

THE CONGREGATION OF THE LITTLE SISTERS OF THE POOR - ENGLISH PROVINCE

England & Wales · Charity number 234434

Details

Other names THE LITTLE SISTER OF THE POOR

Status Registered

Legal form Trust

Registered 1964-05-13

Register [View on the Charity Commission register](#)

Contact

Address St. Peters Residence
2a Meadow Road
South Lambeth
London
SW8 1QH

Phone 02077350788

Email ap.lond@lsplondon.co.uk

Website <https://www.littlesistersofthepoor.co.uk/>

Activities

Objects: CARE OF AGED POOR OF BOTH SEXES IN ACCORDANCE WITH THE CONSTITUTION OF THE CONGREGATION

Activities: CARE OF AGED POOR OF BOTH SEXES IN ACCORDANCE WITH THE CONSTITUTION OF THE CONGREGATION.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Religious Activities
- **Who:** Elderly/old People

Geography

- France
- Birmingham City
- Bristol City
- Hackney
- Lambeth
- Lancashire
- Leeds City
- Manchester City
- Newcastle Upon Tyne City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£21,660,000	£19,945,000	£47,994,000	503
2023-12-31	£20,426,100	£23,448,255	£46,278,660	624
2022-12-31	£19,963,755	£19,607,679	£49,300,815	557
2021-12-31	£15,396,495	£17,147,426	£48,944,739	568
2020-12-31	£15,549,831	£16,613,502	£50,695,670	532

Trustees

Name	Role	Appointed
The Congregation of the Little Sisters of the Poor Trustee Company		2013-10-03

Accounts

**The Congregation
of the Little
Sisters
of the Poor
English Province**

Annual Report and Accounts

31 December 2024

Charity Registration Number
234434

Contents

Reports

Reference and administrative information	1
Trustees' report	3
Independent auditor's report	23

Accounts

Statement of financial activities	28
Balance sheet	29
Statement of cash flows	30
Principal accounting policies	31
Notes to the accounts	36

Reference and administrative information

Trustee	The Trustee of the charity is The Congregation of the Little Sisters of the Poor Trustee Company Limited, a limited liability company (Company Registration Number 867949). The trustees of the corporate trustee during the year were: Julia Culliton Margaret Ashton Deirdre McCormack Kathleen Taylor Christina Moore
Provincial Superior	Julia Culliton
Provincial Bursar	Christina Moore
Principal office	St Peter's Home 2a Meadow Road South Lambeth London SW8 1QH
Telephone	020 7735 0788
Fax	020 7582 0973
Charity registration number	234434
Auditors	Buzzacott Audit LLP 130 Wood Street London EC2V 6DL
Principal bankers	Royal Bank of Scotland plc 62/63 Threadneedle Street London EC2R 8LA

Reference and administrative information

Principal solicitors

Hunters

Incorporating Vernor-Miles & Noble
9 New Square
Lincoln's Inn
London
WC1A 2QN

Brodies

110 Queen Street
Glasgow G1 3BX

The directors of the corporate trustee (hereafter referred to as the trustees) present their statutory report together with the accounts of The Congregation of the Little Sisters of the Poor English Province (the "charity") for the year ended 31 December 2024. The charity is also known as, and referred throughout this document as "Little Sisters of the Poor"

The accounts have been prepared in accordance with the accounting policies set out on pages 31 to 35 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102).

INTRODUCTION

The Congregation of the Little Sisters of the Poor (the "Congregation") is an international Roman Catholic religious congregation with 1,584 Little Sisters worldwide, including 16 novices and 13 young women in formation at 31 December 2024. During the year 58 Little Sisters died. There are 1,200 Jeanne Jugan Associates. The Congregation was founded in Brittany, France by Jeanne Jugan, who took into her home a poor, blind elderly lady and gave up her own bed. From this gesture the Congregation spread throughout the world. The Generalate of the Congregation is located in Brittany, France and the Congregation is divided into 15 Provinces across the world.

The accounts accompanying this report are the accounts of the charitable trust on which the assets of the Congregation in England are held.

MISSION

The object of the English Province of the Little Sisters of the Poor, as set out in its governing document, is the spiritual welfare of its members and hospitality towards the elderly poor.

The English Province of the Congregation of the Little Sisters of the Poor aims to support the religious and other charitable works carried on by the members of the Congregation and to care for those members throughout their lives with the Congregation. These ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the two main areas: caring for members of the Congregation; and the ownership and operation of care Homes for the elderly.

When setting the objectives and planning the work of the charity for the year, and when encouraging the work of individual Sisters, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Congregation proposes to its members the following of Jesus Christ through the profession of the evangelical counsels, in order to show forth – according to the words and teaching of Our Lord – the Kingdom of heaven as a luminous sign. (*Constitutions of the Congregation*).

MISSION (continued)

The particular mission of the Congregation of the Little Sisters of the Poor is the apostolate to the elderly poor, in fidelity to the charismatic inspiration of Jeanne Jugan. By the vow of hospitality the Sisters promise God to consecrate themselves to the service of the elderly poor, according to the apostolic purpose of the Congregation and according to its Constitutions. The object of the vow is to practise the corporal works of mercy, in view of the salvation of souls and to spare no effort to attain this end. Each one in the community brings her collaboration to the common tasks. (*Constitutions of the Congregation*).

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES

Activities and specific objectives

The works or ministries of the Sisters of the Congregation fall into the following main areas:

◆ ***Worship and prayer***

Members of the Congregation are given the opportunity for private worship and to continue to develop their knowledge and trust in Jesus and the Church through quiet prayer, study of the Gospel and spiritual development. In addition, members of the Congregation celebrate and pray with the wider community including people of all faiths and none. They do this through the celebration of the Liturgy, and church services.

◆ ***Social and pastoral work***

The sole apostolate of the Congregation is the care of the elderly poor, of all nationalities and beliefs, in Homes providing residential and nursing care. Its social and pastoral work is extended to the elderly of the neighbourhood who are welcomed to the Home on a daily basis and who often participate in the Luncheon Clubs run by the Homes.

◆ ***Operation of residential and care establishments***

During the year the sisters provided care and assistance to the elderly at 6 establishments in England, owned and operated by the charity, in Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. All Homes provide high quality care for members of the general public and those members of the Congregation in need of care in their later years.

The Home in Leeds closed during the year, and the planned closure of the Bristol Home was announced following the year end.

◆ ***Overseas missionary work***

The charity also occasionally helps support Sisters working in healthcare and social and pastoral fields in the Homes of the Congregation in poorer countries, thereby helping some of the world's poorest and most disadvantaged people.

The Congregation of the Little Sisters of the Poor English Province aims to support the religious and other charitable ministries carried out by the sisters of the Congregation. In the main these ministries centre around the provision of hospitality, residential and nursing care to the aged poor of both sexes.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

To this end the charity operated 6 nursing and residential care homes during the year situated in Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. The Home in Leeds closed during the year, and the planned closure of the Bristol Home was announced following the year end.

Within this work, the charity is also responsible for caring for members of the Congregation.

Care Homes

The philosophy of care is:

- ◆ to uphold, in conformity with Christian values and the teachings of the Catholic Church, the sacredness of human life in all its stages;
- ◆ to respond to the desires and aspirations of the elderly residents and, in particular, recognising:
 - ◇ their dignity, their desire to be respected, esteemed and loved, and the longing to feel useful;
 - ◇ their apprehension of solitude, together with the wish for a certain independence and privacy;
 - ◇ the need for security, in health as in sickness, until death;
- ◆ to respect human dignity which does not consist in being able to choose the time of one's death, but in being aware of the fact that one's basic right is the right of respect for life;
- ◆ rejection of all passive and active practices of euthanasia.

The tangible fixed assets of the charity are necessary for the work that is done by the Sisters. However, the running costs of the homes are not compensated by the income that is generated through subsidies from Local Authorities. Without the fund-raising activities and daily collections that are made by the Sisters, the Homes would cease to function. The Sisters rely on the help of benefactors and this has been so from the earliest beginnings.

Details of the Homes are given in the table overleaf. Each Home includes lounges, a library, a Chapel, a shop for use by residents, a hairdressing facility, an arts and crafts complex, a medical suite, a concert hall for residents' entertainment and day facilities for the elderly of the locality.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Care Homes (continued)

Name of Home	Address	Number of rooms	Additional facilities
St Joseph's Care Home with Nursing †	66 Cotham Hill Bristol BS6 6JT	40 en-suite with ancillary services	
Mount St Joseph's Care Home and Independent Living Complex ‡	Shire Oak Road Headingley Leeds LS6 2DE	45 en-suite with ancillary services	23 Independent living apartments
St Anne's Care Home and Independent Living Complex	Manor Road Stoke Newington London N16 5BL	32 en-suite with ancillary services	19 Independent living apartments
St Peter's Care Home and Independent Living Complex	Meadow Road South Lambeth London SW8 1QH	56 en-suite with ancillary services	20 Independent living apartments
St Joseph's Care Home	52 Plymouth Grove West Manchester M13 0AR	45 en-suite with ancillary services	5 Independent living apartments
St Joseph's Care Home	Westmoreland Road Newcastle-upon-Tyne NE4 7QA	58 en-suite with ancillary services	

† Planned closure announced following year end.

‡ Closed temporarily since 24 June 2024. Rebuilding plan in progress.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Caring for members of the Congregation

In common with many religious Congregations in England, the age profile of the members of the Congregation is increasing as existing members grow older and the number of new vocations becomes minimal. The age profile of the Congregation in England as at 31 December 2024 is shown below:

Age range	Number of Sisters
30 to 39 years	1
40 to 49 years	6
50 to 59 years	4
60 to 69 years	6
70 to 79 years	17
80 to 89 years	21
90 to 99 years	1
100 years and over	1

The Congregation has an obligation, both moral and legal, to provide care for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly poor and marginalized in society. As the age profile of the Congregation increases, so too does the need to provide increasing and increasingly expensive care to the Sisters. As the Sisters become elderly and in need of care they are cared for in the Community to which they are assigned.

As a consequence, the trustees are giving careful consideration to the impact of this on the work of individual members of the Congregation, the property requirements of the Congregation and the financial implications. In this regard, the aims of the trustees over the forthcoming years include:

- ◆ ensuring all members of the Congregation receive the high level of care they require;
- ◆ reviewing the charity's properties to provide adequate space to enable the elderly Sisters to be cared for; and
- ◆ enabling all members of the Congregation to continue with their individual ministries for as long as possible.

Associates

The Association Jeanne Jugan, approved by the Church on 5 September 1998, offers to lay men and women the opportunity of sharing in the spiritual riches of the Little Sisters of the Poor, of participating in their apostolic mission of hospitality to the needy elderly and of helping to spread the charisma of Jeanne Jugan in the milieus where they live and work. They perform various tasks within the Home wherever needed.

There are presently 110 members in the Province, including 57 in England.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Volunteers

Throughout the year, volunteers give their time to assist the elderly in the Care Homes. They receive no financial reward for this work which contributes to the overall achievement of the charity's objectives. In addition, members are involved in administering the work of the Congregation and the charity. Without their contribution the charity would not be able to function as effectively or as fully as it does. Details of the areas in which members gave their time are shown in the table below:

	No. Associates	Volunteers
Bristol	7	6
Leeds	14	14
London St Anne's	5	8
London St Peter's	18	34
Manchester	8	14
Newcastle	6	25

All involved in one or more of the following tasks:

- ◆ Reception
- ◆ Assisting residents
- ◆ Driving
- ◆ Administration
- ◆ Animation
- ◆ Library
- ◆ Catering
- ◆ Spiritual
- ◆ Maintenance
- ◆ Meal service and serving teas
- ◆ Shop
- ◆ Garden
- ◆ Fundraising
- ◆ Visiting residents
- ◆ Music
- ◆ Arts & crafts
- ◆ Christmas fayres

Protection of Children and Vulnerable Adults

Along with all other organizations who serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. This means that all Sisters who are in any kind of ministry in England have to obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to implementing all policies and procedures of Catholic Standards Safeguarding Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). The Little Sisters of the Poor are a Registered Body with the DBS and have a registered lead signatory and ten counter-signatories.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Grants, donations and other payments in support of missionary work and ministry

The Congregation may make modest donations in exceptional cases and with authorisation from the Superior General or the Superior Provincial, as the case requires. The charity supports the work of the Congregation in Africa, the funds being raised by the sale of goods made by residents in the arts and crafts department of the Homes.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. As noted above, it applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that donors' and supporters' communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2024, the charity received no complaints about its fundraising activities.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

Throughout the year Sisters continued to up-date their professional skills. Some Sisters are currently being trained in Leadership and Management Awards, National Certificate of Further Education in: Quality and Diversity, Principles of End of Life Care and Principles of Dementia, Safeguarding. Others courses that are on-going are: Health & Safety, Certificate in the Safe Handling of Medicines, Food Safety in Catering, Safeguarding, Mental Capacity Act, Staff management, Gold Standards Framework, Fire Safety, Emergency First Aid, Non-violent communication.

Care Homes

The trustees are aware of the importance of the care of the elderly in every aspect and, in particular, of the mission and ethos of the Little Sisters of the Poor in their care of elderly people. The Homes are supported on a national level by qualified personnel and consultancy services. The Care Home Advisor, David Colborn MA, BSc, RGN, Dip. Nurs., Certd. Ed. visits the Homes on a regular basis. David updates the Care Managers on issues surrounding the care of the residents and reviews the policies three yearly. He does training sessions for the staff on various topics concerning the care of the residents.

Claudia Pineda is the Moving and Handling Co-ordinator, training staff in the correct procedures in this area. She keeps up to date on new developments in this area on an annual basis. There are also Moving and Handling facilitators at each Home. Claudia also oversees the Care training session, induction and on-going training, using Skills for Care, and as part of the induction supports Carers in obtaining the Care Certificate.

Alison Mayer, BSc, RGN is the Group Clinical Lead. She mentors and supports the Clinical Leads in their work, auditing it for accuracy and quality of care.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

Greg Mitern, BSc, RNMH, a certified GDPR Practitioner, is the Data Protection Officer, Caldicott Guardian and Health and Safety advisor. He has done various studies related to occupational safety and health management, conducting root cause analysis, fire risk assessment, cybersecurity and data protection. He carries out regular risk assessments and training in the homes.

The trustees are also aware of the importance of ensuring that the Homes are financially viable. David West is the Group Purchasing Manager who negotiates and reviews contracts, to obtain the best deals in every aspect of purchasing. David is in constant contact with the Managers of the Homes, advising and negotiating discounts with suppliers before placing orders. He is a valuable consultant with his vast years of experience working for the Province.

Because of the number of employees involved in each Home and the complexity of employment law, the Sisters have contracted the services of Peninsula Business Services. An advice line is available 24 hours a day 365 days a year. Contracts of Employment and related documents are in line with current legislation and have been drawn up with the support of the Peninsula Business Services, and material is up-dated as necessary. Training sessions are a part of the package and these are attended by Management and Personnel Officers on a regular basis.

Janet Melbourne, CIPD, the Group HR Lead, is sub-contracted to oversee the management of the local HR team in the Homes and to advise as necessary.

The Homes of the Little Sisters of the Poor are supported by local training centres for the training of staff to required levels. distant learning courses also provide the necessary continuous update of knowledge and skills related to care of the elderly.

The Sisters have participated in the safeguarding training organised by the Religious Life Safeguarding Service.

The Homes seem to be returning to normal function after the worldwide pandemic of COVID. A few cases are still being reported, none of them too severe, and all residents so far have not been seriously affected. This has limited impact on the day to day functioning of the home.

Due to the difficulty to recruit staff locally and fill the master rota, we have offered sponsorship to nurses, carers, and chefs from Sri Lanka. This has allowed us to decrease our dependence on agency staff as well as lowered the overall cost of staffing and improved the continuity of care for the residents providing greater stability. The Motherhouse has supported the Province where shortfalls have occurred.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Bristol

St Joseph's, Bristol, is registered to provide accommodation and personal care for 40 elderly people of modest income who are 65 and over. Within this they can provide support for up to six people who also require nursing care. There are 40 individual, en-suite rooms, with showers.

During the past year, several repairs were carried out including the replacement of hot water heaters, installation of a new remote system for the walk in freezer, repairs of a water leak in the basement and leaks in the roof and the replacement of 2 windows. Screens and sounders were added to the call bell system to make it more effective.

A recent fire survey revealed that there are extensive works to be done in order to conform with current regulations. With this in mind, together with the decreasing number of vocations and rising age of the Little Sisters, the decision was taken to close the home. This was announced on the 28th April 2025.

Mount St Joseph's Care Home with Nursing, Headingley, Leeds

Mount St Joseph's provided care for 45 elderly people of modest income. There were also 23 Independent-Living Apartments.

Work on the roofs in 2023 led to the discovery of RAAC, which, after two surveys by RAAC specialists, was found to be present in 95% of the roofing. This ultimately led to the decision to demolish the building. Support girders were installed to all time for all the residents to relocate either locally to other care homes and residential flats or to another one of our homes in England or Scotland. The last resident left on the 24 June 2024. Shortly thereafter, the community was dispersed and the Little Sisters are now serving in other homes.

There is a project to build a 25 apartment Extra Care facility on the site of the Home with the hopes of working in collaboration with Catholic Care as the care providers. The project is in the planning phase and planning permission should go in soon. A portion of the land is to be sold to help fund the project.

Two Little Sisters from the community in Manchester come to Leeds to raise funds for the new home. While they are in Leeds they stay in St Monica's, a building on the property of Hinsley Hall that the Bishop has rented to the Little Sisters for a period of 5 years.

St Anne's Care Home with Nursing, Stoke Newington, London

St Anne's provides care for 32 elderly people of modest income and was opened, after re-construction, in October 2008. There are also 19 Independent Living Apartments.

During the past year, the replacement of the two boilers was completed.

Capital projects include the replacement of the Building Management System.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Peter's Care Home, South Lambeth, London

St Peter's is a Care Home with nursing, registered for 56 places for elderly people with modest income who are 65 and over. There are also 20 independent-living apartments for elderly people with modest income who are capable of living independently.

Plans had been made to refurbish the residents' rooms with showers in their ensembles, but this project remains on hold as a result of global economic conditions. In the interim, works are being carried out to redecorate the common areas, corridors and individual residents' rooms including new flooring.

Capital projects include continued refurbishment of common areas, in particular renewing the remaining flooring on the ground floor corridor and the carpet in the chapel, as well as works to be done to comply with new fire standards.

St Joseph's Care Home with Nursing, Manchester

St Joseph's, Manchester, is registered for 46 places. Staff and volunteers ensure that the standard of care given is high and this is confirmed by recent Inspection reports. Every effort is made to ensure that residents' needs are met, their dignity maintained and their well-being assured. The newly refurbished Home is greatly appreciated by Residents, and their families. The Home received an overall rating of outstanding on their latest CQC Inspection.

During the year, some of the flooring needed to be replaced in various areas of the home, doors were renewed and new beds purchased. Also, the three visitors' rooms were refurbished.

Capital projects include the refurbishment of the kitchen, first floor kitchenette and roof garden.

St Joseph's Care Home with Nursing, Newcastle

St Joseph's, Newcastle, underwent a huge refurbishment programme in the 1990s and the Home is well maintained as are the extensive gardens that surround it. It provides places for 57 elderly residents of modest income. Staff are devoted and most of them have been in employment at the Home for many years.

This year all three lifts were refurbished. The carpets in the corridor, dining rooms and kitchenettes of the three resident units were replaced with vinyl flooring. Rewiring works were carried out on Lourdes unit. The activity room was also refurbished. Three visitors rooms were converted into independent living apartments to accommodate residents from our home in Leeds who wished to remain with the Little Sisters.

Capital projects include replacement of two gas flues in the boiler house, cutting dead-end pipes throughout the house to prevent legionella, and re-wiring the chapel and lobby area.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

The following table summarises some of the important statistics regarding the Homes as at 31 December 2024:

	Occupancy %	Residents in Care	Occupancy Independent Living %	Residents in Independent-Living	Residents deaths in the year	Staff full time	Staff part time
St Joseph's Bristol	92.5%	37	N/A	N/A	10	33	30
Mount St Joseph's Leeds	N/A	N/A	N/A	N/A	3	1	0
St Anne's, Stoke Newington, London	96.8%	31	94.74%	18	6	37	26
St Peter's London	92.86%	52	100%	20	10	62	45
St Joseph's Manchester	95.56%	43	100%	5	8	14	50
St Joseph's Newcastle upon Tyne	89.29%	50	100%	3	14	37	65

FINANCIAL REPORT FOR THE YEAR

Results for the year

A summary of the results for the year can be found on page 27 of the attached accounts.

Income has increased by £1,234,000 compared to the previous year and amounts to £21,660,000 (2023 – £20,426,000). This increase is due in part to the surplus on the sale of the Birmingham Home of £2,264,000.

Total income from the provision of residential and care services decreased by £1,584,000. The income generated is insufficient to keep pace with rising costs. The charity remains very dependent on voluntary income – both general donations and legacies.

The trustees continue to be extremely grateful to all those who provide financial assistance to the charity, thus enabling it to continue its invaluable work.

Expenditure increased by £3,503,000 compared to the previous year and amounts to £19,945,000 (2023 – £23,348,000). This decrease is due in part to the impairment charge and other costs relating to the planned demolition of the Leeds Home in the prior year, which totalled £1,767,000.

FINANCIAL REPORT FOR THE YEAR (continued)

Results for the year (continued)

The trustees keep a tight control over costs but expect that costs will continue to rise as the homes have to meet the increasing requirements of legislation affecting the care sector. The majority of the charity's expenditure represents the operating costs of the Congregation's care homes and a significant proportion of this relates to staff costs which have risen by rates higher than inflation over the past few years reflecting, in particular, the national shortage of qualified nursing and care staff. Fundraising and administration costs are well controlled and represent only a small proportion of total expenditure.

Reserves policy

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to between 3 and 6 months' expenditure. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

Investment policy

The Congregation does not hold investments and accepts neither revenues nor other forms of guaranty in perpetuity. The work is entrusted to Providence, which has manifested itself in such a remarkable way since the beginning of the Congregation.

Financial position

The balance sheet shows total funds of £47,994,000. Of this, £42,277,000 is designated as the tangible fixed assets fund. This represents the net book value of the charity's tangible fixed assets used to support the work of the sisters. A further £27,000 represents restricted monies received for specific purposes.

Free reserves, therefore, are those shown on the balance sheet as general funds and at 31 December 2024 stood at £5,690,000. This is consistent with the amount required by the charity's reserves policy set out above and, the trustees are confident that continued support through donations and legacies as well as support from other parts of the international Congregation will enable the charity to continue to operate and remain a going concern.

The charity's assets

Acquisitions and disposals of tangible fixed assets during the year are recorded in the notes to the accounts.

PLANS FOR FUTURE PERIODS

Following the closure of the Leeds home, as described in page 11, there is a project to build a 25 apartment Extra Care facility on the site of the Home with the hopes of working in collaboration with Catholic Care as the care providers. The project is in the planning phase and planning permission should go in soon. A portion of the land is to be sold to help fund the project.

PLANS FOR FUTURE PERIODS (continued)

Following the year end, the trustees made the difficult decision to close the Bristol home. This closure is anticipated to take place within the next 12 months of the signing of the financial statements.

Notwithstanding the above, the trustees do not anticipate any significant change to the charity or its activities over the next two to five years. It is their intention to continue to meet the following objectives:

- ◆ To continue to care for the Sisters and enable them to carry out their work in the care of the elderly.
- ◆ To continue to operate ten care Homes for the elderly and in particular:
 - ◇ to provide the highest possible quality of care for the residents in a dignified and friendly environment;
 - ◇ to achieve average occupancy rates in excess of 95%;
 - ◇ to meet the requirements laid down by the Care Standards Act 2000 and attain high success rates in inspections carried out by the Care Quality Commission;
 - ◇ to continue a programme of maintaining the Homes to a high standard;
 - ◇ to continue to employ high quality staff and ensure that they are given appropriate and relevant training;
 - ◇ to attain a high awareness of Health & Safety issues, training staff and volunteers in their important role in this field.
 - ◇ to monitor the needs of the Sisters as they grow older and, if necessary, adapt the charity's plans in respect of property needs and the provision of care to elderly members.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council in Brittany, France. They are elected every six years at a General Chapter consisting of a meeting of representatives of all provinces of the Congregation. The English Province is governed by the Provincial who is named by the Superior General with the deliberative vote of her Council. Members of the Provincial Council are named by the Superior General with the consultation of her Council. Each community in the English Province is governed by a local superior, who is appointed by the Superior General with the deliberative vote of her Council. The Provincial is required to make a Canonical Visitation in each community at least every eighteen months, with shorter visits throughout the year. There is a system of accountability operational throughout the Province to ensure that the Provincial Superior and her Councillors are aware of the progress and development of the ministries carried out by the Sisters of the Province. A visit by the Superior General is made to the English Province during her term of office.

In terms of Civil law, the charity is governed by a trust deed dated 5 May 1964 and is a registered charity – Charity Registration No. 234434. The trustees of the charity are the three members of the Provincial Council and two other members who are one local Superior and the Provincial Secretary who has been a trustee over the years. As all trustees are members of the Congregation they have a detailed knowledge of the work of the charity and of its structure.

As all trustees are members of the Congregation of the Little Sisters of the Poor Trustee Company Limited their living and personal costs are borne by the charity. However, they receive no remuneration or expenses for their services as trustees.

The names of the trustees who served during the year are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details on each of the trustees is given below.

Sister Anthony Francis (Julia Culliton)

Sister Julia Culliton, joined the Congregation in 1973. She is now currently the Provincial Superior of the Dublin-London Province. Since entering the Congregation she trained as a nurse at St James's Hospital, Leeds. She has also held the post of deputy Manager and Manager in several Homes in France, during which time she obtained a Degree in Gerontology and a Masters in Management.

Sister Deirdre Mary Francis (Deirdre McCormack)

Sister Deirdre joined the Congregation in 1992, having previously qualified as an RGN at Addenbrooke's Hospital, Cambridge. She also obtained the Orthopaedic Nursing Certificate at the Royal National Orthopaedic Hospital, Stanmore, Middlesex. She also has obtained NVQ Level 4 in Management and Leadership. Since entering the Congregation she has served as Unit Manager in the Homes of the Little Sisters in Dundee, Lyon, Dijon and Paris, and as Deputy Manager and Registered Manager in Newcastle, Preston, Manchester and London and is currently serving as Assistant Provincial and Registered Manager at St Peter's, London.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Sister Mary Christine of the Cross (Christina M. Moore)

Sister Mary Christine joined the Congregation in 2006, having previously qualified as RN at William Rainey Harper College in the USA. She worked as a unit manager in our homes in the USA, France and Italy as well as Clinical Lead in Lyon, France, and Latham, USA. She obtained her baccalaureate in religious sciences from the Pontifical University of St Thomas Aquinas in Rome in 2020. She arrived in England in July 2022 and served at St Peter's Residence for 9 months after which she joined the Provincial Council. As Company Secretary, she has overall responsibility for the finances of the charity.

Sister Kathleen of Jesus (Kathleen Taylor)

Sister Kathleen Taylor, joined the Congregation in 1968. She is currently Care Home Manager at Mount St Joseph's, Leeds. Since entering the Congregation she trained as a nurse and has held the post of deputy Manager in several Homes in France as well as Provincial in both France and Ireland. In July 2024, Sister Kathleen resigned from her role as trustee because she was being transferred to France.

Sister Mary Chantal (Margaret Ashton)

Sister Mary Chantal joined the Congregation in 1961. She has received training in book-keeping and accountancy and is currently secretary to the Provincial Council. Since joining the Congregation she has served as fund-raiser in St Joseph's, London, and formed part of the formation team in both the Novitiate in France, and the Juniorate House in Leeds. Previously she obtained a City & Guilds level 4 in Care, and received the Certificate of Unit Credit towards competence in training and development as an NVQ assessor and internal verifier.

Statement of trustees' responsibilities

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial 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. In preparing these accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Statement of trustees' responsibilities (continued)

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2016 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.

Structure and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions.

When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, managers, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff.

The English Province (now known as the Province of Dublin-London) comprises 110 Sisters who live as part of 10 communities. Two of the community houses are situated in London, one in the South West, one in the North West and one in the North East, two in Scotland and three in Ireland. The community in Yorkshire is temporary closed due to structural issues in the building, but plans are underway to rebuild. These accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England. The accounts do not include the activities and assets of the Congregation in Scotland, Ireland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

The community houses are located in those areas of towns and cities where it is believed that the Sisters can provide the most help to the poor and marginalised. Often these areas are socially deprived areas desperately in need of the care and pastoral work carried out by the Sisters. As stated above, each community has a local superior appointed by the Superior General. The local superior is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the trustees. All local superiors meet together once or twice a year with the trustees to discuss developments and future plans and strategy.

The day-to-day responsibility for the Homes is in the hands of the Registered Care Manager, who is the Mother Superior at each location. They liaise regularly with the Provincial Superior concerning the running and maintenance of the Home. They are supported and aided by a Local Council of two, or three, members who are named by the Superior General with the consent of her Council and a lay deputy manager.

St Joseph's, Bristol

Registered Manager: Sister Jacintha Medikonda was the Registered Manager with 22 years of experience of caring for the elderly in a care home environment. Sister Jacintha Medikonda resigned in September 2024, and Alison Mayer, Group Clinical Lead, is currently serving as interim Manager until a new superior is named.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting (continued)

Mount St Joseph's, Leeds

The Home is closed due to structural problems, so no Manager is in place for the moment. Planning permission is being obtained to start reconstruction.

London – St Peter's, South Lambeth

Registered Manager: Sister Deirdre McCormack is a Registered Nurse who has over twenty years' experience of caring for the elderly in a care home environment.

London – St Anne's, Stoke Newington

Registered Manager: Sister Caroline Kissane is a Registered Nurse who has over thirty years' experience of caring for the elderly in a care home environment.

St Joseph's, Manchester

Registered Manager: Sister Catherine McGuire has over forty years' experience caring for the elderly in a care home environment.

St Joseph's, Newcastle Upon Tyne

Registered Manager: Sister Kathleen Kiernan is a Registered Nurse who has over thirty years' experience of nursing and caring for the elderly in a care home environment.

Working with other organisations

The charity works closely with a number of other charities and public bodies which work in the field of providing care to the vulnerable and the elderly. Working together in this way enhances communication and understanding thus enabling services to the elderly to be provided more efficiently and effectively and avoiding duplication of effort. Examples of the organisations with which the Sisters have worked and the charity has cooperated during the year are as follows:

- ◆ The Roman Catholic Dioceses of Clifton, Leeds, Westminster, Southwark, Salford, Hexham & Newcastle,
- ◆ Care Quality Commission
- ◆ NHS
- ◆ Social Services
- ◆ Training Centres

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces, categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age in the Province at 31 December 2024 was 75 years. The trustees are aware that there is both a moral and legal obligation to care for the older members.

None of the Sisters have resources of their own as all earnings, pensions and other income have been donated to the charity. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by putting aside the pensions and attendance allowance that the Sisters receive (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.

