



**INSTITUTE OF THE DAUGHTERS OF MARY
HELP OF CHRISTIANS**

OTHERWISE

**SALESIAN SISTERS OF ST JOHN BOSCO
(Registered Charity Number: 250888)
(Charity Registered in Scotland No SC039657)**

**TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS**

31 DECEMBER 2020

Haysmacintyre LLP
Chartered Accountants
Registered Auditors
London

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO**



TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020. These have been prepared under the provision of the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2020) and comply with all statutory requirements and the charity's governing document.



REFERENCE AND ADMINISTRATIVE DETAILS

FMA Trustees:	Sister Constance Cameron	(Provincial Superior until 31 August 2020)
	Sister Pauline Clark	(Provincial Superior from 31 August 2020)
	Sister Patricia Devine	(Provincial Vicar)
	Sister Bernadette Cassidy	(Provincial Bursar & Councillor)
	Sister Anne Frances McNamee	(Councillor)

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Blundellsands
Liverpool
L23 8SP
Tel: 0151 924 8212
Facebook: Salesian Sisters UK

Charity Registration No: 250888
Charity Registered in SC039657
Scotland No:

Solicitors: Wrigleys Solicitors LLP
19 Cookridge Street
Leeds
LS2 3AG

Auditors: Haysmacintyre LLP
10 Queen Street Place
London
EC4R 1AG

Bankers: Barclays Bank plc
Chertsey Branch
Walton on Thames Group
P O Box 193
8/12 Church Street
Walton on Thames
KT12 2YW

Governing Instrument: Trust Deed dated 7 August 1962 and 6 September 1965, and as amended by
Charity Commission Scheme dated 1 August 1997

Objects: Such charitable purposes as shall advance the religious and other charitable work of the
Province of the Society, which includes England and Scotland, as the Trustees with the
approval of the Superior shall from time to time, think fit.

Investment Powers: Under the Trust Deed there are no limitations on the Trustees' power of investment.



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INTRODUCTION

The charitable trust is constituted by a Trust Deed dated 7 August 1962 and a Deed dated 6 September 1965 and its principal object is to promote the religious and other charitable work in the Province, carried out by the Society, the Institute of The Daughters of Mary Help of Christians (more familiarly known as “The Salesian Sisters of St John Bosco” or “Salesian Sisters”). A scheme dated 1 August 1998 widened the terms of the Trust Deed to “shall advance the religious and other charitable work of the Province of the Society which includes England”.

The Institute of the Daughters of Mary Help of Christians is an international religious congregation of Roman Catholic women governed by its own Constitutions. Worldwide it counts 11,791 members and is divided into 85 provinces. The Sisters serve in 1,363 Communities across 96 Nations. Since its foundation in 1872 it has been engaged in religious and other charitable work, particularly education and the development of the young. Its Generalate is located in Rome.

The accounts accompanying this report are the accounts of the charitable trust under which the assets of the Institute in the Province are held.

The Sisters are trained as members of the Institute. They receive the further education and training necessary to become professionally qualified to take part in the activities of the Province and are also given the opportunity to keep abreast of developments in their particular field of activity and to broaden their experience in both the religious and secular spheres.



COVID-19

With regards to our investments we began 2020 with a degree of optimism, however, returns were eroded in the first quarter of 2020 following a sharp fall of 30-35% in global equity markets as the economic cost of the Covid-19 pandemic began to mount. Aside from coronavirus, we have also had to contend with the uncertainty around US Presidential elections and ongoing Brexit negotiations. In the same period, it is pleasing to say that the portfolio has fully recovered and has made a positive return year to date. Whilst the outlook remains uncertain, it is important to remember that the investments are long term. This is reflected in the return of 7.2% generated by the portfolio over the last 5 years.

Investments are expected to continue to provide an income although this may be diminished in the immediate future with the current situation. However, investments assets are sufficient enough to finance the activities of the charity if need be. Financially, the main income stream, Sisters Salaries and Pensions, is expected to remain reliable and relatively consistent for the next year at least.

In line with Government guidance our Business Manager and Finance Assistant have worked from home, successfully, since March 2020. They both remain working from home. Two housekeepers, from Blundellsands and Battersea, were furloughed from March to September. We accessed the Government Job Retention scheme during this time. Risk Assessments were completed in July 2020, prior to the housekeepers returning to the workplace, in accordance with Government Guidelines.



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The main impact of Covid-19 has been the delivery of the Mission as travel has been severely restricted. In order to keep Sisters safe visits to communities were limited to only essential people. Government guidelines were followed specific to each community.

The Trustees have continued to meet regularly but have held their meetings via Zoom. They have also held regular meetings with the Investment Managers.

The Sisters consider that the charity will continue as a going concern for at least one year after the date of signing the accounts.



STRUCTURE, GOVERNANCE AND MANAGEMENT

In terms of Canon Law the Superior General and her Council, who reside in Rome, govern the Institute at an international level. They are elected every six years at a General Chapter – a meeting of representatives from every Province.

The Provincial and her Council govern the UK Province. The Provincial is appointed, for a period of six years, by the Superior General and her Council, after consultation with the members of the Province.



The Provincial appoints the Provincial Bursar, the Provincial Secretary and Council members after consultation with the Sisters of the Province. The General Council confirms the appointments, which are for a maximum of three terms of three years for councillors and four terms of three years for the bursar and secretary. The Provincial Council meets monthly. Any new appointees are fully briefed on the aims and objectives of the charity and receive information and training if required as to their responsibilities as a Trustee.

The day to day management of the charity's activities and the implementation of policies are delegated to appropriate members of the Province. There are seven Communities. Each community is led by a Community Leader who is appointed by the Provincial and her Council, the appointment being confirmed by the General Council.

There is also an appointed bursar in each community. She is responsible for the administration of the house in collaboration with the Community Leader and sends a copy of the main accounts to the Provincial Bursar each month. At the end of the year the main points of these accounts are included with the Province accounts and sent to the General Bursar in Rome.

The Provincial is required to visit each community at least once a year. During the year there is a system of accountability which operates throughout the Province so that the Provincial Council is kept aware of the progress and development of the ministries in which the Sisters of the Province are engaged.



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The Superior General or her representative officially visits the Province every six years.

In terms of Civil Law the Charity, registered number 250888, is governed by a Trust deed dated 7 August 1962, amended in 1965 and 1998. The Trustees, who are all members of the Charity and of the Provincial Council (apart from the Provincial Bursar who is a Trustee by virtue of her office), are appointed by the Provincial who is also a Trustee.

Four members of the Provincial Council are Trustees and Directors of the custodian trustee company, FMA Trustees Ltd (Company number 854256), which is wholly owned, on a non-beneficial basis, by members of the Institute.

