

CHARITY REGISTRATION NUMBER: 219835

The Handmaids of the Blessed Sacrament and of Charity
Unaudited Financial Statements
31 December 2020

BURGESS HODGSON LLP

Chartered accountants
Camburgh House
27 New Dover Road
Canterbury
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CT1 3DN

The Handmaids of the Blessed Sacrament and of Charity

Financial Statements

Year ended 31 December 2020

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The Handmaids of the Blessed Sacrament and of Charity

Trustees' Annual Report

Year ended 31 December 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	The Handmaids of the Blessed Sacrament and of Charity
Charity registration number	219835
Principal office	Adoratrices Convent 38/39 Kensington Square London W8 5HP

The trustees

Sister Doly Mathew
Sister Mary Chennattu Joseph
Sister Maria del Carmen Urbano
Salas
Sister Felicidad Ruiz Muñoz

Accountants

Burgess Hodgson LLP
Chartered accountants
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

Structure, governance and management

The governing document is a Declaration of Trust dated 27th November 1959. On 4th April 1995 the Charity Commissioners granted a Certificate of Incorporation of the Trustees of the Charity under the name The Trustees of the Charity of the Handmaids of the Blessed Sacrament and of Charity.

Objectives and activities

The Charity's objectives as defined in the governing document are: to pay or apply the trust fund or the income thereof for such charitable purposes connected with the Roman Catholic religion as the trustees shall from time to time or at any time with the consent of the Reverend Mother think fit.

Public Benefit

We refer to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Achievements and performance

The Mother House of the Order is in Spain and the Sisters' convent (Adoratrices) at 38/39 Kensington Square is one of many houses throughout the world. The sisters have established a hostel consisting of nineteen rooms with a total of forty two beds, to help create a secure, safe and mutually supportive environment for individual development, a home away from home.

The Handmaids of the Blessed Sacrament and of Charity

Trustees' Annual Report *(continued)*

Year ended 31 December 2020

Financial review

The activities during the year resulted in an increase in funds of £11,214 (2019: increase of £27,998). The funds at the year end were £780,083 (2019: £768,869).

Reserves

The Trust's reserves at the yearend totalled £136,923 (2019: £116,680) which is arrived at after removing the value of the functional property and its fittings. There are no restricted or designated funds. The Trustees continued to maintain reserves during the period appropriate to meet the future charitable objectives of the charity, with the aim of maintaining the fund to enable the charity to continue to provide hostel services.

The charity maintains sufficient free reserves (excluding the functional property) to provide continuity of the charity's objects for at least 6 months without receiving any additional income.

The charity is dependent on its functional property in Kensington and any unforeseen damage to this property, such as a fire, represents the largest risk to the charity's ability to continue operations. The Trustees ensure that the property is adequately insured in the event of any such catastrophe and the levels of insurance are reviewed on a regular basis.

Covid-19

Throughout the Covid-19 pandemic the hostel remained open which was largely to service guests who could not return home due to travel restrictions. A number of precautions were implemented such as converting multi occupancy rooms into single occupancy rooms. The hostel income in the year fell from £166,594 in 2019 to £126,443 in the current year, this was largely as a result of the reduction in occupancy caused from this change. The rooms have remained single occupancy into early 2021.

The Trustee's believe the charity has sufficient reserves to sustain the charity's expenses for at least 12 months.

The Handmaids of the Blessed Sacrament and of Charity

Trustees' Annual Report *(continued)*

Year ended 31 December 2020

Plans for future periods

Adoratrices

The Trustees plan to continue providing hostel services at the Adoratrices Convent for the foreseeable future.

The Rahab Project

The Trustees have maintained their support by the payment of donations to The Rahab Project which is an independent registered charity. The regular donations have in part been used to support the project manager's salary during the year, who works to fulfil the charity's objectives of bringing relief to women in need by reason of social or economic disadvantage; in particular those at risk of, involved in or affected by sexual exploitation.

