

**Notre Dame de
France – Society of
Mary**

**Annual Report and
Accounts**

31 August 2022

Charity Registration Number 1177995

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Reference and administrative details

Trustees	Father Hubert Bonnet-Eymard Aymeric Clement Marie-Joseph Brochard Rev. John Hannan Rev. Desmond Hanrahan Etienne Rougier Christel Spay Bishop Alan Stephen Williams
Rector	Father Pascal Boidin
Parish Operations Manager and Trust Secretary	Philippine de Beauregard
Principal office	5 Leicester Place Leicester Square London WC2H 7BX
Charity registration number	1177995
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal Bankers	HSBC Bank plc 28 Borough High Street Southwark London SE1 1YB
Solicitors	Stone King LLP 13 Queen Square Bath BA1 2HJ
Surveyors	Burnet Ware and Graves Ltd 13 Half Moon Lane London SE24 9JU

The trustees present their statutory report together with the accounts of Notre Dame de France – Society of Mary ('NDF' or 'the Charity') for the year ended 31 August 2022.

The accounts have been prepared in accordance with the accounting policies set out on pages 24 to 28 and comply with the Charity's trust deed, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

The primary aim of the Charity is the establishment and maintenance of a Francophone Roman Catholic Church in London and for such lawful charitable purposes connected with the advancement of the Roman Catholic religion in England and Wales primarily amongst the Francophone community.

The Charity aims to support the religious and other charitable works carried out at Notre Dame de France, Leicester Place, and at the Roman Catholic Chaplaincy to the French Lycée Charles de Gaulle and other French schools in London. The works undertaken in pursuit of these purposes fall into the following main areas: Ministry of the Church of Notre Dame de France, Leicester Square, human and spiritual development, and education and advocacy along with a range of benevolent activities. The Charity also carries out a range of pastoral services, frequently in cooperation with other agencies.

Two of the objectives for the year comprised the provision of chaplaincy services to the Francophone community in London and contributing to solidarity work as part of the Westminster Diocese's commitment to disadvantaged people which is in line with the Marist ethos. It is notable that many of the volunteers most active in the latter activity are themselves members of the Francophone community and so these objectives are mutually supporting.

ACHIEVEMENTS AND PERFORMANCE

The aims of Notre Dame de France continue to be:

- ◆ To establish and maintain a Francophone Roman Catholic Parish Church; and
- ◆ To advance the Roman Catholic religion amongst the Francophone community in the UK.

The activities of the mission at Notre Dame de France continue to reflect these aims.

With the full support of the Trustees and the European Province of the Society of Mary, the mission of Notre Dame de France is:

*"to form a **communion for mission** from within the roman catholic francophone community in London. It contributes to the pastoral care of the 'west end' district of London as a 'city-centre church'. [...] The Society of Mary forms a **communion** through the creation, maintenance and enhancement of pastoral care for the francophone community wherever it is present in London. By its very nature this communion is called to go out on **mission**. The community of Notre Dame de France – religious and laity – is committed to evangelise in word and action; it reaches out to other people, particularly those who frequent the west end and share this environment with us."* [Mission Statement of NDF, 2019]

ACHIEVEMENTS AND PERFORMANCE (continued)

Pastoral bodies

- ♦ The **Pastoral Council** is constituted by representatives from interest groups in the parish and it met four times during the year. It aims at representing the wider community and is a help for discernment. For 2021-22, it was decided to engage on a reflexion on Laudato Si and the ecological dimension. Many aspects were already in place: using fair trade coffee, using compostable glasses and cups for the sandwich service and the refugee centre, buying local and organic when possible. A photo competition was organised over the summer and the photos exhibited in the church in September 2022. In November 2022 the group was renewed (7 new members) and reflected on the Synodal process.
- ♦ The **Pastoral Team** manages the day to day operations at NDF. The members represent the Chaplaincy, solidarity, operations and West End Mission. The team meets during the working day.
- ♦ The **Marist Team** comprises three members of the Marist Fathers and Brothers of the Society of Mary (sm) and two Marist Missionary Sisters (msm). It meets regularly on a fortnightly basis.

Religious services and preparation for sacraments

Mass is celebrated every weekday except Tuesday in English and in French at the weekends. The number of people attending went back to an average of 530 per weekend. It was 620 before the start of the COVID-19 pandemic. In addition, weekly Sunday Mass is also celebrated at Christ Church (Kensington) except during school holidays. Masses in the other centres (Clapham, Ealing, Fulham, Brook Green, Kentish Town and Wembley) are organised once a year. The Government's recommendations and the Diocese of Westminster's guidelines were followed to maintain the social-distancing and other restrictions related to COVID-19 at all times.

ChurchSuite is still used to manage sacraments preparation for both children and adults.

The Government's recommendations and the Diocese of Westminster's guidelines were followed to maintain the social-distancing and other restrictions related to COVID-19 at all times. Activities resumed in September 2021 and the sacraments were celebrated during the first school term. Once restrictions were lifted, most groups resumed their activities following the recommendations shared with them.

- ♦ The **Gaudete Mass** for young professional adults continues every 2nd Sunday of the month. It is organised by the members of the group themselves. A programme of formation sessions for the group continues every fortnight on a Monday evening and 30 to 40 participants attend each time. Weekend retreats took place at Douai Abbey on 5-6 March 2022 and 10-11 December 2022 and 25 attended.

ACHIEVEMENTS AND PERFORMANCE (continued)

Religious services and preparation for sacraments (continued)

- ♦ **Baptism preparation** for small children is supported by a team who meet the parents on a twice-monthly basis. Baptisms have been celebrated every suitable weekend since September 2021. A meeting with the priest celebrating the baptisms and the families is organised to prepare for the celebration, this was organised following COVID-19 restrictions (online) when recommended by the Government. Many baptisms were postponed during the pandemic to allow the family to travel to the UK. The preparation resumed in presence in September 2021 when most of the restrictions were lifted but numbers were kept within the Diocese recommendations. This is a very active ministry this year in Notre Dame de France. The team is working to develop the accompaniment of families with young children.
- ♦ **RCIA:** All activities and preparations resumed in September 2021. In 2021, 16 candidates were registered to prepare for baptism or to be welcomed in the Church and 11 to prepare for Confirmation. At the start of the 2022-23 school year, 10 candidates were registered to prepare for baptism or to be welcomed in the Church and 6 to prepare for Confirmation.
- ♦ **Marriage preparation:** 62 couples were prepared for marriage in 2021-2022. The marriage preparation team was composed of 10 couples. The marriage preparation resumed in September 2021 with a new format (Zoom meeting followed by one day session and half day session). A special Mass for the couples who could not get married in 2020 due to the restrictions took place on 12 December 2021. The situation of the couples tend to become more and more complex: disparity of cult, marriages in faraway places, difference of cultures.
- ♦ The **sacrament of Reconciliation** was requested on a regular basis both by active members of the parish and by occasional visitors to the church. No communal services of repentance were organised during Advent and Lent 2022.
- ♦ There are three **Masses** on weekends, Saturday at 6pm and Sunday at 11am and 6pm. The 11am Mass is well attended. The Sunday evening Mass is well attended (more than 100 participants every Sunday), especially when prepared by the Gaudete group, and mostly by young adults.
- ♦ A steady decrease of the number of pupils has been observed due to Brexit but new families are settling in the UK and registering their children.
- ♦ The departure of the co-ordinator during the year was a challenge, but presented an opportunity to organise a review of the role in March 2022. The outcome was to transform the role into a jobshare. The recruitment in June 2022 of the 2 new co-ordinators was a success and they started in September in their new role.
- ♦ The youth retreat in France (FRAT), took place in June 2022 with 75 participants. 55 participants are registered for the FRAT in Lourdes in April 2023.
- ♦ The sacrament celebrations resumed on the same format as before the pandemic and the First Communions were celebrated during the weekend masses in May and June 2022. The Confirmations were celebrated in September 2022.

