

# ROMAN CATHOLIC PURPOSES IN CONNEXION WITH THE CONGREGATION OF THE SISTERS OF ST. CLARE IN IRELAND

England & Wales · Charity number 246649

## Details

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**Other names** ROMAN CATHOLIC PURPOSES IN CONNEXION WITH THE CONGREGATION OF THE IRISH POOR CLARES OF THE IMMACULATE CONCEPTION, POOR CLARES AND SISTERS OF ST CLARE

**Status** Registered

**Legal form** Trust

**Registered** 1966-02-18

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

## Contact

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**Address** Sisters Of St Clare  
The Generalate  
Bethlehem  
63 Harold's Cross Road  
Dublin Ireland

**Phone** 35314966880

## Activities

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**Objects:** CAPITAL OR INCOME FOR CHARITABLE PURPOSES WHICH ADVANCE THE RELIGIOUS AND OTHER CHARITABLE WORK FOR THE TIME BEING CARRIED ON BY OR UNDER THE DIRECTION OF THE SOCIETY AS THE TRUSTEES WITH THE APPROVAL OF THE SUPERIOR, SHALL THINK FIT. IF THE SOCIETY SHALL CEASE TO CARRY ON CHARITABLE WORK, THEN FOR SUCH CHARITABLE PURPOSES WHICH ADVANCE THE ROMAN CATHOLIC RELIGION.

**Activities:** The general objective of the charity is to support the advancement of the charitable ministries carried on by the members of the Congregation for the advancement of the Roman Catholic religion and the well being of those who benefit from the Congregation's ministries; and to care for the members throughout their lives with the Congregation.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Religious Activities
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- Ireland
- Bridgend
- Cheshire East
- Cheshire West & Chester
- Liverpool City
- Luton
- Northamptonshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	-	-	-	-
2023-12-31	£428,518	£475,631	-	-
2022-12-31	£585,042	£705,433	£286,382	0
2021-12-31	£170,143	£184,453	-	-
2020-12-31	£345,761	£144,142	-	-
2019-12-31	£140,235	£143,063	-	-

## Trustees

Name	Role	Appointed
SISTER MAUREEN O'DEA		2010-07-10
Sister Julie McGoldrick		2022-10-04
Sister Karen Small		2022-10-04
Sister Mercedes Coen		2022-10-04
Sister Zita Daly		2022-10-04

## Linked charities

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- ROMAN CATHOLIC PURPOSES IN CONNEXION WITH THE CONGREGATION OF THE SISTERS OF ST CLARE IN IRELAND - THE PORTHCAWL CHARITY (246649-1)

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# Accounts

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**Roman Catholic Purposes  
In Connection with The  
Congregation of the  
Sisters of St Clare  
In Ireland  
(The Sisters of St Clare  
Charitable Trust)**

**Annual Report and Accounts**

31 December 2023

Charity Registration Number  
0246649

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<b>Trustees</b>	Sister Mercedes Coen Sister Zita Daly Sister Julie McGoldrick Sister Maureen O'Dea Sister Karen Small
	The trustees are incorporated under the Charities Act 2011
<b>Principal address</b>	St Clare's Convent 15 Glyndebourne Gardens Corby Northamptonshire NN18 0QA
<b>Charity registration number</b>	0246649
<b>Independent examiner</b>	Amanda Francis Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Yorkshire Bank plc 6 Market Street Kettering Northamptonshire NN16 OEA
	National Westminster Bank plc 146 Widnes Road Widnes Cheshire WA8 6BB
	Clydesdale Bank plc 7 Gold Street Northampton NN1 1EN

**Solicitors**

Stone King LLP  
Upper Borough Court  
Upper Borough Walls  
Bath  
BA1 1RG

Pictons Solicitors LLP  
Ground Floor  
Building One  
Eden Brae Business Park  
Dunstable Road  
Caddington LU1 4FF

The trustees present their report together with the accounts of the charity for Roman Catholic Purposes in Connection with the Congregation of the Sisters of St Clare in Ireland (also known as The Sisters of St Clare Charitable Trust) for the year ended 31 December 2023.

Under a Uniting Direction issued by the Charity Commission under section 12(1) of the Charities Act 2011, this charity (i.e. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649)) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

The accounts have been prepared in accordance with the accounting policies set out on pages 13 to 16 of the attached accounts and comply with the charities' trust deeds, applicable laws, applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The Congregation of the Sisters of St Clare is an international Roman Catholic Religious Congregation divided into a number of separate regions. The Congregation's Generalate is based in Ireland.

The accounts accompanying this report are the accounts of the charitable trusts on which certain of the assets of the English Region are held and through which its affairs are administered.

### **Principal aims, activities, and policies**

#### ***Activities and specific objectives***

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

The general objective of the charity and its related charity is to support the advancement of the charitable ministries carried on by the members of the Congregation for the advancement of the Roman Catholic religion.

The activities of the charity and its related charity can be divided into two principal areas:

- ◆ Caring for members of the Congregation  
To care for the members throughout their lives with the Congregation.

## **Principal aims, activities, and policies (continued)**

### ***Activities and specific objectives (continued)***

#### ◆ Social and pastoral work

Members of the Congregation in England are involved in various forms of social and pastoral work including outreach to the housebound, care of the elderly, support of the victims of violence, chaplaincy to educational establishments, hospitals, nursing care, counselling, hospice work, support of the bereaved, work with abused and disadvantaged women and with ethnic minority groups. The majority of their work is done on a voluntary basis.

### ***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 and its related charity serve. This means that all sisters who are in any kind of ministry in Great Britain have to obtain clearance from the Disclosure and Barring Service. The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA).

### ***Fundraising policy***

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. The charity takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that 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 the year, the charity received no complaints about its fundraising activities.

## **Achievements and performance**

### ***Review of activities***

#### ◆ Caring for members of the Congregation

Throughout the year the charity has continued to care for members of the Congregation and to assist them in their charitable and religious work.

#### ◆ Social and pastoral work

During the year the charity has been engaged in the following ministries involving children. Priority is given to children who are disadvantaged, which includes not only education, but the provision of food and clothing, when necessary.

- ◆ Provision of education in parish schools and additional voluntary, out-of-school classes to help lower achievers;
- ◆ Voluntary catechesis for children in non-Catholic Schools; and
- ◆ Youth groups.

## **Achievements and performance (continued)**

### ***Review of activities (continued)***

In addition, during the year the charity has worked with adults in many areas, always trying to promote peace and justice. Examples of the work done include:

- ◆ Instruction of adults in the Catholic faith;
- ◆ Parents' and Young Mothers' groups, including pre-baptism preparation in families' homes;
- ◆ Support for the dying in their own homes as well as in hospital;
- ◆ Individual family preparation for funeral services and support and counselling for the bereaved;
- ◆ Pastoral care/chaplaincy in schools, hospitals, and hospices;
- ◆ Counselling work with victims of abuse and alcohol;
- ◆ Ministry to the housebound and the elderly;
- ◆ Provision of spiritual reading materials and videos for parishioners;
- ◆ Working in the local parish, visiting, and helping parishioners develop their spiritual lives;
- ◆ Community social work; and
- ◆ Spiritual direction and guiding prayer groups.

### **Financial review of the year**

A summary of the year's results can be found on page 10 of the attached accounts.

Income for the year totalled £428,518 (2022 – £585,042). Salaries and pensions of individual religious received under Gift Aid or Deed of Covenant amounted to £47,955 (2022 – £103,752). Contributions from the Congregation's Generalate in Ireland were £nil (2022 – £4,500). General donations amounted to £nil (2022 – £1,568) and income from other sources amounted to £380,563 (2022 – £475,222) including £378,332 relating to the surplus on disposal of tangible fixed assets (2022 - £468,668).

Expenditure amounted to £475,631 in 2023 (2022 – £705,433) and includes £61,902 (2022 – £20,300) being contributions to the Congregation's Generalate in Ireland. The monies will be used for the support of the sisters including those returning from overseas missions. Also included within expenditure was £395,332 donated to the Generalate of the Congregation following the disposal of a freehold property (2022 - £603,701).

Net expenditure and the decrease in funds for the year was £47,113 (2022 – £120,391).

The income and expenditure for the years to 31 December 2023 and 31 December 2022 all relate to the reporting charity. The linked charity was dormant throughout both years.

## **Financial review of the year** (continued)

### ***Reserves policy***

Following the disposal by the linked charity of the Porthcawl property in 2017 and the transfer of the sisters, the linked charity became dormant and does not require reserves.

The trustees of the reporting charity 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 two- and six-months' ongoing expenditure (excluding donations).

### ***Financial position***

As the linked charity is now dormant, the financial position at 31 December 2023 below is in relation to the reporting charity only.

The balance sheet shows reserves of the reporting charity of £239,269 (2022 – £286,382).

£206,807 (2022 – £223,807) of the total reserves represents the net book value of the tangible fixed assets of the charity and is described on the balance sheet as the charity's tangible fixed assets fund. A decision was made to differentiate these funds from the general funds and other designated funds in recognition of the fact that the tangible fixed assets are used in the day-to-day work of the charity. The fund value, therefore, cannot be realised with ease or without jeopardising the ongoing work of the reporting charity.

Free reserves available to support the work of the charity in the future are those shown on the balance sheet as general funds and, at 31 December 2023, equated to £32,462 (2022 – £62,575) for the reporting charity. At the date of the balance sheet, free reserves were deemed to be slightly in excess of the amount demanded by the above policy. However, excess funds will be transferred to the Congregation's Generalate in due course. Hence, the trustees are content with the reserves level and believe that the charity is a going concern.

### **Future plans**

At 31 December 2023, there were no sisters remaining in the UK. It is the intention of the trustees to consider the use of the charity's remaining property in Maghull and whether this should be retained by the charity.

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

The Sisters of St Clare Charitable Trust i.e. the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649.

### ***Organisation***

In terms of Canon law, the Congregation is governed by the Abbess General and her General Council. They are elected at a General Chapter or meeting of delegates elected by all the Sisters of the Congregation. Members of the General Council are chosen for their personal qualities, their understanding and experience of the ministries of the sisters throughout the Congregation, and to secure a good skills mix.

## **Structure, governance, and management** (continued)

### ***Organisation*** (continued)

In terms of Civil law, the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649. The trustees are appointed by the members of the Congregation. The trustees who served during the year are shown on page 1.

The trustees are incorporated under the provisions of the Charities Act 2011.

The trustees are ultimately responsible for the policies, activities, and assets of the charity and also of the related charity. They meet regularly to review developments with regard to the charities or their activities and make any important decisions. The day-to-day management of the charities' activities and the implementation of policies is delegated to the appropriate members of the Congregation. Management reporting lines are clearly defined, and the trustees receive regular reports and training as considered necessary to enable them to fulfil their responsibilities.

### ***Key management personnel***

The trustees consider that they comprise the key management in charge of directing and controlling, running, and operating the charities.

All trustees are members of the Congregation and, whilst the living and personal expenses of those who from time to time may live in England are borne by the charities, none of them receive any remuneration or reimbursement of expenses in connection with their duties as trustees or work as key management.

### ***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' report and the 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 its linked charity and of the income and expenditure of the charity and its linked 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);
- ◆ make judgments 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

**Structure, governance, and management** (continued)

**Statement of trustees' responsibilities** (continued)

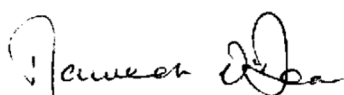
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity and its linked charity will continue in operation.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the transactions of the charity and its linked charity and disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the accounts comply with the Charities Act 2011 and the related regulations and the provisions of the charities' trust deeds. They are also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Risk management**

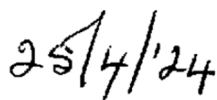
The trustees have assessed the major risks to which the charity and its related charity are exposed. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational risks faced by the charity and its related charity, they have established effective systems to mitigate those risks.

The trustees are aware that there is both a moral and legal obligation to use the resources of the charity to care for the older members of the Congregation. None of the sisters have resources of their own. 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 there are sufficient financial resources to finance this care both now and, in the years, ahead by ensuring that funds are available in the future; and (b) ensuring that the sisters are accommodated in properties that are suitable for their needs and also with other members of the Congregation where the sisters receive the necessary care and support.



Maureen O'Dea

Signed on behalf of the trustees



Approved by the trustees on:

**Independent examiner's report to the trustees of Roman Catholic Purposes In Connection With The Congregation Of The Sisters of St. Clare in Ireland (the charity)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

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

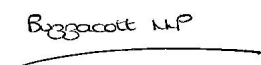
**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

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

- ◆ accounting records were not kept in respect of the charity as required by section 130 of the Charities Act; or
- ◆ the accounts do not accord with those records; or
- ◆ the accounts 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 accounts to be reached.