Consent of the donations to The Rahab Project was given by the approval of the Trustees of Handmaids of the Blessed Sacrament and of Charity in accordance with the Charity's objects.

The core activities:

Community engagement: Outreach - weekly welfare visits to the women where they work, prisons, immigration detention centres

Micaela's Home - temporary safe accommodation for women in crisis or transition, where they can experience 'everyday life' whilst receiving practical and emotional support towards independent living.

The Charity has delivered a more integrated, flexible approach for women to be able to transition between the different types of support they need relative to their individual circumstances and choices.

The Trustees provide both financial and human resources to continue the mission of Adoratrices. They are happy with the progression of Rahab Project and have agreed to maintain their support into future.

The Bakhita Project

The Bakhita Project was set up by various different organisations and the objectives of the project were to provide assistance and support in the fight against human trafficking. Part of the support objective is to set up Caritas Bakhita House, a safe house where care and support for victims can be provided.

The Trustees, under their memorandum of understanding, have continued to dedicate some of their time to the Bakhita Project. The Sisters have been working to try and establish an ethos of restoration, care and support within the house and to provide pastoral care and spiritual services to the guests and staff as required.

They are happy with the progression, but continue to evaluate this annually.

Trustees' responsibilities statement

The trustees are responsible for preparing the trustees' report and the financial statements 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 the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

The Handmaids of the Blessed Sacrament and of Charity

Trustees' Annual Report *(continued)*


Year ended 31 December 2020

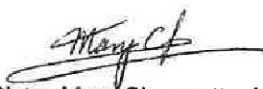
In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the 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' annual report was approved on 20th October 2021 and signed on behalf of the board of trustees by:


Sister Doly Mathew
Trustee


Sister Mary Chennattu Joseph
Trustee

The Handmaids of the Blessed Sacrament and of Charity
Independent Examiner's Report to the Trustees of The Handmaids of the
Blessed Sacrament and of Charity
Year ended 31 December 2020

I report to the trustees on my examination of the financial statements of The Handmaids of the Blessed Sacrament and of Charity ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state 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 Commissioner.

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 the seeking of 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, and the Regulations have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Laughton FCCA
Independent Examiner

Burgess Hodgson LLP
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

21st October 2021

The Handmaids of the Blessed Sacrament and of Charity

Statement of Financial Activities

Year ended 31 December 2020

		2020		2019
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
Income and endowments				
Donations and legacies	4	156,062	156,062	190,337
Investment income	5	145	145	223
Other income	6	985	985	3,646
Total income		<u>157,192</u>	<u>157,192</u>	<u>194,206</u>
Expenditure				
Expenditure on charitable activities	7,8	145,978	145,978	167,640
Other expenditure	10	—	—	(1,432)
Total expenditure		<u>145,978</u>	<u>145,978</u>	<u>166,208</u>
Net income and net movement in funds		<u>11,214</u>	<u>11,214</u>	<u>27,998</u>
Reconciliation of funds				
Total funds brought forward		768,869	768,869	740,871
Total funds carried forward		<u>780,083</u>	<u>780,083</u>	<u>768,869</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The Handmaids of the Blessed Sacrament and of Charity

Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	15	665,976	672,440
Current assets			
Cash at bank and in hand		142,515	250,775
Creditors: amounts falling due within one year	16	<u>28,408</u>	<u>154,346</u>
Net current assets		114,107	96,429
Total assets less current liabilities		780,083	768,869
Net assets		780,083	768,869
Funds of the charity			
Unrestricted funds		780,083	768,869
Total charity funds	17	780,083	768,869

These financial statements were approved by the board of trustees and authorised for issue on ~~20 December 2021~~ and are signed on behalf of the board by:



Sister Doly Mathew
Trustee



Sister Mary Chennattu Joseph
Trustee

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Adoratrices Convent, 38/39 Kensington Square, London, W8 5HP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements are presented on an accruals basis.