ACHIEVEMENTS AND PERFORMANCE (continued)

Religious services and preparation for sacraments (continued)

- ◆ After 2 years without one, a day for the Catechists was organized at The Kairos Centre on 24 November 2022 to reflect on the ministry of Catechists. 20 took part in the event.

Aumônerie Francophone (Chaplaincy)

- ◆ The training programme "Annoncer", organised by the dioceses of Pontoise and Versailles for lay pastoral workers, proved to be very interesting and will help to create a lay team able to run the Chaplaincy in the long term. One staff member, one marist member and two lay member started the 2-year programme in September 2021.
- ◆ Concern for social justice remains integrated into the chaplaincy programme which results in practical support for solidarity initiatives including outreach to the Notre Dame Refugee Centre and the NDF homeless service.

Evangelisation

- ◆ The 2022 Spirit in the City Festival scheduled in September 2022 was postponed and a reflection to redefine this project was launched. The project will evolve into a festival on Leicester Square combined with the formal launch of the academic year in September 2023.

Other charitable activities

- ◆ **Notre Dame Refugee Centre**, an independent charity, maintains close links to NDF, serving this vulnerable group which is close to the concerns of the NDF mission. The relationship between NDRC and NDF is good and is vital for both entities. From March 2020, the Centre operated on an appointment system only and extended its telephone advice services. After the pandemic, the activities resumed in September 2021 (ESOL, counselling, art therapy...) on Monday, Wednesday and Thursday. NDF staff, supporters and parishioners participated in the postponed 10km London Legal Walk in October 2021 and again in June 2022. The café and Drop-In days resumed in February 2022 but numbers of visitors have remained low compared to 2019 and are only slowly increasing.
- ◆ The **Service to Homeless** has been well attended and had the support of a good group of dedicated volunteers. Since the pandemic, there is a change in the presence of the homeless in the West End. Very few would now take refuge in the Church on a regular basis. The film club resumed in November 2021 and the indoor service resumed in November 2022. The Sandwich Service was awarded an Outstanding Distinction by Caritas Westminster in December 2022.
- ◆ The other pastoral services offered by the Marist team continue. These include calls for confession, participation in diocesan activities etc.

ACHIEVEMENTS AND PERFORMANCE (continued)

Other events

- ◆ Notre Dame de France participated in the "Communautés Catholiques Francophones dans le Monde" Journées Pastorales in October 2022 which took place in Rome.
- ◆ A series of four organ concerts was organised in autumn 2022 to celebrate the 100th anniversary of Cesar Franck. Refurbishment work on the organ was finished just in time.
- ◆ The choir of Notre Dame de France performed a fundraising concert on 6 October 2022 in support of NDRC and on 8 October 2022 in support of Farm Street Church.
- ◆ To follow up with the CIASE (French report on the abuses in the Church) an evening was organised with Christine Lazerges and Elodie Brian on 29 September 2022.

Administration

- ◆ The good work of the team was recognised and gratitude shown for the efforts made.
- ◆ Safeguarding: Volunteers continue to be DBS checked. This has been working smoothly at the Chaplaincy.

COVID-19 measures

- ◆ The guidelines from the Diocese of Westminster and the recommendations from the Government were followed and applied to the Church and its premises (Church, Maison Pierre Chanel, Chaplaincy, offices and Community spaces). Every amendment has been closely monitored and the new rules applied.
- ◆ Guidelines for the use of the premises were set up in September 2021 when groups resumed their activities.
- ◆ The Coronavirus Job Retention Scheme was used until September 2021 for up to 14 employees. The staff were encouraged to work from home in line with Government guidelines until March 2022 when most restrictions were lifted.

ACHIEVEMENTS AND PERFORMANCE (continued)

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- ◆ The previous policy of replacing all desktop computers with laptops has meant that the team have been able to work remotely when necessary during the COVID-19 lockdown period.
- ◆ ChurchSuite kept providing a satisfactory database management solution and the team was confident in using it. As at 31 December 2022, there were 2,360 adults and 1,496 children registered on the database. ChurchSuite is being used for the registration for sacraments (marriage, baptism,...) and parish events. The online payment facility offers more flexibility for the payment of subscriptions and also for donations and fundraising. It has made tracking easier and has given a better overview of the payments and givers.
- ◆ The registration process for the Chaplaincy was made through 123Form and the team was satisfied by the system. It was also well received by the parents. The online payment facility offered more flexibility for the payment of subscriptions and also for donations.
- ◆ The internet provider has been changed. A more efficient WiFi has been installed and extended to cover the church and all the floors in Maison Pierre Chanel.

GDPR

- ◆ NDF is GDPR (General Data Protection Regulation) compliant.

Fundraising and Gift Aid

The two-fold campaign has been continued:

- ◆ Gift Aid it: Parishioners continued to give online via Church Suite, and apply Gift Aid. £13,435 were collected between March and August 2022 (£13,729 collected between March and August 2021 and £14,229 collected between March and August 2020).
- ◆ A tithe (contribution to parish upkeep) campaign was started in December 2021 for Advent and a letter sent to all the contacts in the database. It aimed at covering the living expenses of the Marist team and the wages of the lay pastoral assistants and had a good response.

The process of claiming Gift Aid with ChurchSuite is easier and quicker and information on our donors more readily available.

Other than church collections and small scale fundraising by way of informal events, the Charity does not engage in fundraising by way of significant appeals, or otherwise seeking donations directly from members of the public. The trustees therefore have not formally adopted The Fundraising Regulator's Code of Practice. The trustees do however seek to ensure that the Charity operates ethically in all affairs. There were no complaints in relation to fundraising in 2021-22.

ACHIEVEMENTS AND PERFORMANCE (continued)

Fundraising and Gift Aid (continued)

Refurbishment and improvements

- ♦ **Church (inside):** The work on the first phase (£31,640) was carried out during summer 2021 and phase 2 (£109,915) was completed in November 2022. The inauguration of the new lighting (phase 1) took place on 2 December 2021 and the inauguration of phase 2 will take place in February 2023. A Holy Family statue has been given following the closure of St Mary's college in Blackburn. It was restored by a parishioner and installed in the church in summer 2022.
- ♦ **Church (outside):** the outside gates and doors were repaired in March 2022 by Metalcraft for £40,000 after permission was granted by the Historic Churches Committee (HCC) in October 2021. More efficient and more visible anti-slip step strips have been added to the entrance stairs.
- ♦ **Organ:** much needed major work was done on the Grand-Orgue and the Recit by B.C. Shepherd & Sons and completed in September 2022, in time for the series of concerts.
- ♦ **Dispute:** The particulars of claim was sent in June 2022. The opponent responded over the summer and asked for a 4-month delay to settle. The £100,000 of the costs of the claim covered under the insurance policy had been reached.