As members of the Institute, the Trustees are aware of the way the charity is administered. With the help of professional advisers and through attendance at seminars and conferences they update their knowledge of charity law and its requirements.

Safeguarding

“In response to the needs of Children, Young People and Adults at Risk/Vulnerable Adults in today’s society, we, the Daughters of Mary Help of Christians (Salesian Sisters) in Great Britain, commit ourselves to providing a safe and caring environment where all those with whom we work are encouraged to develop their full potential as individuals created in the likeness of God.” (FMA Safeguarding Policy)

One Sister is the Safeguarding Lead for the Province. The Safeguarding Lead liaises with and is supported by the Provincial.

The Safeguarding Lead has been unable to attend, in person, any training sessions either in England or Scotland, this year, due to the Covid-19 pandemic restrictions. Both the Safeguarding Lead and the Provincial have attended, in September, a Webinar on Survivor Training - An Introduction to dealing with survivors/victims of abuse.

She has also ensured that all the Sisters’ and employee’s DBS and PVG forms are up-to-date.

Generally, the Policy is reviewed annually, but due to the publishing of the IICSA and Elliot Reports in November 2020, the Safeguarding Lead is awaiting information on how the recommendations will affect our policy and procedures. Once these are given, the Safeguarding Lead will update the policy and procedures as required by the new regulations.

As our Province has communities in England and Scotland, the Safeguarding Lead keeps up-to-date with the safeguarding laws and procedures for each nation. Usually, we also have a training session during our annual Provincial Assembly, but due to Covid-19 Restrictions this was unable to be delivered. Once the restrictions are lifted this practice will be resumed. The assembly is for all members, so all are updated, and the Safeguarding lead keeps all members abreast of changes as they’re announced. We are also encouraged to follow Safeguarding Inservice online and DBS are checked and updated during the year as well as annually. At the monthly PC meeting there is always a time given specifically to

Safeguarding and a report from the Safeguarding lead helps us keep abreast of actions needed or policies to be amended



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Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operation and finances of the Trust, and are satisfied that systems are in place to mitigate exposure to major risks. The Trustees review the Provincial Risk Assessment Policy twice a year. It is addressed in the Provincial Action Plan and monitored regularly. The effects that Covid-19 has had on the charity are dealt with in a separate section later in this report. The Trustees have identified three areas of concern.

1. The Trustees are aware of the ageing profile of the membership and are taking positive steps to address this by appointing one member to work, at national level, to promote new membership until August 2020. As this Sister then took on the leadership of the Province the province is discerning the best way to take this forward.
2. The performance of the investment portfolios is monitored on a monthly basis. Twice a year the Portfolio Managers attend a Trustees' Meeting to address any concerns and to advise us on maximising our income.
3. Our property agents survey all our properties every two years and make recommendations in respect of maintenance. This has not happened this year because of Covid-19 and the business manager is working closely with communities on essential maintenance. We plan to survey all our properties in spring of 2022.

Public Benefit

In setting the charity's objectives, the Trustees have given due consideration to the Charity Commission's guidance on public benefit. How the charity fulfils this obligation is covered in the sections below.

Provincial Leadership

Throughout the year, Sisters and Co-workers share the responsibility of carrying forward the Vision and Mission of the Province. Our Mission is grouped into areas: Youth Pastoral, Formation, Social Communications, Missions, Safeguarding and Salesian Family. There is an appointed co-ordinator for each of the areas who in turn acts as a point of reference with the Provincial Leadership Team and the Institute. They also take responsibility for communicating with the different groups within their area of mission.

Key Management Personnel

The key management personnel are the Provincial, Provincial Secretary and the Provincial Bursar. These members forego remuneration for the benefit of the charity. As a result there is no policy for setting pay.

Salaries are renewed annually for the 4+ staff employed.



FMA Provincial Vision 2016-2020

*“Broaden your Horizons and be with the young
Missionaries of Hope and Joy.”*

Charity's Objects

The Charity's objects are such charitable purposes as shall advance the religious and other charitable work of the Province of the Society, which includes England and Scotland, as the Trustees with the approval of the Superior shall from time to time, think fit.

Objectives and Activities

The charity's principal activities are to:

1. Provide education especially for disadvantaged young people
2. Relieve poverty
3. Provide human resources, building and services to local charities
4. Support and provide for its members

Grants Policy

The charity is not a grant making charity, but makes some grants **solely** to its associated Charity. In the year ended 31 December 2020 grants were made to VIDES UK for training (annual).

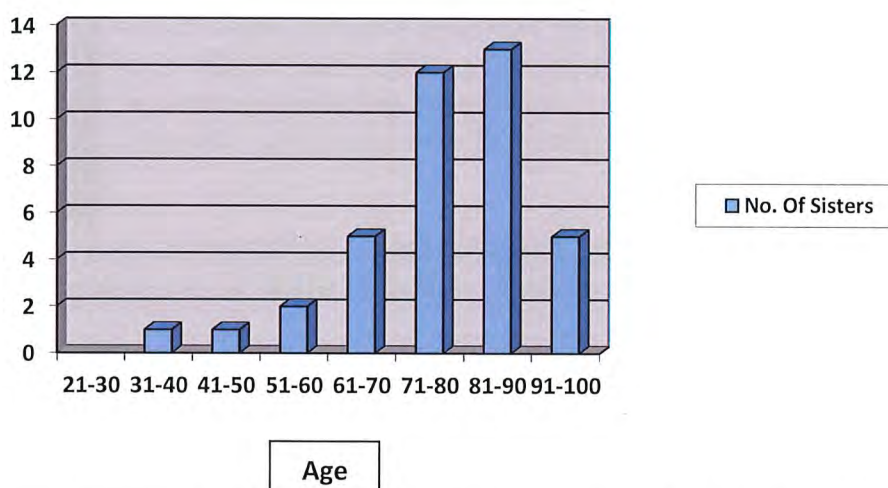




ACHIEVEMENTS AND PERFORMANCE FOR PUBLIC BENEFIT DURING THE YEAR 2020

❖ SUPPORTING MEMBERS OF THE PROVINCE

In the year to 31 December 2020, the Salesian Sisters continued to support the members of the Institute in the Province of Great Britain. The number of Sisters in the Province at 31 December 2020 was 39 (2019: 40). Of these 1 is 31 – 40 years of age; 1 is 41 – 50; 2 are 51 – 60; 5 are 61 – 70; 12 are 71 – 80; 13 are 81 – 90 and 5 are over 90 years. The average age is 75.2 years.



In common with many religious orders, the Sisters are growing older and new members are few.

