

# THE INSTITUTE OF ST ANSELM

England & Wales · Charity number 294625

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [02010021](#)

**Registered** 1986-09-23

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

## Contact

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**Address** Institute of St. Anselm  
12 Madeira Road  
Cliftonville  
Margate  
CT9 2EU

**Phone** 01843234700

**Email** [office@st.anselm.org.uk](mailto:office@st.anselm.org.uk)

**Website** [st.anselm.org.uk](http://st.anselm.org.uk)

## Activities

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**Objects:** THE ADVANCEMENT OF RELIGION AND EDUCATION THROUGHOUT THE WORLD AND IN PARTICULAR BUT WITHOUT PREJUDICE TO THE FOREGOING THE ANALYSIS OF THE PROCESS OF HUMAN GROWTH AND THE TRAINING OF INDIVIDUALS (AND ESPECIALLY LEADERS) TO FOSTER PSYCHOLOGICAL AND SPIRITUAL GROWTH.

**Activities:** Education/Training Religious Activities

## Classification

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- **How:** Provides Services
- **What:** Education/training, Religious Activities
- **Who:** Other Defined Groups

## Geography

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- Italy
- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-06-30	£322,481	£431,010	-	-
2024-06-30	£478,499	£420,781	-	-
2023-06-30	£573,344	£450,011	£3,057,332	1
2022-06-30	£518,349	£375,367	£2,971,418	2
2021-06-30	£365,977	£316,291	-	-

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## Trustees

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Name	Role	Appointed
Rev Paul Francis Mooney		2021-10-20
Thalia Slinn		2005-11-30
VERY REV ANTHONY CHANTRY		2018-08-22

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**THE INSTITUTE OF ST ANSELM**

England & Wales - Charity number 294625

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# Accounts

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Charity Registration No. 294625

Company Registration No, 02010021 (England and Wales)

**INSTITUTE OF ST. ANSELM (THE)  
(A company limited by guarantee)**

**ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2025**

**INSTITUTE OF ST. ANSELM(THE)**  
**(A company limited by guarantee)**

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**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**President**

Bishop Vincenzo Viva - Bishop of Albano Diocese

**Trustees**

Miss T Slinn  
Reverend A Chantry  
Reverend P Mooney

**Charity number**

294625

**Company number**

02010021

**Registered office**

12 Madeira Road  
Cliftonville  
Kent  
CT9 2EU

**Key management personnel**

The Trustees

**Administration team**

C McGuire - Registrar

**Independent auditors**

Azets Audit Services  
2<sup>nd</sup> Floor  
32-33 Watling Street  
Canterbury  
Kent  
CT1 2AN

**Bankers**

HSBC Bank plc  
9 Rose Lane  
Canterbury  
Kent  
CT1 2JP

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2025**

The Trustees present their annual report together with the consolidated financial statements of the charity for the year ended 30 June 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

### **OBJECTIVES AND ACTIVITIES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking, one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institutes basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in the "unfolding process of life and meaning".

The main objectives for the year are advertising, assessing and the smooth running of all courses.

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Institute was established in 1984. Approximately 3,637 Participants have received a Diploma in Human Development after completing their nine-month experiential programme. Altogether around 7,507 participants have attended programmes of different lengths.

1SARDip - 1 year Diploma - Sep 2024 to May 2025 - 11 participants.

2SARDip - 1 year Diploma - Jan to May 2024 & Sep to Dec 2024 - 4 participants.

4SARCert - Sep 2024 to Dec 2024 - 12-week certificate programme - 1 participant.

To date, the Institute has assisted over 7,500 thousand participants in different programmes; these in turn impacted on other Priests and Sisters throughout the world, which great profited the Institute. On leaving the Institute participants advertise the programme by the positive changes witnessed in them and their new found strengths. They will use what they have gained to enhance those they meet, live and work with, spreading the important mission of the Institute.

We hope that in this way our mission will be continued on for many years to come.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2025**

To meet the participants when they first arrive and then to see how much they have grown in personal maturity and integration, through the grace of God, from the programme is extremely rewarding and highly gratifying for staff who have worked hard to facilitate them to be open and begin 'living in process' living in the present moment and living in the presence of God to whom they have given their lives.

We held a 2-week training programme for 'team members' (2nd and 3rd year participants) in September and again May/June. enhancing their skills and preparing them for the new intake of participants.

All of the properties except for one are now rented out and one property is kept as our UK Registered Office.

During the year the Institute offered bursaries to five second-years and two third-year team members which would be worth approximately €96,900 at €19,380 for each of the 2nd or 3rd years Programme.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **a. Review of activities**

##### ***Diploma and Certificate Programmes commenced September 2024 in Rome***

We began the programme with 23 participants (6 were 2nd and 3rd Years) for the September 2024 intake, 6 of these were completing the course they began at the beginning of January 2024.

In September 2024, 11 Participants started their Diplomas and completed the programme in May 2025.

##### ***Seven-Week Programme***

We continue to offer the 7-week Certificate programme for Superior Generals, Bishops, and those who are in the Generalates who are responsible for Formation.

This is only a 7 weeks' taster programme for Superiors to understand the nature of the programme. It is not sufficient for people who want to train as Leaders or Formators. We offered this seven-week Programme at our intake in September 2024.

##### ***2nd and 3rd Year students***

They had a two-week training course in September 2024 and another 2 weeks training took place May/June 2025

##### ***Management Team***

Thalia Slinn, Fr Estifanos Gebretsadik and Claire McGuire shared the daily planning and running of the Institute.

Fr Estifanos Gebretsadik Deputy Director responsible for the programmes

The visa process in Rome continues to be challenging for some participants and some have postponed their programme to the following year.

##### ***Academic staff***

The academic resident staff consisted of, Thalia Slinn, Fr Wijnand Huijs, Fr Estifanos Gebretsadik, as well as guest lecturers Fr Peter Verity, Fr John Breen, Fr Giuseppe Crea and Sr. .Lettedenghil Mesgun here in Rome who come on a regular basis. We also have Fr John McCluskey, Fr Denis McBride, Fr Denis Tindall coming from England in person or via zoom and are continuing to build up a team of guest lecturers in Rome.

##### ***Inspection of courses***

ASIC with whom we are accredited, has been awarded Full Membership status of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Our ASIC accreditation service continues to give their support remotely and the Institute is had its inspection from ASIC in the May of 2025, and was re accredited till May 2029 Diploma rewards continue to be issued by the Institute

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **TRUSTEES' REPORT** **FOR THE YEAR ENDED 30 JUNE 2025**

### **b. Investment policy and performance**

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

### **FINANCIAL REVIEW**

Consolidated income for the year was £322,481 (2024: £478,499) and consolidated expenditure amounted to £431,010 (2024: £420,781). The resulting deficit, before valuation adjustments of fixed asset investments and investment property was £108,529 against a 2024 surplus of £57,718.

The group's balance sheet shows a positive position of £3,264,147 (2024: £3,300,147).

### **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **Reserves policy**

The Trustees have considered future income streams, budgeted expenditure and cyclical maintenance programmes for the charity's various properties and have assessed the need for a reserves policy of £100k (2024 - £100k). At 30 June 2025 the charity had unrestricted (undesignated) reserves of £126,163 (2024 - £128,757).

At 30 June 2025 the charity had designated reserves of £3,137,984 (2024: £3,171,390) which are set out in note 19 to the financial statements.

### **Principal Funding**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for Programmes provided by the Charity during the year and a percentage of the fee income will go to Il Carmelo for the use of the rooms and building.

### **Future developments**

We are a Legal Entity in Rome and we are now considering becoming a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas.

We have 42 rooms at the Institute for first year participants which we hope to fill before long. If our numbers increase, we have been offered further rooms in the campus. We are looking to make further contacts in Rome and find additional suitable guest lecturers from Rome so we are not dependent on the UK. We also hope to offer a conference to Major religious superiors for a day, to become better known. We still carry on doing some consultation, counselling and spiritual direction in Cliftonville.