25 April 2024

Amanda Francis, Chartered Accountant (ICAEW)  
Buzzacott LLP  
Chartered Accountants  
130 Wood Street  
London EC2V 6DL

**Statement of financial activities** Year to 31 December 2023

	Notes	Unrestricted funds	
		2023 £	2022 £
<b>Income from:</b>			
Donations	1	<b>47,955</b>	109,820
Other sources:			
. Surplus on the disposal of tangible fixed assets	2	<b>378,332</b>	468,668
. Miscellaneous		<b>2,231</b>	6,554
<b>Total income</b>		<b>428,518</b>	585,042
<b>Expenditure on:</b>			
Charitable expenditure			
. Support of members of the Congregation and their ministry	3	<b>18,397</b>	80,092
. Donations	4	<b>457,234</b>	625,341
<b>Total expenditure</b>		<b>475,631</b>	705,433
<b>Net expenditure and net movement in funds</b>	6	<b>(47,113)</b>	(120,391)
<b>Reconciliation of funds:</b>			
<b>Balances brought forward at 1 January 2023</b>		<b>286,382</b>	406,773
<b>Balances carried forward at 31 December 2023</b>		<b>239,269</b>	286,382

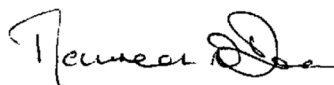
All recognised gains and losses have been included in the above statement of financial activities and hence a separate statement of total recognised gains and losses has not been prepared.

All activities of the reporting charity derived from continuing operations during the above two financial periods.

**Balance sheet** 31 December 2023

	Notes	2023 £	2023 £	2022 £	2022 £
<b>Fixed assets</b>					
Tangible assets	9		<b>206,807</b>		223,807
<b>Current assets</b>					
Cash at bank and in hand		<b>42,012</b>		67,300	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	10	<b>(9,550)</b>		<b>(4,725)</b>	
<b>Net current assets</b>			<b>32,462</b>		62,575
<b>Total net assets</b>			<b>239,269</b>		<b>286,382</b>
<b>Represented by:</b>					
<b>Funds and reserves</b>					
. Reporting charity unrestricted funds					
.. Tangible fixed assets fund	11		<b>206,807</b>		223,807
.. General fund			<b>32,462</b>		62,575
			<b>239,269</b>		<b>286,382</b>

Approved by the trustees and signed on their behalf by:



Maureen O'Dea

Trustee

Approved on:

25/4/24

**Statement of cash flows** Year to 31 December 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	A	<b>(420,620)</b>	(589,634)
<b>Cash flows from investing activities:</b>			
Proceeds from the disposal of tangible fixed assets		<b>395,332</b>	606,001
<b>Net cash provided by investing activities</b>		<b>395,332</b>	606,001
<b>Change in cash and cash equivalents in the year</b>		<b>(25,288)</b>	16,367
<b>Cash and cash equivalents at 1 January 2023</b>	B	<b>67,300</b>	50,933
<b>Cash and cash equivalents at 31 December 2023</b>	B	<b>42,012</b>	67,300

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

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

	2023 £	2022 £
<b>Net expenditure and movement in funds (as per the statement of financial activities)</b>	<b>(47,113)</b>	(120,391)
<b>Adjustments for:</b>		
Surplus on disposal of tangible fixed assets	<b>(378,332)</b>	(468,668)
Increase (decrease) in creditors	<b>4,825</b>	(575)
<b>Net cash used in operating activities</b>	<b>(420,620)</b>	(589,634)

**B Analysis of cash and cash equivalents**

	2023 £	2022 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>42,012</b>	67,300

No separate statement of changes in net debt has been prepared as there is no difference between the movements in cash and cash equivalents and movement in net cash (debt).

## Principal accounting policies 31 December 2023

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

### **Basis of preparation**

These accounts have been prepared for the year to 31 December 2023 with comparative information provided in respect to the year to 31 December 2022.

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

The accounts combine, on a line-by-line basis, the results of the charity and its linked or related charity (see note 14), made up to the balance sheet date.

The activities of the linked charity, The Sisters of St Clare Charitable Trust (Charity Registration No 246649-1), ceased during 2017 following the sale of a property in Porthcawl. Further information on the cessation of activities by the linked charity is provided in the notes to the accounts. Following the disposal of the linked charity's property in 2017, its net assets were donated to the Generalate of the Congregation. The objectives of the Generalate are consistent with the objectives of the linked charity and the funds will be applied towards the support of the sisters, including those returning from overseas missions.

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 United Kingdom 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.

Both the reporting charity and its linked charity constitute public benefit entities 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; and
- ◆ estimating the future income and expenditure flows of the charity for the purposes of assessing going concern.

### **Assessment of going concern**

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

### **Assessment of going concern** (continued)

#### ***Linked charity***

At 31 December 2023, the linked charity had no assets and no liabilities. Since 31 December 2017 it has remained dormant and will continue to do so until such time as a decision is made to remove it from the Register of Charities.

#### ***Reporting charity***

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

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.

#### **Income recognition**

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

Income comprises donations and miscellaneous income. Miscellaneous income includes income from charitable activities such as contributions from visitors and other sundry income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charities have 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 either 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 relevant charity, and it is probably that those conditions will be fulfilled in the reporting period.

The surplus on the disposal of tangible fixed 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.

Other income is measured at fair value and accounted for on an accruals basis.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

#### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing either 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 recognition** (continued)

All expenditure is accounted for on an accruals basis. All expenses are allocated to the applicable expenditure headings. The majority of expenditure is directly attributable and any apportionment between headings is negligible.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the relevant charity through the provision of its charitable activities and includes:

- ◆ Expenditure on the support of members of the Congregation and their ministry. Such expenditure enables the members to carry out the work of the relevant charity in the areas of the advancement of the Roman Catholic faith, the relief of poverty and supporting the other charitable activities of members of the Congregation.
- ◆ Grants and donations to support the Congregation's own work overseas and to support other charitable organisations with objectives consistent with those of the relevant charity.

All expenditure is stated inclusive of irrecoverable VAT.

**Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charities it is necessary to provide support in the form of financial procedures, provision of office services and equipment and professional fees.

Governance costs comprise the costs involving the public accountability of the relevant charity (including independent examiner's costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is allocated to the charitable activities of care of members of the community and enabling their ministry as any costs in relation to provision of donations and grants or raising funds is considered to be minimal.

**Tangible fixed assets**

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

◆ ***Freehold land and buildings***

Non-specialised buildings i.e. those designed as, and used wholly or mainly for, private residential accommodation. They are stated in the accounts at historical cost. Such buildings are not depreciated. Their value and conditions are reviewed annually by the trustees, who are satisfied that their residual value is not materially less than their book value.

◆ ***Motor vehicles, furniture, and equipment***

Motor vehicles are capitalised and depreciated over a five-year period on a straight-line basis in order to write off the cost of each vehicle over its estimated useful life. Equipment is depreciated over ten years on a straight-line basis in order to write off the cost of each asset over its estimated useful life.

**Debtors**

Debtors are recognised at their 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.

**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. Creditors are discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

Each charity's funds comprise unrestricted income funds which are available for application towards that charity's objectives. Within such funds the trustees have identified those non-liquid funds represented by tangible fixed assets.

**Services provided by members of the Congregation**

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

**1 Income from: Donations**

	2023 £	2022 £
Salaries and pensions of individual religious received under Gift Aid or Deed of Covenant	47,955	103,752
Contributions from the Congregation's Generalate in Ireland (note 15)	—	4,500
General donations	—	1,568
	<b>47,955</b>	<b>109,820</b>

**2 Income from: Surplus on the disposal of tangible fixed assets**

	2023 £	2022 £
Surplus on disposal of freehold property	378,332	468,701
Deficit on disposal of furniture and equipment	—	(2,333)
Surplus on disposal of motor vehicles	—	2,300
	<b>378,332</b>	<b>468,668</b>

**3 Expenditure on: Support of members of the Congregation and their ministry**

	2023 £	2022 £
Premises	9,743	23,117
Sisters' living and personal expenses	3,438	46,523
Education, training, and spiritual renewal	43	2,780
Support costs		
. General administration and support	348	3,747
. Governance costs (note 5)	4,825	3,925
	<b>18,397</b>	<b>80,092</b>

**4 Expenditure on: Donations**

The charities make donations principally in support of the overseas work of the Congregation of the Sisters of St Clare and other causes which further the Christian faith and alleviate poverty.

The donations payable during the year were as follows:

	2023 £	2022 £
Contributions to the Congregation's Generalate in Ireland (note 15)	457,234	624,001
Donations to institutions	—	664
Donations to individuals	—	676
	<b>457,234</b>	<b>625,341</b>

Donations to individuals comprise a number of small monetary gifts aimed at relieving poverty by enabling the recipients to purchase food, clothing, etc.

**5 Governance costs**

	2023 £	2022 £
Independent examiner's fees	<b>4,825</b>	3,925

**6 Net expenditure and movement in funds**

This is stated after charging (crediting):

	2023 £	2022 £
Independent examiner's fees		
. Current year	<b>4,900</b>	3,925
. Prior year	<b>(75)</b>	—
Surplus on disposal of tangible fixed assets	<b>(378,332)</b>	(468,734)

**7 Staff costs, key management personnel and trustees' remuneration**

Neither charity incurred staff costs during the year (2022 – £nil).

As members of the Congregation, certain of the trustees' living expenses during the year were borne by the charities. No trustee received any remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2022 - £nil).

The members of individual communities who are responsible for the implementation of the trustees' policies at community level are also members of the Congregation and their living expenses during the year were borne by the charity. The members did not receive any remuneration or reimbursement of expenses in connection with their duties during 2023 or 2022.

**8 Taxation**

Both the reporting charity and the linked charity are registered charities and, therefore, are not liable to income tax or corporation tax on income derived from their charitable activities, as it falls within the various exemptions available to registered charities.

## 9 Tangible fixed assets

	Freehold land and buildings: non-specialised £	Motor vehicles £	Total £
<b>At cost</b>			
At 1 January 2023	223,807	11,000	<b>234,807</b>
Disposals	(17,000)	—	<b>(17,000)</b>
At 31 December 2023	<b>206,807</b>	11,000	<b>217,807</b>
<b>Depreciation</b>			
At 1 January 2023	—	11,000	<b>11,000</b>
Disposals	—	—	<b>—</b>
At 31 December 2023	—	11,000	<b>11,000</b>
<b>Net book values</b>			
At 31 December 2023	<b>206,807</b>	—	<b>206,807</b>
At 31 December 2022	223,807	—	<b>223,807</b>

As explained under principal accounting policies, the book value of the non-specialised land and buildings shown above is stated at historical cost. As permitted by FRS 102, both charities have continued to adopt a policy of not revaluing their tangible fixed assets.

It is likely that there are material differences between the open market values of each charity's non-specialised land and buildings and their book values. 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 the users of the accounts.

Other tangible fixed assets are stated at cost.

## 10 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and other creditors	<b>9,550</b>	4,725

In due course, the intention is to transfer excess funds to the Congregation's Generalate in Ireland. However, at the date of approval of these accounts, the amount could not be quantified and no liability has been recognised in these accounts.

## 11 Tangible fixed assets fund

	2023 £	2022 £
At 1 January	223,807	361,140
Net movement in year	<b>(17,000)</b>	(137,333)
At 31 December	<b>206,807</b>	223,807

The tangible fixed assets funds represent the net book value of each charity's tangible fixed assets. A decision was made to separate these funds from the general funds of each charity in recognition of the fact that the tangible fixed assets are essential to the day-to-day work of each charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

## 12 Analysis of net assets between the reporting charity and the linked charity

At 31 December 2022 and 31 December 2023 all assets and liabilities recorded in the balance sheet related to the reporting charity. The linked charity had no assets or liabilities.

There are no unrealised gains included in the assets of the reporting charity.

## 13 Ultimate control

The charities, both of which are constituted as a trust, were controlled throughout the period by The Congregation of the Sisters of St Clare by virtue of the fact that the Abbess General of the Congregation and her Councillors comprise the trustees. The English Region does not hold any assets, incur liabilities, or enter into any transactions in its own right. Assets and liabilities of the English Region are vested in the trustees of the charities, who undertake all transactions entered into in the course of the Region's charitable activities.