The Province has both moral and legal obligations to provide for its members, who do not have resources of their own, having covenanted their income to the Charity. They have all spent a significant part of their lives working with the young and the disadvantaged. As the Sisters become older, the cost of caring for them increases.

Our house in Cowley is designated for the care of the sick and elderly and is managed by St John of God Hospitaller Services, with full-time employed carers. Some Sisters are still being cared for in their local communities.

Over the coming years the Trustees expect more Sisters to need specialised care. This will have an impact on the work, property requirements and finances of the Province.

During the year the Trustees have given consideration to this situation, and the retirement fund is being built up to provide for the future. There is ongoing work on properties in order to make them more suitable for our ageing communities and the needs of the Mission.

The Trustees aim to enable Sisters to continue with their ministries, living in community houses as long as possible.



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Education – formal and informal



Education and development, especially of disadvantaged young people, have always been the main objectives of the Salesian Sisters.

Due to the changes in formal education, the declining numbers joining the Province and the ageing of our present membership, the Salesian Sisters changed the mode of their involvement in both secondary and primary schools, as circumstances required.

One member continues to teach in a Catholic maintained school, where she is able to emphasise the Christian, Catholic message. One Sister works as a youth worker and another as a counsellor. Four Sisters are school governors. After many years employed in schools, several Sisters work in a voluntary capacity in schools.



We are following the development of the Religious Orders in Education discussions with particular interest in the continuation of our charism within the school of which we are trustees.

Apart from schools we continue our educative mission to children and young people in non-formal education in various projects adapted to the needs of young people today. We continue to work in youth clubs, parish catechetics, volunteering and music ministry. There is growing involvement in parish and diocesan ministry.

The Sisters are actively engaged with young people and others in the following locations: Battersea, Beckenham, Blundellsands, Cowley, Croxteth, Easterhouse and Newlands. Since March 2020, due to Covid-19, the possibilities for this have been limited.

❖ BATTERSEA, LONDON

In **Battersea**, since the refurbishment of the property, the Mission of Hospitality has developed at a very notable rate. Accommodation is now provided for students (young adults and FMA) to come and study/learn English. Several Sisters have also availed of the opportunity to use the house for private retreats. Obviously restrictions caused by Covid-19 have meant this was limited during lockdowns, though we were still able to receive two missionary Sisters from Italy.

In solidarity with our international institute this community welcomes and supports our Sisters who come to this country to learn English.

Until August 2020, one Sister had the responsibility for co-ordinating Vocations throughout the Province, volunteers 2 days a week in **St Michael's School, Bermondsey** and was a member of the Salesian Editing Board. One Sister offers voluntary help in **St. Mary's RC Primary School**. Until August 2020, one Sister was a Foundation School Governor in **St. Michael's Catholic College, Bermondsey**.



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❖ **BECKENHAM, LONDON**

The main Mission of the Community is providing a home for destitute Asylum seeking women. From February 2020, there were four, two from the Democratic Republic of Congo, one from Burkina Faso one from the Ivory Coast.

One Sister volunteers in **St. Mary's Catholic High School** supporting the many pupils who have English as a second language. She also helps with catechesis in the local parish.

Until January 2020, one Sister supported Churches Together. One Sister came from the Democratic Republic of Congo to support the mission to the Asylum Seeker guests.

❖ **BLUNDELLSANDS, LIVERPOOL**



This is the Provincial House. The administration of the Province is conducted here.

One Sister continued to work on the organisation of the Archival Centre. This property allows for Provincial gatherings and a place for holidays and breaks for our Sisters, family, friends and others. The Mission of this Community is also hospitality, although this has been limited by Covid-19 restrictions since March 2020.

Until August 2020, one Sister was the Delegate for Salesian Schools. One Sister is a member of the Governing Body of St John Bosco Arts College.

One Sister works voluntarily in **All Saints Catholic Primary School, Bootle** and supports the local parish of St. Joseph and makes regular visits to local care homes.

❖ **COWLEY, OXFORD**

One Sister volunteers in **Our Lady's RC Primary School**. The staff and pupils visit the house regularly for pastoral and spiritual support, and support the Youth Club.

One Sister is a Governor at **Our Lady's RC Primary School**.

Until August 2020, one Sister was a member of the English Translation Group and until July 2020, the European Salesian Schools Commission.



One Sister is the local Delegate for the Co-operators' Group. This is the Community where our sick and elderly Sisters receive appropriate care. It is staffed with a team of carers who are now employed and managed by St John Of God Hospitaller Services. The level and quality of the service provided has been outstanding and had a significant impact, not only on our staff, but on the lives of our sisters.



The **Mornese Centre** which, with the help of benefactors, the Sisters had built on their land is used regularly for a number of activities which benefit the local community. These include, among others, Junior Youth Club, Marriage Encounter and the monthly meeting of the Alpha course. These activities have been impacted due to Covid-19 restrictions. The facilities are also used by the school for conferences, meetings and retreat days. The Centre is run by its own committee, two members of which are Sisters.

❖ CROXTETH, LIVERPOOL

St John Bosco Arts College, Croxteth is a Catholic Voluntary Aided Girls' Comprehensive School in a deprived area of the city. The Salesian Sisters are the Trustees, owning the land and buildings. A new building, which meets current needs, was officially opened in July 2015. The number on roll is currently 1,026.

The school has a lay head teacher. One Sister is employed in the school, on a part time basis, as a Youth Worker. Our Youth Worker continues to run a VIDES Friends' Club and the Salesian Spirituality Programme in the school until Covid-19 restrictions stopped the Club running. One Sister is on the Governing Body of the Arts College.

One Sister is employed in the Laura Vicuna Centre of the College where she gives one-to-one support to students with social and emotional needs. She is currently completing her Post Grad Diploma Course in Play and Creative Arts Therapy which will be the main therapy offered to the students as well as Counselling.

One Sister is responsible for the Provincial Archives.

VIDES UK has its office and meeting room in the community house. A Sister is the Director and works without remuneration. Another Sister is on the Executive Committee. Its activities include youth leadership training, running holiday schemes in needy areas in Britain and short and long-term voluntary work overseas. VIDES volunteers from the UK and abroad come to live and work, sharing in community life as part of the Outreach Development Team. The Community offers hospitality for many meetings and events throughout the year. Since March 2020, the face to face activities of VIDES have halted because of the Government restrictions put in place due to Covid-19. Meetings and activities have continued to take place using Zoom and various social media platforms. This has helped to support the volunteers and young people at a very difficult time. One Sister visits three different nursing homes in the local area to take Communion and visit the sick. This has been paused due to Covid-19 restrictions.





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❖ **EASTERHOUSE, SCOTLAND**

One Sister teaches part-time in various local primary schools supporting immigrant children in language skills. Since August 2020, this has been reduced to one school because of Covid-19 restrictions. She also made appeals in Scotland on behalf of our missionary work abroad until March 2020 when Covid-19 restrictions prevented this from going ahead. This Sister is also the delegate for the local co-operators group.

