

**CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU  
BON ET PERPETUAL SECOURS**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Sister JP Joseph	(Appointed 1 October 2020)
	Sister T Mary	
	Sister LM Joseph	
<b>Charity number</b>	235440	
<b>Principal address</b>	St Marys Convent Ebchester Consett County Durham England DH8 0QD	
<b>Independent examiner</b>	Robson Laidler Accountants Limited Fernwood House Fernwood Road Jesmond Newcastle Upon Tyne Tyne and Wear England NE2 1TJ	
<b>Bankers</b>	HSBC 110 Grey Street Newcastle upon Tyne NE1 6JG	
<b>Investment advisors</b>	St James Place Wealth Management 1 Trinity Gardens Broad Chare Newcastle upon Tyne NE1 2HF	

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# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

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# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The charity's object and principal activities is to offer residential care to elderly persons, by the provision and management of appropriate accommodation.

The charity aims to provide the highest quality, most flexible and personal care for each and every resident. We treat everyone with compassion, in an environment where physical, emotional, spiritual and social needs are met, enabling our residents to live life to the full with continual support being available.

The Trustees confirm that the charity has complied with Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission. The charity relies on the income from fees and charges to cover most of its operating costs. In setting the level of fees the trustees give due consideration to the need to ensure that the residential accommodation provided by the charity is accessible to all members of the community.

#### **Achievements and performance**

Despite the continuing impact of the Covid -19 pandemic, the Trustees are pleased with the overall performance of the charitable trust throughout the year, with the home being well managed and occupancy rates generally remaining high. At one point there was five empty rooms caused by the pandemic coupled with our decision to not take in any residents without a Covid -19 test, or to take Covid -19 positive residents from hospital or the community. We could not put our existing residents or staff at risk. Four of these rooms are now filled.

The Trustees are thankful for the additional Covid -19 grant funding received which allowed the staff to continue to work in a safe environment and helped keep our residents safe.

The homes maintained good ratings with the Care Quality Commission. The trustees remain committed to workforce development ensuring that, as a minimum, we comply with the training requirements of the funding local authorities and Care Quality Commission.

#### **Fundraising activities**

The charity does not take part in any specific fundraising activities.

#### **Investment performance**

The charity has invested in a small portfolio of investments, the performance of which is monitored on a regular basis. The growth of these investments in the year was in line with expectation.

#### **Financial review**

Total income for the year was £615,663 (2020: £540,568). Total costs for the year were £536,149 (2020: £512,277). At the year end the Trust had closing reserves of £2,852,640 (2020: £2,764,359) all of which were classed as unrestricted.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. At the year end the level of free reserves stood at £150,080 which is roughly equal to three months of running costs. The trustees consider that this level of free reserves are sufficient however would look to increase this to cover 6 months running costs to ensure that they can continue to provide the residents with the quality of accommodation that they are used to.

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Principle sources of funding**

The main source of funding remains residents fees with smaller amounts received from donations, grants and legacies.

### **Risk management**

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Plans for the future**

The charity will continue to provide residential care to elderly members of the local community in accordance with the objectives of the charity.

### **Structure, governance and management**

The charity is controlled by its governing document, a deed of trust.

The trustees who served during the year and up to the date of signature of the financial statements were:

Sister JP Joseph

(Appointed 1 October 2020)

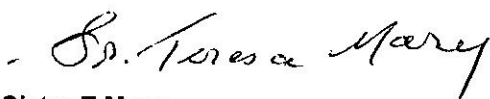
Sister T Mary

Sister LM Joseph

New trustee are sought as and when the trustees consider this necessary and appointments are made by agreement of the trustees.

The day-to-day management of the care home is in the hands of a manager. The trustees take an active interest in the day to day operations of the care home.

The trustees' report was approved by the Board of Trustees.



**Sister T Mary**

Trustee

Dated: 20 January 2022

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

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I report to the trustees on my examination of the financial statements of Congregation des Soeurs de charite de Notre Dame du bon et perpetual secours (the charity) for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Robson Laidler Accountants Limited  
Fernwood House  
Fernwood Road  
Jesmond  
Newcastle Upon Tyne  
Tyne and Wear  
NE2 1TJ  
England

Dated: 20 January 2022

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<b><u>Income from:</u></b>			
Donations and legacies	2	79,809	17,244
Charitable activities	3	528,615	514,852
Investments	4	7,239	8,472
<b>Total income</b>		<b>615,663</b>	<b>540,568</b>
<b><u>Expenditure on:</u></b>			
Charitable activities	5	536,149	512,277
Net gains/(losses) on investments		8,767	(8,221)
<b>Net movement in funds</b>		<b>88,281</b>	<b>20,070</b>
Fund balances at 1 April 2020		2,764,359	2,744,289
<b>Fund balances at 31 March 2021</b>		<b>2,852,640</b>	<b>2,764,359</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10	2,016,783		2,031,571	
Investment properties	11	570,000		570,000	
Investments	12	115,507		104,700	
		2,702,290		2,706,271	
<b>Current assets</b>					
Debtors	13	18,826		1,306	
Cash at bank and in hand		150,215		61,552	
		169,041		62,858	
<b>Creditors: amounts falling due within one year</b>	14	(18,691)		(4,770)	
Net current assets			150,350		58,088
<b>Total assets less current liabilities</b>			2,852,640		2,764,359
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	15	2,586,783		2,601,571	
General unrestricted funds		265,857		162,788	
			2,852,640		2,764,359
			2,852,640		2,764,359

The financial statements were approved by the Trustees on 20 January 2022



Sister T Mary  
Trustee



# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	17		83,464		32,474
<b>Investing activities</b>					
Purchase of tangible fixed assets		-		(107,705)	
Purchase of investments		(2,040)		(2,467)	
Investment income received		7,239		8,472	
<b>Net cash generated from/(used in) investing activities</b>			5,199		(101,700)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			88,663		(69,226)
Cash and cash equivalents at beginning of year			61,552		130,778
<b>Cash and cash equivalents at end of year</b>			150,215		61,552

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Charity information

Congregation des Soeurs de charite de Notre Dame du bon et perpetual secours is a unincorporated charity (charity number 235440).

