

REGISTERED CHARITY NUMBER: 232931

**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2024**

**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

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for the Year Ended 31 March 2024**

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**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

**Reference and Administrative Details
for the Year Ended 31 March 2024**

REVEREND MOTHER GENERAL (TRUSTEE)	Sister B Bowers
GENERAL COUNCIL (TRUSTEES)	Sister C A McLaughlin Sister E Morris Sister C B Knowles Sister Promodini Ekka
PROVINCIAL BURSAR	Ms Jane Sheppard
PRINCIPAL ADDRESS	St Joseph's Convent East Street Littlehampton West Sussex BN17 6AU
REGISTERED CHARITY NUMBER	232931
AUDITORS	Hodson & Co Wiston House 1 Wiston Avenue Worthing West Sussex BN14 7QL
BANKERS	Lloyds Bank plc 33-37 High Street Bognor Regis West Sussex PO21 1RS
SOLICITORS	SBP Law Solicitors Glade House 52-54 Carter Lane London EC4V 5EL
OTHER ADVISORS	Sister Helen Costigane SHCJ 262 Latymer Court Hammersmith Road W6 7LB Investment Asset Managers Quilter Cheviot 85 Queen Victoria Street London EC4V 4AB

**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

**Report of the Trustees
for the Year Ended 31 March 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives, aims, and principle activities

The charitable trust aims to support the religious and other charitable works carried on by the order and by the Roman Catholic Church and others. These works fall into the following three main areas:

1) Providing residential, social welfare and pastoral work

To care for the elderly, nursing the elderly, visiting families and elderly and frail in their own homes; visiting hospitals, organising group activities with young, and not so young, pastoral work in any area where there is a need or where there is a request for support.

Operations of residential and care establishments

The sisters provide care and assistance at the following establishments:

UK Establishments

St Joseph's Nursing Home
Old House/St. Clare's (Annexe to St Josephs)

Activities

Nursing care for 24 residents.
Support for relatives etc.

St Anne's, Burgess Hill

Residential Care Home for 19 residents.

St Anthony's Convent, Bradford

We accepted an offer of £800,000 for this the property, with exchange of contracts and completion occurring in November 2023.

2) Missionary work and charitable donations

To carry out and support missionary work throughout the world through the activities of the sisters. To support Catholic and appropriate charities and charitable works through donation throughout the world where funds allow. eg coffee mornings for Haiti, Nigeria and refugees.

The sisters provide care and assistance at the following establishments:

St Mary of the Angels, Knock (Ireland)

FMSL presence and accommodation for people who visit Knock. Also a spiritual outreach through an online Gospel sharing group.

Also at the related charity set up in India:

St Francis Convent, Mysore, India

House of Formation and service to local people including in Education as teachers in local schools.

St Anthony's Convent, Belwadi, India

House of Formation and service to local people, including prison visiting, and in planning, help for children with learning disabilities.

House in MATTATHIPARA, Kerala, India

On land purchased by excess money March 2023. Not yet occupied. For Formation, work in the Parish and service to local population.

**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

**Report of the Trustees
for the Year Ended 31 March 2024**

OBJECTIVES AND ACTIVITIES

3) Upkeep and support of the Congregation

To maintain, develop, care for and support the sisters and the Congregation, and maintain and subsidise apostolates and develop and support Sisters in Formation.

The Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

Achievements and Performance

1) Providing residential and social welfare and pastoral care

The Congregation continued to provide care and support through its establishments and through the sisters activities in the local communities. Occupancy levels were affected by the Covid pandemic (see below) at the residential care homes throughout the period. There was continued pressure on costs particularly utilities, food and staff costs requiring careful financial management. Although we survived the Covid pandemic, ensuring the safety of residents, occupancy has never really picked up. Full occupancy has still to be achieved.

2) Missionary work and charitable donations

The Mysore Formation Community continues to benefit from the Congregation's support of their work and mission, just as the local community benefits from the Sisters' presence and simple lifestyles. We have had further building work completed in the Belwadi area to enable further apostolates.

