concerned.

(b) Listed investments

	2024 £	2023 £
Market value at 28 February 2023	4,621,167	3,469,867
Additions	—	1,400,000
Disposals at book value (Proceeds £1,200,000, loss: £14,034)	(1,214,034)	—
Net unrealised investment (losses)	(26,723)	(248,700)
Market value at 29 February 2024	3,380,410	4,621,167
Cost of listed investments at 29 February 2024	3,351,809	4,546,131

At 29 February 2024 and 28 February 2023, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

All investments within the above Fund were dealt in on a recognised stock exchange.

11 Debtors

	2024 £	2023 £
Accrued investment income	17,767	23,188
Other debtors	7,000	2,431
Prepayments	108,562	11,565
	133,329	37,184

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Monies held on behalf of individual members of the Congregation	69,996	69,996
Additions to tangible fixed assets	—	50,349
Accruals	41,943	44,110
Social security and other taxes	2,734	15,528
	114,673	179,982

13 Tangible fixed assets fund

The tangible fixed asset fund represents the net book value of the charity's tangible fixed assets. This value has been set aside to highlight the fact that the tangible fixed assets are required for the charity's activities and are not available as a reserve to fund expenditure or meet future contingencies.

	2024 £	2023 £
At 1 March 2023	3,698,434	4,398,226
Additions	520,654	10,500
Depreciation and disposal adjustments	(66,133)	(710,292)
At 29 February 2024	4,152,955	3,698,434

14 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:

	At 1 March 2023 £	Utilised/ released £	At 29 February 2024 £
Retirement reserve	3,000,000	300,000	3,300,000
Dr N Hunt fund	275,208	(21,701)	253,507
	3,275,208	278,299	3,553,507

	At 1 March 2022 £	Utilised/ released £	At 28 February 2023 £
Retirement reserve	3,000,000	—	3,000,000
Dr N Hunt fund	285,903	(10,695)	275,208
	3,285,903	(10,695)	3,275,208

♦ Retirement reserve

The retirement reserve had been calculated using actuarial principles and consists of monies set aside by the trustees to assist in providing for the sisters in their retirement.

♦ Dr N Hunt fund

The Dr N Hunt fund represented money received from the estate of the late Dr Noreen Hunt and will be used to make donations to those in need.

15 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2024 £
Fund balances at 29 February 2024 are represented by:				
Tangible fixed assets	—	4,152,955	—	4,152,955
Fixed asset investments	466,903	—	3,553,507	4,020,410
Net current assets	115,843	—	—	115,843
Total net assets	582,746	4,152,955	3,553,507	8,289,208

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2023 £
Fund balances at 28 February 2023 are represented by:				
Tangible fixed assets	—	3,698,434	—	3,698,434
Fixed asset investments	1,985,959	—	3,275,208	5,261,167
Net current assets	59,620	—	—	59,620
Total net assets	2,045,579	3,698,434	3,275,208	9,019,221

The total unrealised gains as at 28 February 2024 constitute movements on revaluation and are as follows:

	2024 £	2023 £
Unrealised gains (losses) included above:		
On listed investments	48,313	75,036
On investment properties	640,000	640,000
Total unrealised gains at 29 February 2024	688,313	715,036
Reconciliation of movements in unrealised gains		
Unrealised gains at 1 March 2023	715,036	823,736
In respect to disposals in the year	—	—
Net gains arising on revaluation in the year	(26,723)	(108,700)
Total unrealised gains at 29 February 2024	688,313	715,036

16 Ultimate control and member's liability

The trustees of the charity are also its members.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

17 Related party transactions

Other than the transactions with trustees described in note 7 to these accounts, there are no related party transactions requiring disclosure (2023 – none).

18 Lease commitments

At 29 February 2024, the charity had no commitments under non-cancellable operating leases or finance leases.

19 Post balance sheet events

Negotiations to complete the sale of the Priests Lane playing field are concluded and the contracts are ready to exchange, pending approval from Rome. The purchase price is subject to a number of deductions which, due to their nature, are currently uncertain in their value. Payment is expected in instalments. Based on current estimates, we anticipate receiving the first instalment, which is estimated to be in the region of £4m, in Autumn 2024. Further instalments are due to be received over a three year period. The land being sold has a net book value in these accounts of £80,000.

Accounts

Ursuline Sisters Brentwood CIO

Annual Report and Accounts

28 February 2023

Charity Registration Number
1168579

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

Trustees	Mrs Sue Cooper Sister Clare Kane Mr Michael L'Estrange Mrs Nicolina Lyon Sister Margaret Soper Sister Anne Spilberg
Commissary	Sister Margaret Soper
General Bursar	Ms Pauline Townsend
Principal Address	Ursuline Generalate 27 Eastfield Road Brentwood CM14 4HB
Telephone	01277 260156
e-mail	admin@ursulinesistersbrentwood.org
Charity Registration Number	1168579
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	National Westminster Bank plc 46 High Street Brentwood Essex CM14 4AL
Investment Managers	BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
Principal Solicitors	IBB Law LLP Capital Court 30 Windsor Street}Uxbridge Middlesex UB8 1AB

The trustees present their report together with the accounts of the Ursuline Sisters Brentwood CIO (the 'charity') for the year to 28 February 2023.

The accounts have been prepared in accordance with the accounting policies set out on pages 20 to 24 and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) have been followed in the preparation of this report and accounts.

Activities, performance and future plans

Purpose and Impact

The Brentwood Ursuline Sisters were founded from another Ursuline Community in Upton, Forest Gate, 121 years ago, at the request of the Parish Priest of Brentwood, to provide secondary education for girls in the area. The Ursuline Order has been renowned since its origins in the 16th century for its particular emphasis on the education and development of women, which throughout the centuries has taken many and varied forms and has been pioneered in every continent in the world. Ursuline education has been noted for the values of building community, respecting the individual, working for peace and Gospel justice, excellence in academics and 'cultivating the vine' of faith with dynamic formation programmes. Our original foundress Angela Merici (1475-1540) was noted both in her own time and since for setting up a group of consecrated women who elected a leader from among themselves and remained in society to work amongst fellow citizens rather than being withdrawn into a cloister.



"Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things."
St Angela, Prologue to the Counsels, 16-18

Activities, performance and future plans (continued)

Purpose and Impact (continued)

Over the years the Brentwood Ursulines have provided formal education through the foundation and support of schools in Brentwood, Dagenham and Harold Hill and in Kenya, and have been active in promoting informal education through parish sacramental programmes, through both Diocesan and parish Youth Work and through a wide network of personal contacts. Now we have mostly retired from active ministry and the schools have passed into lay management, we are proud that our values continue to be promoted in the institutions we founded or to which we contributed. During the course of the year, we resumed the annual Year 7 visits from the Brentwood Ursuline Convent High School, with two of the Sisters and one of our Associates giving them a taste of our history and welcoming them to the Ursuline ethos. We also attended the Annual Patronal Feast-day and Academic Masses.

We were very encouraged to see the headmaster of the school actively promoting the Ursuline values of the Student Profile in the School's Autumn Newsletter (see 'tree') This profile is shared among all the Ursuline Schools in the UK. taking a different theme each month across form-time and assemblies. An extract from this newsletter is included later in this report.

Our new accommodation is proving to be much better suited to our smaller group of Sisters, although, unfortunately, during the course of the year three more of the Sisters, with various conditions, had to go into Care Homes in order for their needs to be met more appropriately and adequately than is possible in our situation. The move to Care Homes has meant that there are very few Sisters needing care in our house which has inevitably and unfortunately led us on a process of reducing the number of staff. This was undertaken, carefully and sensitively, with employment advice at every step.

The sale of our former accommodation to another Congregation was finalised in March 2022.

The Archives continue to be securely housed in our new house and we await the return from illness of our Archivist. The transfer of the schools' land we still own to the Diocese of Brentwood (BRCDT) (thereby ensuring their continuance at the forefront of the provision of Catholic Education in our Diocese) is nearing completion; we are continuing to seek to dispose of land and buildings we no longer use in order to reduce our commitments and to ensure our reserve for the care of the Sisters is adequate. We are pleased that, after more than twenty years, a large playing field once used by the Brentwood Ursuline School but long since unused due to the distance from the school, now accepted into the Local Plan for housing development, has achieved a suitable tender for sale. We will continue the process of identifying beneficiaries and allocating assets to appropriate objects of the Charity.

With this objective in mind, we have initiated a consultation involving Sisters, leadership and Trustees to look at our legacy for the future, in line with the objectives of the Charity, our history and the needs of our times.

Activities, performance and future plans (continued)

Purpose and Impact (continued)

This year has seen a gradual and careful return to our ministries, following the Covid pandemic. We have been able to offer hospitality to groups and individuals, though the size and layout of the new house places inevitable limits on how many we can accommodate. We continue to respond to requests for financial assistance from some people suffering hardship, we started regular contributions to the local food bank, we made a one-off gift to all staff to help with the increased cost of living, and we have maintained contact via telephone, card or Zoom with many individuals and groups.

We continued to fund a young boy requiring extra literacy tuition and we have supported a couple of families through difficult periods of finding work and covering the needs of teenage children at school and college.

The Sister who works as a Chaplain in a local prison continued to bring a much appreciated positive and cheerful presence into the prison both to prisoners and staff especially when they suffer from illness or bereavement.

We contributed financially, mainly through the Catholic Agency for Overseas Development, to various emergencies which have occurred this year, including Ukraine, Afghanistan, and earthquakes in Turkey and Syria. We have also sent donations with a Priest we know to aid orphan projects in Africa.

Values and Ways of Working

Looking to the future, the Trustees, together with their legal Charity adviser, have revised the Ursuline Sisters Brentwood CIO Constitution to bring it in line with our current Canon Law status and the needs of the organisation. These have been approved and registered by the Charity Commission.

The objects of the CIO are such charitable purposes which advance the religious and other charitable work undertaken, both now and in the past by the Congregation as the Charity Trustees think fit, including in particular (but without prejudice to the generality of the foregoing) the advancement of education, the relief of poverty, the advancement of the Roman Catholic religion and care of the sick and elderly members of the Congregation.

The trustees of the charity support the religious and other charitable works carried out by members of the Congregation, and the care of those members throughout their lives within the Congregation. All but one of Sisters are now retired from remunerative work, but even the oldest and frailest support the mission of the Congregation by their interest and their prayer.

We employ staff with the necessary knowledge, experience and skills to enable the charity to continue to meet its objectives and maintain efficient and transparent organisation, both for the internal working of the charity and in its relations with the public. We pay salaries that are commensurate with those for similar roles in other organisations and are attentive to ensuring that employees receive a just and living wage and that their conditions of employment meet the highest standards.

Safeguarding: The Leadership Team of the Congregation and the Safeguarding Lead have followed via Zoom the progress of the setting up of the Religious Life Safeguarding Service and have opted into the Service.

Governance, structure and management

Operating Model and Risks

Originally our work was funded by grants, salaries and fees. Now our income is mainly from pensions, allowances, dividends from our investment portfolio and sale of properties. Our main costs are staff salaries, regular property maintenance (now significantly reduced due to our move) and the ongoing costs of administering the charity. Each year we revise an actuarial projection in order to ensure that we keep a reserve intact to care for the Sisters to the end of their lives.

The trustees acknowledge that there is a risk that investments lose value. We attend regularly to updates from our investment managers to ensure that they act within a sustainable policy that diversifies investments and aims to achieve a total return from capital growth while providing regular income on a quarterly basis.

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 and those which occur because of circumstances outside the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise. Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

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

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age of the Sisters at 28th February 2023 was 86 years. The trustees are aware that there is both a moral and a legal obligation to care for the older members. None of these sisters have resources of their own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra help and care.

Governance, structure and management (continued)

Operating Model and Risks (continued)

Risk management (continued)

- ◆ 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 the United Kingdom and all those who volunteer for the charity and work with children or vulnerable adults obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to fully implementing the policies of the Catholic Safeguarding Standards Agency (CSSA). One of the sister trustees is responsible for ensuring this policy is adhered to in respect of all sisters, employees and volunteers. In addition, the trustees take part in on-going safeguarding training, update internal policies and ensure that sisters, staff and volunteers are kept informed about good practice in work and ministry.
- ◆ The Charity's principal assets comprise land (previously used by the school but now recently designated for development in the local plan) and listed investments, the value of which is dependent on movements in UK and worldwide stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the trustees. The trustees are invited to attend twice-yearly updates from the managers, and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs – both now and in the future. The trustee with financial expertise was asked and agreed to monitor the state of our investments on behalf of the CIO.
- ◆ We have continued to keep open the short-term cash management account with the same investment company to enable our long-term investments to remain mostly undisturbed.