- ◆ Operationally the work of the Charity is the care of the elderly of modest means. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that Sisters engaged in any ministry in Great Britain and all those who work or volunteer for the charity must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Standards Safeguarding Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). One of the Sisters is responsible for ensuring this policy is adhered to in respect to all Sisters, employees and volunteers. In addition, the trustees have established that each Home has a nominated person and this Safeguarding

Team meets during the year to discuss any problems that may have arisen. They are regularly in communication by email and phone and on-going safeguarding training is provided. Internal policies are reviewed and up-dated and Sisters, staff and volunteers are kept informed about good practice in work and ministry.

- ◆ Additional administration staff have been recruited to lighten the workload of some departments, through job sharing or dividing tasks. This avoids the risk of a reduced functioning in these areas and contributes to the smooth running of the Home when absences occur.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

- ◆ Because of the new General Data Protection Regulations the Sisters acknowledge the risk involved in not being fully functional to meet the requirements of this new law. In order to ensure full compliance, and that the law is fully understood and adhered to, training has been given to the Sisters and delegated staff members. A Data Protection Officer has been recruited and each Home has an appointed Data Protection Lead. A Policy and Fair Processing and Privacy Notice has been developed and these are available on the website.
- ◆ A digital Care Programme has been implemented in most Homes and all medical and care staff have been trained. It is acknowledged that there are significant risks in this area and IT protection measures are being carried out and a risk assessment is in place.
- ◆ The Little Sisters of the Poor (LSP) are committed to providing the highest levels of care for the elderly poor. We recognise that changes within legislation and threats from working in new on-line environments expose both Little Sisters of the Poor and the residents and staff to new threats and challenges. We score risk using the standard risk equation: $\text{Impact} \times \text{Likelihood} = \text{Risk}$ and it has been carried out for the purpose.
- ◆ The charity donates occasional sums in support of the wider Congregation. The vast majority of donations sent overseas are to fund projects administered directly by members of the international Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a full written report of how the monies have been utilised and applied is obtained from the recipient.
- ◆ The Charity does not hold investments. The charity's principal asset comprises buildings which are essential for the work of the charity.
- ◆ The charity has a management committee comprising care professionals and legal and financial professionals. Members of this committee advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding; the chronic shortage of qualified nurses and care assistants; the impact of the planned changes in the provision of care funding, and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

Key management

The trustees consider that they together with the Provincial Bursar and the Registered Managers of the care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis.

All trustees and the Provincial Bursar are members of the Congregation and whilst their living and personal expenses are borne by the charity they receive no remuneration or reimbursement of expenses in connection with their duties as trustees.

Employees, volunteers, and members of the Congregation

The trustees wish to record their recognition of the professionalism and commitment of all their staff, volunteers and the individual members of the Congregation. Their dedication and positive approach are very much appreciated.

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

Julia Culliton



Director

Approved on: 25/09/25

**Independent auditor's report to the directors of the corporate trustee (the 'trustees') of
The Congregation of the Little Sisters of the Poor English Province**

Opinion

We have audited the accounts of The Congregation of the Little Sisters of the Poor English Province (the 'charity') for the year ended 31 December 2024 which comprise the statement of financial activities, the balance sheet, the statements of cash flows, principal accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2024 and of its income and expenditure 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 auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts 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 other information comprises the information included in the annual report, including the trustees' report, other than the accounts and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 there is a material misstatement in the accounts 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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 17, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

Auditor's responsibilities for the audit of the accounts

We have been appointed as auditor 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 accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charity through discussions with management and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries with management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and those charged with governance as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Auditor's responsibilities for the audit of the accounts (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Performed substantive testing on expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reviewing the minutes of meetings of trustees' meetings; and
- ◆ Enquiring of management and representatives of those charged with governance as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

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 auditor's 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.



Buzzacott Audit LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 26 September 2025

Statement of financial activities Year to 31 December 2024

	Notes	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Un-restricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Income from:							
Donations and legacies	1	7,935	341	8,276	6,741	1,107	7,848
Interest receivable		85	—	85	9	—	9
Charitable activities							
. Charges for residential and care services	2	10,731	—	10,731	12,264	51	12,315
Other trading activities	3	282	—	282	239	—	239
Other sources	4						
. Surplus on disposal of fixed assets		2,264	—	2,264	3	—	3
. Sundry income		22	—	22	12	—	12
Total income		21,319	341	21,660	19,268	1,158	20,426
Expenditure on:							
Raising funds							
. Costs of generating voluntary income		57	—	57	2	—	2
Charitable activities							
. Provision of residential and care services	5	19,724	164	19,888	20,570	852	21,422
. Exceptional cost in relation to closure of Leeds Home	11	—	—	—	1,767	—	1,767
. Loss on disposal of fixed assets		—	—	—	257	—	257
Total expenditure		19,781	164	19,945	22,596	852	23,448
Net income (expenditure) for the year	7	1,538	177	1,715	(3,328)	306	(3,022)
Transfers between funds	14	250	(250)	—	206	(206)	—
Net movement in funds		1,788	(73)	1,715	(3,122)	100	(3,022)
Reconciliation of funds							
Total funds brought forward at 1 January 2024		46,179	100	46,279	49,301	—	49,301
Total funds carried forward at 31 December 2024		47,967	27	47,994	46,179	100	46,279

There is no difference between the net movement of funds stated above and the historical cost equivalent.

All activities derived from continuing operations during the above financial years.

Balance sheet 31 December 2024

	Notes	2024 £'000	2023 £'000
Fixed assets			
Tangible assets	11	<u>42,277</u>	<u>45,674</u>
Current assets			
Debtors	12	1,763	1,026
Cash at bank and in hand		<u>5,537</u>	<u>2,245</u>
Total current assets		<u>7,300</u>	<u>3,271</u>
Liabilities			
Creditors: amounts falling due within one year	13	(1,583)	(2,666)
Net current assets		<u>5,717</u>	<u>605</u>
Total net assets		<u>47,994</u>	<u>46,279</u>
The funds of the charity			
Restricted funds	14	27	100
Unrestricted funds			
. Tangible fixed assets fund	15	42,277	45,674
. General fund		<u>5,690</u>	<u>505</u>
Total funds		<u>47,994</u>	<u>46,279</u>

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:



Julia Culliton

Approved on: 25/09/25

Statement of cash flows Year to 31 December 2024

	Notes	2024 £'000	2023 £'000
Cash flows from operating activities:			
Net cash flows (used in) provided by operating activities	A	(457)	1,478
Cash flows from investing activities:			
Interest received		85	9
Purchase of tangible fixed assets		(863)	(727)
Proceeds on disposal		4,527	—
Net cash provided by (used in) investing activities		3,749	(718)
Change in cash and cash equivalents in the year		3,292	760
Cash and cash equivalents at 1 January 2024	B	2,245	1,485
Cash and cash equivalents at 31 December 2024	B	5,537	2,245

Notes to the statement of cash flows for the year to 31 December 2024:

A Reconciliation of net movement in funds to net cash provided by operating activities

	2024 £'000	2023 £'000
Net movement in funds (as per the statement of financial activities)	1,715	(3,022)
Adjustments for:		
Depreciation and impairment charge	1,997	3,545
Net (surplus) deficit on disposal of fixed assets	(2,264)	257
Interest receivable	(85)	(9)
Increase in debtors	(737)	(548)
(Decrease) increase in creditors	(1,083)	1,255
Net cash (used in) provided by operating activities	(457)	1,478

B Analysis of cash and cash equivalents

	2024 £'000	2023 £'000
Cash at bank and in hand	5,537	2,245
Total cash and cash equivalents	5,537	2,245

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of accounting

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to the accounts.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- ◆ estimating the recoverable value of land and buildings in relation to homes at which structural, fire safety, or other deficiencies have been identified;
- ◆ estimating the provision for bad or doubtful debts; and
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charity is entitled.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

Going concern (continued)

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2025, the most significant issues that may affect the carrying value of the assets held by the charity are the level of local and central government funding for residential and nursing care of older people, the ability to attract and retain staff given the national shortage of trained carers and nurses, inflationary pressures and the cost of implementing the changes to the regulatory environment affecting care homes generally.

Scope

The accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England. The accounts do not include the activities and assets of the Congregation in Scotland, Ireland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, interest on funds held on deposit, income from residential and care services, income from fundraising and collections and other income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Income recognition (continued)

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from residential and care services is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable.

Income from fundraising and collections is recognised when receivable and the amount can be measured reliably by the charity; this is normally when the income has been received.

The surplus on the disposal of assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Expenditure recognition and the basis of apportioning costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure comprises the following:

- a. The costs of generating funds include direct costs associated with collections and generating other donated income.
- b. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report i.e. the provision of residential and care services and the provision of donations to support the work of the congregation.

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and a suitable working environment.

Expenditure recognition and the basis of apportioning costs (continued)

Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.

Support and governance costs are attributed to the provision of residential and care services only.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- | | |
|---------------------------|--------------------------------|
| ♦ Freehold buildings | 2% on a straight line basis |
| ♦ Plant and machinery | 5-20% on a straight line basis |
| ♦ Furniture and equipment | 20% on a straight line basis |
| ♦ Motor vehicles | 25% on a straight line basis |

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Funds

The funds of the charity are in the main unrestricted and available for use in furtherance of the charity's objectives at the discretion of the directors of the corporate trustee. Within the total unrestricted funds of the charity, those representing tangible fixed assets have been identified separately (see note 15).

Details of funds raised for a specific purpose or subject to donor imposed conditions, and therefore restricted, are given in note 14.

Services provided by members of the Congregation

For the purposes of these accounts, no monetary value has been placed on the care, administrative and other services provided by members of the Congregation.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Income from: Donations and legacies

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Donations and grants receivable	3,349	341	3,690	3,721	1,107	4,828
Legacies	4,361	—	4,361	2,785	—	2,785
Pensions of individual religious received under Gift Aid or deed of covenant	225	—	225	235	—	235
	7,935	341	8,276	6,741	1,107	7,848

2 Income from: Charitable activities

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Residents' and family contributions	6,147	—	6,147	6,909	—	6,909
Social services	4,050	—	4,050	4,665	—	4,665
Rental income	534	—	534	690	—	690
Covid-19 support grants	—	—	—	—	51	51
	10,731	—	10,731	12,264	51	12,315

3 Income from: Other trading activities

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Fundraising events	282	—	282	239	—	239
	282	—	282	239	—	239

4 Income from: Other sources

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Sundry income	22	—	22	12	—	12
Profit on disposal of assets	2,264	—	2,264	3	—	3
	2,286	—	2,286	15	—	15

5 Expenditure on: Provision of residential and care services

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Staff costs (note 8)	11,794	104	11,898	14,059	—	14,059
Premises	3,008	60	3,068	2,666	—	2,666
Care and welfare	1,092	—	1,092	440	852	1,292
Depreciation	1,997	—	1,997	1,938	—	1,938
Central administration	146	—	146	167	—	167
Professional fees	327	—	327	478	—	478
Contribution to homes in Scotland and Ireland	1,182	—	1,182	494	—	494
Support costs	36	—	36	28	—	28
Governance costs (note 6)	73	—	73	100	—	100
Other costs	69	—	69	200	—	200
	19,724	164	19,888	20,570	852	21,422

The costs above include the direct costs of providing care, the living and personal expenses of individual sisters, all of whom are either directly or indirectly involved in such work, and related support functions of the charity.

6 Governance costs

	Un-restricted funds £'000	Restricted funds £'000	Total funds 2024 £'000	Unrestricted funds £'000	Restricted funds £'000	Total funds 2023 £'000
Professional fees	73	—	73	100	—	100

7 Net income (expenditure) for the year

This is stated after charging (crediting):

	2024 £'000	2023 £'000
Surplus on disposal of fixed assets	(2,264)	(3)
Loss on disposal of fixed assets	—	257
Staff costs (note 8)	11,898	14,059
Auditor's remuneration		
· Statutory audit services – current year	60	82
· Statutory audit services – prior years	13	15
Depreciation	1,997	1,938

8 Staff costs and remuneration of trustees and key management personnel

	2024 £'000	2023 £'000
Staff costs during the year were as follows:		
Wages and salaries	10,515	11,687
Social security costs	866	895
Pension costs	156	213
	11,537	12,795
Sub-contracted and temporary staff	361	736
Redundancy costs	—	528
	11,898	14,059

8 Staff costs and remuneration of trustees and key management personnel (continued)

All staff costs relate to the provision of residential and care services.

The redundancy costs in the prior year arose from the closure of the charity's homes in Birmingham and Leeds. All payments related to contractual amounts.

The use of sub-contracted and temporary staff reflects the national shortage of permanent nursing and care staff.

No employee earned £60,000 per annum or more (including taxable benefits) during the year (2023 - none).

The average number of employees (calculated on both headcount and full time equivalent (FTE) basis) was as follows:

	2024 No	2023 No	2024 FTE	2023 FTE
Provision of residential and care services	503	624	355	454

Key management personnel

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

9 Trustees' expenses and transactions with trustees and related parties

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2023 – none).

As members of the Congregation, no trustee has resources of her own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charity was £7,970 (2023 - £3,321).

During the year, the charity received a donation of £2,075,693 (2023: £2,819,049) from the Generalate of the Congregation in France.

During the year, the charity contributed £930,000 (2023: £324,000) to the Little Sisters of the Poor, Greenock SCIO and £80,000 (2023: £170,000) to the Little Sisters of the Poor, Glasgow SCIO towards the provision of residential and nursing care services, as well as donations of £172,000 (2023: £nil) to the congregation in Ireland.

There were no other related party transactions during the year (2023 - none).

10 Taxation

The Congregation of the Little Sisters of the Poor English Province is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

11 Tangible fixed assets

	Freehold land and buildings £'000	Plant and machinery £'000	Furniture and equipment £'000	Motor vehicles £'000	Total £'000
Cost					
At 1 January 2024	78,595	3,003	4,198	376	86,172
Additions	726	7	111	19	863
Disposals	(6,021)	(387)	(193)	(54)	(6,655)
At 31 December 2024	<u>73,300</u>	<u>2,623</u>	<u>4,116</u>	<u>341</u>	<u>80,380</u>
Depreciation					
At 1 January 2024	34,034	2,334	3,770	360	40,498
Charge for year	1,700	191	95	11	1,997
On disposals	(3,758)	(387)	(193)	(54)	(4,392)
At 31 December 2024	<u>31,976</u>	<u>2,138</u>	<u>3,672</u>	<u>317</u>	<u>38,103</u>
Net book values					
At 31 December 2024	<u>41,324</u>	<u>485</u>	<u>444</u>	<u>24</u>	<u>42,277</u>
At 31 December 2023	<u>44,561</u>	<u>669</u>	<u>428</u>	<u>16</u>	<u>45,674</u>

The exceptional costs in relation to the closure of the Leeds Home in the prior year relate to the impairment of fixed assets and other costs associated with the closure of the home, which will need to be demolished following the discovery of reinforced autoclaved aerated concrete (RAAC) throughout the Home. Included within freehold land and buildings is a value of £2,229k related to the Leeds Home. The historic cost of the land on which the Home is built cannot be separately identified, however as the original cost of the site as a whole is significantly less than the current value of the land, this has been taken as the deemed historic cost of the land which has been retained in the financial statements. All subsequent improvements to the site, as well as plant, machinery, furniture and equipment which will be disposed of when the home is demolished has been impaired to £nil value.

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values, with the market values being higher than the book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

12 Debtors

	2024 £'000	2023 £'000
Charges for care services	352	301
Prepayments	100	270
Accrued legacies	1,311	451
Other debtors	—	4
	<u>1,763</u>	<u>1,026</u>

13 Creditors: amounts falling due within one year

	2024 £'000	2023 £'000
Fees in advance	70	154
Expense creditors	201	426
Creditors in relation to building improvements and other capital assets	54	—
Net wages	562	577
Taxation and social security	269	318
Other creditors	80	145
Redundancies payable	84	489
Accruals	263	557
	1,583	2,666

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	At 1 January 2024 £'000	Income £'000	Expenditure £'000	Transfers £'000	At 31 December 2024 £'000
Albert Gubay Charitable Trust	100	—	—	(100)	—
Leeds rebuilding appeal	—	150	—	(150)	—
General appeal for fuel costs	—	56	(56)	—	—
Repairs and refurbishment fund	—	22	—	—	22
Other under 5k	—	9	(4)	—	5
Newcastle stipulated donations	—	104	(104)	—	—
	100	341	(164)	(250)	27

	At 1 January 2023 £'000	Income £'000	Expenditure £'000	Transfers £'000	At 31 December 2023 £'000
<i>Repairs and refurbishment fund</i>	—	424	(218)	(206)	—
<i>Albert Gubay Charitable Trust</i>	—	683	(583)	—	100
<i>Covid-19 support grants</i>	—	51	(51)	—	—
	—	1,158	(852)	(206)	100

♦ **Repairs and refurbishment fund**

This comprises monies received towards the cost of repair and refurbishment of the Homes. Transfers from restricted to unrestricted funds represent the purchase of tangible fixed assets from the fund.

♦ **Leeds rebuilding appeal**

This comprises funds raised to contribute towards the cost of the rebuilding of the Leeds home.

♦ **Appeal for fuel costs**

This comprises funds raised to contribute towards the cost of rising fuel prices.

14 Restricted funds (continued)

♦ **Covid-19 support grants**

These funds represent monies received by the charity to assist with measures and actions to address Covid-19 and its effects on the Homes.

♦ **Albert Gubay Charitable Trust**

These funds represent monies received from the Albert Gubay Charitable Trust to assist with the running costs and refurbishment of the charity's homes in Manchester, Birmingham, Leeds and Newcastle.

♦ **Newcastle Stipulated donations**

These funds represent monies received by the Newcastle Home to contribute towards the provision of care services by the Home.

In addition to the restricted funds recorded above, each of the charity's homes receives donations throughout the year. In most cases, no formal restrictions are attached to those donations; however the charity understands that in many cases the donors' intention is that those donations are applied towards the home to which the donation was made. In all cases those intentions have been respected and the donations have been spent at the home in which they were received.

Transfers from restricted funds were to support capital expenditure in line with their designated purpose.

15 Tangible fixed assets fund

	2024 £'000	2023 £'000
At 1 January	45,674	48,948
Net movement in year	(3,397)	(3,274)
At 31 December	42,277	45,674

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. These tangible fixed assets are essential to the ongoing work of the charity – without them the charity's work would simply not be possible. As such their net book values should not be regarded as realisable in order to meet ongoing expenditure or contingencies.

16 Analysis of net assets between funds

	Restricted funds £'000	Tangible fixed assets fund £'000	General fund £'000	Total 2024 £'000
Fund balances at 31 December 2024 are represented by:				
Tangible fixed assets	—	42,277	—	42,277
Net current assets	27	—	5,690	5,717
Total net assets	27	42,277	5,690	47,994

16 Analysis of net assets between funds (continued)

	<i>Restricted funds £'000</i>	<i>Tangible fixed assets fund £'000</i>	<i>General fund £'000</i>	<i>Total 2023 £'000</i>
<i>Fund balances at 31 December 2023 are represented by:</i>				
<i>Tangible fixed assets</i>	—	45,674	—	45,674
<i>Net current assets</i>	100	—	505	605
<i>Total net assets</i>	100	45,674	505	46,279

17 Ultimate control

The charity, which is constituted as a trust, was controlled throughout the period by the Congregation of the Little Sisters of the Poor by virtue of the fact that the General Council of the Congregation appoints the Directors of the corporate trustee. The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation in England are vested in the corporate trustee of the charity, the directors of which undertake all transactions entered into in the course of the Congregation's charitable activities.

18 Capital commitments

At 31 December 2024, the charity had the following capital commitments.

	2024 £'000	2023 £'000
Contracted for, but not provided for in the accounts	—	420

19 Post-balance sheet events

Following the year end, the trustees made the difficult decision to close the Bristol home. This closure is anticipated to take place within the next 12 months of the signing of the financial statements.

Accounts

**The Congregation
of the Little
Sisters
of the Poor
English Province**

Annual Report and Accounts

31 December 2023

Charity Registration Number
234434

Contents

Reports

Reference and administrative information	1
Trustees' report	3
Independent auditor's report	22

Accounts

Statement of financial activities	27
Balance sheet	28
Statement of cash flows	29
Principal accounting policies	30
Notes to the accounts	34

Reference and administrative information

Trustee	The Trustee of the charity is The Congregation of the Little Sisters of the Poor Trustee Company Limited, a limited liability company (Company Registration Number 867949). The directors of the corporate trustee during the year were: Julia Culliton Margaret Ashton Deirdre McCormack Christina Moore (appointed 16 June 2023) Josephine Storey (resigned 12 May 2023) Kathleen Taylor Mary Ward (resigned 12 May 2023)
Provincial Superior	Julia Culliton
Provincial Bursar	Christina Moore
Principal office	St Peter's Home 2a Meadow Road South Lambeth London SW8 1QH
Telephone	020 7735 0788
Fax	020 7582 0973
Charity registration number	234434
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal bankers	Royal Bank of Scotland plc 62/63 Threadneedle Street London EC2R 8LA

Reference and administrative information

Principal solicitors

Hunters
Incorporating Vernor-Miles & Noble
9 New Square
Lincoln's Inn
London
WC1A 2QN

These financial statements are for The
Congregation of the Little Sisters of the Poor
English Province

The charity is also known as, and referred
throughout this document as "The Little Sisters of
the Poor Charitable Trust" or "Little Sisters of the
Poor"

The directors of the corporate trustee (hereafter referred to as the trustees) present their statutory report together with the accounts of The Congregation of the Little Sisters of the Poor English Province (the "charity") for the year ended 31 December 2023.

The accounts have been prepared in accordance with the accounting policies set out on pages 30 to 33 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102).

INTRODUCTION

The Congregation of the Little Sisters of the Poor (the "Congregation") is an international Roman Catholic religious congregation with 1,641 Little Sisters worldwide, including 16 novices and 18 young women in formation at 31 December 2023. During the year 61 Little Sisters died. There are 1,286 Jeanne Jugan Associates. The Congregation was founded in Brittany, France by Jeanne Jugan, who took into her home a poor, blind elderly lady and gave up her own bed. From this gesture the Congregation spread throughout the world. The Generalate of the Congregation is located in Brittany, France and the Congregation is divided into 15 Provinces across the world.

The accounts accompanying this report are the accounts of the charitable trust on which the assets of the Congregation in England are held.

MISSION

The object of the English Province of the Little Sisters of the Poor Charitable Trust, as set out in its governing document, is the spiritual welfare of its members and hospitality towards the elderly poor.

The English Province of the Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable works carried on by the members of the Congregation and to care for those members throughout their lives with the Congregation. These ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the two main areas: caring for members of the Congregation; and the ownership and operation of care homes for the elderly.

When setting the objectives and planning the work of the charity for the year, and when encouraging the work of individual Sisters, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Congregation proposes to its members the following of Jesus Christ through the profession of the evangelical counsels, in order to show forth – according to the words and teaching of Our Lord – the Kingdom of heaven as a luminous sign. (Constitutions of the Congregation).

MISSION (continued)

The particular mission of the Congregation of the Little Sisters of the Poor is the apostolate to the elderly poor, in fidelity to the charismatic inspiration of Jeanne Jugan. By the vow of hospitality, the Sisters promise God to consecrate themselves to the service of the elderly poor, according to the apostolic purpose of the Congregation and according to its Constitutions. The object of the vow is to practise the corporal works of mercy, in view of the salvation of souls and to spare no effort to attain this end. Each one in the community brings her collaboration to the common tasks. (Constitutions of the Congregation).

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES

Activities and specific objectives

The works or ministries of the Sisters of the Congregation fall into the following main areas:

♦ ***Worship and prayer***

Members of the Congregation are given the opportunity for private worship and to continue to develop their knowledge and trust in Jesus and the Church through quiet prayer, study of the Gospel and spiritual development. In addition, members of the Congregation celebrate and pray with the wider community including people of all faiths and none. They do this through the celebration of the Liturgy, and church services.

♦ ***Social and pastoral work***

The sole apostolate of the Congregation is the care of the elderly poor, of all nationalities and beliefs, in Homes providing residential and nursing care. Its social and pastoral work is extended to the elderly of the neighbourhood who are welcomed to the Homes on a daily basis and who often participate in the Luncheon Clubs run by the Homes.

♦ ***Operation of residential and care establishments***

During the year the sisters provided care and assistance to the elderly at seven establishments in England, owned and operated by the charity, in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. All Homes provide high quality care for members of the general public and those members of the Congregation in need of care in their later years.

During the year the decision was taken to sell the Home in Birmingham, and the Home closed on 15 September 2023. In addition the Leeds Home has been closed following the year end, and will need to be demolished following the discovery of reinforced autoclaved aerated concrete (RAAC) throughout the Home.

♦ ***Overseas missionary work***

The charity also occasionally helps support Sisters working in healthcare and social and pastoral fields in the Homes of the Congregation in poorer countries, thereby helping some of the world's poorest and most disadvantaged people.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

The Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable ministries carried out by the sisters of the Congregation in England. In the main these ministries centre around the provision of hospitality, residential and nursing care to the aged poor of both sexes.

To this end the charity operated seven nursing and residential care homes during the year situated in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. The home in Birmingham was closed during the year, and the home in Leeds has been closed since the year end.

Within this work, the charity is also responsible for caring for members of the Congregation.

Care Homes

The philosophy of care is:

- ◆ to uphold, in conformity with Christian values and the teachings of the Catholic Church, the sacredness of human life in all its stages;
- ◆ to respond to the desires and aspirations of the elderly residents and, in particular, recognising:
 - a. their dignity, their desire to be respected, esteemed and loved, and the longing to feel useful;
 - b. their apprehension of solitude, together with the wish for a certain independence and privacy;
 - c. the need for security, in health as in sickness, until death;
- ◆ to respect human dignity which does not consist in being able to choose the time of one's death, but in being aware of the fact that one's basic right is the right of respect for life;
- ◆ rejection of all passive and active practices of euthanasia.

The tangible fixed assets of the charity are necessary for the work that is done by the Sisters. However, the running costs of the homes are not compensated by the income that is generated through subsidies from Local Authorities. Without the fundraising activities and daily collections that are made by the Sisters, the Homes would cease to function. The Sisters rely on the help of benefactors and this has been so from the earliest beginnings.

Details of the Homes are given in the table overleaf. Each Home includes lounges, a library, a Chapel, a shop for use by residents, a hairdressing facility, an arts and crafts complex, a medical suite, a concert hall for residents' entertainment and day facilities for the elderly of the locality.

Over the past year, sponsorships were offered to nurses, carers and chefs from Sri Lanka. Many have responded and are currently employed in all of the Homes in England and Scotland. This has resulted in a reduction in the need for agency staff, which is our aim.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Care homes (continued)

Name of Home	Address	Number of rooms	Additional facilities
St Joseph's Care Home †	71 Queens Park Road Harborne Birmingham B32 2LB	37 en suite with ancillary services	12 Independent living apartments
St Joseph's Care Home with Nursing	66 Cotham Hill Bristol BS6 6JT	40 en suite with ancillary services	
Mount St Joseph's Care Home and Independent Living Complex ‡	Shire Oak Road Headingley Leeds LS6 2DE	45 en suite with ancillary services	23 Independent living apartments
St Peter's Care Home and Independent Living Complex	Meadow Road South Lambeth London SW8 1QH	56 en suite with ancillary services	20 Independent living apartments
St Joseph's Care Home	52 Plymouth Grove West Manchester M13 0AR	45 en suite with ancillary services	5 Independent living apartments
St Joseph's Care Home	Westmoreland Road Newcastle-upon-Tyne NE4 7QA	58 en suite with ancillary services	
St Anne's Care Home and Independent Living Complex	Manor Road Stoke Newington London N16 5BL	32 en suite with ancillary services	19 Independent living apartments

† Closed as of 15 September 2023

‡ Closed following year end

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Caring for members of the Congregation

In common with many religious Congregations in England, the age profile of the members of the Congregation is increasing as existing members grow older and the number of new vocations becomes minimal. The age profile of the Congregation in England as at 31 December 2023 is shown below:

Age range	Number of Sisters
40 to 49 years	5
50 to 59 years	4
60 to 69 years	4
70 to 79 years	16
80 to 89 years	21
90 years and over	2
100 years	1

The Congregation has an obligation, both moral and legal, to provide care for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly poor and marginalised in society. As the age profile of the Congregation increases, so too does the need to provide increasing and increasingly expensive care to the Sisters. As the Sisters become elderly and in need of care they are cared for in the Community to which they are assigned.

As a consequence, the trustees are giving careful consideration to the impact of this on the work of individual members of the Congregation, the property requirements of the Congregation and the financial implications. In this regard, the aims of the trustees over the forthcoming years include:

- ♦ ensuring all members of the Congregation receive the high level of care they require;
- ♦ reviewing the charity's properties to provide adequate space to enable the elderly Sisters to be cared for; and
- ♦ enabling all members of the Congregation to continue with their individual ministries for as long as possible.

Associates

The Association Jeanne Jugan, approved by the Church on 5 September 1998, offers to lay men and women the opportunity of sharing in the spiritual riches of the Little Sisters of the Poor, of participating in their apostolic mission of hospitality to the needy elderly and of helping to spread the charisma of Jeanne Jugan in the milieus where they live and work. They perform various tasks within the Homes wherever needed.

There are presently 121 members in England.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Volunteers

Throughout the year, volunteers give their time to assist the elderly in the Care Homes. They receive no financial reward for this work which contributes to the overall achievement of the charity's objectives. In addition, members are involved in administering the work of the Congregation and the charity. Without their contribution the charity would not be able to function as effectively or as fully as it does. Details of the areas in which members gave their time are shown in the table below:

Care Home	Number of Associates	Number of Volunteers
Birmingham	—	—
Bristol	11	6
Leeds	13	14
London St. Anne's	6	8
London St. Peter's	15	34
Manchester	9	7
Newcastle	6	25

All involved in one or more of the following tasks:

- ♦ Reception
- ♦ Assisting residents
- ♦ Driving
- ♦ Administration
- ♦ Animation
- ♦ Library
- ♦ Catering
- ♦ Spiritual
- ♦ Maintenance
- ♦ Meal service and serving teas
- ♦ Shop
- ♦ Garden
- ♦ Fundraising
- ♦ Visiting residents
- ♦ Music
- ♦ Arts & crafts
- ♦ Christmas fayres

Protection of Children and Vulnerable Adults

Along with all other organizations who serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. This means that all Sisters who are in any kind of ministry in England have to obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). The Little Sisters of the Poor is a Registered Body with the DBS and has a registered lead signatory and ten counter-signatories.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Grants, donations and other payments in support of missionary work and ministry

The Congregation may make modest donations in exceptional cases and with authorisation from the Superior General or the Superior Provincial, as the case requires. The charity supports the work of the Congregation in Africa, the funds being raised by the sale of goods made by residents in the arts and crafts department of the Homes.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. As noted above, it applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that donors' and supporters' communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2023, the charity received no complaints about its fundraising activities.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

Throughout the year Sisters continued to up-date their professional skills. Some Sisters are currently being trained in Leadership and Management Awards, National Certificate of Further Education in: Quality and Diversity, Principles of End of Life Care and Principles of Dementia, Safeguarding. Others courses that are on-going are: Health & Safety, Certificate in the Safe Handling of Medicines, Food Safety in Catering, Safeguarding, Mental Capacity Act, Staff management, Gold Standards Framework, Fire Safety, Emergency First Aid, and Non-violent communication.

