

Charity registration number 235440

**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 2024**

# 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 Thomas Sister TM Turner 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 2024**

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

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**

The home maintains our good rating with the Care Quality Commission.

The home is committed to the delivery of high-quality care, through well trained staff in a safe and homely environment.

The trustees are dedicated to continuous improvements in all aspects of our service.

The continual increases in the home overheads caused by recent world events, is creating concerns on the home's financial viability

The overheads continue to be high, but increases in the last year continue to be achievable. Concerns for financial viability are reducing. The Increase in Living wage was supplemented by our increases in Residential Fees. The management team continues to overcome these obstacles and achieve a well-run positive home.

The home has a well-established quality control system in place and continues to receive positive feed back in all areas through our resident and visitor questionnaires.

The fact we continue to have a waiting list for vacancies within the home, is a testament to how the home is perceived by the people within our surrounding district.

The occupancy within the home continues to be good and we have maintained 90% occupancy rate throughout the year.

The recruitment of good well trained care staff has again been a problem this financial year, and it is a legacy of the pandemic, staff are now more reluctant to work within care. We do not have a high turnover of staff, so this enables us through planning and good management to control this problem.

### **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 performance of these investments in the year was in line with expectations.

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

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### Financial review

Total income for the year was £717,792 (2023: £587,369). Total costs for the year were £639,114 (2023: £570,725). At the year end the Trust had closing reserves of £2,982,637 (2023: £2,903,565) all of which were classed as unrestricted.

### Reserves policy

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 £440,218 which is roughly equal to eight months of running costs. Although slightly above the stated policy, the trustees consider that this level of free reserves are sufficient to ensure that they can continue to provide the residents with the quality of accommodation that they are used to.

### 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 future periods

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 Thomas

Sister TM Turner

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 TM Turner*

Sister TM Turner

Trustee

Date: *21/01/2025*

# 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 2024.

#### **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.

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.



Nicholas Cunningham FCCA  
Robson Laidler Accountants Limited  
Fernwood House  
Fernwood Road  
Jesmond  
Newcastle upon Tyne  
Tyne and Wear  
NE2 1TJ  
England

Dated: 28-1-2025

# 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 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Income from:</b>			
Donations and legacies	2	6,673	6,195
Charitable activities	3	703,385	573,784
Investments	4	7,734	7,390
<b>Total income</b>		717,792	587,369
<b>Expenditure on:</b>			
Charitable activities	5	639,114	570,725
<b>Total expenditure</b>		639,114	570,725
Net gains/(losses) on investments		394	(8,268)
<b>Net movement in funds</b>	7	79,072	8,376
<b>Reconciliation of funds:</b>			
Fund balances at 1 April 2023		2,903,565	2,895,189
<b>Fund balances at 31 March 2024</b>		2,982,637	2,903,565

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 2024

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11		1,972,419		1,987,207
Investment property	12		570,000		570,000
Investments	13		104,155		102,512
			<u>2,646,574</u>		<u>2,659,719</u>
<b>Current assets</b>					
Debtors	14	33,586		12,855	
Cash at bank and in hand		311,006		238,408	
		<u>344,592</u>		<u>251,263</u>	
<b>Creditors: amounts falling due within one year</b>	15	(8,529)		(7,417)	
<b>Net current assets</b>			<u>336,063</u>		<u>243,846</u>
<b>Total assets less current liabilities</b>			<u><u>2,982,637</u></u>		<u><u>2,903,565</u></u>
<b>The funds of the charity</b>					
Unrestricted funds	17		<u>2,982,637</u>		<u>2,903,565</u>
			<u><u>2,982,637</u></u>		<u><u>2,903,565</u></u>

The financial statements were approved by the trustees on 21.01.25

*Sister TM Turner*

Sister TM Turner

Trustee

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

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	19		66,113		26,198
<b>Investing activities</b>					
Purchase of investments		(14,300)		(42,071)	
Proceeds from disposal of investments		13,051		41,625	
Investment income received		7,734		7,390	
<b>Net cash generated from investing activities</b>			6,485		6,944
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			72,598		33,142
Cash and cash equivalents at beginning of year			238,408		205,266
<b>Cash and cash equivalents at end of year</b>			311,006		238,408

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

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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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. 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 or grantors 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 2024

### 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
	2024	2023
	£	£
Donations and gifts	6,673	10,127
Government grants	-	(3,932)
	<u>6,673</u>	<u>6,195</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 2024

### 3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Charitable activities</b>		
Resident fees	703,385	573,784

### 4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Rental income	4,800	5,200
Income from listed investments	2,934	2,190
	<u>7,734</u>	<u>7,390</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 2024

