



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2024	To	31 12 2024

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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18				
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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
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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.

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

For the first time we couldn't organize the Summer Course for foreign girls aged 12/17 years old .

There were very few requests.

Summary of the main achievements of the charity during the year

See above

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)

Sr. Giuliana Carrara

Full name(s)

Sr. Giuliana Carrara

Position (eg Secretary, Chair, etc)

Chair

Date

09th September 2025

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA

CHARITY NUMBER 0211414

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

I report on the accounts of the charity for the year ended 31 December 2024 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.



Chitra Pirabakaran

Chartered Certified Accountant

Independent Examiner

Date: 11th of September 2025

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

Page 3

	Note	2024 Unrestricted £	2023 Unrestricted £
Incoming resources			
Fees	1	190,907	192,647
Bank deposit interest		1,761	1,214
Grant received from Mother House		70,000	0
		<u>262,668</u>	<u>193,861</u>
Resources expended			
Religious service		8,400	8,415
Food and drink		10,715	14,609
Household laundry and cleaning		4,130	3,898
Insurance		0	15,000
Light, heat and water		55,814	33,610
Motor and travelling		1,368	7,160
Motor vehicle depreciation		1,454	2,058
Medical care		944	695
Students activities		11,503	7,055
Management and tuition costs		10,690	6,170
Office administration		9,845	7,261
Professional fees		450	17,069
Examiner's fees		1,212	1,212
Repairs and maintenance		26,602	47,448
Refurbishment		104,314	0
Donations to charities		2,932	1,600
		<u>250,373</u>	<u>173,260</u>
Net of incoming resources (resources expended)		12,295	20,601
Accumulated funds brought forward		168,680	148,079
Accumulated funds carried forward		<u><u>180,975</u></u>	<u><u>168,680</u></u>

THE INSTITUTE OF THE SISTERS OF ST.MARCELLINA
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2024

Page 4

	Note	2024 £	2023 £
Fixed assets			
Motor vehicle	2	<u>4,361</u>	<u>5,814</u>
Current assets			
Bank current account		50,162	41,607
Bank Deposit accounts		123,984	112,223
Cash in hand		<u>8,163</u>	<u>10,248</u>
		182,309	164,078
Less: current liabilities			
Trade creditors		-4,483	0
Accruals		<u>-1,212</u>	<u>-1,212</u>
		-5,695	-1,212
Net current assets		176,614	162,866
Total assets		<u><u>180,975</u></u>	<u><u>168,680</u></u>
Accumulated funds		<u><u>180,975</u></u>	<u><u>168,680</u></u>

These accounts were approved by the trustees on 11th of September 2025

Sr. Giuliana Carrara

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.

Depreciation

Fixed assets are stated at cost less depreciation. Depreciation is calculated at rates to write the assets down to their residual value at the end of their anticipated useful life.
the rates used are as follows:

Motor vehicle 25% on book value

2. Fixed assets

	Motor vehicle £	Total £
Cost		
Opening	10,495	10,495
Additions	-	-
	<u>10,495</u>	<u>10,495</u>
Depreciation		
Opening	4,681	4,681
Charge for year	1,454	1,454
	<u>6,135</u>	<u>6,135</u>
Net book value 31 12 2024	<u>4,361</u>	<u>4,361</u>
Net book value 31 12 2023	<u>5,814</u>	<u>5,814</u>

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