Care Homes

The trustees are aware of the importance of the care of the elderly in every aspect and, in particular, of the mission and ethos of the Little Sisters of the Poor in their care of elderly people. The Homes are supported on a national level by qualified personnel and consultancy services. The Care Home Advisor, David Colborn MA, BSc, RGN, Dip. Nurs., Certd. Ed. visits the Homes on a regular basis. David updates the Care Managers on issues surrounding the care of the residents and reviews the policies three yearly. He provides training sessions for the staff on various topics concerning the care of the residents.

Claudia Pineda is the Moving and Handling Co-ordinator, training staff in the correct procedures in this area. She keeps up to date on new developments in this area on an annual basis. There are also Moving and Handling facilitators at each Home. Claudia also oversees the Care training session, induction and on-going training, using Skills for Care, and as part of the induction supports Carers in obtaining the Care Certificate.

Alison Mayer, BSc, RGN is the Group Clinical Lead. She mentors and supports the Clinical Leads in their work, auditing it for accuracy and quality of care.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

Greg Mitern, BSc, RNMH, a certified GDPR Practitioner, is the Data Protection Officer, Caldicott Guardian and Health and Safety advisor. He has done various studies related to occupational safety and health management, conducting root cause analysis, fire risk assessment, as well as reviews of cybersecurity and data protection. He carries out regular risk assessments and training in the homes.

The trustees are also aware of the importance of ensuring that the Homes are financially viable and have appointed a Group Purchasing Manager, David West, to negotiate and review contracts, and obtain the best deals in every aspect of purchasing. David is in constant contact with the Managers of the Homes, advising and negotiating discounts with suppliers before placing orders. He is a valuable consultant with his vast years of experience working for the Province.

Because of the number of employees involved in each Home and the complexity of employment law, the Sisters have contracted the services of Peninsula Business Services. An advice line is available 24 hours a day 365 days a year. Contracts of Employment and related documents are in line with current legislation and have been drawn up with the support of the Peninsula Business Services, and material is up-dated as necessary. Training sessions are a part of the package and these are attended by Management and Personnel Officers on a regular basis.

Janet Melbourne is sub-contracted to oversee the management of the local HR team in the Homes and to advise as necessary.

The staff from Directory of Social Change have had a large input into the training of staff in various areas in Communication and Developing Effective Relationships. These courses have been appreciated by the staff and all appear to have benefitted fully.

The Homes of the Little Sisters of the Poor are supported by Local training Centres for the training of staff to required levels. Distant Learning Courses also provide the necessary continuous update of knowledge and skills related to care of the elderly.

The Sisters have participated in the safeguarding training organised by the Religious Life Safeguarding Service.

The Homes seem to be returning to normal function after the worldwide pandemic of COVID. A few cases are still being reported, none of them too severe, and all residents so far have not been seriously affected. This has limited impact on the day to day functioning of the homes.

Due to the difficulty to recruit staff locally and fill the master rota, we have offered sponsorship to nurses, carers, and chefs from Sri Lanka. This did represent a substantial cost over the last year, but it allowed us to decrease our dependence on agency staff which will ultimately lower the cost of staffing and improve the continuity of care for the residents. The Motherhouse has supported the Province where shortfalls have occurred.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Birmingham

St Joseph's Care Home in Harborne, Birmingham provides care for 37 residents. The Home also has 12 Independent-Living Apartments. No major work has been undertaken in the Home during 2023 in view of the fact that the Home was to be closed and sold.

St Joseph's Care Home with Nursing, Bristol

St Joseph's, Bristol, is registered to provide accommodation and personal care for 40 elderly people of modest income who are 65 and over. Within this they can provide support for up to six people who also require nursing care. There are 40 individual, en-suite rooms, with showers.

During the past year, work was undertaken on the replacement of the lifts, and work continued on the upgrading of the residents' shower facilities to wet rooms and the hot water heaters were replaced.

Mount St Joseph's Care Home with Nursing, Headingley, Leeds

Mount St Joseph's provides care for 45 elderly people of modest income. There are also 23 Independent-Living Apartments with full occupancy.

During the past year, fire prevention works were completed. Work was also undertaken on the roofs which led to the discovery of RAAC, which, after two surveys by RAAC specialists, was found to be present in 95% of the roofing. This ultimately led to the decision on 12 December 2023 to close the Home and demolish the building.

Due to the fact that the residents will all need to find new homes, and many of them would like to stay with the Little Sisters, since the decision was taken to close the Home, the other homes in the UK have been holding their beds for the residents in Leeds. This has resulted in a lower occupancy rate across the homes on the 31 December. While some residents left earlier, most waited until after the New Year to move.

St Anne's Care Home with Nursing, Stoke Newington, London

St Anne's provides care for 32 elderly people of modest income and was opened, after reconstruction, in October 2008. There are also 19 Independent Living Apartments.

During the past year, works were done to renew the surge lighting protector, to replace three faulty fire and smoke dampers. Work is underway for the complete replacement of two boilers.

A review of the current Building Management System is ongoing to determine whether it needs to be adjusted, repaired or replaced.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Peter's Care Home, South Lambeth, London

St Peter's is a Care Home with nursing, registered for 56 places for elderly people with modest income who are 65 and over. Over the past year, more residents have been coming in at a higher age or for end-of-life care which resulted in a higher number of deaths this year. There are also 20 independent-living apartments for elderly people with modest income who are capable of living independently.

Plans had been made to refurbish the residents' rooms with showers in their ensembles, but this project remains on hold due to rising costs as a result of global economic conditions. In the interim, works are being carried out to redecorate the common areas, corridors and individual residents' rooms including new flooring. Repairs were done and the lead and gutters of the Independent Living Unit.

Capital projects have also been undertaken to replace the remaining lights with LEDs and to upgrade the Chapel lighting.

St Joseph's Care Home with Nursing, Manchester

St Joseph's, Manchester, is registered for 46 places. Staff and volunteers ensure that the standard of care given is high and this is confirmed by recent Inspection reports. Every effort is made to ensure that residents' needs are met, their dignity maintained and their well-being assured. The newly refurbished Home is greatly appreciated by Residents, and their families. The Home received an overall rating of outstanding on their latest CQC Inspection.

The refurbishment of the Home has been completed and the final payments made. Works were also carried out on faulty shower basins and windows.

Having seen the saving provided by the current solar power system, we hope to review the possibility of adding more solar panels.

St Joseph's Care Home with Nursing, Newcastle

St Joseph's, Newcastle, underwent a huge refurbishment programme in the 1990s and the Home is well maintained as are the extensive gardens that surround it. It provides places for 57 elderly residents of modest income. Staff are devoted and most of them have been in employment at the Home for many years.

This year energy saving works were undertaken with the installation of LED light bulbs throughout the Home, and a building management system (BMS) to regulate the temperature. Three baths were replaced with wet rooms, decreasing our water usage. Works are continuing on the BMS system for the regulation of water temperatures.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

Statistics

The following table summarises some of the important statistics regarding the Homes as at 31 December 2023:

	Occupancy %	Residents in Care	Occupancy Independent Living %	Residents in Independent living	Residents' deaths in year	Staff full-time	Staff part-time
St Joseph's Birmingham	N/A	N/A	N/A	N/A	8	1	1
St Joseph's Bristol	100%	40	N/A	N/A	8	25	28
Mount St. Joseph's Leeds	96%	38	96%	23	9	23	46
St Anne's, Stoke Newington, London	94%	27	100%	19	9	31	33
St Peter's London	90%	50	90%	18	24	35	78
St Joseph's Manchester	88%	44	100%	5	13	14	55
St Joseph's Newcastle upon Tyne	91%	52	N/A	N/A	11	18	77

FINANCIAL REPORT FOR THE YEAR

Results for the year

A summary of the results for the year can be found on page 27 of the attached accounts.

Income has increased by £238,880 compared to the previous year and amounts to £20,202,635 (2022 – £19,963,755).

Total income from the provision of residential and care services increased by £65,864. Nevertheless, this increase is insufficient to keep pace with rising costs. The charity remains very dependent on voluntary income – both general donations and legacies.

The trustees continue to be extremely grateful to all those who provide financial assistance to the charity, thus enabling it to continue its invaluable work.

Expenditure increased by £3,798,939 compared to the previous year and amounts to £23,406,618 (2022 – £19,607,679). This increase is due in part to the impairment charge and other costs relating to the planned demolition of the Leeds Home, which total £1,767,131.

The trustees keep a tight control over costs but expect that costs will continue to rise as the homes have to meet the increasing requirements of legislation affecting the care sector. The majority of the charity's expenditure represents the operating costs of the Congregation's care homes and a significant proportion of this relates to staff costs which have risen by rates higher than inflation over the past few years reflecting, in particular, the national shortage of qualified nursing and care staff. Fundraising and administration costs are well controlled and represent only a small proportion of total expenditure.

FINANCIAL REPORT FOR THE YEAR (continued)

Reserves policy

The trustees have examined the requirement for free reserves i.e those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to between 3 and 6 months' expenditure. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

Investment policy

The Congregation does not hold investments and accepts neither revenues nor other forms of guaranty in perpetuity. The work is entrusted to Providence, which has manifested itself in such a remarkable way since the beginning of the Congregation.

Financial position

The consolidated balance sheet shows total funds of £46,096,832. Of this, £45,715,806 is designated as the tangible fixed assets fund. This represents the net book value of the charity's tangible fixed assets used to support the work of the sisters.

Free reserves, therefore, are those shown on the balance sheet as general funds and at 31 December 2023 stood at £381,026. This is significantly lower than the amount required by the charity's reserves policy set out above. However, the trustees are confident that continued support through donations and legacies as well as support from other parts of the international Congregation will enable the charity to continue to operate and remain a going concern.

The charity's assets

Acquisitions and disposals of tangible fixed assets during the year are recorded in the notes to the accounts.

PLANS FOR FUTURE PERIODS

The sale of the charity's Home in Birmingham was completed in early 2024.

In addition, the Leeds Home has been closed following the year end, and will need to be demolished following the discovery of reinforced autoclaved aerated concrete (RAAC) throughout the roof of the Home. The trustees are planning build a smaller 25 extra care apartment scheme on the site, with a common area and a convent for the Sisters' accommodation.

Other than as noted above, the trustees do not anticipate any significant change to the charity or its activities over the next two to five years. It is their intention to continue to meet the following objectives:

- ◆ To continue to care for the Sisters and enable them to carry out their work in the care of the elderly.
- ◆ To continue to operate the charity's care Homes for the elderly and in particular:

PLANS FOR FUTURE PERIODS (continued)

- ◇ to provide the highest possible quality of care for the residents in a dignified and friendly environment;
- ◇ to achieve average occupancy rates in excess of 95%;
- ◇ to meet the requirements laid down by the Care Standards Act 2000 and attain high success rates in inspections carried out by the Care Quality Commission;
- ◇ to continue a programme of maintaining the Homes to a high standard;
- ◇ to continue to employ high quality staff and ensure that they are given appropriate and relevant training;
- ◇ to attain a high awareness of Health & Safety issues, training staff and volunteers in their important role in this field.
- ◇ to monitor the needs of the Sisters as they grow older and, if necessary, adapt the charity's plans in respect of property needs and the provision of care to elderly members.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council in Brittany, France. They are elected every six years at a General Chapter consisting of a meeting of representatives of all provinces of the Congregation. The English Province is governed by the Provincial who is named by the Superior General with the deliberative vote of her Council. Members of the Provincial Council are named by the Superior General with the consultation of her Council. Each community in the English Province is governed by a local superior, who is appointed by the Superior General with the deliberative vote of her Council. The Provincial is required to make a Canonical Visitation in each community at least every eighteen months, with shorter visits throughout the year. There is a system of accountability operational throughout the Province to ensure that the Provincial Superior and her Councillors are aware of the progress and development of the ministries carried out by the Sisters of the Province. A visit by the Superior General is made to the English Province during her term of office.

In terms of Civil law, the charity is governed by a trust deed dated 5 May 1964 and is a registered charity – Charity Registration No. 234434. The trustees of the charity are the four members of the Provincial Council and two other members who are local Superiors. As all trustees are members of the Congregation they have a detailed knowledge of the work of the charity and of its structure.

As all trustees are members of the Congregation of the Little Sisters of the Poor Trustee Company Limited their living and personal costs are borne by the charity. However, they receive no remuneration or expenses for their services as trustees.

The names of the trustees who served during the year are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details on each of the trustees is given below.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Governance (continued)

Sister Anthony Francis (Julia Culliton)

Sister Julia Culliton, joined the Congregation in 1973. She is now currently the Provincial Superior of the Dublin-London Province. Since entering the Congregation she trained as a nurse at St. James's Hospital, Leeds. She has also held the post of deputy Manager and Manager in several Homes in France, during which time she obtained a Degree in Gerontology and a Masters in Management.

Sister Deirdre Mary Francis (Deirdre McCormack)

Sister Deirdre joined the Congregation in 1992, having previously qualified as an RGN at Addenbrooke's Hospital, Cambridge. She also obtained the Orthopaedic Nursing Certificate at the Royal National Orthopaedic Hospital, Stanmore, Middlesex. She also has obtained NVQ Level 4 in Management and Leadership. Since entering the Congregation she has served as Unit Manager in the Homes of the Little Sisters in Dundee, Lyon, Dijon and Paris, and as Deputy Manager and Registered Manager in Newcastle, Preston, Manchester and London and is currently serving as Assistant Provincial and Registered Manager at St Peter's, London.

Sister Mary Christine of the Cross (Christina M. Moore)

Sister Mary Christine joined the Congregation in 2006, having previously qualified as RN at William Rainey Harper College in the USA. She worked as a unit manager in our homes in the USA, France and Italy as well as Clinical Lead in Lyon, France, and Latham, USA. She obtained her baccalaureate in religious sciences from the Pontifical University of St Thomas Aquinas in Rome in 2020. She arrived in England in July 2022 and served at St Peter's Residence for 9 months after which she joined the Provincial Council. As Company Secretary, she has overall responsibility for the finances of the charity.

Sister Kathleen of Jesus (Kathleen Taylor)

Sister Kathleen Taylor, joined the Congregation in 1968. She is currently Care Home Manager at St Peter's Residence. Since entering the Congregation she trained as a nurse and has held the post of deputy Manager in several Homes in France as well as Provincial in both France and Ireland.

Sister Mary Chantal (Margaret Ashton)

Sister Mary Chantal joined the Congregation in 1961. She is currently the Provincial Assistant, has received training in book-keeping and accountancy and has overall responsibility for the finances of the charity. Since joining the Congregation she has served as fund-raiser in St Joseph's, London, and formed part of the formation team in both the Novitiate in France, and the Juniorate House in Leeds. Previously she obtained a City & Guilds level 4 in Care, and received the Certificate of Unit Credit towards competence in training and development as an NVQ assessor and internal verifier.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Statement of trustees' responsibilities (continued)

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial 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. In preparing these accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2016 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.

Structure and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions.

When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, managers, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff.

The English Province (now known as the Province of Dublin-London) comprises 121 Sisters who live as part of ten communities, following the closure of the Birmingham Home on 15 September 2023, and the closure of the Leeds Home following the year end. Two of the community houses are situated in London, one in the South West, one in the West Midlands, one in Yorkshire, one in the North West and one in the North East, two in Scotland and three in Ireland. These accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England. The accounts do not include the activities and assets of the Congregation in Scotland, Ireland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting (continued)

The community houses are located in those areas of towns and cities where it is believed that the Sisters can provide the most help to the poor and marginalised. Often these areas are socially deprived areas desperately in need of the care and pastoral work carried out by the Sisters. As stated above, each community has a local superior appointed by the Superior General. The local superior is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the trustees. All local superiors meet together once or twice a year with the trustees to discuss developments and future plans and strategy.

The day to day responsibility for the Homes is in the hands of the Registered Care Manager, who is the Mother Superior at each location. They liaise regularly with the Provincial Superior concerning the running and maintenance of the Home. They are supported and aided by a Local Council of two, or three, members who are named by the Superior General with the consent of her Council.

St. Joseph's, Bristol

Registered Manager: Sister Jacintha Medikonda is the Registered Manager with 22 years of experience of caring for the elderly in a care home environment.

Mount St. Joseph's, Leeds

Registered Manager: Sister Kathleen Taylor is a Registered Nurse and has over fifty years' experience of caring for the elderly in a care home environment. The Home has been closed following the year end, following the discovery of RAAC throughout the Home.

London – St. Peter's, South Lambeth

Registered Manager: Sister Deirdre McCormack is a Registered Nurse who has over twenty years' experience of caring for the elderly in a care home environment.

London – St. Anne's, Stoke Newington

Registered Manager: Sister Caroline Kissane is a Registered Nurse who has over thirty years' experience of caring for the elderly in a care home environment.

St. Joseph's, Manchester

Registered Manager: Sister Catherine McGuire has over forty years' experience caring for the elderly in a care home environment.

St. Joseph's, Newcastle Upon Tyne

Registered Manager: Sister Kathleen Kiernan is a Registered Nurse who has over thirty years' experience of nursing and caring for the elderly in a care home environment.

Working with other organisations

The charity works closely with a number of other charities and public bodies which work in the field of providing care to the vulnerable and the elderly. Working together in this way enhances communication and understanding thus enabling services to the elderly to be provided more efficiently and effectively and avoiding duplication of effort. Examples of the organisations with which the Sisters have worked and the charity has cooperated during the year are as follows:

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Working with other organisations (continued)

- ◆ The Roman Catholic Dioceses of Birmingham, Clifton, Leeds, Westminster, Southwark, Salford, Hexham & Newcastle,
- ◆ Care Quality Commission
- ◆ NHS
- ◆ Social Services
- ◆ Training Centres.

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces, categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age in the Province at 31 December 2023 was 75 years. The trustees are aware that there is both a moral and legal obligation to care for the older members. None of the Sisters have resources of their own as all earnings, pensions and other income have been donated to the charity. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by putting aside the pensions and attendance allowance that the Sisters receive (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.
- ◆ Operationally the work of the charity is the care of the elderly of modest means. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that Sisters engaged in any ministry in Great Britain and all those who work or volunteer for the charity must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Safeguarding Standards Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). One of the Sisters is responsible for ensuring this policy is adhered to in respect to all Sisters, employees and volunteers. In addition, the trustees have established that each Home has a nominated person and this Safeguarding Team meets during the year to discuss any problems that may have arisen. They are regularly in communication by email and phone and on-going safeguarding

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

training is provided. Internal policies are reviewed and up-dated and Sisters, staff and volunteers are kept informed about good practice in work and ministry.

- ◆ Additional administration staff have been recruited to lighten the workload of some departments, through job sharing or dividing tasks. This avoids the risk of a reduced functioning in these areas and contributes to the smooth running of the Home when absences occur.
- ◆ Because of the General Data Protection Regulations the Sisters acknowledge the risk involved in not being fully functional to meet the requirements of this law. In order to ensure full compliance, and that the law is fully understood and adhered to, training has been given to the Sisters and delegated staff members. A Data Protection Officer has been recruited and each Home has an appointed Data Protection Lead. A Policy and Fair Processing and Privacy Notice has been developed and these are available on the website.
- ◆ A digital Care Programme has been implemented in most Homes and all medical and care staff have been trained. It is acknowledged that there are significant risks in this area and IT protection measures are being carried out and a risk assessment is in place.
- ◆ The Little Sisters of the Poor are committed to providing the highest levels of care for the elderly poor. We recognise that changes within legislation and threats from working in new on-line environments expose both Little Sisters of the Poor and our residents and staff to new threats and challenges. We score risk using the standard risk equation: Impact x Likelihood = Risk and it has been carried out for the purpose.
- ◆ The charity donates occasional sums in support of the wider Congregation. The vast majority of donations sent overseas are to fund projects administered directly by members of the international Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a full written report of how the monies have been utilized and applied is obtained from the recipient.
- ◆ The Charity does not hold investments. The charity's principal asset comprises buildings which are essential for the work of the charity.
- ◆ The charity has a management committee comprising care professionals and legal and financial professionals. Members of this committee advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding; the chronic shortage of qualified nurses and care assistants; the impact of the planned changes in the provision of care funding, and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Key management

The trustees consider that they together with the Provincial Bursar and the Registered Managers of the care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis.

All trustees and the Provincial Bursar are members of the Congregation and whilst their living and personal expenses are borne by the charity they receive no remuneration or reimbursement of expenses in connection with their duties as trustees.

EMPLOYEES, VOLUNTEERS, AND MEMBERS OF THE CONGREGATION

The trustees wish to record their recognition of the professionalism and commitment of all their staff, volunteers and the individual members of the Congregation. Their dedication and positive approach are very much appreciated.

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

Julia Culliton

Approved on: 25 October 2024

**Independent auditor's report to the directors of the corporate trustee (the 'trustees') of
The Congregation of the Little Sisters of the Poor English Province**

Opinion

We have audited the accounts of The Congregation of the Little Sisters of the Poor English Province (the 'charity') for the year ended 31 December 2023 which comprise the statement of financial activities, the balance sheet, the statements of cash flows, principal accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2023 and of its income and expenditure 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 auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts 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 other information comprises the information included in the annual report, including the trustees' report, other than the accounts and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 there is a material misstatement in the accounts 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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

Auditor's responsibilities for the audit of the accounts

We have been appointed as auditor 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 accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charity through discussions with management and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries with management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and those charged with governance as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Auditor's responsibilities for the audit of the accounts (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Performed substantive testing on expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reviewing the minutes of meetings of trustees' meetings; and
- ◆ Enquiring of management and representatives of those charged with governance as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

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 auditor's 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.

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 25 October 2024

Statement of financial activities Year to 31 December 2023

	Note s	Un- restricted funds £	Restricted funds £	Total funds 2023 £	Un- restricted funds £	Restricted funds £	Total funds 2022 £
Income from:							
Donations and legacies	1	6,740,641	1,107,626	7,848,267	7,305,056	136,554	7,441,610
Interest receivable		8,548	—	8,548	1,501	—	1,501
Charitable activities							
. Charges for residential and care services	2	12,264,111	51,017	12,315,128	11,881,470	367,794	12,249,264
Other trading activities	3	239,495	—	239,495	223,062	—	223,062
Other sources	4	14,662	—	14,662	48,318	—	48,318
Total income		19,267,457	1,158,643	20,426,100	19,459,407	504,348	19,963,755
Expenditure on:							
Raising funds							
. Costs of generating voluntary income		2,740	—	2,740	3,929	—	3,929
Charitable activities							
. Provision of residential and care services	5	20,569,529	852,207	21,421,736	19,160,560	443,190	19,603,750
. Exceptional cost in relation to closure of Leeds Home	19	1,767,131	—	1,767,131	—	—	—
. Loss on disposal of fixed assets		256,648	—	256,648	—	—	—
Total expenditure		22,596,048	852,207	23,448,255	19,164,489	443,190	19,607,679
Net (expenditure) income for the year	7	(3,328,591)	306,436	(3,022,155)	294,918	61,158	356,076
Transfers between funds	14	206,436	(206,436)	—	62,807	(62,807)	—
Net movement in funds		(3,122,155)	100,000	(3,022,155)	357,725	(1,649)	356,076
Reconciliation of funds							
Total funds brought forward at 1 January 2023		49,300,815	—	49,300,815	48,943,090	1,649	48,944,739
Total funds carried forward at 31 December 2023		46,178,660	100,000	46,278,660	49,300,815	—	49,300,815

There is no difference between the net movement of funds stated above and the historical cost equivalent.

All activities derived from continuing operations during the above financial years.

Balance sheet 31 December 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	11		45,674,168		48,947,628
Current assets					
Debtors	12	1,026,194		478,408	
Cash at bank and in hand		2,244,540		<u>1,485,418</u>	
Total current assets		3,270,734		<u>1,963,826</u>	
Liabilities					
Creditors: amounts falling due within one year	13	(2,666,242)		<u>(1,610,639)</u>	
Net current assets			604,492		<u>353,187</u>
Total net assets			46,278,660		<u>49,300,815</u>
The funds of the charity					
Restricted funds	14		100,000		—
Unrestricted funds					
. Tangible fixed assets fund	15	45,674,168		48,947,628	
. General fund		504,492		<u>353,187</u>	
			46,178,660		<u>49,300,815</u>
			46,278,660		<u>49,300,815</u>

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

Julia Culliton
Approved on: 25 October 2024

Statement of cash flows Year to 31 December 2023

	Notes	2023 £	2022 £
Cash flows from operating activities:			
Net cash flows provided by operating activities	A	1,478,037	2,373,515
Cash flows from investing activities:			
Interest received		8,548	1,501
Purchase of tangible fixed assets		(727,463)	(2,576,281)
Net cash used in investing activities		(718,915)	(2,574,780)
Change in cash and cash equivalents in the year		759,122	(201,265)
Cash and cash equivalents at 1 January 2023	B	1,485,418	1,686,683
Cash and cash equivalents at 31 December 2023	B	2,244,540	1,485,418

Notes to the statement of cash flows for the year to 31 December 2023:

A Reconciliation of net movement in funds to net cash provided by operating activities

	2023 £	2022 £
Net movement in funds (as per the statement of financial activities)	(3,022,155)	356,076
Adjustments for:		
Depreciation and impairment charge	3,545,017	1,881,691
Net deficit on disposal of fixed assets	256,648	—
Interest receivable	(8,548)	(1,501)
Increase in debtors	(547,786)	(78,382)
Increase in creditors	1,254,861	215,631
Net cash provided by operating activities	1,478,037	2,373,515

B Analysis of cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	2,244,540	1,485,418
Total cash and cash equivalents	2,244,540	1,485,418

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of accounting

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to the accounts.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- ◆ estimating the provision for bad or doubtful debts; and
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charity is entitled.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2024, the most significant issues that may affect the carrying value of the assets held by the charity are the level of local and central government funding for residential and nursing care of older people, the ability to attract and retain staff given the national shortage of trained carers and nurses, inflationary pressures and the cost of implementing the changes to the regulatory environment affecting care homes generally.

Scope

The accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England. The accounts do not include the activities and assets of the Congregation in Scotland, Ireland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, interest on funds held on deposit, income from residential and care services, income from fundraising and collections and other income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from residential and care services is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable.

Income recognition (continued)

Income from fundraising and collections is recognised when receivable and the amount can be measured reliably by the charity; this is normally when the income has been received.

The surplus on the disposal of assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Expenditure recognition and the basis of apportioning costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure comprises the following:

- a. The costs of generating funds include direct costs associated with collections and generating other donated income.
- b. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report i.e. the provision of residential and care services and the provision of donations to support the work of the congregation.

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and a suitable working environment.

Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.

Support and governance costs are attributed to the provision of residential and care services only.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- | | |
|-----------------------|--------------------------------|
| ♦ Freehold buildings | 2% on a straight line basis |
| ♦ Plant and machinery | 5-20% on a straight line basis |

Tangible fixed assets (continued)

- | | |
|---------------------------|------------------------------|
| ♦ Furniture and equipment | 20% on a straight line basis |
|---------------------------|------------------------------|

- ♦ Motor vehicles 25% on a straight line basis

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Funds

The funds of the charity are in the main unrestricted and available for use in furtherance of the charity's objectives at the discretion of the directors of the corporate trustee. Within the total unrestricted funds of the charity, those representing tangible fixed assets have been identified separately (see note 15).

Details of funds raised for a specific purpose or subject to donor imposed conditions, and therefore restricted, are given in note 14.

Services provided by members of the Congregation

For the purposes of these accounts, no monetary value has been placed on the care, administrative and other services provided by members of the Congregation.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Income from: Donations and legacies

	Un-restricted funds £	Restricted funds £	Total funds 2023 £	Un-restricted funds £	Restricted funds £	Total funds 2022 £
Donations and grants receivable	3,720,316	1,107,626	4,827,942	5,557,208	136,554	5,693,762
Legacies	2,785,060	—	2,785,060	1,522,209	—	1,522,209
Pensions of individual religious received under Gift Aid or deed of covenant	235,265	—	235,265	225,639	—	225,639
	6,740,641	1,107,626	7,848,267	7,305,056	136,554	7,441,610

2 Income from: Charitable activities

	Un-restricted funds £	Restricted funds £	Total funds 2023 £	Un-restricted funds £	Restricted funds £	Total funds 2022 £
Residents' and family contributions	6,909,018	—	6,909,018	6,996,321	—	6,996,321
Social services	4,665,157	—	4,665,157	4,170,453	—	4,170,453
Rental income	689,936	—	689,936	714,696	—	714,696
Covid-19 support grants	—	51,017	51,017	—	367,794	367,794
	12,264,111	51,017	12,315,128	11,881,470	367,794	12,249,264

3 Income from: Other trading activities

	Un restricted funds £	Restricted funds £	Total funds 2023 £	Un restricted funds £	Restricted funds £	Total funds 2022 £
Fundraising events	239,495	—	239,495	223,062	—	223,062
	239,495	—	239,495	223,062	—	223,062

4 Income from: Other sources

	Un restricted funds £	Restricted funds £	Total funds 2023 £	Un restricted funds £	Restricted funds £	Total funds 2022 £
Sundry income	12,062	—	12,062	48,318	—	48,318
Profit on disposal of assets	2,600	—	2,600	—	—	—
	14,662	—	14,662	48,318	—	48,318

5 Expenditure on: Provision of residential and care services

	Un-restricted funds £	Restricted funds £	Total funds 2023 £	Un-restricted funds £	Restricted funds £	Total funds 2022 £
Staff costs (note 8)	14,058,515	—	14,058,515	13,160,651	—	13,160,651
Premises	2,665,178	—	2,665,178	2,182,359	75,396	2,257,755
Care and welfare	440,023	852,207	1,292,230	823,209	367,794	1,191,003
Depreciation	1,938,334	—	1,938,334	1,881,691	—	1,881,691
Central administration	167,124	—	167,124	225,245	—	225,245
Professional fees	478,129	—	478,129	509,356	—	509,356
Contribution to homes in Scotland	494,000	—	494,000	127,700	—	127,700
Support costs	27,930	—	27,930	33,463	—	33,463
Governance costs (note 6)	99,960	—	99,960	111,902	—	111,902
Other costs	200,336	—	200,336	104,984	—	104,984
	20,569,529	852,207	21,421,736	19,160,560	443,190	19,603,750

The costs above include the direct costs of providing care, the living and personal expenses of individual sisters, all of whom are either directly or indirectly involved in such work, and related support functions of the charity.

6 Governance costs

	Un-restricted funds £	Restricted funds £	Total funds 2023 £	Un-restricted funds £	Restricted funds £	Total funds 2022 £
Professional fees	99,960	—	99,960	111,902	—	111,902

7 Net income (expenditure) for the year

This is stated after charging (crediting):

	2023 £	2022 £
Surplus on disposal of fixed assets	(2,600)	—
Loss on disposal of fixed assets	256,648	—
Staff costs (note 8)	14,058,515	13,160,651
Auditor's remuneration		
• Statutory audit services – current year	81,900	78,000
• Statutory audit services – prior years	15,000	33,902
Depreciation	1,938,334	1,881,691

8 Staff costs and remuneration of trustees and key management personnel

	2023 £	2022 £
Staff costs during the year were as follows:		
Wages and salaries	11,687,085	10,821,627
Social security costs	895,027	805,315
Pension costs	212,595	169,478
	12,794,707	11,796,420
Sub-contracted and temporary staff	736,026	1,364,231
Redundancy costs	527,782	—
	14,058,515	13,160,651

8 Staff costs and remuneration of trustees and key management personnel (continued)

All staff costs relate to the provision of residential and care services.