Diocese of Westminster and other contacts

- ♦ The Marist priests take part in the deanery meetings and NDF is represented at ethnic chaplaincy meetings.
- ♦ The Marist priests attend the meetings of the West End Churches.
- ♦ Notre Dame de France is represented at the ecumenical breakfasts of the clergy of the West End.
- ♦ Notre Dame de France is supporting the charity Lazarus UK (addressing homeless social isolation by proposing shared accommodation between young professional volunteers and homeless people in London).

Communications

- ♦ Newsletters were sent once a week using Mailchimp.
- ♦ ChurchSuite was used to advertise events and communicate with volunteers and group members.
- ♦ Communication on the main events and parish life were communicated on social media (Instagram and Facebook).
- ♦ Letters were sent on a regular basis to vulnerable and isolated parishioners with no access to emails.

ACHIEVEMENTS AND PERFORMANCE (continued)

Marist team

- ♦ A Marist student in Rome from Cameroon spend the summer at NDF and stayed until 19 September 2022.
- ♦ A Marist father will leave in January 2023 and two Marist fathers will arrive in February and March 2023.

Public benefit

In compliance with the Charities Act 2011 the trustees are confident that our work is of direct benefit to the public. The aims of the Charity and the activities that it provides are demonstrably of public benefit. In essence, our mission is primarily to Francophone people in and around London – French nationals and other French-speaking temporary and permanent residents. Besides providing the usual pastoral activities expected of an ethnic chaplaincy and parish, its mission is to link members of this community with each other, and through charitable activities with disadvantaged people. The policy before the COVID-19 restrictions was that the church space was open to the public for at least twelve hours a day. This policy has partially resumed since Summer 2021 and the church space is now open to the public for over 60 hours per week.

FINANCIAL REVIEW

A summary of the year's results can be found on page 21 of the accounts.

Total income for the year was £888,671 (2021 - £821,896), an increase of £66,775 against the previous year. Most of the regular income is derived from the Charity's investments, the main components of which are the rental income from the investment properties and church hall totalling £529,569 (2021 - £374,271). Rental income has returned to normal levels this year, following significant reductions in the previous two years, caused by the closures affecting retail, hospitality and leisure premises during the COVID-19 lockdowns. Church collections and other donations comprise an important source of income to the Charity, amounting to £240,291 (2021 - £280,028) of the Charity's total income. The Charity also received a final grant of £4,000 in respect of the COVID-19 crisis from Westminster City Council (2021 - grants of £73,870 from Westminster City Council and the Coronavirus Job Retention Scheme).

Total expenditure was £770,062 (2021 - £672,287) an increase of £97,775 over the previous year. The principal expenditure streams are staff costs of £317,391 (2021 - £336,949), support of clergy (including the Chaplaincy) of £41,036 (2021 - £49,172), upkeep and management of the investment properties of £28,844 (2021 - £26,942) and premises costs of £93,328 (2021 - £20,567).

The charity made an unrealised loss on the revaluation of listed investments totalling £14,588 (2021 – gain on revaluation £47,961) and the trustees decided not to revalue the commercial investment properties (2021 – reduction in value of £606,000). Net income was therefore £104,021 (2021 – net expenditure £408,430).

FINANCIAL REVIEW (continued)

Reserves policy and financial position

The balance sheet at 31 August 2022 included net assets totalling £28,296,074 (2021 - £28,192,053).

The trustees had set aside four designated funds at the year end, one being equal to the value of the Charity's church, the second being equal to the net book value of other fixed assets, the third being equal to the value of the Charity's investment properties. These designations are made in recognition of the fact that the buildings cannot be spent as liquid resources and the investment properties have to be retained to generate income. It would be inappropriate to sell these assets to meet the ongoing expenditure of the Charity. The fourth fund is a church repainting fund which holds a balance of £50,000 (2021 - £50,000) for future decorative works to the church.

The remaining unrestricted reserves at 31 August 2022 amounted to £629,823 (2021 - £538,862) representing 'free' reserves. The Charity held free reserves for two purposes:

- ◆ To provide funds for the routine maintenance and upkeep of the functional and investment properties.
- ◆ To provide working capital to fund day to day operations, and a contingency for temporary reductions in income or unexpected revenue costs.

The Trustees have agreed a reserves policy of free reserves totalling 3 to 9 months budgeted operating costs, with an absolute minimum of the higher of 3 months budgeted operating costs or £200,000. A meeting would be called if the figures should reach this level. The trustees are satisfied that the reserves at 31 August 2022 are in line with this policy and do not have any current concerns regarding the ability of the Charity to continue as a going concern.

Investment policy and performance

The Charity's investment policy is to achieve maximum investment income and capital growth without exposing the Charity to excessive risk.

The investments are spread over rental properties, which have been owned by the Charity for many years, and other investments comprising cash deposits valued at £337,302 (2021 - £91,211), M&G Charifund units valued at £43,985 (2021 - £46,836) and COIF Charities Investment Fund units valued at £243,623 (2021 - £255,360).

The trustees monitor investment performance on a regular basis, through an Investment Committee. The trustees believe that the performance of the investments in relation to their investment policy has been satisfactory, taking account of general market conditions with income largely maintained at planned levels.

Investment properties are held primarily to generate income, and the commercial rents have now returned to pre-pandemic levels, after the need to assist the commercial tenants with rent reductions over the previous 2 years because of the retail and hospitality closures as part of the COVID-19 local and national lockdowns.

FINANCIAL REVIEW (continued)

Investment policy and performance (continued)

The investment properties of the Charity in the UK were valued as at 1 September 2015 by an external valuer, GeraldEve LLP, a regulated firm of Chartered Surveyors. The valuations were prepared in accordance with the requirements of the RCIS Valuation – Professional Standards: January 2014 and the International Financial Reporting Standards. The valuations of the properties were on the basis of fair value, equated to market value. They were principally derived using the Comparative Method of Valuation.

At 31 August 2022 the trustees have decided not to revalue the investment properties, after reducing the value of the commercial properties by £606,000 in 2021. Although the values reported in note 14 are believed to be a fair estimate, because of fluctuations in valuation data, there will be a likelihood that actual amounts achievable could differ from these valuations. It is unlikely any values are to be realised through sales in the foreseeable future as there is currently no intention to dispose of any of the investment properties.

Further commentary is provided in the principal accounting policies accompanying the annual accounts.

PLANS FOR FUTURE PERIODS

Despite the current challenges, the core sources of income remain the same, allowing us to maintain a strong NDF team and a good standard of services. We do not take for granted the challenge to achieve a healthy level of financial contributions and funding from sources other than Notre Dame de France. This is important for the future since we rely considerably as a charity on the Francophone community in and around London.