Governance and Decision-making

Canon Law

Following a unanimous decision on the part of the Congregation in 2017 the ordinary governance of the institute has been suspended due to the age of the members and a Commissary (Delegate) currently one of the Sisters, was appointed by the Bishop of Brentwood. The governance of the institute continues to be based in Brentwood and the Commissary assumes all the rights and obligations of the universal law of the Church and the proper law of the institute attributed to the Supreme Moderator and her Council.

Civil law

The CIO is governed by a Constitution dated 3 August 2016 and revised in December 2022. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively.

Governance, structure and management (continued)

Governance and Decision-making (continued)

Civil law (continued)

The trustees make every effort to be conscientious in reading and assimilating the Charity Commission's general guidance on public benefit with regard to setting objectives and planning the work of individual sisters.

Training and updating are maintained.

The trustees normally meet at least four times a year and with the Congregation's legal, accounting and property advisers as necessary either in person or via phone or video.

Trustees' Responsibilities Statement

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 year 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 these accounts the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles in 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);
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts and
- ◆ Prepare the accounts on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (accounts and Reports) Regulations and the provisions of the governing document. 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.

A Trustee and the Bursar attended a seminar concerning the implications of the new Charities Act 2022.

The present report is evidence that the trustees understand their responsibilities and have prepared accounts for this financial period which give a true and fair view of the state of affairs of the charity.

Governance, structure and management (continued)

Structure and Management

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions. When necessary the trustees seek advice and support from the charity's professional advisers including investment managers, solicitors, property advisers and accountants.

Key management personnel

The trustees consider that they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. They receive no remuneration in respect of their duties.

Extracts From the School Newsletter

This term, we have been focussing on the Ursuline Student Profile virtue of "Courageous and Resilient." This virtue is also one of two guiding principles; the other being 'Serviam.' Both of these were witnessed especially during Trinity House week, which took place from 26th to 30th September. This was a very special House Week, as it was the first time since September 2019 that we were able to have whole school activities to help us raise money for our charity, Macmillan Cancer Trust. Sadly, during this school term, we have also said goodbye to Her Majesty Queen Elizabeth II. We are reminded of her famous quote (above) about how being courageous helps us in the hopes for a better future.



I would like to draw your attention particularly to the Ursuline Education Values that are becoming embedded in our approach, in common with all the other Ursuline schools in England. I am also delighted with the progress we are making in celebrating the diversity of our Brentwood Ursuline community. The word St Angela used, which is contained in our School Prayer, as well as our Ursuline Education Values, is 'Insieme', Together. Living together can be joyful, frustrating, irritating, wonderful...just ask any family! The point is not that we arrive at a set destination, but that we journey together, 'bearing with one another in Jesus Christ', as our prayer says. This Newsletter gives a flavour of our journey together so far this year.

Extracts From the School Newsletter (continued)

Year 7 RE Visits to the Ursuline Sisters

"Recently, Year 7 went to see the Ursuline Sisters who are a very important part of our school. We were all very excited and a little nervous as we didn't know what to expect. However, after the trip we all came back refreshed and our knowledge of our religion and the history of our wonderful school improved.

We all lined up outside and were led by our RE teacher and our school chaplain, Miss Gillespie. We walked around the outside of the school and down Eastfield Road to meet the Ursuline Sisters at the back entrance of their house. We were all greeted with a warm welcome and were invited to sit down on their carpet where we watched their screen. They showed us a presentation on the history of our school and how it all started. We learned about St Angela Merici and her inspiration to teach girls, which she called the Ursulines. We had a few minutes to ask any questions and afterwards they led us into their Chapel and handed us each a sheet of paper to follow along whilst we said some prayers. They let us take the prayers which we kept as a keepsake. They offered us some refreshments at the end which we all enjoyed in the grounds. We said thank you and goodbye and walked back to school.

It was interesting to learn that at the very beginning of our school, there were boys before it was turned into a girls' school. It was intriguing to learn how our school has changed and evolved – our dance studio used to be a swimming pool and an English classroom used to be the library! It was a great experience and I feel I have learnt so much. This trip has built up our understanding of our beloved school."



And Some Thank You's...

Greetings from South Africa....

I put these few photos in the email as a small illustration of some of the things I'm up to here....

The very kind gift that was put into my account is going a long way to provide some needs for the Mduduzi Family Care orphan projects and the new Residential Centre....here it is for the vegetable growing scheme.

I just want to say how very grateful I am and convey thanks from myself and on behalf of the project leaders. I always share with them the source of any gifts which includes the prayers and love of many people.

God bless you all



Thank you for allowing me to stay
in this wonderful house and
supporting me when I was in a
very difficult place

thank you
so very,

very much!

Hopefully one day I can repay
you for your very kind actions
for as long as I stay here I will
help you with anything you need
with.

Thank you

Fundraising

The charity is not actively involved in fundraising activities. However, it aims to achieve best practice in the way in which it communicates with donors and other supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data, and ensures that supporters' and donors' communication preferences can be changed at any time. The charity does not employ the services of Professional Fundraisers. During the year to 28 February 2023, the charity received no complaints about fundraising activities.

Financial review

Income and expenditure

A summary of the year's results can be found on page 17 of the attached accounts.

Total income for the year was £1,564,676 (2022 - £369,032). Investment income of £155,802 has increased compared to the prior year (2022 - £116,911). Income from other sources for the year ended 28 February 2023 includes a surplus on disposal of fixed assets £1,150,486 from the disposal of The Grange.

Total expenditure of £891,721 was marginally higher than the prior year (2022 - £885,329).

Losses from the revaluation and disposal of listed investments of £108,700, were lower than the prior year (2022 – gain of £175,579). The loss on listed investments was offset by a gain following the revaluation of the investment property in the year.

Financial position and reserves policy

The balance sheet shows total net assets of £9,019,221 (2022 - £8,454,966).

The trustees have set aside an amount equivalent to the book value of the tangible fixed assets as a separate fund in recognition of the fact that such assets are required to enable the Congregation to carry out its charitable work and are not available to fund activities or meet future contingencies.

£3,000,000 has been designated to meet the costs of the care and welfare of the Sisters in their retirement (2022 - £3,000,000). The Sisters are wholly dependent on the charity for their maintenance and care; all are of pensionable age; some need constant, skilled care.

The Dr N Hunt fund was set up in 2012 using a legacy of £324,561 received from the estate of Dr Noreen Hunt. The intention is to use the money to make donations to those in need. As at 28 February 2023, £275,208 remains to be spent (2022 - £285,903).

Financial review (continued)

Financial position and reserves policy (continued)

The trustees' reserves policy has been to maintain a level of free reserves approximately equal to six months' operating expenditure in order to provide for contingencies, equating to approximately £300,000 - £350,000. The free reserves available at the balance sheet date were higher than this range, being £2,045,579 (2022 - £770,837). The trustees deem the level of free reserves to be adequate but not excessive given the inherent uncertainty in the stock markets and the continuing uncertainties in the economy, caused in part by the aftermath of the Covid-19 pandemic and by the macroeconomic and geopolitical climate. The current year figure is also inflated by the sale of property during the year to 28 February 2023.

Signed on behalf of the trustees

Sister Margaret Soper

Trustee

Approved by the trustees on: 15th August 2023

Independent auditor's report to the trustees of Ursuline Sisters Brentwood CIO

Opinion

We have audited the accounts of Ursuline Sisters Brentwood CIO (the 'charity') for the year ended 28 February 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the 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 28 February 2023 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the 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.

Other information (continued)

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.

Auditor's responsibilities for the audit of the financial statements

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.

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

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 obtained an understanding of the legal and regulatory frameworks applicable to the group and charitable parent company and the sector in which it operates. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity. We determined that the following laws and regulations were most significant: 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), the Charities Act 2011 and safeguarding regulations;
- ◆ We understood how the charity is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the relevant minutes and correspondence from regulatory bodies; and
- ◆ We identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

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

- ◆ Making enquiries of management and 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.

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 journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;
- ◆ performed substantive testing on expenditure; and
- ◆ investigated the rationale behind significant or unusual transactions.

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

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 those charged with governance and other relevant reports prepared by management for the trustees;
- ◆ enquiring of management as to actual and potential litigation and claims; and
- ◆ reviewing correspondence with the company's legal advisors.

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 those charged with governance and management and the inspection of regulatory and legal correspondence, if any.

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

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

17th August 2023

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 28 February 2023

	Notes	Unrestricted funds	
		2023 £	2022 £
Income from:			
Donations and legacies	1	258,378	247,197
Investments and interest receivable	2	155,802	116,911
Other sources			
. Surplus on disposal of tangible fixed assets		1,150,486	—
. Coronavirus Job Retention Scheme funding		10	4,790
. Miscellaneous income		—	134
Total income		1,564,676	369,032
Expenditure on:			
Charitable activities			
. Support of the members of the Congregation and their ministry	3	871,060	870,313
. Donations in support of miscellaneous charitable activities		20,661	15,016
Total expenditure		891,721	885,329
Net Income / (Expenditure) before investment (losses) / gains		672,955	(516,297)
Net (losses) / gains on investments	10	(108,700)	175,579
Net income (expenditure) for the year and net movement in funds	5	564,255	(340,718)
Reconciliation of funds			
Fund balances at 1 March 2022		8,454,966	8,795,684
Fund balances at 28 February 2023		9,019,221	8,454,966

All recognised gains and losses are included in the above statement of financial activities and are derived from continuing activities.

Balance sheet 28 February 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	9		3,698,434		4,398,226
Investments	10		5,261,167		3,969,867
			8,959,601		8,368,093
Current assets					
Debtors	11	37,184		65,583	
Short term deposits		105,381		52,157	
Cash at bank and in hand		97,037		224,426	
		239,602		342,166	
Liabilities					
Creditors: amounts falling due within one year	12	(179,982)		(255,293)	
Net current assets (liabilities)			59,620		86,873
Total net assets			9,019,221		8,454,966
The funds of the charity:					
Unrestricted funds					
. Tangible fixed assets fund	13		3,698,434		4,398,226
. Designated funds	14		3,275,208		3,285,903
. General funds			2,045,579		770,837
			9,019,221		8,454,966

Approved by the trustees
and signed on their behalf by:

Sister Margaret Soper
Trustee

Approved on: 15th August 2023

Statement of cash flows Year to 28 February 2023

	Notes	2023 £	2022 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(625,808)	(512,140)
Cash flows from investing activities:			
Income received from listed investment and interest received		139,002	97,976
Rents received from investment properties		16,800	16,400
Proceeds from the disposal of tangible fixed assets		1,806,341	—
Purchase of tangible fixed assets		(10,500)	(339,314)
Purchase of listed investments		(1,400,000)	—
Proceeds from the disposal of listed investments		—	800,000
Net cash provided by investing activities		551,643	575,062
Change in cash and cash equivalents in the year		(74,165)	62,922
Cash and cash equivalents at 1 March 2022	B	276,583	213,661
Cash and cash equivalents at 28 February 2023	B	202,418	276,583

Notes to the statement of cash flows for the year to 28 February 2023.

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

	2023 £	2022 £
Net movement in funds (as per the statement of financial activities)	564,255	(340,718)
Adjustments for:		
Depreciation charge	54,438	52,554
Gains on listed investments and investment property	108,700	(175,579)
Investment income and interest receivable	(155,802)	(116,911)
Surplus on disposal of tangible fixed assets	(1,150,486)	—
Decrease (increase) in debtors	28,398	(29,904)
(Decrease) Increase in creditors	(75,311)	98,418
Net cash used in operating activities	(625,808)	(512,140)

B Analysis of cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	105,381	224,426
Short term deposits	97,037	52,157
Total cash and cash equivalents:	202,418	276,583

No separate reconciliation has been prepared between the movements in net debt of the charity as there is no difference between the movements in cash and cash equivalents and the net cash (debt) of the charity.

Principal accounting policies Year to 28 February 2023

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

Basis of preparation

These accounts have been prepared for the year ended 28 February 2023 with comparative information provided in respect to the year ended 28 February 2022.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102, 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 and the Charities Act 2011.

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

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge;
- ◆ the assumptions applied in determining the valuation of investment properties;
- ◆ the assumptions applied in determining the amounts to be designated, in particular the size of the Sisters' retirement reserve; 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 at least one year from the date of approval of these accounts.

Whilst there will undoubtedly be challenges ahead due to the aftermath of the Covid pandemic, and wider macroeconomic and geopolitical uncertainties. However, the trustees do not expect concerns to arise over the charity's financial position.

Assessment of going concern (continued)

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

The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 28 February 2024 the most significant areas that affect the carrying value of the assets held by the charity are the level of investment returns and the performance of the investment markets.