The redundancy costs in the year have arisen from the closure of the charity's homes in Birmingham and Leeds. All payments relate to contractual amounts.

The use of sub-contracted and temporary staff reflects the national shortage of permanent nursing and care staff.

No employee earned £60,000 per annum or more (including taxable benefits) during the year (2022 - none).

The average number of employees (calculated on both headcount and full time equivalent (FTE) basis) was as follows:

	2023 No	2022 No	2023 FTE	2022 FTE
Provision of residential and care services	624	557	454	414

Key management personnel

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

9 Trustees' expenses and transactions with trustees and related parties

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2022 – none).

As members of the Congregation, no trustee has resources of her own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charity was £3,321 (2022 - £4,200).

During the year, the charity received a donation of £2,819,049 (2022: £2,785,866) from the Generalate of the Congregation in France, as well as donations of £nil (2022: £1,600,000) from the congregation in Ireland.

During the year, the charity contributed £324,000 (2022: £100,500) to the Little Sisters of the Poor, Greenock SCIO and £170,000 (2022: £27,200) to the Little Sisters of the Poor, Glasgow SCIO towards the provision of residential and nursing care services.

There were no other related party transactions during the year (2022 - none).

10 Taxation

The Congregation of the Little Sisters of the Poor Charitable Trust is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

11 Tangible fixed assets

	Freehold land and buildings £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost					
At 1 January 2023	78,549,339	2,893,772	4,092,970	420,215	85,956,296
Additions	312,861	109,694	105,650	—	528,205
Disposals	(267,342)	—	—	(44,712)	(312,054)
At 31 December 2023	<u>78,594,858</u>	<u>3,003,466</u>	<u>4,198,620</u>	<u>375,503</u>	<u>86,172,447</u>
Depreciation					
At 1 January 2023	30,858,256	2,102,496	3,650,060	397,856	37,008,668
Charge for year	1,611,965	210,157	109,854	6,358	1,938,334
On disposals	(10,694)	—	—	(44,712)	(55,406)
Impairment	1,574,583	21,191	10,909	—	1,606,683
At 31 December 2023	<u>34,034,110</u>	<u>2,333,844</u>	<u>3,770,823</u>	<u>359,502</u>	<u>40,498,279</u>
Net book values					
At 31 December 2023	<u>44,560,748</u>	<u>669,622</u>	<u>427,797</u>	<u>16,001</u>	<u>45,674,168</u>
At 31 December 2022	<u>47,691,083</u>	<u>791,276</u>	<u>442,910</u>	<u>22,359</u>	<u>48,947,628</u>

The impairment charge relates to the Leeds Home, which has been closed following the year end, and will need to be demolished following the discovery of reinforced autoclaved aerated concrete (RAAC) throughout the Home. The historic cost of the land on which the Home is built cannot be separately identified, however as the original cost of the site as a whole is significantly less than the current value of the land, this has been taken as the deemed historic cost of the land which has been retained in the financial statements. All subsequent improvements to the site, as well as plant, machinery, furniture and equipment which will be disposed of when the home is demolished has been impaired to £nil value.

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values, with the market values being higher than the book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

12 Debtors

	2023 £	2022 £
Charges for care services	300,816	269,114
Prepayments	270,063	102,140
Accrued legacies	450,692	82,017
Other debtors	4,623	25,137
	<u>1,026,194</u>	<u>478,408</u>

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Fees in advance	154,095	150,709
Expense creditors	425,931	311,919
Creditors in relation to building improvements and other capital assets	—	199,258
Net wages	576,995	566,485
Taxation and social security	317,847	287,590
Other creditors	145,458	26,223
Redundancies payable	489,202	—
Accruals	556,714	68,455
	2,666,242	1,610,639

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
Repairs and refurbishment fund	—	424,437	(218,001)	(206,436)	—
Albert Gubay Charitable Trust	—	683,189	(583,189)	—	100,000
Covid-19 support grants	—	51,017	(51,017)	—	—
	—	1,158,643	(852,207)	(206,436)	100,000

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
Repairs and refurbishment fund	1,649	136,554	(75,396)	(62,807)	—
Covid-19 support grants	—	367,794	(367,794)	—	—
	1,649	504,348	(443,190)	(62,807)	—

- ◆ Repairs and refurbishment fund
This comprises monies received towards the cost of repair and refurbishment of the Homes. Transfers from restricted to unrestricted funds represent the purchase of tangible fixed assets from the fund.
- ◆ Covid-19 support grants
These funds represent monies received by the charity to assist with measures and actions to address Covid-19 and its affects on the Homes.
- ◆ Albert Gubay Charitable Trust
These funds represent monies received from the Albert Gubay Charitable Trust to assist with the running costs and refurbishment of the charity's homes in Manchester, Birmingham, Leeds and Newcastle.

14 Restricted funds (continued)

In addition to the restricted funds recorded above, each of the charity's homes receives donations throughout the year. In most cases, no formal restrictions are attached to those donations; however the charity understands that in many cases the donors' intention is that those donations are applied towards the home to which the donation was made. In all cases those intentions have been respected and the donations have been spent at the home in which they were received.

15 Tangible fixed assets fund

	2023 £	2022 £
At 1 January	48,947,628	48,867,395
Net movement in year	(3,273,460)	80,233
At 31 December	45,674,168	48,947,628

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. These tangible fixed assets are essential to the ongoing work of the charity – without them the charity's work would simply not be possible. As such their net book values should not be regarded as realisable in order to meet ongoing expenditure or contingencies.

16 Analysis of net assets between funds

	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2023 £
Fund balances at 31 December 2023 are represented by:				
Tangible fixed assets	—	45,674,168	—	45,674,168
Net current assets	100,000	—	504,492	604,492
Total net assets	100,000	45,674,168	504,492	46,278,660

	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2022 £
<i>Fund balances at 31 December 2022 are represented by:</i>				
<i>Tangible fixed assets</i>	—	48,947,628	—	48,947,628
<i>Net current assets</i>	—	—	353,187	353,187
<i>Total net assets</i>	—	48,947,628	353,187	49,300,815

17 Ultimate control

The charity, which is constituted as a trust, was controlled throughout the period by the Congregation of the Little Sisters of the Poor by virtue of the fact that the General Council of the Congregation appoints the Directors of the corporate trustee. The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation in England are vested in the corporate trustee of the charity, the directors of which undertake all transactions entered into in the course of the Congregation's charitable activities.

18 Capital commitments

At 31 December 2023, the charity had the following capital commitments in respect of the lift replacement within the charity's Newcastle home and the boiler replacement within the charity's Stoke Newington home.

	2023 £	2022 £
Contracted for, but not provided for in the accounts	420,000	—

19 Post-balance sheet events

The sale of the charity's Home in Birmingham was completed in early 2024.

In addition, following the discovery of reinforced autoclaved aerated concrete (RAAC) throughout the roof of the Leeds Home during the year, the Home has been closed following the year end, and will need to be demolished shortly. The costs of making the home temporarily safe during the closure period, together with the costs of closing the home, including associated redundancy costs have been accrued in the year ended 31 December 2023.

Accounts

**The Congregation
of the Little
Sisters
of the Poor
Charitable Trust**

Annual Report and Accounts

31 December 2022

Charity Registration Number
234434

Contents

Reports

Reference and administrative information	1
Trustees' report	3
Independent auditor's report	23

Accounts

Statement of financial activities	28
Balance sheet	29
Statement of cash flows	30
Principal accounting policies	31
Notes to the accounts	35

Reference and administrative information

Trustee	The Trustee of the charity is The Congregation of the Little Sisters of the Poor Trustee Company Limited, a limited liability company (Company Registration Number 867949). The directors of the corporate trustee during the year were: Julia Culliton Margaret Ashton Deirdre McCormack Christina Moore (appointed 16 June 2023) Josephine Storey (resigned 12 May 2023) Kathleen Taylor Mary Ward (resigned 12 May 2023)
Provincial Superior	Julia Culliton
Provincial Bursar	Margaret Ashton
Principal office	St Peter's Home 2a Meadow Road South Lambeth London SW8 1QH
Telephone	020 7735 0788
Fax	020 7582 0973
Charity registration number	234434
Auditor	Buzzacott LLP 12 New Fetter Lane London EC4A 1AG
Principal bankers	Royal Bank of Scotland plc 62/63 Threadneedle Street London EC2R 8LA

Reference and administrative information

Principal solicitors

Hunters
Incorporating Vernor-Miles & Noble
9 New Square
Lincoln's Inn
London
WC1A 2QN

The directors of the corporate trustee (hereafter referred to as the trustees) present their statutory report together with the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the "charity") for the year ended 31 December 2022.

The accounts have been prepared in accordance with the accounting policies set out on pages 311 to 344 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102).

INTRODUCTION

The Congregation of the Little Sisters of the Poor (the "Congregation") is an international Roman Catholic religious congregation with 1,711 Little Sisters worldwide, including 20 novices and 16 young women in formation at 31 December 2022. During the year 76 Little Sisters died, 5 of whom were suffering from Covid-19. There are 1,404 Jeanne Jugan Associates. The Congregation was founded in Brittany, France by Jeanne Jugan, who took into her home a poor, blind elderly lady and gave up her own bed. From this gesture the Congregation spread throughout the world. The Generalate of the Congregation is located in Brittany, France and the Congregation is divided into 16 Provinces across the world.

The consolidated accounts accompanying this report include the accounts of the charitable trust on which the assets of the Congregation in England are held.

MISSION

The object of the English Province of the Little Sisters of the Poor Charitable Trust, as set out in its governing document, is the spiritual welfare of its members and hospitality towards the elderly poor.

The English Province of the Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable works carried on by the members of the Congregation and to care for those members throughout their lives with the Congregation. These ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the two main areas: caring for members of the Congregation; and the ownership and operation of care homes for the elderly.

When setting the objectives and planning the work of the charity for the year, and when encouraging the work of individual Sisters, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Congregation proposes to its members the following of Jesus Christ through the profession of the evangelical counsels, in order to show forth – according to the words and teaching of Our Lord – the Kingdom of heaven as a luminous sign. (Constitutions of the Congregation).

MISSION (continued)

The particular mission of the Congregation of the Little Sisters of the Poor is the apostolate to the elderly poor, in fidelity to the charismatic inspiration of Jeanne Jugan. By the vow of hospitality, the Sisters promise God to consecrate themselves to the service of the elderly poor, according to the apostolic purpose of the Congregation and according to its Constitutions. The object of the vow is to practise the corporal works of mercy, in view of the salvation of souls and to spare no effort to attain this end. Each one in the community brings her collaboration to the common tasks. (Constitutions of the Congregation).

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES

Activities and specific objectives

The works or ministries of the Sisters of the Congregation fall into the following main areas:

♦ ***Worship and prayer***

Members of the Congregation are given the opportunity for private worship and to continue to develop their knowledge and trust in Jesus and the Church through quiet prayer, study of the Gospel and spiritual development. In addition, members of the Congregation celebrate and pray with the wider community including people of all faiths and none. They do this through the celebration of the Liturgy, and church services.

♦ ***Social and pastoral work***

The sole apostolate of the Congregation is the care of the elderly poor, of all nationalities and beliefs, in Homes providing residential and nursing care. Its social and pastoral work is extended to the elderly of the neighbourhood who are welcomed to the Homes on a daily basis and who often participate in the Luncheon Clubs run by the Homes.

♦ ***Operation of residential and care establishments***

During the year the sisters provided care and assistance to the elderly at seven establishments in England, owned and operated by the charity, in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. All Homes provide high quality care for members of the general public and those members of the Congregation in need of care in their later years.

♦ ***Overseas missionary work***

The charity also occasionally helps support Sisters working in healthcare and social and pastoral fields in the Homes of the Congregation in poorer countries, thereby helping some of the world's poorest and most disadvantaged people.

The Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable ministries carried out by the sisters of the Congregation in England. In the main these ministries centre around the provision of hospitality, residential and nursing care to the aged poor of both sexes.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

To this end the charity operates seven nursing and residential care homes situated in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle.

Within this work, the charity is also responsible for caring for members of the Congregation.

Care Homes

The philosophy of care is:

- ◆ to uphold, in conformity with Christian values and the teachings of the Catholic Church, the sacredness of human life in all its stages;
- ◆ to respond to the desires and aspirations of the elderly residents and, in particular, recognising:
 - a. their dignity, their desire to be respected, esteemed and loved, and the longing to feel useful;
 - b. their apprehension of solitude, together with the wish for a certain independence and privacy;
 - c. the need for security, in health as in sickness, until death;
- ◆ to respect human dignity which does not consist in being able to choose the time of one's death, but in being aware of the fact that one's basic right is the right of respect for life;
- ◆ rejection of all passive and active practices of euthanasia.

The tangible fixed assets of the charity are necessary for the work that is done by the Sisters. However, the running costs of the homes are not compensated by the income that is generated through subsidies from Local Authorities. Without the fundraising activities and daily collections that are made by the Sisters, the Homes would cease to function. The Sisters rely on the help of benefactors and this has been so from the earliest beginnings.

Details of the Homes are given in the table overleaf. Each Home includes lounges, a library, a Chapel, a shop for use by residents, a hairdressing facility, an arts and crafts complex, a medical suite, a concert hall for residents' entertainment and day facilities for the elderly of the locality.

All of the Homes suffered great setbacks during Covid-19. Difficulties due to reduced numbers of staff continue to be experienced in all the Homes. Sponsorships were offered to Nurses, Carers and Chefs from Sri Lanka. Many have responded and are currently employed in most of the Homes in England. This has resulted in not having to recruit agency staff, which is our aim.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Care homes (continued)

Name of Home	Address	Number of rooms	Additional facilities
St Joseph's Care Home	71 Queens Park Road Harborne Birmingham B32 2LB	37 en suite with ancillary services	12 Independent living apartments
St Joseph's Care Home with Nursing	66 Cotham Hill Bristol BS6 6JT	40 en suite with ancillary services	
Mount St Joseph's Care Home and Independent Living Complex	Shire Oak Road Headingley Leeds LS6 2DE	45 en suite with ancillary services	23 Independent living apartments
St Peter's Care Home and Independent Living Complex	Meadow Road South Lambeth London SW8 1QH	56 en suite with ancillary services	20 Independent living apartments
St Joseph's Care Home	52 Plymouth Grove West Manchester M13 0AR	45 en suite with ancillary services	5 Independent living apartments
St Joseph's Care Home	Westmoreland Road Newcastle-upon-Tyne NE4 7QA	57 en suite with ancillary services	
St Anne's Care Home and Independent Living Complex	Manor Road Stoke Newington London N16 5BL	32 en suite with ancillary services	19 Independent living apartments

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Caring for members of the Congregation

In common with many religious Congregations in England, the age profile of the members of the Congregation is increasing as existing members grow older and the number of new vocations becomes minimal. The age profile of the Congregation in England as at 31 December 2022 is shown below:

Age range	Number of Sisters
30 to 39 years	1
40 to 49 years	3
50 to 59 years	5
60 to 69 years	4
70 to 79 years	25
80 to 89 years	21
90 years and over	4
100 years	1

The Congregation has an obligation, both moral and legal, to provide care for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly poor and marginalised in society. As the age profile of the Congregation increases, so too does the need to provide increasing and increasingly expensive care to the Sisters. As the Sisters become elderly and in need of care they are cared for in the Community to which they are assigned.

As a consequence, the trustees are giving careful consideration to the impact of this on the work of individual members of the Congregation, the property requirements of the Congregation and the financial implications. In this regard, the aims of the trustees over the forthcoming years include:

- ♦ ensuring all members of the Congregation receive the high level of care they require;
- ♦ reviewing the charity's properties to provide adequate space to enable the elderly Sisters to be cared for; and
- ♦ enabling all members of the Congregation to continue with their individual ministries for as long as possible.

Associates

The Association Jeanne Jugan, approved by the Church on 5 September 1998, offers to lay men and women the opportunity of sharing in the spiritual riches of the Little Sisters of the Poor, of participating in their apostolic mission of hospitality to the needy elderly and of helping to spread the charisma of Jeanne Jugan in the milieus where they live and work. They perform various tasks within the Homes wherever needed.

There are presently 138 members in England.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Volunteers

Throughout the year, volunteers give their time to assist the elderly in the Care Homes. They receive no financial reward for this work which contributes to the overall achievement of the charity's objectives. In addition, members are involved in administering the work of the Congregation and the charity. Without their contribution the charity would not be able to function as effectively or as fully as it does. Details of the areas in which members gave their time are shown in the table below:

Care Home	Number of Associates	Number of Volunteers
Birmingham	—	6
Bristol	11	10
Leeds	13	12
London St. Anne's	6	6
London St. Peter's	12	18
Manchester	9	28
Newcastle	6	11

All involved in one or more of the following tasks:

- ◆ Reception
- ◆ Assisting residents
- ◆ Driving
- ◆ Administration
- ◆ Animation
- ◆ Library
- ◆ Catering
- ◆ Spiritual
- ◆ Maintenance
- ◆ Meal service and serving teas
- ◆ Shop
- ◆ Garden
- ◆ Fundraising
- ◆ Visiting residents
- ◆ Music
- ◆ Arts & crafts
- ◆ Christmas fayres

Protection of Children and Vulnerable Adults

Along with all other organizations who serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. This means that all Sisters who are in any kind of ministry in England have to obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA). The Little Sisters of the Poor is a Registered Body with the DBS and has a registered lead signatory and ten counter-signatories.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Grants, donations and other payments in support of missionary work and ministry

The Congregation may make modest donations in exceptional cases and with authorisation from the Superior General or the Superior Provincial, as the case requires. The charity supports the work of the Congregation in Africa, the funds being raised by the sale of goods made by residents in the arts and crafts department of the Homes.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. As noted above, it applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that donors' and supporters' communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2022, the charity received no complaints about its fundraising activities.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

Throughout the year Sisters continued to up-date their professional skills. Some Sisters are currently being trained in Leadership and Management Awards, National Certificate of Further Education in: Quality and Diversity, Principles of End of Life Care and Principles of Dementia, Safeguarding. Others courses that are on-going are: Health & Safety, Certificate in the Safe Handling of Medicines, Food Safety in Catering, Safeguarding, Mental Capacity Act, Staff management, Gold Standards Framework, Fire Safety, and Emergency First Aid.

Care Homes

The trustees are aware of the importance of the care of the elderly in every aspect and, in particular, of the mission and ethos of the Little Sisters of the Poor in their care of elderly people. The Homes are supported on a national level by qualified personnel and consultancy services. The Care Home Advisor, David Colborn MA, BSc, RGN, Dip. Nurs., Certd. Ed. visits the Homes on a regular basis. David updates the Care Managers on issues surrounding the care of the residents and reviews the policies three yearly. He recently attended a course on Fire Prevention which has enabled him to carry out the necessary inspections of the buildings. He also gives courses to the staff on Tissue Viability and Managing Continence.

Claudia Pineda is the Moving and Handling Co-ordinator, training staff in the correct procedures in this area. She is updated on an annual basis. There are also Moving and Handling facilitators at each Home. Claudia also oversees the Care training session, induction and on-going, using Skills for Care, and as part of the induction supports Carers in acquiring the Care Certificate.

The trustees are also aware of the importance of ensuring that the Homes are financially viable and have appointed a Group Purchasing Manager, David West, to negotiate and review contracts, and obtain the best deals in every aspect of purchasing. David is in constant contact with the Managers of the Homes, advising and negotiating discounts with suppliers before placing orders.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

Because of the number of employees involved in each Home and the complexity of employment law, the Sisters have contracted the services of Peninsula Business Services. An advice line is available 24 hours a day 365 days a year. Contracts of Employment and related documents are in line with current legislation and have been drawn up with the support of the Peninsula Business Services, and material is up-dated as necessary. Training sessions are a part of the package and these are attended by Management and Personnel Officers on a regular basis.

Janet Melbourne is sub-contracted to oversee the management of the local HR team in the Homes and to advise as necessary.

The staff from Directory of Social Change have had a large input into the training of staff in various areas in Communication and Developing Effective Relationships. These courses have been appreciated by the staff and all appear to have benefitted fully.

The Homes of the Little Sisters of the Poor are supported by Local training Centres for the training of staff to required levels.

During the past year Distant Learning Courses were put in place for Sisters and staff members, particularly in the field of Dementia. This has made an immense difference in helping to understand the elderly who are border-line cases in the Homes.

Sisters and staff have also been registered with Educare and have completed the training on Safeguarding through this means.

The Homes continue to function in a somewhat restrained way in the aftermath of the pandemic. Some cases are still being reported, none of them too severe, and all Residents so far have not been seriously affected. It has been difficult to recruit staff and fill the master rota, which meant that we had to rely on agency staff in all Homes. This has obviously not helped the financial position. The Motherhouse has supported the Province where shortfalls have occurred.

St Joseph's Care Home with Nursing, Birmingham

St Joseph's Care Home in Harborne, Birmingham provides care for 37 residents. The Home also has 12 Independent-Living Apartments. No major work has been undertaken in the Home during 2022 and none is foreseen for 2023.

St Joseph's Care Home with Nursing, Bristol

St Joseph's, Bristol, is registered to provide accommodation and personal care for 40 elderly people of modest income who are 65 and over. Within this they can provide support for up to six people who also require nursing care. There are 40 individual, en-suite rooms, with showers.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Bristol (continued)

During the past year the following maintenance took place:

- ◆ Emergency repairs to a faulty soil pipe after flooding.
- ◆ Replacement of a faulty charger in the fire alarm system.

Huge fundraising efforts are in place and this has already made a difference as the shortfall is not as wide as it has been in previous years.

Church collections and store collections have been increased and we are grateful for all that we receive in this way.

Mount St Joseph's Care Home with Nursing, Headingley, Leeds

Mount St Joseph's provides care for 45 elderly people of modest income. There are also 23 Independent-Living Apartments with full occupancy.

During the past year, the following maintenance and additional work was undertaken:

- ◆ The replacement of carpets, with wood effect vinyl flooring on the corridors in the Residents' Units
- ◆ Improvement of the heating system in the main dining room
- ◆ Creation of a safe and secure garden space in an area of the garden, by installing a low-level fence, which will allow the Residents with cognitive problems to walk freely and feel safe.

St Anne's Care Home with Nursing, Stoke Newington, London

St Anne's provides care for 32 elderly people of modest income and was opened, after re-construction, in October 2008. There are also 19 Independent Living Apartments.

Due to shortage of staff it has been necessary to use a clinical lead from an agency. This has added to unexpected costs.

- ◆ The structure of the balcony on the second floor is giving concern and for health and for safety reasons can no longer be accessed until further investigations have been carried out. These investigations are on-going at the end of the year 2022.
- ◆ It was necessary to do urgent work on three of the heating boilers, which included: Investigation of the problem and advising on a resolution.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Anne's Care Home with Nursing, Stoke Newington, London (continued)

- ◆ Due to on-going problems with the heating system a further £24,000 was needed for the flushing of the pipes.
- ◆ During the month of March a further £4,500 was spent replacing one of the boiler pumps which was leaking and overhauling a second pump at a cost of £2,000.
- ◆ It was necessary to purchase four PPE mobile equipment trollies.

St Peter's Care Home, South Lambeth, London

St Peter's is a Care Home with Nursing, registered for 56 places for elderly people with modest income who are 65 and over. Nursing registration has been applied for. There are also 20 independent-living apartments for elderly people with modest income who are capable of living independently. While maintaining a high level of occupancy, the Home continues to receive a large number of applications. Training of staff has continued to be a priority in order to ensure a high standard of care.

During the year, in spite of the many financial demands, and thanks to assistance from the Motherhouse, we have been able to:

- ◆ Upgrade all technical cupboard doors, by posting fire strip seals, in response to a fire requirement.
- ◆ Two bathrooms have been converted into wet rooms on the Residents' Units. A fundraising event was organised for this.
- ◆ It was found necessary to purchase four desktop computers and six tablets to assist with the Care planning.
- ◆ Urgent repairs to the main electric gate were necessary.
- ◆ Necessary work was carried out on the preserved trees in the grounds.
- ◆ The camera at the Reception area was upgraded.
- ◆ The conversion of two showers into wet rooms in the convent area was funded from a donation.
- ◆ Flooring was renewed on the corridors of the Residents' units
- ◆ Furniture was renewed on the Residents' units.

ACHIEVEMENTS AND PERFORMANCE (continued)

Review of Activities (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Manchester

St Joseph's, Manchester, is registered for 46 places. Staff and volunteers ensure that the standard of care given is high and this is confirmed by recent Inspection reports. Every effort is made to ensure that residents' needs are met, their dignity maintained and their well-being assured. The newly refurbished Home is greatly appreciated by Residents, and their families.

Additional work took place during the past year:

- ◆ Redecorating the visitors' apartments comprising three bedrooms, lounge and hall-way which became necessary following the renewal of the heating and fire alarm works.

St Joseph's Care Home with Nursing, Newcastle

St Joseph's, Newcastle, underwent a huge refurbishment programme in the 1990s and the Home is well maintained as are the extensive gardens that surround it. It provides places for 57 elderly residents of modest income. Staff are devoted and most of them have been in employment at the Home for many years.

There were no outstanding works or purchases during the past year 2022.

The following table summarises some of the important statistics regarding the Homes:

Due to cases of Covid-19 the Homes have not been able to function as normal.

Statistics

The following table summarises some of the important statistics regarding the Homes:

	Occupancy %	Residents in Care	Occupancy Independent Living %	Residents in Independent living	Residents' deaths in year	Staff full-time	Staff part-time
St Joseph's Birmingham	85	34	50	12	18	17	62
St Joseph's Bristol	90	36	N/A	N/A	15	16	37
Mount St. Joseph's Leeds	93	43	83	23	12	23	46
St Anne's, Stoke Newington, London	96	31	89	17	13	36	23
St Peter's London	85	50	95	19	19	19	73
St Joseph's Manchester	95	43	60	3	10	15	51
St Joseph's Newcastle upon Tyne	75	52	N/A	N/A	7	16	88

FINANCIAL REPORT FOR THE YEAR

Results for the year

A summary of the results for the year can be found on page 288 of the attached accounts.

Income has increased by £4,567,260 compared to the previous year and amounts to £19,963,755 (2021 – £15,396,495).

Total income from the provision of residential and care services increased by £1,473,010. Nevertheless, this increase is insufficient to keep pace with rising costs. The charity remains very dependent on voluntary income – both general donations and legacies.

The trustees continue to be extremely grateful to all those who provide financial assistance to the charity, thus enabling it to continue its invaluable work.

Expenditure increased from £17,147,426 in 2021 to £19,607,679 in 2022. The trustees keep a tight control over costs but expect that costs will continue to rise as the homes have to meet the increasing requirements of legislation affecting the care sector. The majority of the charity's expenditure represents the operating costs of the Congregation's care homes and a significant proportion of this relates to staff costs which have risen by rates higher than inflation over the past few years reflecting, in particular, the national shortage of qualified nursing and care staff. Fundraising and administration costs are well controlled and represent only a small proportion of total expenditure.

Reserves policy

The trustees have examined the requirement for free reserves i.e those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to between 3 and 6 months' expenditure. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

Investment policy

The Congregation does not hold investments and accepts neither revenues nor other forms of guaranty in perpetuity. The work is entrusted to Providence, which has manifested itself in such a remarkable way since the beginning of the Congregation.

Financial position

The consolidated balance sheet shows total funds of £49,300,815. Of this, £48,947,618 is designated as the tangible fixed assets fund. This represents the net book value of the charity's tangible fixed assets used to support the work of the sisters.

Free reserves, therefore, are those shown on the balance sheet as general funds and at 31 December 2022 stood at £353,187. This is significantly lower than the amount required by the charity's reserves policy set out above. However, the trustees are confident that continued support through donations and legacies as well as support from other parts of the international Congregation will enable the charity to continue to operate and remain a going concern.

FINANCIAL REPORT FOR THE YEAR (continued)

The charity's assets

Acquisitions and disposals of tangible fixed assets during the year are recorded in the notes to the accounts.

PLANS FOR FUTURE PERIODS

The trustees do not anticipate any significant change to the charity or its activities over the next two to five years. It is their intention to continue to meet the following objectives:

- ◆ To continue to care for the Sisters and enable them to carry out their work in the care of the elderly.
- ◆ To continue to operate ten care Homes for the elderly and in particular:
 - ◇ to provide the highest possible quality of care for the residents in a dignified and friendly environment;
 - ◇ to achieve average occupancy rates in excess of 95%;
 - ◇ to meet the requirements laid down by the Care Standards Act 2000 and attain high success rates in inspections carried out by the Care Quality Commission;
 - ◇ to continue a programme of maintaining the Homes to a high standard;
 - ◇ to continue to employ high quality staff and ensure that they are given appropriate and relevant training;
 - ◇ to attain a high awareness of Health & Safety issues, training staff and volunteers in their important role in this field.
 - ◇ to monitor the needs of the Sisters as they grow older and, if necessary, adapt the charity's plans in respect of property needs and the provision of care to elderly members.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council in Brittany, France. They are elected every six years at a General Chapter consisting of a meeting of representatives of all provinces of the Congregation. The English Province is governed by the Provincial who is named by the Superior General with the deliberative vote of her Council. Members of the Provincial Council are named by the Superior General with the consultation of her Council. Each community in the English Province is governed by a local superior, who is appointed by the Superior General with the deliberative vote of her Council. The Provincial is required to make a Canonical Visitation in each community at least every eighteen months, with shorter visits throughout the year. There is a system of accountability operational throughout the Province to ensure that the Provincial Superior and her Councillors are aware of the progress and development of the ministries carried out by the Sisters of the Province. A visit by the Superior General is made to the English Province during her term of office.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Governance (continued)

In terms of Civil law, the charity is governed by a trust deed dated 5 May 1964 and is a registered charity – Charity Registration No. 234434. The trustees of the charity are the four members of the Provincial Council and two other members who are local Superiors. As all trustees are members of the Congregation they have a detailed knowledge of the work of the charity and of its structure.

As all trustees are members of the Congregation of the Little Sisters of the Poor Trustee Company Limited their living and personal costs are borne by the charity. However, they receive no remuneration or expenses for their services as trustees.

The names of the trustees who served during the year are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details on each of the trustees is given below.

Sister Julia Culliton

Sister Julia Culliton, joined the Congregation in 1973. She is now currently the Provincial Superior of the Dublin-London Province. Since entering the Congregation she trained as a nurse at St. James's Hospital, Leeds. She has also held the post of deputy Manager and Manager in several Homes in France, during which time she obtained a Degree in Gerontology and a Masters in Management.

Sister Kathleen Taylor

Sister Kathleen Taylor, joined the Congregation in 1968. She is currently Care Home Manager at St Peter's Residence. Since entering the Congregation she trained as a nurse and has held the post of deputy Manager in several Homes in France as well as Provincial in both France and Ireland.

Sister Mary Ward

Sister Mary Ward entered the Congregation in 1976. She was a member of the Provincial Council in Dublin and is now a Trustee and member of the newly formed Province of Dublin-London. She also fulfilled an administrative role in several Homes in what was previously the Province of London.