## 14 Uniting direction

Following an application to the Charity Commission, the reporting and linked charities were issued with a Uniting Direction under section 12(1) of the Charities Act 2011. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

As previously noted, the linked charity is now dormant and will remain as such until such time as trustees decide to apply to the Charity Commission to have the linked charity removed from the Register of Charities.

**15 Connected charity and related party transactions**

The reporting charity and the linked charity (note 14) are connected to the Congregation's Generalate (which has charitable status in the Republic of Ireland) as a result of the charities' trustees also being trustees of the Irish charity.

During the year the following transactions took place between the reporting charity and the Irish charity:

	<b>2023</b>	2022
	£	£
<b>Transactions during the year</b>		
Settlement of professional fees and expenses by the Generalate on behalf of the charities (note 1)	—	(4,500)
Net proceeds from the disposal of the freehold property donated to the Congregation's Generalate (note 4)	<b>395,332</b>	603,701
Contributions paid (note 4)	<b>61,902</b>	20,300

There were no related party transactions between the linked charity and the Congregation's Generalate (2022 – none).

There were no other related party transactions during the year requiring disclosure (2022 – none).

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# Accounts

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**Roman Catholic Purposes  
In Connection with The  
Congregation of the  
Sisters of St Clare  
In Ireland  
(The Sisters of St Clare  
Charitable Trust)**

**Annual Report and Accounts**

31 December 2022

Charity Registration Number  
0246649

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<b>Trustees</b>	Sister Mercedes Coen (appointed 4 October 2022) Sister Zita Daly (appointed 4 October 2022) Sister Mark Hollywood (resigned 4 October 2022) Sister Anne Kelly (resigned 4 October 2022) Sister Margaret McElgunn (resigned 4 October 2022) Sister Julie McGoldrick (appointed 4 October 2022) Sister Kathleen Moore (resigned 4 October 2022) Sister Maureen O’Dea Sister Karen Small (appointed 4 October 2022)  The trustees are incorporated under the Charities Act 2011
<b>Principal address</b>	St Clare’s Convent 15 Glyndebourne Gardens Corby Northamptonshire NN18 0QA
<b>Abbess General</b>	Sister Anne Kelly
<b>Charity registration number</b>	0246649
<b>Independent examiner</b>	Amanda Francis Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Yorkshire Bank plc 6 Market Street Kettering Northamptonshire NN16 OEA  National Westminster Bank plc 146 Widnes Road Widnes Cheshire WA8 6BB  Clydesdale Bank plc 7 Gold Street Northampton NN1 1EN

**Solicitors**

Stone King LLP  
Upper Borough Court  
Upper Borough Walls  
Bath  
BA1 1RG

King-Davies & Partners  
Lloyds Bank Chambers  
18 Talbot Street  
Maesteg  
Bridgend  
CF34 9BP

Pictons Solicitions LLP  
Ground Floor  
Building One  
Eden Brae Business Park  
Dunstable Road  
Caddington LU1 4FF

The trustees present their report together with the accounts of the charity for Roman Catholic Purposes in Connection with the Congregation of the Sisters of St Clare in Ireland (also known as The Sisters of St Clare Charitable Trust) for the year ended 31 December 2022.

Under a Uniting Direction issued by the Charity Commission under section 12(1) of the Charities Act 2011, this charity (i.e. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649)) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

The accounts have been prepared in accordance with the accounting policies set out on pages 13 to 16 of the attached accounts and comply with the charities' trust deeds, applicable laws, applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The Congregation of the Sisters of St Clare is an international Roman Catholic Religious Congregation divided into a number of separate regions. The Congregation's Generalate is based in Ireland.

The accounts accompanying this report are the accounts of the charitable trusts on which certain of the assets of the English Region are held and through which its affairs are administered.

### **Principal aims, activities, and policies**

#### ***Activities and specific objectives***

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

The general objective of the charity and its related charity is to support the advancement of the charitable ministries carried on by the members of the Congregation for the advancement of the Roman Catholic religion.

The activities of the charity and its related charity can be divided into two principal areas:

- ◆ Caring for members of the Congregation  
To care for the members throughout their lives with the Congregation.

## **Principal aims, activities, and policies (continued)**

### ***Activities and specific objectives (continued)***

#### ◆ Social and pastoral work

Members of the Congregation in England are involved in various forms of social and pastoral work including outreach to the housebound, care of the elderly, support of the victims of violence, chaplaincy to educational establishments, hospitals, nursing care, counselling, hospice work, support of the bereaved, work with abused and disadvantaged women and with ethnic minority groups. Some of these sisters receive stipends but the majority of their work is done on a voluntary basis.

### ***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 and its related charity serve. This means that all sisters who are in any kind of ministry in Great Britain have to obtain clearance from the Disclosure and Barring Service. The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA).

### ***Fundraising policy***

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. The charity takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that 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 the year, the charity received no complaints about its fundraising activities.

## **Achievements and performance**

### ***Review of activities***

#### ◆ Caring for members of the Congregation

Throughout the year the charity has continued to care for members of the Congregation and to assist them in their charitable and religious work.

#### ◆ Social and pastoral work

During the year the sisters have been engaged in the following ministries involving children. Priority is given to children who are disadvantaged, which includes not only education, but the provision of food and clothing, when necessary.

- ◆ Provision of education in parish schools and additional voluntary, out-of-school classes to help lower achievers;
- ◆ Voluntary catechesis for children in non-Catholic Schools; and
- ◆ Youth groups.

## **Achievements and performance** (continued)

### ***Review of activities*** (continued)

In addition, during the year the Sisters have worked with adults in many areas, always trying to promote peace and justice. Examples of the work done include:

- ◆ Instruction of adults in the Catholic faith;
- ◆ Parents' and Young Mothers' groups, including pre-baptism preparation in families' homes;
- ◆ Support for the dying in their own homes as well as in hospital;
- ◆ Individual family preparation for funeral services and support and counselling for the bereaved;
- ◆ Pastoral care/chaplaincy in schools, hospitals, and hospices;
- ◆ Counselling work with victims of abuse and alcohol;
- ◆ Ministry to the housebound and the elderly;
- ◆ Provision of spiritual reading materials and videos for parishioners;
- ◆ Working in the local parish, visiting, and helping parishioners develop their spiritual lives;
- ◆ Community social work; and
- ◆ Spiritual direction and guiding prayer groups.

### **Financial review of the year**

A summary of the year's results can be found on page 10 of the attached accounts.

Income for the year totalled £585,042 (2021 – £170,143). The main recurring source of income continues to be salaries and pensions of individual religious received under Gift Aid or Deed of Covenant which amounted to £103,752 (2021 – £119,134). Contributions from the Congregation's Generalate in Ireland were £4,500 (2021 – £7,500). General donations amounted to £1,568 (2021 – £3,600) and income from other sources amounted to £475,222 (2021 – £39,609) including £468,668 relating to the surplus on disposal of tangible fixed assets (2021 - £33,823).

Expenditure amounted to £705,433 in 2022 (2021 – £183,548) and includes £20,300 (2021 – £41,000) being contributions to the Congregation's Generalate in Ireland. The monies will be used for the support of the sisters including those returning from overseas missions. Also included within expenditure was £603,701 donated to the Generalate of the Congregation following the disposal of a freehold property (2021 - £61,823).

Net expenditure and the decrease in funds for the year was £120,391 (2021 – £14,310).

**Financial review of the year** (continued)

The income and expenditure for the years to 31 December 2022 and 31 December 2021 all relate to the reporting charity. The linked charity was dormant throughout both years.

**Reserves policy**

Following the disposal by the linked charity of the Porthcawl property in 2017 and the transfer of the sisters, the linked charity became dormant and does not require reserves.

The trustees of the reporting charity 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 two- and six-months' ongoing expenditure (excluding donations).

**Financial position**

As the linked charity is now dormant, the financial position at 31 December 2022 below is in relation to the reporting charity only.

The balance sheet shows reserves of the reporting charity of £286,382 (2021 – £406,773).

£223,807 (2021 – £361,140) of the total reserves represents the net book value of the tangible fixed assets of the charity and is described on the balance sheet as the charity's tangible fixed assets fund. A decision was made to differentiate these funds from the general funds and other designated funds in recognition of the fact that the tangible fixed assets are used in the day-to-day work of the charity. The fund value, therefore, cannot be realised with ease or without jeopardising the ongoing work of the reporting charity.

Free reserves available to support the work of the sisters in the future are those shown on the balance sheet as general funds and, at 31 December 2022, equated to £62,575 (2021 – £46,538) for the reporting charity. At the date of the balance sheet, free reserves were slightly in excess of the figure demanded by the above policy. However, given the macroeconomic and geopolitical climate, this level of reserves is deemed appropriate and the trustees are content that the charity is a going concern.

**Future plans**

The trustees are looking at the future needs of the members supported by the reporting charity to ensure that each member is fully supported in her ministry while able to continue to serve the community.

The trustees do not anticipate any significant change to the charity and its other activities during 2023. It is the intention of the trustees to continue to meet the charity's objectives of caring for members of the Congregation and to support the charitable work of the sisters for the foreseeable future.

**Structure, governance, and management**

The Sisters of St Clare Charitable Trust i.e. the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649.

## **Structure, governance, and management (continued)**

### ***Organisation***

In terms of Canon law, the Congregation is governed by the Abbess General and her General Council. They are elected at a General Chapter or meeting of delegates elected by all the Sisters of the Congregation. Members of the General Council are chosen for their personal qualities, their understanding and experience of the ministries of the sisters throughout the Congregation, and to secure a good skills mix.

In terms of Civil law, the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649. The trustees are appointed by the members of the Congregation. The trustees who served during the year are shown on page 1.

The trustees are incorporated under the provisions of the Charities Act 2011.

The trustees are ultimately responsible for the policies, activities, and assets of the charity and also of the related charity. They meet regularly to review developments with regard to the charities or their activities and make any important decisions. The day-to-day management of the charities' activities and the implementation of policies is delegated to the appropriate members of the Congregation. Management reporting lines are clearly defined, and the trustees receive regular reports and training as considered necessary to enable them to fulfil their responsibilities.

### ***Key management personnel***

The trustees consider that they comprise the key management in charge of directing and controlling, running, and operating the charities.

However, as noted above, the day-to-day management is delegated to individual members within each community. All trustees and the individual members of a community are members of the Congregation and, whilst the living and personal expenses of those living in England are borne by the charities, none of them receive any remuneration or reimbursement of expenses in connection with their duties as trustees or work as key management.

### ***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' report and the 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 its linked charity and of the income and expenditure of the charity and its linked charity for that period. In preparing these accounts, the trustees are required to:

**Structure, governance, 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 judgments 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 and its linked charity will continue in operation.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the transactions of the charity and its linked charity and disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the accounts comply with the Charities Act 2011 and the related regulations and the provisions of the charities' trust deeds. They are also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Risk management**

The trustees have assessed the major risks to which the charity and its related charity are exposed. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational risks faced by the charity and its related charity, they have established effective systems to mitigate those risks.

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 under a Gift Aid compliant Deed of Covenant. 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 there are sufficient financial resources to finance this care both now and, in the years, ahead by ensuring that funds are available in the future; and (b) ensuring that the sisters are accommodated in properties that are suitable for their needs and also with other members of the Congregation where the sisters receive the necessary care and support.

Signed on behalf of the trustees



Approved by the trustees on: 18 October 2023

**Independent examiner's report to the trustees of Roman Catholic Purposes In Connection With The Congregation Of The Sisters of St. Clare in Ireland (the charity)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

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

- ◆ accounting records were not kept in respect of the charity as required by section 130 of the Charities Act; or
- ◆ the accounts do not accord with those records; or
- ◆ the accounts 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 accounts to be reached.

Amanda Francis, Chartered Accountant (ICAEW)  
Buzzacott LLP  
Chartered Accountants  
130 Wood Street  
London EC2V 6DL

18 October 2023

**Statement of financial activities** Year to 31 December 2022

	Notes	Unrestricted funds	
		2022 £	2021 £
<b>Income from:</b>			
Donations	1	<b>109,820</b>	130,234
Other sources:			
. Surplus on the disposal of tangible fixed assets	2	<b>468,668</b>	33,823
. Miscellaneous		<b>6,554</b>	6,086
<b>Total income</b>		<b>585,042</b>	170,143
<b>Expenditure on:</b>			
Charitable expenditure			
. Support of members of the Congregation and their ministry	3	<b>80,092</b>	78,399
. Donations	4	<b>625,341</b>	106,054
<b>Total expenditure</b>		<b>705,433</b>	184,453
<b>Net expenditure and net movement in funds</b>	6	<b>(120,391)</b>	(14,310)
<b>Reconciliation of funds:</b>			
<b>Balances brought forward at 1 January 2022</b>		<b>406,773</b>	421,083
<b>Balances carried forward at 31 December 2022</b>		<b>286,382</b>	406,773

All recognised gains and losses have been included in the above statement of financial activities and hence a separate statement of total recognised gains and losses has not been prepared.