Income

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.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

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

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

Any surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Income relating to the Coronavirus Job Retention Scheme is credited to the statement of financial activities at the time the charitable company has become entitled to the grants and the amount receivable has become quantifiable.

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

Expenditure

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 support costs, are allocated or apportioned to the applicable expenditure headings.

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 in respect to the support of members of the Congregation and enabling their ministry including governance costs.

Charitable grants and donations in support of miscellaneous charitable activities are made 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 payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions.

All expenditure is stated inclusive of irrecoverable VAT.

Support and governance costs

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

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

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and enabling their ministry and hence has there has been no apportionment between the headings.

Tangible fixed assets

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

♦ *Freehold land and buildings*

The charity leases land and buildings to governing bodies of two Catholic voluntary aided schools which are separate charities and publicly funded. In both cases the leases are for a peppercorn, expiring in 2034 and 2054 respectively.

Tangible fixed assets (continued)

◆ *Freehold land and buildings (continued)*

The trustees consider that no meaningful value can be attributed to these assets since they are not used directly by the charity, do not generate income and cannot be disposed of in the open market value or put to alternative use while such occupation, which may be indefinite, continues. They are therefore valued at £nil in the accounts.

The two schools are St Ursula's School, Harold Hill and Brentwood Ursuline Convent High School.

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. As permitted under Financial Reporting Standard 102 (FRS 102) the charity adopts a policy of not revaluing its tangible fixed assets. The charity has adopted the value of land and buildings as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as their deemed cost. Additions since 1 March 2017 are stated at cost.

Specialised buildings comprise a large residential convent. The charity has adopted the value of this building as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as its deemed cost. Additions since 1 March 2017 are stated at cost. Depreciation is provided at 2% per annum on a straight-line basis to write the buildings off over their estimated useful economic life to the charity.

◆ *Property improvements*

Expenditure on property refurbishment and plant is capitalised and depreciated over a ten year period on a straight line basis.

◆ *Plant, furniture, equipment and motor vehicles*

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

Items of plant are depreciated over 5-15 years based on the specific asset.

Fixed asset investments

Fixed asset investments comprise:

◆ *Listed investments*

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

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

Fixed asset investments (continued)

◆ *Investment properties*

These are included on the balance sheet at fair value estimated as their open market value based on a trustees' valuation determined with professional assistance.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial period. Unrealised gains and losses are calculated as the difference between the fair value at the period end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the period in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the 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.

Funds structure

The funds of the charity are unrestricted and available for use in furtherance of the charity's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity, the trustees have identified funds represented by tangible fixed assets and designated amounts for specific purposes. Details are provided in notes 13 and 14.

Services provided by members of the Congregation

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

1 Income from: Donations and legacies

	2023 £	2022 £
Salaries, pensions and other income of individual religious received under a Gift Aid compliant deed of covenant	214,412	241,567
Other donations	2,560	5,630
Legacies	41,406	—
	258,378	247,197

2 Income from: Investments and interest receivable

	2023 £	2022 £
Income from listed investments		
UK Charity Authorised Investment Funds	135,510	100,491
Bank interest receivable	3,492	20
Rental income from investment properties	16,800	16,400
	155,802	116,911

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

	2023 £	2022 £
Staff costs (note 6)	405,101	367,499
Premises	195,485	253,829
Sisters' living expenses	207,829	193,328
Education, training and spiritual renewal	1,631	976
Legal expenses	20,099	12,182
Management, computer development and office expenses	23,648	26,963
Governance costs (note 4)	17,267	15,536
	871,060	870,313

Premise costs in 2023 included £52,328 (2022 - £48,063) in relation to resurfacing works to freehold land owned by the charity.

4 Governance costs

Included within expenditure on supporting members of the Congregation and their ministry are governance costs as detailed below:

	2023 £	2022 £
Audit and accountancy	17,267	15,536

5 Net income (expenditure) for the year and net movement in funds

This is stated after charging:

	2023 £	2022 £
Staff and related costs (note 6)	405,101	367,499
Auditor's remuneration (including VAT)		
. Statutory audit services	17,267	15,536
Depreciation	54,438	52,554
Surplus on disposal of tangible fixed assets	1,150,486	—

6 Staff costs

Staff and related costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	369,243	339,290
Social security costs	28,325	22,304
Pension costs	7,533	5,905
	405,101	367,499

Included within wages and salaries are redundancy payments of £22,495, (2022 – £6,532) made to 6 employees.

One employee earned between £60,000-£70,000 (including taxable benefits) during the year (2022 - none).

The average monthly number of employees (based on headcount) during the year, analysed by function, was:

	2023	2022
Support of members of the Congregation	23	28

A significant number of employees work part-time. The full-time equivalent number of employees during the year was 9.56 (2022 – 9.5).

7 Key management personnel and transactions with trustees

The trustees consider that they comprise the key management personnel in charge of directing, controlling, running and operating the charity on a day to day basis. None of the trustees received any remuneration during the year (2022- none). One trustee was reimbursed travel expenses totalling £44.20 in the year in connection with their duties as a trustee (2022 – none). A number of trustees are also members of the Congregation and their living and personal expenses were borne by the charity during the year.

The trustees who are members of the Congregation have no resources of their own as all earnings, pensions and other income are donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated to the charity by these trustees was £48,713 (2022 - £47,847).

8 Taxation

The Ursuline Sisters Brentwood 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.

9 Tangible fixed assets

	Freehold land and buildings						
	Specialised £	Non-specialised £	Property improvements £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost							
At 1 March 2022	1,144,385	3,559,917	204,684	107,237	81,835	28,516	5,126,574
Additions	—	—	—	—	—	10,500	10,500
Disposals	(1,144,385)	—	—	—	—	(15,766)	(1,160,151)
At 28 February 2023	—	3,559,917	204,684	107,237	81,835	23,250	3,976,923
Depreciation							
At 1 March 2022	488,531	—	140,418	76,982	—	22,417	728,348
Depreciation	—	—	20,468	10,323	20,459	3,188	54,438
Removed on disposal	(488,531)	—	—	—	—	(15,766)	(504,297)
At 28 February 2023	—	—	160,886	87,305	20,459	9,839	278,489
Net book values							
At 28 February 2023	—	3,559,917	43,798	19,932	61,376	13,411	3,698,434
At 28 February 2022	655,854	3,559,917	64,266	30,255	81,835	6,099	4,398,226

Following the move in to new accommodation in 2021, the charity sought to sell its previous accommodation, the Grange, Brentwood, Essex as it was surplus to requirements. An offer was accepted on the property in October 2021 and the sale was completed in March 2022. The sale of the property generated a surplus on the disposal of assets of £1,150,486.

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values, as is demonstrated by the above transaction. These arise from the specialised nature of some properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

10 Investments

Fixed asset investments comprised:

	2023 £	2022 £
Freehold investment properties (a)	640,000	500,000
Listed investments and cash held for re-investment (b)	4,621,167	3,469,867
Total cost and market value of investments at 28 February 2023	5,261,167	3,969,867

10 Investments (continued)

Movements on each category of investment are summarised below:

(a) Freehold investment properties

	2023 £	2022 £
Fair value at 28 February 2022	500,000	500,000
Revaluation	140,000	—
Fair value at 28 February 2023	640,000	500,000

The freehold investment property has been valued in these accounts at its fair value estimated as its open market value which has been determined by the trustees with assistance provided by estate agents local to the property concerned.

(b) Listed investments

	2023 £	2022 £
Fair (market) value at 28 February 2022	3,469,867	4,094,288
Additions	1,400,000	—
Disposals at book value	—	(766,955)
Net unrealised investment (losses) gains	(248,700)	142,534
Fair (market) value at 28 February 2023	4,621,167	3,469,867
Cost of listed investments at 28 February 2023	4,546,131	3,146,131

At 28 February 2023 and 28 February 2022, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

All investments within the above Fund were dealt in on a recognised stock exchange.

11 Debtors

	2023 £	2022 £
Accrued investment income	23,188	20,125
Other debtors	2,431	2,298
Prepayments	11,565	43,160
	37,184	65,583

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Monies held on behalf of individual members of the Congregation	69,996	69,996
Additions to tangible fixed assets	50,34	50,348
Accruals	44,110	124,028
Social security and other taxes	15,528	10,921
	179,982	255,293

13 Tangible fixed assets fund

The tangible fixed asset fund represents the net book value of the charity's tangible fixed assets. This value has been set aside to highlight the fact that the tangible fixed assets are required for the charity's activities and are not available as a reserve to fund expenditure or meet future contingencies.

	2023 £	2022 £
At 1 March 2022	4,398,226	4,243,463
Additions	10,500	207,317
Depreciation and disposal adjustments	(710,292)	(52,554)
At 28 February 2023	3,698,434	4,398,226

14 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:

	At 1 March 2022 £	Utilised/ released £	At 28 February 2023 £
Retirement reserve	3,000,000		3,000,000
Dr N Hunt fund	285,903	(10,695)	275,208
	3,285,903	(10,695)	3,275,208

	At 1 March 2021 £	Utilised/ released £	At 28 February 2022 £
Retirement reserve	3,250,000	(250,000)	3,000,000
Property development fund	325,000	(325,000)	—
Dr N Hunt fund	292,007	(6,104)	285,903
	3,867,007	(581,104)	3,285,903

◆ Retirement reserve

The retirement reserve had been calculated using actuarial principles and consists of monies set aside by the trustees to assist in providing for the sisters in their retirement.

◆ Property development fund

The property development fund is to be applied towards the property developments that will take place over the next few years.

◆ Dr N Hunt fund

The Dr N Hunt fund represented money received from the estate of the late Dr Noreen Hunt and will be used to make donations to those in need.

15 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2023 £
Fund balances at 28 February 2023 are represented by:				
Tangible fixed assets	—	3,698,434	—	3,698,434
Fixed asset investments	1,985,959	—	3,275,208	5,261,167
Net current assets	59,620	—	—	59,620
Total net assets	2,045,579	3,698,434	3,275,208	9,019,221

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2022 £
Fund balances at 28 February 2022 are represented by:				
Tangible fixed assets	—	4,398,226	—	4,398,226
Fixed asset investments	683,964	—	3,285,903	3,969,867
Net current assets	86,873	—	—	86,873
Total net assets	770,837	4,398,226	3,285,903	8,454,966

The total unrealised gains as at 28 February 2023 constitute movements on revaluation and are as follows:

	2023 £	2022 £
Unrealised gains (losses) included above:		
On listed investments	75,036	323,736
On investment properties	640,000	500,000
Total unrealised gains at 28 February 2023	715,036	823,736
Reconciliation of movements in unrealised gains		
Unrealised gains at 1 March 2022	823,736	722,969
In respect to disposals in the year	—	(41,767)
Net gains arising on revaluation in the year	(108,700)	142,534
Total unrealised gains at 28 February 2023	715,036	823,736

16 Ultimate control and member's liability

The trustees of the charity are also its members.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

17 Related party transactions

Other than the transactions with trustees described in note 7 to these accounts, there are no related party transactions requiring disclosure (2022 – none).

18 Lease commitments

At 28 February 2023, the charity had no commitments under non-cancellable operating leases or finance leases.

Accounts

Ursuline Sisters Brentwood CIO

Annual Report and Accounts

28 February 2022

Charity Registration Number
1168579

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

Trustees	Mrs Sue Cooper Sister Clare Kane Mr Michael L'Estrange Mrs Nicolina Lyon Sister Margaret Soper Sister Anne Spilberg
Commissary	Sister Margaret Soper
General Bursar	Ms Pauline Townsend
Principal Address	Ursuline Generalate 27 Eastfield Road Brentwood CM14 4HB
Telephone	01277 260156
e-mail	admin@ursulinesistersbrentwood.org
Charity Registration Number	1168579
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	National Westminster Bank plc 46 High Street Brentwood Essex CM14 4AL
Investment Managers	BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
Principal Solicitors	Hunters Law LLP 9 New Square Lincoln's Inn London WC2A 3QN

The trustees present their report together with the accounts of the Ursuline Sisters Brentwood CIO (the 'charity') for the year to 28 February 2022.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 24 and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) have been followed in the preparation of this report and accounts.

Activities, performance and future plans

Purpose and Impact

The Brentwood Ursuline Sisters were founded from another Ursuline Community in Upton, Forest Gate, 121 years ago, at the request of the Parish Priest of Brentwood, to provide secondary education for girls in the area. The Ursuline Order has been renowned since its origins in the 16th century for its particular emphasis on the education and development of women, which throughout the centuries has taken many and varied forms and has been pioneered in every continent in the world. Ursuline education has been noted for the values of building community, respecting the individual, working for peace and Gospel justice, excellence in academics and 'cultivating the vine' of faith with dynamic formation programmes. Our original foundress Angela Merici (1475-1540) was noted both in her own time and since for setting up a group of consecrated women who elected a leader from among themselves and remained in society to work amongst fellow-citizens rather than being withdrawn into a cloister.