Sister Mary Chantal (Margaret Ashton)

Sister Mary Chantal joined the Congregation in 1961. She is currently the Provincial Assistant, has received training in book-keeping and accountancy and has overall responsibility for the finances of the charity. Since joining the Congregation she has served as fund-raiser in St Joseph's, London, and formed part of the formation team in both the Novitiate in France, and the Juniorate House in Leeds. Previously she obtained a City & Guilds level 4 in Care, and received the Certificate of Unit Credit towards competence in training and development as an NVQ assessor and internal verifier.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Governance (continued)

Sister Deirdre Mary Francis (Deirdre McCormack)

Sister Deirdre joined the Congregation in 1992, having previously qualified as an RGN at Addenbrooke's Hospital, Cambridge. She also obtained the Orthopaedic Nursing Certificate at the Royal National Orthopaedic Hospital, Stanmore, Middlesex. She also has obtained NVQ Level 4 in Management and Leadership. Since entering the Congregation she has served as Unit Manager in the Homes of the Little Sisters in Dundee, Lyon, Dijon and Paris, and as Deputy Manager and Registered Manager in Newcastle, Preston, Manchester and London and is currently serving as Registered Manager at St Joseph's, Newcastle.

Sister Josephine (Josephine Storey)

Sister Josephine joined the Congregation in 1966. She trained as a Registered General Nurse at St James's Hospital, Leeds, and has held the post of deputy Care Home Manager and Care Home Manager at the charity's homes in Bristol and the two London Homes. She is currently Manager of the Care Home with Nursing in Manchester.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and accounts 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 trustees to prepare accounts for each financial 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. In preparing these accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 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.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions.

When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, managers, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff.

The English Province (now known as the Province of Dublin-London) comprises 138 Sisters who live as part of twelve communities. Two of the community houses are situated in London, one in the South West, one in the West Midlands, one in Yorkshire, one in the North West and one in the North East, two in Scotland and three in Ireland. The community houses are located in those areas of towns and cities where it is believed that the Sisters can provide the most help to the poor and marginalised. Often these areas are socially deprived areas desperately in need of the care and pastoral work carried out by the Sisters. As stated above, each community has a local superior appointed by the Superior General. The local superior is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the trustees. All local superiors meet together once or twice a year with the trustees to discuss developments and future plans and strategy.

The day to day responsibility for the Homes is in the hands of the Registered Care Manager, who is the Mother Superior at each location. They liaise regularly with the Provincial Superior concerning the running and maintenance of the Home. They are supported and aided by a Local Council of two, or three, members who are named by the Superior General with the consent of her Council.

St. Joseph's, Birmingham

Registered Manager: Sister Kathleen Kiernan is a Registered Nurse who has over thirty years' experience of nursing and caring for the elderly in a care home environment.

St. Joseph's, Bristol

Registered Manager: Sister Catherine McGuire has over forty years' experience caring for the elderly in a care home environment.

Mount St. Joseph's, Leeds

Registered Manager: Sister Caroline Kissane is a Registered Nurse who has over thirty years' experience of caring for the elderly in a care home environment.

London – St. Peter's, South Lambeth

Registered Manager: Sister Kathleen Taylor is a Registered Nurse and has over fifty years' experience of caring for the elderly in a care home environment.

London – St. Anne's, Stoke Newington

Registered Manager: Sister Maureen Wright is a Registered Nurse who has over forty years' experience of caring for the elderly in a care home environment.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting (continued)

St. Joseph's, Manchester

Registered Manager: Sister Josephine Storey is a Registered Nurse who has thirty years' experience of caring for the elderly in a care home environment.

St. Joseph's, Newcastle Upon Tyne

Registered Manager: Sister Deirdre McCormack is a Registered Nurse who has over twenty years' experience of caring for the elderly in a care home environment. Working with other organisations.

The charity works closely with a number of other charities and public bodies which work in the field of providing care to the vulnerable and the elderly. Working together in this way enhances communication and understanding thus enabling services to the elderly to be provided more efficiently and effectively and avoiding duplication of effort. Examples of the organisations with which the Sisters have worked and the charity has cooperated during the year are as follows:

- ◆ The Roman Catholic Dioceses of Birmingham, Clifton, Leeds, Westminster, Southwark, Salford, Hexham & Newcastle,
- ◆ Care Quality Commission
- ◆ NHS
- ◆ Social Services
- ◆ Training Centres.

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces, categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age in the Province at 31 December 2022 was 72 years. The trustees are aware that there is both a moral and legal obligation to care for the older members. None of the Sisters have resources of their own as all earnings, pensions and other income have been donated to the charity. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by putting aside the pensions and attendance allowance that the Sisters receive (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.
- ◆ Operationally the work of the charity is the care of the elderly of modest means. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that Sisters engaged in any ministry in Great Britain and all those who work or volunteer for the charity must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Safeguarding Standards Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). One of the Sisters is responsible for ensuring this policy is adhered to in respect to all Sisters, employees and volunteers. In addition, the trustees have established that each Home has a nominated person and this Safeguarding Team meets during the year to discuss any problems that may have arisen. They are regularly in communication by email and phone and on-going safeguarding training is provided. Internal policies are reviewed and up-dated and Sisters, staff and volunteers are kept informed about good practice in work and ministry.
- ◆ Additional administration staff have been recruited to lighten the workload of some departments, through job sharing or dividing tasks. This avoids the risk of a reduced functioning in these areas and contributes to the smooth running of the Home when absences occur.
- ◆ Because of the new General Data Protection Regulations the Sisters acknowledge the risk involved in not being fully functional to meet the requirements of this new law. In order to ensure full compliance, and that the law is fully understood and adhered to, training has been given to the Sisters and delegated staff members. A Data Protection Officer has been recruited and each Home has an appointed Data Protection Lead. A Policy and Fair Processing and Privacy Notice has been developed and these are available on the website.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

- ◆ A digital Care Programme has been implemented in most Homes and all medical and care staff have been trained. Implementation of the systems in the Homes in Scotland is underway. It is acknowledged that there are significant risks in this area and IT protection measures are being carried out and a risk assessment is in place.
- ◆ The Little Sisters of the Poor (LSP) are committed to providing the highest levels of care for the elderly poor. We recognise that changes within legislation and threats from working in new on-line environments expose both Little Sisters of the Poor and our residents and staff to new threats and challenges. We score risk using the standard risk equation: $\text{Impact} \times \text{Likelihood} = \text{Risk}$ and it has been carried out for the purpose.
- ◆ The charity donates occasional sums in support of the wider Congregation. The vast majority of donations sent overseas are to fund projects administered directly by members of the international Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a full written report of how the monies have been utilized and applied is obtained from the recipient.
- ◆ The Charity does not hold investments. The charity's principal asset comprises buildings which are essential for the work of the charity.
- ◆ The charity has a management committee comprising care professionals and legal and financial professionals. Members of this committee advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding; the chronic shortage of qualified nurses and care assistants; the impact of the planned changes in the provision of care funding, and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

Key management

The trustees consider that they together with the Provincial Bursar [and the senior management team of the care home] comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Provincial Bursar are members of the Congregation and whilst their living and personal expenses are borne by the charity they receive no remuneration or reimbursement of expenses in connection with their duties as trustees.

EMPLOYEES, VOLUNTEERS, AND MEMBERS OF THE CONGREGATION

The trustees wish to record their recognition of the professionalism and commitment of all their staff, volunteers and the individual members of the Congregation. Their dedication and positive approach are very much appreciated.

Approved by the Directors of the Corporate Trustee
and signed on their behalf by: Julia Culliton

J. Culliton

Approved on: 24/10/23.

24 October 2023

Independent auditor's report to the directors of the corporate trustee (the 'trustees') of The Congregation of the Little Sisters of the Poor Charitable Trust

Opinion

We have audited the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the 'charity') for the year ended 31 December 2022 which comprise the statement of financial activities, the balance sheet, the statements of cash flows, principal accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2022 and of its income and expenditure 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 auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts 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 and accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 there is a material misstatement in the accounts or a material misstatement of the other information. 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 in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charity through discussions with management and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries with management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and those charged with governance as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Auditor's responsibilities for the audit of the accounts (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Performed substantive testing on expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reviewing the minutes of meetings of trustees' meetings; and
- ◆ Enquiring of management and representatives of those charged with governance as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. 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 auditor's 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.

Buzzacott LLP

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date 27 October 2023

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 December 2022

	Notes	Un-restricted funds £	Restricted funds £	Total funds 2022 £	Un-restricted funds £	Restricted funds £	Total funds 2021 £
Income from:							
Donations and legacies	1	7,173,814	136,554	7,310,368	4,060,440	202,445	4,262,885
Interest receivable		1,501	—	1,501	311	—	311
Charitable activities							
. Charges for residential and care services	2	11,881,470	367,794	12,249,264	10,255,967	520,287	10,776,254
Other trading activities	3	354,304	—	354,304	299,486	—	299,486
Other sources	4	48,318	—	48,318	57,559	—	57,559
Total income		19,459,407	504,348	19,963,755	14,673,763	722,732	15,396,495
Expenditure on:							
Raising funds							
. Costs of generating voluntary income		3,929	—	3,929	3,271	—	3,271
Charitable activities							
. Provision of residential and care services	5	19,160,560	443,190	19,603,750	16,293,075	722,732	17,015,807
. Loss on disposal of tangible fixed assets		—	—	—	128,348	—	128,348
Total expenditure		19,164,489	443,190	19,607,679	16,424,694	722,732	17,147,426
Net income (expenditure) for the year	7	294,918	61,158	356,076	(1,750,931)	—	(1,750,931)
Transfers between funds	14	62,807	(62,807)	—	11,571	(11,571)	—
Net movement in funds		357,725	(1,649)	356,076	(1,739,360)	(11,571)	(1,750,931)
Reconciliation of funds							
Total funds brought forward at 1 January 2022		48,943,090	1,649	48,944,739	50,682,450	13,220	50,695,670
Total funds carried forward at 31 December 2022		49,300,815	—	49,300,815	48,943,090	1,649	48,944,739

There is no difference between the net movement of funds stated above and the historical cost equivalent.

All activities derived from continuing operations during the above financial years.

Balance sheet 31 December 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	11		48,947,628		48,867,395
Current assets					
Debtors	12	478,408		400,026	
Short term deposits		817,392		1,016,786	
Cash at bank and in hand		668,026		669,897	
Total current assets		1,963,826		2,086,709	
Liabilities					
Creditors: amounts falling due within one year	13	(1,610,639)		(2,009,365)	
Net current assets			353,187		77,344
Total net assets			49,300,815		48,944,739
The funds of the charity					
Restricted funds	14		—		1,649
Unrestricted funds					
· Tangible fixed assets fund	15	48,947,628		48,867,395	
· General fund		353,187		75,695	
			49,300,815		48,943,090
			49,300,815		48,944,739

Approved by the Directors of the Corporate Trustee
and signed on their behalf by: Julia Culliton

J. Culliton

Approved on: 24 October 2023

24/10/23.

Statement of cash flows Year to 31 December 2022

	Notes	2022 £	2021 £
Cash flows from operating activities:			
Net cash flows provided by operating activities	A	2,373,515	296,115
Cash flows from investing activities:			
Interest received		1,501	311
Purchase of tangible fixed assets		(2,576,281)	(5,104,988)
Net cash used in investing activities		(2,574,780)	(5,104,677)
Change in cash and cash equivalents in the year		(201,265)	(4,808,562)
Cash and cash equivalents at 1 January 2022	B	1,686,683	6,495,245
Cash and cash equivalents at 31 December 2022	B	1,485,418	1,686,683

Notes to the statement of cash flows for the year to 31 December 2022:

A Reconciliation of net movement in funds to net cash provided by operating activities

	2022 £	2021 £
Net movement in funds (as per the statement of financial activities)	356,076	(1,750,931)
Adjustments for:		
Depreciation charge	1,881,691	1,858,033
Net deficit on disposal of assets and activities	—	128,348
Interest receivable	(1,501)	(311)
(Increase) decrease in debtors	(78,382)	142,220
Increase (decrease) in creditors	215,631	(81,244)
Net cash provided by operating activities	2,373,515	296,115

B Analysis of cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	668,026	669,897
Short term deposits	817,392	1,016,786
Total cash and cash equivalents	1,485,418	1,686,683

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Principal accounting policies 31 December 2022

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of accounting

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to the accounts.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- ◆ estimating the provision for bad or doubtful debts; and
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charity is entitled.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2023, the most significant issues that may affect the carrying value of the assets held by the charity are the level of local and central government funding for residential and nursing care of older people, the ability to attract and retain staff given the national shortage of trained carers and nurses, inflationary pressures and the cost of implementing the changes to the regulatory environment affecting care homes generally.

Scope

The accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England and the Channel Islands. The accounts do not include the activities and assets of the Congregation in Scotland, Ireland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, interest on funds held on deposit, income from residential and care services, income from fundraising and collections and other income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from residential and care services is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable.

Income recognition (continued)

Income from fundraising and collections is recognised when receivable and the amount can be measured reliably by the charity; this is normally when the income has been received.

The surplus on the disposal of assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Income from the Coronavirus Job Retention Scheme is credited to the statement of financial activities when the charity has become entitled to the funding and when the amount receivable has been quantified.

Expenditure recognition and the basis of apportioning costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure comprises the following:

- a. The costs of generating funds include direct costs associated with collections and generating other donated income.
- b. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report i.e. the provision of residential and care services and the provision of donations to support the work of the congregation.

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and a suitable working environment.

Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.

Support and governance costs are attributed to the provision of residential and care services only.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- | | |
|-----------------------|--------------------------------|
| ♦ Freehold buildings | 2% on a straight line basis |
| ♦ Plant and machinery | 5-20% on a straight line basis |

Tangible fixed assets (continued)

- ◆ Furniture and equipment 20% on a straight line basis
- ◆ Motor vehicles 25% on a straight line basis

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Funds

The funds of the charity are in the main unrestricted and available for use in furtherance of the charity's objectives at the discretion of the directors of the corporate trustee. Within the total unrestricted funds of the charity, those representing tangible fixed assets net of long term loans to finance major property improvements (see note 16) have been identified separately.

Details of funds raised for a specific purpose or subject to donor imposed conditions, and therefore restricted, are given in note 15.

Services provided by members of the Congregation

For the purposes of these accounts, no monetary value has been placed on the care, administrative and other services provided by members of the Congregation.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Income from: Donations and legacies

	Un-restricted funds £	Restricted funds £	Total funds 2022 £	Un-restricted funds £	Restricted funds £	Total funds 2021 £
Donations and grants receivable	5,425,966	136,554	5,562,520	2,808,510	202,445	3,010,955
Legacies	1,522,209	—	1,522,209	1,064,266	—	1,064,266
Pensions of individual religious received under Gift Aid or deed of covenant	225,639	—	225,639	187,664	—	187,664
	7,173,814	136,554	7,310,368	4,060,440	202,445	4,262,885

2 Income from: Charitable activities

	Un-restricted funds £	Restricted funds £	Total funds 2022 £	Un-restricted funds £	Restricted funds £	Total funds 2021 £
Pensions and related income	86,172	—	86,172	44,211	—	44,211
Residents' and family contributions	6,910,149	—	6,910,149	5,882,017	—	5,882,017
Social services	4,170,453	—	4,170,453	3,642,307	—	3,642,307
Rental income	714,696	—	714,696	687,432	—	687,432
Covid-19 support grants	—	367,794	367,794	—	520,287	520,287
	11,881,470	367,794	12,249,264	10,255,967	520,287	10,776,254

3 Income from: Other trading activities

	Un restricted funds £	Restricted funds £	Total funds 2022 £	Un restricted funds £	Restricted funds £	Total funds 2021 £
Fundraising	223,062	—	223,062	259,567	—	259,567
Collections	131,242	—	131,242	39,919	—	39,919
	354,304	—	354,304	299,486	—	299,486

4 Income from: Other sources

	Un restricted funds £	Restricted funds £	Total funds 2022 £	Un restricted funds £	Restricted funds £	Total funds 2021 £
Sundry income	48,318	—	48,318	48,262	—	48,262
Coronavirus Job Retention Scheme	—	—	—	9,297	—	9,297
	48,318	—	48,318	57,559	—	57,559

5 Expenditure on: Provision of residential and care services

	Un-restricted funds £	Restricted funds £	Total funds 2022 £	Un-restricted funds £	Restricted funds £	Total funds 2021 £
Staff costs (note 8)	13,160,651	—	13,160,651	10,987,309	—	10,987,309
Premises	2,182,359	75,396	2,257,755	2,146,643	202,445	2,349,088
Care and welfare	823,209	367,794	1,191,003	567,914	520,287	1,088,201
Depreciation	1,881,691	—	1,881,691	1,858,033	—	1,858,033
Central administration	225,245	—	225,245	241,523	—	241,523
Professional fees	509,356	—	509,356	342,652	—	342,652
Contribution to homes in Scotland	127,700	—	127,700	—	—	—
Support costs	33,463	—	33,463	7,548	—	7,548
Governance costs (note 6)	111,902	—	111,902	67,650	—	67,650
Other costs	104,984	—	104,984	73,803	—	73,803
	19,160,560	443,190	19,603,750	16,293,075	722,732	17,015,807

The costs above include the direct costs of providing care, the living and personal expenses of individual sisters, all of whom are either directly or indirectly involved in such work, and related support functions of the charity.

6 Governance costs

	Un-restricted funds £	Restricted funds £	Total funds 2022 £	Un-restricted funds £	Restricted funds £	Total funds 2021 £
Professional fees	111,902	—	111,902	67,650	—	67,650

7 Net income (expenditure) for the year

This is stated after charging:

	2022 £	2021 £
Staff costs (note 8)	13,160,651	10,987,309
Auditor's remuneration		
. Statutory audit services – current year	78,000	67,650
. Statutory audit services – prior years	33,902	—
Depreciation	1,881,691	1,858,033

8 Staff costs and remuneration of trustees and key management personnel

	2022 £	2021 £
Staff costs during the year were as follows:		
Wages and salaries	10,821,627	9,205,421
Social security costs	805,315	618,935
Pension costs	169,478	147,354
	11,796,420	9,971,710
Sub-contracted and temporary staff	1,364,231	1,015,599
	13,160,651	10,987,309

8 Staff costs and remuneration of trustees and key management personnel (continued)

All staff costs relate to the provision of residential and care services.

The use of sub-contracted and temporary staff reflects the national shortage of permanent nursing and care staff.

No employee earned £60,000 per annum or more (including taxable benefits) during the year (2021 - none).

The average number of employees (calculated on both headcount and full time equivalent (FTE) basis) was as follows:

	2022 No	2021 No	2022 FTE	2021 FTE
Provision of residential and care services	557	568	414	420

Key management personnel

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

9 Trustees' expenses and transactions with trustees and related parties

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2021 – none).

As members of the Congregation, no trustee has resources of her own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charity was £4,200 (2021 - £3,150).

During the year, the charity received a donation of £2,785,866 (2021: £400,000) from the Generalate of the Congregation in France, as well as donations of £1,600,000 from the congregation in Ireland.

During the year, the charity contributed £100,500 (2021: £nil) to the Little Sisters of the Poor, Greenock SCIO and £27,200 (2021: £nil) to the Little Sisters of the Poor, Glasgow SCIO towards the provision of residential and nursing care services.

There were no other related party transactions during the year (2021 - none).

10 Taxation

The Congregation of the Little Sisters of the Poor Charitable Trust is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

11 Tangible fixed assets

	Freehold land and buildings £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost					
At 1 January 2022	76,740,772	2,857,006	3,984,382	412,212	83,994,372
Additions	1,808,567	36,766	108,588	8,003	1,961,924
At 31 December 2022	<u>78,549,339</u>	<u>2,893,772</u>	<u>4,092,970</u>	<u>420,215</u>	<u>85,956,296</u>
Depreciation					
At 1 January 2022	29,317,075	1,873,503	3,550,216	386,183	35,126,977
Charge for year	1,541,181	228,993	99,844	11,673	1,881,691
At 31 December 2022	<u>30,858,256</u>	<u>2,102,496</u>	<u>3,650,060</u>	<u>397,856</u>	<u>37,008,668</u>
Net book values					
At 31 December 2022	<u>47,691,083</u>	<u>791,276</u>	<u>442,910</u>	<u>22,359</u>	<u>48,947,628</u>
At 31 December 2021	<u>47,423,697</u>	<u>983,503</u>	<u>434,166</u>	<u>26,029</u>	<u>48,867,395</u>

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

12 Debtors

	2022 £	2021 £
Charges for care services	269,114	241,152
Prepayments	102,140	122,485
Other debtors	107,154	36,389
	<u>478,408</u>	<u>400,026</u>

13 Creditors: amounts falling due within one year

	2022 £	2021 £
Fees in advance	150,709	234,947
Expense creditors	311,919	160,781
Creditors in relation to building improvements and other capital assets	199,258	668,163
Other creditors	880,298	635,638
Accruals	68,455	309,836
	<u>1,610,639</u>	<u>2,009,365</u>

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	At 1 January 2022 £	Income £	Expenditure £	Transfers £	At 31 December 2022 £
Repairs and refurbishment fund	1,649	136,554	(75,396)	(62,807)	—
Covid-19 support grants	—	367,794	(367,794)	—	—
	1,649	504,348	(443,190)	(62,807)	—

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Repairs and refurbishment fund	13,220	202,445	(202,445)	(11,571)	1,649
Covid-19 support grants	—	520,287	(520,287)	—	—
	13,220	722,732	(722,732)	(11,571)	1,649

◆ Repairs and refurbishment fund

This comprises monies received towards the cost of repair and refurbishment of the Homes. Transfers from restricted to unrestricted funds represent the purchase of tangible fixed assets from the fund.

◆ Covid-19 support grants

These funds represent monies received by the charity to assist with measures and actions to address Covid-19 and its affects on the Homes.

15 Tangible fixed assets fund

	2022 £	2021 £
At 1 January 2022	48,867,395	45,546,557
Net movement in year	80,233	3,320,838
At 31 December 2022	48,947,628	48,867,395

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets. These tangible fixed assets are essential to the ongoing work of the charity – without them the charity's work would simply not be possible. As such their net book values should not be regarded as realisable in order to meet ongoing expenditure or contingencies.

16 Analysis of net assets between funds

	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2022 £
Fund balances at 31 December 2022 are represented by:				
Tangible fixed assets	—	48,947,628	—	48,947,628
Net current assets	—	—	353,187	353,187
Total net assets	—	48,947,628	353,187	49,300,815
	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2021 £
Fund balances at 31 December 2021 are represented by:				
Tangible fixed assets	—	48,867,395	—	48,867,395
Net current assets	1,649	—	75,695	77,344
Total net assets	1,649	48,867,395	75,695	48,944,739

17 Ultimate control

The charity, which is constituted as a trust, was controlled throughout the period by the Congregation of the Little Sisters of the Poor by virtue of the fact that the General Council of the Congregation appoints the Directors of the corporate trustee. The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation in England are vested in the corporate trustee of the charity, the directors of which undertake all transactions entered into in the course of the Congregation's charitable activities.

18 Capital commitments

At 31 December 2022, the charitable company had the following capital commitment in respect to continued refurbishment of the rooms and corridors within the charity's Manchester home.

	2022 £	2021 £
Contracted for, but not provided for in the accounts	—	400,000

19 Post-balance sheet events

After discussion with the General Council plans are in place for the closing of the Home in Birmingham. This decision is solely due to the lack of vocations resulting in fewer Sisters to continue the running of the Homes in the spirit for which the Congregation was founded. The Residents will move to a Home of their choosing, either to a Home of the Little Sisters in other nearby cities, or one within the area. The building will be put on the market with vacant possession.

Having found a purchaser, Solicitors are in the process of preparing the Contract and we anticipate that exchange will take place soon.

Accounts

**The Congregation
of the Little
Sisters
of the Poor
Charitable Trust**

Annual Report and Accounts

31 December 2021

Charity Registration Number
234434

Contents

Reports

Reference and administrative information	1
Trustees' report	3
Independent auditor's report	23

Accounts

Statement of financial activities	28
Balance sheet	29
Statement of cash flows	30
Principal accounting policies	31
Notes to the accounts	35

Reference and administrative information

Trustee	The Trustee of the charity is The Congregation of the Little Sisters of the Poor Trustee Company Limited, a limited liability company (Company Registration Number 00867949). The directors of the corporate trustee during the year were: Julia Culliton Margaret Ashton Deirdre McCormack Josephine Storey Kathleen Taylor Mary Ward
Provincial Superior	Julia Culliton
Provincial Bursar	Margaret Ashton
Principal office	St Peter's Home 2a Meadow Road South Lambeth London SW8 1QH
Telephone	020 7735 0788
Fax	020 7582 0973
Charity registration number	234434
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal bankers	Royal Bank of Scotland plc 62/63 Threadneedle Street London EC2R 8LA

Reference and administrative information

Principal solicitors	Hunters Law LLP 9 New Square Lincoln's Inn London WC2A 3QN
-----------------------------	--

The directors of the corporate trustee (hereafter referred to as the trustees) present their statutory report together with the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the "charity") for the year ended 31 December 2021.

The accounts have been prepared in accordance with the accounting policies set out on pages 31 to 34 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102).

INTRODUCTION

The Congregation of the Little Sisters of the Poor (the "Congregation") is an international Roman Catholic religious congregation with 1,786 Little Sisters worldwide, including 11 novices and 26 women in formation at 31 December 2021. During the year, 50 Little Sisters died 4 of whom were suffering from Covid-19. There are 1,250 Jeanne Jugan Associates.

The Congregation was founded in Brittany, France by Jeanne Jugan, who took into her home a poor, blind elderly lady and gave up her own bed. From this gesture the Congregation spread throughout the world. The Generalate of the Congregation is located in Brittany, France and the Congregation is divided into 16 Provinces across the world.

The consolidated accounts accompanying this report include the accounts of the charitable trust on which the assets of the Congregation in England are held.

MISSION

The object of the English Province of the Little Sisters of the Poor Charitable Trust, as set out in its governing document, is the spiritual welfare of its members and hospitality towards the elderly poor.

The English Province of the Congregation of the Little Sisters of the Poor Charitable Trust (now known as the Dublin-London) aims to support the religious and other charitable works carried on by the members of the Congregation and to care for those members throughout their lives with the Congregation. In 2020, Canonically, the English Province merged with the Irish and Scottish Province which consists of 5 Homes in Ireland and 2 in Scotland. This Canonical merger has no impact on the civil law position or the scope and work of the charity. The ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the two main areas: caring for members of the Congregation; and the ownership and operation of a number care Homes for the elderly.

When setting the objectives and planning the work of the charity for the year, and when encouraging the work of individual Sisters, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary guidance on the advancement of religion and fee charging.

MISSION (continued)

The Congregation proposes to its members the following of Jesus Christ through the profession of the evangelical counsels, in order to show forth – according to the words and teaching of Our Lord – the Kingdom of heaven as a luminous sign. (Constitutions of the Congregation).

The particular mission of the Congregation of the Little Sisters of the Poor is the apostolate to the elderly poor, in fidelity to the charismatic inspiration of Jeanne Jugan. By the vow of hospitality, the Sisters promise God to consecrate themselves to the service of the elderly poor, according to the apostolic purpose of the Congregation and according to its Constitutions. The object of the vow is to practise the corporal works of mercy, in view of the salvation of souls and to spare no effort to attain this end. Each one in the community brings her collaboration to the common tasks. (Constitutions of the Congregation).

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES

Activities and specific objectives

The works or ministries of the Sisters of the Congregation fall into the following main areas:

♦ ***Worship and prayer***

Members of the Congregation are given the opportunity for private worship and to continue to develop their knowledge and trust in Jesus and the Church through quiet prayer, study of the Gospel and spiritual development. In addition, members of the Congregation celebrate and pray with the wider community including people of all faiths and none. They do this through the celebration of the Liturgy and church services.

♦ ***Social and pastoral work***

The sole apostolate of the Congregation is the care of the elderly poor, of all nationalities and beliefs, in Homes providing residential and nursing care. Its social and pastoral work is extended to the elderly of the neighbourhood who are welcomed to the Homes on a daily basis and who often participate in the Luncheon Clubs run by the Homes.

♦ ***Operation of residential and care establishments***

During the year the sisters in England provided care and assistance to the elderly at seven establishments owned and operated by the charity, in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. All Homes provide high quality care for members of the general public and those members of the Congregation in need of care in their later years.

♦ ***Overseas missionary work***

The charity also occasionally helps support Sisters working in healthcare and social and pastoral fields in the Homes of the Congregation in poorer countries, thereby helping some of the world's poorest and most disadvantaged people.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

The Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable ministries carried out by the sisters of the Congregation in England. In the main these ministries centre around the provision of hospitality, residential and nursing care to the aged poor of both sexes.

To this end, during the year, the charity operated seven nursing and residential care homes situated in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle.

Within this work, the charity is also responsible for caring for members of the Congregation.

Care Homes

The philosophy of care is:

- ◆ to uphold, in conformity with Christian values and the teachings of the Catholic Church, the sacredness of human life in all its stages;
- ◆ to respond to the desires and aspirations of the elderly residents and, in particular, recognising:
 - a. their dignity, their desire to be respected, esteemed and loved, and the longing to feel useful;
 - b. their apprehension of solitude, together with the wish for a certain independence and privacy;
 - c. the need for security, in health as in sickness, until death;
- ◆ to respect human dignity which does not consist in being able to choose the time of one's death, but in being aware of the fact that one's basic right is the right of respect for life;
- ◆ rejection of all passive and active practices of euthanasia.

The tangible fixed assets of the charity are necessary for the work that is done by the Sisters. However, the running costs of the homes are not compensated by the income that is generated through fees from Local Authorities. Without the fundraising activities and daily collections that are made by the Sisters, the Homes would cease to function. The Sisters rely on the help of benefactors and this has been so from the earliest beginnings.

Details of the Homes are given in the table overleaf. Each Home includes lounges, a library, a Chapel, a shop for use by residents, a hairdressing facility, an arts and crafts complex, a medical suite, a concert hall for residents' entertainment and day facilities for the elderly of the locality.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Care homes (continued)

All of the Homes suffered great setbacks due to Covid-19. Difficulties due to reduced numbers of staff continue to be experienced in all the Homes.

Name of Home	Address	Number of rooms	Additional facilities
St Joseph's Care Home	71 Queens Park Road Harborne Birmingham B32 2LB	37 en suite with ancillary services	12 Independent living apartments
St Joseph's Care Home with Nursing	66 Cotham Hill Bristol BS6 6JT	40 en suite with ancillary services	
Mount St Joseph's Care Home and Independent Living Complex	Shire Oak Road Headingley Leeds LS6 2DE	45 en suite with ancillary services	23 Independent living apartments
St Peter's Care Home and Independent Living Complex	Meadow Road South Lambeth London SW8 1QH	56 en suite with ancillary services	20 Independent living apartments
St Joseph's Care Home	52 Plymouth Grove West Manchester M13 0AR	52 en suite with ancillary services	2 Independent living apartments
St Joseph's Care Home	Westmoreland Road Newcastle-upon-Tyne NE4 7QA	57 en suite with ancillary services	
St Anne's Care Home and Independent Living Complex	Manor Road Stoke Newington London N16 5BL	32 en suite with ancillary services	19 Independent living apartments

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Caring for members of the Congregation

In common with many religious Congregations in England, the age profile of the members of the Congregation is increasing as existing members grow older and the number of new vocations becomes minimal. The age profile of the Congregation in England as at 31 December 2021 is shown below:

Age range	Number of Sisters
20 to 29 years	1
30 to 39 years	1
40 to 49 years	4
50 to 59 years	5
60 to 69 years	4
70 to 79 years	25
80 to 89 years	21
90 years and over	5

The Congregation has an obligation, both moral and legal, to provide care for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly poor and marginalised in society. As the age profile of the Congregation increases, so too does the need to provide increasing and increasingly expensive care to the Sisters. As the Sisters become elderly and in need of care they are cared for in the Community to which they are assigned.