All activities of the reporting charity derived from continuing operations during the above two financial periods.

**Balance sheet** 31 December 2022

	Notes	2022 £	2022 £	2021 £	2021 £
<b>Fixed assets</b>					
Tangible assets	9		<b>223,807</b>		361,140
<b>Current assets</b>					
Cash at bank and in hand		<b>67,300</b>		50,933	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	10	<b>(4,725)</b>		<b>(5,300)</b>	
<b>Net current assets</b>			<b>62,575</b>		45,633
<b>Total net assets</b>			<b>286,382</b>		<b>406,773</b>
<b>Represented by:</b>					
<b>Funds and reserves</b>					
. Reporting charity unrestricted funds					
.. Tangible fixed assets fund	11		<b>223,807</b>		361,140
.. General fund			<b>62,575</b>		45,633
			<b>286,382</b>		<b>406,773</b>

Approved by the trustees and signed on their behalf by:



Trustee

Approved on: 18 October 2023

**Statement of cash flows** Year to 31 December 2022

	Notes	2022 £	2021 £
<b>Cash flows from operating activities:</b>			
Net cash used in operating activities	A	<b>(589,634)</b>	(51,730)
<b>Cash flows from investing activities:</b>			
Proceeds from the disposal of tangible fixed assets		<b>606,001</b>	61,823
<b>Net cash provided by investing activities</b>		<b>606,001</b>	61,823
<b>Change in cash and cash equivalents in the year</b>		<b>16,367</b>	10,093
<b>Cash and cash equivalents at 1 January 2020</b>	B	<b>50,933</b>	40,840
<b>Cash and cash equivalents at 31 December 2020</b>	B	<b>67,300</b>	50,933

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

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

	2022 £	2021 £
<b>Net expenditure and movement in funds (as per the statement of financial activities)</b>	<b>(120,391)</b>	(14,310)
<b>Adjustments for:</b>		
Depreciation charge	—	303
Surplus on disposal of tangible fixed assets	<b>(468,668)</b>	(33,823)
Decrease in creditors	<b>(575)</b>	(3,900)
<b>Net cash used in operating activities</b>	<b>(589,634)</b>	(51,730)

**B Analysis of cash and cash equivalents**

	2022 £	2021 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>67,300</b>	50,933

No separate statement of changes in net debt has been prepared as there is no difference between the movements in cash and cash equivalents and movement in net cash (debt).

## 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 preparation**

These accounts have been prepared for the year to 31 December 2022 with comparative information provided in respect to the year to 31 December 2021.

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

The accounts combine, on a line-by-line basis, the results of the charity and its linked or related charity (see note 14), made up to the balance sheet date.

The activities of the linked charity, The Sisters of St Clare Charitable Trust (Charity Registration No 246649-1), ceased during 2017 following the sale of a property in Porthcawl. Further information on the cessation of activities by the linked charity is provided in the notes to the accounts. Following the disposal of the linked charity's property in 2017, its net assets were donated to the Generalate of the Congregation. The objectives of the Generalate are consistent with the objectives of the linked charity and the funds will be applied towards the support of the sisters, including those returning from overseas missions.

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 United Kingdom 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.

Both the reporting charity and its linked charity constitute public benefit entities 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; and
- ◆ estimating the future income and expenditure flows of the charity for the purposes of assessing going concern.

**Assessment of going concern**

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

**Linked charity**

At 31 December 2022, the linked charity had no assets and no liabilities. Since 31 December 2017 it has remained dormant and will continue to do so until such time as a decision is made to remove it from the Register of Charities.

**Reporting charity**

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

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.

**Income recognition**

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

Income comprises donations and miscellaneous income. Miscellaneous income includes income from charitable activities such as contributions from visitors and other sundry income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charities have 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 either 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 relevant charity, and it is probably that those conditions will be fulfilled in the reporting period.

The surplus on the disposal of tangible fixed 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.

Other income is measured at fair value and accounted for on an accruals basis.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing either 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.

All expenditure is accounted for on an accruals basis. All expenses are allocated to the applicable expenditure headings. The majority of expenditure is directly attributable and any apportionment between headings is negligible.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the relevant charity through the provision of its charitable activities and includes:

- ◆ Expenditure on the support of members of the Congregation and their ministry. Such expenditure enables the members to carry out the work of the relevant charity in the areas of the advancement of the Roman Catholic faith, the relief of poverty and supporting the other charitable activities of members of the Congregation.
- ◆ Grants and donations to support the Congregation's own work overseas and to support other charitable organisations with objectives consistent with those of the relevant charity.

All expenditure is stated inclusive of irrecoverable VAT.

### **Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charities it is necessary to provide support in the form of financial procedures, provision of office services and equipment and professional fees.

Governance costs comprise the costs involving the public accountability of the relevant charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is allocated to the charitable activities of care of members of the community and enabling their ministry as any costs in relation to provision of donations and grants or raising funds is considered to be minimal.

### **Tangible fixed assets**

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

#### ◆ ***Freehold land and buildings***

Non-specialised buildings i.e. those designed as, and used wholly or mainly for, private residential accommodation. They are stated in the accounts at historical cost. Such buildings are not depreciated. Their value and conditions are reviewed annually by the trustees, who are satisfied that their residual value is not materially less than their book value.

**Tangible fixed assets** (continued)

◆ ***Motor vehicles, furniture, and equipment***

Motor vehicles are capitalised and depreciated over a five-year period on a straight-line basis in order to write off the cost of each vehicle over its estimated useful life. Equipment is depreciated over ten years on a straight-line basis in order to write off the cost of each asset over its estimated useful life.

**Debtors**

Debtors are recognised at their 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.

**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. Creditors are discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

Each charity's funds comprise unrestricted income funds which are available for application towards that charity's objectives. Within such funds the trustees have identified those non-liquid funds represented by tangible fixed assets.

**Services provided by members of the Congregation**

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

**1 Income from: Donations**

	2022 £	2021 £
Salaries and pensions of individual religious received under Gift Aid or Deed of Covenant	103,752	119,134
Contributions from the Congregation's Generalate in Ireland (note 15)	4,500	7,500
General donations	1,568	3,600
	<b>109,820</b>	<b>130,234</b>

**2 Income from: Surplus on the disposal of tangible fixed assets**

	2022 £	2021 £
Surplus on disposal of freehold property	468,701	33,823
Deficit on disposal of furniture and equipment	(2,333)	—
Surplus on disposal of motor vehicles	2,300	—
	<b>468,668</b>	<b>33,823</b>

**3**

**3 Expenditure on: Support of members of the Congregation and their ministry**

	2022 £	2021 £
Premises	23,117	23,546
Sisters' living and personal expenses	46,523	42,158
Education, training, and spiritual renewal	2,780	4,424
Support costs		
. General administration and support	3,747	4,671
. Governance costs (note 5)	3,925	3,600
	<b>80,092</b>	<b>78,399</b>

**4 Expenditure on: Donations**

The charities make donations principally in support of the overseas work of the Congregation of the Sisters of St Clare and other causes which further the Christian faith and alleviate poverty.

The donations payable during the year were as follows:

	2022 £	2021 £
Contributions to the Congregation's Generalate in Ireland (note 15)	624,001	102,823
Donations to institutions	664	890
Donations to individuals	676	2,341
	<b>625,341</b>	<b>106,054</b>

Donations to individuals comprise a number of small monetary gifts aimed at relieving poverty by enabling the recipients to purchase food, clothing, etc.

**5 Governance costs**

	2022 £	2021 £
Auditor's remuneration – statutory audit	—	(1,700)
Independent examination fees	<b>3,925</b>	5,300
	<b>3,925</b>	3,600

**6 Net expenditure and movement in funds**

This is stated after charging (crediting):

	2022 £	2021 £
Staff costs (note 7)	—	2,284
Independent examiner / audit fees		
· Current year	<b>3,925</b>	5,300
· Prior year	—	(1,700)
Depreciation	—	303
Surplus on disposal of tangible fixed assets	<b>(468,734)</b>	(33,823)

**7 Staff costs, key management personnel and trustees' remuneration**

The reporting charity did not incur staff costs during the year (2021 – £2,284 in respect to one individual).

Staff costs relate to support of members of the Congregation. No employee earned £60,000 per annum or more (including taxable benefits) during the year (2021 – none).

As members of the Congregation, certain of the trustees' living expenses during the year were borne by the charities. No trustee received any remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2021 - £nil).

The members of the individual communities who are responsible for the implementation of the trustees' policies at community level are also members of the Congregation and their living expenses during the year were borne by the charity. The members did not receive any remuneration or reimbursement of expenses in connection with their duties during 2022 or 2021.

**8 Taxation**

Both the reporting charity and the linked charity are registered charities and, therefore, are not liable to income tax or corporation tax on income derived from their charitable activities, as it falls within the various exemptions available to registered charities.

## 9 Tangible fixed assets

	Freehold land and buildings: non-specialised £	Motor vehicles £	Furniture and equipment £	Total £
<b>At cost</b>				
At 1 January 2022	358,807	33,378	3,029	<b>395,214</b>
Disposals	(135,000)	(22,378)	(3,029)	<b>(160,407)</b>
At 31 December 2022	<u>223,807</u>	<u>11,000</u>	<u>—</u>	<u><b>234,807</b></u>
<b>Depreciation</b>				
At 1 January 2022	—	33,378	696	<b>34,074</b>
Disposals	—	(22,378)	(696)	<b>(23,074)</b>
At 31 December 2022	<u>—</u>	<u>11,000</u>	<u>—</u>	<u><b>11,000</b></u>
<b>Net book values</b>				
At 31 December 2022	<u>223,807</u>	<u>—</u>	<u>—</u>	<u><b>223,807</b></u>
At 31 December 2021	<u>358,807</u>	<u>—</u>	<u>2,333</u>	<u><b>361,140</b></u>

As explained under principal accounting policies, the book value of the non-specialised land and buildings shown above is stated at historical cost. As permitted by FRS 102, both charities have continued to adopt a policy of not revaluing their tangible fixed assets.

It is likely that there are material differences between the open market values of each charity's non-specialised land and buildings and their book values. 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 the users of the accounts.

Other tangible fixed assets are stated at cost.

## 10 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and other creditors	<u><b>4,725</b></u>	<u>5,300</u>

## 11 Tangible fixed assets fund

	2022 £	2021 £
At 1 January	<b>361,140</b>	389,443
Net movement in year	<b>(137,333)</b>	(28,303)
At 31 December	<u><b>223,807</b></u>	<u>361,140</u>

The tangible fixed assets funds represent the net book value of each charity's tangible fixed assets. A decision was made to separate these funds from the general funds of each charity in recognition of the fact that the tangible fixed assets are essential to the day-to-day work of each charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

## 12 Analysis of net assets between the reporting charity and the linked charity

	2022 £	2021 £
<b>Fund balances at 31 December are represented by:</b>		
Tangible fixed assets	223,807	361,140
Cash at bank and in hand	67,300	50,933
Creditors: amounts falling due within one year	(4,725)	(5,300)
Net current assets	62,575	45,633
<b>Total net assets</b>	<b>286,382</b>	<b>406,773</b>

There are no unrealised gains included in the assets of the reporting or the linked charity.

## 13 Ultimate control

The charities, both of which are constituted as a trust, were controlled throughout the period by The Congregation of the Sisters of St Clare by virtue of the fact that the Abbess General of the Congregation and her Councillors comprise the trustees. The English Region does not hold any assets, incur liabilities, or enter into any transactions in its own right. Assets and liabilities of the English Region are vested in the trustees of the charities, who undertake all transactions entered into in the course of the Region's charitable activities.

## 14 Uniting direction

Following an application to the Charity Commission, the reporting and linked charities were issued with a Uniting Direction under section 12(1) of the Charities Act 2011. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

As previously noted, the linked charity is now dormant and will remain as such until such time as trustees decide to apply to the Charity Commission to have the linked charity removed from the Register of Charities.

## 15 Connected charity and related party transactions

The reporting charity and the linked charity (note 14) are connected to the Congregation's Generalate (which has charitable status in the Republic of Ireland) as a result of the charities' trustees also being trustees of the Irish charity.

