

THE HANDMAIDS OF MARY TRUST
TRUSTEES' REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2020

Charity Number: 229971

THE HANDMAIDS OF MARY TRUST

REFERENCE AND ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2020

STATUS

The Handmaids of Mary Trust is a charity established and governed by a Trust Deed dated 16 July 1963 and Scheme dated 16 October 2000 (as further amended by a Deed dated 23 April 2015). It is registered with the Charity Commission under the reference number 229971.

TRUSTEES

Sister Isabel Sainza Guerra (Superior)
Sister Maria Jerez
Sister Maria del Carmen Lacunza Muzquiz

PRINCIPAL ADDRESS

2 Atkins Road Convent
Clapham Park
London
SW12 0AB

NAMED CORRESPONDENT

Olayinka Tomori ACA, DChA
Longmeade Consult Ltd
Regus House
Victory Way
Admiral's Park
Dartford
DA2 6QD

PROFESSIONAL ADVISERS

Bankers

HSBC plc
25 Notting Hill Gate
London
W11 3JJ

Solicitors

Charles Russell
8 - 10 New Fetter Lane
London
EC4A 1RS

Independent Examiner

Olayinka Tomori ACA, DChA
Longmeade Consult Ltd
Regus House
Victory Way
Admiral's Park
Dartford
DA2 6QD

THE HANDMAIDS OF MARY TRUST

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

ORGANISATION

The Handmaids of Mary Trust is a registered charity established by Deed of Trust on 16 July 1963. The objects of the Trust are the advancement of religion, especially that of the Roman Catholic faith, and other charitable work, by the support of a community of religious sisters. The Community's activities are characterised by their work with the sick and infirm.

The Charity carries out religious and other charitable work of the English Region of a Province of the worldwide Congregation of Siervas de Maria Ministras de los Enfermos, known in England as the Congregation of the Handmaids of Mary. The work of the Sisters in England began in 1912. A Regional Bursar administers the Charity's funds under the direction of the Regional Superior. In accordance with the Congregation's own Rules and Conditions, the Bursar each year submits to the Regional Superior and her Council a formal account of her administration of those funds.

The Regional Council meets regularly to advise the Regional Superior on matters concerning the Region. Formal decisions affecting its charitable activities are taken at regular meetings of the Trustees, most of whom serve on the Council. The Regional Superior is in turn answerable, as are the Trustees, to the Mother General of the Congregation in Rome under the Congregation's Rules and Constitutions. She submits annual reports to the Mother General and her Council and must seek her approval of all major expenditure and sales or acquisitions of land.

The Superior of the Charity is the Mother General. The Mother General is appointed for a period of six years and could be re-elected for one more period (i.e. twelve years in all). The Trustees are appointed by the Superior with the intention that the solemnly professed religious sisters fully participate in all decision making. The Superior may, at any time, remove a Trustee.

Other than the above, there are no related parties or connected charities associated with the Charity.

The Charity does not engage in fundraising activities as such but historically has relied heavily on voluntary donations and legacies to sustain its work.

OBJECTIVES AND ACTIVITIES

The principal purpose of the Charity is the advancement of religion and other charitable work of the English Region. The work is done under the direction of the Superior with the support of the Trustees and other members of the Community on a daily basis.

The Charity's main activity continues to be its work in nursing, accompanying seriously ill and dying patients, especially at night, and in other charitable activities which advance the Roman Catholic religion. Owing to the age and/or shortage of nursing sisters, it has not proved possible to pursue contracts with local authorities for the provision of night-nursing services. However, where possible the work with such people continues, either voluntarily or in return for a donation, as a response in a Christian context to their urgent and overriding needs.

In order to do this effectively, the Community of religious sisters themselves has to be supported and this includes the upkeep and maintenance of the convent building. The Trustees provide for the needs of their religious Community which until recently had very few resources of its own, and have taken steps so far as possible to ensure the continuance of their work among sick and infirm people and their other pastoral and religious work.