### ***The New Academic Year September 2024/25***

For advertising we continue to use the short video. Alongside of this, the late Fr Len has had several meetings with Superior Generals of different Congregation who are very interested to know more and send their Priests or Religious. Fr Estifanos has also done advertising through his networking with many people.

We returned to the original plan of a 9 months' Diploma Programme starting each September for all participants. We no longer have the short programmes of 12 or 18 weeks or the 2nd intake for the 1 years' Diploma Programme in January. The seven weeks' programme is a taster programme for those in senior office as required.

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **TRUSTEES' REPORT** **FOR THE YEAR ENDED 30 JUNE 2025**

This is in recognition that less than one year is insufficient to train formators in fact our aim is to have a three years' programme. Fr. Len pointed out that for other topics such as Canon Law, Scripture, Philosophy, etc the training is 3 to 5 years. Then he asked which is easier to stand up and give a lecture on a well-studied subject or to accompany someone on a profound, delicate, personal journey, preparing them for a journey towards transformation in Christ and to be able to apply what they have learnt to everyday living? Society is changing and people rarely come from deeply spiritual backgrounds with sound values or even a stable background. Many come to religious life and the priesthood traumatised and we need to be able to help them to become part of a healing Church.

The Properties, houses 63, 65, 67 Norfolk Road and Flats 1 & 2 at 61 Norfolk Road, 38 Madeira Road and also offices at Cumberland Lodge continue to be let out for which we receive rental income and they are managed by a local firm.

### **Succession Plan**

We are working on a succession plan and are in contact with a Religious Congregations.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986, and is a registered charity number 294625.

### **Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

### **Policies adopted for the induction and training of Trustees**

When a new Trustee joins the Institute, they are first introduced to the existing Trustees and staff members. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

### **Organisational structure and decision making**

The management of the company is the responsibility of the Trustees who are co-opted under the terms of the memorandum and articles of association.

None of the Trustees have any beneficial interest in the company. All the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity is UK based and runs courses in both the UK and Italy, through its Italian subsidiary. Its headquarters are in Cliftonville, near Margate, Kent.

The Institute's management structure has three tiers of Executive, Staff and Team.

### **Related party relationships**

The charity has related party relationships with the following two charities:

- 'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.
- Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2025**

### **Risk management**

The Trustees are responsible for the overseeing of the risks faced by the Charity. Risks are identified, assessed and controls are established and maintained throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, delegates safety and welfare, employment, and Cyber risk.

The main risks that the Trustees have identified and the plans to manage those risks are:

- Reputation : We manage this risk through safeguarding policies, support and active identification and resolution of health and safety related issues.
- Financial : This risk is mitigated by the effective management of the charity's properties and investments, and budgeted costs. Procedures are designed to minimise the risk of theft, fraud, and Cyber risk.
- Buildings : Buildings are regularly maintained and repaired. Fire and Flood risks are mitigated by suitable alarm systems and insurance.
- People : The charity's effectiveness depends on a diverse board of trustees and the abilities and motivation of staff.

Through the risk management processes set up for the Charity, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

### **Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the consolidated 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 & Wales requires the Trustees 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 these 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 judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to Disclosure of Information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the Trustees, on 18 March 2026 and signed on their behalf by:

Reverend A Chantry  
Trustee

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2025**

### **Opinion**

We have audited the financial statements of Institute of St.Anselm ('the charitable company') and its subsidiary ('the group') for the year ended 30 June 2025 which comprise the consolidated statement of financial activities, the consolidated and charity balance sheets, the consolidated cash flow statement and notes to the financial statements. 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 group's and the charitable company's affairs as at 30 June 2025 and of the group's 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 Companies Act 2006 and the Charities SORP 2019.

### **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 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 group and parent charity's ability to continue as a going concern for a period of at least 12 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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and 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.

### **Matters on which we are required to report by exception**

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report;
- sufficient accounting records have not been kept;
- the 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.

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2025**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, 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 charitable company'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 charitable company 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.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud (continued)**

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of senior leadership, Trustees and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the recognition of grant income and the allocation of expenditure to funds;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

**INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2025**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Michelle Wilkes FCA (Senior Statutory Auditor)**

For and on behalf of Azets Audit Services

2<sup>nd</sup> Floor

32 – 33 Watling Street

Canterbury

Kent

CT1 2AN

Date: 18 March 2026

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

**For the year ended 30 June 2025**

	Notes	Unrestrcied funds 2025 £	Unrestrcied funds 2024 £
<b>Income from:</b>			
Charitable activities	<b>3</b>	195,790	356,253
Investments	<b>4</b>	126,661	122,246
Bank interest		30	-
<b>Total</b>		<u>322,481</u>	<u>478,499</u>
<b>Expenditure on:</b>			
Raising funds		56,093	61,278
Charitable activities		374,917	359,503
<b>Total</b>	<b>5</b>	<u>431,010</u>	<u>420,781</u>
<b>Net income</b>		(108,529)	57,718
Other gains / (losses)	<b>11, 13</b>	72,529	185,097
<b>Net movement in funds</b>		<u>(36,000)</u>	<u>242,815</u>
<b>Fund balances</b>			
Total funds brought forward		3,300,147	3,057,332
<b>Total funds carried forward</b>		<u><u>3,264,147</u></u>	<u><u>3,300,147</u></u>

All of the charity's transactions are derived from continuing activities.

All income and expenditure in 2025 and 2024 related to unrestricted funds.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED BALANCE SHEET**  
**AS AT 30 JUNE 2025**  
**Company Registration No. 02010021**

	Notes	2025 £	2025 £	2024 £	2024 £
<b>Fixed assets</b>					
Tangible assets	10		267,299		278,221
Investment properties	11		1,903,500		1,875,675
Investments	13		717,185		672,481
			2,887,984		2,826,377
<b>Current assets</b>					
Debtors	14	10,214		4,508	
Cash at bank and in hand		635,981		579,649	
		646,195		584,157	
<b>Creditors: amounts falling due within one year</b>	15	(270,032)		(110,387)	
Net current assets			376,163		473,770
<b>Total assets less current liabilities</b>			3,264,147		3,300,147
<b>Funds</b>					
Designated funds	19		3,137,984		3,171,390
Unrestricted funds			126,163		128,757
			3,264,147		3,300,147

Approved by the Trustees on 18 March 2026 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**BALANCE SHEET**

**AS AT 30 JUNE 2025**

**Company Registration No. 02010021**

	Notes	2025 £	2025 £	2024 £	2024 £
<b>Fixed assets</b>					
Tangible assets	10		267,299		278,221
Investment properties	11		1,903,500		1,875,675
Investments	13		717,185		672,481
			2,887,984		2,826,377
<b>Current assets</b>					
Debtors	14	10,915		12,467	
Cash at bank and in hand		633,022		567,349	
		643,937		579,816	
<b>Creditors: amounts falling due within one year</b>	15	(267,774)		(106,046)	
Net current assets			376,163		473,770
<b>Total assets less current liabilities</b>			3,264,147		3,300,147
<b>Funds</b>					
Designated funds	19		3,137,984		3,171,390
Unrestricted funds			126,163		128,757
			3,264,147		3,300,147

Approved by the Trustees on 18 March 2026 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2025**

#### **1. Accounting policies**

##### **1.1 Accounting convention**

The Institute of St Anselm is a public benefit entity, registered charity and company incorporated by guarantee. The financial statements are prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value.

The principal accounting policies, which have been applied consistently in the year, are set out below.

##### **1.2 Basis of consolidation**

The financial statements consolidate the accounts of The Institute of St Anselm and its subsidiary undertaking.