In March 2023 a quarter acre plot of land in the Pala Diocese of Kerala was purchased by FMSL in India, no funds from the UK charity were used for this purpose. There is potential to build on the land in the future and provide a community of FMSL Sisters in an area with no Religious Congregation presence. Thanks to Benefactors and people in the Parish, the House, estimated to take two years to build is now complete and ready for occupancy.

3) Upkeep and support of the Congregation

During the year the charity continued to support members of the congregation with their charitable and religious work. Assessment is made continuously on the viability of each house and its apostolate. Adaptation is always on the agenda.

Medical care continued to be provided for all the Sisters within our establishments.

Our properties that needed major refurbishment and maintenance were treated to an overhaul. A maintenance survey was completed on all properties and repair work commenced in order of priority, as recommended in the survey.

The number of Residents in each of our Care Homes means that we have to ensure that we have a reserve to meet the ever increasing bills in utilities, food and staff costs.

The trustees continue to monitor the overall financial performance of the trust, in association with advice from its financial and professional advisers. In particular, a more detailed and regular review of the monthly management reports is undertaken to measure performance against budget and to evaluate the cost effectiveness of the various operations of the trust.

The Finance Committee, appointed as a result of the Chapter in November 2022, are in the process of compiling 3/5/10 year plan, re the future in relation to finance and advancing age of the Sisters, lack of new, younger Sisters and the size of the properties. We have only 6 Finally Professed Sisters 70 years and under in this country, which effects future management and Trustees.

**Report of the Trustees
for the Year Ended 31 March 2024**

FINANCIAL REVIEW

Financial Review

The results for the year are shown on page 10. The income from residents has been maintained but operational expenditure increased due to inflationary pressures and had to be kept under careful control during the year. Donations were made to support the work of local charities and those related to the Congregation or its works. The charity achieved realised and unrealised gains of £681,983 on its investment assets in the year, which can be mainly attributable to decreases in worldwide inflation and interest rate reductions.

During the year, the charity's surplus cash funds were invested in a mix of fixed interest and equities in order to get the best possible but safe return to meet the demands for the future, following advice from bank advisers and investment brokers. The funds invested are shown under investments on the balance sheet.

Reserves Policy and Financial Position

Designated funds have been set up by the trustees for specific purposes. Firstly, a property and equipment fund which represents the amount of the trust's money which is tied up in property and equipment used to support the residential care activities of the trust and religious activities of the sisters. Secondly, £4,000,000 is set aside to provide for the sisters' medical and retirement care. Future income has to cope with more of our Convents being dependent on Congregational resources. The Formation fund was set up to support continuous formation, both in the UK and overseas.

The remaining funds represent just under two years expenditure, which the trustees believe are sufficient and necessary to meet the trust's ongoing working capital needs as well as funds required to maintain the operational assets and a continuous service provision, particularly in relation to the provision to our vulnerable beneficiaries should there be a unexpected down turn in income, and funds to provide for the rising costs of employing paid staff.

The trustees recognise the need to continue to build up future reserves, because at present all the Sisters who hold positions of responsibility in trust's Care Homes or who give a service whatever, do so on a voluntary unpaid capacity. In the longer term the Trust will have to employ staff to take over these roles and there will be a need for cash to meet such appointments.

Once the Mandates from the General Chapter have been investigated in 2023-2024 the Trustees will be in a better position to review the viability of the two care homes and look at the financial sustainability for the entire Congregation.

Investment Policy

The trustees have adopted a prudent and ethical approach to investment and invested in fixed interest stock or equities on the advice received from Cheviots Investment Asset Managers, who manage the stock under their investment management service on a referral basis. The trustees regularly monitor and review the investments and take advice as appropriate. In the current financial year Mr William Reid has taken over as our Investment Asset Manager, so under his guidance we will be reviewing the whole portfolio with a view to better returns on our investments.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Congregation of the Franciscan Sisters (Littlehampton) is an English Roman Catholic Religious Order, founded in 1911 in Littlehampton. The accounts accompanying this report are the accounts of the charitable trust on which the assets of the order are held. The trust is governed by a trust deed dated 13th December 1963 and is registered under the Charities Act 1993 - Charity Registration No. 232931.