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	not provided
Fixtures and fittings	straight line over 10 years

#### 1.7 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in profit or loss.

#### 1.8 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	12,404	17,244
Legacies receivable	10,000	-
Government grants	57,405	-
	<u>79,809</u>	<u>17,244</u>

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

	Residents fees 2021 £	Residents fees 2020 £
Residents fees	528,615	514,852

### 4 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Rental income	5,200	5,200
Income from listed investments	2,039	3,272
	7,239	8,472

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 5 Charitable activities

	Residential care costs 2021 £	Residential care costs 2020 £
Staff costs	423,786	395,287
Depreciation and impairment	14,788	14,788
Rates and water	7,145	5,095
Insurance	6,874	6,116
Light and heat	16,637	18,485
Travel and transport	4,643	1,330
Repairs and maintenance	21,236	31,678
Staff training and recruitment	-	67
House and garden	11,477	6,882
Residents food	13,290	24,162
	<u>519,876</u>	<u>503,890</u>
Share of support costs (see note 6)	11,475	5,867
Share of governance costs (see note 6)	4,798	2,520
	<u>536,149</u>	<u>512,277</u>

### 6 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Postage and telephone	3,107	-	3,107	2,334	-	2,334
Sundry expenses	8,276	-	8,276	3,263	-	3,263
Bank charges	92	-	92	270	-	270
Independent examiners fees	-	2,580	2,580	-	2,520	2,520
Legal and professional	-	2,218	2,218	-	-	-
	<u>11,475</u>	<u>4,798</u>	<u>16,273</u>	<u>5,867</u>	<u>2,520</u>	<u>8,387</u>
Analysed between Charitable activities	<u>11,475</u>	<u>4,798</u>	<u>16,273</u>	<u>5,867</u>	<u>2,520</u>	<u>8,387</u>

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

<b>7</b>	<b>Net movement in funds</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Net movement in funds is stated after charging/(crediting)		
	Depreciation of owned tangible fixed assets	14,788	14,788

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Management	1	1
Care home staff	32	31
Total	33	32

<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	403,722	377,523
Social security costs	15,555	13,495
Other pension costs	4,509	4,269
	423,786	395,287

There were no employees whose annual remuneration was £60,000 or more.

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2020	1,902,500	147,876	2,050,376
At 31 March 2021	1,902,500	147,876	2,050,376
<b>Depreciation and impairment</b>			
At 1 April 2020	-	18,805	18,805
Depreciation charged in the year	-	14,788	14,788
At 31 March 2021	-	33,593	33,593
<b>Carrying amount</b>			
At 31 March 2021	1,902,500	114,283	2,016,783
At 31 March 2020	1,902,500	129,071	2,031,571

### 11 Investment property

	2021 £
<b>Fair value</b>	
At 1 April 2020 and 31 March 2021	570,000

### 12 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 April 2020	104,700
Additions	2,040
Valuation changes	8,767
At 31 March 2021	115,507
<b>Carrying amount</b>	
At 31 March 2021	115,507
At 31 March 2020	104,700

# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 13 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	7,521	-
Prepayments and accrued income	11,305	1,306
	<u>18,826</u>	<u>1,306</u>

### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	4,802	2,250
Other creditors	11,309	-
Accruals and deferred income	2,580	2,520
	<u>18,691</u>	<u>4,770</u>

### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Resources expended £	Transfers £	Balance at 1 April 2020 £	Resources expended £	Balance at 31 March 2021 £
Capital fund	2,508,654	(14,788)	107,705	2,601,571	(14,788)	2,586,783
	<u>2,508,654</u>	<u>(14,788)</u>	<u>107,705</u>	<u>2,601,571</u>	<u>(14,788)</u>	<u>2,586,783</u>

#### Capital Fund

Represents the net book value of the capital assets and investment property

### 16 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).



# CONGREGATION DES SOEURS DE CHARITE DE NOTRE DAME DU BON ET PERPETUAL SECOURS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

17	Cash generated from operations	2021 £	2020 £
	Surplus for the year	88,281	20,070
	Adjustments for:		
	Investment income recognised in statement of financial activities	(7,239)	(8,472)
	Fair value gains and losses on investments	(8,767)	8,221
	Depreciation and impairment of tangible fixed assets	14,788	14,788
	Movements in working capital:		
	(Increase) in debtors	(17,520)	(805)
	Increase/(decrease) in creditors	13,921	(1,328)
	<b>Cash generated from operations</b>	<b>83,464</b>	<b>32,474</b>
18	<b>Analysis of changes in net funds</b>		
	The charity had no debt during the year.		