The strategy of accessing resources from the larger Marist family of congregations and beyond has been successful and will be continued. The European province of the Marist Fathers and Brothers has made a priority of the mission of Notre Dame de France and it continues to make plans to ensure its sustainability into the future. The partnership between the European province and with the Marist Missionary Sisters congregation has proven to be successful and we have reason to hope that this will continue. The Marist authorities have concentrated personnel resources in the community. The training and formation of lay people for the pastoral and organisational tasks at NDF is all the more important so that it can continue to fulfil its mission.

The strengthening of the chaplaincy team through committed volunteers will continue and will enhance the delivery of the whole chaplaincy service. It is essential that the provision of training and formation for a number of lay people attached to the community be continued and we will expand this if possible.

PLANS FOR FUTURE PERIODS (continued)

The NDF mission is well served by a dedicated, skilled and generous staff. As trustees we wish to express our gratitude to them. Without their faithful assistance our pastoral response in mission would be much reduced. In addition, one of the precious assets at NDF is the talented and solid group of volunteers, the large number of people of the Francophone community of London and others who work with us. We are very conscious of the fact that NDF relies on the generosity of many who freely give of their talents and time. The trustees wish to record their gratitude to all those involved with us in delivering religious education to children and adults alike, preparation for the sacraments, being an evangelisation presence in the West End and our charitable activities. The Charity greatly values the dedication and commitment of the members of the Francophone community and those of other language groups who join them in the mission of Notre Dame de France.

The impact of the COVID-19 pandemic combined with Brexit and the consequences of new immigration laws are showing in the lower number of children enrolled at the Chaplaincy and a decreasing number of couples for the marriage preparation. The trustees see it as a potential risk for the Charity as it might impact the income.

NDF is supporting The Lazarus Project, developed by members of the parish. It consists on developing a home, supervised by a family, where homeless people would live alongside young professionals, giving them the opportunity to get back to a normal life. It has been suggested to use one of the Ealing properties. Farm Street Church is very supportive of the project and will organise fundraising events to help cover the cost of the refurbishment.

RISK MANAGEMENT

The trustees have identified the major risks which the Charity is facing and have satisfied themselves that systems are in place or under development to mitigate those risks.

The principal risks are described below together with a brief description of how these risks are being managed.

- ◆ **Reliance on rental income:** The Charity is reliant on rental income from its portfolio of investment properties. Rental income from any one property is of a substantial value to the Charity. It is therefore important to ensure that properties are not vacant for protracted periods of time and that rent arrears are collected on a timely basis. The Charity works with its professional advisors to source suitable tenants, undertake appropriate due diligence on such tenants and draft legally binding tenancy agreements. Wherever possible, the Charity aims to retain relationships with reliable and long-standing tenants. The Lazarus project will have an impact on the income in the future but the trustees agreed the project is part of the mission of Notre Dame de France.
- ◆ **Investment volatility:** In addition to the investment properties, a substantial part of the Charity's funds are held as listed investments, the value of which is dependent on movements in UK and world stock markets. The amounts invested have been spread across two common investment funds. By investing in common investment funds, the trustees are able to diversify their investments in order to spread the investment risk. The underlying investments held within these funds are also congruent with the ethical investment requirements mandated by the trustees.

RISK MANAGEMENT (continued)

- ♦ **Brexit impact:** The trustees are wary that Brexit can still have an impact on both the Charity's finances and also on the day-to-day activities. It is still difficult to determine precisely the manner and magnitude by which the Charity will be affected in the long term and thus plan for the future. In order to manage this, however, the trustees meet regularly to discuss such matters and consider the suitability of their reserves policy on a regular basis.
- ♦ **Changes to immigration laws:** The trustees note that in recent years, partly due to changes in immigration laws, there has been a decline in the numbers of French-speaking African communities in the UK. The trustees are aware of this trend and will be considering this as part of their longer term strategy.
- ♦ **COVID-19:** The Charity has very closely monitored and followed the recommendations issued by the Government, the Diocese of Westminster and local authorities. The trustees are aware that the long term effect of the COVID-19 pandemic combined with Brexit has had an impact on the numbers of French-speaking families staying in the UK.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Constitution

The Charity is governed by a constitution dated 15 February 2018 and is registered with the Charity Commission since 17 April 2018, charity registration number 1177995.

Trustees

The trustees are ultimately responsible for the operation of the Charity. The trustees are appointed by the Superior of the Marist Fathers Community at Notre Dame de France.

The trustees meet as a body four times in each calendar year. Major decisions are taken at those meetings, usually by consensus. The trustees receive all the relevant documentation in advance, and may inform themselves in more detail through direct contact with the Trust Secretary or Chairman.

Organisation and management

The day-to-day decision making in the Charity is in the charge of the Rector, who is assisted by the team of Marist Fathers in all questions that impact on the mission entrusted to the team by their religious superiors; and by the pastoral team, comprising four people, religious and lay, selected because of their knowledge of key dimensions of the work of the church, their commitment to its mission, and their professional competence. This body meets once or twice each month, under the presidency of the Rector. Responsibility for financial management and day-to-day decision-making, is in the hands of the Rector, supported by the Trust Secretary and a qualified accountant. The property portfolio is managed by the Trust Secretary together with the Facilities Manager.

Remuneration of key management personnel

The trustees consider that they together with the Rector comprise the key management of the Charity in charge of directing and controlling the Charity and making all key decisions.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Remuneration of key management personnel (continued)

Neither the Rector nor any of the trustees are remunerated for their services to the Charity. Out-of-pocket expenses incurred by trustees in connection with the execution of their duties are reimbursed from charitable funds where claimed. Further details are provided in note 10 to the accounts.

Trustees

The following trustees were in office and served between 1 September 2021 and up to the date of approval of this report, except where shown.

Trustee	Appointed/Resigned
Father Hubert Bonnet-Eymard	
Aymeric Clement Marie-Joseph Brochard	
Rev. John Hannan	
Rev. Desmond Hanrahan	
Etienne Rougier	
Christel Spay	
Bishop Alan Stephen Williams	

Recruitment and induction

Under the Trust Deed, the Superior of the Marist Fathers Community at Notre Dame de France formally appoints and removes trustees, although recruitment remains a matter for the trustee body as a whole. Lay trustees are recruited through an open process which includes a skills need analysis; advertising via parish groups, newsletter and masses; short listing against identified criteria; and interview.

All trustees are offered an induction programme, which includes the opportunity to meet with key staff and advisers. Trustee training has included both induction and continuous development training. The chair of trustees and all other trustees are issued with role descriptions, a declaration of interests policy is in place, and a formal governance review was recently completed and approved. All trustees undergo the DBS disclosure process.

Trustees are required to review their own performance annually in consultation with the Superior and the Chairman, and have examined major areas of responsibility, including investments and reserves, and risk. A review of relationships with professional advisors has taken place.

Trustees bring their own particular skill sets to the Charity, but there are also generic skills which they need to perform their duties. Trustees need to be aware of such diverse issues as employment law, investment and risk management, property law and management. Trustees are recruited against a template of the existing skills and experience in the trustee body so that particular skill areas can be filled or strengthened. However, skills can also be developed through both information and training.