As a consequence, the trustees are giving careful consideration to the impact of this on the work of individual members of the Congregation, the property requirements of the Congregation and the financial implications. In this regard, the aims of the trustees over the forthcoming years include:

- ♦ ensuring all members of the Congregation receive the high level of care they require;
- ♦ reviewing the charity's properties to provide adequate space to enable the elderly Sisters to be cared for; and
- ♦ enabling all members of the Congregation to continue with their individual ministries for as long as possible.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Associates and volunteers

The Association Jeanne Jugan, approved by the Church on 5 September 1998, offers to lay men and women the opportunity of sharing in the spiritual riches of the Little Sisters of the Poor, of participating in their apostolic mission of hospitality to the needy elderly and of helping to spread the charisma of Jeanne Jugan in the milieus where they live and work. They perform various tasks within the Homes wherever needed.

Throughout the year, volunteers give their time to assist the elderly in the Care Homes. They receive no financial reward for this work which contributes to the overall achievement of the charity's objectives. In addition, members are involved in administering the work of the Congregation and the charity. Without their contribution the charity would not be able to function as effectively or as fully as it does.

Care Home	Number of Associates
Leeds	11
London, St Peters	10
Manchester	13
Newcastle	9

The total number of Jeanne Jugan Associates has reduced in some Homes during the pandemic because, given the circumstances, some of them have not been able to renew their promise.

This also applies to the volunteers who have not been coming into the Homes.

Protection of Children and Vulnerable Adults

Along with all other organisations who serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. This means that all Sisters who are in any kind of ministry in England have to obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). The Little Sisters of the Poor are a Registered Body with the DBS and have a registered lead signatory and ten counter-signatories.

Grants, donations and other payments in support of missionary work and ministry

The Congregation may make modest donations in exceptional cases and with authorisation from the Superior General or the Superior Provincial, as the case requires. The charity supports the work of the Congregation in Africa, the funds being raised by the sale of goods made by residents in the arts and crafts department of the Homes.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. As noted above, it applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that donors' and supporters' communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2021, the charity received no complaints about its fundraising activities.

ACHIEVEMENTS AND PERFORMANCE

Professional development

Throughout the year Sisters continued to up-date their professional skills. Some Sisters are currently being trained in Leadership and Management Awards, National Certificate of Further Education in: Quality and Diversity, Principles of End-of-Life Care and Principles of Dementia, and Safeguarding. Other courses that are on-going are: Health & Safety, Certificate in the Safe Handling of Medicines, Food Safety in Catering, Safeguarding, Mental Capacity Act, Staff management, Gold Standards Framework, Fire Safety, and Emergency First Aid.

Care Homes

The trustees are aware of the importance of the care of the elderly in every aspect and, in particular, of the mission and ethos of the Little Sisters of the Poor in their care of elderly people. The Homes are supported on a national level by qualified personnel and consultancy services. The Care Home Advisor, David Colborn MA, BSc, RGN, Dip. Nurs., Certd. Ed. visits the Homes on a regular basis. David updates the Care Managers on issues surrounding the care of the residents and reviews the policies three yearly. He recently attended a course on Fire Prevention which has enabled him to carry out the necessary inspections of the buildings. He also gives courses to the staff on Tissue Viability and Managing Continence.

Claudia Pineda is the Moving and Handling Co-ordinator, training staff in the correct procedures in this area. She is updated on an annual basis. There are also Moving and Handling facilitators at each Home. Claudia also oversees the Care training session, induction and on-going, using Skills for Care, and as part of the induction supports Carers in acquiring the Care Certificate.

The trustees are also aware of the importance of ensuring that the Homes are financially viable and have appointed a Group Purchasing Manager, David West, to negotiate and review contracts, and obtain the best deals in every aspect of purchasing. David is in constant contact with the Managers of the Homes, advising and negotiating discounts with suppliers before placing orders.

Because of the number of employees involved in each Home and the complexity of employment law, the Sisters have contracted the services of Peninsula Business Services. An advice line is available 24 hours a day 365 days a year. Contracts of Employment and related documents are in line with current legislation and have been drawn up with the support

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

of the Peninsula Business Services, and material is up-dated as necessary. Training sessions are a part of the package and these are attended by Management and Personnel Officers on a regular basis.

Janet Melbourne is sub-contracted to oversee the management of the local HR team in the Homes and to advise as necessary.

The staff from Directory of Social Change have had a large input into the training of staff in various areas in Communication and Developing Effective Relationships. These courses have been appreciated by the staff and all appear to have benefitted fully.

The Homes of the Little Sisters of the Poor are supported by Local Training Centres for the training of staff to required levels.

During the past year Distant Learning Courses were put in place for Sisters and staff members, particularly in the field of Dementia. This has made an immense difference in helping to understand the elderly who are border-line cases in the Homes.

Sisters and staff have also been registered with Educare and have completed the training on Safeguarding through this means.

The Homes continue to function though in a somewhat restrained manner in the aftermath of the pandemic. Precautions continue to be taken and life has not yet returned to normal.

St Joseph's Care Home with Nursing, Birmingham

St Joseph's Care Home in Harborne, Birmingham provides care for 37 residents. The Home also has 12 Independent-Living Apartments. No major work has been undertaken in the Home during 2021 and none is foreseen for 2022.

St Joseph's Care Home with Nursing, Bristol

St Joseph's, Bristol, is registered to provide accommodation and personal care for 40 elderly people of modest income who are 65 and over. Within this they can provide support for up to six people who also require nursing care. There are 40 individual, en-suite rooms, with showers.

- ◆ During the past year several computers have been purchased to facilitate the new iCare programme that is being installed. These purchases were covered by the Infection Control Grant.
- ◆ It was found necessary to have emergency repair work carried out on the faulty soil pipe after recent flooding by fitting new steel brackets and repositioning the pipe to correct fall to the main drain. The charger in the fire alarm system was replaced due to a fault.
- ◆ On-going decoration work continues.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

Mount St Joseph's Care Home with Nursing, Headingley, Leeds

Mount St Joseph's provides care for 45 elderly people of modest income. There are also 23 Independent-Living Apartments with full occupancy.

- ◆ The fire precautionary work that has been in operation over the past two years is now complete.
- ◆ There is no further major work foreseen during the coming year and the normal maintenance and decoration continues.
- ◆ The control box on the automatic door in the reception area was replaced to meet Health & Safety regulations.
- ◆ New hoists and slings, and four commode chairs were purchased, funded by the Infection Control Funding.
- ◆ To facilitate access to the Chapel for those in wheelchairs automatic doors were installed. This has been a great advantage.

St Anne's Care Home with Nursing, Stoke Newington, London

St Anne's provides care for 32 elderly people of modest income and was opened, after re-construction, in October 2008. There are also 19 Independent Living Apartments.

- ◆ The structure of the balcony on the second floor is giving concern and for health and safety reasons use has been condemned until further investigations have been made. These investigations were still on-going at the end of the year 2021.
- ◆ It was found necessary to do repair work to the generator. The iCare programme is working well and has proved to be an advantage to the staff in the care of the elderly. Due to this new programme it was necessary to add further wiring in order to boost the wifi system.
- ◆ Urgent work took place on three of the heating boilers.
- ◆ Twenty care beds and mattresses were purchased for the residents' rooms in the new wing. A charitable trust funded the cost of furniture, curtains and bedspreads.

St Peter's Care Home, South Lambeth, London

St Peter's is a Residential Care Home registered for 56 places for elderly people with modest income who are 65 and over. Nursing registration has been applied for. There are also 20 independent-living apartments for elderly people with modest income who are capable of living independently. While maintaining a high level of occupancy, the Home continues to receive a large number of applications. Training of staff has continued to be a priority in order to ensure a high standard of care.

- ◆ During the year, due to heavy rainfalls, it was necessary to repair the damaged parts of the roof over the main dining room and concert hall.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

St Peter's Care Home, South Lambeth, London (continued)

- ◆ Equipment was installed in order to distribute all existing signals in good quality digital images from the TVs and cameras in the chapel and concert hall onto individual TVs in the Home and Independent Living.
- ◆ More PPE equipment, screens, table dividers, thermometers, bins, and bike racks were purchased
- ◆ New equipment and printers were purchased to facilitate staff participation in the upkeep of care plans.
- ◆ The plans to provide showers in existing en-suites in the residents' units have been approved. We are hoping that this work will begin in the coming year.
- ◆ A sewage pipe at the entrance to the Home and an anti-vermin barrier was installed.
- ◆ Additional fire doors were installed on the residents' units as requested by the fire service.
- ◆ A new hot water boiler calorifier was installed so that water will be heated independently of the heating system in the independent living building. At present the whole house has to be heated in summer so that the independent living apartments have hot water
- ◆ Two bathrooms were converted to wet rooms, where baths have been condemned. A fundraising project helped to provide the necessary funds.
- ◆ Directional signs were installed throughout the Home and grounds.
- ◆ Due to wear and tear the control box was replaced on the automatic inner door at the reception to meet Health & Safety regulations.
- ◆ Three hoists and slings and four commode chairs were purchased, funded by the Infection Control Funding.
- ◆ To facilitate access to the Chapel for residents in wheelchairs an automatic devise was added to the doors.
- ◆ A washing machine was replaced in the main laundry and a dishwasher for the main kitchen wash-up area.
- ◆ Armchairs were replaced in two of the residents' rooms.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Manchester

St Joseph's, Manchester, was registered for 52 places and due to the refurbishment work a maximum number of 46 will be the final total. Staff and volunteers ensure that the standard of care given is high and this is confirmed by recent Inspection reports. Every effort is made to ensure that residents' needs are met, their dignity maintained and their well-being assured.

- ◆ Reconstruction of a wing giving 5 Independent Living Apartments and 20 resident rooms was completed during the past year.
- ◆ Phase 6 of the refurbishment continues which includes refurbishment of office space & visitor accommodation on the 2nd floor, the lowering of the Chapel floor to ground level, works to heating, fire alarm and emergency lighting in areas not refurbished, replacement of all remaining windows and doors and landscaping.
- ◆ An existing parlour was converted into a dining-room for the ground floor Unit. This included moving a radiator on the corridor in order to create a wider door opening, replacing radiators and renewing the floor covering.
- ◆ The walk-in fridge in the kitchen was repeatedly breaking down due to overheating in the enclosed area. To solve the problem a new Condenser Unit was fitted outside the kitchen door.
- ◆ The presser in the laundry was beyond repair and in a dangerous condition. This was replaced with a rotary ironer and ironing table and will eliminate the need for the steam boiler and dolly press which together with the existing presser will be sold for parts reducing the installation cost.
- ◆ Efforts are being made to raise funds towards the cost of these expenses. However, the Home's resources may not allow the proposed expenses to be fully covered and may depend on the assistance of the Provincial Council.

St Joseph's Care Home with Nursing, Newcastle

St Joseph's, Newcastle, underwent a huge refurbishment programme in the 1990s and the Home is well maintained as are the extensive gardens that surround it. It provides places for 57 elderly residents of modest income. Staff are devoted and most of them have been in employment at the Home for many years.

- ◆ During the past year fire precautionary work was completed throughout the Home. This consisted of replacement of fire detection and emergency lighting and fire panels, remedial works to upgrade fire protection in roof voids and ceilings and replacement flooring to the basement staff room.
- ◆ It was found necessary to purchase several laptops and printers the cost of which was covered by an Infection Control Grant.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

Statistics

The following table summarises some of the important statistics regarding the Homes:

	Occupancy %	Residents in Care	Occupancy Independent Living %	Residents in Independent living	Residents' deaths in year	Staff full-time	Staff part-time
St Joseph's Birmingham	89%	33	75%	12	11	20	63
St Joseph's Bristol	72%	29	N/A	—	17	16	37
Mount St. Joseph's Leeds	89%	40	100%	23	14	24	46
St Anne's, Stoke Newington, London	100%	32	100%	19	7	20	27
St Peter's London	87%	49	100%	20	12	18	73
St Joseph's Manchester	62%	28	100%	5	12	17	51
St Joseph's Newcastle upon Tyne	79%	46	N/A	—	12	13	77

FINANCIAL REPORT FOR THE YEAR

Results for the year

A summary of the results for the year can be found on page 28 of the attached accounts.

Income has decreased by £153,336 compared to the previous year and amounts to £15,396,495 (2020 – £15,549,831).

Total income from the provision of residential and care services increased by £226,712. Nevertheless, this increase is insufficient to keep pace with rising costs. The charity remains very dependent on voluntary income – both general donations and legacies.

The trustees continue to be extremely grateful to all those who provide financial assistance to the charity, thus enabling it to continue its invaluable work.

Expenditure increased from £16,613,502 in 2020 to £17,147,426 in 2021. The trustees keep a tight control over costs but expect that costs will continue to rise as the homes have to meet the increasing requirements of legislation affecting the care sector. The majority of the charity's expenditure represents the operating costs of the Congregation's care homes and a significant proportion of this relates to staff costs which have risen by rates higher than inflation over the past few years reflecting, in particular, the national shortage of qualified nursing and care staff. Fundraising and administration costs are well controlled and represent only a small proportion of total expenditure.

FINANCIAL REPORT FOR THE YEAR (continued)

Reserves policy

The trustees have examined the requirement for free reserves i.e those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to between 3 and 6 months' expenditure. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

Investment policy

The Congregation does not hold investments and accepts neither revenues nor other forms of guaranty in perpetuity. The work is entrusted to Providence, which has manifested itself in such a remarkable way since the beginning of the Congregation.

Financial position

The consolidated balance sheet shows total funds of £48,944,739. Of this, £48,867,395 is designated as the tangible fixed assets fund. This represents the net book value of the charity's tangible fixed assets used to support the work of the sisters. A further £1,649 represents restricted monies received for specific purposes.

Free reserves, therefore, are those shown on the balance sheet as general funds and at 31 December 2021 stood at £75,695. This is significantly lower than the amount required by the charity's reserves policy set out above. However, the trustees are confident that continued support through donations and legacies as well as support from other parts of the international Congregation will enable the charity to continue to operate and remain a going concern.

The charity's assets

Acquisitions and disposals of tangible fixed assets during the year are recorded in the notes to the accounts.

PLANS FOR FUTURE PERIODS

The trustees do not anticipate any significant change to the charity or its activities over the next two to five years. It is their intention to continue to meet the following objectives:

- ◆ To continue to care for the Sisters and enable them to carry out their work in the care of the elderly.
- ◆ To continue to operate ten care Homes for the elderly and in particular:
 - ◇ to provide the highest possible quality of care for the residents in a dignified and friendly environment;
 - ◇ to achieve average occupancy rates in excess of 95%;
 - ◇ to meet the requirements laid down by the Care Standards Act 2000 and attain high success rates in inspections carried out by the Care Quality Commission;
 - ◇ to continue a programme of maintaining the Homes to a high standard;

PLANS FOR FUTURE PERIODS (continued)

- ◇ to continue to employ high quality staff and ensure that they are given appropriate and relevant training;
- ◇ to attain a high awareness of Health & Safety issues, training staff and volunteers in their important role in this field; and
- ◇ to monitor the needs of the Sisters as they grow older and, if necessary, adapt the charity's plans in respect of property needs and the provision of care to elderly members.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council in Brittany, France. They are elected every six years at a General Chapter consisting of a meeting of representatives of all provinces of the Congregation. The English Province is governed by the Provincial who is named by the Superior General with the deliberative vote of her Council. Members of the Provincial Council are named by the Superior General with the consultation of her Council. Each community in the English Province is governed by a local superior, who is appointed by the Superior General with the deliberative vote of her Council. The Provincial is required to make a Canonical Visitation in each community at least every eighteen months, with shorter visits throughout the year.

There is a system of accountability operational throughout the Province to ensure that the Provincial Superior and her Councillors are aware of the progress and development of the ministries carried out by the Sisters of the Province. A visit by the Superior General is made to the English Province during her term of office.

In terms of Civil law, the charity is governed by a trust deed dated 5 May 1964 and is a registered charity – Charity Registration No. 234434. The trustees of the charity are the four members of the Provincial Council and two other members who are local Superiors. As all trustees are members of the Congregation they have a detailed knowledge of the work of the charity and of its structure.

As all trustees are members of the Congregation of the Little Sisters of the Poor Trustee Company Limited their living and personal costs are borne by the charity. However, they receive no remuneration or expenses for their services as trustees.

The names of the trustees who served during the year are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details on each of the trustees is given below.

Sister Julia Culliton

Sister Julia Culliton, who replaced Sister Caroline Lloyd during the year, joined the Congregation in 1973. She is now currently the Provincial Superior of the English Province. Since entering the Congregation she trained as a nurse at St James's Hospital, Leeds, and has held the post of deputy Manager and Manager in several Homes in France.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Governance (continued)

Sister Kathleen Taylor

Sister Kathleen Taylor, who replaced Isabella Donnelly during the year, joined the Congregation in 1968. She is currently Care Home Manager at St Peter's Residence. Since entering the Congregation she trained as a nurse and has held the post of deputy Manager in several Homes in France as well as Provincial in both France and Ireland.

Sister Mary Ward

Sister Mary Ward entered the Congregation in 1976. She was a member of the Provincial Council in Dublin and is now a Trustee and member of the newly formed Province of Dublin-London. She also fulfilled an administrative role in several Homes in what was previously the Province of London.

Sister Mary Chantal (Margaret Ashton)

Sister Mary Chantal joined the Congregation in 1961. She is currently the Provincial Assistant, has received training in book-keeping and accountancy and has overall responsibility for the finances of the charity. Since joining the Congregation she has been part of the formation team in both the Novitiate in France, and the Juniorate House in Leeds. Previously she obtained a City & Guilds level 4 in Care, and received the Certificate of Unit Credit towards competence in training and development as an NVQ assessor and internal verifier.

Sister Deirdre Mary Francis (Deirdre McCormack)

Sister Deirdre joined the Congregation in 1992, having previously qualified as an RGN at Addenbrooke's Hospital, Cambridge. She also obtained the Orthopaedic Nursing Certificate at the Royal National Orthopaedic Hospital, Stanmore, Middlesex. She also has obtained NVQ Level 4 in Management and Leadership. Since entering the Congregation she has served as Unit Manager in the Homes of the Little Sisters in Dundee, Lyon, Dijon and Paris, and as Deputy Manager and Registered Manager in Newcastle, Preston, Manchester and London and is currently serving as Registered Manager at St Joseph's, Newcastle.

Sister Josephine (Josephine Storey)

Sister Josephine joined the Congregation in 1966. She trained as a Registered General Nurse at St James's Hospital, Leeds, and has held the post of deputy Care Home Manager and Care Home Manager at the charity's homes in Bristol and the two London Homes. She is currently Manager of the Care Home with Nursing in Manchester.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and accounts 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 trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the trustees are required to:

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Statement of trustees' responsibilities (continued)

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (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.

Structure and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions.

When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, managers, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff. The English Province (now known as the Dublin-London) comprises 138 Sisters who live as part of twelve communities, seven of which are the responsibility of the charity. Of these seven communities, two of them are situated in London, one in the South West, one in the West Midlands, one in Yorkshire, one in the North West and one in the North East. The community houses are located in those areas of towns and cities where it is believed that the Sisters can provide the most help to the poor and marginalised. Often these areas are socially deprived areas desperately in need of the care and pastoral work carried out by the Sisters. As stated above, each community has a local superior appointed by the Superior General. The local superior is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the trustees. All local superiors meet together once or twice a year with the trustees to discuss developments and future plans and strategy.

The day to day responsibility for the Homes is in the hands of the Registered Care Manager, who is the Mother Superior at each location. They liaise regularly with the Provincial Superior concerning the running and maintenance of the Home. They are supported and aided by a Local Council of two, or three, members who are named by the Superior General with the consent of her Council.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting (continued)

The Registered Care Managers in place at each of the Homes at 31 December 2020 were as follows:

St Joseph's, Birmingham

Registered Manager: Sister Kathleen Kiernan is a Registered Nurse who has over thirty years' experience of nursing and caring for the elderly in a care home environment.

St Joseph's, Bristol

Registered Manager: Sister Catherine McGuire has over forty years' experience caring for the elderly in a care home environment.

Mount St Joseph's, Leeds

Registered Manager: Sister Caroline Kissane is a Registered Nurse who has over thirty years' experience of caring for the elderly in a care home environment.

London – St Peter's, South Lambeth

Registered Manager: Sister Kathleen Taylor is a Registered Nurse and has over fifty years' experience of caring for the elderly in a care home environment.

London – St Anne's, Stoke Newington

Registered Manager: Sister Maureen Wright is a Registered Nurse who has over forty years' experience of caring for the elderly in a care home environment.

St Joseph's, Manchester

Registered Manager: Sister Josephine Storey is a Registered Nurse who has thirty years' experience of caring for the elderly in a care home environment.

St Joseph's, Newcastle Upon Tyne

Registered Manager: Sister Deirdre McCormack is a Registered Nurse who has over twenty years' experience of caring for the elderly in a care home environment.

Working with other organisations

The charity works closely with a number of other charities and public bodies which work in the field of providing care to the vulnerable and the elderly. Working together in this way enhances communication and understanding thus enabling services to the elderly to be provided more efficiently and effectively and avoiding duplication of effort. Examples of the organisations with which the Sisters have worked and the charity has cooperated during the year are as follows:

- ♦ The Roman Catholic Dioceses of Birmingham, Clifton, Portsmouth, Leeds, Westminster, Southwark, Salford, Hexham & Newcastle,
- ♦ Care Quality Commission
- ♦ NHS
- ♦ Social Services
- ♦ Training Centres

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces, categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age in the Province at 31 December 2021 was 82 years. The trustees are aware that there is both a moral and legal obligation to care for the older members. None of the Sisters have resources of their own as all earnings, pensions and other income have been donated to the charity. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by putting aside the pensions and attendance allowance that the Sisters receive (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.
- ◆ Operationally the work of the Charity is the care of the elderly of modest means. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that Sisters engaged in any ministry in England, and all those who work or volunteer for the charity, must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Standards Safeguarding Agency (CSSA) and the Religious Life Safeguarding Service (RLSS). At 31 December 2021, the Province was aligned to the Archdiocese of Southwark for Safeguarding. Arrangements have been made during 2022 to transfer and become aligned to the Catholic Standards Safeguarding Agency (CSSA) a new central agency that has been created as the professional standards body to which all Catholic Dioceses and Religious Life Groups in England and Wales will be accountable, and to become a part of the Religious Life Safeguarding Service (RLSS). One of the Sisters is responsible for ensuring this policy is adhered to in respect to all Sisters, employees and volunteers. In addition, the trustees have established that each Home has a nominated person and this Safeguarding Team meets during the year to discuss any problems that may have arisen. They are regularly in communication by email and phone and on-going safeguarding training is provided. Internal policies are reviewed and up-dated and Sisters, staff and volunteers are kept informed about good practice in work and ministry.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

- ◆ Additional administration staff have been recruited to lighten the workload of some departments, through job sharing or dividing tasks. This avoids the risk of a reduced functioning in these areas and contributes to the smooth running of the Home when absences occur.
- ◆ Because of the new General Data Protection Regulations the Sisters acknowledge the risk involved in not being fully functional to meet the requirements of this new law. In order to ensure full compliance, and that the law is fully understood and adhered to, training has been given to the Sisters and delegated staff members. A Data Protection Officer has been recruited and each Home has an appointed Data Protection Lead. A Policy and Fair Processing and Privacy Notice has been developed and these are available on the website.
- ◆ A digital Care Programme has been implemented and all medical and care staff have been trained in all the Homes. It is acknowledged that there are significant risks in this area and IT protection measures are being carried out and a risk assessment is in place.
- ◆ The Little Sisters of the Poor are committed to providing the highest levels of care for the elderly poor. We recognise that changes within legislation and threats from working in new on-line environments expose both Little Sisters of the Poor and our residents and staff to new threats and challenges. We score risk using the standard risk equation: $\text{Impact} \times \text{Likelihood} = \text{Risk}$ and it has been carried out for the purpose.
- ◆ The charity donates occasional sums in support of the wider Congregation. The vast majority of donations sent overseas are to fund projects administered directly by members of the international Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a full written report of how the monies have been utilised and applied is obtained from the recipient.
- ◆ The charity does not hold investments. The charity's principal asset comprises buildings which are essential for the work of the charity.
- ◆ The charity has a management committee comprising care professionals and legal and financial professionals. Members of this committee advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding; the chronic shortage of qualified nurses and care assistants; the impact of the planned changes in the provision of care funding, and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Key management

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

EMPLOYEES, VOLUNTEERS, AND MEMBERS OF THE CONGREGATION

The trustees wish to record their recognition of the professionalism and commitment of all their staff, volunteers and the individual members of the Congregation. Their dedication and positive approach are very much appreciated.

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

Julia Culliton

Approved on: 21/12/2022

Independent auditor's report to the directors of the corporate trustee (the 'trustees') of The Congregation of the Little Sisters of the Poor Charitable Trust

Opinion

We have audited the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the 'charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statements of cash flows, principal accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its income and expenditure 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 auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts 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 and accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 there is a material misstatement in the accounts or a material misstatement of the other information. 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 in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charity through discussions with management and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102), and key laws and regulations that relate to care homes (Care Standards Act 2000, Care Homes Regulation 2001 and the Care Act 2014); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries with management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and those charged with governance as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Auditor's responsibilities for the audit of the accounts (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Performed substantive testing on expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reviewing the minutes of meetings of trustees' meetings; and
- ◆ Enquiring of management and representatives of those charged with governance as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. 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 auditor's 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.

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date 22 December 2022

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Income from:							
Donations and legacies	1	4,060,440	202,445	4,262,885	4,319,496	147,856	4,467,352
Interest receivable		311	—	311	9,313	—	9,313
Charitable activities							
. Charges for residential and care services	2	10,255,967	520,287	10,776,254	9,929,221	620,321	10,549,542
Other trading activities	3	299,486	—	299,486	384,209	—	384,209
Other sources	4	57,559	—	57,559	139,415	—	139,415
Total income		14,673,763	722,732	15,396,495	14,781,654	768,177	15,549,831
Expenditure on:							
Raising funds							
. Costs of generating voluntary income		3,271	—	3,271	1,476	—	1,476
Charitable activities							
. Provision of residential and care services	5	16,293,075	722,732	17,015,807	15,865,584	659,359	16,524,943
. Loss on disposal of tangible fixed assets		128,348	—	128,348	87,083	—	87,083
Total expenditure		16,424,694	722,732	17,147,426	15,954,143	659,359	16,613,502
Net (expenditure) income for the year	7	(1,750,931)	—	(1,750,931)	(1,172,489)	108,818	(1,063,671)
Transfers between funds	14	11,571	(11,571)	—	102,148	(102,148)	—
Net movement in funds		(1,739,360)	(11,571)	(1,750,931)	(1,070,341)	6,670	(1,063,671)
Reconciliation of funds							
Total funds brought forward at 1 January 2021		50,682,450	13,220	50,695,670	51,752,791	6,550	51,759,341
Total funds carried forward at 31 December 2022		48,943,090	1,649	48,944,739	50,682,450	13,220	50,695,670

There is no difference between the net movement of funds stated above and the historical cost equivalent.

All activities derived from continuing operations during the above financial years.

Balance sheet 31 December 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	11		48,867,395		45,546,557
Current assets					
Debtors	12	400,026		542,246	
Short term deposits		1,016,786		5,712,053	
Cash at bank and in hand		669,897		783,192	
Total current assets		2,086,709		7,037,491	
Liabilities					
Creditors: amounts falling due within one year	13	(2,009,365)		(1,888,378)	
Net current assets			77,344		5,149,113
Total net assets			48,944,739		50,695,670
The funds of the charity					
Restricted funds	14		1,649		13,220
Unrestricted funds					
. Tangible fixed assets fund	15	48,867,395		45,546,557	
. General fund		75,695		5,135,893	
			48,943,090		50,682,450
			48,944,739		50,695,670

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

Julia Culliton

Approved on: 21/12/2022

Statement of cash flows Year to 31 December 2021

	Notes	2021 £	2020 £
Cash flows from operating activities:			
Net cash flows provided by operating activities	A	296,115	761,869
Cash flows from investing activities:			
Interest received		311	9,313
Purchase of tangible fixed assets		(5,104,988)	(2,512,741)
Net proceeds from disposal of assets and activities		—	28,803
Net cash used in investing activities		(5,104,677)	(2,474,625)
Change in cash and cash equivalents in the year		(4,808,562)	(1,712,756)
Cash and cash equivalents at 1 January 2021	B	6,495,245	8,208,001
Cash and cash equivalents at 31 December 2021	B	1,686,683	6,495,245

Notes to the statement of cash flows for the year to 31 December 2021:

A Reconciliation of net movement in funds to net cash provided by operating activities

	2021 £	2020 £
Net movement in funds (as per the statement of financial activities)	(1,750,931)	(1,063,671)
Adjustments for:		
Depreciation charge	1,858,033	1,855,989
Net deficit on disposal of assets and activities	128,348	87,083
Interest receivable	(311)	(9,313)
Decrease (increase) in debtors	142,220	(168,571)
(Decrease) increase in creditors	(81,244)	60,352
Net cash provided by operating activities	296,115	761,869

B Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	669,897	783,192
Short term deposits	1,016,786	5,712,053
Total cash and cash equivalents	1,686,683	6,495,245

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Principal accounting policies 31 December 2021

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of accounting

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to the accounts.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- ◆ estimating the provision for bad or doubtful debts; and
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charity is entitled.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2021, the most significant issues that may affect the carrying value of the assets held by the charity are the level of local and central government funding for residential and nursing care of older people, inflationary pressures and the cost of implementing the changes to the regulatory environment affecting care homes generally.

Scope

The accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England and the Channel Islands. The accounts do not include the activities and assets of the Congregation in Scotland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, interest on funds held on deposit, income from residential and care services, income from fundraising and collections and other income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from residential and care services is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable.

Income recognition (continued)

Income from fundraising and collections is recognised when receivable and the amount can be measured reliably by the charity; this is normally when the income has been received.

The surplus on the disposal of assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Income from the Coronavirus Job Retention Scheme is credited to the statement of financial activities when the charity has become entitled to the funding and when the amount receivable has been quantified.

Expenditure recognition and the basis of apportioning costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure comprises the following:

- a. The costs of generating funds include direct costs associated with collections and generating other donated income.
- b. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report i.e. the provision of residential and care services and the provision of donations to support the work of the congregation.

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and a suitable working environment.

Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.

Support and governance costs are attributed to the provision of residential and care services only.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- | | |
|-----------------------|--------------------------------|
| ♦ Freehold buildings | 2% on a straight line basis |
| ♦ Plant and machinery | 5-20% on a straight line basis |

Tangible fixed assets (continued)

- ♦ Furniture and equipment 20% on a straight line basis
- ♦ Motor vehicles 25% on a straight line basis

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Funds

The funds of the charity are in the main unrestricted and available for use in furtherance of the charity's objectives at the discretion of the directors of the corporate trustee. Within the total unrestricted funds of the charity, those representing tangible fixed assets net of long term loans to finance major property improvements (see note 16) have been identified separately.