Over the years the Brentwood Ursulines have provided formal education through the foundation and support of schools in Brentwood, Dagenham and Harold Hill and in Kenya, and have been active in promoting informal education through parish sacramental programmes, through both Diocesan and parish Youth Work and through a wide network of personal contacts. Now we have mostly retired from active ministry and the schools have passed into lay management, we are proud that our values continue to be promoted in the institutions we founded or to which we contributed. Although this event was on hold during the pandemic, one of the Sisters normally meets annually all the new intake at the Brentwood Ursuline Convent High School to give them a taste of our history and to welcome them to the Ursuline ethos and we are always invited by the School to attend the Annual Patronal Feast-day and Academic Masses.



"Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things."
St Angela, Prologue to the Counsels, 16-18

Activities, performance and future plans (continued)

Purpose and Impact (continued)

The Student Profile (see 'tree') which is shared among all the Ursuline Schools in the UK continues to be actively promoted and engaged with in our secondary school, taking a different theme each month across form-time and assemblies.

Much of our effort this year has been focussed on moving to a smaller home. We have spent a lot of time and energy sorting and downsizing our belongings and furniture. We have tried to give what we can to good causes in the process; giving books from our library to Africa, taking a van of furniture, books and sacred vessels to another convent just starting up, giving care equipment to a local nursing home, electrical equipment to a charity in Wigan offering work experience to those unemployed or suffering hardship, furniture to the Ursuline School and other donations to various private individuals in need.

We moved into our new accommodation in June 2021 and by the end of the year the Sisters and staff were well-settled into the up-to-date modern building. One Sister, whose needs exceeded what we could provide, moved into a local care home and one sister died three months after moving to the new house.

We were extremely fortunate that another religious congregation of Sisters was seeking a larger property to house their community-with-care in the south of England so, following an acceptable offer from one charity to another with similar objects, a sale of the building from which we have moved out was completed in March 2022.

The Archives already catalogued were transferred to Durham University during the year and the remainder moved into a secure room in the new house to await cataloguing; we continue to work on the transfer of the schools' land we still own to the Diocese of Brentwood (BRCDT), thereby ensuring their continuance at the forefront of the provision of Catholic Education in our Diocese; we will continue to seek to dispose of land and buildings we no longer use in order to ensure our reserve for the care of the sisters is adequate; and we will continue the process of identifying beneficiaries and allocating assets to appropriate objects of the charity.

To promote this last objective we are also considering the setting up of an Ursuline Foundation to facilitate the development and education of women.

Our outreach and ministry has been significantly limited again due to the Covid-19 pandemic; we have been unable to offer our usual hospitality both to groups and individuals and our participation in our normal activities of ministry only began to be possible as restrictions eased and life began to return to more normal. We have, however, continued to respond to requests for financial assistance from some people suffering hardship, we contributed generously to the local food banks, we continued to give full pay to those staff who were furloughed until the furlough ceased and we have maintained contact via telephone, card or Zoom with many individuals and groups who were isolated or sick; for example, participating in a weekly support group from our local hospice.

Activities, performance and future plans (continued)

Purpose and Impact (continued)

We have sponsored a young man for a 4-month internship with the Holy See at the United Nations in New York. We have assisted a couple with Council Tax debts, funded a young boy requiring extra literacy tuition and paid for the funeral of an elderly lady with no family. We also supported a sponsored event for refugees.

The Sister who works as a Chaplain in a local prison was able to return to work and continued to bring a much appreciated positive and cheerful presence into the prison both to prisoners and staff especially when they suffer from illness or bereavement.

We continued to be aware of the need to keep the elderly sisters safe but aware also of their need for socialising we encouraged occasional visitors and going out. Still very conscious of the suffering endured by both young and old at the disruption to their lives caused by the pandemic we have responded practically when these needs were brought to our attention. We assisted someone needing prolonged accommodation in India and someone else who could not pay for a flight to get home, both due to Covid.

We contributed financially, mainly through the Catholic Agency for Overseas Development, to various emergencies which have occurred this year, including the famine in Afghanistan and just before the end of the year the plight of refugees from Ukraine.

Values and Ways of Working

The objective of the charity is the advancement of the Roman Catholic religion, making the gospel and love of Jesus Christ present in the world, through the religious and other charitable works of the Congregation.

The trustees of the charity support the religious and other charitable works carried out by members of the Congregation, and the care of those members throughout their lives within the Congregation. The majority of sisters are now retired from remunerative work, but even the oldest and frailest support the mission of the Congregation by their interest and their prayer.

We employ staff with the necessary knowledge, experience and skills to enable the charity to continue to meet its objectives and maintain efficient and transparent organisation, both for the internal working of the charity and in its relations with the public. We pay salaries that are commensurate with those for similar roles in other organisations and are attentive to ensuring that employees receive a just and living wage and that their conditions of employment meet the highest standards.

Safeguarding: The Leadership Team of the Congregation and the Safeguarding Lead have followed via Zoom the progress of the setting up of the Religious Life Safeguarding Service and have voted on various choices offered during that process including opting into the Service.

Governance, structure and management

Operating Model and Risks

Originally our work was funded by grants, salaries and fees, augmented when possible by the sale of property. Now our income is mainly from pensions, allowances, and dividends from our investment portfolio. Our main costs are staff salaries, regular property maintenance (significantly reduced going forwards due to our move) and the ongoing costs of administering the charity. Each year we revise an actuarial projection in order to ensure that we keep a reserve intact to care for the Sisters to the end of their lives.

The trustees acknowledge that there is a risk that investments lose value. We attend regularly to updates from our investment managers to ensure that they act within a sustainable policy that diversifies investments and aims to achieve a total return from capital growth while providing regular income on a quarterly basis.

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 and those which occur because of circumstances outside the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise. Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

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

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age of the Sisters at 28 February 2022 was 85 years. The trustees are aware that there is both a moral and a legal obligation to care for the older members. None of these sisters have resources of their own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra help and care.

Governance, structure and management (continued)

Operating Model and Risks (continued)

Risk management (continued)

- ◆ 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 the United Kingdom and all those who volunteer for the charity and work with children or vulnerable adults obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to fully implementing the policies of the Catholic Safeguarding Standards Agency (CSSA). One of the sister trustees is responsible for ensuring this policy is adhered to in respect of all sisters, employees and volunteers. In addition, the trustees take part in on-going safeguarding training, update internal policies and ensure that sisters, staff and volunteers are kept informed about good practice in work and ministry.
- ◆ The Charity's principal assets comprise land (previously used by the school but now recently designated for development in the local plan) and listed investments, the value of which is dependent on movements in UK and worldwide stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the trustees. The trustees are invited to attend twice-yearly updates from the managers, and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs – both now and in the future.
- ◆ The short-term cash management account with the same investment company has proved to be invaluable for paying for construction costs and setting up our new accommodation. We have decided to retain this account to enable our long-term investments to remain undisturbed for the time being.

Governance and Decision-making

Canon Law

Following a unanimous decision on the part of the Congregation in 2017 the ordinary governance of the institute has been suspended due to the age of the members and a Commissary (Delegate) currently one of the Sisters, was appointed by the Bishop of Brentwood. The governance of the institute continues to be based in Brentwood and the Commissary assumes all the rights and obligations of the universal law of the Church and the proper law of the institute attributed to the Supreme Moderator and her Council.

Canon law

The CIO is governed by a Constitution dated 3 August 2016. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively.

Governance, structure and management (continued)

Governance and Decision-making (continued)

Civil law

The CIO is governed by a Constitution dated 3 August 2016. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively.

The trustees make every effort to be conscientious in reading and assimilating the Charity Commission's general guidance on public benefit with regard to setting objectives and planning the work of individual sisters.

Training and updating are maintained, though this has been necessarily limited this year by the restrictions of the pandemic.

The trustees normally meet at least four times a year and with the Congregation's legal, accounting and property advisers as necessary. On the occasions when it was not possible to get together this year, the trustees have received reports and met via Zoom.

Trustees' Responsibilities Statement

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 year 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 these accounts the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles in 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);
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ Prepare the accounts on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation.

Governance, structure and management (continued)

Trustees' Responsibilities Statement (continued)

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (accounts and Reports) Regulations and the provisions of the governing document. 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.

The present report is evidence that the trustees understand their responsibilities and have prepared accounts for this financial period which give a true and fair view of the state of affairs of the charity.

Structure and Management

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions. When necessary the trustees seek advice and support from the charity's professional advisers including investment managers, solicitors, property advisers and accountants.

Key management personnel

The trustees consider that they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. They receive no remuneration in respect of their duties.



Governance, structure and management (continued)

Fundraising

The charity is not actively involved in fundraising activities. However, it aims to achieve best practice in the way in which it communicates with donors and other supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data, and ensures that supporters' and donors' communication preferences can be changed at any time. The charity does not employ the services of Professional Fundraisers. During the year to 28 February 2022, the charity received no complaints about fundraising activities.

Financial review

Income and expenditure

A summary of the year's results can be found on page 16 of the attached accounts.

Total income for the year was £369,032 (2021 - £514,440). Investment income of £116,911 has decreased compared to the prior year (2021 - £158,898) following the reduction in investment holdings to fund the construction work. Income from other sources for the year ended 28 February 2022 includes £4,790 from the Coronavirus Job Retention Scheme (2021 - £32,429). In the prior year a one off receipt of £50,046 was received which had previously been held back from the charity to cover development costs contracted as part of a previous property sale, but which were returned when lower cost works were undertaken.

Total expenditure of £885,329 was higher than the prior year (2021 - £694,229). Additional professional fees were incurred this year as the charity assessed the future uses of its properties, as well as the costs of running an additional property until the year end, following the completion of the new accommodation.

Gains from the revaluation and disposal of listed investments of £175,579 were lower than the prior year (2021 - £405,493). The trustees are satisfied with their performance in light of the wider market performance for the year.

Financial position and reserves policy

The balance sheet shows total net assets of £8,454,966 (2021 - £8,795,684).

The trustees have set aside an amount equivalent to the book value of the tangible fixed assets as a separate fund in recognition of the fact that such assets are required to enable the Congregation to carry out its charitable work and are not available to fund activities or meet future contingencies.

£3,000,000 has been designated to meet the costs of the care and welfare of the Sisters in their retirement (2021 - £3,250,000). The Sisters are wholly dependent on the charity for their maintenance and care; all are of pensionable age; some need constant, skilled care.

Following the completion of the new accommodation, the designated property development fund has been reduced to £nil (2021 - £325,000).

Report of the trustees Year to 28 February 2022

Financial review (continued)

Financial position and reserves policy (continued)

The Dr N Hunt fund was set up in 2012 using a legacy of £324,561 received from the estate of Dr Noreen Hunt. The intention is to use the money to make donations to those in need. As at 28 February 2022, £285,903 remains to be spent (2021 - £292,007).

The trustees' reserves policy has been to maintain a level of free reserves approximately equal to six months' operating expenditure in order to provide for contingencies, equating to approximately £300,000 - £350,000. The free reserves available at the balance sheet date were higher than this range, being £770,837 (2021 - £685,214). The trustees deem the level of free reserves to be adequate but not excessive given the inherent uncertainty in the stock markets and the continuing uncertainties in the economy, caused in part by the aftermath of the Covid-19 pandemic and by the macroeconomic and geopolitical climate.

Signed on behalf of the trustees



Trustee

Approved by the trustees on: 9th December 2022

Independent auditor's report to the trustees of Ursuline Sisters Brentwood CIO

Opinion

We have audited the accounts of Ursuline Sisters Brentwood CIO (the 'charity') for the year ended 28 February 2022 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 28 February 2022 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.

Auditor's responsibilities for the audit of the financial statements

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

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

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

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We obtained an understanding of the legal and regulatory frameworks applicable to the group and charitable parent company and the sector in which it operates. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity. We determined that the following laws and regulations were most significant: 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), the Charities Act 2011 and safeguarding regulations;
- ◆ We understood how the charity is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the relevant minutes and correspondence from regulatory bodies; and
- ◆ We identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

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

- ◆ Making enquiries of management and 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 financial statements (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 journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;
- ◆ performed substantive testing on expenditure; 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 those charged with governance and other relevant reports prepared by management for the trustees;
- ◆ enquiring of management as to actual and potential litigation and claims; and
- ◆ reviewing correspondence with the company's legal advisors.