VOLUNTEERS

The trustees wish to record their thanks to those countless people of the French/French-speaking community of London, and others, who, by the free gift of their time and talents, have made it possible to pursue the aims of the Charity, and to help Notre Dame de France grow as a centre of worship and of caring in the community. It is no exaggeration to say that, without the people who help with all the parish activities and the missions around London's West End, those activities would be severely curtailed or would cease altogether.

Of equal and special note is the trustees' gratitude to the 90 volunteers who work in the Chaplaincy at an estimated value to the Charity of more than £150,000 per annum. Without these individuals it would be impossible to deliver religious education to all those children, individuals and families who wish to receive it. Classes are held in a variety of venues, with some being more convenient for volunteers than others. The dedication and commitment of the members of the Francophone community who provide the vast majority of the Charity's volunteers is much appreciated.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires 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.

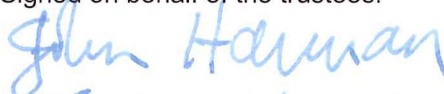
In preparing these accounts, the trustees are required to:

- ◆ 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 in the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and 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 Charity's trust deed. 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 trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Signed on behalf of the trustees:


JOHN HANNAN

March 03, 2023

Trustee

Approved by the board on:

Independent auditor's report to the trustees of Notre Dame de France – Society of Mary

Opinion

We have audited the accounts of of Notre Dame de France – Society of Mary (the 'charity') for the year ended 31 August 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 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 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' annual 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 accounts

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

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

Auditor's responsibilities for the audit of the accounts (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; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011).

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

- ◆ making enquiries of management as to 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; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the property valuations were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ review of the minutes of meetings of those charged with governance; 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 the trustees and other management and the inspection of regulatory and legal correspondence, if any.

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

Independent auditor's report 31 August 2022

Auditor's responsibilities for the audit of the accounts (continued)

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

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

6 March 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 31 August 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	Unrestricted funds £	Restricted funds £	2021 Total £
Income from:							
Donations and legacies	1	225,149	23,742	248,891	258,961	21,067	280,028
Investments and interest receivable	2	539,606	—	539,606	383,002	—	383,002
Charitable activities	3	100,174	—	100,174	144,272	14,594	158,866
Total income		864,929	23,742	888,671	786,235	35,661	821,896
Expenditure on:							
Raising funds							
. Upkeep and management of investment properties	4	28,844	—	28,844	26,942	—	26,942
Charitable activities							
. Administering trust and upkeep of parish	5	604,534	15,998	620,532	508,538	15,658	524,196
. Chaplaincy	6	101,723	7,963	109,686	86,106	10,899	97,005
. Grants and donations	7	11,000	—	11,000	24,144	—	24,144
Total expenditure		746,101	23,961	770,062	645,730	26,557	672,287
Net income before investment (losses) gains		118,828	(219)	118,609	140,505	9,104	149,609
Net (losses) gains on revaluation of listed investments	14	(14,588)	—	(14,588)	47,961	—	47,961
Net (losses) on revaluation of investment properties	14	—	—	—	(606,000)	—	(606,000)
Net income (expenditure) before transfers	9	104,240	(219)	104,021	(417,534)	9,104	(408,430)
Transfers between funds	18	—	—	—	—	—	—
Net movement in funds		104,240	(219)	104,021	(417,534)	9,104	(408,430)
Reconciliation of funds:							
Balances brought forward at 1 September 2021		28,175,464	16,589	28,192,053	28,592,998	7,485	28,600,483
Balances carried forward at 31 August 2022		28,279,704	16,370	28,296,074	28,175,464	16,589	28,192,053

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

Balance sheet 31 August 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Heritage assets	12	4,140,000		4,140,000	
Tangible assets	13	11,465,881		11,452,602	
Investments	14	12,282,163		12,296,751	
			27,888,044		27,889,353
Current assets					
Debtors	15	148,891		67,353	
Cash at bank and in hand		159,658		359,526	
Short term deposits		337,302		91,211	
		645,851		518,090	
Liabilities					
Creditors: amounts falling due within one year	16	(138,480)		(131,404)	
Net current assets			507,371		386,686
Creditors : amounts falling due after more than one year	17		(99,341)		(83,986)
Total net assets			28,296,074		28,192,053
The funds of the charity:					
Funds and reserves					
Restricted funds	18		16,370		16,589
Unrestricted funds					
. Designated funds	19		27,649,881		27,636,602
. General funds			629,823		538,862
			28,296,074		28,192,053

Approved by the trustees
and signed on their behalf by:

John Hannan
JOHN HANNAN

March 03/2023

Trustee

Approved on:

Statement of cash flows 31 August 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash used in operating activities	A	(454,791)	(196,393)
Cash flows from investing activities:			
Investment income and interest received		539,606	383,002
Purchase of tangible fixed assets		(38,600)	(35,960)
Net (investment) divestment in cash deposits		(246,091)	60,978
Net cash provided by investing activities		254,915	408,020
Change in cash and cash equivalents in the year		(199,876)	211,627
Cash and cash equivalents at 1 September 2021	B	359,526	148,037
Change in cash and cash equivalents due to exchange rate movements		8	(138)
Cash and cash equivalents at 31 August 2022	B	159,658	359,526

Notes to the statement of cash flows for the year to 31 August 2022

A Reconciliation of net income to net cash used in operating activities

	2022 £	2021 £
Net income (expenditure) (as per the statement of financial activities)	104,021	(408,430)
Adjustments for:		
Depreciation charge	25,321	24,059
Exchange rate movements	(8)	138
Decrease in investments	14,588	558,015
Investment income and interest receivable	(539,606)	(383,002)
(Increase) decrease in debtors	(81,538)	15,088
Increase (decrease) in creditors	22,431	(2,261)
Net cash used in operating activities	(454,791)	(196,393)

B Analysis of cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	159,658	359,526
Total cash and cash equivalents	159,658	359,526

C Analysis of changes in net debt

	At 1 September 2021	Cash flows	At 31 August 2022
Cash at bank and in hand	359,526	(199,868)	159,658
Total	359,526	(199,868)	159,658

Principal accounting policies 31 August 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 to 31 August 2022 with comparative results for the year ended 31 August 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 Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 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 to determine the depreciation rate applied;
- ◆ determining the basis for allocating support costs;
- ◆ determining the designations to be made from unrestricted general funds; and
- ◆ the valuation of investment properties. In particular, the properties were formally valued with professional assistance as at 1 September 2015. The trustees have considered general market conditions and independent evidence and have concluded that there is unlikely to be any material change in the carrying value of the residential properties since the last formal valuation. However independent evidence indicates that the values of the commercial properties have decreased so the trustees have reduced the carrying values of the commercial properties accordingly.

Assessment of going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any 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 make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements. The trustees of the charity 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.

Income recognition

Income is recognised in the period in which the charity is entitled to receipt, the amount can be measured with reasonable certainty and it is probable that the income will be received. Amounts received for application in future periods are held on the balance sheet as deferred income and released to the statement of financial activities in the relevant period.

Income for the charity comprises donations, legacies, investment income and grants.