Organisation

The trustees are appointed by the Finally Professed members of the Congregation during their 3 yearly Chapter. Term of Office runs from Chapter to Chapter. The trustees may be re-elected for a second term but not for longer than a third term. The Superior General is a Chairperson during her term of office. The current trustees were appointed at General Chapter meeting held in 2022 except as indicated and their names are set out in the fly sheet accompanying the report and accounts.

**Report of the Trustees
for the Year Ended 31 March 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Senior management team and pay policy for senior staff

The trustees consider the board of trustees are the senior management team as they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustees received remuneration from the charity in the year. Details of trustees' expenses and related party transactions are disclosed in the notes to the accounts.

Salaries of the senior employees are set by the Board of Trustees in line with sector pay levels and market rates.

Principal risks and uncertainties

The Charity has a formal risk management process to assess business risks and implement risk management strategies. This involves identifying the types of risks we may face, prioritising them in terms of potential impact and likelihood of occurrence, and identifying the means of mitigating each potential risk. This is reviewed regularly by the trustees and where risks are identified, appropriate mitigations are put in place.

The main operational risks that the charity faces is loss of income through low levels of resident occupancy in the care homes and poor CQC ratings.

The main financial risk is from under-performing investment funds and the need to withdraw funds from the investment portfolio to supplement shortfalls in income from other sources. We currently withdraw £50,000 each month from Quilter Cheviot for staff wages. However some months this amount and more is returned to Quilter Cheviot.

The trustees believe that maintaining reserves at current levels, combined with the annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Recruitment and appointment of trustees

Appointment of trustees is governed by the Trust Deed of the charity. The Trustees are authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee according to the Trust Deed.

The Trustees are elected every three years by the Finally Professed Sisters of the Congregation. During the preparations for the elections the Sisters are reminded of the Role and Responsibilities of a Trustee. As a Board of Trustees we follow the guidance of the Charity Commission on the Role and Responsibilities of Trustees.

Induction and training of trustees

All trustees are already familiar with the practical work of the charity. If new trustees were to be appointed, short training sessions would be undertaken to familiarise new trustees with the charity and the context within which it operates.

Plans for the Future

The Congregation plans to continue to provide residential and welfare services and pastoral care through its homes and communities. The sale or letting of other properties will be considered on the basis of the availability of members to occupy these properties and their financial viability. The maintenance programme, already started, will continue throughout the year.

The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust

Report of the Trustees
for the Year Ended 31 March 2024

TRUSTEES' RESPONSIBILITY STATEMENT

Charity law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charitable trust and of the surplus or deficit for its financial year. In doing so the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * Observe the methods and principles in the charity SORP;
- * Make judgements and estimates that are reasonable and prudent;
- * State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- * Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue to function.

The trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable trust and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 13.12.2024 and signed on its behalf by:

B Bowers
Sister B Bowers - Trustee

**Report of the Independent Auditors to the Trustees of
The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

Opinion

We have audited the financial statements of The Congregation of the Franciscan Sisters (Littlehampton) Charitable Trust (the 'charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Report of the Independent Auditors to the Trustees of
The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- * Obtaining an understanding of the legal and regulatory frameworks that the charity operates in, focusing on those laws and regulations that had a direct effect on the financial statements;
- * Enquiry of management about any instances of non-compliance with laws and regulations;
- * Enquiry of management to identify any instances of known or suspected instances of fraud;
- * Enquiry of management and those charged with governance around actual and potential litigation and claims;
- * Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias;
- * Reviewing minutes of meetings of those charged with governance; and
- * Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect noncompliance with all laws and regulations. If a breach of operational regulations is not disclosed to us or evident from relevant correspondence, an audit will not detect that breach.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Trustees of
The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Hodson & Co
Statutory Auditor
Wiston House
1 Wiston Avenue
Worthing
West Sussex
BN14 7QL

