

Charity Number: 1174655

**ODNS COBHAM OUTREACH CIO
TRUSTEES ANNUAL REPORT**

AUGUST 2021

**ODNs COBHAM OUTREACH
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021**

The Trustees present their report and the financial statements of ODNs COBHAM OUTREACH for the year ended 31st August 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

The trustees of the charity, who have held office since 20th June 2016, are as follows:

Sister Anne Gill O.D.N.
Sister Patricia Grady O.D.N.
Sister María Nieves Escalada Gallego O.D.N.
Mr. Anthony James Madigan
Mrs. Hermione Anne Delamare
Mrs. Fiona Jane Franck (appointed 28th March 2019)

The Chair Person is Sister Patricia Grady, O.D.N.

The principal address of the charity is Notre Dame School, Convent Lane, Cobham, Surrey KT11 1HA.

The charity is a CIO registered under the charity number 1174655 and its governing instrument is its Foundation Constitution dated 20th June 2016.

The trustees have made the following professional appointments:

Banker: Barclays, 8-12 Church Street, Walton-on-Thames, Surrey KT12 2QX

ODNs COBHAM OUTREACH
TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Introduction

ODNs Cobham Outreach is a CIO with a Board of Trustees, comprising at least 3 persons, appointed by the Superior of the Order of the Company of Mary responsible for the work of the Order in England. Currently there are 6 Trustees. Trustees are appointed for an initial term not exceeding four years and are eligible for reappointment for up to three consecutive terms.

The Chairperson currently is Sister Patricia Grady and the Trustees have elected Mrs. Hermione Anne Delamare to be Secretary.

The accounts accompanying this report are the accounts of the CIO trust and have been prepared by Mrs. Fiona Jane Franck.

The CIO is governed by a Foundation Constitution dated 20th June 2016 and is registered with the Charity Commission, Charity Registration no. 1174655.

Charitable Objectives

The principal objectives as set out in the Constitution are:

To raise awareness of the situation of people suffering poverty and exclusion.

To prevent and relieve poverty for the public benefit, in particular, but without limitation, by helping to fund educational and development projects and activities for women, children and young people anywhere in the world that are supported by the Company of Mary Our Lady.

Review of Activities and Achievements

In accordance with its charitable objectives, the CIO sent funding to small projects identified and supported by the Company of Mary Our Lady.

During the year, in order to raise awareness of the situation of poverty suffered by underprivileged women and children in different parts of the world, the Trustees have provided information, produced leaflets and prepared photo displays and a calendar for Notre Dame School Cobham, the local parish and other benefactors, showing the projects and activities supported by the Charity.

Funds have been raised in a variety of ways:

Each year, with different activities, the pupils of Notre Dame School fundraise for a charity of their own choice and for ODNs Cobham Outreach (50% each). In the past, before the onset of the Covid-19 Pandemic, this contribution was considerable due to the variety of the students' fundraising activities. This year, 2021, Covid restrictions limited these activities. To counteract this, during 2021, the Trustees sought to raise funds in other ways: fabrication and sale of facemasks; Ladies in Lockdown garden parties in Covid safe conditions; a raffle and homemade Christmas craft sale at Notre Dame School; and sale of ODNs Cobham Outreach calendars. In addition, these activities have increased awareness in the parish of the projects supported by ODNs, resulting in generous donations from various other sources.

The charity has continued to send funds to a variety of small projects for women and children in different countries. These projects have included: Redes de Solidaridad in Ciudad Sandino, Nicaragua, which runs a small school for deprived children and young people; the Fe y Alegría School in Bedou, a very poor district in Haiti; a vegetable garden project for the children and young people of the San Geronimo Youth Centre in Paraguay; dressmaking and catering courses at the Maria Agudelo Centre for vulnerable young women and young people in Pasto, Colombia.

Acknowledgement and information about how the funds have been used has been received from the recipients and this has been communicated to the benefactors.

Financial Activities and Results

The accounts cover the year ended 31st August 2021.

The Charity receives donations and funds from a variety of sources as indicated above.

Risk & Corporate Governance Matters

The CIO has established and is guided by policies, which are periodically reviewed by the Trustees. To facilitate governance, management and the work of the charity, the Trustees strive to ensure that a variety of appropriate skills and experience are represented in the CIO. The CIO has implemented the new GDPR requirements (May 2018) and is keeping them under review. The Trustees also keep the CIO's activities under review in accordance with its Risk Policy to ensure due diligence is maintained, particularly in view of the new circumstances created by the crisis due to the ongoing Covid pandemic (2021) and Brexit. Going forward the effects of the uncertainties caused by the current international political situation due to the Russia-Ukraine war (2022) will be monitored.