THE HANDMAIDS OF MARY TRUST

TRUSTEES' REPORT (continued)

YEAR ENDED 31 DECEMBER 2020

PUBLIC BENEFIT

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aim and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

REVIEW OF THE YEAR

Throughout the year under review, the Community consisted of ten religious sisters. In common with other religious orders, the Community is composed of an aging group of Sisters which has had to review carefully both its resources and its future role in this country, with special regard for those who need nursing care either now or in the future.

The Community does not rely on unpaid volunteers to any significant event. Most of the Charity's income over the last few years has derived from voluntary donations (including those from Sisters within the community who earn a salary, stipend or pension) and donations from third party charities for whom the Sisters provide voluntary services. Without these, it would not have been possible to sustain the Charity's activities.

There has been no material change in the objectives or policies of the Community and no other important events affecting the Charity have occurred between the date of the Balance Sheet and the date of this Report.

The work of the Sisters in England principally comprises:

- Caring for the elderly and infirm, mainly by means of providing night duty nursing at St Teresa's Home, Chelsea which is owned by the Sisters Hospitallers of the Sacred Heart of Jesus. Donations are received in respect of this ministry.
- Helping with the material and spiritual needs of the local immigrant community (mostly Latin-American).
- Caring for the Community's own religious sisters who have worked in pursuit of the Region's objectives over many years.

No grants were paid in support of the overseas work of the Congregation during the year (2019: Nil). Grants may be paid from time to time in response to grant applications for a specific purpose from the Generalate (world headquarters) of the Congregation in Madrid.

THE HANDMAIDS OF MARY TRUST

TRUSTEES' REPORT (continued)

YEAR ENDED 31 DECEMBER 2020

FINANCIAL REVIEW

The charity's main source of income is the donations it receives in connection with Sisters' voluntary work in Nursing Homes. Interest earned on bank deposits remains low and is reducing with lower amounts held on deposit and interest on deposit accounts which are virtually down to nil. This is reflected in interest earned falling from £7.1k in 2019 to £1.9k in 2020. Donations and Legacies were also down on 2019 as trust and legacy monies of £20k was received in 2019. Donations for Sisters' Services also fell from £61.2k to £39.7k as a result of the Covid-19 pandemic and reduced contributions from Social Services on the demise of sisters during the last two financial years. Consequently, overall receipts fell from £113.6k in 2019 to just under £56k in 2020. With the relaxation of Covid-19 rules, some of the activities carried out by the Sisters will resume. However, the expectation is that there will be downward pressure on income for the foreseeable future.

There was a reduction of expenditure from £141.1k in 2019 to £101k in 2020. 2019 included costs for essential repairs and maintenance at the convent as well as the purchase of a motor vehicle. The trustees are conscious of the need to maintain tight control over expenditure.

The net result was an excess of payments over receipts of £45.0k (2019: £27.2k).

At 31 December 2020, the Charity held bank and cash balances amounting to £743.4k (2019: £788.4k); down, due to the deficit incurred in the year.

In addition, the charity holds a freehold property in the form of the Convent in Clapham which has a net book value (after notional depreciation charges) of £1.1m. The market value of the property is thought to be considerably in excess of this value.

The Trustees have considered the impact of the Covid-19 pandemic on its operations. Whilst this has had some impact, the charity has sufficient resources to meet its financial obligations for the foreseeable future.

RESERVES POLICY

Bank and cash reserves at the end of the year amounted to £743.4k. This is the equivalent of between six to seven years' normal expenditure. This level of funds needs to be viewed in the context of the commitment of the charity to provide care for all Sisters in sickness and/or old age. All Sisters are dependent on the charity for their living expenses having, under their vows of poverty, renounced all rights to income and assets of their own and having devoted most of their working lives to the charitable objects of the Congregation. Sisters invariably continue working in the pursuit of these objects long past the normal retirement age where they are able to do so.