Date: 13/12/2024

**The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust**

**Statement of Financial Activities
for the Year Ended 31 March 2024**

	Notes	31.3.24 Unrestricted funds £	31.3.23 Total funds £
INCOME FROM			
Voluntary income	2	21,934	88,642
Activities in furtherance of the charity's objects	3	1,840,741	1,928,241
Investment income	4	256,266	218,827
Profit on disposal of fixed assets		682,500	8,600
Total		<u>2,801,441</u>	<u>2,244,310</u>
 EXPENDITURE ON			
Raising funds	5	46,184	42,612
Charitable activities	6		
Upkeep of Congregation		162,299	230,704
Cost of providing residential care services		2,066,229	2,110,236
Missionary work and charitable donations		18,996	13,745
Total		<u>2,293,708</u>	<u>2,397,297</u>
 Net gains/(losses) on investments		<u>681,983</u>	<u>(1,192,658)</u>
 NET INCOME/(EXPENDITURE)		<u>1,189,716</u>	<u>(1,345,645)</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		10,598,374	11,944,019
 TOTAL FUNDS CARRIED FORWARD		<u>11,788,090</u>	<u>10,598,374</u>

CONTINUING OPERATIONS

All disclosures relate only to continuing operations.

There are no recognised gains for losses other than the net income for the year.

All incoming resources and expended resources in the current and previous year, came from unrestricted funds.

The notes form part of these financial statements

The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust

Balance Sheet
31 March 2024

	Notes	31.3.24 Unrestricted funds £	31.3.23 Total funds £
FIXED ASSETS			
Tangible assets	12	2,728,223	2,937,554
Investments	13	<u>8,831,628</u>	<u>7,540,195</u>
		11,559,851	10,477,749
CURRENT ASSETS			
Debtors	14	148,396	121,205
Cash at bank		<u>181,372</u>	<u>95,856</u>
		329,768	217,061
CREDITORS			
Amounts falling due within one year	15	(101,529)	(96,436)
		<u>228,239</u>	<u>120,625</u>
NET CURRENT ASSETS			
		<u>11,788,090</u>	<u>10,598,374</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>11,788,090</u>	<u>10,598,374</u>
NET ASSETS			
		<u>11,788,090</u>	<u>10,598,374</u>
FUNDS	16		
Unrestricted funds:			
General fund		4,659,867	3,260,820
Property and Equipment Fund		2,728,223	2,937,554
Medical & Retirement provision		4,000,000	4,000,000
Formations fund		<u>400,000</u>	<u>400,000</u>
		11,788,090	10,598,374
TOTAL FUNDS		<u>11,788,090</u>	<u>10,598,374</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
13.12.2024 and were signed on its behalf by:

B Bowers
B Bowers - Trustee

The notes form part of these financial statements

The Congregation of the Franciscan
Sisters (Littlehampton)
Charitable Trust

Cash Flow Statement
for the Year Ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	(343,381)	(341,108)
Net cash used in operating activities		(343,381)	(341,108)
Cash flows from investing activities			
Purchase of tangible fixed assets		(11,851)	(23,908)
Purchase of fixed asset investments		(7,573,953)	(1,720,496)
Sale of tangible fixed assets		793,932	8,600
Sale of fixed asset investments		6,802,988	1,314,097
Cash at broker - Movement in year		-	518,552
Unrealised losses on investments		161,515	-
Dividends received		256,266	218,827
Net cash provided by investing activities		428,897	315,672
Change in cash and cash equivalents in the reporting period		85,516	(25,436)
Cash and cash equivalents at the beginning of the reporting period		95,856	121,292
Cash and cash equivalents at the end of the reporting period		181,372	95,856