**15 Connected charity and related party transactions** (continued)

During the year the following transactions took place between the reporting charity and the Irish charity:

	<b>2022</b>	2021
	<b>£</b>	<b>£</b>
<b>Transactions during the year</b>		
Settlement of professional fees and expenses by the Generalate on behalf of the charities (note 1)	<b>(4,500)</b>	(7,500)
Net proceeds from the disposal of the freehold property donated to the Congregation's Generalate (note 4)	<b>603,701</b>	61,823
Contributions paid (note 4)	<b>20,300</b>	41,000

There were no related party transactions between the linked charity and the Congregation's Generalate (2021 – none).

There were no other related party transactions during the year requiring disclosure (2021 – none).

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# Accounts

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**Roman Catholic Purposes  
In Connection with The  
Congregation of the  
Sisters of St Clare  
In Ireland  
(The Sisters of St Clare  
Charitable Trust)**

**Unaudited Annual Report and  
Accounts**

31 December 2021

Charity Registration Number  
0246649

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**Reference and administrative details of the charity, its trustees and advisers** 31 December 2021

<b>Trustees</b>	Sister Anne Kelly Sister Mark Hollywood Sister Margaret McElgunn Sister Maureen O'Dea Sister Kathleen Moore  The trustees are incorporated under the Charities Act 2011
<b>Principal address</b>	St Clare's Convent 15 Glyndebourne Gardens Corby Northamptonshire NN18 0QA
<b>Abess General</b>	Sister Anne Kelly
<b>Charity registration number</b>	0246649
<b>Independent examiner</b>	Amanda Francis Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Yorkshire Bank 6 Market Street Kettering Northamptonshire NN16 OEA  National Westminster Bank plc 24 New Town Gardens Kirkby Liverpool L32 8RU  National Westminster Bank plc 146 Widnes Road Widnes Cheshire WA8 6BB

**Solicitors**

Stone King LLP  
Upper Borough Court  
Upper Borough Walls  
Bath  
BA1 1RG

King-Davies & Partners  
Lloyds Bank Chambers  
18 Talbot Street  
Maesteg  
Bridgend  
CF34 9BP

The trustees present their report together with the accounts of the charity for Roman Catholic Purposes in Connection with the Congregation of the Sisters of St Clare in Ireland (also known as The Sisters of St Clare Charitable Trust) for the year ended 31 December 2021.

Under a Uniting Direction issued by the Charity Commission under section 12(1) of the Charities Act 2011, this charity (i.e. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649)) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

The accounts have been prepared in accordance with the accounting policies set out on pages 14 to 17 of the attached accounts and comply with the charities' trust deeds, applicable laws, applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The Congregation of the Sisters of St Clare is an international Roman Catholic Religious Congregation divided into a number of separate regions. The Congregation's Generalate is based in Ireland.

The accounts accompanying this report are the accounts of the charitable trusts on which certain of the assets of the English Region are held and through which its affairs are administered.

### **Principal aims, activities and policies**

#### ***Activities and specific objectives***

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

The general objective of the charity and its related charity is to support the advancement of the charitable ministries carried on by the members of the Congregation for the advancement of the Roman Catholic religion.

***Activities and specific objectives (continued)***

The activities of the charity and its related charity can be divided into two principal areas:

- ◆ Caring for members of the Congregation  
To care for the members throughout their lives with the Congregation.
  
- ◆ Social and pastoral work  
Members of the Congregation in England are involved in various forms of social and pastoral work including outreach to the housebound, care of the elderly, support of the victims of violence, chaplaincy to educational establishments, hospitals, nursing care, counselling, hospice work, support of the bereaved, work with abused and disadvantaged women and with ethnic minority groups. Some of these sisters receive stipends but the majority of their work is done on a voluntary basis.

***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 and its related charity serve. This means that all sisters who are in any kind of ministry in Great Britain have to obtain clearance from the Disclosure and Barring Service. The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Standards Agency (CSSA).

***Fundraising policy***

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. The charity takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that 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 the year, the charity received no complaints about its fundraising activities.

**Achievements and performance**

***Review of activities***

- ◆ Caring for members of the Congregation  
Throughout the year the charity has continued to care for members of the Congregation and to assist them in their charitable and religious work.

**Achievements and performance** (continued)

**Review of activities** (continued)

◆ Social and pastoral work

During the year the sisters have been engaged in the following ministries involving children. Priority is given to children who are disadvantaged, which includes not only education, but the provision of food and clothing, when necessary.

- ◆ Provision of education in parish schools and additional voluntary, out-of-school classes to help lower achievers;
- ◆ Voluntary catechesis for children in non-Catholic Schools; and
- ◆ Youth groups.

In addition, during the year the Sisters have worked with adults in many areas, always trying to promote peace and justice. Examples of the work done include:

- ◆ Instruction of adults in the Catholic faith;
- ◆ Parents' and You Mothers' groups, including pre-baptism preparation in families' homes;
- ◆ Support for the dying in their own homes as well as in hospital;
- ◆ Individual family preparation for funeral services and support and counselling for the bereaved;
- ◆ Pastoral care/chaplaincy in schools, hospitals and hospices;
- ◆ Counselling work with victims of abuse and alcohol;
- ◆ Ministry to the housebound and the elderly;
- ◆ Provision of spiritual reading materials and videos for parishioners;
- ◆ Working in the local parish, visiting and helping parishioners develop their spiritual lives;
- ◆ Community social work; and
- ◆ Spiritual direction and guiding prayer groups.

### **Covid-19**

The Covid-19 pandemic has changed the shape and nature of the world. It has impacted not only the basic nature of social interactions but has also had a significant economic impact at every level in ways which have been outside of the charity's control. However, the impact of Covid-19 on the charity has been minimal. The majority of the charity's income is derived from pensions of individual religious received under Gift Aid or Deed of Covenant has been unaffected by the pandemic. In terms of our expenditure, the impact has been small. Some cost savings have been made, for example on travel. Donations continue but the timing and amount of donations is at the trustees' discretion and so they have a high degree of control over this. The trustees will continue to keep both income and expenditure under review.

Whilst there are challenges ahead because of the continuing existence of Covid-19 and also because of the current geopolitical and macroeconomic climate, the trustees do not expect material concerns to arise over the charity's financial position.

### **Financial review of the year**

A summary of the year's results can be found on page 11 of the attached accounts.

Income for the year totalled £170,143 (2020 – £345,761). The main recurring source of income continues to be salaries and pensions of individual religious received under Gift Aid or Deed of Covenant which amounted to £119,134 (2020 – £121,550). Contributions from the Congregation's Generalate in Ireland were £7,500 (2020 – £214,807). General donations amounted to £3,600 (2020 – £3,192) and income from other sources amounted to £39,609 (2020 – £6,212). In 2021, this income from other sources included the surplus on the disposal of a freehold property.

Expenditure amounted to £183,548 in 2021 (2020 – £144,142) and includes £42,100 (2020 – £60,000) being contributions to the Congregation's Generalate in Ireland. The monies will be used for the support of the sisters including those returning from overseas missions.

Net expenditure and the decrease in funds for the year was £13,405 (2020 – net increase in funds of £201,619).

The income and expenditure for the years to 31 December 2021 and 31 December 2020 all relate to the reporting charity. The linked charity was dormant throughout both years.

### ***Reserves policy***

Following the disposal by the linked charity of the Porthcawl property in 2017 and the transfer of the sisters, the linked charity became dormant and does not require reserves.

The trustees of the reporting charity 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 two- and six-months' ongoing expenditure (excluding donations).

## **Financial review of the year (continued)**

### ***Financial position***

As the linked charity is now dormant, the financial position at 31 December 2021 below is in relation to the reporting charity only.

The balance sheet shows reserves of the reporting charity of £406,773 (2020 – £421,083).

£361,140 (2020 – £389,443) of the total reserves represents the value of the tangible fixed assets of the charity and is described on the balance sheet as the charity's tangible fixed assets fund. A decision was made to differentiate these from the general funds and other designated funds in recognition of the fact that the tangible fixed assets are used in the day-to-day work of the charity. The fund value, therefore, cannot be realised with ease or without jeopardising the ongoing work of the reporting charity.

Free reserves available to support the work of the sisters in the future are those shown on the balance sheet as general funds and, at 31 December 2021, equated to £46,538 (2020 – £31,640) for the reporting charity. At the date of the balance sheet, free reserves were within the amount inherent in the policy.

This level of reserves is deemed appropriate, and the trustees are content that the charity is a going concern.

### **Future plans**

The trustees are looking at the future needs of the members supported by the reporting charity to ensure that each member is fully supported in her ministry while able to continue to serve the community.

The trustees do not anticipate any significant change to the charity and its other activities during 2022 although it is anticipated that one of the charity's properties will be disposed of. It is the intention of the trustees to continue to meet the charity's objectives of caring for members of the Congregation and to support the charitable work of the sisters for the foreseeable future.

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

The Sisters of St Clare Charitable Trust i.e. the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649.

### ***Organisation***

In terms of Canon law, the Congregation is governed by the Abbess General and her General Council. They are elected at a General Chapter or meeting of delegates elected by all the Sisters of the Congregation. Members of the General Council are chosen for their personal qualities, their understanding and experience of the ministries of the sisters throughout the Congregation, and to secure a good skills mix.

In terms of Civil law, the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649. The trustees are appointed by the members of the Congregation. The trustees who served during the year are shown on page 1.

**Structure, governance and management** (continued)

**Organisation** (continued)

The trustees are incorporated under the provisions of the Charities Act 2011.

The trustees are ultimately responsible for the policies, activities and assets of the charity and also of the related charity. They meet regularly to review developments with regard to the charities or their activities and make any important decisions. The day-to-day management of the charities' activities and the implementation of policies is delegated to the appropriate members of the Congregation. Management reporting lines are clearly defined, and the trustees receive regular reports and training as considered necessary to enable them to fulfil their responsibilities.

**Key management personnel**

The trustees consider that they comprise the key management in charge of directing and controlling, running and operating the charities.

However, as noted above, the day-to-day management is delegated to individual members within each community. All trustees and the individual members of a community are members of the Congregation and, whilst the living and personal expenses of those living in England are borne by the charities, none of them receive any remuneration or reimbursement of expenses in connection with their duties as trustees or work as key management.

**Statement of trustees' responsibilities**

The trustees are responsible for preparing the trustees' report and the 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 its linked charity and of the income and expenditure of the charity and its linked 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);
- ◆ make judgments 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 and its linked charity will continue in operation.

**Structure, governance and management** (continued)

***Statement of trustees' responsibilities*** (continued)

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the transactions of the charity and its linked charity and disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the accounts comply with the Charities Act 2011 and the related regulations and the provisions of the charities' trust deeds. They are also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

***Risk management***

In addition to acknowledging the challenges presented by the aftermath of the Covid-19 pandemic and the current geopolitical and macroeconomic climate, the trustees have assessed the major risks to which the charity and its related charity are exposed. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational risks faced by the charity and its related charity, they have established effective systems to mitigate those risks.

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 under a Gift Aid compliant Deed of Covenant. 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 there are sufficient financial resources to finance this care both now and, in the years, ahead by ensuring that funds are available in the future; and (b) ensuring that the sisters are accommodated in properties that are suitable for their needs and also with other members of the Congregation where the sisters receive the necessary care and support.

Signed on behalf of the trustees

Sister Anne Kelly

Trustee

Approved by the trustees on: 30 July 2022

**Independent examiner's report to the trustees of Roman Catholic Purposes In Connection With The Congregation Of The Sisters of St. Clare in Ireland (the charity)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

- ◆ accounting records were not kept in respect of the charity as required by section 130 of the act; or
- ◆ the financial statements do not accord with those records; or
- ◆ the accounts 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 accounts to be reached.

Amanda Francis, Chartered Accountant (ICAEW)  
Buzzacott LLP  
Chartered Accountants  
130 Wood Street  
London EC2V 6DL

23 August 2022

**Statement of financial activities** Year to 31 December 2021

	Notes	Unrestricted funds	
		2021 £	2020 £
<b>Income from:</b>			
Donations	1	<b>130,234</b>	339,549
Other sources	2	<b>39,909</b>	6,212
<b>Total income</b>		<b>170,143</b>	345,761
<b>Expenditure on:</b>			
Charitable expenditure			
. Support of members of the Congregation and their ministry	3	<b>78,399</b>	81,631
. Donations	4	<b>106,054</b>	62,511
<b>Total expenditure</b>		<b>184,453</b>	144,142
<b>Net (expenditure) income and net movement in funds</b>	6	<b>(14,310)</b>	201,619
<b>Reconciliation of funds:</b>			
Balances brought forward at 1 January 2021		<b>421,083</b>	219,464
Balances carried forward at 31 December 2021		<b>406,773</b>	421,083

All recognised gains and losses have been included in the above statement of financial activities and hence a separate statement of total recognised gains and losses has not been prepared.