The Community hosts and co-ordinates a Salesian Spirituality Group.

One Sister co-ordinates the appeals for our Missions in England/Wales and Scotland. She also volunteers in St Andrews Secondary School when Covid-19 restrictions allow. This sister gives a short talk on social media every week and is also the local delegate for the co-operators group in Milton, Glasgow

One Sister makes appeals on behalf of the Province and she is also the Provincial delegate for the co-operators. Since March 2020, she has fulfilled this role through zoom meetings. One Sister makes appeals on behalf of the Province.

Until the end of February 2020, one member of the Community worked as a voluntary Support at **St Benedict's Primary School** on a part time basis. This Sister then moved to our community in Cowley.

❖ **NEWLANDS, GLASGOW**

The mission of this community is "The UR Space Project". Sisters and Volunteers form the Community and are fully involved in this.

This Mission consists of outreach work to schools, parishes and youth groups to provide opportunities for the young people to explore and deepen their faith and training for the volunteers in Salesian Spirituality and youth work skills.

One Sister is responsible for our Provincial Social Network sites.

One Sister is our representative for CRS (Conference of Religious in Scotland).

One Sister is a member of Vocations Scotland Team.

One Sister volunteers in the local Primary School one day a week when Covid-19 restrictions allow.





❖ SUPPORT FOR WORK OVERSEAS

As part of an international institute, the British Province has many links overseas. During this year the Province has sent financial support to our nominated Missions in Georgia and Africa.

Various activities were organised through the centres in Britain in support of the institute's work abroad. Donations were received and passed on through the Central Office in Rome thus avoiding administrative costs. The communities also welcome young women from abroad who come to study English.

❖ PROPERTY

As a support to Catholic education, the Province has made available school buildings and land at little or no rent at Cowley and Croxteth.

❖ UK VISAS AND IMMIGRATION – HOME OFFICE

We, the Daughters of Mary Help of Christians (Salesian Sisters), are licensed with the above authority for Tier 5 which means we can sponsor Religious Workers and Charity workers from outside the European Union and European Economic Area. Application for the appropriate Certificates will be made in the event of non-European Sisters or volunteers wishing to come to Great Britain while living in one of our Communities. We are also in the process of applying for Settled Status for the European Sisters within our Province.





PROJECTS & CHARITIES SUPPORTED BY SALESIAN SISTERS



VIDES UK has, at its heart, the training and development of volunteers (17+) to work with children and young people at home and abroad. It offers a variety of different Salesian Projects. The volunteers work in areas of social disadvantage and high unemployment.



UR Space is a Salesian Outreach Project set up by the Salesian Sisters, offering Gap Year Students (18+) the possibility to live in a Salesian Christian Community and work with children and young people to explore and deepen their faith. Young people are at the heart of this project and the training and formation of the Volunteers is central to the mission of this Gap Year experience.

Beckenham Project: Hosting Destitute Asylum Seekers

The Beckenham Project was set up in September 2016 in response to the refugee and immigration crisis that swept across Europe. The vision of this new mission is to create a home together to welcome, support and accompany destitute refugee women through our Salesian Presence. They will do that by:

- being open to difference and respecting one another
- working collaboratively with Housing Justice and other Agencies supporting Asylum Seekers
- making time to pray, reflect and revisit the vision and mission



Association of Salesian Co-operators

The Association of Salesian Co-operators is composed of men and women who follow the spirit of the founder of the Salesian movement, St. John Bosco, sharing with the Salesian Fathers and the Salesian Sisters the same charism within the Church. They work particularly for the good of young people, helping to build up the community in their local areas, working in the mission of the Sisters wherever possible. Many work in schools, parishes and outreach projects, making a real impact on the lives of the poor and especially of poor and disadvantaged children and young people with a particular focus on the family. In each Centre, originally established by the Salesian Sisters, a Sister is appointed as the Delegate, attends their meetings and offers ongoing Formation.



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SPOTLIGHT

Like many people, charities and businesses around the world, we have been impacted by the effects of Covid-19. Restrictions placed upon us through national and regional lockdowns, social distancing and the 'rule of 6' meant that many activities and gatherings planned for 2020 had to be cancelled, postponed or changed.

As Salesian Sisters, we ensured that we maintained good leadership and governance of the Charity by still holding our Trustees' Meetings each month via technologies such as Skype and Zoom. This allowed for us to continue our work in a way which was safe, effective and in keeping with government restrictions. We also used technology to keep our communities connected. Some provincial gatherings, such as our Provincial Feast, were held via Zoom. This allowed all of our communities to participate in the event and to connect with each other. We also produced video messages to be shared with each other and give thanks to Sr. Connie as she came to the end of her role as Provincial Leader.

Our Social Media pages and those connected to us in VIDES UK and UR Space, continued to reach young people through their Digital Playground. Events were held through Instagram and Zoom for young people to come together for Formation and Recreational Activities including quizzes, study tips, sharing recipes and fun challenges. We felt that this was an essential way of helping young people connect with others in a safe space, combatting the feeling of isolation and loneliness that Covid-19 seemed to bring.

Our young Volunteers and some sisters also held a powerful and successful campaign to promote Mental Health Awareness Week. They made and shared videos of their own struggles with Mental Health, shared how volunteering helped them, gave tips on how to help Mental Health and also where other young people could access help in times of struggle. This campaign was successful and lots of people engaged with it, highlighting its need and relevance in the current climate.

Another way of reaching out and connecting in our mission was our Salesian Online Book Club. As we journey towards the 150th Anniversary of the foundation of our Institute we wanted to promote the figure and spirituality of St. Mary Mazzarello in a new way. We provided each person with a copy of the book, "Journeys to the Heart" as another way of reaching out and providing some formation in Salesian Spirituality. Around 35 people from around the United Kingdom (and 1 person from Germany) signed up to participate in this. This Book Club moving online was due to Covid-19 but in reality it has had a greater impact as more people can participate regardless of geographical location.

Although we have had many wonderful experiences of using technology to continue our mission and ability to connect with others, we have been well aware of the Digital Poverty present to our young people and the disparity this creates in Education. With the closures of schools and learning moving online for many students we became aware of a high number of young people who did not have access to a device in order to access their teaching and learning opportunities. In collaboration with the school and Local Authority, we donated £50,000 to the St. John Bosco's Arts College to meet the shortfall in funding for all students to have a device they can use to access online learning.