The company has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and Expenditure Account.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

##### **1.4 Income**

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

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing.

Investment income is earned through holding assets for investment purposes such as Investment Properties and includes rental income. Rental income is recognised when it is due in accordance with the lease agreements.

Course income is recognised when the courses are undertaken which are in the periods January to May and September to December each year.

##### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2025**

#### **1.6 Going concern**

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

#### **1.7 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

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

- Freehold Buildings - 2.5% straight line
- Freehold Land - Not depreciated
- Fixtures and Fittings - 15% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.8 Investment properties**

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

#### **1.9 Fixed asset investments**

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

#### **1.10 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.11 Cash and cash equivalents**

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

#### **1.12 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**INSTITUTE OF ST ANSELM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2025**  
**1.12 Financial instruments**

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.13 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.14 Retirement benefits**

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

**2. 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 charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Investment Properties

Investment Properties are measured at fair value at the Balance Sheet date. The fair values are assessed annually by the trustees.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2025**

<b>3. Charitable activities</b>				<b>2025</b>	<b>2024</b>
				£	£
Diploma / Sabbatical course income				195,790	356,253
				<u>195,790</u>	<u>356,253</u>
<b>4. Investments</b>				<b>2025</b>	<b>2024</b>
				£	£
Rental income from Investment Properties				126,661	122,246
				<u>126,661</u>	<u>122,246</u>
<b>5. Expenditure</b>	<b>Staff costs</b>	<b>Direct</b>	<b>Support costs</b>	<b>Total</b>	
	<b>(Note 9)</b>	<b>costs</b>	<b>(Note 7)</b>	<b>2025</b>	<b>2024</b>
	£	£	£	£	£
Cost of generating funds	-	56,093	-	56,093	61,278
Charitable activity:					
Advancement of religion and education	31,882	263,976	79,059	374,917	359,503
	<u>31,882</u>	<u>320,069</u>	<u>79,059</u>	<u>431,010</u>	<u>420,781</u>
	<u>31,882</u>	<u>320,069</u>	<u>79,059</u>	<u>431,010</u>	<u>420,781</u>
<b>6. Costs of generating voluntary income</b>				<b>2025</b>	<b>2024</b>
				£	£
Investment property management fees				15,627	15,220
Investment property repairs				21,345	31,304
Other investment property costs				19,121	14,754
				<u>56,093</u>	<u>61,278</u>
				<u>56,093</u>	<u>61,278</u>
<b>7. Support costs</b>				<b>2025</b>	<b>2024</b>
				£	£
Depreciation				10,922	11,066
Property costs				4,035	3,390
Travel and subsistence				6,437	21,062
Office costs				18,674	11,761
Outsourced office manager, bookkeeping and accountancy				14,549	17,454
Other professional fees				5,657	827
Other expenditure				4,076	2,078
<u>Governance costs:</u>					
Audit fee				14,709	13,320
				<u>79,059</u>	<u>80,958</u>
				<u>79,059</u>	<u>80,958</u>

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2025**

**8. Trustees**

During the year the charity re-imbursed £6,922 to 2 Trustees (2024: £8,596 - 3 Trustees) for expenses paid on the charity's behalf in respect of travel, car hire and running costs incurred in Rome.

**9. Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2025</b>	<b>2024</b>
	<b>no.</b>	<b>no.</b>
Support staff	<u>1</u>	<u>1</u>

**Employment costs**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	29,954	26,350
Other pension costs	1,928	600
	<u>31,882</u>	<u>26,950</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Key Management Personnel of the charity are considered to be the Trustees who receive no remuneration.

**10. Tangible fixed assets - Group and charity**

<b>Group (As restated)</b>	<b>Freehold land and buildings £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 July 2024	353,468	26,649	380,117
<b>At 30 June 2025</b>	<u>353,468</u>	<u>26,649</u>	<u>380,117</u>
<b>Depreciation</b>			
At 1 July 2024	79,660	22,236	101,896
Depreciation charged in the year	7,069	3,853	10,922
<b>At 30 June 2025</b>	<u>86,729</u>	<u>26,089</u>	<u>112,818</u>
<b>Carrying amount</b>			
At 30 June 2025	<u>266,739</u>	<u>560</u>	<u>267,299</u>
At 30 June 2024	<u>273,808</u>	<u>4,413</u>	<u>278,221</u>

The carrying value of land included in land and buildings was £70,694 (2024: £70,694) (Group and charity).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2025**

<b>11. Investment properties - Group and charity</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Fair value</b>		
At 1 July 2024	1,875,675	1,785,000
Surplus / (deficit) on revaluation	27,825	90,675
	<hr/>	<hr/>
<b>At 30 June 2025</b>	<b>1,903,500</b>	<b>1,875,675</b>
	<hr/> <hr/>	<hr/> <hr/>

The 2025 valuations were made by the Cooke & Co (Thanet) Ltd, on an open market value for existing use basis.

The historic cost of the Investment Properties at 30 June 2025 was £1,431,235 (2024: £1,431,235).

**12. Subsidiary undertaking**

At 30 June 2024, The Institute of St Anselm had control over the following Italian entity in the same name:  
 Legal Entity AI N.1262/2018 CF. 90088730586

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
The financial results of the subsidiary for the year were:		
Income	7,306	13,652
Expenditure	(7,306)	(13,652)
	<hr/>	<hr/>
<b>Loss for the year</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>
Total assets	2,959	12,299
Total liabilities	(2,959)	(12,299)
	<hr/>	<hr/>
<b>Net assets</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>

<b>13. Fixed asset investments : Group and charity</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Market value</b>		
At 1 July 2023	672,481	578,059
Revaluations	44,704	94,422
	<hr/>	<hr/>
<b>At 30 June 2023</b>	<b>717,185</b>	<b>672,481</b>
	<hr/> <hr/>	<hr/> <hr/>

All of the Investments were held in unit trusts in the United Kingdom in both the current and prior year.

<b>Historical cost</b>		
Listed securities	526,393	526,393
	<hr/> <hr/>	<hr/> <hr/>

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2025**

**14. Debtors**

	<b>Group 2025 £</b>	<b>Charity 2025 £</b>	<b>Group 2024 £</b>	<b>Charity 2024 £</b>
Due from subsidiary charity	-	701	-	7,959
Other debtors	6,125	6,125	4,508	4,508
Prepayments	4,089	4,089	-	-
	<u>10,214</u>	<u>10,915</u>	<u>4,508</u>	<u>12,467</u>

**15. Creditors: amounts falling due within one year**

	<b>Group 2025 £</b>	<b>Charity 2025 £</b>	<b>Group 2024 £</b>	<b>Charity 2024 £</b>
Other creditors	29,434	28,453	3,071	-
Accruals and deferred income	240,598	239,321	107,316	106,046
	<u>270,032</u>	<u>267,774</u>	<u>110,387</u>	<u>106,046</u>

**16. Deferred income**

	<b>Group 2025 £</b>	<b>Charity 2025 £</b>	<b>Group 2024 £</b>	<b>Charity 2024 £</b>
Deferred income is included within:				
Creditors due within one year	<u>125,909</u>	<u>125,909</u>	<u>78,710</u>	<u>78,710</u>
Deferred income at 1 July 2024	78,710	78,710	212,196	212,196
Released from previous years	(78,710)	(78,710)	(212,196)	(212,196)
Resourses deferred in the year	125,909	125,909	78,710	78,710
Deferred income at 30 June 2025	<u>125,909</u>	<u>125,909</u>	<u>78,710</u>	<u>78,710</u>

**17. Retirement benefit schemes**

**Defined contribution schemes**

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

The charge to income and expenditure in respect of defined contribution schemes was £1,928 (2024: £600).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2025**

**18. Related party transactions**

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

The charity made expenses on behalf of both related parties of £390 each (2024 - £370 each) in respect of accountancy fees.