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 those charged with governance and management and the inspection of regulatory and legal correspondence, if any.

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

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott LLP

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

15 December 2022

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 28 February 2022

	Notes	Unrestricted funds	
		2022 £	2021 £
Income from:			
Donations and legacies	1	247,197	271,057
Investments and interest receivable	2	116,911	158,898
Other sources			
. Surplus on disposal of tangible fixed assets		—	2,000
. Refund of development costs contracted as part of prior period property disposal		—	50,046
. Coronavirus Job Retention Scheme funding		4,790	32,439
. Miscellaneous income		134	—
Total income		369,032	514,440
Expenditure on:			
Charitable activities			
. Support of the members of the Congregation and their ministry	3	870,313	674,019
. Donations in support of miscellaneous charitable activities		15,016	20,210
Total expenditure		885,329	694,229
Net expenditure before investment gains		(516,297)	(179,789)
Net gains on investments	10	175,579	405,493
Net (expenditure) income for the year and net movement in funds	5	(340,718)	225,704
Reconciliation of funds			
Fund balances at 1 March 2021		8,795,684	8,569,980
Fund balances at 28 February 2022		8,454,966	8,795,684

All recognised gains and losses are included in the above statement of financial activities and are derived from continuing activities..

Balance sheet 28 February 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	9		4,398,226		4,243,463
Investments	10		3,969,867		4,594,288
			8,368,093		8,837,751
Current assets					
Debtors	11	65,583		33,144	
Short term deposits		52,157		112,150	
Cash at bank and in hand		224,426		101,511	
		342,166		246,805	
Liabilities					
Creditors: amounts falling due within one year	12	(255,293)		(288,872)	
Net current assets (liabilities)			86,873		(42,067)
Total net assets			8,454,966		8,795,684
The funds of the charity:					
Unrestricted funds					
. Tangible fixed assets fund	13		4,398,226		4,243,463
. Designated funds	14		3,285,903		3,867,007
. General funds			770,837		685,214
			8,454,966		8,795,684

Approved by the trustees
and signed on their behalf by:

M. Soper

Trustee

Approved on: 9th December 2022

Statement of cash flows Year to 28 February 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(512,140)	(309,127)
Cash flows from investing activities:			
Income received from listed investment and interest received		97,976	145,227
Rents received from investment properties		16,400	16,650
Proceeds from the disposal of tangible fixed assets		—	2,000
Purchase of tangible fixed assets		(339,314)	(1,098,877)
Proceeds from the disposal of listed investments		800,000	400,000
Net cash provided by (used in) investing activities		575,062	(535,000)
Change in cash and cash equivalents in the year		62,922	(844,127)
Cash and cash equivalents at 1 March 2021	B	213,661	1,057,788
Cash and cash equivalents at 28 February 2022	B	276,583	213,661

Notes to the statement of cash flows for the year to 28 February 2022.

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

	2022 £	2021 £
Net movement in funds (as per the statement of financial activities)	(340,718)	225,704
Adjustments for:		
Depreciation charge	52,554	54,839
Gains on listed investments and investment property	(175,579)	(405,493)
Investment income and interest receivable	(116,911)	(158,898)
Surplus on disposal of tangible fixed assets	—	(2,000)
(increase) decrease in debtors	(29,904)	1,011
Increase (decrease) in creditors	98,418	(24,290)
Net cash used in operating activities	(512,140))	(309,127)

B Analysis of cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	224,426	101,511
Short term deposits	52,157	112,150
Total cash and cash equivalents:	276,583	213,661

No separate reconciliation has been prepared between the movements in net debt of the charity as there is no difference between the movements in cash and cash equivalents and the net cash (debt) of the charity.

Principal accounting policies Year to 28 February 2022

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

Basis of preparation

These accounts have been prepared for the year ended 28 February 2022 with comparative information provided in respect to the year ended 29 February 2021.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102, 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 and the Charities Act 2011.

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

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge;
- ◆ the assumptions applied in determining the valuation of investment properties;
- ◆ the assumptions applied in determining the amounts to be designated, in particular the size of the Sisters' retirement reserve; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern.

Principal accounting policies Year to 28 February 2022

Assessment of going concern

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

Whilst there will undoubtedly be challenges ahead due to the aftermath of the Covid pandemic, and wider macroeconomic and geopolitical uncertainties. However, the trustees do not expect concerns to arise over the charity's financial position.

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

The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 28 February 2023, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment returns and the performance of the investment markets.

Income

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.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

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

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

Any surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Principal accounting policies Year to 28 February 2022

Income (continued)

Income relating to the Coronavirus Job Retention Scheme is credited to the statement of financial activities at the time the charitable company has become entitled to the grants and the amount receivable has become quantifiable.

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

Expenditure

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 support costs, are allocated or apportioned to the applicable expenditure headings.

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 in respect to the support of members of the Congregation and enabling their ministry including governance costs.

Charitable grants and donations in support of miscellaneous charitable activities are made 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 payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions.

All expenditure is stated inclusive of irrecoverable VAT.

Support and governance costs

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

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

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and enabling their ministry and hence has there has been no apportionment between the headings.

Principal accounting policies Year to 28 February 2022

Tangible fixed assets

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

♦ *Freehold land and buildings*

The charity leases land and buildings to governing bodies of two Catholic voluntary aided schools which are separate charities and publicly funded. In both cases the leases are for a peppercorn, expiring in 2034 and 2054 respectively.

The trustees consider that no meaningful value can be attributed to these assets since they are not used directly by the charity, do not generate income and cannot be disposed of in the open market value or put to alternative use while such occupation, which may be indefinite, continues. They are therefore valued at £nil in the accounts.

The two schools are St Ursula's School, Harold Hill and Brentwood Ursuline Convent High School.

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. As permitted under Financial Reporting Standard 102 (FRS 102) the charity adopts a policy of not revaluing its tangible fixed assets. The charity has adopted the value of land and buildings as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as their deemed cost. Additions since 1 March 2017 are stated at cost.

Specialised buildings comprise a large residential convent. The charity has adopted the value of this building as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as its deemed cost. Additions since 1 March 2017 are stated at cost. Depreciation is provided at 2% per annum on a straight-line basis to write the buildings off over their estimated useful economic life to the charity.

♦ *Assets under construction*

Assets under construction are accounted for at cost based on the value of building certificates and other direct costs incurred during the year. No depreciation is applied until the assets are brought into use.

♦ *Property improvements*

Expenditure on property refurbishment and plant is capitalised and depreciated over a ten year period on a straight line basis.

♦ *Plant, furniture, equipment and motor vehicles*

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

Items of plant are depreciated over 5-15 years based on the specific asset.

Fixed asset investments

Fixed asset investments comprise:

◆ *Listed investments*

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

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

◆ *Investment properties*

These are included on the balance sheet at fair value estimated as their open market value based on a trustees' valuation determined with professional assistance.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial period. Unrealised gains and losses are calculated as the difference between the fair value at the period end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the period in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the 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.

Principal accounting policies Year to 28 February 2022

Funds structure

The funds of the charity are unrestricted and available for use in furtherance of the charity's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity, the trustees have identified funds represented by tangible fixed assets and designated amounts for specific purposes. Details are provided in notes 13 and 14.

Services provided by members of the Congregation

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

Notes to the accounts Year to 28 February 2022

1 Income from: Donations and legacies

	2022 £	2021 £
Salaries, pensions and other income of individual religious received under a Gift Aid compliant deed of covenant	241,567	261,388
Other donations	5,630	9,669
	247,197	271,057

2 Income from: Investments and interest receivable

	2022 £	2021 £
Income from listed investments – UK Common investment funds and UK Charity Authorised Investment Funds	100,491	140,766
Bank interest receivable	20	1,482
Rental income from investment properties	16,400	16,650
	116,911	158,898

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

	2022 £	2021 £
Staff costs (note 6)	367,499	346,730
Premises	253,829	144,235
Sisters' living expenses	193,328	142,198
Education, training and spiritual renewal	976	1,336
Legal expenses	12,182	4,697
Management, computer development and office expenses	26,963	19,497
Governance costs (note 4)	15,326	15,326
	870,313	674,019

Premise costs includes £48,063 (2021 - £nil) in relation to resurfacing works to freehold land owned by the charity .

4 Governance costs

Included within expenditure on supporting members of the Congregation and their ministry are governance costs as detailed below:

	2022 £	2021 £
Audit and accountancy	15,536	15,326

5 Net expenditure for the year and net movement in funds

This is stated after charging:

	2022 £	2021 £
Staff and related costs (note 6)	367,499	346,730
Auditor's remuneration (including VAT)		
. Statutory audit services	15,536	15,326
Depreciation	52,554	54,839
Surplus on disposal of tangible fixed assets	—	2,000

6 Staff costs

Staff and related costs during the year were as follows:

	2022 £	2021 £
Wages and salaries	339,285	319,978
Social security costs	22,304	20,728
Pension costs	5,905	6,024
	367,494	346,730

Included within wages and salaries are ex-gratia redundancy payments of £6,532 (2021 – none).

There were no employees who earned £60,000 per annum or more (including taxable benefits) during the year (2021 - none).

The average monthly number of employees (based on headcount) during the year, analysed by function, was:

	2022	2021
Support of members of the Congregation	28	34

A significant number of employees work part-time. The full time equivalent number of employees during the year was 9.5 (2021 – 10.75).

7 Key management personnel and transactions with trustees

The trustees consider that they comprise the key management personnel in charge of directing, controlling, running and operating the charity on a day to day basis. No trustees received remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2021 – none). A number of trustees are also members of the Congregation. Their living and personal expenses were borne by the charity during the year.

The trustees who are members of the Congregation have no resources of their own as all earnings, pensions and other income are donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated to the charity by these trustees was £47,847 (2021 - £46,720).

Notes to the accounts Year to 28 February 2022

8 Taxation

The Ursuline Sisters Brentwood 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.

9 Tangible fixed assets

	Freehold land and buildings				Plant, furniture and equipment	Motor vehicles	Total
	Specialised £	Non-specialised £	Assets under construction £	Property improvements £	£	£	£
Cost							
At 1 March 2021	1,144,385	1,319,230	2,139,864	204,684	132,122	28,516	4,968,801
Additions	—	—	207,317	—	—	—	207,317
Reclassification	—	2,240,687	(2,347,181)	—	106,494	—	—
Disposals	—	—	—	—	(49,544)	—	(49,544)
At 28 February 2022	<u>1,144,385</u>	<u>3,559,917</u>	<u>—</u>	<u>204,684</u>	<u>189,072</u>	<u>28,516</u>	<u>5,126,574</u>
Depreciation							
At 1 March 2021	465,644	—	—	119,950	120,515	19,229	725,338
Charge for the year	22,887	—	—	20,468	6,011	3,188	52,554
Released on disposal	—	—	—	—	(49,544)	—	(49,544)
At 28 February 2022	<u>488,531</u>	<u>—</u>	<u>—</u>	<u>140,418</u>	<u>76,982</u>	<u>22,417</u>	<u>728,348</u>
Net book values							
At 28 February 2022	<u>655,854</u>	<u>3,559,917</u>	<u>—</u>	<u>64,266</u>	<u>112,090</u>	<u>6,099</u>	<u>4,398,226</u>
At 28 February 2021	<u>678,741</u>	<u>1,319,230</u>	<u>2,139,864</u>	<u>84,734</u>	<u>11,607</u>	<u>9,287</u>	<u>4,243,463</u>

Assets under construction related to the building construction work taking place in respect to the development of new accommodation for the Sisters in Brentwood, Essex. The charity moved into these premises in June 2021. As at the year end there were no capital commitments (2021 - £230,000 contracted but not provided for).

The new accommodation is classified as non-specialised buildings. Although it has been purpose built for the charity's needs, the building has been designed with the potential for the property to be divided into townhouses for individual residential sale should the needs of the charity change in future.

Following completion of the new accommodation, the charity sought to sell its previous accommodation, the Grange, Brentwood, Essex as it was surplus to requirements. An offer was accepted on the property in October 2021 and the sale was completed in March 2022. The property was sold for gross proceeds of £1.8m. It is included within specialised property above with a net book value as at 28 February 2022 of £655,854. As part of the sale, a portion of land was retained.

