



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2023	To	31 12 2023

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			
3	Mrs Anna Maria Aurelia Amato Gaudiano			
4	Rev. Alejandra Guerrero Mendoza	secretary		
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

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.

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.

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

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)

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.

Attendance of the school groups has been good.

The students come with their own teachers for one/two weeks of full immersion in the English Culture and Language

movements of the charity
during the year

See above

Section E

Financial review

Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

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

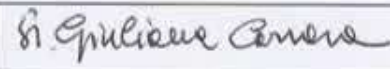
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sr. Giuliana Carrara	
Position (eg Secretary, Chair, etc)	Chair	
Date	18/09/2024	

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA

CHARITY NUMBER 0211414

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

I report on the accounts of the charity for the year ended 31 December 2023 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.

P. Chitra

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Chitra Pirabakaran
Chartered Certified Accountant
Independent Examiner
Date: 18th of September 2024

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

Page 3


		2023	2022
	Note	Unrestricted £	Unrestricted £
Incoming resources			
Fees	1	192,647	168,529
Bank deposit interest		1,214	155
		<u>193,861</u>	<u>168,684</u>
Resources expended			
Religious service		8,415	7,365
Food and drink		14,609	6,408
Household laundry and cleaning		3,898	2,013
Insurance		15,000	18,000
Light, heat and water		33,610	18,773
Motor and travelling		7,160	5,466
Motor vehicle depreciation		2,058	2,623
Medical care		695	465
Students activities		7,055	1,747
Management and tuition costs		6,170	2,280
Office administration		7,261	3,753
Professional fees		17,069	2,659
Examiner's fees		1,212	1,212
Repairs and maintenance		47,448	32,354
General expenses		0	359
Donations to charities		1,600	0
		<u>173,260</u>	<u>105,477</u>
Net of incoming resources (resources expended)		20,601	63,207
Accumulated funds brought forward		148,079	84,872
Accumulated funds carried forward		<u>168,680</u>	<u>148,079</u>

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2023

Page 4

	Note	2023 £	2022 £
Fixed assets			
Motor vehicle	2	<u>5,814</u>	<u>7,872</u>
Current assets			
Bank current account		41,607	50,420
Bank Deposit accounts		112,223	81,008
Cash in hand		<u>10,248</u>	<u>9,991</u>
		164,078	141,419
Less: current liabilities			
Accruals		<u>-1,212</u>	<u>-1,212</u>
Net current assets		162,866	140,207
Total assets		<u>168,680</u>	<u>148,079</u>
Accumulated funds		<u>168,680</u>	<u>148,079</u>

These accounts were approved by the trustees on 18th of September 2024



Sr. Giuliana Carrara
Trustee

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA

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Sr. Giuliana Carrara
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