Reserves Policy

While constantly seeking to raise further funds to support new projects and continue to assist some of the projects which have already received help, the Charity's aim is to maintain a basic level of reserves of £1,500 as a contingency measure in order to be able to draw on this in the event of a disaster or an unexpected situation which requires emergency aid.

Statement of Trustees' responsibilities

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

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 24th June 2022

and signed as authorised on their behalf by:



Sister Patricia Grady O.D.N. (Chairperson)



Sister Anne Gill O.D.N. (Trustee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

ODNS COBHAM OUTREACH CIO

No (if any)

1174655

Receipts and payments accounts

CC16a

For the period
from

Period start date

01/09/2020

To

Period end date

31/08/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Notre Dame School Fund Raising	7,045	-	-	7,045	2,748
Donations - Other	5,569	-	-	5,569	1,430
Face Masks	637	-	-	637	361
Ladies in Lockdown	1,015	-	-	1,015	849
Christmas Fayre	936	-	-	936	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	15,202	-	-	15,202	5,388
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,202	-	-	15,202	5,388
A3 Payments					
Donations Paid	7,055	-	-	7,055	4,445
Bank Charges	258	-	-	258	104
Calendars	427	-	-	427	224
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	7,740	-	-	7,740	4,773
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,740	-	-	7,740	4,773
Net of receipts/(payments)	7,462	-	-	7,462	615
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,686	-	-	2,686	2,071
Cash funds this year end	10,148	-	-	10,148	2,686

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank Balance	10,148	-	-
		-	-	-
		-	-	-
	Total cash funds	10,148	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Patricia Gradyon	PATRICIA GRADY	24-06-22
		Anne Gill ODB	ANNE GILL	24-06-22

ODNs Cobham Outreach

1st September 2020 to 31st August 2021

Date	Ref	Detail	Dr	Cr	Bank Balance	Comments
01/09/2020		Bank Balance			2,686.15	
15/10/2020	100006	Calendars			2,258.74	
26/10/2020	DC	Notre Dame School	427.41		6,532.58	
26/10/2020	DC	Notre Dame School		4,273.84	7,032.58	
03/11/2020	TR	Asociacion REDES - Nicaragua		500.00	6,032.58	Asociacion REDES - Nicaragua
03/11/2020	TR	Marie Francoise - Haiti	1,000.00		5,032.58	Marie Francoise - Haiti
03/11/2020	TR	Bank Charges	35.00		4,997.58	Bank Charges
03/11/2020	TR	Bank Charges	35.00		4,962.58	Bank Charges
16/11/2020	DC	Hermione Delamare			5,002.58	Calendars
18/11/2020	TR	Orden de la Compania de Maria - Paraguay	1,000.00	40.00	4,002.58	Orden de la Compania de Maria - Paraguay
18/11/2020	TR	Bank Charges	41.00		3,961.58	Bank Charges
25/11/2020	100023	Table Top Sale		935.95	4,897.53	
04/12/2020	100024	Calendars & Face Coverings		282.00	5,179.53	
16/12/2020	100025	Calendars / Donation / Maria's Cards		305.40	5,484.93	
16/12/2020	100027	Donations		83.00	5,567.93	
18/12/2020	TR	AFTS Payment Return		945.09	6,513.02	Orden de la Compania de Maria - Paraguay
13/01/2021	100028	Donations		296.00	6,809.02	
02/02/2021	DC	Beth Cunningham		10.00	6,819.02	
03/02/2021	100029	Donations		20.00	6,839.02	
08/02/2021	DC	Beth Cunningham		2,000.00	8,839.02	
25/03/2021	TR	Orden de la Compania de Maria - Paraguay	1,000.00		7,839.02	Orden de la Compania de Maria - Paraguay
25/03/2021	TR	Corporacion Centrocomunitaio - Colombia	1,000.00		6,839.02	Corporacion Centrocomunitaio - Colombia
25/03/2021	TR	Bank Charges	31.00		6,808.02	Bank Charges
25/03/2021	TR	Bank Charges	41.00		6,767.02	Bank Charges
22/04/2021	DC	Donations		120.00	6,887.02	
23/04/2021	DC	Donations		50.00	6,937.02	
11/06/2021	DC	Beth Cunningham		3,000.00	9,937.02	
16/06/2021	100031	Cruise Fundraising Event		394.90	10,331.92	
29/06/2021	DC	Notre Dame School		2,271.24	12,603.16	
15/07/2021	100032	Cruise Fundraising Event		370.81	12,973.97	
10/08/2021	TR	Corporacion Centrocomunitaio - Colombia	1,500.00		11,473.97	Corporacion Centrocomunitaio - Colombia
10/08/2021	TR	Orden de la Compania de Maria - Paraguay	1,500.00		9,973.97	Orden de la Compania de Maria - Paraguay
10/08/2021	TR	Bank Charges	34.00		9,939.97	
10/08/2021	TR	Bank Charges	41.00		9,898.97	
17/08/2021	100033	Cruise Fundraising Event / Masks		249.00	10,147.97	