All activities of the reporting charity derived from continuing operations during the above two financial periods.

**Balance sheet** 31 December 2021

	Notes	2021 £	2021 £	2020 £	2020 £
<b>Fixed assets</b>					
Tangible assets	9		<b>361,140</b>		389,443
<b>Current assets</b>					
Cash at bank and in hand		<b>50,933</b>		40,840	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	10	<b>(5,300)</b>		<b>(9,200)</b>	
<b>Net current assets</b>			<b>45,633</b>		31,640
<b>Total net assets</b>			<b>406,773</b>		<b>421,083</b>
<b>Represented by:</b>					
<b>Funds and reserves</b>					
. Reporting charity unrestricted funds					
.. Tangible fixed assets fund	11		<b>361,140</b>		389,443
.. General fund			<b>45,633</b>		31,640
			<b>406,773</b>		<b>421,083</b>

Approved by the trustees and signed on their behalf by:

Sister Anne Kelly

Trustee

Approved on: 30 July 2022

## 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 preparation**

These accounts have been prepared for the year to 31 December 2021 with comparative information provided in respect to the year to 31 December 2020.

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

The accounts combine, on a line-by-line basis, the results of the charity and its linked or related charity (see note 15), made up to the balance sheet date.

The activities of the linked charity, The Sisters of St Clare Charitable Trust (Charity Registration No 246649-1), ceased during 2017 following the sale of a property in Porthcawl. Further information on the cessation of activities by the linked charity is provided in the notes to the accounts. Following the disposal of the linked charity's property in 2017, its net assets were donated to the Generalate of the Congregation. The objectives of the Generalate are consistent with the objectives of the linked charity and the funds will be applied towards the support of the sisters, including those returning from overseas missions.

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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Both the reporting charity and its linked charity constitute public benefit entities 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; and
- ◆ estimating the future income and expenditure flows of the charity for the purposes of assessing going concern.

**Assessment of going concern**

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

**Linked charity**

At 31 December 2021, the linked charity had no assets and no liabilities. Since 31 December 2017 it has remained dormant and will continue to do so until such time as a decision is made to remove it from the Register of Charities.

**Reporting charity**

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

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.

**Income recognition**

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

Income comprises donations and miscellaneous income. Miscellaneous income includes income from charitable activities such as contributions from visitors and other sundry income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charities have 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 either 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 relevant charity, and it is probably that those conditions will be fulfilled in the reporting period.

The surplus on the disposal of tangible fixed 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.

Other income is measured at fair value and accounted for on an accruals basis.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing either 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.

All expenditure is accounted for on an accruals basis. All expenses are allocated to the applicable expenditure headings. The majority of expenditure is directly attributable and any apportionment between headings is negligible.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the relevant charity through the provision of its charitable activities and includes:

Expenditure on the support of members of the Congregation and their ministry. Such expenditure enables the members to carry out the work of the relevant charity in the areas of the advancement of the Roman Catholic faith, the relief of poverty and supporting the other charitable activities of members of the Congregation.

Grants and donations to support the Congregation's own work overseas and to support other charitable organisations with objectives consistent with those of the relevant charity.

All expenditure is stated inclusive of irrecoverable VAT.

### **Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charities it is necessary to provide support in the form of financial procedures, provision of office services and equipment and professional fees.

Governance costs comprise the costs involving the public accountability of the relevant charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is allocated to the charitable activities of care of members of the community and enabling their ministry as any costs in relation to provision of donations and grants or raising funds is considered to be minimal.

### **Tangible fixed assets**

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

#### ◆ *Freehold land and buildings*

Non-specialised buildings i.e. those designed as, and used wholly or mainly for, private residential accommodation. They are stated in the accounts at historical cost. Such buildings are not depreciated. Their value and conditions are reviewed annually by the trustees, who are satisfied that their residual value is not materially less than their book value.

**Tangible fixed assets** (continued)

◆ *Motor vehicles, furniture and equipment*

Motor vehicles are capitalised and depreciated over a five-year period on a straight-line basis in order to write off the cost of each vehicle over its estimated useful life. Equipment is depreciated over ten years on a straight-line basis in order to write off the cost of each asset over its estimated useful life.

**Debtors**

Debtors are recognised at their 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.

**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. Creditors are discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

Each charity's funds comprise unrestricted income funds which are available for application towards that charity's objectives. Within such funds the trustees have identified those non-liquid funds represented by tangible fixed assets.

**Services provided by members of the Congregation**

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

**1 Income from: Donations and legacies**

	2021 £	2020 £
Salaries and pensions of individual religious received under Gift Aid or Deed of Covenant	119,134	121,550
Contributions from the Congregation's Generalate in Ireland (note 15)	7,500	214,807
General donations	3,600	3,192
	<b>130,234</b>	<b>339,549</b>

Contributions from the Congregation's Generalate in 2020 include £205,807 towards the purchase of a freehold property.

**2 Income from: Other sources**

	2021 £	2020 £
Fuel allowance	300	300
Surplus on disposal of tangible fixed assets – freehold property	33,823	-
Miscellaneous	5,786	5,912
	<b>39,909</b>	<b>6,212</b>

**3 Expenditure on: Support of members of the Congregation and their ministry**

	2021 £	2020 £
Premises	23,546	18,778
Sisters' living and personal expenses	42,158	44,511
Education, training and spiritual renewal	4,424	3,293
Support costs		
· General administration and support	4,671	5,649
· Governance costs (note 5)	3,600	9,400
	<b>78,399</b>	<b>81,631</b>

**4 Expenditure on: Donations**

The charities make donations principally in support of the overseas work of the Congregation of the Sisters of St Clare and other causes which further the Christian faith and alleviate poverty.

The donations paid during the year were as follows:

	2021 £	2020 £
Contributions to the Congregation's Generalate in Ireland (note 15)	102,823	60,000
Donations to institutions	890	785
Donations to individuals	2,341	1,726
	<b>106,054</b>	<b>62,511</b>

Donations to individuals comprise a number of small monetary gifts aimed at relieving poverty by enabling the recipients to purchase food, clothing, etc.

**5 Governance costs**

	2021 £	2020 £
Auditor's remuneration – statutory audit	(1,700)	9,400
Independent examination fees	5,300	-
	<b>3,600</b>	<b>9,400</b>

**6 Net (expenditure) income and movement in funds**

This is stated after charging (crediting):

	2021 £	2020 £
Staff costs (note 7)	2,284	2,832
Independent examiner / audit fees		
. Current year	5,300	9,200
. Prior year	(1,700)	200
Depreciation	303	3,600
Surplus on disposal of tangible fixed assets	(33,823)	-

**7 Staff costs, key management personnel and trustees' remuneration**

The reporting charity incurred staff costs of £2,284 during the year (2020 – £2,832) in respect to one individual (2020 – one).

Staff costs relate to support of members of the Congregation. No employee earned £60,000 per annum or more (including taxable benefits) during the year (2020 – none).

As members of the Congregation, certain of the trustees' living expenses during the year were borne by the charities. No trustee received any remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2020 - £nil).

The members of the individual communities who are responsible for the implementation of the trustees' policies at community level are also members of the Congregation and their living expenses during the year were borne by the charity. The members did not receive any remuneration or reimbursement of expenses in connection with their duties during 2021 or 2020.

**8 Taxation**

Both the reporting charity and the linked charity are registered charities and, therefore, are not liable to income tax or corporation tax on income derived from their charitable activities, as it falls within the various exemptions available to registered charities.

## 9 Tangible fixed assets

	Freehold land and buildings: non-specialised £	Motor vehicles £	Furniture and equipment £	Total £
<b>At cost</b>				
At 1 January 2021	386,807	33,378	3,029	423,214
Additions	-	-	-	-
Disposals	(28,000)	-	-	(28,000)
At 31 December 2021	358,807	33,378	3,029	395,214
<b>Depreciation</b>				
At 1 January 2021	-	33,378	393	33,771
Charge in the year	-	-	303	303
At 31 December 2021	-	33,378	696	34,074
<b>Net book values</b>				
At 31 December 2021	358,807	-	2,333	361,140
At 31 December 2020	386,807	—	2,636	389,443

As explained under principal accounting policies, the book value of the non-specialised land and buildings shown above is stated at historical cost. As permitted by FRS 102, both charities have continued to adopt a policy of not revaluing their tangible fixed assets.

It is likely that there are material differences between the open market values of each charity's non-specialised land and buildings and their book values. 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 the users of the accounts.

Other tangible fixed assets are stated at cost.

## 10 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and other creditors	5,300	9,200

**11 Tangible fixed assets fund**

	2021 £	2020 £
At 1 January	389,443	186,236
Net movement in year	(28,303)	203,207
At 31 December	<b>361,140</b>	389,443

The tangible fixed assets funds represent the net book value of each charity's tangible fixed assets. A decision was made to separate these funds from the general funds of each charity in recognition of the fact that the tangible fixed assets are essential to the day-to-day work of each charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

**12 Analysis of net assets between the reporting charity and the linked charity**

	2021 £	2020 £
<b>Fund balances at 31 December are represented by:</b>		
Tangible fixed assets	361,140	389,443
Cash at bank and in hand	50,933	40,840
Creditors: amounts falling due within one year	(5,300)	(9,200)
Net current assets	45,633	31,640
<b>Total net assets</b>	<b>406,773</b>	421,083

There are no unrealised gains included in the assets of the reporting or the linked charity.

**13 Ultimate control**

The charities, both of which are constituted as a trust, were controlled throughout the period by The Congregation of the Sisters of St Clare by virtue of the fact that the Abbess General of the Congregation and her Councillors comprise the trustees. The English Region does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the English Region are vested in the trustees of the charities, who undertake all transactions entered into in the course of the Region's charitable activities.

**14 Uniting direction**

Following an application to the Charity Commission, the reporting and linked charities were issued with a Uniting Direction under section 12(1) of the Charities Act 2011. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

**14 Uniting direction** (continued)

As previously noted, the linked charity is now dormant and will remain as such until such time as trustees decide to apply to the Charity Commission to have the linked charity removed from the Register of Charities.

**15 Connected charity and related party transactions**

The reporting charity and the linked charity (note 14) are connected to the Congregation's Generalate (which has charitable status in the Republic of Ireland) as a result of the charities' trustees also being trustees of the Irish charity.

During the year the following transactions took place between the reporting charity and the Irish charity:

	<b>2021</b>	2020
	<b>£</b>	£
<b>Transactions during the year</b>		
Settlement of professional fees and expenses by the Generalate on behalf of the charities (note 1)	<b>(7,500)</b>	(9,000)
Contribution received toward property purchase (note 1)	-	(205,807)
Contributions paid (note 4)	<b>102,823</b>	60,000

Included within contributions paid to the Generalate in 2021 is an amount equivalent to the net proceeds from the disposal of the freehold property in the year i.e. £61,823.

There were no related party transactions between the linked charity and the Congregation's Generalate (2020 – none).

There were no other related party transactions during the year requiring disclosure (2020 – none).



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# Accounts

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**Roman Catholic Purposes  
In Connection with The  
Congregation of the  
Sisters of St Clare  
In Ireland  
(The Sisters of St Clare  
Charitable Trust)**

**Annual Report and Accounts**

31 December 2020

Charity Registration Number  
0246649

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**Reference and administrative details of the charity, its trustees and advisers** 31 December 2020

<b>Trustees</b>	Sister Anne Kelly Sister Mark Hollywood Sister Margaret McElgunn Sister Maureen O’Dea Sister Kathleen Moore  The trustees are incorporated under the Charities Act 2011
<b>Principal address</b>	St Clare’s Convent 15 Glyndebourne Gardens Corby Northamptonshire NN18 0QA
<b>Abess General</b>	Sister Anne Kelly
<b>Charity registration number</b>	0246649
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	Yorkshire Bank 6 Market Street Kettering Northamptonshire NN16 OEA  National Westminster Bank plc 24 New Town Gardens Kirkby Liverpool L32 8RU  National Westminster Bank plc 146 Widnes Road Widnes Cheshire WA8 6BB

**Solicitors**

Stone King LLP  
13 Queen Square  
Bath  
BA1 2HJ

King-Davies & Partners  
Lloyds Bank Chambers  
18 Talbot Street  
Maesteg  
Bridgend  
CF34 9BP

The trustees present their statutory report together with the accounts of the charity for Roman Catholic Purposes in Connection with the Congregation of the Sisters of St Clare in Ireland (also known as The Sisters of St Clare Charitable Trust) for the year ended 31 December 2020.