No specific actuarial projection has been made, but the Trustees have taken note of work done by other religious orders to identify future costs and estimate that, given the age profile of the Sisters in England, a Fund in the region of at least £2m to £2.5m would be required to make full provision for this commitment of the charity. Thus for the time being the whole of the general fund may be regarded as a fund for retirement.

OUTLOOK FOR THE FUTURE & FUTURE PLANS

The trustees have no plans to make any significant changes to the activities of the charity in the immediate future. The Trustees will continue to give financial support to the international work of the Congregation in developing countries and in Spain where possible. As noted above, a key issue for the charity is ensuring that it has available sufficient resources to meet its commitment to provide for the care of sisters in sickness and old age.

THE HANDMAIDS OF MARY TRUST

TRUSTEES' REPORT (continued)

YEAR ENDED 31 DECEMBER 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charities Act 2011 requires the trustees to prepare for each financial year financial statements which give a true and fair view of the charity's financial activities during the year and of its financial position at the year end. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis
- make judgements and estimates that are reasonable and prudent; and
- adopt the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

The trustees are responsible for ensuring proper accounting records are kept which 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 Trust Deed and the disclosure regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

COMPLIANCE WITH THE CHARITY'S GOVERNING DOCUMENT AND CURRENT STATUTORY REQUIREMENTS

The accounts have been prepared in accordance with the Governing Document of the Charity and with current statutory requirements.

Signed on behalf of the Trustees on 15th October 2021

Maria Jerez
Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HANDMAIDS OF MARY TRUST

I report to the trustees on my examination of the accounts of the Handmaids of Mary Charitable Trust (the Trust) for the year ended 31 December 2020.

RESPONSIBILITIES AND BASIS OF THE REPORT

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that **no** material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

I have **no** concerns and come across **no** other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Olayinka Tomori ACA, DChA
Chartered Accountant

Longmeade Consult Ltd
Regus House
Victory Way
Admiral's Park
Dartford
DA2 6QD

15th October 2021

THE HANDMAIDS OF MARY TRUST

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted General Funds	
	Notes	2020 £	2019 £
RECEIPTS			
Donations and legacies		7,033	30,612
Donations for Sisters' services		39,702	61,152
Sisters' pensions		7,329	8,488
		<hr/>	<hr/>
		54,064	100,252
Interest received		1,896	7,137
		<hr/>	<hr/>
		55,960	107,389
Sale of fixed asset		-	6,200
		<hr/>	<hr/>
		55,960	113,589
		<hr/>	<hr/>
PAYMENTS			
Charitable Activities			
Support of sisters and their ministry	3	100,936	111,557
Governance costs	4	-	1,980
		<hr/>	<hr/>
		100,936	113,537
Purchase of motor vehicle		-	27,560
		<hr/>	<hr/>
		100,936	141,097
		<hr/>	<hr/>
Excess of Payments over Receipts		(44,976)	(27,208)
Cash at Bank & In Hand			
At start of year		788,404	815,912
		<hr/>	<hr/>
At end of year		£743,428	£788,404
		<hr/>	<hr/>

Approved by the Trustees 15th October 2021

Sr Maria Jerez
Trustee

THE HANDMAIDS OF MARY TRUST

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2020

NET CURRENT ASSETS

	2020	2019
	£	£
CASH AT BANK & IN HAND		
Deposit and Current Accounts	742,626	787,512
Cash	802	892
	<u>743,428</u>	<u>788,404</u>
OTHER CURRENT ASSETS		
Accrued income	3,280	3,280
Prepaid expenses	-	2,000
	<u>3,280</u>	<u>5,280</u>
CURRENT ASSETS	<u>746,708</u>	<u>793,684</u>
CURRENT LIABILITIES		
Accrued expenses	(5,420)	(3,600)
NET CURRENT ASSETS	<u><u>£741,288</u></u>	<u><u>£ 790,084</u></u>