### 5 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
<b>Direct costs</b>		
Staff costs	484,094	419,069
Depreciation and impairment	14,788	14,788
Rates and water	5,866	4,511
Insurance	12,526	10,728
Light and heat	39,553	26,577
Transport and travel	1,397	2,586
Repairs and maintenance	34,305	49,553
Staff training	1,691	126
House and garden	7,112	8,611
Residents food	23,015	16,249
	<u>624,347</u>	<u>552,798</u>
<b>Share of support and governance costs (see note 6)</b>		
Support	9,951	13,234
Governance	4,816	4,693
	<u>639,114</u>	<u>570,725</u>
<b>Analysis by fund</b>		
Unrestricted funds	<u>639,114</u>	<u>570,725</u>

### 6 Support costs allocated to activities

	2024 £	2023 £
Postage and stationery	2,667	2,417
Sundry expenses	7,124	10,662
Bank charges	160	155
Governance costs	4,816	4,693
	<u>14,767</u>	<u>17,927</u>
<b>Analysed between:</b>		
Charitable activities	<u>14,767</u>	<u>17,927</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 2024

### 6 Support costs allocated to activities

(Continued)

	2024 £	2023 £
<b>Governance costs comprise:</b>		
Legal and professional	1,686	1,744
Independent examiners fees	3,130	2,949
	<u>4,816</u>	<u>4,693</u>

### 7 Net movement in funds

2024  
£

2023  
£

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	<u>14,788</u>	<u>14,788</u>
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### 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:

	2024 Number	2023 Number
Management	4	4
Care home staff	32	31
Total	<u>36</u>	<u>35</u>

### Employment costs

	2024 £	2023 £
Wages and salaries	459,673	399,854
Social security costs	18,258	14,138
Other pension costs	6,163	5,077
	<u>484,094</u>	<u>419,069</u>

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

# 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 2024

### 9 Employees

(Continued)

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	97,251	93,906

### 10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 11 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2023	1,902,500	147,876	2,050,376
At 31 March 2024	1,902,500	147,876	2,050,376
<b>Depreciation and impairment</b>			
At 1 April 2023	-	63,169	63,169
Depreciation charged in the year	-	14,788	14,788
At 31 March 2024	-	77,957	77,957
<b>Carrying amount</b>			
At 31 March 2024	1,902,500	69,919	1,972,419
At 31 March 2023	1,902,500	84,707	1,987,207

### 12 Investment property

	2024 £
<b>Fair value</b>	
At 1 April 2023 and 31 March 2024	570,000

# 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 2024

### 13 Fixed asset investments

	Listed investments £	Cash in portfolio £	Total £
<b>Cost or valuation</b>			
At 1 April 2023	98,230	4,282	102,512
Additions	14,300	-	14,300
Valuation changes	394	(702)	(308)
Disposals	(12,349)	-	(12,349)
At 31 March 2024	100,575	3,580	104,155
<b>Carrying amount</b>			
At 31 March 2024	100,575	3,580	104,155
At 31 March 2023	98,230	4,282	102,512

### 14 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	33,586	12,855

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

	2024 £	2023 £
Other taxation and social security	4,209	3,352
Other creditors	1,191	1,114
Accruals and deferred income	3,129	2,951
	8,529	7,417

### 16 Retirement benefit schemes

	2024 £	2023 £
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	6,163	5,077

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# 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 2024

### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Gains and losses £	At 31 March 2024 £
Capital fund	2,557,207	-	(14,788)	-	2,542,419
General funds	346,358	717,792	(624,326)	394	440,218
	<u>2,903,565</u>	<u>717,792</u>	<u>(639,114)</u>	<u>394</u>	<u>2,982,637</u>
<b>Previous year:</b>	<b>At 1 April 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Gains and losses £</b>	<b>At 31 March 2023 £</b>
Capital fund	2,571,995	-	(14,788)	-	2,557,207
General funds	323,194	587,369	(555,937)	(8,268)	346,358
	<u>2,895,189</u>	<u>587,369</u>	<u>570,725</u>	<u>(8,268)</u>	<u>2,903,565</u>

#### Capital Fund

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

### 18 Related party transactions

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

### 19 Cash generated from operations

	2024 £	2023 £
Surplus for the year	79,072	8,376
Adjustments for:		
Investment income recognised in statement of financial activities	(7,734)	(7,390)
Fair value gains and losses on investments	(394)	8,268
Depreciation and impairment of tangible fixed assets	14,788	14,788
Movements in working capital:		
(Increase)/decrease in debtors	(20,731)	1,518
Increase in creditors	1,112	638
<b>Cash generated from operations</b>	<u>66,113</u>	<u>26,198</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 2024***

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**20 Analysis of changes in net funds**

The charity had no material debt during the year.