

**Charity Number: 1174655**

**ODNS COBHAM OUTREACH CIO  
TRUSTEES ANNUAL REPORT**

**AUGUST 2023**

**ODNs COBHAM OUTREACH  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2023**

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The Trustees present their report and the financial statements of ODNs COBHAM OUTREACH for the year ended 31<sup>st</sup> August 2023.

**REFERENCE AND ADMINISTRATIVE DETAILS**

The trustees of the charity, who have held office since 20<sup>th</sup> 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 28<sup>th</sup> 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 20<sup>th</sup> June 2016.

The trustees have made the following professional appointments:

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

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**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 20<sup>th</sup> 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 a newsletter and prepared photo displays for Notre Dame School Cobham, the local parish and other benefactors to show 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). This contribution is usually considerable due to the variety of the students' fundraising activities and their generosity. A homemade Christmas craft event with a small raffle for the pupils at Notre Dame Prep School raised further funds. During the year, the Trustees sought to attract donations in a variety of other ways: a display in the local parish of leaflets and items from the women's craft groups; a garden party with a cupcake competition and a small raffle of donated things; and a parish film night. Further funds came from an auctioneer friend who for free auctioned donated items and has an ODNs COBHAM OUTREACH collection box.

The activities have increased awareness in the parish of the projects supported by ODNs, resulting in donations from various other sources. A group called the Cobham Crafters sold knitted Easter chicks and donated the proceeds to the charity. A local group of Catenians chose ODNs COBHAM OUTREACH as their charity for the year. Their generous donations will be gift aided to the charity and ODNs COBHAM OUTREACH has been recognised by HMRC as eligible to claim gift aid on donations received. The charity is in the process of registering for gift aid, the fruits of which will be evident in next year's Charity Returns.

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; centres for children and young people in Paraguay and the new craft groups for women in Cuba. The charity also sent a



donation to replace teaching materials, lost when the roofs of classrooms of a small school were torn off by a tornado in La Playa on the island of Salahonda on the Pacific Coast of 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 31<sup>st</sup> August 2023.

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 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 financial crisis due to current political circumstances and the on-going Russia/Ukraine war.

### 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 .....24/6/24.....

and signed as authorised on their behalf by:



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



Fiona J. Franck (Trustee)





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>ODNS COBHAM OUTREACH CIO</b>	No (if any) <b>1174655</b>
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## Receipts and payments accounts

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Notre Dame School Fund Raising	6,131	-	-	6,131	-
Donations - Other	3,775	-	-	3,775	1,502
Christmas Fayre	929	-	-	929	1,297
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,834</b>	<b>-</b>	<b>-</b>	<b>10,834</b>	<b>2,800</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,834</b>	<b>-</b>	<b>-</b>	<b>10,834</b>	<b>2,800</b>
<b>A3 Payments</b>					
Donations Paid	10,043	-	-	10,043	6,500
Bank Charges	161	-	-	161	70
Calendars	-	-	-	-	309
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,204</b>	<b>-</b>	<b>-</b>	<b>10,204</b>	<b>6,879</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>10,204</b>	<b>-</b>	<b>-</b>	<b>10,204</b>	<b>6,879</b>
<b>Net of receipts/(payments)</b>	<b>630</b>	<b>-</b>	<b>-</b>	<b>630</b>	<b>4,079</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,069</b>	<b>-</b>	<b>-</b>	<b>6,069</b>	<b>10,148</b>
<b>Cash funds this year end</b>	<b>6,699</b>	<b>-</b>	<b>-</b>	<b>6,699</b>	<b>6,069</b>

## 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 £
<b>B1 Cash funds</b>	Barclays Bank Balance	6,699	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	6,699	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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 Grady	PATRICIA GRADY	24/6/24
	F J FRANK	F J FRANK	24/6/24