Grants and donations are recognised when the charity has confirmation of both the amount and settlement date. In the event of grants or donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a grant or 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.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity. Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Dividends are 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.

Volunteers and donated services and facilities

The value of services provided by volunteers is not incorporated into these financial statements, in accordance with the Charities SORP FRS 102.

Where services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements as both income and expenditure at its estimated fair value based on the value of the contribution to the charity. There were no such donations during the year.

Expenditure recognition

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 recognition (continued)

All expenditure is accounted for on an accruals basis and stated inclusive of irrecoverable VAT.

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

- ◆ Expenditure on raising funds includes all expenditure associated with generating donations and the fees rebated by investment managers in connection with the management of the charity's listed investments. It also includes the cost of the upkeep and management of investment properties.
- ◆ Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. It includes costs directly attributable to the activity as well as the central overheads including governance costs. Such costs include :
 - ◇ The upkeep of Notre Dame de France church and parish;
 - ◇ The provision of Christian education at a chaplaincy in South Kensington; and
 - ◇ Miscellaneous charitable projects.

Governance costs comprise the costs incurred with meeting constitutional and statutory requirements and the costs associated with the strategic management of the charity.

Tangible fixed assets

Land and buildings

The freehold operational and investment properties of the charity in the UK were valued as at 1 September 2015 by an external valuer, GeraldEve LLP, a regulated firm of Chartered Surveyors. The valuations were prepared in accordance with the requirements of the RCIS Valuation – Professional Standards: January 2014 and the International Financial Reporting Standards. The valuations of the properties were on the basis of Fair Value, equated to Market Value. They were principally derived using the Comparative Method of Valuation. Under the transitional arrangements set out in FRS 102, this valuation is treated as the 'deemed cost' of the relevant assets as at 1 September 2014. The trustees consider that there is no material difference between the value of the properties on the valuation date, 1 September 2015, and the transition date, 1 September 2014. Additions to freehold land and buildings since that date are stated at cost.

Freehold land is not depreciated as the land has an indefinite useful life.

The trustees consider that the useful life of freehold buildings is also indefinite. The trustees consider the possibility of impairment of the properties' value annually and if any impairment is identified a provision for the resulting reduction in value is made.

Tangible fixed assets (continued)

Land and buildings (continued)

Properties held for both investment purposes and the charity's own use (mixed use properties) are split between tangible fixed assets and investments (see below) in line with the use of the property.

Heritage assets

The land and buildings comprising the Notre Dame de France Roman Catholic Church has been classified as a heritage asset. As per the land and buildings above, a valuation on an existing use basis has been obtained. The valuation does not reflect the additional value of church decorations, religious artefacts and paraphernalia over and above that of the church structure. Reliable cost information is not available for these assets which are not readily marketable and accordingly they have been excluded from the balance sheet, as permitted by the Charities SORP FRS 102. As for the other land and buildings, under the transitional arrangements set out in FRS 102, the valuation obtained is treated as the 'deemed cost' as at 1 September 2014.

No depreciation is provided in respect of this asset as its useful life is considered indefinite. The trustees consider the possibility of impairment of the asset's value annually and if any impairment is identified a provision for the resulting reduction in value is made. Expenditure which, in the trustees' view, is required to preserve or clearly prevent further deterioration of individual collection items is recognised in the statement of financial activities when it is incurred.

Other tangible fixed assets

Assets costing more than £1,250 and with an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life.

◆ Furniture and equipment	25% on cost
◆ Church furnishings	5% on cost
◆ Furnishings in renovated property	10% on cost

Investments

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.

Investment properties

Investment properties are included in the accounts at fair value, being the estimated open market value of the properties. The valuation has been determined by the trustees after past consultation with their professional advisers, however the properties have not recently been independently valued.

Investments (continued)

Investment properties (continued)

Although the values reported in note 14 are believed to be a fair estimate, there could be a likelihood that actual amounts achievable would differ from these valuations, however the trustees have no intention to sell any of the investment properties in the foreseeable future.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value where the investment is acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year 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 year in which they arise (consistent with a 'fair value through profit or loss' basis).

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. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

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

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

Designated funds comprise monies set aside out of unrestricted general funds for specific future purposes or projects.

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

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities in equal amounts over the lease term.

1 Income from donations and legacies

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations				
. Church collections and donations	216,549	23,742	240,291	280,028
. Other donations	8,600	—	8,600	—
2022 Total funds	225,149	23,742	248,891	280,028

	Unrestricted funds £	Restricted Funds £	Total 2021 £
<i>Donations</i>			
. Church collections and donations	258,961	21,067	280,028
. Other donations	—	—	—
2021 Total funds	258,961	21,067	280,028

2 Income from investments and interest receivable

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Rental income from church hall	165,000	—	165,000	101,123
Income from investment properties	364,569	—	364,569	273,148
	529,569	—	529,569	374,271
Income from listed investments				
. Common investment funds	9,215	—	9,215	8,669
Interest receivable				
. Bank interest	822	—	822	62
2022 Total funds	539,606	—	539,606	383,002

	Unrestricted funds £	Restricted Funds £	Total 2021 £
<i>Rental income from church hall</i>	101,123	—	101,123
<i>Income from investment properties</i>	273,148	—	273,148
	374,271	—	374,271
<i>Income from listed investments</i>			
. Common investment funds	8,669	—	8,669
Interest receivable			
. Bank interest	62	—	62
2021 Total funds	383,002	—	383,002

3 Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Grants in respect of evangelisation outreach projects:				
. Marist European Province	—	—	—	2,794
Grant in respect of West End outreach projects:				
. Albert Gubay Foundation	—	—	—	2,000
. National Lottery	—	—	—	9,800
Grants in respect of Coronavirus crisis:				
. Retail, hospitality and leisure	4,000	—	4,000	29,222
. Coronavirus Job Retention Scheme	—	—	—	44,648
	4,000	—	4,000	88,464
Subscriptions	60,783	—	60,783	63,078
Retreats	23,119	—	23,119	856
Other miscellaneous income	12,272	—	12,272	6,468
	96,174	—	96,174	70,402
2022 Total funds	100,174	—	100,174	158,866

	Unrestricted funds £	Restricted Funds £	Total 2021 £
Grants in respect of evangelisation outreach projects:			
. Marist European Province	—	2,794	2,794
Grant in respect of West End outreach projects:			
. Albert Gubay Foundation	—	2,000	2,000
. National Lottery	—	9,800	9,800
Grants in respect of Coronavirus crisis:			
. Retail, hospitality and leisure	29,222	—	29,222
. Coronavirus Job Retention Scheme	44,648	—	44,648
	73,870	14,594	88,464
Subscriptions	63,078	—	63,078
Retreats	856	—	856
Other miscellaneous income	6,468	—	6,468
	70,402	—	70,402
2021 Total funds	144,272	14,594	158,866

4 Raising funds: Upkeep and management of investment properties

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Investment property expenses	9,095	—	9,095	5,191
Other fees	19,749	—	19,749	21,751
2022 Total funds	28,844	—	28,844	26,942