9 Tangible fixed assets (continued)

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values, as is demonstrated by the above transaction. These arise from the specialised nature of some properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

10 Investments

Fixed asset investments comprised:

	2022 £	2021 £
Freehold investment properties (a)	500,000	500,000
Listed investments and cash held for re-investment (b)	3,469,867	4,094,288
Total cost and market value of investments at 28 February 2022	3,969,867	4,594,288

Movements on each category of investment are summarised below:

(a) Freehold investment properties

	2022 £	2021 £
Market value at 28 February 2021	500,000	425,000
Revaluation	—	75,000
Market value at 28 February 2022	500,000	500,000

The freehold investment property has been valued in these accounts at its fair value estimated as its open market value which has been determined by the trustees with assistance provided by estate agents local to the property concerned.

(b) Listed investments

	2022 £	2021 £
Market value at 29 February 2021	4,094,288	4,163,795
Disposals at book value (proceeds £800,000; realised gains: £33,045)	(766,955)	(374,373)
Net unrealised investment gains	142,534	304,866
Market value at 28 February 2022	3,469,867	4,094,288
 Cost of listed investments at 28 February 2022	 3,146,131	 3,871,319

At 28 February 2022 and 29 February 2021, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

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

Notes to the accounts Year to 28 February 2022

11 Debtors

	2022 £	2021 £
Accrued investment income	20,125	17,590
Other debtors	2,298	4,192
Prepayments	43,160	11,362
	65,583	33,144

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Monies held on behalf of individual members of the Congregation	69,996	69,996
Additions to tangible fixed assets	50,348	182,345
Accruals	124,028	35,108
Social security and other taxes	10,921	1,423
	255,293	288,872

13 Tangible fixed assets fund

The tangible fixed asset fund represents the net book value of the charity's tangible fixed assets. This value has been set aside to highlight the fact that the tangible fixed assets are required for the charity's activities and are not available as a reserve to fund expenditure or meet future contingencies.

	2022 £	2021 £
At 1 March 2021	4,243,463	3,116,848
Net movement in the year	154,763	1,126,615
At 29 February 2022	4,398,226	4,243,463

14 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:

	At 1 March 2021 £	Utilised/ released £	At 28 February 2022 £
Retirement reserve	3,250,000	(250,000)	3,000,000
Property development fund	325,000	(325,000)	—
Dr N Hunt fund	292,007	(6,104)	285,903
	3,867,007	(581,104)	3,285,903

	At 1 March 2020 £	Utilised/ released £	At 28 February 2021 £
Retirement reserve	3,650,000	(400,000)	3,250,000
Property development fund	1,165,000	(840,000)	325,000
Dr N Hunt fund	295,071	(3,064)	292,007
	5,110,071	(1,243,064)	3,867,007

♦ Retirement reserve

The retirement reserve had been calculated using actuarial principles and consists of monies set aside by the trustees to assist in providing for the sisters in their retirement.

♦ Property development fund

The property development fund is to be applied towards the property developments that will take place over the next few years.

♦ Dr N Hunt fund

The Dr N Hunt fund represented money received from the estate of the late Dr Noreen Hunt and will be used to make donations to those in need.

15 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2022 £
Fund balances at 28 February 2022 are represented by:				
Tangible fixed assets	—	4,398,226	—	4,398,226
Fixed asset investments	683,964	—	3,285,903	3,969,867
Net current assets	86,873	—	—	86,873
Total net assets	770,837	4,398,226	3,285,903	8,795,684

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2021 £
Fund balances at 28 February 2021 are represented by:				
Tangible fixed assets	—	4,243,463	—	4,243,463
Fixed asset investments	727,281	—	3,867,007	4,594,288
Net current liabilities	(42,067)	—	—	(42,067)
Total net assets	685,214	4,243,463	3,867,007	8,795,684

The total unrealised gains as at 28 February 2022 constitute movements on revaluation and are as follows:

	2022 £	2021 £
Unrealised gains (losses) included above:		
On listed investments	323,736	222,969
On investment properties	500,000	500,000
Total unrealised gains at 28 February 2022	823,736	722,969
Reconciliation of movements in unrealised gains		
Unrealised gains at 1 March 2021	722,969	335,014
In respect to disposals in the year	(41,767)	8,089
Net gains arising on revaluation in the year	142,534	379,866
Total unrealised gains at 28 February 2022	823,736	722,969

16 Ultimate control and member's liability

The Superior General of the Congregation for the time being shall automatically, by virtue of holding that office, be ex officio the sole member of the CIO. The sole member is responsible for the appointment of the trustees.

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.

17 Related party transactions

Other than the transactions with trustees described in note 7 to these accounts, there are no related party transactions requiring disclosure (2021 – none).

18 Lease commitments

At 28 February 2022, the charity no commitments under non-cancellable operating leases or finance leases.

19 Post balance sheet events

As detailed in note 9, following completion of the construction of new accommodation, the charity's property located at The Grange, Brentwood, Essex was sold in March 2022 for gross proceeds of £1.8m.

URSULINE SISTERS BRENTWOOD CIO

England & Wales - Charity number 1168579

Accounts

Ursuline Sisters Brentwood CIO

Annual Report and Accounts

28 February 2021

Charity Registration Number
1168579

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

Trustees	Mrs Sue Cooper Sister Clare Kane Mr Michael L'Estrange Mrs Nicolina Lyon Sister Margaret Soper Sister Anne Spilberg
Commissary	Sister Margaret Soper
General Bursar	Ms Pauline Townsend
Principal Address	Ursuline Generalate 27 Eastfield Road Brentwood CM14 4HB
Telephone	01277 260156
e-mail	admin@ursulinesistersbrentwood.org
Charity Registration Number	1168579
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	National Westminster Bank plc 46 High Street Brentwood Essex CM14 4AL
Investment Managers	BlackRock Investment Management (UK) Limited 12 Throgmorton Avenue London EC2N 2DL
Principal Solicitors	IBB Solicitors Capital Court 30 Windsor Street Uxbridge Middlesex UB8 1AB Hunters Law LLP 9 New Square Lincoln's Inn London WC2A 3QN

Report of the trustees Year to 28 February 2021

The trustees present their report together with the accounts of the Ursuline Sisters Brentwood CIO (the 'charity') for the year to 28 February 2021.

The accounts have been prepared in accordance with the accounting policies set out on pages 19 to 24 and comply with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) have been followed in the preparation of this report and accounts.

Activities, performance and future plans

Purpose and Impact

The Brentwood Ursuline Sisters were founded from another Ursuline Community in Upton, Forest Gate, 120 years ago, at the request of the Parish Priest of Brentwood, to provide secondary education for girls in the area. The Ursuline Order has been renowned since its origins in the 16th century for its particular emphasis on the education and development of women, which throughout the centuries has taken many and varied forms and has been pioneered in every continent in the world. Ursuline education has been noted for the values of building community, respecting the individual, working for peace and Gospel justice, excellence in academics and 'cultivating the vine' of faith with dynamic formation programmes. Our original foundress Angela Merici (1470-1540) was noted both in her own time and since for setting up a group of consecrated women who elected a leader from among themselves and remained in society to work amongst fellow-citizens rather than being withdrawn into a cloister.

Over the years the Brentwood Ursulines have provided formal education through the foundation and support of schools in Brentwood, Dagenham and Harold Hill and in Kenya, and have been active in promoting informal education through parish sacramental programmes, through both Diocesan and parish Youth Work and through a wide network of personal contacts. Now we have mostly retired from active ministry and the schools have passed into lay management, we are proud that our values continue to be promoted in the institutions we founded or to which we contributed. Although this event was on hold during the pandemic, one of the Sisters normally meets annually all the new intake at the Brentwood Ursuline Convent High School to give them a taste of our history and to welcome them to the Ursuline ethos and we are always invited by the School to attend the Annual Patronal Feast-day and Academic Masses.

A recent collaboration with the other Ursuline Schools in the UK, in which our leadership Team took part, produced an inspiring Student Profile which is being actively promoted and engaged with in our secondary school.

Activities, performance and future plans (continued)

Purpose and Impact (continued)

This year we anticipate our new accommodation will be ready for the Sisters to move into and as we downsize our possessions and decide what is to go into the Archives we are offering some historically significant artefacts to the school in Brentwood. These are being welcomed with delight and given pride of place.

Former pupils have distinguished themselves in the worlds of academia as well as in the arts, the sciences and in commerce. Many have pioneered the presence of women in these arenas.

Over the next few years we will move into our new accommodation and consider how to best dispose of our present Convent building; we will accomplish the removal of the part of the Archives which have been already catalogued to Durham University; we anticipate achieving the transfer of the schools' land we still own to the Diocese of Brentwood (BRCDT), thereby ensuring their continuance at the forefront of the provision of Catholic Education in our Diocese; we will continue to seek to dispose of land and buildings we no longer use in order to ensure our reserve for the care of the sisters is adequate; and we will continue the process of identifying beneficiaries and allocating assets to appropriate objects of the charity. To facilitate this last objective we are also considering the setting up of an Ursuline Foundation to facilitate the development and education of women.

The last year has seen severe limitations on our outreach and ministry due to the Covid-19 pandemic; we have been unable to offer our usual hospitality both to groups and individuals and the national lockdowns have meant that our participation in our normal activities of ministry practically ceased altogether. We have, however, continued to respond to requests for financial assistance from some people suffering hardship, we contributed generously to the local food banks, we continued to pay the full salary to the staff we had to furlough and we have maintained contact via telephone, card or Zoom with many individuals and groups who were isolated or sick; for example, participating in a weekly support group from our local hospice. The Sister who works as a Chaplain in Chelmsford prison and was furloughed, produced a weekly newsletter for the prisoners and kept up constant personal correspondence with the staff, especially when they had contracted Covid-19 or had a bereavement. While we were very aware of the need to keep the elderly sisters safe we were very conscious of the suffering endured by both young and old and the disruption to their lives caused by the pandemic. We have also this year made a donation towards the publication of an up-to-date translation of the Revised New Jerusalem Bible.



"Act, move, believe, strive, hope, cry out to him with all your heart for without doubt you will see marvellous things."
St Angela, Prologue to the Counsels, 16-18

Activities, performance and future plans (continued)

Values and Ways of Working

The objective of the charity is the advancement of the Roman Catholic religion through the religious and other charitable works of the Congregation.

The trustees of the charity support the religious and other charitable works carried out by members of the Congregation, and the care of those members throughout their lives within the Congregation. The majority of sisters are now retired from remunerative work, but even the oldest and frailest support the mission of the Congregation by their interest and their prayer.

Having listened carefully to the wishes of the Sisters to stay together as a group we are building new, less institutional accommodation more suitable for fewer sisters and with a view to ease of disposal once we no longer need it.

We employ staff with the necessary knowledge, experience and skills to enable the charity to continue to meet its objectives and maintain efficient and transparent organisation, both for the internal working of the charity and in its relations with the public. We pay salaries that are commensurate with those for similar roles in other organisations and are attentive to ensuring that employees receive a just and living wage and that their conditions of employment meet the highest standards.

Safeguarding: In November 2020, the Bishops of the Catholic Church in England and Wales having commissioned an 'Independent Review of Safeguarding Structures and Arrangements in the Catholic Church' formally accepted the findings and recommendations of the Elliot Review and appointed a Chair 'to oversee the immediate implementation of wide-ranging reforms to safeguarding structures and processes in the Church'. The Trustees have followed the findings of both the Elliot Report and the IICSA Report and wait to see what we have to do to co-operate with the new structures.



Governance, structure and management

Operating Model and Risks

Originally our work was funded by grants, salaries and fees, augmented when possible by the sale of property. Now our income is mainly from pensions, allowances, and dividends from our investment portfolio. Our main costs are staff salaries, regular property maintenance and the ongoing costs of administering the charity. Each year we revise an actuarial projection in order to ensure that we keep a reserve intact to care for the Sisters to the end of their lives.

The trustees acknowledge that there is a risk that investments lose value. We attend regularly to updates from our investment managers to ensure that they act within a sustainable policy that diversifies investments and aims to achieve a total return from capital growth while providing regular income on a quarterly basis.

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 and those which occur because of circumstances outside the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise. Having assessed the major risks to which the charity is exposed, the trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

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

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age of the Sisters at 28 February 2021 was 85 years. The trustees are aware that there is both a moral and a legal obligation to care for the older members. None of these sisters have resources of their own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by setting aside assets in a designated fund, the value of which has been based on actuarial principles; and (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra help and care.

Governance, structure and management (continued)

Operating Model and Risks (continued)

Risk management (continued)

- ◆ 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 the United Kingdom and all those who volunteer for the charity and work with children or vulnerable adults obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to fully implementing the policies of the Catholic Safeguarding Advisory Service (CSAS). One of the sister trustees is responsible for ensuring this policy is adhered to in respect of all sisters, employees and volunteers. In addition, the trustees take part in on-going safeguarding training, update internal policies and ensure that sisters, staff and volunteers are kept informed about good practice in work and ministry.
- ◆ The charity's principal asset comprises listed investments, the value of which is dependent on movements in UK and worldwide stock markets. The investments are managed by reputable investment managers who adhere to a policy agreed by the trustees. The trustees are invited to attend twice-yearly updates from the managers, and the manager's performance and that of the portfolio are monitored. The investment strategy is assessed regularly to ensure it remains appropriate to the charity's needs – both now and in the future.