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 March 2024

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM
OPERATING ACTIVITIES

	31.3.24	31.3.23
	£	£
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	1,189,716	(1,345,645)
Adjustments for:		
Depreciation charges	109,750	122,476
(Gain)/losses on investments	(681,983)	1,192,658
Profit on disposal of fixed assets	(682,500)	(8,600)
Dividends received	(256,266)	(218,827)
Increase in debtors	(27,191)	(71,810)
Increase/(decrease) in creditors	5,093	(11,360)
Net cash used in operations	<u>(343,381)</u>	<u>(341,108)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank	<u>95,856</u>	<u>85,516</u>	<u>181,372</u>
	<u>95,856</u>	<u>85,516</u>	<u>181,372</u>
Total	<u>95,856</u>	<u>85,516</u>	<u>181,372</u>

Notes to the Financial Statements
for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011.

The Congregation of the Franciscan Sisters is a charitable trust. The charity's principal address is St Joseph's Convent, East Street, Littlehampton, West Sussex, BN17 6AU. The registered charity number is 232931.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The presentation currency of these financial statements is Sterling (£). All amounts in these financial statements have been rounded to the nearest pound unless stated otherwise.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risk specific to the liability. The unwinding discount is recognised in the Statement of Financial Activities as a finance cost.

Going concern

The Trustees consider that it is appropriate to draw up the charity's accounts on a Going Concern basis because of its substantial cash resources, and investments with continuing income streams from charitable activities and its control over its costs. Its financial position is subject to regular review by the Trustees.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The most significant estimates and assumptions which affect the carrying amount of assets and liabilities in the accounts relate to:

Cost of fixed assets prior to 1997 was estimated based on depreciated current use value. The proportion of land and buildings disposed off is based on an estimate of the proportion of the total estate disposed off as there are no records identifying the original split.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES - continued

Critical accounting judgements and key sources of estimation uncertainty

Useful Economic Lives - The annual depreciation charge for property, plant and equipment is sensitive to change in the estimated useful economic lives and residual value of assets. These are reassessed annually and amended where necessary to reflect current circumstances.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

With the exceptions of prepayments and deferred income all other debtor and creditor balances are considered to be basic financial instruments under FRS 102. See note 6 for the debtor note.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income represents fees, legacies and donations and other amounts receivable.

Expenditure

All expenditure is accounted for gross, and when incurred.

Charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where such costs relate to more than one functional cost category, they have been split on either an estimate of time or floor space basis, as appropriate. It includes support costs.

Cost of generating funds represent the investment management fees charge for managing the charity's investment portfolio.

Governance costs comprise those costs associated with the meeting the constitutional and statutory requirements of the charity and are now included within support costs.

Tangible fixed assets

Freehold land and buildings

These have been included in the balance sheet at the trustees estimation of their continuing current use value as at 31st March 1997, or at cost if the expenditure was incurred after 31st March 1997.

Furniture, fittings and equipment

These have been included in the balance sheet at the trustees estimation of their continuing current use value at 31st March 1997, or at cost if the expenditure was incurred after 31st March 1997.

Motor vehicles

These have been included at cost less accumulated depreciation brought forward and depreciation in the current year.

Depreciation is provided on all tangible fixed assets other than freehold land so as to write them off over their anticipated useful lives on a straight line basis:

Freehold property		2% per annum
Furniture, fittings & equipment	Solar panels	Over 20 years
	Other	25% per annum
Motor vehicles		25% per annum

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Investments

Investments are included at their market value at the balance sheet date. Unrealised gains and losses on investments are reported in the Statement of Financial Activities under the separate heading of Net losses/gains on investment assets.

Taxation

The trust is a registered charity and is not subject to corporation tax on its current activities.

Fund accounting

Designated funds comprise amounts which has been set aside at the discretion of the trustees for specific purposes. The purpose and use of the designated unrestricted fund is set out in the notes.