Choreo - Balance due to the charity in respect of payments made on its behalf - £2,703 (2024: £2,313).

Tribos World Movement for Reconciliation - balance due to the charity in respect of payments made on its behalf - £2,548 (2024: £2,158).

Transactions with subsidiary (Institute of St Anselm - Rome)

Amounts of £7,306 (2024: £13,652) were payable to cover costs of the subsidiary during the year.

Amounts of £701 (2024: £7,959) were due from the subsidiary at the year end.

**19. Designated funds - Group and charity**

	Balance at b.fwd £	New designations £	Designations released £	Balance at c.fwd £
<b>CURRENT YEAR</b>				
Fixed Asset Fund	278,221	-	(10,922)	267,299
Investment Fund	2,248,156	72,529	-	2,320,685
Relocation Fund	550,000	-	-	550,000
Building Fund - Rome	95,013	-	(95,013)	-
	<u>3,171,390</u>	<u>72,529</u>	<u>(105,935)</u>	<u>3,137,984</u>
<b>PRIOR YEAR</b>				
Fixed Asset Fund	289,287	-	(11,066)	278,221
Investment Fund	2,063,059	185,097	-	2,248,156
Relocation Fund	500,000	50,000	-	550,000
Building Fund - Rome	73,276	21,737	-	95,013
	<u>2,925,622</u>	<u>256,834</u>	<u>(11,066)</u>	<u>3,171,390</u>

Fixed Asset Fund

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

Investment Fund

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

Relocation Fund

This fund represents amounts held towards the relocation and associated costs of moving in Rome to run courses in the future.

Building Fund - Rome

This fund represented 5% of fees that were held towards the contribution of improvements to the building in Rome, during the year was expensed as per agreement with Il Carmelo.

**THE INSTITUTE OF ST ANSELM**

England & Wales - Charity number 294625

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# Accounts

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Charity Registration No. 294625

Company Registration No, 02010021 (England and Wales)

**INSTITUTE OF ST. ANSELM (THE)  
(A company limited by guarantee)**

**ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2024**

**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

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**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**President**

Bishop Vincenzo Viva - Bishop of Albano Diocese

**Trustees**

Reverend L Kofler (Deceased 28 April 2024)

Miss T Slinn

Reverend A Chantry

Mr P Goodlace (Resigned 2 August 2023)

Reverend P Mooney

**Charity number**

294625

**Company number**

02010021

**Registered office**

12 Madeira Road

Cliftonville

Kent

CT9 2EU

**Key management personnel**

The Trustees

**Administration team**

C McGuire - Registrar

**Independent auditors**

Azets Audit Services

2<sup>nd</sup> Floor

32-33 Watling Street

Canterbury

Kent

CT1 2AN

**Bankers**

HSBC Bank plc

9 Rose Lane

Canterbury

Kent

CT1 2JP

**Solicitors**

Stone King

13 Queen Square

Bath

BA1 2HJ

The Old Dairy, Cherrybrook Road, Folkestone, Kent, CT20 3JX

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024**

The Trustees present their annual report together with the consolidated financial statements of the charity for the year ended 30 June 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

### **OBJECTIVES AND ACTIVITIES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking, one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institutes basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in the "unfolding process of life and meaning".

The main objectives for the year are advertising, assessing and the smooth running of all courses.

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

"The Institute was established in 1984. Approximately 3,626 students have received a Diploma in Human Development after completing their nine-month experiential programme."

1SARDip - 1 year Diploma - Sep 2023 to May 2024 - 12 participants.

2SARDip - 1 year Diploma - Jan to May 2023 & Sep to Dec 2023 - 5 participants.

2SARDip - 1 year Diploma - Jan to May 2024 & Sep to Dec 2024 - 4 participants.

4SARCert - Sep 2023 to Dec 2023 - 12-week certificate programme - 13 participants.

3SARCert - Jan 2024 to May 2024 - 18-week certificate programme - 4 participants.

5SARCert - Jan 2024 to Feb 2024 - 7-week certificate programme - 2 participants

Sabbatical Programme 2024 - 7-week programme - 1 participants

To date, the Institute has assisted over five thousand participants in different courses; these in turn have helped countless other Priests and Sisters throughout the world, which is a great achievement for the Institute. Each year we know that the participants will take with them what they have learned and go on to teach many other people.

We hope that in this way our teaching will be passed on for many years to come.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024**

To meet the participants when they first arrive and then to see how much they have grown in personal maturity and integration, through the grace of God, from the programme is extremely rewarding and highly gratifying for staff who have worked hard to facilitate them to be open and begin 'living in process' living in the present moment and living in the presence of God to whom they have given their lives.

We held a 2-week training programme for 'team members' (2nd and 3rd year participants) in September and again May/June. enhancing their skills and preparing them for the new intake of participants.

All of the properties except for one are now rented out and one property is kept as our UK Registered Office.

During the year the Institute offered bursaries to five second-years and 2 third-year team members which would be worth approximately €135,660.00 at €19,380.00 for each of the 2nd or 3rd years Programme.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **a. Review of activities**

##### ***Diploma and Certificate Programmes commenced September 2023 in Rome.***

We began the programme with 36 participants (5 were 2nd and 3rd Years) for the September 2023 intake, 5 of these were completing the course they began at the beginning of January 2023.

In September 2023, 14 Participants started their Diplomas and completed the programme in May 2024. In January 2024 we had 10 new participants join us, 2 of these did the seven-week Programme the others the 18 weeks' programme.

##### ***Seven-Week Programme***

We continue to offer the 7-week Certificate programme for Superior Generals, Bishops, and those who are in the Generalates who are responsible for Formation.

This is only a 7 weeks' taster programme for Superiors to understand the nature of the programme. It is not sufficient for people who want to train as Leaders or Formators. We offered this seven-week Programme at our intakes for both September 2023 and January 2024 for the above.

##### ***2nd and 3rd Year students***

They had a two-week training course in September and another 2 weeks training took place in May/June 2024.

##### ***Management Team***

Fr. Len Kofler, Founder and Director, Thalia Slinn Fr Estifanos Gebretsadik and Claire McGuire shared the daily planning and running of the Institute. Sr. Therese Garman is our consultant and guide for requirements for ASIC; in addition, she has the role of internal assessor, and is also the distant learning trainer for 2nd and 3rd years. Fr Estifanos Gebretsadik the Programme Co-Ordinator for 1st 2nd and 3rd years. In February he received permission from his Congregation to take on the role of Deputy Director.

In March 2024 when sadly Fr Len Kofler was found to be terminally ill Fr Estifanos Gebretsadik sdb as Deputy Director, took over running of the programme and giving the lectures Fr. Len Kofler would have given. Thalia Slinn and Claire McGuire shared the daily running of the Institute with Fr. Estifanos. Fr. Len Kofler after 40 years as Director and aged 89 died very peacefully on the 28th April RIP. The completion of the year was a tough task for all. Fr. Len as he was fondly known is very sadly missed.

The visa process in Rome continues to be challenging for some participants and some have postponed their programme to the following year.

##### ***Academic staff***

The academic resident staff consisted of the late Fr. Len Kofler RIP, Thalia Slinn, Fr Wijnand Huijs, Fr Estifanos Gebretsadik, as well as guest lecturers Fr Peter Verity, Fr John Breen, Fr Giuseppe Crea here in Rome who come on a regular basis. We also have Fr John McCluskey, Fr Denis McBride, Fr Denis Tindall coming from England in person or via zoom and are continuing to build up a team of guest lecturers in Rome.