The short-term cash management account with the same investment company has proved to be invaluable for paying for the on-going construction of our new accommodation and for supplementing our income. This has enabled our long-term investments to remain undisturbed, for the time being.

Governance and Decision-making

Canon Law

Following a unanimous decision on the part of the Congregation in 2017 the ordinary governance of the Institute has been suspended due to the age of the members and a Commissary (Delegate) currently one of the Sisters, was appointed by the Bishop of Brentwood. The governance of the Institute continues to be based in Brentwood and the Commissary assumes all the rights and obligations of the universal law of the Church and the proper law of the institute attributed to the Supreme Moderator and her Council.

Civil law

The CIO is governed by a Constitution dated 3 August 2016. The trustees of the charity include the Commissary (Bishop's delegate), two other Sisters and three lay trustees. The Sister trustees are long-standing members of the Congregation and have intimate knowledge of the work of the charity. All the lay trustees have known the members of the Congregation for a number of years and each brings a specialised expertise to the trustee body, namely legal, financial and educational respectively.

Governance, structure and management (continued)

Governance and Decision-making (continued)

The trustees make every effort to be conscientious in reading and assimilating the Charity Commission's general guidance on public benefit with regard to setting objectives and planning the work of individual sisters.

Training and updating are maintained, though this has been necessarily limited this year by the restrictions of the pandemic.

The trustees normally meet at least four times a year and at least annually with the Congregation's legal, accounting and property advisers. They are invited twice yearly to attend or listen to updates from our investment managers. This year the trustees have received regular reports and met via Zoom when it was not possible to get together.

Trustees' Responsibilities Statement

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 year 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 these accounts the trustees are required to:

- ◆ Select suitable accounting policies and then apply them consistently;
- ◆ Observe the methods and principles in 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);
- ◆ Make judgements and estimates that are reasonable and prudent;
- ◆ State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts and
- ◆ Prepare the accounts on the on-going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (accounts and Reports) Regulations and the provisions of the governing document. 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.

The present report is evidence that the trustees understand their responsibilities and have prepared accounts for this financial period which give a true and fair view of the state of affairs of the charity.

Governance, structure and management (continued)

Structure and Management

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions. When necessary the trustees seek advice and support from the charity's professional advisers including investment managers, solicitors, property advisers and accountants.

Key management personnel

The trustees consider that they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. They receive no remuneration in respect of their duties.

Fundraising

The charity is not actively involved in fundraising activities. However, it aims to achieve best practice in the way in which it communicates with donors and other supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data, and ensures that supporters' and donors' communication preferences can be changed at any time. The charity does not employ the services of Professional Fundraisers. During the year to 28 February 2021, the charity received no complaints about fundraising activities.

Some Thank Yous.....

Thank you !!
Thank you for your kind
and generous hospitality
and welcome over the past
4 years (Sept. 2016 - Sept. 2020).
I cannot thank you enough.
It has been a great
blessing to be a 'Companion'
with you over these years
may God bless you richly
with love & prayer.

Sister Margaret

Thank you so much
for your kindness and help.
I really appreciate it.
Once more Thank you
so much for the support.

Dear Ursuline sisters,

Thankyou so much for the past
3 years, I only wish I could have
done this in person.

Thankyou for your support in everything
especially my exams and your daily prayers

**much
appreciated!**

Sunday afternoons at the Grange will
be something I'll never forget.

Financial review

Income and expenditure

A summary of the year's results can be found on page 16 of the attached accounts.

Total income for the year was £514,440 (2020 - £423,998). Investment income of £158,898 was increased compared to the prior year (2020 - £143,863) as a result of improved dividend yields from the listed investments held by the charity. Income from other sources for the year ended 28 February 2021 includes £32,439 from the Coronavirus Job Retention Scheme as well as a receipt of £50,046 which had previously been held back from the charity to cover development costs contracted as part of a previous property sale. Lower cost works were undertaken and the sum was returned to the charity.

Total expenditure of £694,229 was lower than the prior year (2020 - £912,551). The main cause of the reduction in expenditure is due to the prior year including loss on the demolition of two properties at 21-23 Eastfield Road, Brentwood, Essex with a net book value of £165,080, prior to building work on the new properties commencing. Excluding this item, expenditure decreased by £53,242.

Gains from the revaluation and disposal of listed investments of £405,493 were higher than the prior year (2020 - £94,030). Although the value of the investment portfolio experienced high volatility during the year, due to the impact of Covid-19 on stock markets, the value of the investments recovered well from the large falls in value experienced in March 2020. The trustees are satisfied with their performance in light of the wider market performance for the year.

Financial position and reserves policy

The balance sheet shows total net assets of £8,795,684 (2020 - £8,569,980).

The trustees have set aside an amount equivalent to the book value of the tangible fixed assets as a separate fund in recognition of the fact that such assets are required to enable the Congregation to carry out its charitable work and are not available to fund activities or meet future contingencies.

£3,250,000 has been designated to meet the costs of the care and welfare of the Sisters in their retirement (2020 - £3,650,000). The Sisters are wholly dependent on the charity for their maintenance and care; all are of pensionable age; some need constant, skilled care.

£325,000 has been designated as a property development fund to provide the monies needed in respect to the property developments that are taking place (2020 - £1,165,000).

The Dr N Hunt fund was set up in 2012 using a legacy of £324,561 received from the estate of Dr Noreen Hunt. The intention is to use the money to make donations to those in need. As at 28 February 2021, £292,007 remains to be spent (2020 - £295,071).

Financial review (continued)

Financial position and reserves policy (continued)

The trustees' reserves policy has been to maintain a level of free reserves approximately equal to six months' operating expenditure in order to provide for contingencies, equating to approximately £300,000 - £350,000. The free reserves available at the balance sheet date were higher than this range, being £685,214 (2020 - £343,061). The trustees deem the level of free reserves to be adequate but not excessive given the inherent uncertainty in the stock markets and the continuing uncertainties due to the continuing Covid-19 pandemic.



Signed on behalf of the trustees

Trustee

Approved by the trustees on: *3rd December 2021*

Independent auditor's report to the trustees of Ursuline Sisters Brentwood CIO

Opinion

We have audited the accounts of Ursuline Sisters Brentwood CIO (the 'charity') for the year ended 28 February 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the 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 28 February 2021 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the 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.

Auditor's responsibilities for the audit of the financial statements

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 financial statements (continued)

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

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

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We obtained an understanding of the legal and regulatory frameworks applicable to the group and charitable parent company and the sector in which it operates. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity. We determined that the following laws and regulations were most significant: 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), the Charities Act 2011 and safeguarding regulations;
- ◆ We understood how the charity is complying with those legal and regulatory frameworks by making enquiries of management and those responsible for legal and compliance procedures. We corroborated our enquiries through our review of the relevant minutes and correspondence from regulatory bodies; and
- ◆ We identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

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

- ◆ Making enquiries of management and 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.

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 journal entries to identify unusual transactions;
- ◆ assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias;
- ◆ performed substantive testing on expenditure; and
- ◆ investigated the rationale behind significant or unusual transactions.

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

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 those charged with governance and other relevant reports prepared by management for the trustees;
- ◆ enquiring of management as to actual and potential litigation and claims; and
- ◆ reviewing correspondence with the company's legal advisors.

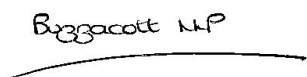
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance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

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

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

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

10 December 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 28 February 2021

	Notes	Unrestricted funds	
		2021 £	2020 £
Income from:			
Donations and legacies	1	271,057	257,017
Investments and interest receivable	2	158,898	143,863
Other sources			
. Surplus on disposal of tangible fixed assets		2,000	20,000
. Refund of development costs contracted as part of prior period property disposal		50,046	—
. Coronavirus Job Retention Scheme funding		32,439	—
. Miscellaneous income		—	3,118
Total income		514,440	423,998
Expenditure on:			
Charitable activities			
. Support of the members of the Congregation and their ministry	3	674,019	881,814
. Donations in support of miscellaneous charitable activities		20,210	30,737
Total expenditure		694,229	912,551
Net expenditure before investment gains		(179,789)	(488,553)
Net gains on investments	10	405,493	94,030
Net income (expenditure) for the year and net movement in funds	5	225,704	(394,523)
Reconciliation of funds			
Fund balances at 1 March 2020		8,569,980	8,964,503
Fund balances at 28 February 2021		8,795,684	8,569,980

All recognised gains and losses are included in the above statement of financial activities and are derived from continuing activities..

Balance sheet 28 February 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	9		4,243,463		3,116,848
Investments	10		4,594,288		4,588,795
			<u>8,837,751</u>		<u>7,705,643</u>
Current assets					
Debtors	11	33,144		37,134	
Short term deposits		112,150		910,744	
Cash at bank and in hand		<u>101,511</u>		<u>147,044</u>	
		246,805		1,094,922	
Liabilities					
Creditors: amounts falling due within one year	12	(288,872)		(230,585)	
Net current (liabilities) assets			<u>(42,067)</u>		<u>864,337</u>
Total net assets			<u>8,795,684</u>		<u>8,569,980</u>
The funds of the charity:					
Unrestricted funds					
· Tangible fixed assets fund	13		4,243,463		3,116,848
· Designated funds	14		3,867,007		5,110,071
· General funds			<u>685,214</u>		<u>343,061</u>
			<u>8,795,684</u>		<u>8,569,980</u>

Approved by the trustees
and signed on their behalf by:

M. Soper

Trustee

Approved on: *3rd December 2021*

Statement of cash flows Year to 28 February 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(309,127)	(288,522)
Cash flows from investing activities:			
Income received from listed investment and interest received		145,227	136,289
Rents received from investment properties		16,650	17,859
Proceeds from the disposal of tangible fixed assets		2,000	20,000
Purchase of tangible fixed assets		(1,098,877)	(971,776)
Purchase of listed investments		—	(4,253,782)
Proceeds from the disposal of listed investments		400,000	4,253,782
Net cash used in investing activities		(535,000)	(797,628)
Change in cash and cash equivalents in the year		(844,127)	(1,086,150)
Cash and cash equivalents at 1 March 2020	B	1,057,788	2,143,938
Cash and cash equivalents at 28 February 2021	B	213,661	1,057,788

Notes to the statement of cash flows for the year to 28 February 2021.

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

	2021 £	2020 £
Net movement in funds (as per the statement of financial activities)	225,704	(394,523)
Adjustments for:		
Depreciation charge	54,839	54,086
Gains on listed investments and investment property	(405,493)	(94,030)
Investment income and interest receivable	(158,898)	(143,864)
Surplus on disposal of tangible fixed assets	(2,000)	(20,000)
Loss on demolition of tangible fixed assets	—	165,080
Decrease in debtors	1,011	136,419
(Decrease) Increase in creditors	(24,290)	8,310
Net cash used in operating activities	(309,127)	(288,522)

B Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	101,511	147,044
Short term deposits	112,150	910,744
Total cash and cash equivalents:	213,661	1,057,788

No separate reconciliation has been prepared between the movements in net debt of the charity as there is no difference between the movements in cash and cash equivalents and the net cash (debt) of the charity.

Principal accounting policies Year to 28 February 2021

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

Basis of preparation

These accounts have been prepared for the year ended 28 February 2021 with comparative information provided in respect to the year ended 29 February 2020.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP FRS 102, 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 and the Charities Act 2011.

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

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

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates. The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge;
- ◆ the assumptions applied in determining the valuation of investment properties;
- ◆ the assumptions applied in determining the amounts to be designated, in particular the size of the Sisters' retirement reserve; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern.

Principal accounting policies Year to 28 February 2021

Assessment of going concern

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

The trustees acknowledge and recognise the continuing impact of the Covid-19 pandemic on the operations of the charity, its beneficiaries and stakeholders and on wider society. However, it is not anticipated at the current time that the overall financial position of the charity will be adversely affected or its financial solvency threatened.

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

The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 28 February 2022, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment returns and the performance of the investment markets.

Income

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.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, 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.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

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

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

Principal accounting policies Year to 28 February 2021

Income (continued)

Any surplus on the disposal of tangible fixed assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Income relating to the Coronavirus Job Retention Scheme is credited to the statement of financial activities at the time the charitable company has become entitled to the grants and the amount receivable has become quantifiable.