Accumulated funds comprise general funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Exchange differences are taken into account in arriving at operating profit.

2. VOLUNTARY INCOME

	31.3.24	31.3.23
	£	£
Donations & legacies	<u>21,934</u>	<u>88,642</u>

3. ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	31.3.24	31.3.23
	£	£
Fees and charges for residential and care services	1,673,198	1,791,088
Sisters' salaries and pensions	139,061	116,402
Sundry income	<u>28,482</u>	<u>20,751</u>
	<u>1,840,741</u>	<u>1,928,241</u>

4. INVESTMENT INCOME

	31.3.24	31.3.23
	£	£
Investment income	<u>256,266</u>	<u>218,827</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

5. RAISING FUNDS

Other trading activities

	31.3.24	31.3.23
	£	£
Foreign exchange gain/loss	1,721	(980)
Investment charges	<u>44,463</u>	<u>43,592</u>
	<u>46,184</u>	<u>42,612</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Upkeep of Congregation	127,876	34,423	162,299
Cost of providing residential care services	1,610,716	455,513	2,066,229
Missionary work and charitable donations	<u>18,996</u>	<u>-</u>	<u>18,996</u>
	<u>1,757,588</u>	<u>489,936</u>	<u>2,247,524</u>

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Upkeep of Congregation	34,423	-	34,423
Cost of providing residential care services	<u>448,513</u>	<u>7,000</u>	<u>455,513</u>
	<u>482,936</u>	<u>7,000</u>	<u>489,936</u>

8. AUDITORS' REMUNERATION

	31.3.24	31.3.23
	£	£
Fees payable to the charity's auditors for the audit of the charity's financial statements	<u>7,000</u>	<u>7,000</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

The trustees who are also the senior management team received no remuneration during the year.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

9. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

The trustees were reimbursed for reasonable travel costs incurred in the performance of their duties.

10. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	<u>1,278,051</u>	<u>1,246,125</u>
	<u>1,278,051</u>	<u>1,246,125</u>

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Care home staff	<u>80</u>	<u>75</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME FROM	
Voluntary income	88,642
Activities in furtherance of the charity's objects	1,928,241
Investment income	218,827
Profit on disposal of fixed assets	<u>8,600</u>
Total	<u>2,244,310</u>
EXPENDITURE ON	
Raising funds	42,612
Charitable activities	
Upkeep of Congregation	230,704
Cost of providing residential care services	2,110,236
Missionary work and charitable donations	<u>13,745</u>
Total	<u>2,397,297</u>
Net gains/(losses) on investments	<u>(1,192,658)</u>
NET INCOME/(EXPENDITURE)	(1,345,645)
RECONCILIATION OF FUNDS	
Total funds brought forward	11,944,019

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £
TOTAL FUNDS CARRIED FORWARD	10,598,374

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures, fittings & equipment £	Motor vehicles £	Totals £
COST				
At 1 April 2023	3,963,087	1,237,566	250,142	5,450,795
Additions	-	3,852	7,999	11,851
Disposals	(199,699)	-	-	(199,699)
At 31 March 2024	<u>3,763,388</u>	<u>1,241,418</u>	<u>258,141</u>	<u>5,262,947</u>
DEPRECIATION				
At 1 April 2023	1,223,441	1,073,658	216,142	2,513,241
Charge for year	62,188	33,729	13,833	109,750
Eliminated on disposal	(88,267)	-	-	(88,267)
At 31 March 2024	<u>1,197,362</u>	<u>1,107,387</u>	<u>229,975</u>	<u>2,534,724</u>
NET BOOK VALUE				
At 31 March 2024	<u>2,566,026</u>	<u>134,031</u>	<u>28,166</u>	<u>2,728,223</u>
At 31 March 2023	<u>2,739,646</u>	<u>163,908</u>	<u>34,000</u>	<u>2,937,554</u>