##### ***Inspection of courses***

Our ASIC accreditation service continues to give their support remotely and the Institute is due to have its next inspection from ASIC in the Spring of 2025, as it will then five years since our last inspection. Diploma and Certificate awards continue to be issued by the Institute.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024**

### **b. Investment policy and performance**

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit. The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

### **FINANCIAL REVIEW**

Consolidated income for the year was £478,499 (2023: £573,344) and consolidated expenditure amounted to £420,781 (2023: £450,011). The resulting surplus, before valuation adjustments of fixed asset investments and investment property was £57,718 against a 2023 surplus of £123,333.

The group's balance sheet shows a positive position of £3,300,147 (2023: £3,057,332).

### **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **Reserves policy**

The Trustees have considered future income streams, budgeted expenditure and cyclical maintenance programmes for the charity's various properties and have assessed the need for a reserves policy of £100k (2023 - £100k). At 30 June the charity had unrestricted (undesignated) reserves of £128,757 (2023 - £131,710).

At 30 June 2024 the charity had designated reserves of £3,171,390 (2023: £2,925,622) which are set out in note 19 to the financial statements.

### **Principal Funding**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for Programmes provided by the Charity during the year and a percentage of the fee income will go to Il Carmelo for the use of the rooms and building.

### **Future developments**

We are a Legal Entity in Rome and we are now considering becoming a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas.

We have 42 rooms at the Institute for first year participants which we hope to fill before long. If our numbers increase, we have been offered further rooms in the campus. We are looking to make further contacts in Rome and find additional suitable guest lecturers from Rome so we are not dependent on the UK. We also hope to offer a conference to Major religious superiors for a day, to become better known. We still carry on doing some consultation, counselling and spiritual direction in Cliftonville.

### **The New Academic Year September 2024/25**

For advertising we continue to use the short video. Alongside of this, the late Fr Len has had several meetings with Superior Generals of different Congregation who are very interested to know more and send their Priests or Religious. Fr Estifanos has also done advertising through his networking with many people.

After much reflection, in February 2024 Fr Len Kofler with his Management Team decided to return to the original plan of a 9 months' Diploma Programme starting each September for all participants. We will no longer have the short programmes of 12 or 18 weeks' or the 2nd intake for the 1 years' Diploma Programme in January. The seven weeks' programme is a taster programme for those in senior office as required.

This is in recognition that less than one year is insufficient to train formators in fact our aim is to have a three years' programme. Fr. Len pointed out that for other topics such as Canon Law, Scripture, Philosophy, etc the training is 3 to 5 years. Then he asked which is easier to stand up and give a lecture on a well-studied subject or to accompany someone on a profound, delicate, personal journey, preparing them for a journey towards transformation in Christ and to be able to apply what they have learnt to everyday living? Society is changing and people rarely come from deeply spiritual backgrounds with sound values or even a stable background. Many come to religious life and the priesthood traumatised and we need to be able to help them to become part of a healing Church.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024**

The Properties, houses 63, 65, 67 Norfolk Road and Flats 1 & 2 at 61 Norfolk Road, 38 Madeira Road and also offices at Cumberland Lodge continue to be let out for which we receive rental income and they are managed by a local firm.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Constitution**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986, and is a registered charity number 294625.

#### **Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

#### **Policies adopted for the induction and training of Trustees**

When a new Trustee joins the Institute, they are first introduced to the existing Trustees and staff members. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

#### **Organisational structure and decision making**

The management of the company is the responsibility of the Trustees who are co-opted under the terms of the memorandum and articles of association.

None of the Trustees have any beneficial interest in the company. All the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity is UK based and runs courses in both the UK and Italy, through its Italian subsidiary. Its headquarters are in Cliftonville, near Margate, Kent.

The Institute's management structure has three tiers of Executive, Staff and Team.

#### **Related party relationships**

The charity has related party relationships with the following two charities:

- 'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.
- Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **TRUSTEES' REPORT** **FOR THE YEAR ENDED 30 JUNE 2024**

### **Risk management**

The Trustees are responsible for the overseeing of the risks faced by the Charity. Risks are identified, assessed and controls are established and maintained throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, delegates safety and welfare, employment, and Cyber risk.

The main risks that the Trustees have identified and the plans to manage those risks are:

- **Reputation** : We manage this risk through safeguarding policies, support and active identification and resolution of health and safety related issues.
- **Financial** : This risk is mitigated by the effective management of the charity's properties and investments, and budgeted costs. Procedures are designed to minimise the risk of theft, fraud, and Cyber risk.
- **Buildings** : Buildings are regularly maintained and repaired. Fire and Flood risks are mitigated by suitable alarm systems and insurance.
- **People** : The charity's effectiveness depends on a diverse board of trustees and the abilities and motivation of staff.

Through the risk management processes set up for the Charity, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

### **Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the consolidated 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 & Wales requires the Trustees 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 these 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 judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to Disclosure of Information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the Trustees, on 10 March 2025 and signed on their behalf by:

Reverend A Chantry  
Trustee

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2024**

### **Opinion**

We have audited the financial statements of Institute of St.Anselm ('the charitable company') and its subsidiary ('the group') for the year ended 30 June 2024 which comprise the consolidated statement of financial activities, the consolidated and charity balance sheets, the consolidated cash flow statement and notes to the financial statements. 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 group's and the charitable company's affairs as at 30 June 2024 and of the group's 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 Companies Act 2006 and the Charities SORP 2019.

### **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 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 group and parent charity's ability to continue as a going concern for a period of at least 12 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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and 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.

### **Matters on which we are required to report by exception**

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report;
- sufficient accounting records have not been kept;
- the 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.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2024**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, 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 charitable company'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 charitable company 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.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud (continued)**

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of senior leadership, Trustees and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the recognition of grant income and the allocation of expenditure to funds;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

**INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2024**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Michelle Wilkes FCA (Senior Statutory Auditor)**

For and on behalf of Azets Audit Services

2<sup>nd</sup> Floor

32 – 33 Watling Street

Canterbury

Kent

CT1 2AN

Date: 18 March 2025

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

**For the year ended 30 June 2024**

	Notes	2024 £	2023 £
<b>Income from:</b>			
Charitable activities	3	356,253	461,578
Investments	4	122,246	111,766
<b>Total</b>		<u>478,499</u>	<u>573,344</u>
<b>Expenditure on:</b>			
Raising funds		61,278	51,139
Charitable activities		359,503	398,872
<b>Total</b>	5	<u>420,781</u>	<u>450,011</u>
<b>Net income</b>		57,718	123,333
Other gains / (losses)	11, 13	185,097	(19,634)
<b>Net movement in funds</b>		<u>242,815</u>	<u>103,699</u>
<b>Fund balances</b>			
Total funds brought forward		3,057,332	2,953,633
<b>Total funds carried forward</b>		<u><u>3,300,147</u></u>	<u><u>3,057,332</u></u>

All of the charity's transactions are derived from continuing activities.

All income and expenditure in 2023 related to unrestricted funds.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED BALANCE SHEET**

**AS AT 30 JUNE 2024**

**Company Registration No. 02010021**

	Notes	2024 £	2024 £	2023 £	2023 £
<b>Fixed assets</b>					
Tangible assets	10		278,221		289,287
Investment properties	11		1,875,675		1,785,000
Investments	13		672,481		578,059
			<u>2,826,377</u>		<u>2,652,346</u>
<b>Current assets</b>					
Debtors	14	4,508		85,026	
Cash at bank and in hand		579,649		562,548	
		<u>584,157</u>		<u>647,574</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(110,387)</u>		<u>(242,588)</u>	
Net current assets			473,770		404,986
<b>Total assets less current liabilities</b>			<u>3,300,147</u>		<u>3,057,332</u>
<b>Funds</b>					
Designated funds	19		3,171,390		2,925,622
Unrestricted funds			128,757		131,710
			<u>3,300,147</u>		<u>3,057,332</u>

Approved by the Trustees on 10 March 2025 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**BALANCE SHEET**

