



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2020	To	31 12 2020

## Section A Reference and administration details

Charity name THE INSTITUTE OF THE SISTERS OF ST. MARCELLINA

Other names charity is known by N/A

Registered charity number (if any) 211414

Charity's principal address  
 6 Ellerdale Road  
 Hampstead  
 London  
 Postcode NW3 6BD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev.Giuliana Carrara	Chair		GIULIANA CARRARA
2	Mrs Angioletta Salvoni Silva	Secretary		
3	Mrs Anna Maria Aurelia Amato Gaudiano			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Religious Order
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Sister in charge

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Institute of the Sisters of St.Marcellina has been running the house at 6 Ellerdale Road, London since 1955 to provide foreign students with English language Courses and Accommodation.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To provide English tuition and Accommodation to foreign School Groups from around the world attending the various schools operated by the Order

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

We had to close the activity from March to December 2020 for Covid 19 Restrictions.

**Summary of the main achievements of the charity during the year**

See above

## Section E Financial review

Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

Activity closed for Covid 19 Restrictions

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Sr.Giuliana Carrara

Position (eg Secretary, Chair, etc)

Chair

Date

04/06/2021

**THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA**

**CHARITY NUMBER 0211414**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

I report on the accounts of the charity for the year ended 31 December 2020 which are set out on pages 3 to 5.

The report is made solely to the Charity's Trustees, as a body, in accordance with chapter 3 of Part 8 of the Charities Act 2011. My examination has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted my law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my examination, for this report or the opinions I have formed.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 144(2) of the Charity's 2011 the (2011 Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respect the requirements:
  - 1. to keep accounting records in accordance with the Charity's Act 2011; and
  - 2. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
  - 3. have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Charles Ellinas**  
**Independent Examiner**  
**Date: 29<sup>th</sup> May 2021**



**THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

Page 3

	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Fees	26,141	143,479
Bank deposit interest	101	231
	<u>26,242</u>	<u>143,710</u>
<b>Resources expended</b>		
Religious service	4,360	8,550
Food and drink	5,123	7,944
Household laundry and cleaning	1,815	2,835
Insurance	17,598	15,837
Light, heat and water	15,707	23,714
Motor and travelling	2,712	2,678
Medical care	489	230
Students activities	1,237	9,582
Management and tuition costs	1,643	5,566
Office administration	3,022	3,251
Professional fees	17,631	1,463
Examiner's fees	1,116	1,212
Repairs and maintenance	1,608	50,574
Donations to charities	200	3,770
	<u>74,261</u>	<u>137,206</u>
Net of incoming resources (resources expended)	(48,019)	6,504
Accumulated funds brought forward	151,623	145,119
Accumulated funds carried forward	<u>103,604</u>	<u>151,623</u>

**THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 DECEMBER 2020**

Page 4

	2020 £	2019 £
<b>Current assets</b>		
Bank current account	13,177	36,120
Bank Deposit accounts	90,846	115,745
Cash in hand	998	970
	<u>105,021</u>	<u>152,835</u>
<b>Less: current liabilities</b>		
Sundry creditors	1,417	1,212
	<u>103,604</u>	<u>151,623</u>
<b>Net assets</b>		
	<u>103,604</u>	<u>151,623</u>
<b>Accumulated funds</b>	<u>103,604</u>	<u>151,623</u>

These accounts were approved by the trustees on 29 May 2021

  
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Sr. Giuliana Carrara  
Trustee

**1. Accounting policies**

The principle accounting policies which are adopted in the preparation of the accounts are set out below.

**Basis of accounting**

These accounts have been prepared under the historical cost convention, and are in accordance with applicable accounting standards and the Statement of Recommended Practice 'Accounting & Reporting by Charities' (effective April 2005).

**Fee Income**

This income relates to fees from boarding and tuition for foreign students. It is accounted for in the accounts when it is received.

**Investment income**

Bank interest is shown gross. It is shown in the accounts when it is received.

**THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA**

**CHARITY NUMBER 0211414**

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**Independent Examiner**  
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Trustee

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