13. FIXED ASSET INVESTMENTS

	Listed investments £	Cash at brokers £	Totals £
MARKET VALUE			
At 1 April 2023	7,184,356	355,839	7,540,195
Additions	7,573,953	-	7,573,953
Disposals	(6,111,951)	(9,054)	(6,121,005)
Revaluations	(161,515)	-	(161,515)
At 31 March 2024	<u>8,484,843</u>	<u>346,785</u>	<u>8,831,628</u>
NET BOOK VALUE			
At 31 March 2024	<u>8,484,843</u>	<u>346,785</u>	<u>8,831,628</u>
At 31 March 2023	<u>7,184,356</u>	<u>355,839</u>	<u>7,540,195</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

13. FIXED ASSET INVESTMENTS - continued

	2024	2023
	£	£
Analysis of listed investments		
UK	3,766,439	3,389,813
Overseas	4,718,404	3,794,543
	<u>8,484,843</u>	<u>7,184,356</u>
Historic cost	<u>8,415,096</u>	<u>6,970,530</u>

All investments are held primarily to provide an investment return for the charity.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Debtors & prepayments	<u>148,396</u>	<u>121,205</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	<u>101,529</u>	<u>96,436</u>

16. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	3,260,820	1,189,716	209,331	4,659,867
Property and Equipment Fund	2,937,554	-	(209,331)	2,728,223
Medical & Retirement provision	4,000,000	-	-	4,000,000
Formations fund	400,000	-	-	400,000
	<u>10,598,374</u>	<u>1,189,716</u>	<u>-</u>	<u>11,788,090</u>
TOTAL FUNDS	<u>10,598,374</u>	<u>1,189,716</u>	<u>-</u>	<u>11,788,090</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	2,801,441	(2,293,708)	681,983	1,189,716
	<u>2,801,441</u>	<u>(2,293,708)</u>	<u>681,983</u>	<u>1,189,716</u>
TOTAL FUNDS	<u>2,801,441</u>	<u>(2,293,708)</u>	<u>681,983</u>	<u>1,189,716</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	4,507,897	(1,345,645)	98,568	3,260,820
Property and Equipment Fund	3,036,122	-	(98,568)	2,937,554
Medical & Retirement provision	4,000,000	-	-	4,000,000
Formations fund	400,000	-	-	400,000
	<u>11,944,019</u>	<u>(1,345,645)</u>	<u>-</u>	<u>10,598,374</u>
TOTAL FUNDS	<u>11,944,019</u>	<u>(1,345,645)</u>	<u>-</u>	<u>10,598,374</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	2,244,310	(2,397,297)	(1,192,658)	(1,345,645)
	<u>2,244,310</u>	<u>(2,397,297)</u>	<u>(1,192,658)</u>	<u>(1,345,645)</u>
TOTAL FUNDS	<u>2,244,310</u>	<u>(2,397,297)</u>	<u>(1,192,658)</u>	<u>(1,345,645)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	4,507,897	(155,929)	307,899	4,659,867
Property and Equipment Fund	3,036,122	-	(307,899)	2,728,223
Medical & Retirement provision	4,000,000	-	-	4,000,000
Formations fund	400,000	-	-	400,000
	<u>11,944,019</u>	<u>(155,929)</u>	<u>-</u>	<u>11,788,090</u>
TOTAL FUNDS	<u>11,944,019</u>	<u>(155,929)</u>	<u>-</u>	<u>11,788,090</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	5,045,751	(4,691,005)	(510,675)	(155,929)
TOTAL FUNDS	<u>5,045,751</u>	<u>(4,691,005)</u>	<u>(510,675)</u>	<u>(155,929)</u>

17. RELATED PARTY DISCLOSURES

As a religious community any income received by the members is received into the charity, including salaries and pensions. The charity provides housing and subsistence to its members including trustees. Each member receives an income for their office together with living accommodation, living expenses and reimbursement of costs. This expenditure is shown under 'support costs'.

At the balance sheet date the amount due to/from The Religious Community was £Nil (2023 - £Nil).