**AS AT 30 JUNE 2024**

**Company Registration No. 02010021**

	Notes	2024 £	2024 £	2023 £	2023 £
<b>Fixed assets</b>					
Tangible assets	10		278,221		289,287
Investment properties	11		1,875,675		1,785,000
Investments	13		672,481		578,059
			<u>2,826,377</u>		<u>2,652,346</u>
<b>Current assets</b>					
Debtors	14	12,467		89,706	
Cash at bank and in hand		567,349		554,432	
		<u>579,816</u>		<u>644,138</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(106,046)</u>		<u>(239,152)</u>	
Net current assets			473,770		404,986
<b>Total assets less current liabilities</b>			<u>3,300,147</u>		<u>3,057,332</u>
<b>Funds</b>					
Designated funds	19		3,171,390		2,925,622
Unrestricted funds			128,757		131,710
			<u>3,300,147</u>		<u>3,057,332</u>

Approved by the Trustees on 10 March 2025 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**For the year ended 30 June 2024**

	2024	2024	2023	2023
	£	£	£	£
<b>Cash flows from operating activities</b>				
Net income / (expenditure for the year)	242,815		103,699	
<i>Adjustment for:</i>				
Depreciation	11,066		11,066	
Gains / (losses) on investments	(185,097)		19,634	
Increase in debtors	80,518		28,100	
Increase in creditors	<u>(132,201)</u>		<u>62,332</u>	
Net cash used in operating activities		17,101		224,831
<b>Investing activities</b>				
Purchase of investments	<u>-</u>		<u>(334,644)</u>	
<b>Net cash from investing activities</b>		-		(334,644)
<b>Net increase / (decrease) in cash and cash equivalents</b>		<u>17,101</u>		<u>(109,813)</u>
Cash and cash equivalents at beginning of year		562,548		672,361
<b>Cash and cash equivalents at end of year</b>		<u><u>579,649</u></u>		<u><u>562,548</u></u>

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2024**

#### **1. Accounting policies**

##### **1.1 Accounting convention**

The Institute of St Anselm is a public benefit entity, registered charity and company incorporated by guarantee. The financial statements are prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value.

The principal accounting policies, which have been applied consistently in the year, are set out below.

##### **1.2 Basis of consolidation**

The financial statements consolidate the accounts of The Institute of St Anselm and its subsidiary undertaking.

The company has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and Expenditure Account.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

##### **1.4 Income**

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

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing.

Investment income is earned through holding assets for investment purposes such as Investment Properties and includes rental income. Rental income is recognised when it is due in accordance with the lease agreements.

Course income is recognised when the courses are undertaken which are in the periods January to May and September to December each year.

##### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2024**

#### **1.6 Going concern**

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

#### **1.7 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

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

- Freehold Buildings - 2.5% straight line
- Freehold Land - Not depreciated
- Fixtures and Fittings - 15% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.8 Investment properties**

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

#### **1.9 Fixed asset investments**

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

#### **1.10 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.11 Cash and cash equivalents**

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

#### **1.12 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**INSTITUTE OF ST ANSELM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2024**  
**1.12 Financial instruments**

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.13 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.14 Retirement benefits**

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

**2. 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 charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Useful economic lives of tangible assets

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates based on economic utilisation and the physical condition of the assets.

Investment Properties

Investment Properties are measured at fair value at the Balance Sheet date. The fair values are assessed annually by the trustees.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2024**

<b>3. Charitable activities</b>				<b>2024</b>	<b>2023</b>
				£	£
Diploma / Sabbatical course income				356,253	461,578
				<hr/> <hr/>	<hr/> <hr/>
<b>4. Investments</b>				<b>2024</b>	<b>2023</b>
				£	£
Rental income from Investment Properties				122,246	111,766
				<hr/> <hr/>	<hr/> <hr/>
<b>5. Expenditure</b>	<b>Staff costs</b>	<b>Direct</b>	<b>Support costs</b>	<b>Total</b>	
	<b>(Note 9)</b>	<b>costs</b>	<b>(Note 7)</b>	<b>2024</b>	<b>2023</b>
	£	£	£	£	£
Cost of generating funds	-	61,278	-	61,278	51,139
Charitable activity:					
Advancement of religion and education	26,950	251,595	80,958	359,503	398,872
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	26,950	312,873	80,958	420,781	450,011
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>6. Costs of generating voluntary income</b>				<b>2024</b>	<b>2023</b>
				£	£
Investment property management fees				15,220	13,410
Investment property repairs				31,304	23,756
Other investment property costs				14,754	13,973
				<hr/>	<hr/>
				61,278	51,139
				<hr/> <hr/>	<hr/> <hr/>
<b>7. Support costs</b>				<b>2024</b>	<b>2023</b>
				£	£
Depreciation				11,066	11,066
Property costs				3,390	4,653
Travel and subsistence				21,062	10,427
Office costs				11,761	12,569
Outsourced office manager, bookkeeping and accountancy				17,454	18,177
Other professional fees				827	4,887
Other expenditure				2,078	876
<u>Governance costs:</u>					
Audit fee				13,320	12,900
				<hr/>	<hr/>
				80,958	75,555
				<hr/> <hr/>	<hr/> <hr/>

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2024**

**8. Trustees**

During the year the charity re-imbursed £8,596 to 3 Trustees (2023: £9,214 - 2 Trustees) for expenses paid on the charity's behalf in respect of travel, care hire and running costs incurred in Rome.

**9. Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2024</b>	<b>2023</b>
	<b>no.</b>	<b>no.</b>
Support staff	<u>1</u>	<u>1</u>

**Employment costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	26,350	24,573
Social security costs	-	549
Other pension costs	600	563
	<u>26,950</u>	<u>25,685</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Key Management Personnel of the charity are considered to be the Trustees who receive no remuneration.

**10. Tangible fixed assets - Group and charity**

<b>Group (As restated)</b>	<b>Freehold land and buildings £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 July 2023	353,468	26,649	380,117
<b>At 30 June 2024</b>	<u>353,468</u>	<u>26,649</u>	<u>380,117</u>
<b>Depreciation</b>			
At 1 July 2023	72,591	18,239	90,830
Depreciation charged in the year	7,069	3,997	11,066
<b>At 30 June 2024</b>	<u>79,660</u>	<u>22,236</u>	<u>101,896</u>
<b>Carrying amount</b>			
At 30 June 2024	<u>273,808</u>	<u>4,413</u>	<u>278,221</u>
At 30 June 2023	<u>280,877</u>	<u>8,410</u>	<u>289,287</u>

The carrying value of land included in land and buildings was £70,694 (2023: £70,694) (Group and charity).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2024**

<b>11. Investment properties - Group and charity</b>	<b>2024</b>	<b>2023</b>
	£	£
<b>Fair value</b>		
At 1 July 2023	1,785,000	1,815,000
Surplus / (deficit) on revaluation	90,675	(30,000)
	<u>1,875,675</u>	<u>1,785,000</u>
<b>At 30 June 2024</b>	<u>1,875,675</u>	<u>1,785,000</u>

The 2024 valuations were made by the Cooke & Co (Thanet) Ltd, on an open market value for existing use basis.

The historic cost of the Investment Properties at 30 June 2024 was £1,431,235 (2023: £1,431,235).

**12. Subsidiary undertaking**

At 30 June 2024, The Institute of St Anselm had control over the following Italian entity in the same name:  
 Legal Entity Al N.1262/2018 CF. 90088730586

	<b>2024</b>	<b>2023</b>
	£	£
The financial results of the subsidiary for the year were:		
Income	13,652	16,125
Expenditure	(13,652)	(16,125)
	<u>-</u>	<u>-</u>
<b>Loss for the year</b>	<u>-</u>	<u>-</u>
Total assets	12,299	8,116
Total liabilities	(12,299)	(8,116)
	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>-</u>	<u>-</u>

<b>13. Fixed asset investments : Group and charity</b>	<b>2024</b>	<b>2023</b>
	£	£
<b>Market value</b>		
At 1 July 2023	578,059	233,049
Additions	-	334,644
Revaluations	94,422	10,366
	<u>672,481</u>	<u>578,059</u>
<b>At 30 June 2023</b>	<u>672,481</u>	<u>578,059</u>

All of the Investments were held in unit trusts in the United Kingdom in both the current and prior year.