We have also reached out to families and young people in need around the province by providing each local community with some money which will be used to provide food or care packages for Christmas. We have been limited in what we could do in 2020 but we have tried to reach out as much as possible to ensure that we can continue to help those in most need. Covid-19 caused many things to be cancelled but never our mission to each other, the young and the poor.



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FINANCIAL REVIEW

The charity income of £807,994 in 2020 (2019: £1,172,960) and expenditure of £1,244,877 (2019: £1,347,630) resulted in net expenditure before net gains on investments in the year of £436,883 (2019: £174,670).

Financial Dependence

The Institute underpins the finances of the Province.

During the year the Sisters have received some small sums from benefactors for their work. Unless the donor states a specific use for such offerings they are credited to the General Fund to enable the Sisters, as part of their commitment to education, to subsidise educative events, with related travel and accommodation costs, for young people.

The Charity has links with VIDES UK which was set up by the Salesian Sisters. The Trustees of the Salesian Sisters do not form the majority of Trustees of this Charity, which is not in the direct control of the Salesian Sisters. The Charity made an annual donation to VIDES UK of £10,000.

VIDES UK - Charity number 1166876 - promotes training and development of young people for voluntary service at home and abroad. VIDES UK incorporated as VIDES UK (CIO) on 1 July 2017.

Reserves Policy

At 31 December 2020 the Charity's net assets stood at £14m (2019: £14.3m). Of this, £7.47m (2019: £7.57m) represents properties and related capital commitments required for the continuing work of the charity. These cannot be realised without undermining the charity's activities and a designated fund exists to reflect this requirement. Funds of some £6.51m (2019: £6.34m) have also been designated in respect of the charity's on-going commitment to provide for the care of the Congregation's members. The Trustees estimate that a fund in excess of this sum will be required to provide fully for members. We are keeping in mind that the recommended amount needed in reserve for each Sister is in the region of £125,000, increasing to £225,000 if residential or nursing care is required.

The balance in General funds of £61k (2019: £416k), equivalent to less than 1 months' expenditure, will continue to go towards funding other activities of the charity. The Trustees will continue to look to ways to build up its general funds in future years.

Investment Powers, Policy and Performance

In accordance with the trust deed, the Trustees have the power to invest in such stocks, shares, investments and property in the UK as they see fit.

They have also allocated sums to an internal retirement fund placed with Barclays Wealth. This fund amounted to £6.77m on 31 December 2020, an increase of 4.3% during the year. Given the level of risk the Trustees are willing to undertake, the returns are satisfactory.



FUTURE PLANS AND COMMITMENTS

- Repair and maintenance work to property
- Grants to Associated Charities
- Car and equipment replacements
- Sabbatical/training for mission
- Formation of members
- Development of Youth Pastoral Ministry
- Preparation and implementation of the XXIV General Chapter
- European Settlement Scheme

FUNDRAISING

The charity manages its own fundraising activities and does not employ the services of professional fundraisers. We do not engage in cold-calling, door to door or street fundraising. The charity is therefore not registered with the Fundraising Regulator.

No complaints about fundraising activities have been received during the year. The charity has policies in place to protect vulnerable donors.

The trustees are of the opinion that the charity's overall fundraising performance was good and was conducted in fully accordance with the above principles.



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FOR THE YEAR ENDED 31 DECEMBER 2020

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements 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 of the charity to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that this basis applies.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulations 2008 and with the Trust Deeds dated 7 August 1962 and 6 September 1965. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 17 June 2021 and signed on their behalf by:

Sr Bernadette Cassidy
Trustee

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF SALESIAN SISTERS OF ST JOHN BOSCO

Opinion

We have audited the financial statements of Salesian Sisters of St John Bosco for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, 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 financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of the charity's net movement in funds 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 and the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011, and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder. 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 financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements 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.

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF SALESIAN SISTERS OF ST JOHN BOSCO

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 (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charity; or
- sufficient and proper accounting records have not been kept; or
- the charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 18, the trustees are responsible for the preparation of the financial statements 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 financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue 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 financial statements.

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:

Based on our understanding of the charity and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to compliance with employment law and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Act 2011.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to the recognition of income from legacies and donations. Audit procedures performed by the engagement team included:

- Inspecting minutes of Trustees' meetings;
- Reviewing calculations for depreciation including reviewing estimated useful economic lives;
- Inspecting correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals, in particular journal entries posted with unusual account combinations, postings by unusual users or with unusual descriptions;
- Reviewing valuations of investments; and
- Challenging assumptions and judgements made by management in their critical accounting estimates. These related to depreciation.

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

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF
SALESIAN SISTERS OF ST JOHN BOSCO**

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act, and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

Haysmacintyre LLP.

Haysmacintyre LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

25 June
.....2021

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

INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO



STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	General Funds £	Designated Funds Property Fund £	Retirement Fund £	2020 £	2019 £
INCOME FROM:						
Investments	1	140,473	-	-	140,473	185,591
<i>Charitable activities</i>						
Sisters' Salaries and Pensions		614,123	-	-	614,123	637,854
Donations		34,096	-	-	34,096	24,138
Legacies		19,236	-	-	19,236	325,299
Other income		66	-	-	66	78
Total		<u>807,994</u>	<u>-</u>	<u>-</u>	<u>807,994</u>	<u>1,172,960</u>
EXPENDITURE ON:						
<i>Charitable activities:</i>						
Support of members and their ministry		995,439	169,419	-	1,164,858	1,305,511
Missions and charitable giving		80,019	-	-	80,019	42,119
Total	2	<u>1,075,458</u>	<u>169,419</u>	<u>-</u>	<u>1,244,877</u>	<u>1,347,630</u>
Net income/(expenditure) before gains/(losses) on investments		(267,464)	(169,419)	-	(436,883)	(174,670)
Net gains/(losses) on investments		-	-	175,703	175,703	799,327
Net income/(expenditure)		<u>(267,464)</u>	<u>(169,419)</u>	<u>175,703</u>	<u>(261,180)</u>	<u>624,657</u>
Transfer between funds	4	(87,813)	87,813	-	-	-
Net movement in funds		<u>(355,277)</u>	<u>(81,606)</u>	<u>175,703</u>	<u>(261,180)</u>	<u>624,657</u>
Reconciliation of funds						
Fund Balances brought forward		<u>416,331</u>	<u>7,529,311</u>	<u>6,336,531</u>	<u>14,282,173</u>	<u>13,657,516</u>
Fund Balances carried forward		<u>61,054</u>	<u>7,447,705</u>	<u>6,512,234</u>	<u>14,020,993</u>	<u>14,282,173</u>

There were no recognised gains and losses other than those included above.

All of the charity's activities during the above two financial years derived from continuing activities.

The accompanying notes form part of these accounts.