Details of funds raised for a specific purpose or subject to donor imposed conditions, and therefore restricted, are given in note 15.

Services provided by members of the Congregation

For the purposes of these accounts, no monetary value has been placed on the care, administrative and other services provided by members of the Congregation.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Income from: Donations and legacies

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Donations and grants receivable	2,808,510	202,445	3,010,955	3,218,730	147,856	3,366,586
Legacies	1,064,266	—	1,064,266	919,993	—	919,993
Pensions of individual religious received under Gift Aid or deed of covenant	187,664	—	187,664	180,773	—	180,773
	4,060,440	202,445	4,262,885	4,319,496	147,856	4,467,352

2 Income from: Charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Pensions and related income	44,211	—	44,211	50,770	—	50,770
Residents' and family contributions	5,882,017	—	5,882,017	5,983,488	—	5,983,488
Social services	3,642,307	—	3,642,307	3,254,224	—	3,254,224
Rental income	687,432	—	687,432	640,739	—	640,739
Covid-19 support grants	—	520,287	520,287	—	620,321	620,321
	10,255,967	520,287	10,776,254	9,929,221	620,321	10,549,542

3 Income from: Other trading activities

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Fundraising	259,567	—	259,567	335,472	—	335,472
Collections	39,919	—	39,919	48,737	—	48,737
	299,486	—	299,486	384,209	—	384,209

4 Income from: Other sources

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Sundry income	48,262	—	48,262	55,655	—	55,655
Coronavirus Job Retention Scheme	9,297	—	9,297	83,760	—	83,760
	57,559	—	57,559	139,415	—	139,415

5 Expenditure on: Provision of residential and care services

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Staff costs (note 8)	10,987,309	—	10,987,309	10,295,538	—	10,295,538
Premises	2,146,643	202,445	2,349,088	2,341,467	39,038	2,380,505
Care and welfare	567,914	520,287	1,088,201	657,429	620,321	1,277,750
Depreciation	1,858,033	—	1,858,033	1,855,989	—	1,855,989
Central administration	241,523	—	241,523	236,817	—	236,817
Professional fees	342,652	—	342,652	292,818	—	292,818
Support costs	7,548	—	7,548	6,887	—	6,887
Governance costs (note 6)	67,650	—	67,650	66,336	—	66,336
Other costs	73,803	—	73,803	112,303	—	112,303
	16,293,075	722,732	17,015,807	15,865,584	659,359	16,524,943

The costs above include the direct costs of providing care, the living and personal expenses of individual sisters, all of whom are either directly or indirectly involved in such work, and related support functions of the charity.

6 Governance costs

	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Unrestricted funds £	Restricted funds £	Total funds 2020 £
Professional fees	67,650	—	67,650	66,336	—	66,336

7 Net (expenditure) income for the year

This is stated after charging:

	2021 £	2020 £
Staff costs (note 8)	10,987,309	10,295,538
Auditor's remuneration		
· Statutory audit services	67,650	66,000
Depreciation	1,858,034	1,855,989

8 Staff costs and remuneration of trustees and key management personnel

	2021 £	2020 £
Staff costs during the year were as follows:		
Wages and salaries	9,205,421	8,599,379
Social security costs	618,935	574,451
Pension costs	147,354	112,530
	9,971,710	9,286,360
Sub-contracted and temporary staff	1,015,599	1,009,178
	10,987,309	10,295,538

All staff costs relate to the provision of residential and care services.

8 Staff costs and remuneration of trustees and key management personnel (continued)

The use of sub-contracted and temporary staff reflects the national shortage of permanent nursing and care staff.

No employee earned £60,000 per annum or more (including taxable benefits) during the year (2020 - none).

The average number of employees (calculated on both headcount and full time equivalent (FTE) basis) was as follows:

	2021 No	2020 No	2021 FTE	2020 FTE
Provision of residential and care services	568	532	420	403

Key management personnel

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

9 Trustees' expenses and transactions with trustees and related parties

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2020 - none).

As members of the Congregation, no trustee has resources of her own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charity was £3,150 (2020 - £2,702).

During the year, the charity received a donation of £400,000 (2020: £1,797,351) from the Generalate of the Congregation in France.

There were no other related party transactions during the year (2020 - none).

10 Taxation

The Congregation of the Little Sisters of the Poor Charitable Trust is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

11 Tangible fixed assets

	Freehold land and buildings £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost					
At 1 January 2021	71,897,376	2,857,006	3,906,541	394,504	79,055,427
Additions	5,029,468	—	260,043	17,708	5,307,219
Disposals	(186,072)	—	(182,202)	—	(368,274)
At 31 December 2021	<u>76,740,772</u>	<u>2,857,006</u>	<u>3,984,382</u>	<u>412,212</u>	83,994,372
Depreciation					
At 1 January 2021	27,863,934	1,730,653	3,543,975	370,308	33,508,870
Charge for year	1,510,865	142,850	188,443	15,875	1,858,033
On disposals	(57,724)	—	(182,202)	—	(239,926)
At 31 December 2021	<u>29,317,075</u>	<u>1,873,503</u>	<u>3,550,216</u>	<u>386,183</u>	35,126,977
Net book values					
At 31 December 2021	<u>47,423,697</u>	<u>983,503</u>	<u>434,166</u>	<u>26,029</u>	48,867,395
At 31 December 2020	<u>44,033,442</u>	<u>1,126,353</u>	<u>362,566</u>	<u>24,196</u>	45,546,557

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

12 Debtors

	2021 £	2020 £
Charges for care services	241,152	175,305
Prepayments	122,485	305,211
Other debtors	36,389	61,730
	<u>400,026</u>	<u>542,246</u>

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Fees in advance	234,947	121,377
Expense creditors	160,781	261,063
Creditors in relation to building improvements and other capital assets	668,163	465,932
Other creditors	635,638	692,665
Accruals	309,836	347,341
	<u>2,009,365</u>	<u>1,888,378</u>

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	At 31 December 2021 £
Repairs and refurbishment fund	13,220	202,445	(202,445)	(11,571)	1,649
Covid-19 support grants	—	520,287	(520,287)	—	—
	13,220	722,732	(722,732)	(11,571)	1,649

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Repairs and refurbishment fund	6,550	147,856	(39,038)	(102,148)	13,220
Covid-19 support grants	—	620,321	(620,321)	—	—
	6,550	768,177	(659,359)	(102,148)	13,220

- ♦ Repairs and refurbishment fund
This comprises monies received towards the cost of repair and refurbishment of the Homes. Transfers from restricted to unrestricted funds represent the purchase of tangible fixed assets from the fund.
- ♦ Covid-19 support grants
These funds represent monies received by the charity to assist with measures and actions to address Covid-19 and its affects on the Homes.

15 Tangible fixed assets fund

	2021 £	2020 £
At 1 January 2021	45,546,557	44,743,769
Net movement in year	3,320,838	802,788
At 31 December 2021	48,867,395	45,546,557

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets less the loans from the Jersey State Treasury to finance major property improvements (note 15). These tangible fixed assets are essential to the ongoing work of the charity – without them the charity's work would simply not be possible. As such their net book values should not be regarded as realisable in order to meet ongoing expenditure or contingencies.

16 Analysis of net assets between funds

	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2021 £
Fund balances at 31 December 2021 are represented by:				
Tangible fixed assets	—	48,867,395	—	48,867,395
Net current assets	1,649	—	75,695	77,344
Total net assets	1,649	48,867,395	75,695	48,944,739
	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2020 £
Fund balances at 31 December 2020 are represented by:				
Tangible fixed assets	—	45,546,557	—	45,546,557
Net current assets	13,220	—	5,135,893	5,149,113
Total net assets	13,220	45,546,557	5,135,893	50,695,670

17 Ultimate control

The charity, which is constituted as a trust, was controlled throughout the period by the Congregation of the Little Sisters of the Poor by virtue of the fact that the General Council of the Congregation appoints the Directors of the corporate trustee. The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation in England and the Channel Islands are vested in the corporate trustee of the charity, the directors of which undertake all transactions entered into in the course of the Congregation's charitable activities.

Notes to the accounts 31 December 2021

18 Capital commitments

At 31 December 2021, the charitable company had the following capital commitment in respect to continued refurbishment of the rooms and corridors within the charity's Manchester home.

	2021 £	2020 £
Contracted for, but not provided for in the accounts	400,000	5,300,000

Accounts

**The Congregation
of the Little
Sisters
of the Poor
Charitable Trust**

Annual Report and Accounts

31 December 2020

Charity Registration Number
234434

Contents

Reports

Reference and administrative information	1
Trustees' report	3
Independent auditor's report	27

Accounts

Statement of financial activities	28
Balance sheet	29
Statement of cash flows	30
Principal accounting policies	31
Notes to the accounts	35

Reference and administrative information

Trustee	The Trustee of the charity is The Congregation of the Little Sisters of the Poor Trustee Company Limited, a limited liability company (Company Registration Number 00867949). The directors of the corporate trustee during the year were: Julia Culliton (Appointed 24 September 2020) Caroline Lloyd (Resigned 24 September 2020) Margaret Ashton Isabella Donnelly (Resigned 30 September 2020) Deirdre McCormack Josephine Storey Kathleen Taylor (Appointed 30 September 2020) Mary Ward (Appointed 30 September 2020)
Provincial Superior	Julia Culliton
Provincial Bursar	Margaret Ashton
Principal office	St Peter's Home 2a Meadow Road South Lambeth London SW8 1QH
Telephone	020 7735 0788
Fax	020 7582 0973
Charity registration number	234434
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Principal bankers	Royal Bank of Scotland plc 62/63 Threadneedle Street London EC2R 8LA

Reference and administrative information

Principal solicitors	Hunters Law LLP 9 New Square Lincoln's Inn London WC2A 3QN
-----------------------------	--

The directors of the corporate trustee (hereafter referred to as the trustees) present their statutory report together with the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the "charity") for the year ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out on pages 31 to 34 of the attached accounts and comply with the charity's trust deed, the Charities Act 2011 and 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 United Kingdom and Republic of Ireland (FRS 102).

INTRODUCTION

The Congregation of the Little Sisters of the Poor (the "Congregation") is an international Roman Catholic religious congregation with 1,839 Little Sisters worldwide, including 13 novices and 21 women in formation at 31 December 2021. During the year 84 Little Sisters died, 17 of whom were suffering from Covid-19. The total number of Jeanne Jugan Associates this year is not clear because, given the circumstances, some of them have not been able to renew their promise.

The Congregation was founded in Brittany, France by Jeanne Jugan, who took into her home a poor, blind elderly lady and gave up her own bed. From this gesture the Congregation spread throughout the world. The Generalate of the Congregation is located in Brittany, France and the Congregation is divided into 17 Provinces across the world.

The consolidated accounts accompanying this report include the accounts of the charitable trust on which the assets of the Congregation in England are held.

MISSION

The object of the English Province of the Little Sisters of the Poor Charitable Trust, as set out in its governing document, is the spiritual welfare of its members and hospitality towards the elderly poor.

The English Province of the Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable works carried on by the members of the Congregation and to care for those members throughout their lives with the Congregation. In 2020, Canonically, the English Province merged with the Irish and Scottish Province which consists of 5 Homes in Ireland and 2 in Scotland. This Canonical merger has no impact on the civil law position or the scope and work of the charity. The ministries of the Sisters of the Congregation, all of which benefit numerous members of the general public, fall into the two main areas: caring for members of the Congregation; and the ownership and operation of a number care Homes for the elderly.

When setting the objectives and planning the work of the charity for the year, and when encouraging the work of individual Sisters, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

MISSION (continued)

The Congregation proposes to its members the following of Jesus Christ through the profession of the evangelical counsels, in order to show forth – according to the words and teaching of Our Lord – the Kingdom of heaven as a luminous sign. (Constitutions of the Congregation).

The particular mission of the Congregation of the Little Sisters of the Poor is the apostolate to the elderly poor, in fidelity to the charismatic inspiration of Jeanne Jugan. By the vow of hospitality the Sisters promise God to consecrate themselves to the service of the elderly poor, according to the apostolic purpose of the Congregation and according to its Constitutions. The object of the vow is to practise the corporal works of mercy, in view of the salvation of souls and to spare no effort to attain this end. Each one in the community brings her collaboration to the common tasks. (Constitutions of the Congregation).

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES

Activities and specific objectives

The works or ministries of the Sisters of the Congregation fall into the following main areas:

♦ ***Worship and prayer***

Members of the Congregation are given the opportunity for private worship and to continue to develop their knowledge and trust in Jesus and the Church through quiet prayer, study of the Gospel and spiritual development. In addition, members of the Congregation celebrate and pray with the wider community including people of all faiths and none. They do this through the celebration of the Liturgy and church services.

♦ ***Social and pastoral work***

The sole apostolate of the Congregation is the care of the elderly poor, of all nationalities and beliefs, in Homes providing residential and nursing care. Its social and pastoral work is extended to the elderly of the neighbourhood who are welcomed to the Home on a daily basis and who often participate in the Luncheon Clubs run by the Homes.

♦ ***Operation of residential and care establishments***

During the year the sisters in England provided care and assistance to the elderly at seven establishments owned and operated by the charity, in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle. All Homes provide high quality care for members of the general public and those members of the Congregation in need of care in their later years.

♦ ***Overseas missionary work***

The charity also occasionally helps support Sisters working in healthcare and social and pastoral fields in the Homes of the Congregation in poorer countries, thereby helping some of the world's poorest and most disadvantaged people.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

The Congregation of the Little Sisters of the Poor Charitable Trust aims to support the religious and other charitable ministries carried out by the sisters of the Congregation in England. In the main these ministries centre around the provision of hospitality, residential and nursing care to the aged poor of both sexes.

To this end, during the year, the charity operated seven nursing and residential care homes situated in Birmingham, Bristol, Leeds, London (Stoke Newington and South Lambeth), Manchester and Newcastle.

Within this work, the charity is also responsible for caring for members of the Congregation.

Care Homes

The philosophy of care is:

- ◆ to uphold, in conformity with Christian values and the teachings of the Catholic Church, the sacredness of human life in all its stages;
- ◆ to respond to the desires and aspirations of the elderly residents and, in particular, recognising:
 - a. their dignity, their desire to be respected, esteemed and loved, and the longing to feel useful;
 - b. their apprehension of solitude, together with the wish for a certain independence and privacy;
 - c. the need for security, in health as in sickness, until death;
- ◆ to respect human dignity which does not consist in being able to choose the time of one's death, but in being aware of the fact that one's basic right is the right of respect for life;
- ◆ rejection of all passive and active practices of euthanasia.

The tangible fixed assets of the charity are necessary for the work that is done by the Sisters. However, the running costs of the homes are not compensated by the income that is generated through fees from Local Authorities. Without the fundraising activities and daily collections that are made by the Sisters, the Homes would cease to function. The Sisters rely on the help of benefactors and this has been so from the earliest beginnings.

Details of the Homes are given in the table overleaf. Each Home includes lounges, a library, a Chapel, a shop for use by residents, a hairdressing facility, an arts and crafts complex, a medical suite, a concert hall for residents' entertainment and day facilities for the elderly of the locality.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Care homes (continued)

All of the Homes suffered great setbacks due to Covid-19. Several residents, mainly in Birmingham, and 3 Little Sisters in the Province died of the virus. There have been difficulties due to reduced numbers of staff as many were, understandably, reluctant to come to work.

Name of Home	Address	Number of rooms	Additional facilities
St Joseph's Care Home	71 Queens Park Road Harborne Birmingham B32 2LB	37 en suite with ancillary services	12 Independent living apartments
St Joseph's Care Home with Nursing	66 Cotham Hill Bristol BS6 6JT	40 en suite with ancillary services	
Mount St Joseph's Care Home and Independent Living Complex	Shire Oak Road Headingley Leeds LS6 2DE	45 en suite with ancillary services	23 Independent living apartments
St Peter's Care Home and Independent Living Complex	Meadow Road South Lambeth London SW8 1QH	56 en suite with ancillary services	20 Independent living apartments
St Joseph's Care Home	52 Plymouth Grove West Manchester M13 0AR	52 en suite with ancillary services	2 Independent living apartments
St Joseph's Care Home	Westmoreland Road Newcastle-upon-Tyne NE4 7QA	57 en suite with ancillary services	
St Anne's Care Home and Independent Living Complex	Manor Road Stoke Newington London N16 5BL	32 en suite with ancillary services	19 Independent living apartments

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Caring for members of the Congregation

In common with many religious Congregations in England, the age profile of the members of the Congregation is increasing as existing members grow older and the number of new vocations becomes minimal. The age profile of the Congregation in England as at 31 December 2020 is shown below:

Age range	Number of Sisters
30 to 39 years	1
40 to 49 years	3
50 to 59 years	5
60 to 69 years	7
70 to 79 years	29
80 to 89 years	16
90 years and over	3

The Congregation has an obligation, both moral and legal, to provide care for its members, none of whom have resources of their own and all of whom have devoted a significant part of their lives to the care of the elderly poor and marginalised in society. As the age profile of the Congregation increases, so too does the need to provide increasing and increasingly expensive care to the Sisters. As the Sisters become elderly and in need of care they are cared for in the Community to which they are assigned.

As a consequence, the trustees are giving careful consideration to the impact of this on the work of individual members of the Congregation, the property requirements of the Congregation and the financial implications. In this regard, the aims of the trustees over the forthcoming years include:

- ♦ ensuring all members of the Congregation receive the high level of care they require;
- ♦ reviewing the charity's properties to provide adequate space to enable the elderly Sisters to be cared for; and
- ♦ enabling all members of the Congregation to continue with their individual ministries for as long as possible.

OBJECTIVES, SPECIFIC ACTIVITIES AND RELEVANT POLICIES (continued)

Activities and specific objectives (continued)

Associates and volunteers

The Association Jeanne Jugan, approved by the Church on 5 September 1998, offers to lay men and women the opportunity of sharing in the spiritual riches of the Little Sisters of the Poor, of participating in their apostolic mission of hospitality to the needy elderly and of helping to spread the charisma of Jeanne Jugan in the milieus where they live and work. They perform various tasks within the Homes wherever needed.

Throughout the year, volunteers give their time to assist the elderly in the Care Homes. They receive no financial reward for this work which contributes to the overall achievement of the charity's objectives. In addition, members are involved in administering the work of the Congregation and the charity. Without their contribution the charity would not be able to function as effectively or as fully as it does.

The total number of Jeanne Jugan Associates this year is not clear because, given the circumstances, some of them have not been able to renew their promise.

This also applies to the volunteers who have not been coming into the Homes.

Protection of Children and Vulnerable Adults

Along with all other organisations who serve in the community, the trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. This means that all Sisters who are in any kind of ministry in England have to obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Advisory Service (CSAS). The Little Sisters of the Poor are a Registered Body with the DBS and have a registered lead signatory and ten counter-signatories.

Grants, donations and other payments in support of missionary work and ministry

The Congregation may make modest donations in exceptional cases and with authorisation from the Superior General or the Superior Provincial, as the case requires. The charity supports the work of the Congregation in Africa, the funds being raised by the sale of goods made by residents in the arts and crafts department of the Homes.

Fundraising policy

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. As noted above, it applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that donors' and supporters' communication preferences can be changed at any time. The charity manages its own fundraising activities and does not employ the services of Professional Fundraisers. The charity undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service. During 2020, the charity received no complaints about its fundraising activities.

ACHIEVEMENTS AND PERFORMANCE

Introduction

This report reflects the effects that the Covid-19 pandemic, lockdowns and restrictions have had on the charity. The financial year covered covers just over nine months that were seriously impacted by Covid-19. During the year, the Homes have coped with the various national lock down periods and there have been times when the Homes were closed due to Covid-19.

During this period the Homes had to cope with staff absence due to them being either clinically extremely vulnerable themselves, or shielding family members, or being ill with Covid-19.

A small number of staff had their salaries mostly covered by the Government's Job Retention Scheme (Furlough).

The main impact of the pandemic on the finances of the Homes has been in the lower than normal occupancy rate. As rooms became vacant during the first few months of lock down, the Homes were often unable to take in new residents. The Homes also encountered some hesitancy around people putting their relatives into a care home. The bad publicity surrounding the early crises in care homes and Covid-19 deaths definitely had an impact.

During the lockdown and periods of under-occupancy, the Homes have been able to undertake a some refurbishment and upgrading of rooms.

The Homes run as an extended Christian family, where residents, their families and friends are normally all welcome, with the Homes normally having an open visiting policy and offering hospitality at all times. Residents are supported so that they may live as normal a life as possible, enabling them to be "up and about" and enjoying some meaningful activities during the day. The year to 31 December 2020 has proved difficult and challenging for all concerned. The trustees would, in particular, like to pay tribute to all of the charity's staff who have shown such huge commitment and dedication to ensuring the safety of residents and to helping maintain residents' quality of life. Their work is truly appreciated.

Professional development

Throughout the year Sisters continued to up-date their professional skills. Some Sisters are currently being trained in Leadership and Management Awards, National Certificate of Further Education in: Quality and Diversity, Principles of End of Life Care and Principles of Dementia, Safeguarding. Others courses that are on-going are: Health & Safety, Certificate in the Safe Handling of Medicines, Food Safety in Catering, Safeguarding, Mental Capacity Act, Staff management, Gold Standards Framework, Fire Safety, and Emergency First Aid.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes

The trustees are aware of the importance of the care of the elderly in every aspect and, in particular, of the mission and ethos of the Little Sisters of the Poor in their care of elderly people. The Homes are supported on a national level by qualified personnel and consultancy services. The Care Home Advisor, David Colborn MA, BSc, RGN, Dip. Nurs., Certd. Ed. visits the Homes on a regular basis. David updates the Care Managers on issues surrounding the care of the residents and reviews the policies three yearly. He recently attended a course on Fire Prevention which has enabled him to carry out the necessary inspections of the buildings. He also gives courses to the staff on Tissue Viability and Managing Continence.

Claudia Pineda is the Moving and Handling Co-ordinator, training staff in the correct procedures in this area. She is updated on an annual basis. There are also Moving and Handling facilitators at each Home. Claudia also oversees the Care training session, induction and on-going, using Skills for Care, and as part of the induction supports Carers in acquiring the Care Certificate.

The trustees are also aware of the importance of ensuring that the Homes are financially viable and have appointed a Group Purchasing Manager, David West, to negotiate and review contracts, and obtain the best deals in every aspect of purchasing. David is in constant contact with the Managers of the Homes, advising and negotiating discounts with suppliers before placing orders.

Because of the number of employees involved in each Home and the complexity of employment law, the Sisters have contracted the services of Peninsula Business Services. An advice line is available 24 hours a day 365 days a year. Contracts of Employment and related documents are in line with current legislation and have been drawn up with the support of the Peninsula Business Services, and material is up-dated as necessary. Training sessions are a part of the package and these are attended by Management and Personnel Officers on a regular basis.

Janet Melbourne is sub-contracted to oversee the management of the local HR team in the Homes and to advise as necessary.

The staff from Directory of Social Change have had a large input into the training of staff in various areas in Communication and Developing Effective Relationships. These courses have been appreciated by the staff and all appear to have benefitted fully.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

The Homes of the Little Sisters of the Poor are supported by Local Training Centres for the training of staff to required levels.

During the past year Distant Learning Courses were put in place for Sisters and staff members, particularly in the field of Dementia. This has made an immense difference in helping to understand the elderly who are border-line cases in the Homes.

Sisters and staff have also been registered with Educare and have completed the training on Safeguarding through this means.

St Joseph's Care Home with Nursing, Birmingham

St Joseph's Care Home in Harborne, Birmingham provides care for 37 residents. The Home also has 12 Independent-Living Apartments. The final payment was made for the construction of the wall between the piece of land that was sold and our remaining property. No other major work has been undertaken in 2020. The Home has suffered badly from the effects of Covid-19 and a number of residents died. The rooms remained empty for some months but were gradually filled afterwards.

St Joseph's Care Home with Nursing, Bristol

St Joseph's, Bristol, is registered to provide accommodation and personal care for 40 elderly people of modest income who are 65 and over. Within this the Home can provide support for up to six people who also require nursing care. There are 40 individual, en-suite rooms, with showers.

During the year it was found necessary to supply and fit new gate rams, control board and receiver, and to fit a replacement induction loop, in order for the main gates to work automatically.

Two items required by the insurance inspector needed to be replaced, three new pressure relief valves and the installation of one new valve to heating pressure vessels, and the replacement of the cold water booster pump on the pressurisation unit.

The 18 year old combi oven in the main kitchen was also replaced.

Mount St Joseph's Care Home with Nursing, Headingley, Leeds

Mount St Joseph's provides care for 45 elderly people of modest income. There are also 23 Independent-Living Apartments with full occupancy.

Necessary fire precautionary work continues within the lounges and corridors of the Home. Work was also carried out on a flat area of part of the building as some of the walls were damaged with damp.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

St Anne's Care Home with Nursing, Stoke Newington, London

St Anne's provides care for 32 elderly people of modest income and was opened, after reconstruction, in October 2008. There are also 19 Independent Living Apartments.

The structure of the balcony on the second floor is giving concern and for health and safety reasons use has been restricted until further investigations have been made. These investigations were still ongoing at the end of the year 2020. During the year, seven parts of the roof safety access system needed repair as did the generator supply system.

It was found necessary to purchase crockery for the residents' units. Twelve motors for the vents in the atrium, that have automatic fire control features, have also had to be renewed during the year.

St Peter's Care Home, South Lambeth, London

St Peter's is a Residential Care Home registered for 56 places for elderly people with modest income who are 65 and over. Nursing registration has been applied for. There are also 20 independent-living apartments for elderly people with modest income who are capable of living independently. While maintaining a high level of occupancy, the Home continues to receive a large number of applications. Training of staff has continued to be a priority in order to ensure a high standard of care. We recognise the need to provide showers in the existing en-suites and plans are currently being made for this work to go ahead in the near future. In the meantime 2 bathrooms have been converted into walk in showers.

Several necessary purchases have been made during the year, including a Pressure Washer for the exterior pathways of the Home, a food stick blender and Medcafe mixer for the main kitchen, mattresses for the residents' units and bedpan washers.

St Joseph's Care Home with Nursing, Manchester

St Joseph's, Manchester, was registered for 52 places and due to the refurbishment work a maximum number of 46 will be the final total. Staff and volunteers ensure that the standard of care given is high and this is confirmed by recent Inspection reports. Every effort is made to ensure that residents' needs are met, their dignity maintained and their well-being assured.

Work on the upgrading of the Home continued throughout the year and plans have been made for the demolition and reconstruction of one of the wings. Three existing lifts, which no longer met current safety standards, were modernised. The central lift is being adapted to provide separate access to the second floor apartments and to access storage space in the roof void.

Due to repeated seriously blocked drains a CCTV survey has been carried out and a number of repairs are urgently required, including excavating and replacing a number of sections of pipework which have collapsed as well as repairing and relining other sections, sections and joints need to be repaired or relined. Structural repairs are needed to two manhole chambers.

ACHIEVEMENTS AND PERFORMANCE (continued)

Care Homes (continued)

St Joseph's Care Home with Nursing, Manchester (continued)

A manhole chamber inside the building is to be modified and a submersible pump installed as an alternative to having to excavate under the building. The CCTV System which is on the point of failing is being upgraded. The new system will have capacity for the two extra cameras required for the new wing. An industrial gas dryer was replaced in the main laundry.

Several necessary items were purchased during the year including a hoist and fourteen individual use slings, as well as twelve shower/commode chairs for the use of individual residents. This expense was covered by the Government Infection Control Grant.

St Joseph's Care Home with Nursing, Newcastle

St Joseph's, Newcastle, underwent a huge refurbishment programme in the 1990s and the Home is well maintained as are the extensive gardens that surround it. It provides places for 57 elderly residents of modest income. Staff are devoted and most of them have been in employment at the Home for many years. Fire precautionary work continues throughout the Home. Due to this work it has been difficult to maintain the usual occupancy levels as several rooms had to be vacated as the work progressed.

Statistics

The following table summarises some of the important statistics regarding the Homes:

	Occupancy %	Residents in Care	Occupancy Independent Living %	Residents in Independent living	Residents' deaths in year	Staff number	Staff FTE
St Joseph's Birmingham	95%	35	83%	12	18	8	70
St Joseph's Bristol	88%	27	N/A	—	10	9	42
Mount St. Joseph's Leeds	89%	40	100%	23	1	47	26
St Anne's, Stoke Newington, London	96%	32	95%	19	11	25	28
St Peter's London	86%	56	100%	20	14	19	65
St Joseph's Manchester	86%	43	100%	1	4	12	49
St Joseph's Newcastle upon Tyne	75%	41	N/A	—	18	13	81

FINANCIAL REPORT FOR THE YEAR

Results for the year

A summary of the results for the year can be found on page 28 of the attached accounts.

Income has decreased by £9,115,836 compared to the previous year and amount to £15,549,831 (2019 – £24,665,657). The decrease in income is principally due to the surplus of £6,902,270 generated during the prior year from the sale of the charity's care home in Jersey.

Total income from the provision of residential and care services decreased by £2,662,840, due to the inclusion of the Jersey Home in the prior year. When this is taken into account, income from the provision of residential and care services has increased by £358,611. Nevertheless, this increase is insufficient to keep pace with rising costs. The charity remains very dependent on voluntary income – both general donations and legacies.

The trustees continue to be extremely grateful to all those who provide financial assistance to the charity, thus enabling it to continue its invaluable work.

Expenditure decreased from £18,924,303 in 2019 to £16,613,502 in 2020. However, when the costs relating to the Jersey Home in the prior year are taken into account, expenditure has increased by £869,562. The trustees keep a tight control over costs but expect that costs will continue to rise as the homes have to meet the increasing requirements of legislation affecting the care sector. The majority of the charity's expenditure represents the operating costs of the Congregation's care homes and a significant proportion of this relates to staff costs which have risen by rates higher than inflation over the past few years reflecting, in particular, the national shortage of qualified nursing and care staff. Fundraising and administration costs are well controlled and represent only a small proportion of total expenditure.

Reserves policy

The trustees have examined the requirement for free reserves i.e those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to between 3 and 6 months' expenditure. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in incoming resources due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

Investment policy

The Congregation does not hold investments and accepts neither revenues nor other forms of guaranty in perpetuity. The work is entrusted to Providence, which has manifested itself in such a remarkable way since the beginning of the Congregation.

Financial position

The consolidated balance sheet shows total funds of £50,695,670. Of this, £45,546,557 is designated as the tangible fixed assets fund. This represents the net book value of the charity's tangible fixed assets used to support the work of the sisters. A further £6,550 represents restricted monies received for specific purposes.

FINANCIAL REPORT FOR THE YEAR (continued)

Financial position (continued)

Free reserves, therefore, are those shown on the balance sheet as general funds and at 31 December 2020 stood at £5,135,893 which is consistent with the reserves policy set out above.

The charity's assets

Acquisitions and disposals of tangible fixed assets during the year are recorded in the notes to the accounts.