<b>Historical cost</b>		
Listed securities	<u>191,749</u>	<u>191,749</u>

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2024**

**14. Debtors**

	Group 2024 £	Charity 2024 £	Group 2023 £	Charity 2023 £
Trade debtors - course fees	-	-	81,394	81,394
Due from subsidiary charity	-	7,959	-	4,680
Other debtors	4,508	4,508	3,632	3,632
	<u>4,508</u>	<u>12,467</u>	<u>85,026</u>	<u>89,706</u>

**15. Creditors: amounts falling due within one year**

	Group 2024 £	Charity 2024 £	Group 2023 £	Charity 2023 £
Other creditors	3,071	-	3,983	3,135
Accruals and deferred income	107,316	106,046	238,605	236,017
	<u>110,387</u>	<u>106,046</u>	<u>242,588</u>	<u>239,152</u>

**16. Deferred income**

	Group 2024 £	Charity 2024 £	Group 2023 £	Charity 2023 £
Deferred income is included within:				
Creditors due within one year	<u>78,710</u>	<u>78,710</u>	<u>212,196</u>	<u>212,196</u>
Deferred income at 1 July 2023	212,196	212,196	154,460	154,460
Released from previous years	(212,196)	(212,196)	(154,460)	(154,460)
Resources deferred in the year	78,710	78,710	212,196	212,196
Deferred income at 30 June 2024	<u>78,710</u>	<u>78,710</u>	<u>212,196</u>	<u>212,196</u>

**17. Retirement benefit schemes**

**Defined contribution schemes**

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

The charge to income and expenditure in respect of defined contribution schemes was £600 (2023: £563).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2024**

**18. Related party transactions**

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

The charity made expenses on behalf of the following related parties that will be repaid in full:

Choreo - Balance due to the charity in respect of payments made on its behalf - £2,313 (2023: £1,875).

Tribos World Movement for Reconciliation - Balance due to the charity in respect of payments made on its behalf - £2,158 (2023: £1,720).

Transactions with subsidiary (Institute of St Anselm - Rome)

Amounts of £13,652 (2023: £16,125) were payable to cover costs of the subsidiary during the year.

Amounts of £7,959 (2023: £4,680) were due from the subsidiary at the year end.

**19. Designated funds - Group and charity (As restated)**

	Balance at b.fwd £	New designations £	Designations released £	Balance at c.fwd £
<b>CURRENT YEAR</b>				
Fixed Asset Fund	289,287	-	(11,066)	278,221
Investment Fund	2,063,059	185,097	-	2,248,156
New Building Fund - Rome	500,000	50,000	-	550,000
Building Fund - Rome	73,276	21,737	-	95,013
	<u>2,925,622</u>	<u>256,834</u>	<u>(11,066)</u>	<u>3,171,390</u>
<b>PRIOR YEAR</b>				
Fixed Asset Fund	300,353	-	(11,066)	289,287
Investment Fund	2,048,049	15,010	-	2,063,059
New Building Fund - Rome	450,000	50,000	-	500,000
Building Fund - Rome	51,633	21,643	-	73,276
	<u>2,850,035</u>	<u>86,653</u>	<u>(11,066)</u>	<u>2,925,622</u>

Fixed Asset Fund

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

Investment Fund

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

New Building Fund - Rome

This fund represents amounts held towards obtaining property in Rome to run courses in the future.

Building Fund - Rome

This fund represents 5% of fees that is held towards the contribution of improvements to the building in Rome, and is agreed with Il Carmelo in advance of spending.

**THE INSTITUTE OF ST ANSELM**

England & Wales - Charity number 294625

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# Accounts

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Charity Registration No. 294625

Company Registration No, 02010021 (England and Wales)

**INSTITUTE OF ST. ANSELM (THE)  
(A company limited by guarantee)**

**ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2023**

**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

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**INSTITUTE OF ST. ANSELM(THE)**  
**(A company limited by guarantee)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**President**

Bishop Vincenzo Viva - Bishop of Albano Diocese

**Trustees**

Reverend L Kofler

Miss T Slinn

Reverend A Chantry

Mr P Goodlace (Resigned 2 August 2023)

Reverend P Mooney

**Charity number**

294625

**Company number**

02010021

**Registered office**

12 Maderia Road

Cliftonville

Kent

CT9 2QQ

**Key management personnel**

The Trustees

**Administration team**

C McGuire - Registrar

**Independent auditors**

Azets Audit Services

2<sup>nd</sup> Floor

32-33 Watling Street

Canterbury

Kent

CT1 2AN

**Bankers**

HSBC Bank plc

9 Rose Lane

Canterbury

Kent

CT1 2JP

**Solicitors**

Stone King

13 Queen Square

Bath

BA1 2HJ

The Old Dairy, Cherrybrook Road, Folkestone, Kent, CT20 3JX

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023**

The Trustees present their annual report together with the consolidated financial statements of the charity for the year ended 30 June 2023. The trustees confirm that the Annual Report and consolidated financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking, one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institute's basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in the "unfolding process of life and meaning".

The main objectives for the year are advertising, assessing and the smooth running of all courses.

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

"The Institute was established in 1984. Approximately 3,550 students have received a Diploma in Human Development after completing their nine-month experiential programme."

1SARDip - 1 year Diploma - Sep 2022 to May 2023 - 14 participants.

2SARDip - 1 year Diploma - Jan to May 2022 & Sep to Dec 2022 - 5 participants.

2SARDip - 1 year Diploma - Jan to May 2023 & Sep to Dec 2023 - 5 participants.

4SARCert - Sep 2022 to Dec 2022 - 12-week certificate programme - 9 participants.

4SARCert - Sep 2023 to Dec 2023 - 12-week certificate programme - 11 participants.

3SARCert - Jan 2023 to May 2023 - 18-week certificate programme - 10 participants.

To date, the Institute has assisted over five thousand participants in different courses; these in turn have helped countless other Priests and Sisters throughout the world, which is a great achievement for the Institute. Each year we know that the participants will take with them what they have learned and go on to teach many other people.

We hope that in this way our teaching will be passed on for many years to come.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023**

To see the students when they first arrive and then when they leave, and to see how much they have grown in maturity and integration and gained from the courses is extremely beneficial and highly gratifying for staff and participants.

All of the properties except for one are now rented out and one property is kept as our UK Headquarters.

We held a 2-week training course for 'team members' in May/June and there will be another in September also for two weeks, for our 2nd and 3rd year students to prepare them for the intake in September & January.

During the year the Institute offered bursaries to Four second-years and 1 third-year team members which would be worth approximately €96,900.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **a. Review of activities**

##### ***Diploma and Certificate Programmes commenced September 2022 in Rome.***

We began the courses with 33 participants for the September 2022 intake, 5 of these were completing the course they began at the beginning of January 2022. In January 2023 we had 30 participants join us, 14 of these were completing the Diploma programme they started in September 2022.

##### ***Seven-Week Programme***

We are not offering a summer course in Rome due to high temperatures. This is an intensive course for those who are very limited for time. We continue to have the 7-week Certificate programme for Superior Generals, Bishops, and those who are in the Generalates who are responsible for Formation.

Our experience has been, the 7 week is only a taster programme for Superiors to understand the nature of the Programmes and it is not sufficient for people who want to train as Leaders or Formators.

We offered this seven-week course at our intakes for both September 2022 and January 2023 for the above.