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO**

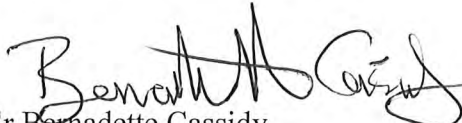


BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	£	2020	£	£	2019	£
FIXED ASSETS							
Tangible fixed assets	5			7,468,217			7,571,858
Investments	6			6,773,294			6,493,976
				<u>14,241,511</u>			<u>14,065,834</u>
CURRENT ASSETS							
Debtors	7	98,691			91,451		
Cash at bank and in hand	8	641,909			953,914		
		<u>740,600</u>			<u>1,045,365</u>		
CREDITORS: Amounts falling due							
Within one year	9	(961,118)			(829,026)		
NET CURRENT ASSETS				<u>(220,518)</u>			<u>216,339</u>
NET ASSETS				<u>14,020,993</u>			<u>14,282,173</u>
FUNDS							
Unrestricted Funds				61,054			416,331
Designated Funds:	10						
- Retirement Fund		6,512,234			6,336,531		
- Property Fund		<u>7,447,705</u>			<u>7,529,311</u>		
				<u>13,959,939</u>			<u>13,865,842</u>
				<u>14,020,993</u>			<u>14,282,173</u>

The financial statements were approved and authorised for issue by the Board of the Trustees on 17 June 2021 and were signed below on its behalf by:


Sr Bernadette Cassidy
Trustee

The accompanying notes form part of these accounts.

INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO



STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Cash flows from operating activities:		
<i>Net cash provided by (used in) operating activities</i>	(260,530)	(215,277)
Cash flows from investing activities:		
Dividends, interest and rents from investments	140,473	185,591
Purchase of property, plant and equipment	(88,333)	(12,642)
Proceeds from sale of investments	1,156,430	1,707,905
Purchase of investments	(1,136,668)	(1,857,486)
Net cash provided by investing activities	71,902	23,368
Change in net cash in the reporting period	(188,628)	(191,909)
Net cash at the beginning of the reporting period	1,104,886	1,296,795
Net cash at the end of the reporting period	916,258	1,104,886

Reconciliation of net movement in funds to cash flow from operating activities

	2020	2019
	£	£
Net movement in funds	(261,180)	624,657
Adjustments for:		
Depreciation charges	191,974	191,662
(Gains)/losses on investments	(175,703)	(799,327)
Dividends, interest and rents from investments	(140,473)	(185,591)
Gain on the sale of fixed assets		
(Increase) in debtors	(7,240)	(1,950)
Increase/(decrease) in creditors	132,092	(44,728)
Net cash provided by (used in) operating activities	(260,530)	(215,277)

Analysis of net debt

Cash in hand	641,909	953,914
Other short term cash equivalents	274,349	150,972
Total net debt	916,258	1,104,886

INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO



ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 DECEMBER 2020

Basis of accounting

The accounts (financial statements) have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2020), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Going Concern

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 for the foreseeable future. Given the charity's level of reserves available at the year end, the Trustees consider that the charity has adequate resources to continue in operational existence for the foreseeable future and to deal with any financial effects from Covid 19. Investments are expected to continue to provide an income although this may be diminished in the immediate future with the current situation. However, Investments assets are sufficient enough to finance the activities of the charity if need be. Accordingly the financial statements have been prepared on a going concern basis.

Income

All income is recognised once the charity has entitlement to income, it is probable that income will be received and the amount of income receivable can be measured reliably.

Sisters' Salaries and Pensions

Sisters' salaries and pensions are received under deeds of covenant and are stated inclusive of income tax but net of any deductions for social security payments and contributions to occupational pension schemes.

Legacies and Donations

Legacies and donations are recognised when receivable or when the Charity becomes legally entitled to them. Receipts of property, investments or other gifts in kind are included at market value at the time of receipt.

Investment income

Investment income consists of interest receivable and is accounted for on an accruals basis.

Expenditure

Charitable expenditure consists of all expenditure relating to the objects of the Charity. All costs are directly attributable to the activities under which they have been analysed.

Governance costs include expenditure on the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements. Governance cost is allocated in line with support costs.

Irrecoverable VAT is included with the category of expense to which it relates.

Leases

Payments under operating leases are charged to the Statement of Financial Activities on a straight line basis over the life of the lease.

Tangible Fixed Assets

Freehold land and buildings owned at 1 January 1997 are stated at their estimated Existing Use Value. The valuations are based on a report prepared by Playle & Company purely for the purposes of providing a value for inclusion in the Charity's accounts. Subsequent additions are capitalised at cost.

Certain school properties owned in the name of the Trustees are occupied and run by independent charities in the form of Voluntary Aided Schools. There are significant legal restrictions on the disposal of these properties under Education legislation. The Trustees consider their ownership to be in the nature of a custodianship of the assets and they are therefore not capitalised in the financial statements. Details of these properties are set out in the notes to the accounts.

Other tangible fixed assets over £500 are capitalised at cost.



ACCOUNTING POLICIES (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

Tangible Fixed Assets (continued)

Depreciation is calculated by the straight-line method to write off the cost/value, less anticipated residual value, over the expected useful lives of assets as follows:

Freehold buildings	50 years
Leasehold buildings	50 years or the term of the lease if under 50 years
Furniture and equipment	5 years
Motor vehicles	4 years
Building under construction is not depreciated.	

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or prospects. Further details of the designated funds are shown in Note 9 to the accounts.

Investments

Quoted investments are valued at their market value on the balance sheet date. Changes in market value are reflected in the Statement of Financial Activities.

Realised gains and losses

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sale proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (purchase date if later). There were no realised gains and losses in the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Employee benefits

- **Short term benefits**
Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- **Employee termination benefits**
Termination benefits are accounted for on an accrual basis and in line with FRS 102.

Pensions

The Charity operates a personal pension plan for staff which is a defined contribution scheme and contributions are accounted for as a charge to the SOFA in the period to which they related.



ACCOUNTING POLICIES (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

Critical accounting estimates and judgements

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There are currently no significant critical areas of judgement or estimates in these accounts.

General Information

The Charity is registered in England and Wales (charity no: 1165097) and Scotland (charity no: SC039657). The Charity's principal office address is 19 Trinity Road, Bootle, Liverpool, L20 7BD. 64 Dowhills Road, Blundellsands, Liverpool, L23 8SP.