The financial statements are prepared in sterling, which is converted from euros which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Foreign currencies

Foreign currency transactions are initially recorded in the functional currency, by applying the spot exchange rate as at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the exchange rate ruling at the reporting date, with any gains or losses being taken to the statement of financial activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from hostel contributions is recognised on receipt.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold Property	- 1% straight line
Fixtures and Fittings	- 7% reducing balance
Equipment	- 10% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account in other administrative expenses.

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Hostel contributions	126,443	126,443	166,594	166,594
Donations in respect of pensions	29,619	29,619	23,743	23,743
	<u>156,062</u>	<u>156,062</u>	<u>190,337</u>	<u>190,337</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	145	145	223	223

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

6. Other income

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Other income	985	985	3,646	3,646

7. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds 2020	Unrestricted Funds	Total Funds 2019
	£	£	£	£
Provision of hostel & support services	59,370	59,370	69,017	69,017
Donations in support of the Roman Catholic Church	41,419	41,419	28,739	28,739
Rahab project	24,784	24,784	30,000	30,000
Support costs	20,405	20,405	39,884	39,884
	<u>145,978</u>	<u>145,978</u>	<u>167,640</u>	<u>167,640</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Provision of hostel & support services	59,370	18,276	77,646	103,181
Donations in support of the Roman Catholic Church	41,419	—	41,419	28,739
Rahab project	24,784	—	24,784	30,000
Governance costs	—	2,129	2,129	5,720
	<u>125,573</u>	<u>20,405</u>	<u>145,978</u>	<u>167,640</u>

9. Analysis of support costs

	Analysis of support costs activity	Total 2020	Total 2019
	£	£	£
Communications and IT	—	—	1,387
General office	2,323	2,323	2,828
Finance costs	47	47	152
Office expenses	378	378	1,123
Depreciation	11,940	11,940	18,484
Sundry Expenses	2,187	2,187	6,443
Motor expenses	1,401	1,401	3,747
	<u>18,276</u>	<u>18,276</u>	<u>34,164</u>

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

10. Other expenditure

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Loss on disposal of tangible fixed assets held for charity's own use	<u>—</u>	<u>—</u>	<u>(1,432)</u>	<u>(1,432)</u>

11. Net income

Net income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	11,940	18,484
Gains on disposal of tangible fixed assets	—	(1,432)
Foreign exchange differences	<u>1</u>	<u>40</u>

12. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,750</u>	<u>1,500</u>

13. Staff costs

The average head count of employees during the year was 4 (2019: 4).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

14. Trustee remuneration and expenses

No remuneration, benefits from employment or expenses were paid by the charity or a related entity to the trustees.

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

15. Tangible fixed assets

	Freehold Property £	Fixtures and Fittings £	Equipment £	Total £
Cost				
At 1 January 2020	1,030,116	52,233	48,366	1,130,715
Additions	—	—	5,476	5,476
At 31 December 2020	1,030,116	52,233	53,842	1,136,191
Depreciation				
At 1 January 2020	392,763	37,397	28,115	458,275
Charge for the year	7,500	1,529	2,911	11,940
At 31 December 2020	400,263	38,926	31,026	470,215
Carrying amount				
At 31 December 2020	629,853	13,307	22,816	665,976
At 31 December 2019	637,353	14,836	20,251	672,440

16. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	3,524	9,889
Other creditors	24,884	144,457
	28,408	154,346

17. Analysis of charitable funds

Unrestricted funds

	At 1 January 2020 £	Income £	Expenditure £	At 31 December 2020 £
General funds	768,869	157,192	(145,978)	780,083

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
General funds	740,871	194,206	(166,208)	768,869

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

18. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2020 £
Tangible fixed assets	665,976	665,976
Current assets	142,515	142,515
Creditors less than 1 year	(28,408)	(28,408)
Net assets	780,083	780,083

	Unrestricted Funds £	Total Funds 2019 £
Tangible fixed assets	672,440	672,440
Current assets	250,775	250,775
Creditors less than 1 year	(154,346)	(154,346)
Net assets	768,869	768,869

19. Related parties

Sister Doly Mathew is a Trustee of both the Rahab Project and Handmaids of the Blessed Sacrament and of Charity. During the year, Handmaids of the Blessed Sacrament and of Charity made donations of £24,784 (2019: £30,000) to the Rahab Project.