TANGIBLE FIXED ASSETS

	Freehold land & buildings £	Furnishings & equipment £	Motor Vehicles £	Total £
Cost or valuation				
At 1 January & 31 December 2020	<u>1,694,452</u>	<u>73,956</u>	<u>37,760</u>	<u>1,806,168</u>
Depreciation				
At 1 January 2020	573,530	73,956	19,640	667,126
Charge for year	<u>27,640</u>	<u>-</u>	<u>4,340</u>	<u>31,980</u>
At 31 December 2020	<u>601,170</u>	<u>73,956</u>	<u>23,980</u>	<u>699,106</u>
Net book value				
At 31 December 2020	<u><u>£1,093,282</u></u>	<u><u>£-</u></u>	<u><u>£13,780</u></u>	<u><u>£1,107,062</u></u>
At 31 December 2019	<u><u>£1,120,922</u></u>	<u><u>£-</u></u>	<u><u>£18,120</u></u>	<u><u>£1,139,042</u></u>

THE HANDMAIDS OF MARY TRUST

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2020

1. STATEMENT OF ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with the Charities Act 2011 and Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis.

Tangible Fixed Assets

Fixed asset additions below £1,500 are not categorised as capital but are included in payments in the year under an appropriate heading. Fixed Assets are shown in the Statement of Assets and Liabilities at cost less accumulated depreciation apart from Furnishings and Equipment held at 1 April 1997 which were included at a value by the Trustees on the basis of estimated market value at that date of £50,000. Subsequent additions to fixed assets are shown at cost.

All tangible fixed assets are used in direct furtherance of the Charity's objectives.

Depreciation of tangible assets is calculated over their estimated useful lives, at the following rates: -

Freehold buildings	2%	straight line
Furnishings and equipment	15%	straight line
Motor vehicles	25%	straight line

No depreciation is provided on land.

No charge for depreciation is shown in the Receipts and Payments Account as it does not represent an outflow of cash. Additions to Fixed Assets are reflected in the Receipts and Payments Account as a payment in the year in which the expenditure is incurred.

2. TRUSTEES' BENEFITS

The Trustees are religious sisters of The Handmaids of Mary Trust who do not receive any remuneration by virtue of their position as trustees.

Part of the Charity's purposes is to provide for the essential needs of all the religious sisters, who by taking vows of poverty have renounced all personal rights to income and capital. The living costs of the religious members of the Trustee body are therefore borne by the Charity in the same way as those of other sisters and they receive no benefit by virtue of their position as Trustees.

THE HANDMAIDS OF MARY TRUST**NOTES TO THE ACCOUNTS (continued)****YEAR ENDED 31 DECEMBER 2020****3. DETAILS OF EXPENDITURE**

	2020	2019
	£	£
Alms and donations	949	4,156
Training	18,009	9,052
Heat & light	17,958	17,163
Post, telephone and stationery	3,772	4,835
Rates	1,113	1,272
Chaplaincy	7,339	8,642
Provisions	18,286	20,869
Insurance	1,727	3,880
Clothing, etc.	943	1,913
Medical	1,106	460
Funeral expenses	6,052	7,834
Motor & travel	16,099	14,722
Gardening	1,380	453
Repairs and maintenance	4,736	13,636
Administration costs	1,467	2,670
	<u>£100,936</u>	<u>£111,557</u>

4. GOVERNANCE COSTS

	2020	2019
	£	£
Fees paid to independent examiner	-	1,980
Other	-	-
	<u>£-</u>	<u>£1,980</u>
Fees paid to the independent examiner (inc. VAT) comprise:		
Examination of accounts	-	1,380
Accountancy	-	600
	<u>£-</u>	<u>£1,980</u>

The independent examiner's fee for the year ended 31 December 2019 was £2,040 which was not paid until January 2021. As the accounts are prepared on a Receipts and Payments basis, no independent examiner's fee is included in the accounts for the year ended 31 December 2020. The independent examiner's fee for the year ended 31 December 2020 is £1,680.