PLANS FOR FUTURE PERIODS

The trustees do not anticipate any significant change to the charity or its activities over the next two to five years. It is their intention to continue to meet the following objectives:

- ◆ To continue to care for the Sisters and enable them to carry out their work in the care of the elderly.
- ◆ To continue to operate seven care Homes for the elderly and in particular:
 - ◇ to continue to meet the challenges posed by Covid-19 and ensure the protection of both residents and staff as far as possible with strict adherence to Government and sector guidance on addressing the pandemic in the Homes;
 - ◇ to provide the highest possible quality of care for the residents in a dignified and friendly environment;
 - ◇ to achieve average occupancy rates in excess of 95%;
 - ◇ to meet the requirements laid down by the Care Standards Act 2000 and attain high success rates in inspections carried out by the Care Quality Commission;
 - ◇ to continue a programme of maintaining the Homes to a high standard;
 - ◇ to continue to employ high quality staff and ensure that they are given appropriate and relevant training;
 - ◇ to attain a high awareness of Health & Safety issues, training staff and volunteers in their important role in this field.
 - ◇ to monitor the needs of the Sisters as they grow older and, if necessary, adapt the charity's plans in respect of property needs and the provision of care to elderly members.

GOVERNANCE, STRUCTURE AND MANAGEMENT

Governance

In terms of Canon law, the Congregation is governed at an international level by the Superior General and her General Council in Brittany, France. They are elected every six years at a General Chapter consisting of a meeting of representatives of all provinces of the Congregation. The English Province is governed by the Provincial who is named by the Superior General with the deliberative vote of her Council. Members of the Provincial Council are named by the Superior General with the consultation of her Council. Each community in the English Province is governed by a local superior, who is appointed by the Superior General with the deliberative vote of her Council. The Provincial is required to make a Canonical Visitation in each community at least every eighteen months, with shorter visits throughout the year.

There is a system of accountability operational throughout the Province to ensure that the Provincial Superior and her Councillors are aware of the progress and development of the ministries carried out by the Sisters of the Province. A visit by the Superior General is made to the English Province during her term of office.

In terms of Civil law, the charity is governed by a trust deed dated 5 May 1964 and is a registered charity – Charity Registration No. 234434. The trustees of the charity are the four members of the Provincial Council and two other members who are local Superiors. As all trustees are members of the Congregation they have a detailed knowledge of the work of the charity and of its structure.

As all trustees are members of the Congregation of the Little Sisters of the Poor Trustee Company Limited their living and personal costs are borne by the charity. However, they receive no remuneration or expenses for their services as trustees.

The names of the trustees who served during the year are set out as part of the reference and administrative details on page 1 of this annual report and accounts and brief biographical details on each of the trustees is given below.

Sister Julia Culliton

Sister Julia Culliton, who replaced Sister Caroline Lloyd during the year, joined the Congregation in 1973. She is now currently the Provincial Superior of the English Province. Since entering the Congregation she trained as a nurse at St James's Hospital, Leeds, and has held the post of deputy Manager and Manager in several Homes in France.

Sister Kathleen Taylor

Sister Kathleen Taylor, who replaced Isabella Donnelly during the year, joined the Congregation in 1968. She is currently Care Home Manager at St Peter's Residence. Since entering the Congregation she trained as a nurse and has held the post of deputy Manager in several Homes in France as well as Provincial in both France and Ireland.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Governance (continued)

Sister Mary Ward

Sister Mary Ward entered the Congregation in 1976. She was a member of the Provincial Council in Dublin and is now a Trustee and member of the newly formed Province of Dublin-London. She also fulfilled an administrative role in several Homes in what was previously the Province of London.

Sister Mary Chantal (Margaret Ashton)

Sister Mary Chantal joined the Congregation in 1961. She is currently the Provincial Assistant, has received training in book-keeping and accountancy and has overall responsibility for the finances of the charity. Since joining the Congregation she has been part of the formation team in both the Novitiate in France, and the Juniorate House in Leeds. Previously she obtained a City & Guilds level 4 in Care, and received the Certificate of Unit Credit towards competence in training and development as an NVQ assessor and internal verifier.

Sister Deirdre Mary Francis (Deirdre McCormack)

Sister Deirdre joined the Congregation in 1992, having previously qualified as an RGN at Addenbrooke's Hospital, Cambridge. She also obtained the Orthopaedic Nursing Certificate at the Royal National Orthopaedic Hospital, Stanmore, Middlesex. She also has obtained NVQ Level 4 in Management and Leadership. Since entering the Congregation she has served as Unit Manager in the Homes of the Little Sisters in Dundee, Lyon, Dijon and Paris, and as Deputy Manager and Registered Manager in Newcastle, Preston, Manchester and London and is currently serving as Registered Manager at St Joseph's, Newcastle.

Sister Josephine (Josephine Storey)

Sister Josephine joined the Congregation in 1966. She trained as a Registered General Nurse at St James's Hospital, Leeds, and has held the post of deputy Care Home Manager and Care Home Manager at the charity's homes in Bristol and the two London Homes. She is currently Manager of the Care Home with Nursing in Manchester.

Statement of trustees' responsibilities

The trustees are responsible for preparing the trustees' report and accounts 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 trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the trustees are required to:

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Statement of trustees' responsibilities (continued)

- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (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.

Structure and management reporting

The trustees are ultimately responsible for the policies, activities and assets of the charity. They meet regularly to review developments with regard to the charity or its activities and make any important decisions.

When necessary, the trustees seek advice and support from the charity's professional advisers including property consultants, managers, solicitors and accountants. The day to day management of the charity's activities, and the implementation of policies, is delegated to the appropriate members of the Congregation or senior staff.

The English Province (now known as the Dublin-London) comprises 138 Sisters who live as part of twelve communities, seven of which are the responsibility of the charity. Of these seven communities, two of them are situated in London, one in the South West, one in the West Midlands, one in Yorkshire, one in the North West and one in the North East.. The community houses are located in those areas of towns and cities where it is believed that the Sisters can provide the most help to the poor and marginalised. Often these areas are socially deprived areas desperately in need of the care and pastoral work carried out by the Sisters. As stated above, each community has a local superior appointed by the Superior General. The local superior is responsible for both the needs and the care of the Sisters in her community and she liaises regularly with the trustees. All local superiors meet together once or twice a year with the trustees to discuss developments and future plans and strategy.

The day to day responsibility for the Homes is in the hands of the Registered Care Manager, who is the Mother Superior at each location. They liaise regularly with the Provincial Superior concerning the running and maintenance of the Home. They are supported and aided by a Local Council of two, or three, members who are named by the Superior General with the consent of her Council.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Structure and management reporting (continued)

The Registered Care Managers in place at each of the Homes at 31 December 2020 were as follows:

St Joseph's, Birmingham

Registered Manager: Sister Kathleen Kiernan is a Registered Nurse who has over thirty years' experience of nursing and caring for the elderly in a care home environment.

St Joseph's, Bristol

Registered Manager: Sister Catherine McGuire has over forty years' experience caring for the elderly in a care home environment.

Mount St Joseph's, Leeds

Registered Manager: Sister Caroline Kissane is a Registered Nurse who has over thirty years' experience of caring for the elderly in a care home environment.

London – St Peter's, South Lambeth

Registered Manager: Sister Isabella Donnelly is a Registered Nurse and has over fifty years' experience of caring for the elderly in a care home environment.

London – St Anne's, Stoke Newington

Registered Manager: Sister Maureen Wright is a Registered Nurse who has over forty years' experience of caring for the elderly in a care home environment.

St Joseph's, Manchester

Registered Manager: Sister Josephine Storey is a Registered Nurse who has thirty years' experience of caring for the elderly in a care home environment.

St Joseph's, Newcastle Upon Tyne

Registered Manager: Sister Deirdre McCormack is a Registered Nurse who has over twenty years' experience of caring for the elderly in a care home environment.

Working with other organisations

The charity works closely with a number of other charities and public bodies which work in the field of providing care to the vulnerable and the elderly. Working together in this way enhances communication and understanding thus enabling services to the elderly to be provided more efficiently and effectively and avoiding duplication of effort. Examples of the organisations with which the Sisters have worked and the charity has cooperated during the year are as follows:

- ♦ The Roman Catholic Dioceses of Birmingham, Clifton, Portsmouth, Leeds, Westminster, Southwark, Salford, Hexham & Newcastle,
- ♦ Care Quality Commission
- ♦ NHS
- ♦ Social Services
- ♦ Training Centres

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management

The trustees undertake an annual review of the principal risks and uncertainties that the charity faces, categorising the risks between those affecting the governance and management of the charity, operational risks, financial risks, reputational risks and those which occur because of circumstances outside of the charity's control such as changes in government policy, laws and regulations. They regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

- ◆ An analysis of the age profile of the members of the Congregation shows that the average age in the Province at 31 December 2020 was 71 years. The trustees are aware that there is both a moral and legal obligation to care for the older members. None of the Sisters have resources of their own as all earnings, pensions and other income have been donated to the charity. As the age profile increases, so too does the need to provide care for the Sisters. Key elements of the management of this risk are: (a) ensuring that the charity has the available financial resources to finance this care both now and in the years ahead by putting aside the pensions and attendance allowance that the Sisters receive (b) ensuring that processes are in place to review regularly the ministries and needs of individual Sisters encouraging those who need it to take on less demanding ministries and for identifying those who need extra care and help.
- ◆ Operationally the work of the Charity is the care of the elderly of modest means. The trustees recognise the absolute necessity of ensuring the protection and safety of all those that the charity serves. This means that Sisters engaged in any ministry in England, and all those who work or volunteer for the charity, must obtain clearance from the Disclosure and Barring Service (DBS). The trustees are committed fully to implementing the policies of the Catholic Safeguarding Advisory Service (CSAS). The Province is presently aligned to the Archdiocese of Southwark for Safeguarding. Arrangements are currently underway to transfer and become aligned to the Catholic Standards Safeguarding Agency (CSSA) a new central agency that has been created as the professional standards body to which all Catholic Dioceses and Religious Life Groups in England and Wales will be accountable, and to become a part of the Religious Life Safeguarding Service (RLSS). One of the Sisters is responsible for ensuring this policy is adhered to in respect to all Sisters, employees and volunteers. In addition, the trustees have established that each Home has a nominated person and this Safeguarding Team meets during the year to discuss any problems that may have arisen. They are regularly in communication by email and phone and on-going safeguarding training is provided. Internal policies are reviewed and up-dated and Sisters, staff and volunteers are kept informed about good practice in work and ministry.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Risk management (continued)

- ◆ Additional administration staff have been recruited to lighten the workload of some departments, through job sharing or dividing tasks. This avoids the risk of a reduced functioning in these areas and contributes to the smooth running of the Home when absences occur.
- ◆ Because of the new General Data Protection Regulations the Sisters acknowledge the risk involved in not being fully functional to meet the requirements of this new law. In order to ensure full compliance, and that the law is fully understood and adhered to, training has been given to the Sisters and delegated staff members. A Data Protection Officer has been recruited and each Home has an appointed Data Protection Lead. A Policy and Fair Processing and Privacy Notice has been developed and these are available on the website.
- ◆ A digital Care Programme has been implemented and all medical and care staff have been trained in all the Homes. It is acknowledged that there are significant risks in this area and IT protection measures are being carried out and a risk assessment is in place.
- ◆ The Little Sisters of the Poor are committed to providing the highest levels of care for the elderly poor. We recognise that changes within legislation and threats from working in new on-line environments expose both Little Sisters of the Poor and our residents and staff to new threats and challenges. We score risk using the standard risk equation: $\text{Impact} \times \text{Likelihood} = \text{Risk}$ and it has been carried out for the purpose.
- ◆ The charity donates occasional sums in support of the wider Congregation. The vast majority of donations sent overseas are to fund projects administered directly by members of the international Congregation. Whether or not the funds are used here in Great Britain or overseas, the trustees always ensure that they are fully briefed about and familiar with the work of a potential recipient of funds, that funds are transferred via bank transfer, that proof of receipt is obtained and that, wherever possible (and always in the case of monies sent overseas), a full written report of how the monies have been utilised and applied is obtained from the recipient.
- ◆ The charity does not hold investments. The charity's principal asset comprises buildings which are essential for the work of the charity.
- ◆ The charity has a management committee comprising care professionals and legal and financial professionals. Members of this committee advise the trustees of the myriad of clinical, care and other risks associated with the operation of the care home including, for example, safeguarding; the chronic shortage of qualified nurses and care assistants; the impact of the planned changes in the provision of care funding, and the changing regulatory environment including alterations to the inspection regime of the Care Quality Commission and the need for specific written policies.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Key management

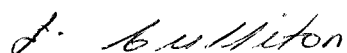
The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

EMPLOYEES, VOLUNTEERS, AND MEMBERS OF THE CONGREGATION

The trustees wish to record their recognition of the professionalism and commitment of all their staff, volunteers and the individual members of the Congregation. Their dedication and positive approach are very much appreciated.

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:



Approved on: 30 June 2022

Independent auditor's report to the directors of the corporate trustee (the 'trustees') of The Congregation of the Little Sisters of the Poor Charitable Trust

Opinion

We have audited the accounts of The Congregation of the Little Sisters of the Poor Charitable Trust (the 'charity') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet, the statements of cash flows, principal accounting policies and the notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its income and expenditure 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 auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 accounts, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the accounts 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 accounts 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 and accounts, other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 there is a material misstatement in the accounts or a material misstatement of the other information. 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 in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report 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 accounts.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, 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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- ◆ We identified the laws and regulations applicable to the charity through discussions with management and from our knowledge and experience of the charity sector;
- ◆ We focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the activities of the charity. These included but were not limited to the Charities Act 2011, Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102), and key laws and regulations that relate to care homes (Care Standards Act 2000, Care Homes Regulation 2001 and the Care Act 2014); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries with management and those charged with governance and review of minutes of trustees' meetings.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of management and those charged with governance as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- ◆ Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Auditor's responsibilities for the audit of the accounts (continued)

To address the risk of fraud through management bias and override of controls, we:

- ◆ Performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ Tested and reviewed journal entries to identify unusual transactions;
- ◆ Performed substantive testing on expenditure including the authorisation thereof;
- ◆ Assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- ◆ Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ Agreeing financial statement disclosures to underlying supporting documentation;
- ◆ Reviewing the minutes of meetings of trustees' meetings; and
- ◆ Enquiring of management and representatives of those charged with governance as to actual and potential litigation and claims.

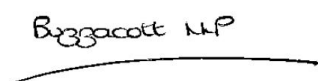
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. 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 auditor's 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.

A handwritten signature in black ink that reads "Buzzacott LLP". The signature is written in a cursive style and is underlined with a single horizontal line.

Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 1 July 2022

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Statement of financial activities Year to 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Income from:							
Donations and legacies	1	4,319,496	147,856	4,467,352	3,849,505	219,710	4,069,215
Interest receivable		9,313	—	9,313	2,139	—	2,139
Charitable activities							
. Charges for residential and care services	2	9,929,221	620,321	10,549,542	13,212,382	—	13,212,382
Other trading activities	3	384,209	—	384,209	425,935	—	425,935
Other sources	4	139,415	—	139,415	50,572	—	50,572
Surplus on disposal of assets and activities	12	—	—	—	6,905,414	—	6,905,414
Total income		14,781,654	768,177	15,549,831	24,445,947	219,710	24,665,657
Expenditure on:							
Raising funds							
. Costs of generating voluntary income		1,476	—	1,476	10,815	—	10,815
Charitable activities							
. Provision of residential and care services	5	15,865,584	659,359	16,524,943	18,895,277	18,211	18,913,488
. Loss on disposal of tangible fixed assets		87,083	—	87,083	—	—	—
Total expenditure		15,954,143	659,359	16,613,502	18,906,092	18,211	18,924,303
Net expenditure (income) for the year	7	(1,172,489)	108,818	(1,063,671)	5,539,855	201,499	5,741,354
Transfers between funds	15	102,148	(102,148)	—	204,213	(204,213)	—
Net movement in funds		(1,070,341)	6,670	(1,063,671)	5,744,068	(2,714)	5,741,354
Reconciliation of funds							
Total funds brought forward at 1 January 2020		51,752,791	6,550	51,759,341	46,008,723	9,264	46,017,987
Total funds carried forward at 31 December 2020		50,682,450	13,220	50,695,670	51,752,791	6,550	51,759,341

There is no difference between the net movement of funds stated above and the historical cost equivalent.

All activities derived from continuing operations during the above financial years with the exception of the care home at St Helier, Jersey which was sold, as a going concern, to another provider in December 2019 (see note 12).

Balance sheet 31 December 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible assets	11		45,546,557		44,743,769
Current assets					
Debtors	13	542,246		373,675	
Short term deposits		5,712,053		7,632,237	
Cash at bank and in hand		783,192		575,764	
Total current assets		<u>7,037,491</u>		<u>8,581,676</u>	
Liabilities					
Creditors: amounts falling due within one year	14	<u>(1,888,378)</u>		<u>(1,566,104)</u>	
Net current assets			<u>5,149,113</u>		<u>7,015,572</u>
Total net assets			<u>50,695,670</u>		<u>51,759,341</u>
The funds of the charity					
Restricted funds	15		13,220		6,550
Unrestricted funds					
. Tangible fixed assets fund	16	45,546,557		44,743,769	
. General fund		<u>5,135,893</u>		<u>7,009,022</u>	
			<u>50,682,450</u>		<u>51,752,791</u>
			<u>50,695,670</u>		<u>51,759,341</u>

Approved by the Directors of the Corporate Trustee
and signed on their behalf by:

J. Bulliton

Approved on: 30 June 2022

Statement of cash flows Year to 31 December 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash flows provided by operating activities	A	761,869	154,788
Cash flows from investing activities:			
Interest received		9,313	2,139
Purchase of tangible fixed assets		(2,512,741)	(2,730,338)
Net proceeds from disposal of assets and activities		28,803	9,004,504
Net cash (used in) provided by investing activities		(2,474,625)	6,276,305
Change in cash and cash equivalents in the year		(1,712,756)	6,431,093
Cash and cash equivalents at 1 January 2020	B	8,208,001	1,776,908
Cash and cash equivalents at 31 December 2020	B	6,495,245	8,208,001

Notes to the statement of cash flows for the year to 31 December 2020:

A Reconciliation of net movement in funds to net cash provided by operating activities

	2020 £	2019 £
Net movement in funds (as per the statement of financial activities)	(1,063,671)	5,741,354
Adjustments for:		
Depreciation charge	1,855,989	1,885,356
Net deficit (surplus) on disposal of assets and activities	87,083	(6,905,414)
Interest receivable	(9,313)	(2,139)
(Increase) decrease in debtors	(168,571)	270,052
Increase (decrease) in creditors	60,352	(834,421)
Net cash provided by operating activities	761,869	154,788

B Analysis of cash and cash equivalents

	2020 £	2019 £
Cash at bank and in hand	783,192	575,764
Short term deposits	5,712,053	7,632,237
Total cash and cash equivalents	6,495,245	8,208,001

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Principal accounting policies 31 December 2020

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of accounting

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to the accounts.

The accounts 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the annual depreciation charge;
- ◆ estimating the provision for bad or doubtful debts; and
- ◆ determining the probability of the receipt of legacies which are measurable and to which the charity is entitled.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 December 2021, the most significant issues that may affect the carrying value of the assets held by the charity are the level of local and central government funding for residential and nursing care of older people and the cost of implementing the changes to the regulatory environment affecting care homes generally.

Scope

The accounts include all the activities and net assets of The Congregation of the Little Sisters of the Poor in England and the Channel Islands. The accounts do not include the activities and assets of the Congregation in Scotland or overseas as these are outside of the control of the Directors of the Corporate Trustee.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and legacies, interest on funds held on deposit, income from residential and care services, income from fundraising and collections and other income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having being transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Income from residential and care services is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable.

Income recognition (continued)

Income from fundraising and collections is recognised when receivable and the amount can be measured reliably by the charity; this is normally when the income has been received.

The surplus on the disposal of assets is calculated as the difference between the sale proceeds net of sale costs and the net book value of the asset immediately prior to disposal. It is accounted for once legal completion of the disposal has taken place.

Income from the Coronavirus Job Retention Scheme is credited to the statement of financial activities when the charity has become entitled to the funding and when the amount receivable has been quantified.

Expenditure recognition and the basis of apportioning costs

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure comprises the following:

- a. The costs of generating funds include direct costs associated with collections and generating other donated income.
- b. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report i.e. the provision of residential and care services and the provision of donations to support the work of the congregation.

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and a suitable working environment.

Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.

Support and governance costs are attributed to the provision of residential and care services only.

All expenditure is stated inclusive of irrecoverable VAT.

Tangible fixed assets

All assets costing more than £1,500 and with an expected useful life exceeding one year are capitalised.

All tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

- | | |
|-----------------------|--------------------------------|
| ♦ Freehold buildings | 2% on a straight line basis |
| ♦ Plant and machinery | 5-20% on a straight line basis |

Tangible fixed assets (continued)

- ♦ Furniture and equipment 20% on a straight line basis
- ♦ Motor vehicles 25% on a straight line basis

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions 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. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Funds

The funds of the charity are in the main unrestricted and available for use in furtherance of the charity's objectives at the discretion of the directors of the corporate trustee. Within the total unrestricted funds of the charity, those representing tangible fixed assets net of long term loans to finance major property improvements (see note 16) have been identified separately.

Details of funds raised for a specific purpose or subject to donor imposed conditions, and therefore restricted, are given in note 15.

Services provided by members of the Congregation

For the purposes of these accounts, no monetary value has been placed on the care, administrative and other services provided by members of the Congregation.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 8. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Income from: Donations and legacies

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Donations and grants receivable	3,218,730	147,856	3,366,586	2,805,576	219,710	3,025,286
Legacies	919,993	—	919,993	860,714	—	860,714
Pensions of individual religious received under Gift Aid or deed of covenant	180,773	—	180,773	183,215	—	183,215
	4,319,496	147,856	4,467,352	3,849,505	219,710	4,069,215

2 Income from: Charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Pensions and DSS	50,770	—	50,770	52,769	—	52,769
Residents' and family contributions	5,983,488	—	5,983,488	8,426,383	—	8,426,383
Social services	3,254,224	—	3,254,224	3,955,085	—	3,955,085
Rental income	640,739	—	640,739	778,145	—	778,145
Covid-19 support grants	—	620,321	620,321	—	—	—
	9,929,221	620,321	10,549,542	13,212,382	—	13,212,382

3 Income from: Other trading activities

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Fundraising	335,472	—	335,472	315,795	—	315,795
Collections	48,737	—	48,737	110,140	—	110,140
	384,209	—	384,209	425,935	—	425,935

4 Income from: Other sources

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Sundry income	55,655	—	55,655	50,572	—	50,572
Coronavirus Job Retention Scheme	83,760	—	83,760	—	—	—
	139,415	—	139,415	50,572	—	50,572

5 Expenditure on: Provision of residential and care services

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Staff costs (note 8)	10,295,538	—	10,295,538	12,056,238	—	12,056,238
Premises	2,341,467	39,038	2,380,505	2,554,589	17,691	2,572,280
Care and welfare	657,429	620,321	1,277,750	1,309,035	520	1,309,555
Depreciation	1,855,989	—	1,855,989	1,878,373	—	1,878,373
Central administration	236,817	—	236,817	306,137	—	306,137
Professional fees	292,818	—	292,818	545,620	—	545,620
Support costs	6,887	—	6,887	26,532	—	26,532
Governance costs (note 6)	66,336	—	66,336	85,675	—	85,675
Other costs	112,303	—	112,303	133,078	—	133,078
	15,865,584	659,359	16,524,943	18,895,277	18,211	18,913,488

The costs above include the direct costs of providing care, the living and personal expenses of individual sisters, all of whom are either directly or indirectly involved in such work, and related support functions of the charity.

6 Governance costs

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Unrestricted funds £	Restricted funds £	Total funds 2019 £
Professional fees	66,336	—	66,336	85,675	—	85,675

7 Net (expenditure) income for the year

This is stated after charging:

	2020 £	2019 £
Staff costs (note 8)	10,295,538	12,056,238
Auditor's remuneration		
· Statutory audit services	66,000	74,040
· Other services – advice in relation to sale of Jersey Home	—	42,984
Depreciation	1,855,989	1,878,373

8 Staff costs and remuneration of trustees and key management personnel

	2020 £	2019 £
Staff costs during the year were as follows:		
Wages and salaries	8,599,379	10,661,270
Social security costs	574,451	674,017
Pension costs	112,530	95,830
	9,286,360	11,431,117
Sub-contracted and temporary staff	1,009,178	625,121
	10,295,538	12,056,238

All staff costs relate to the provision of residential and care services.

The use of sub-contracted and temporary staff reflects the national shortage of permanent nursing and care staff.

8 Staff costs and remuneration of trustees and key management personnel (continued)

No employee earned £60,000 per annum or more (including taxable benefits) during the year (2019 - none).

The average number of employees (calculated on both headcount and full time equivalent (FTE) basis) was as follows:

	2020 No	2019 No	2020 FTE	2019 FTE
Provision of residential and care services	532	628	403	505

Key management personnel

The trustees consider that they together with the Registered Care Managers of each of the charity's care homes comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

All trustees and the Registered Care Managers are members of the Congregation and, whilst their living and personal expenses are borne by the charity, they receive no remuneration or reimbursement of expenses in connection with their duties.

9 Trustees' expenses and transactions with trustees and related parties

As members of the Congregation, the trustees' living and personal expenses during the year were borne by the charity, but they received no remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2019 - none).

As members of the Congregation, no trustee has resources of her own as all earnings, pensions and other income have been donated to the charity under a Gift Aid compliant Deed of Covenant. During the year, the total amount donated by the trustees to the charity was £2,702 (2019 - £2,418).

During the year, the charity received a donation of £1,797,351 (2019: £1,782,000) from the Generalate of the Congregation in France.

There were no other related party transactions during the year (2019 - none).

10 Taxation

The Congregation of the Little Sisters of the Poor Charitable Trust is a registered charity and, therefore, is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

11 Tangible fixed assets

	Freehold land and buildings £	Plant and machinery £	Furniture and equipment £	Motor vehicles £	Total £
Cost					
At 1 January 2020	69,618,712	2,857,006	3,761,937	418,329	76,655,984
Additions	2,606,547	—	144,604	23,512	2,774,663
Disposals	(327,883)	—	—	(47,337)	(375,220)
At 31 December 2020	<u>71,897,376</u>	<u>2,857,006</u>	<u>3,906,541</u>	<u>394,504</u>	<u>79,055,427</u>
Depreciation					
At 1 January 2020	26,634,406	1,587,803	3,316,398	373,608	31,912,215
Charge for year	1,470,719	142,850	227,577	14,843	1,855,989
On disposals	(241,191)	—	—	(18,143)	(259,334)
At 31 December 2020	<u>27,863,934</u>	<u>1,730,653</u>	<u>3,543,975</u>	<u>370,308</u>	<u>33,508,870</u>
Net book values					
At 31 December 2020	<u>44,033,442</u>	<u>1,126,353</u>	<u>362,566</u>	<u>24,196</u>	<u>45,546,557</u>
At 31 December 2019	<u>42,984,306</u>	<u>1,269,203</u>	<u>445,539</u>	<u>44,721</u>	<u>44,743,769</u>

It is likely that there are material differences between the open market values of the charity's land and buildings and their book values. These arise from the specialised nature of the properties and the effects of inflation. The amount of such differences cannot be ascertained without incurring significant costs which, in the opinion of the trustees, is not justified in terms of the benefit to users of the accounts.

12 Surplus on disposal of assets and activities

	2020 £	2019 £
Disposal of Jeanne Jugan Residence with Nursing, Jersey	—	6,902,270
Disposal of other tangible fixed assets	—	3,144
	<u>—</u>	<u>6,905,414</u>

(a) Disposal of Jeanne Jugan Residence with Nursing, Jersey

With effect from midnight on 20 December 2019, in accordance with a legal Asset and Business Purchase Agreement, the activities and tangible fixed assets of Jeanne Jugan Residence with Nursing Jersey were sold, as a going concern, to LV SJ Holdings Limited (a company registered in Jersey No. 129910).

The net surplus on disposal comprised:

	2019 £
Group and charity	
Disposal proceeds	9,803,017
Costs of disposal	(812,554)
Net book value of assets disposed of	(2,088,193)
Surplus on disposal	<u>6,902,270</u>

13 Debtors

	2020 £	2019 £
Charges for care services	175,305	232,983
Prepayments	305,211	97,284
Other debtors	61,730	43,408
	542,246	373,675

14 Creditors: amounts falling due within one year

	2020 £	2019 £
Fees in advance	121,377	74,170
Expense creditors	514,458	206,355
Other creditors	801,956	707,078
Accruals	450,587	578,501
	1,888,378	1,566,104

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
Repairs and refurbishment fund	6,550	147,856	(39,038)	(102,148)	13,220
Covid-19 support grants	—	620,321	(620,321)	—	—
	6,550	768,177	(659,359)	(102,148)	13,220

	At 1 January 2019 £	Income £	Expenditure £	Transfers £	At 31 December 2019 £
Repairs and refurbishment fund	9,264	219,190	(17,691)	(204,213)	6,550
Other funds (under £2,000)	—	520	(520)	—	—
	9,264	219,710	(18,211)	(204,213)	6,550

♦ Repairs and refurbishment fund

This comprises monies received towards the cost of repair and refurbishment of the Homes. Transfers from restricted to unrestricted funds represent the purchase of tangible fixed assets from the fund.

♦ Canonisation fund

Jeanne Jugan, foundress of the Congregation, was canonised in October 2009. This income represents donations to enable the Sisters from Britain to attend the canonisation in Rome.

16 Tangible fixed assets fund

	2020 £	2019 £
At 1 January 2019	44,743,769	45,060,070
Net movement in year	802,788	(316,303)
At 31 December 2019	45,546,557	44,743,769

The tangible fixed assets fund represents the net book value of the charity's tangible fixed assets less the loans from the Jersey State Treasury to finance major property improvements (note 15). These tangible fixed assets are essential to the ongoing work of the charity – without them the charity's work would simply not be possible. As such their net book values should not be regarded as realisable in order to meet ongoing expenditure or contingencies.

17 Analysis of net assets between funds

	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2020 £
Fund balances at 31 December 2020 are represented by:				
Tangible fixed assets	—	45,546,557	—	45,546,557
Net current assets	13,220	—	5,135,893	5,149,113
Total net assets	13,220	45,546,557	5,135,893	50,695,670
	Restricted funds £	Tangible fixed assets fund £	General fund £	Total 2019 £
Fund balances at 31 December 2019 are represented by:				
Tangible fixed assets	—	44,743,769	—	44,743,769
Net current assets	6,550	—	7,009,022	7,015,572
Total net assets	6,550	44,743,769	7,009,022	51,759,341

18 Ultimate control

The charity, which is constituted as a trust, was controlled throughout the period by the Congregation of the Little Sisters of the Poor by virtue of the fact that the General Council of the Congregation appoints the Directors of the corporate trustee. The Congregation does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the Congregation in England and the Channel Islands are vested in the corporate trustee of the charity, the directors of which undertake all transactions entered into in the course of the Congregation's charitable activities.

Notes to the accounts 31 December 2020

19 Capital commitments

At 31 December 2020, the charitable company had the following capital commitment in respect to continued refurbishment of the rooms and corridors within the charity's Manchester home.

	2020 £	2019 £
Contracted for, but not provided for in the accounts	5,300,000	3,800,000