The Handmaids of the Blessed Sacrament and of Charity

Management Information

Year ended 31 December 2020

The following pages do not form part of the financial statements.

The Handmaids of the Blessed Sacrament and of Charity

Detailed Statement of Financial Activities

Year ended 31 December 2020

	2020 £	2019 £
Income and endowments		
Donations and legacies		
Hostel contributions	126,443	166,594
Donations in respect of pensions	29,619	23,743
	<u>156,062</u>	<u>190,337</u>
Investment income		
Bank interest receivable	145	223
Other income		
Other income	985	3,646
	<u>157,192</u>	<u>194,206</u>
Total income		
	<u>157,192</u>	<u>194,206</u>
Expenditure		
Expenditure on charitable activities		
Purchases	11,301	14,462
Rates and water	5,483	6,628
Light and heat	14,989	13,254
Repairs and maintenance	17,288	10,244
Insurance	5,108	6,947
Other establishment	—	1,387
Motor vehicle expenses	5,201	17,482
Other motor/travel costs	1,401	3,747
Legal and professional fees	2,175	5,659
Telephone	2,323	2,828
Other office costs	378	1,123
Depreciation	11,940	18,484
Other interest payable and similar charges	—	173
Foreign exchange gain/loss	1	40
Other charitable expenditure/donations	8,089	9,101
Provincial donations	33,330	19,638
Sundry expenses	2,187	6,443
Rahab project	24,784	30,000
	<u>145,978</u>	<u>167,640</u>
Other expenditure		
Loss on disposal of tangible fixed assets held for charity's own use	—	(1,432)
	<u>145,978</u>	<u>166,208</u>
Total expenditure		
	<u>145,978</u>	<u>166,208</u>
Net income	<u>11,214</u>	<u>27,998</u>

The Handmaids of the Blessed Sacrament and of Charity

Notes to the Detailed Statement of Financial Activities

Year ended 31 December 2020

	2020 £	2019 £
Expenditure on charitable activities		
Provision of hostel & support services		
<i>Activities undertaken directly</i>		
Hostel - Food and provisions	11,301	14,462
Hostel - Rates and water	5,483	6,628
Hostel - Light and heat	14,989	13,254
Hostel - Repairs and maintenance	17,288	10,244
Hostel - Insurance	5,108	6,947
Hostel - Laundry and cleaning	5,201	17,482
	<u>59,370</u>	<u>69,017</u>
<i>Support costs</i>		
Support Hostel - Public relations	—	1,387
Support Hostel - Motor and travel	1,401	3,747
Support Hostel - Subscriptions	47	152
Support Hostel - Telephone	2,323	2,828
Support Hostel - Office expenses	378	1,123
Support Hostel - Depreciation	11,940	18,484
Support Hostel - Sundry expenses	2,187	6,443
	<u>18,276</u>	<u>34,164</u>
Donations in support of the Roman Catholic Church		
<i>Activities undertaken directly</i>		
Other charitable activities - Other charitable expenditure/donations	8,089	9,101
Other charitable activities - Provincial donations	33,330	19,638
	<u>41,419</u>	<u>28,739</u>
Rahab project		
<i>Activities undertaken directly</i>		
Rahab Project - Donations	24,784	30,000
Governance costs		
Audit and accountancy fees	251	1,500
Governance costs - legal and other professional fees	1,877	4,007
Governance costs - other finance costs	—	173
Governance costs - foreign exchange gain/loss	1	40
	<u>2,129</u>	<u>5,720</u>
Expenditure on charitable activities	<u>145,978</u>	<u>167,640</u>