1st September 2020 to 31st August 2021

RECEIPTS

Date	Ref	Detail	Bank	Notre Dame	Face Masks / Calendars	Ladies in Lockdown	Donations	Other	Comments
26/10/2020	DC	Notre Dame School	4,273.84	4,273.84					
26/10/2020	DC	Notre Dame School	500.00	500.00					
16/11/2020	DC	Hermione Delamare	40.00		40.00				
25/11/2020	100023	Christmas Fayre	935.95					935.95	Christmas Fayre
04/12/2020	100024	Calendars & Face Coverings	282.00		282.00				
16/12/2020	100025	Calendars / Donation / Maria's Cards	305.40		305.40				
16/12/2020	100027	Donations	83.00				83.00		
18/12/2020	TR	AFTS Payment Return	945.09					945.09	Orden de la Compania de Maria - Paraguay
13/01/2021	100028	Donations	296.00				296.00		
02/02/2021	DC	Beth Cunningham	10.00		10.00				
03/02/2021	100029	Donations	20.00				20.00		
08/02/2021	DC	Beth Cunningham	2,000.00				2,000.00		
22/04/2021	DC	Donations	120.00				120.00		
23/04/2021	DC	Donations	50.00				50.00		
11/06/2021	DC	Beth Cunningham	3,000.00				3,000.00		
16/06/2021	100031	Cruise Fundraising Event	394.90			394.90			
29/06/2021	DC	Notre Dame School	2,271.24	2,271.24					
15/07/2021	100032	Cruise Fundraising Event	370.81						
17/08/2021	100033	Cruise Fundraising Event / Masks	249.00						
			16,147.23	7,045.08	637.40	1,014.71	5,569.00	-	1,881.04

PAYMENTS

Date	Ref	Detail	Bank	Paraguay	Colombia	Nicaragua	Haiti	Bank Charges	Other	Comments
15/10/2020	100006	Calendars	427.41						427.41	Calendars
03/11/2020	TR	Asociacion REDES - Nicaragua	1,000.00			1,000.00				
03/11/2020	TR	Marie Francoise - Haiti	1,000.00				1,000.00			
03/11/2020	TR	Bank Charges	35.00					35.00		
03/11/2020	TR	Bank Charges	35.00					35.00		
18/11/2020	TR	Orden de la Compania de Maria - Paragu	1,000.00	1,000.00						
18/11/2020	TR	Bank Charges	41.00					41.00		
25/03/2021	TR	Orden de la Compania de Maria - Paragu	1,000.00	1,000.00						
25/03/2021	TR	Corporacion Centrocomunitario - Colom	1,000.00		1,000.00					
25/03/2021	TR	Bank Charges	31.00					31.00		
25/03/2021	TR	Bank Charges	41.00					41.00		
10/08/2021	TR	Corporacion Centrocomunitario - Colom	1,500.00		1,500.00					
10/08/2021	TR	Orden de la Compania de Maria - Paragu	1,500.00	1,500.00						
10/08/2021	TR	Bank Charges	34.00					34.00		
10/08/2021	TR	Bank Charges	41.00					41.00		
			8,685.41	3,500.00	2,500.00	1,000.00	1,000.00	258.00	427.41	
		Bank Balance 01.09.20	2,686.15							
		Receipts / Payments Balance	7,461.82							
		Closing Bank Balance 31.08.20	10,147.97							