	Unrestricted funds £	Restricted funds £	Total 2021 £
<i>Investment property expenses</i>	5,191	—	5,191
<i>Other fees</i>	21,751	—	21,751
<i>2021 Total funds</i>	<i>26,942</i>	<i>—</i>	<i>26,942</i>

5 Expenditure on charitable activities: Administering trust and upkeep of parish

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Staff costs (note 10)	283,604	—	283,604	290,519
Support of clergy	27,836	—	27,836	35,972
Church supplies	20,852	—	20,852	16,277
Premises	93,328	—	93,328	20,567
Legal and professional costs	2,408	—	2,408	1,073
Governance costs (note 8)	14,580	—	14,580	12,960
Other costs	161,926	15,998	177,924	146,828
2022 Total funds	604,534	15,998	620,532	524,196

	Unrestricted funds £	Restricted funds £	Total 2021 £
<i>Staff costs (note 10)</i>	287,725	2,794	290,519
<i>Support of clergy</i>	35,972	—	35,972
<i>Church supplies</i>	16,277	—	16,277
<i>Premises</i>	20,567	—	20,567
<i>Legal and professional costs</i>	1,073	—	1,073
<i>Governance costs (note 8)</i>	12,960	—	12,960
<i>Other costs</i>	133,964	12,864	146,828
<i>2021 Total funds</i>	<i>508,538</i>	<i>15,658</i>	<i>524,196</i>

Included in premises costs is £67,943 (2021 - £nil) relating to major repairs, maintenance and redecoration of the buildings during the year.

6 Expenditure on charitable activities: Chaplaincy

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Staff costs (note 10)	33,787	—	33,787	46,430
Support of clergy	13,200	—	13,200	13,200
Other costs	54,736	7,963	62,699	37,375
2022 Total funds	101,723	7,963	109,686	97,005

	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total 2021 £</i>
<i>Staff costs (note 10)</i>	<i>46,430</i>	<i>—</i>	<i>46,430</i>
<i>Support of clergy</i>	<i>13,200</i>	<i>—</i>	<i>13,200</i>
<i>Other costs</i>	<i>26,476</i>	<i>10,899</i>	<i>37,375</i>
<i>2021 Total funds</i>	<i>86,106</i>	<i>10,899</i>	<i>97,005</i>

7 Expenditure on charitable activities: Grants and donations

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 20201 £
Notre Dame Refugee Centre (note 22)	11,000	—	11,000	24,144
2022 Total funds	11,000	—	11,000	24,144

	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total 2021 £</i>
<i>Notre Dame Refugee Centre (note 22)</i>	<i>24,144</i>	<i>—</i>	<i>24,144</i>
<i>2021 Total funds</i>	<i>24,144</i>	<i>—</i>	<i>24,144</i>

8 Governance costs

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Legal, professional and audit costs	14,580	—	14,580	12,960
2022 Total funds	14,580	—	14,580	12,960

	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total 2021 £</i>
<i>Legal, professional and audit costs</i>	<i>12,960</i>	<i>—</i>	<i>12,960</i>
<i>2021 Total funds</i>	<i>12,960</i>	<i>—</i>	<i>12,960</i>

Governance costs have been allocated in full to the expenditure on administering the trust and upkeep of parish (see note 5).

9 Net income

This is stated after charging:

	2022 £	2021 £
Staff costs (note 10)	317,391	336,949
Auditor's remuneration, including VAT		
. Audit services	14,580	12,960
Operating lease rentals	6,298	8,255

10 Staff costs and remuneration of key management personnel

	2022 £	2021 £
Staff costs during the year were as follows:		
Wages and salaries	278,010	298,282
Social security costs	22,535	22,546
Pension costs	16,846	16,121
	317,391	336,949

	2022 £	2021 £
Staff costs per function were as follows:		
Administering trust and upkeep of parish (note 5)	283,604	290,519
Chaplaincy (note 6)	33,787	46,430
	317,391	336,949

One employee earned within the range of £60,001 to £70,000 per annum during the year excluding employer pension contributions (2021 - one employee earned within the range of £60,001 to £70,000 per annum excluding pension contributions).

The number of employees on an average and a full time equivalent basis, analysed by function, was:

	Number		FTE	
	2022	2021	2022	2021
Administering trust and upkeep of parish	11	12	7	8
Chaplaincy	2	2	1	1
	13	14	8	9

The trustees of the charity and the Rector, who are the charity's key management personnel, received no remuneration in connection with their duties during the year (2021 - £nil).

One trustee received £38 reimbursement of expenses in connection with their duties as trustee during the year (2021 - £nil).

11 Taxation

Notre Dame de France – Society of Mary 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.

12 Heritage assets

	2022 £	2021 £
Notre Dame de France Roman Catholic Church	4,140,000	4,140,000

The land and buildings comprising the Notre Dame de France Roman Catholic Church are defined as heritage assets for the purposes of these financial statements. The Church must be held indefinitely so as to fulfil the charity's primary charitable objectives of establishment and maintenance of a French Roman Catholic religion in England and Wales primarily among persons of French nationality or extraction or French-speaking people.

As explained under principal accounting policies, heritage assets also comprise the additional value of church decorations, religious artefacts and paraphernalia over and above that of the church structure. It is not possible to place any meaningful valuation on these for the purposes of these financial statements. Details of specific items are not given for security reasons.

There have been no acquisitions or disposals of heritage assets during the last five years.

The charity aims to maintain the condition of the church decorations, religious artefacts and paraphernalia in a steady state of repair. Detailed surveys are undertaken as required.

13 Tangible assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 September 2021	11,193,910	408,323	11,602,233
Additions	—	38,600	38,600
Disposals	—	—	—
At 31 August 2022	11,193,910	446,923	11,640,833
Depreciation			
At 1 September 2021	—	149,631	149,631
Charge for the year	—	25,321	25,321
Disposals	—	—	—
At 31 August 2022	—	174,952	174,952
Net book values			
At 31 August 2022	11,193,910	271,971	11,465,881
At 31 August 2021	11,193,910	258,692	11,452,602

The charity had contractual capital commitments of £83,777 at 31 August 2022 (31 August 2021 - £nil).

14 Investments

	2022 £	2021 £
Listed investments – UK	287,608	302,196
Investment properties	11,994,000	11,994,000
Other investments	555	555
	12,282,163	12,296,751

	2022 £	2021 £
Listed investments		
Market value at 1 September 2021	302,196	254,235
Net unrealised investment (losses) gains	(14,588)	47,961
Market value at 31 August 2022	287,608	302,196
Cost at 1 September 2021 and 31 August 2022	155,449	155,449

Listed investments held at 31 August comprised the following individual holdings:

	2022 £	2022 %	2021 £	2021 %
COIF Income Units	243,623	85	255,360	85
M&G Charifund Units	43,985	15	46,836	15
	287,608	100	302,196	100

	2022 £	2021 £
Investment properties		
Market value at 1 September 2021	11,994,000	12,600,000
Transfer of property from tangible fixed assets	—	—
Unrealised loss on revaluation	—	(606,000)
Market value at 31 August 2022	11,994,000	11,994,000

Although the values reported above are believed to be a fair estimate, the properties have not recently been independently valued so there could be a likelihood that actual amounts achievable could differ from these valuations.