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

Expenditure

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 support costs, are allocated or apportioned to the applicable expenditure headings.

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 in respect to the support of members of the Congregation and enabling their ministry including governance costs.

Charitable grants and donations in support of miscellaneous charitable activities are made 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 payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions.

All expenditure is stated inclusive of irrecoverable VAT.

Support and governance costs

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

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

Principal accounting policies Year to 28 February 2021

Support and governance costs (continued)

All expenditure on support and governance is attributed directly to the charitable activities of supporting members of the Congregation and enabling their ministry and hence has there has been no apportionment between the headings.

Tangible fixed assets

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

♦ *Freehold land and buildings*

The charity leases land and buildings to governing bodies of two Catholic voluntary aided schools which are separate charities and publicly funded. In both cases the leases are for a peppercorn, expiring in 2034 and 2054 respectively.

The trustees consider that no meaningful value can be attributed to these assets since they are not used directly by the charity, do not generate income and cannot be disposed of in the open market value or put to alternative use while such occupation, which may be indefinite, continues. They are therefore valued at £nil in the accounts.

The two schools are St Ursula's School, Harold Hill and Brentwood Ursuline Convent High School.

Non-specialised buildings are those designed as, and used wholly or mainly for, private residential accommodation. As permitted under Financial Reporting Standard 102 (FRS 102) the charity adopts a policy of not revaluing its tangible fixed assets. The charity has adopted the value of land and buildings as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as their deemed cost. Additions since 1 March 2017 are stated at cost.

Specialised buildings comprise a large residential convent. The charity has adopted the value of this building as transferred from The Congregation of the Sisters of the Order of St Ursula of the Diocese of Brentwood Charitable Trust on 1 March 2017 as its deemed cost. Additions since 1 March 2017 are stated at cost. Depreciation is provided at 2% per annum on a straight-line basis to write the buildings off over their estimated useful economic life to the charity.

♦ *Assets under construction*

Assets under construction are accounted for at cost based on the value of building certificates and other direct costs incurred during the year. No depreciation is applied until the assets are brought into use.

♦ *Property improvements*

Expenditure on property refurbishment and plant is capitalised and depreciated over a ten year period on a straight line basis.

Principal accounting policies Year to 28 February 2021

Tangible fixed assets (continued)

♦ *Furniture, equipment and motor vehicles*

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

Fixed asset investments

Fixed asset investments comprise:

♦ *Listed investments*

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

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

♦ *Investment properties*

These are included on the balance sheet at fair value estimated as their open market value based on a trustees' valuation determined with professional assistance.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value is acquired subsequent to the first day of the financial period. Unrealised gains and losses are calculated as the difference between the fair value at the period end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the period in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Principal accounting policies Year to 28 February 2021

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.

Funds structure

The funds of the charity are unrestricted and available for use in furtherance of the charity's objectives at the discretion of the trustees. Within the total unrestricted funds of the charity, the trustees have identified funds represented by tangible fixed assets and designated amounts for specific purposes. Details are provided in notes 13 and 14.

Services provided by members of the Congregation

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

Notes to the accounts Year to 28 February 2021

1 Income from: Donations and legacies

	2021 £	2020 £
Salaries, pensions and other income of individual religious received under a Gift Aid compliant deed of covenant	261,388	250,042
Other donations	9,669	6,975
	271,057	257,017

2 Income from: Investments and interest receivable

	2021 £	2020 £
Income from listed investments – UK Common investment funds and UK Charity Authorised Investment Funds	140,766	115,050
Bank interest receivable	1,482	10,954
Rental income from investment properties	16,650	17,859
	158,898	143,863

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

	2021 £	2020 £
Staff costs (note 6)	346,730	300,536
Premises	144,235	219,661
Loss on demolition of tangible fixed assets	—	165,080
Sisters' living expenses	142,198	144,941
Education, training and spiritual renewal	1,336	2,330
Legal expenses	4,697	2,188
Management, computer development and office expenses	19,497	32,250
Governance costs (note 4)	15,326	14,828
	674,019	881,814

4 Governance costs

Included within expenditure on supporting members of the Congregation and their ministry are governance costs as detailed below:

	2021 £	2020 £
Audit and accountancy	15,326	14,828

5 Net expenditure for the year and net movement in funds

This is stated after charging:

	2021 £	2020 £
Staff and related costs (note 6)	346,730	300,536
Auditor's remuneration (including VAT)		
. Statutory audit services	15,326	14,828
Depreciation	54,839	54,086
Loss on demolition of tangible fixed assets	—	165,080
Surplus on disposal of tangible fixed assets	2,000	20,000
Operating lease rentals	—	2,039

6 Staff costs

Staff and related costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	319,978	279,336
Social security costs	20,728	16,084
Pension costs	6,024	5,116
	346,730	300,536

There were no employees who earned £60,000 per annum or more (including taxable benefits) during the year (2020 - none).

The average monthly number of employees (based on headcount) during the year, analysed by function, was:

	2021	2020
Support of members of the Congregation	34	37

A significant number of employees work part-time. The full time equivalent number of employees during the year was 10.75 (2020 – 12.4).

7 Key management personnel and transactions with trustees

The trustees consider that they comprise the key management personnel in charge of directing, controlling, running and operating the charity on a day to day basis. No trustees received remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2020 – none). A number of trustees are also members of the Congregation. Their living and personal expenses were borne by the charity during the year.

The trustees who are members of the Congregation have no resources of their own as all earnings, pensions and other income are donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated to the charity by these trustees was £64,544 (2020 - £61,133).

8 Taxation

The Ursuline Sisters Brentwood 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.

9 Tangible fixed assets

	Freehold land and buildings		Assets under construction	Property improvements	Furniture and equipment	Motor vehicles	Total
	Specialised £	Non-specialised £	£	£	£	£	£
Cost							
At 1 March 2020	1,144,385	1,310,186	976,584	204,684	129,242	28,266	3,793,347
Additions	—	9,044	1,163,280	—	2,880	6,250	1,181,454
Disposals	—	—	—	—	—	(6,000)	(6,000)
At 28 February 2021	<u>1,144,385</u>	<u>1,319,230</u>	<u>2,139,864</u>	<u>204,684</u>	<u>132,122</u>	<u>28,516</u>	<u>4,968,801</u>
Depreciation							
At 1 March 2020	442,757	—	—	99,482	112,790	21,470	676,499
Charge for the year	22,887	—	—	20,468	7,725	3,759	54,839
Released on disposal	—	—	—	—	—	(6,000)	(6,000)
At 28 February 2021	<u>465,644</u>	<u>—</u>	<u>—</u>	<u>119,950</u>	<u>120,515</u>	<u>19,229</u>	<u>725,338</u>
Net book values							
At 28 February 2021	<u>678,741</u>	<u>1,319,230</u>	<u>2,139,864</u>	<u>84,734</u>	<u>11,607</u>	<u>9,287</u>	<u>4,243,463</u>
At 28 February 2020	<u>701,628</u>	<u>1,310,186</u>	<u>976,584</u>	<u>105,202</u>	<u>16,452</u>	<u>6,796</u>	<u>3,116,848</u>

Assets under construction relate to the building construction work taking place. In the prior year two non-specialised properties owned by the charity were demolished to make way for the construction of new houses to be occupied by the charity. At 28 February 2021 the charity had capital commitments in respect to the costs to complete this project. Due to variations to plans then the contracted sum has been exceeded but the committed funds to complete amounted to £230,000 (2020 - amounts contracted for but not provided for totalled £1,110,000).

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values. These arise from the specialised nature of some properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the trustees, is not justified in terms of the benefit to the users of the accounts.

Notes to the accounts Year to 28 February 2021

10 Investments

Fixed asset investments comprised:

	2021 £	2020 £
Freehold investment properties (a)	500,000	425,000
Listed investments and cash held for re-investment (b)	4,094,288	4,163,795
Total cost and market value of investments at 28 February 2021	4,594,288	4,588,795

Movements on each category of investment are summarised below:

(a) Freehold investment properties

	2021 £	2020 £
Market value at 28 February 2020	425,000	425,000
Reclassification to tangible fixed assets	75,000	—
Market value at 28 February 2021	500,000	425,000

The freehold investment property has been valued in these accounts at its fair value estimated as its open market value which has been determined by the trustees with assistance provided by estate agents local to the property concerned.

(b) Listed investments

	2021 £	2020 £
Market value at 29 February 2020	4,163,795	4,069,765
Additions at cost	—	4,253,782
Disposals at book value (proceeds £400,000; realised gains: £25,627)	(374,373)	(4,069,765)
Net unrealised investment gains (losses)	304,866	(89,987)
Market value at 28 February 2021	4,094,288	4,163,795
Cost of listed investments at 28 February 2021	3,871,319	4,253,782

At 28 February 2021 and 29 February 2020, the charitable company's listed investments consisted entirely of units in the BlackRock Catholic Charities Growth and Income Fund managed by BlackRock Investment Management (UK) Limited.

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

11 Debtors

	2021 £	2020 £
Accrued investment income	17,590	20,569
Other debtors	4,192	6,256
Prepayments	11,362	10,309
	33,144	37,134

Notes to the accounts Year to 28 February 2021

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Monies held on behalf of individual members of the Congregation	69,996	69,996
Additions to tangible fixed assets	182,345	99,768
Accruals	35,108	58,643
Social security and other taxes	1,423	2,178
	288,872	230,585

13 Tangible fixed assets fund

The tangible fixed asset fund represents the net book value of the charity's tangible fixed assets. This value has been set aside to highlight the fact that the tangible fixed assets are required for the charity's activities and are not available as a reserve to fund expenditure or meet future contingencies.

	2021 £	2020 £
At 1 March 2020	3,116,848	2,264,470
Net movement in the year	1,126,615	852,378
At 29 February 2021	4,243,463	3,116,848

14 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 and have been transferred to the CIO:

	At 1 March 2020 £	Utilised/ released £	At 28 February 2021 £
Retirement reserve	3,650,000	(400,000)	3,250,000
Property development fund	1,165,000	(840,000)	325,000
Dr N Hunt fund	295,071	(3,064)	292,007
	5,110,071	(1,243,064)	3,867,007

	At 1 March 2019 £	Utilised/ released £	At 29 February 2020 £
Retirement reserve	4,000,000	(350,000)	3,650,000
Property development fund	2,000,000	(835,000)	1,165,000
Dr N Hunt fund	305,134	(10,063)	295,071
	6,305,134	(1,195,063)	5,110,071

♦ Retirement reserve

The retirement reserve had been calculated using actuarial principles and consists of monies set aside by the trustees to assist in providing for the sisters in their retirement.

♦ Property development fund

The property development fund is to be applied towards the property developments that will take place over the next few years.

♦ Dr N Hunt fund

The Dr N Hunt fund represented money received from the estate of the late Dr Noreen Hunt and will be used to make donations to those in need.

15 Analysis of net assets between funds

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2021 £
Fund balances at 28 February 2021 are represented by:				
Tangible fixed assets	—	4,243,463	—	4,243,463
Fixed asset investments	727,281	—	3,867,007	4,594,288
Net current liabilities	(42,067)	—	—	(42,067)
Total net assets	685,214	4,243,463	3,867,007	8,795,684

	General fund £	Tangible fixed assets fund £	Designated funds £	Total 2020 £
Fund balances at 28 February 2020 are represented by:				
Tangible fixed assets	—	3,116,848	—	3,116,848
Fixed asset investments	—	—	4,588,795	4,588,795
Net current assets	343,061	—	521,276	864,337
Total net assets	343,061	3,116,848	5,110,071	8,569,980

The total unrealised gains as at 28 February 2021 constitute movements on revaluation and are as follows:

	2021 £	2020 £
Unrealised gains (losses) included above:		
On listed investments	222,969	(89,986)
On investment properties	500,000	425,000
Total unrealised gains at 28 February 2021	722,969	335,014
Reconciliation of movements in unrealised gains		
Unrealised gains at 1 March 2020	335,014	1,254,863
In respect to disposals in the year	8,089	(829,863)
Net (losses) gains arising on revaluation in the year	379,866	(89,986)
Total unrealised gains at 28 February 2021	722,969	335,014

16 Ultimate control and member's liability

The Superior General of the Congregation for the time being shall automatically, by virtue of holding that office, be ex officio the sole member of the CIO. The sole member is responsible for the appointment of the trustees.

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.

17 Related party transactions

Other than the transactions with trustees described in note 7 to these accounts, there are no related party transactions requiring disclosure (2020 – none).

18 Lease commitments

At 28 February 2021, the charity no commitments under non-cancellable operating leases or finance leases.