Under a Uniting Direction issued by the Charity Commission under section 12(1) of the Charities Act 2011, this charity (i.e. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649)) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

The accounts have been prepared in accordance with the accounting policies set out on pages 18 to 21 of the attached accounts and comply with the charities' trust deeds, applicable laws, applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

### **Introduction**

The Congregation of the Sisters of St Clare is an international Roman Catholic Religious Congregation divided into a number of separate regions. The Congregation's Generalate is based in Ireland.

The accounts accompanying this report are the accounts of the charitable trusts on which certain of the assets of the English Region are held and through which its affairs are administered.

### **Principal aims, activities and policies**

#### ***Activities and specific objectives***

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

The general objective of the charity and its related charity is to support the advancement of the charitable ministries carried on by the members of the Congregation for the advancement of the Roman Catholic religion.

## **Principal aims, activities and policies (continued)**

### ***Activities and specific objectives (continued)***

The activities of the charity and its related charity can be divided into two principal areas:

- ◆ Caring for members of the Congregation  
To care for the members throughout their lives with the Congregation.
  
- ◆ Social and pastoral work  
Members of the Congregation in England are involved in various forms of social and pastoral work including outreach to the housebound, care of the elderly, support of the victims of violence, chaplaincy to educational establishments, hospitals, nursing care, counselling, hospice work, support of the bereaved, work with abused and disadvantaged women and with ethnic minority groups. Some of these sisters receive stipends but the majority of their work is done on a voluntary basis.

### ***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 and its related charity serve. This means that all sisters who are in any kind of ministry in Great Britain have to obtain clearance from the Disclosure and Barring Service. The trustees are committed to implementing all policies and procedures of the Catholic Safeguarding Advisory Service (CSAS).

### ***Fundraising policy***

The charity aims to achieve best practice in the way in which it communicates with donors and other supporters. The charity takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells data, it never swaps data and ensures that 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 the year, the charity received no complaints about its fundraising activities.

## **Achievements and performance**

### ***Review of activities***

Throughout 2020 the Covid-19 pandemic has changed the world as we know it. The pandemic has not only affected social interaction but has had a significant economic impact at all levels. These have been outside of the charity's control.

The trustees have considered the long and short term impact of Covid-19 on the charity.

Due to social distancing and the message to "stay at home" the work of the charity has faced challenging times.

## **Achievements and performance** (continued)

### ***Review of activities*** (continued)

◆ Caring for members of the Congregation

The age profile of the Sisters has meant that they have had to comply with the stringent government advice. Throughout the year the charity has continued to care for members of the Congregation and to assist them in their charitable and religious work.

◆ Social and pastoral work

Covid-19 has meant that the Sisters' normal apostolic activities have had to find new shape and adapt. As a result of the social distancing rules, whilst largely remaining in lockdown, the Sisters have tried to find new ways of working and supporting those with whom they work.

During the year the sisters have been engaged in the following ministries involving children. Priority is given to children who are disadvantaged, which includes not only education, but the provision of food and clothing, when necessary.

- ◇ Provision of education in parish schools and additional, voluntary, out-of-school classes to help lower achievers;
- ◇ Voluntary catechesis for children in non-Catholic Schools; and
- ◇ Youth groups.

In addition, during the year the Sisters have worked with adults in many areas, always trying to promote peace and justice. Examples of the work done include:

- ◇ Instruction of adults in the Catholic faith;
- ◇ Parents' and Young Mothers' groups, including pre-baptism preparation;
- ◇ Support for the dying;
- ◇ Support and counselling for the bereaved;
- ◇ Pastoral care/chaplaincy in schools;
- ◇ Pastoral care/chaplaincy in hospitals and hospices;
- ◇ Counselling work with victims of abuse and alcohol;
- ◇ Ministry to the housebound and the elderly;
- ◇ Provision of spiritual reading materials and videos for parishioners;
- ◇ Working in the local parish, helping parishioners develop their spiritual lives;
- ◇ Community social work; and
- ◇ Spiritual direction and guiding prayer groups.

### **Financial review of the year**

A summary of the year's results can be found on page 15 of the attached accounts.

Income for the year totalled £345,761 (2019 – £140,235). The main recurring source of income continues to be salaries and pensions of individual religious received under Gift Aid or Deed of Covenant which amounted to £121,550 (2019 – £123,363). Contributions from the Congregation's Generalate in Ireland were £214,807 (2019 – £9,360). In the year to 31 December 2020, this amount also included a contribution towards the purchase of a property which totalled £205,807. General donations amounted to £3,192 (2019 – £2,084) and income from other sources amounted to £6,212 (2019 – £5,428).

Expenditure amounted to £144,142 in 2020 (2019 – £143,063) and includes £60,000 (2019 – £54,000) being contributions to the Congregation's Generalate in Ireland. The monies will be used for the support of the sisters including those returning from overseas missions.

Net income and the increase in funds for the year was £201,619 (2019 – net decrease and decrease in funds of £2,828).

The income and expenditure for the year to 31 December 2020 and the year to 31 December 2019 all relates to the reporting charity. The linked charity was dormant throughout both years.

### ***Reserves policy***

Following the disposal by the linked charity of the Porthcawl property in 2017 and the transfer of the sisters, the linked charity became dormant and does not require reserves.

The trustees of the reporting charity 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 two- and six-months' ongoing expenditure (excluding donations).

### ***Financial position***

As the linked charity is now dormant, the financial position at 31 December 2020 below is in relation to the reporting charity only.

The balance sheet shows reserves of the reporting charity of £421,083 (2019 – £219,464).

£389,443 (2019 – £186,236) of the total reserves represents the value of the tangible fixed assets of the charity and is described on the balance sheet as the charity's tangible fixed assets fund. A decision was made to differentiate these from the general funds and other designated funds in recognition of the fact that the tangible fixed assets are used in the day-to-day work of the charity. The fund value, therefore, cannot be realised with ease or without jeopardising the ongoing work of the reporting charity.

## **Financial review of the year** (continued)

### ***Financial position*** (continued)

Free reserves available to support the work of the sisters in the future are those shown on the balance sheet as general funds and, at 31 December 2020, equated to £31,640 (2019 – £33,228) for the reporting charity. At the date of the balance sheet, free reserves were within the amount inherent in the policy.

This level of reserves is deemed appropriate, and the trustees are content that the charity is a going concern.

### **Future plans**

The trustees are looking at the future needs of the members supported by the reporting charity to ensure that each member is fully supported in her ministry while able to continue to serve the community.

Whilst acknowledging the challenges presented by Covid-19 (see above), the trustees do not anticipate any significant change to the charity and its other activities during 2020. It is the intention of the trustees to continue to meet the charity's objectives of caring for members of the Congregation and to support the charitable work of the sisters for the foreseeable future.

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

The Sisters of St Clare Charitable Trust i.e. the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649.

### ***Organisation***

In terms of Canon law, the Congregation is governed by the Abbess General and her General Council. They are elected at a General Chapter or meeting of delegates elected by all the Sisters of the Congregation. Members of the General Council are chosen for their personal qualities, their understanding and experience of the ministries of the sisters throughout the Congregation, and to secure a good skills mix.

In terms of Civil law, the reporting charity is governed by a trust deed dated 10 December 1965 and is registered under the Charities Act 2011, Charity Registration No. 0246649. The trustees are appointed by the members of the Congregation. The trustees who served during the year are shown on page 1.

The trustees are incorporated under the provisions of the Charities Act 2011.

The trustees are ultimately responsible for the policies, activities and assets of the charity and also of the related charity. They meet regularly to review developments with regard to the charities or their activities and make any important decisions. The day-to-day management of the charities' activities and the implementation of policies is delegated to the appropriate members of the Congregation. Management reporting lines are clearly defined, and the trustees receive regular reports and training as considered necessary to enable them to fulfil their responsibilities.

## **Structure, governance and management** (continued)

### ***Key management personnel***

The trustees consider that they comprise the key management in charge of directing and controlling, running and operating the charities.

However, as noted above, the day-to-day management is delegated to individual members within each community. All trustees and the individual members of a community are members of the Congregation and, whilst their living and personal expenses are borne by the charities, they receive no remuneration or reimbursement of expenses in connection with their duties as trustees or work as key management.

### ***Statement of trustees' responsibilities***

The trustees are responsible for preparing the trustees' report and the 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 its linked charity and of the income and expenditure of the charity and its linked 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);
- ◆ make judgments 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 and its linked charity will continue in operation.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the transactions of the charity and its linked charity and disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the accounts comply with the Charities Act 2011 and the related regulations and the provisions of the charities' trust deeds. They are also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Structure, governance and management** (continued)

***Risk management***

In addition to acknowledging the challenges presented by the Covid-19 pandemic, the trustees have assessed the major risks to which the charity and its related charity are exposed. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational risks faced by the charity and its related charity, they have established effective systems to mitigate those risks.

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 under a Gift Aid compliant Deed of Covenant. 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 there are sufficient financial resources to finance this care both now and, in the years, ahead by ensuring that funds are available in the future; and (b) ensuring that the sisters are accommodated in properties that are suitable for their needs and also with other members of the Congregation where the sisters receive the necessary care and support.

Signed on behalf of the trustees

Sister Anne Kelly

Trustee

Approved by the trustees on: 4 October 2021

**Independent auditor's report to the trustees of The Sisters of St Clare Charitable Trust**

**Opinion**

We have audited the accounts of The Sisters of St Clare Charitable Trust (Charity Registration No 246649) which in accordance with the terms of a Uniting Direction issued by the Charity Commission under section 12(1) of the Charities Act 2011, are combined with those of The Sisters of St Clare Charitable Trust (Charity Registration No 246649-1). The accounts, which are for the year ended 31 December 2020, comprise the statement of financial activities, the balance sheet, the statement of cash flows, the 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 charities' affairs as at 31 December 2020 and of their 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 charities 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**

***Reporting charity***

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.

**Conclusions relating to going concern** (continued)

**Reporting charity** (continued)

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

**Linked charity**

At 31 December 2020, the linked charity had no assets and no liabilities. Since that date it has remained dormant and will continue to do so until such time as the trustees decide to apply for it to be removed from the Central Register of Charities maintained by the Charity Commission for England and Wales. This may or may not be within twelve months of the date on which the accounts are authorised for issue. Any such decision will not have any impact on the accounts. Our opinion is not modified in respect to this matter.

**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' 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 each 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.

***How the audit was considered capable of detecting irregularities including fraud***

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 each charity through discussions with trustees 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 charities. These included but were not limited to 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 to the United Kingdom and Republic of Ireland (FRS 102) (effective 1 January 2019); and
- ◆ We assessed the extent of compliance with the laws and regulations identified above through making enquiries of trustees and review of minutes of trustees' meetings.

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

We assessed the susceptibility of the charities' accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ Making enquiries of trustees 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.

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;
- ◆ Tested the authorisation of expenditure;
- ◆ 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 accounts disclosures to underlying supporting documentation;
- ◆ Reading the minutes of meetings of trustees; and
- ◆ Enquiring of 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.

We did not identify any irregularities, including fraud.

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](http://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 charities' trustees, as a body, in accordance with section 145 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 charities' 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 reporting and linked charity and their 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

8 October 2021

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	
		2020 £	2019 £
<b>Income from:</b>			
Donations	1	<b>339,549</b>	134,807
Other sources	2	<b>6,212</b>	5,428
<b>Total income</b>		<b>345,761</b>	140,235
<b>Expenditure on:</b>			
Charitable expenditure			
. Support of members of the Congregation and their ministry	3	<b>81,631</b>	86,616
. Donations	4	<b>62,511</b>	56,447
<b>Total expenditure</b>		<b>144,142</b>	143,063
<b>Net income (expenditure) and net movement in funds</b>	6	<b>201,619</b>	(2,828)
<b>Reconciliation of funds:</b>			
Balances brought forward at 1 January 2020		<b>219,464</b>	222,292
Balances carried forward at 31 December 2020		<b>421,083</b>	219,464

All recognised gains and losses have been included in the above statement of financial activities and hence a separate statement of total recognised gains and losses has not been prepared.

All activities of the reporting charity derived from continuing operations during the above two financial periods.