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO**



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1. INCOMING					2020	2019
					£	£
Investment income arising from:						
Bank deposits and Quoted investments					<u>140,473</u>	<u>185,591</u>
2. EXPENDITURE						
	Staff Costs £	Depreciation £	Governance Costs £	Other £	Total 2020 £	Total 2019 £
<i>Charitable activities:</i>						
Support of members and their ministry	88,440	191,974	17,160	867,284	1,164,858	1,305,511
Mission and charitable giving	-			80,019	80,019	42,119
	<u>88,440</u>	<u>191,974</u>	<u>17,160</u>	<u>947,303</u>	<u>1,244,877</u>	<u>1,347,630</u>
<i>Comparative analysis</i>					Total 2019 £	
<i>Charitable activities:</i>						
Support of members and their ministry	148,343	191,662	15,580	949,926	1,305,511	
Mission and charitable giving	-	-	-	42,119	42,119	
	<u>148,343</u>	<u>191,662</u>	<u>15,580</u>	<u>992,045</u>	<u>1,347,630</u>	
Included in Governance costs					2020	2019
					£	£
Auditor's remuneration (net of VAT)						
- Audit					12,100	11,600
- Other services					3,958	3,400
					<u>16,058</u>	<u>15,000</u>
Staff Costs						
Wages and salaries					80,035	136,157
Social Security costs					6,655	10,041
Pensions					1,750	2,145
					<u>88,440</u>	<u>148,343</u>

The average monthly number of employees per headcount in the year was 5. (2019: 8).

No employees earned more than £60,000 during the year (2019: Nil).

The key management personnel are the Provincial, Provincial Secretary and the Provincial Bursar. These members forgo remuneration for the benefit of the charity. As a result there is no policy for setting pay.



NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

3. TRANSACTIONS WITH TRUSTEES AND RELATED PARTY TRANSACTIONS

The trustees of the Charity are also members of the Society and as such have taken vows of poverty under which they have renounced all personal rights to income and capital. The Charity provides for the essential needs of all members of the Society within the Province. The living costs of the four trustees are therefore borne by the Charity. None of the Trustees received any remuneration or other benefits in connection with their duties as Trustees during the year.

There were no other related party transactions during the year (2019: Nil).

4. TRANSFERS BETWEEN FUNDS

	2020 £	2019 £
General Funds		
Designated Funds:		
Retirement Fund – further amounts (deducted)/added in the year	(87,813)	-
Property Fund - net funds allocated in the year	87,813	-
	<u>-</u>	<u>-</u>

See Note 10 for further details on the movement in funds.

5. TANGIBLE FIXED ASSETS

	Freehold land & Buildings £	Leasehold Buildings £	Furn & Equipment £	Motor Vehicles £	Total £
COST OR VALUATION					
At 1 January 2020	6,895,569	2,082,557	50,222	131,906	9,160,254
Additions	87,813	-	520	-	88,333
As at December 2020	<u>6,983,382</u>	<u>2,082,557</u>	<u>50,742</u>	<u>131,906</u>	<u>9,248,587</u>
DEPRECIATION					
At 1 January 2020	1,223,322	225,493	34,443	105,138	1,588,396
Charge for the year	127,768	41,651	6,361	16,194	191,974
At 31 December 2020	<u>1,351,090</u>	<u>267,144</u>	<u>40,804</u>	<u>121,332</u>	<u>1,780,370</u>
NET BOOK VALUE					
At 31 December 2020	<u>5,632,292</u>	<u>1,815,413</u>	<u>9,938</u>	<u>10,574</u>	<u>7,468,217</u>
At 31 December 2019	<u>5,672,247</u>	<u>1,857,064</u>	<u>15,779</u>	<u>26,768</u>	<u>7,571,858</u>

Apart from a small proportion used for management and administrative purposes, all fixed assets are held for charitable purposes. There are also school properties registered in the names of the Trustees. As all rights and obligations in respect of these properties have effectively been transferred to the Governors of the schools, the Trustees consider their ownership to be in the nature of a custodianship of the assets and they have therefore not been capitalised. These properties are:-

St John Bosco Arts College, Croxteth, Liverpool. In 2013, part of the College land was sold by the charity to the Local Authority under a leasehold agreement. The charity has a reversionary interest which can be exercised for a consideration of £10 at the end of the lease period. Land used as play area by Our Lady's School, Cowley. These schools are being maintained by the Local Education Authority.

INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO



NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

6.	INVESTMENTS	Quoted £	2020 £	2019 £	
	Balance at 1 January 2020	6,343,004	6,343,004	5,394,096	
	Additions	1,136,668	1,136,668	1,857,486	
	Disposals	(1,156,430)	(1,156,430)	(1,707,905)	
	Net (losses)/gains on revaluation	175,703	175,703	799,327	
	Balance at 31 December 2020	6,498,945	6,498,945	6,343,004	
	Cash held for reinvestment	274,349	274,349	150,972	
	Balance at 31 December 2020	6,773,294	6,773,294	6,493,976	
	Cost at 31 December 2020	5,631,803	5,631,803	5,676,561	
7.	DEBTORS		2020 £	2019 £	
	Prepayments and accrued income		6,997	5,901	
	Sundry debtors		91,694	85,550	
			98,691	91,451	
8.	CASH AND CASH EQUIVALENTS		2020 £	2019 £	
	Cash at bank and in hand		641,909	953,914	
9.	CREDITORS		2020 £	2019 £	
	Other creditors		905,350	805,824	
	PAYE/NIC		1,650	1,637	
	Accrual		54,118	21,565	
			961,118	829,026	
10.	MOVEMENT IN FUNDS	General Fund £	Property Fund £	Retirement Fund £	Total 2020 £
	Funds as at 1 January 2020	416,331	7,529,311	6,336,531	14,282,173
	Net movement in funds	(355,277)	(81,606)	175,703	(261,180)
	Funds at 31 December 2020	61,054	7,447,705	6,512,234	14,020,993



NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

10. MOVEMENT IN FUNDS (continued)

Comparative movements in funds	General Fund £	Property Fund £	Retirement Fund £	Total 2019 £
Funds as at 1 January 2019	421,583	7,698,729	5,537,204	13,657,516
Net movement in funds	(5,252)	(169,418)	799,327	624,657
Funds at 31 December 2019	416,331	7,529,311	6,336,531	14,282,173

Designated funds

- (a) The trustees have designated funds out of the unrestricted funds for specific purposes as follows:-

Property Fund

In order to fulfil its charitable objectives the charity needs a number of properties. These properties, although they are unrestricted assets cannot be realised without undermining the charity's work and the trustees therefore feel that it is appropriate to reflect the investment in properties.

Retirement Fund

A fund has been designated in respect of the charity's commitment to provide for the retirement and care in old age and sickness of the Institute's members. Lump sums received upon certain sisters reaching retirement age are credited to this fund. In addition the trustees designate amounts from free reserves from time to time with the aim of bringing the level of the fund in line with the amount considered to be necessary for the long-term needs of sisters. At the year to 31 December 2020 the designated fund was £6.5m (2019: £6.3m). Bank deposit balances and investments represent this fund.