15 Debtors

	2022 £	2021 £
Rent receivable	76,666	—
Other debtors	54,186	50,782
Prepayments and accrued income	18,039	16,571
	148,891	67,353

16 Creditors: amounts falling due within one year

	2022 £	2021 £
Expense creditors	35,695	32,371
Social security and other taxes	10,800	11,424
Accruals and deferred income	91,985	87,609
	138,480	131,404

Reconciliation of deferred income

	2022 £	2021 £
Deferred income at 1 September 2021	12,477	17,472
Income accrued at 1 September 2021	—	(6,708)
Cash received in the year	459,773	375,984
Amounts released to income	(529,569)	(374,271)
Income accrued at 31 August 2022	76,666	—
Deferred income at 31 August 2022	19,347	12,477

17 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Rent deposits held	99,341	83,986
	99,341	83,986

18 Restricted funds

	At 1 September 2021 £	Income £	Expenditure gains, losses and transfers £	At 31 August 2022 £
Chaplaincy	—	7,963	(7,963)	—
Church and Parish	16,589	15,779	(15,998)	16,370
	16,589	23,742	(23,961)	16,370

18 Restricted funds (continued)

	At 1 September 2020 £	Income £	Expenditure gains, losses and transfers £	At 31 August 2021 £
<i>Chaplaincy</i>	—	10,899	(10,899)	—
<i>Church and Parish</i>	7,485	24,762	(15,658)	16,589
	7,485	35,661	(26,557)	16,589

Chaplaincy

The Chaplaincy Fund represents income received specifically to support the work of the Chaplaincy.

Church and Parish

The Church and Parish Fund represents income received for specific projects or purposes.

19 Designated funds

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

	At 1 September 2021 £	Transfer £	Increased/ released £	At 31 August 2022 £
Heritage assets fund	4,140,000	—	—	4,140,000
Tangible fixed assets fund	11,452,602	—	13,279	11,465,881
Investments fund	11,994,000	—	—	11,994,000
Church repainting fund	50,000	—	—	50,000
	27,636,602	—	13,279	27,649,881

	At 1 September 2020 £	Transfer £	Increased/ released £	At 31 August 2021 £
<i>Heritage assets fund</i>	4,140,000	—	—	4,140,000
<i>Tangible fixed assets fund</i>	11,440,701	—	11,901	11,452,602
<i>Investments fund</i>	12,600,000	—	(606,000)	11,994,000
<i>Church repainting fund</i>	50,000	—	—	50,000
	28,230,701	—	(594,099)	27,636,602

Those funds which represent the carrying value of specific assets (heritage assets, tangible fixed assets and investment properties) have been restated with comparative analysis in line with restatement of the underlying asset values.

19 Designated funds (continued)

The purposes for which the funds have been set aside are as follows:

Heritage assets fund

The heritage assets fund represents the existing use value of the charity's heritage assets held as part of the unrestricted funds. Their value should not be regarded as funds that would be realisable with ease in order to meet contingencies.

Tangible fixed assets fund

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets held as part of the unrestricted funds. A decision was made to separate this fund from the general fund of the charity in recognition of the fact that the tangible fixed assets are essential to the day to day work of the charity and as such their value should not be regarded as funds that would be realisable with ease in order to meet contingencies.

Investments fund

The investments fund represents the balance sheet value of the charity's investments held as part of the unrestricted funds. These investments represent assets which are held with a view to generating income in the long term to fund the charitable activities of the charity and are not intended to be realised to meet the general expenditure of the charity.

Church repainting fund

This fund represent assets which are set aside for major works to Notre Dame de France properties in the coming financial years.

20 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	General Fund	Designated Funds			
	£	£	£	£	£
Fund balances at 31 August 2022 are represented by:					
Heritage assets	—	4,140,000	—	4,140,000	4,140,000
Tangible fixed assets	—	11,465,881	—	11,465,881	11,452,602
Investments	288,163	11,994,000	—	12,282,163	12,296,751
Current assets	579,481	50,000	16,370	645,851	518,090
Creditors: amounts falling due within one year	(138,480)	—	—	(138,480)	(131,404)
Creditors: amounts falling after more than one year	(99,341)	—	—	(99,341)	(83,986)
Total net assets	629,823	27,649,881	16,370	28,296,074	28,192,053

20 Analysis of net assets between funds (continued)

	<i>Unrestricted funds</i>		<i>Restricted funds</i>	<i>Total 2021</i>	<i>Total 2020</i>
	<i>General Fund</i>	<i>Designated Funds</i>			
	£	£	£	£	£
<i>Fund balances at 31 August 2021 are represented by:</i>					
<i>Heritage assets</i>	—	4,140,000	—	4,140,000	4,140,000
<i>Tangible fixed assets</i>	—	11,452,602	—	11,452,602	11,440,701
<i>Investments</i>	302,751	11,994,000	—	12,296,751	12,854,766
<i>Current assets</i>	451,501	50,000	16,589	518,090	382,667
<i>Creditors: amounts falling due within one year</i>	(131,404)	—	—	(131,404)	(72,677)
<i>Creditors: amounts falling after more than one year</i>	(83,986)	—	—	(83,986)	(144,974)
<i>Total net assets</i>	538,862	27,636,602	16,589	28,192,053	28,600,483

	2022	2021
	£	£
Total unrealised gains at 31 August 2022	132,159	146,747
Reconciliation of movements in unrealised gains:		
Total unrealised gains at 1 September 2021	146,747	98,786
Add: net (losses) gains arising on revaluations in the year	(14,588)	47,961
Total unrealised gains at 31 August 2022	132,159	146,747

The charity also holds several investment properties which are carried on the balance sheet at their fair value. The historic cost of these properties cannot be ascertained with accuracy and therefore the cumulative unrealised gains on such properties have not been disclosed in the above.

21 Lease commitments

As at 31 August 2022 the charity had total future commitments under non-cancellable operating leases due as follows:

	2022	2021
	£	£
Office equipment		
Within one year	5,520	5,520
Within two to five years	12,402	17,922
	17,922	23,442

22 Related parties

The Marist Fathers Community at Notre Dame de France used to be part of the Notre Dame de France Trust – Society of Mary charity, but transferred their financial affairs to their Order in 2004. The community provides clergy support to the church at Notre Dame and Father Hubert Bonnet-Eymard is a member of the community and a trustee of the Notre Dame de France – Society of Mary charity. Notre Dame de France contributed £41,036 in the year (2021 - £49,172) to the community for the support of the clergy.

The Notre Dame de France – Society of Mary charity is connected to Notre Dame Refugee Centre (Charity Registration Number: 1177990) by virtue of the fact that they have a number of trustees in common. The charity provides an element of administrative support to the Refugee Centre and bears its accommodation expenses. The value of the gift-in-kind recognised in the Refugee Centre's accounts for the year ended 31 August 2022 in respect of this support was £69,700 (2021 - £69,400). The charity also provided a grant to the Notre Dame Refugee Centre of £11,000 (2021 - £24,144).

The total value of donations made by the trustees of the charity during the year was £253 (2021 - £nil).