**Balance sheet** 31 December 2020

	Notes	2020 £	2020 £	2019 £	2019 £
<b>Fixed assets</b>					
Tangible assets	9		<b>389,443</b>		186,236
<b>Current assets</b>					
Cash at bank and in hand		<b>40,840</b>		43,385	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	10	<b>(9,200)</b>		<b>(10,157)</b>	
<b>Net current assets</b>			<b>31,640</b>		33,228
<b>Total net assets</b>			<b>421,083</b>		<b>219,464</b>
<b>Represented by:</b>					
<b>Funds and reserves</b>					
. Reporting charity unrestricted funds					
.. Tangible fixed assets fund	11		<b>389,443</b>		186,236
.. General fund			<b>31,640</b>		33,228
			<b>421,083</b>		<b>219,464</b>

Approved by the trustees  
and signed on their behalf by:

Sister Anne Kelly

Trustee

Approved on: 4 October 2021

**Statement of cash flows** Year to 31 December 2020

	Notes	2020 £	2019 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	<b>204,262</b>	579
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		<b>(206,807)</b>	(1,672)
<b>Net cash used in investing activities</b>		<b>(206,807)</b>	(1,672)
<b>Change in cash and cash equivalents in the year</b>		<b>(2,545)</b>	(1,093)
<b>Cash and cash equivalents at 1 January 2020</b>	B	<b>43,385</b>	44,478
<b>Cash and cash equivalents at 31 December 2020</b>	B	<b>40,840</b>	43,385

**Notes to the statement of cash flows for the year to 31 December 2020**

**A Reconciliation of net income (expenditure) and movement in funds to net cash provided by operating activities**

	2020 £	2019 £
<b>Net income (expenditure) and movement in funds (as per the statement of financial activities)</b>	<b>201,619</b>	(2,828)
<b>Adjustments for:</b>		
Depreciation charge	<b>3,600</b>	4,867
Decrease in creditors	<b>(957)</b>	(1,460)
<b>Net cash provided by operating activities</b>	<b>204,262</b>	579

**B Analysis of cash and cash equivalents**

	2020 £	2019 £
<b>Total cash and cash equivalents: Cash at bank and in hand</b>	<b>40,840</b>	43,385

## 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 preparation**

These accounts have been prepared for the year to 31 December 2020 with comparative information provided in respect to the year to 31 December 2019.

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

The accounts combine, on a line-by-line basis, the results of the charity and its linked or related charity (see note 15), made up to the balance sheet date.

The activities of the linked charity, The Sisters of St Clare Charitable Trust (Charity Registration No 246649-1), ceased during 2017 following the sale of the property in Porthcawl. Further information on the cessation of activities by the linked charity is provided in the notes to the accounts. Following the disposal of the linked charity's property in 2017, its net assets were donated to the Generalate of the Congregation. The objectives of the Generalate are consistent with the objectives of the linked charity and the funds will be applied towards the support of the sisters, including those returning from overseas missions.

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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Both the reporting charity and its linked charity constitute public benefit entities 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; and
- ◆ estimating the future income and expenditure flows of the charity for the purposes of assessing going concern.

**Assessment of going concern**

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

**Linked charity**

At 31 December 2020, the linked charity had no assets and no liabilities. Since 31 December 2017 it has remained dormant and will continue to do so until such time as a decision is made to remove it from the Register of Charities.

**Reporting charity**

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

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.

**Income recognition**

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

Income comprises donations and miscellaneous income. Miscellaneous income includes income from charitable activities such as contributions from visitors and other sundry income.

Donations, including salaries and pensions of individual religious received under Gift Aid or deed of covenant, are recognised when the charities have 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 either 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 relevant charity, and it is probably that those conditions will be fulfilled in the reporting period.

Other income is measured at fair value and accounted for on an accruals basis.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

**Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing either 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 recognition** (continued)

All expenditure is accounted for on an accruals basis. All expenses are allocated to the applicable expenditure headings. The majority of expenditure is directly attributable and any apportionment between headings is negligible.

Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the relevant charity through the provision of its charitable activities and includes:

Expenditure on the support of members of the Congregation and their ministry. Such expenditure enables the members to carry out the work of the relevant charity in the areas of the advancement of the Roman Catholic faith, the relief of poverty and supporting the other charitable activities of members of the Congregation.

Grants and donations to support the Congregation's own work overseas and to support other charitable organisations with objectives consistent with those of the relevant charity.

All expenditure is stated inclusive of irrecoverable VAT.

**Support and governance costs**

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charities it is necessary to provide support in the form of financial procedures, provision of office services and equipment and professional fees.

Governance costs comprise the costs involving the public accountability of the relevant charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

All expenditure on support and governance is allocated to the charitable activities of care of members of the community and enabling their ministry as any costs in relation to provision of donations and grants or raising funds is considered to be minimal.

**Tangible fixed assets**

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised.

◆ *Freehold land and buildings*

Non-specialised buildings i.e. those designed as, and used wholly or mainly for, private residential accommodation. They are stated in the accounts at historical cost. Such buildings are not depreciated. Their value and conditions are reviewed annually by the trustees, who are satisfied that their residual value is not materially less than their book value.

◆ *Motor vehicles, furniture and equipment*

Motor vehicles are capitalised and depreciated over a five-year period on a straight-line basis in order to write off the cost of each vehicle over its estimated useful life. Equipment is depreciated over ten years on a straight-line basis in order to write off the cost of each asset over its estimated useful life.

**Debtors**

Debtors are recognised at their 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.

**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. Creditors are discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

Each charity's funds comprise unrestricted income funds which are available for application towards that charity's objectives. Within such funds the trustees have identified those non-liquid funds represented by tangible fixed assets.

**Services provided by members of the Congregation**

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

**1 Income from: Donations and legacies**

	2020 £	2019 £
Salaries and pensions of individual religious received under Gift Aid or Deed of Covenant	121,550	123,363
Contributions from the Congregation's Generalate in Ireland (note 15)	214,807	9,360
General donations	3,192	2,084
	<b>339,549</b>	<b>134,807</b>

Contributions from the Congregation's Generalate in 2020 include £205,807 towards the purchase of a freehold property.

**2 Income from: Other sources**

	2020 £	2019 £
Fuel allowance	300	300
Miscellaneous	5,912	5,128
	<b>6,212</b>	<b>5,428</b>

**3 Expenditure on: Support of members of the Congregation and their ministry**

	2020 £	2019 £
Premises	18,778	19,790
Sisters' living and personal expenses	44,511	49,491
Education, training and spiritual renewal	3,293	4,725
Support costs		
. General administration and support	5,649	4,710
. Governance costs (note 6)	9,400	7,900
	<b>81,631</b>	<b>86,616</b>

**4 Expenditure on: Donations**

The charities make donations principally in support of the overseas work of the Congregation of the Sisters of St Clare and other causes which further the Christian faith and alleviate poverty.

The donations paid during the year were as follows:

	2020 £	2019 £
Contributions to the Congregation's Generalate in Ireland (note 16)	60,000	54,000
Donations to institutions	785	656
Donations to individuals	1,726	1,791
	<b>62,511</b>	<b>56,447</b>

Donations to individuals comprise a number of small monetary gifts aimed at relieving poverty by enabling the recipients to purchase food, clothing, etc.

**5 Governance costs**

	2020 £	2019 £
Audit fees	9,400	7,900

**6 Net income (expenditure) and movement in funds**

This is stated after charging (crediting):

	<b>2020</b>	2019
	<b>£</b>	£
Staff costs (note 7)	<b>2,832</b>	2,022
Auditor's remuneration (including VAT)		
. Statutory audit services		
.. Current year	<b>9,200</b>	8,800
.. Prior year	<b>200</b>	(900)
Depreciation	<b>3,600</b>	4,867

**7 Staff costs, key management personnel and trustees' remuneration**

The reporting charity incurred staff costs of £2,832 during the year (2019 – £2,022) in respect to one individual (2019 – one).

Staff costs relate to support of members of the Congregation. No employee earned £60,000 per annum or more (including taxable benefits) during the year (2019 – none).

As members of the Congregation, certain of the trustees' living expenses during the year were borne by the charities. No trustee received any remuneration or reimbursement of expenses in connection with their duties as trustees during the year (2019 - £nil).

The members of the individual communities who are responsible for the implementation of the trustees' policies at community level are also members of the Congregation and their living expenses during the year were borne by the charity. The members did not receive any remuneration or reimbursement of expenses in connection with their duties during 2020 or 2019.

**8 Taxation**

Both the reporting charity and the linked charity are registered charities and, therefore, are not liable to income tax or corporation tax on income derived from their charitable activities, as it falls within the various exemptions available to registered charities.

## 9 Tangible fixed assets

	Freehold land and buildings: non-specialised £	Motor vehicles £	Furniture and equipment £	Total £
<b>At cost</b>				
At 1 January 2020	180,000	33,378	3,029	<b>216,407</b>
Additions	206,807	—	—	<b>206,807</b>
At	<b>386,807</b>	<b>33,378</b>	<b>3,029</b>	<b>423,214</b>
<b>Depreciation</b>				
At 1 January 2020	—	30,081	90	<b>30,171</b>
Charge in the year	—	3,297	303	<b>3,600</b>
At 31 December 2020	—	<b>33,378</b>	<b>393</b>	<b>33,771</b>
<b>Net book values</b>				
At 31 December 2020	<b>386,807</b>	—	2,636	<b>389,443</b>
At 31 December 2019	180,000	3,297	2,939	<b>186,236</b>

As explained under principal accounting policies, the book value of the non-specialised land and buildings shown above is stated at historical cost. As permitted by FRS 102, both charities have continued to adopt a policy of not revaluing their tangible fixed assets.

It is likely that there are material differences between the open market values of each charity's non-specialised land and buildings and their book values. 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 the users of the accounts.

Other tangible fixed assets are stated at cost.

## 10 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and other creditors	<b>9,200</b>	10,157

## 11 Tangible fixed assets fund

	2020 £	2019 £
At 1 January	<b>186,236</b>	188,074
Net movement in year	<b>203,207</b>	(1,838)
At 31 December	<b>389,443</b>	186,236

The tangible fixed assets funds represent the net book value of each charity's tangible fixed assets. A decision was made to separate these funds from the general funds of each charity in recognition of the fact that the tangible fixed assets are essential to the day-to-day work of each charity and as such their value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

**12 Analysis of net assets between the reporting charity and the linked charity**

	2020	2019
	£	£
<b>Fund balances at 31 December are represented by:</b>		
Tangible fixed assets	<b>389,443</b>	186,236
Cash at bank and in hand	<b>40,840</b>	43,385
Creditors: amounts falling due within one year	<b>(9,200)</b>	(10,157)
Net current assets	<b>31,640</b>	33,228
<b>Total net assets</b>	<b>421,083</b>	219,464

There are no unrealised gains included in the assets of the reporting or the linked charity.

**13 Ultimate control**

The charities, both of which are constituted as a trust, were controlled throughout the period by The Congregation of the Sisters of St Clare by virtue of the fact that the Abbess General of the Congregation and her Councillors comprise the trustees. The English Region does not hold any assets, incur liabilities or enter into any transactions in its own right. Assets and liabilities of the English Region are vested in the trustees of the charities, who undertake all transactions entered into in the course of the Region's charitable activities.

**14 Uniting direction**

Following an application to the Charity Commission, the reporting and linked charities were issued with a Uniting Direction under section 12(1) of the Charities Act 2011. Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland (Charity Registration Number 246649) is the reporting charity and its related charity, Roman Catholic Purposes In Connection With The Congregation of the Sisters of St Clare In Ireland – The Porthcawl Charity (Charity Registration Number 246649-1) is the linked charity.

The effect of the Uniting Direction for accountancy and reporting purposes is that a single set of accounts is presented for the two charities combined. Under the Uniting Direction, both charities continue to exist as independent entities in all other respects.

As previously noted, the linked charity is now dormant and will remain as such until such time as trustees decide to apply to the Charity Commission to have the linked charity removed from the Register of Charities.

### 15 Connected charity and related party transactions

The reporting charity and the linked charity (note 14) are connected to the Congregation's Generalate (which has charitable status in the Republic of Ireland) as a result of the charities' trustees also being trustees of the Irish charity.

During the year the following transactions took place between the reporting charity and the Irish charity:

	2020 £	2019 £
<b>Transactions during the year</b>		
Settlement of professional fees and expenses by the Generalate on behalf of the charities (note 1)	<b>(9,000)</b>	(9,360)
Contribution received toward property purchase (note 1)	<b>(205,807)</b>	—
Contributions paid (note 4)	<b>60,000</b>	54,000

There were no related party transactions between the linked charity and the Congregation's Generalate.

There were no other related party transactions during the year requiring disclosure (2019 – none).