- (b) Analysis of Movements

	Balance at 1 January 2020 £	Net outgoing Resources and Gains £	Transfers £	Balance at 31 December 2020 £
Property Fund	7,529,311	(169,419)	87,813	7,447,705
Retirement Fund	6,336,531	175,703	-	6,512,234
	<u>13,865,842</u>	<u>6,284</u>	<u>87,813</u>	<u>13,959,939</u>

Comparative Analysis of Movements

	Balance at 1 January 2019 £	Net outgoing Resources and Gains £	Transfers £	Balance at 31 December 2019 £
Property Fund	7,698,729	(169,418)	-	7,529,311
Retirement Fund	5,537,204	799,327	-	6,336,531
	<u>13,235,933</u>	<u>629,909</u>	<u>-</u>	<u>13,865,842</u>

Transfer between retirement and Property Fund relates to refurbishment work carried out at the Battersea properties and Provincial House during the year.

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO**



ACCOUNTING POLICIES (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

11a. ANALYSIS OF NET ASSETS BY FUND

	General Fund £	Property Fund £	Retirement Fund £	Total £
Fund Balances at 31 December 2020 are represented by:				
Tangible fixed assets	20,512	7,447,705	-	7,468,217
Investments	261,060	-	6,512,234	6,773,294
Current assets	740,600	-	-	740,600
Current liabilities	(961,118)	-	-	(961,118)
	<u>61,054</u>	<u>7,447,705</u>	<u>6,512,234</u>	<u>14,020,993</u>

**11b. COMPARATIVE ANALYSIS OF NET
ASSETS BY FUND**

	General Fund £	Property Fund £	Retirement Fund £	Total £
Fund Balances at 31 December 2019 are represented by:				
Tangible fixed assets	42,547	7,529,311	-	7,571,858
Investments	157,445	-	6,336,531	6,493,976
Current assets	1,045,365	-	-	1,045,365
Current liabilities	(829,026)	-	-	(829,026)
	<u>416,331</u>	<u>7,529,311</u>	<u>6,336,531</u>	<u>14,282,173</u>

12. OPERATING LEASE COMMITMENTS

At 31 December 2020, the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Property		
Total commitment under operating leases:		
Due in one year	31,248	30,000
Later than 1 year and not later than 5 years	32,496	55,000
	<u>63,744</u>	<u>85,000</u>
Furniture and equipment		
Total commitment under operating leases:		
Due in one year	-	-
Later than 1 year and not later than 5 years	-	-
	<u>-</u>	<u>-</u>

The total rental expense incurred during the year in respect of assets under operating lease was £31,248 (2019: £28,412).

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

13. CONNECTED CHARITIES

The following charities are connected charities of the Institute of the Daughters of Mary Help of Christians, otherwise known as "Salesian Sisters of St John Bosco" by reason of the similarity of their charitable objectives.

Charity	Charity Number	Address
Vides UK	1015097	Mansion Drive, Liverpool

Support is given by the Charity to these connected charities in the form of rent free use of buildings and unremunerated sisters' time. A grant of £10,000 was also given to VIDES UK.

**INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO**



DETAILED INCOME AND EXPENDITURE – GENERAL FUNDS

FOR THE YEAR ENDED 31 DECEMBER 2020

	Province £	Houses £	2020 £	2019 £
INCOME				
Salaries received	54,987	-	54,987	57,358
Pensions received	559,136	-	559,136	580,496
Bank interest received	140,473	-	140,473	185,591
Donations & legacies	44,994	8,338	53,332	349,437
Sales of bulletins & calendars	66	-	66	78
TOTAL INCOME	799,656	8,338	807,994	1,172,960
EXPENDITURE				
Premises and Equipment Costs				
Repairs and maintenance	31,804	-	31,804	117,908
Professional fees	17,208	-	17,208	22,311
Insurances	38,176	-	38,176	42,653
	87,188	-	87,188	182,872
Communities				
Food	10,070	73,463	83,533	78,354
Household	-	61,042	61,042	59,707
Rent & rates	34,968	13,090	48,058	43,826
Fixtures and equipment depreciation	6,361	-	6,361	6,257
Medical	342,709	6,431	349,140	292,441
Clothing	650	6,328	6,978	11,360
Sundries	-	-	-	3,552
Foreign exchange movements	2,948	3,977	6,925	-
Library	86	121	207	4,876
Subscriptions			-	7,187
Sisters' National Insurance	1,096		1,096	774
Salaries paid (excluding VIDES UK/Newlands))	87,344		87,344	147,569
Funerals	6,500	-	6,500	11,986
Chapel	71	2,319	2,390	4,425
Light and heat	-	64,298	64,298	64,456
Telephone	2,241	18,739	20,980	15,717
Mass media	9,074	6,036	15,110	15,158
Retreats, courses and holiday	27,974	6,900	34,874	56,721
Travel and fares	1,991	6,282	8,273	25,451
Motor expenses	2,102	12,292	14,394	22,900
Motor vehicle depreciation	16,194		16,194	15,987
Bank charges & management fees	47,055	1,049	48,104	38,050
Carers expenses	-	107	107	1,391
	599,434	282,474	881,908	928,145

INSTITUTE OF THE DAUGHTERS OF MARY HELP OF CHRISTIANS
OTHERWISE SALESIAN SISTERS OF ST JOHN BOSCO



DETAILED INCOME AND EXPENDITURE – GENERAL FUNDS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2020

	Province £	Houses £	2020 £	2019 £
Donations				
Grants and donations (including VIDES UK/Newlands)	69,804	10,215	80,019	23,892
Missions	-	-	-	18,227
	<u>69,804</u>	<u>10,215</u>	<u>80,019</u>	<u>42,119</u>
Governance costs				
General office expenses	1,463	7,720	9,183	9,495
Audit and accountancy fees	17,160	-	17,160	15,580
Monies from Communities to Province	(53,000)	53,000	-	-
Monies from Province to Communities	353,550	(353,550)	-	-
	<u>319,173</u>	<u>(292,830)</u>	<u>26,343</u>	<u>25,075</u>
TOTAL EXPENDITURE	<u>1,075,599</u>	<u>(141)</u>	<u>1,075,458</u>	<u>1,178,211</u>
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR BEFORE PROPERTY DEPRECIATION	(275,943)	8,479	(267,464)	(5,251)
Property depreciation	(169,419)	-	(169,419)	(169,419)
Gain/(loss) on revaluation of investments	175,703	-	175,703	799,327
NET INCOMING RESOURCES FOR THE YEAR	<u>(269,659)</u>	<u>8,479</u>	<u>(261,180)</u>	<u>624,657</u>