##### ***2nd and 3rd Year students***

They had a two-week training course in May and another 2 weeks training will take place in September 2023.

##### ***Management Team***

Fr. Len Kofler, Founder and Director, Thalia Slinn and Claire McGuire shared the daily planning and running of the Institute. Sr. Therese Garman is our consultant and guide for requirements for ASIC; in addition, she has the role of internal assessor, and is also the distant learning trainer for 2nd and 3rd years.

Fr Estifanos Gebretsadikid the Course Co-Ordinator for 1st 2nd and 3rd years.

The visa process in Rome continues to be challenging. Some Participants are changing to come at a later date, that is if they do not succeed to get their visas the first time. It has been stressful for many.

##### ***Academic staff***

The academic Staff consists of Fr. Len Kofler, Thalia Slinn, Fr Wijnand Huijs, Fr Estifanos Gebretsadik. In addition to these we have Fr Peter Verity, Fr John Breen, Fr Giuseppe Crea here in Rome who come on a regular basis. We also have Fr John McCluskey, Fr Denis McBride, Fr Denis Tindall coming from England or via zoom and are continuing to build up a team of guest lecturers in Rome.

Sr Lettedinghil and Fr Jim McManus have had to withdraw from giving their workshops due to personal illness.

##### ***Inspection of courses***

We did not have the inspection with NCFE in October 2022, as they changed their minds again not to come out in person to the Institute this year. We had requested many times during the Inspection of 2021 and after this time, that they would need to meet with the Participants themselves, as the nature of our Programme is all about relationships. After long discussions and on the advice of ASIC, we withdrew from NCFE and no longer receive Certificates or Diplomas from them. The Institute issues the Diplomas and Certificates as it did before the accreditation with NCFE.

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **TRUSTEES' REPORT** **FOR THE YEAR ENDED 30 JUNE 2023**

Our ASIC reaccreditation service continues to give their support remotely until their next inspection before 2025.

ASIC's has also been given a new status: ASIC has been awarded Full Membership status of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **b. Investment policy and performance**

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

### **FINANCIAL REVIEW**

Consolidated income for the year was £573,344 (2022: £518,349) and consolidated expenditure amounted to £450,011 (2022: £375,367). The resulting surplus, before valuation adjustments of fixed asset investments and investment property was £123,333 against a 2022 surplus of £142,982.

The group's balance sheet shows a positive position of £3,057,332 (2022: £2,953,633).

### **Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### **Reserves policy**

The Trustees have considered future income streams, budgeted expenditure and cyclical maintenance programmes for the charity's various properties and have assessed the need for a reserves policy of £100k (2022 - £100k). At 30 June the charity had unrestricted (undesignated) reserves of £131,710 (2022 - £103,598).

At 30 June 2023 the charity had designated reserves of £2,925,622 (2022: £2,850,035) which are set out in note 19 to the financial statements.

### **Principal Funding**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for courses provided by the Charity during the year and a percentage of the fee income will go to Il Carmelo for the use of the rooms and building.

### **Future developments**

The operations of the charitable operations are undertaken by a legal entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas. Despite our visa situation our numbers continue to rise. Il Carmelo no longer continuing to do the invitation letters for any of the intending Participants who do not have a house in Rome, but this has not deterred them from coming. Somehow, they all seem to find a way around this.

We have 42 rooms at the Institute for first year participants which we hope to fill before long. If our numbers increase, we have been offered further rooms in the campus. We are looking to make further contacts in Rome and find additional suitable guest lecturers from Rome so we are not dependent on the UK. We also hope to offer a conference to Major religious superiors for a day, to become better known. We still carry on doing some consultation, counselling and spiritual direction in Cliftonville.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023**

### **The New Academic Year September 2022/23**

For advertising we use the short video. Alongside of this, Fr Len has had several meetings with Superior Generals of different Congregation who are very interested to know more and send their Priests or Religious.

The Properties, houses 63, 65, 67 Norfolk Road and Flats 1 & 2 at 61 Norfolk Road, 38 Madeira Road and also offices at Cumberland Lodge continue to be let out for which we receive rental income and they are managed by a local firm.

### **Succession Plan**

We have worked on a succession plan and are in contact with a Religious Congregation. No final decision has yet been made.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986.

The company is constituted under a Memorandum of Association dated 14 April 1986 and is a registered charity number 294625.

### **Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

### **Policies adopted for the induction and training of Trustees**

When a new Trustee joins the Institute, they are first introduced to the existing Trustees and staff members. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

### **Organisational structure and decision making**

The management of the company is the responsibility of the Trustees who are co-opted under the terms of the memorandum and articles of association.

None of the Trustees have any beneficial interest in the company. All the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity is UK based and runs courses in both the UK and Italy, through its Italian subsidiary. Its headquarters are in Cliftonville, near Margate, Kent.

The Institute's management structure has three tiers of Executive, Staff and Team. An advisory board meets twice each year offering guidance and direction to the trustees.

# **INSTITUTE OF ST. ANSELM(THE) (A company limited by guarantee)**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023**

### **Related party relationships**

The charity has related party relationships with the following two charities:

- 'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.
- Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

### **Risk management**

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

The subsidiary entity is a legal Entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas. This will reduce any risk regarding visas.

We have a risk assessment which has been completed for 12 Madeira Road which is now our registered office in the UK. We also have 3 contracts of employment. We remain under the auspices of Peninsula to ensure we maintain the up-to-date standards required.

### **Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the consolidated 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 & Wales requires the Trustees 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 these 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 judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to Disclosure of Information to Auditors**

So far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the Trustees, on 22 March 2024 and signed on their behalf by:

Reverend A Chantry  
Trustee

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2023**

### **Opinion**

We have audited the financial statements of Institute of St.Anselm ('the charitable company') and its subsidiary ('the group') for the year ended 30 June 2023 which comprise the consolidated statement of financial activities, the consolidated and charity balance sheets, the consolidated cash flow statement and notes to the financial statements. 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 group's and the charitable company's affairs as at 30 June 2023 and of the group's 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 Companies Act 2006 and the Charities SORP 2019.

### **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 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 group and parent charity's ability to continue as a going concern for a period of at least 12 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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and 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.

### **Matters on which we are required to report by exception**

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report;
- sufficient accounting records have not been kept;
- the 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.

# **INSTITUTE OF ST. ANSELM(THE)** **(A company limited by guarantee)**

## **INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2023**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, 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 charitable company'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 charitable company 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.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

### **Extent to which the audit was considered capable of detecting irregularities, including fraud (continued)**

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of senior leadership, Trustees and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the recognition of grant income and the allocation of expenditure to funds;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

**INSTITUTE OF ST. ANSELM(THE)  
(A company limited by guarantee)**

**INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED 30 JUNE 2023**

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Michelle Wilkes FCA (Senior Statutory Auditor)**

For and on behalf of Azets Audit Services

2<sup>nd</sup> Floor

32 – 33 Watling Street

Canterbury

Kent

CT1 2AN

Date: 25 March 2024

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

**For the year ended 30 June 2023**

	Notes	2023 £	2022 (as restated) £
<b>Income from:</b>			
Donations and legacies		-	300
Charitable activities	<b>3</b>	461,578	417,446
Investments	<b>4</b>	111,766	100,543
Other		-	60
<b>Total</b>		<u>573,344</u>	<u>518,349</u>
<b>Expenditure on:</b>			
Raising funds	<b>5</b>	51,139	45,115
Charitable activities	<b>6</b>	398,872	330,252
<b>Total</b>		<u>450,011</u>	<u>375,367</u>
<b>Net income</b>		123,333	142,982
Other gains / (losses)	<b>11, 13</b>	(19,634)	144,477
<b>Net movement in funds</b>		<u>103,699</u>	<u>287,459</u>
<b>Fund balances</b>			
Total funds brought forward		2,953,633	2,666,174
<b>Total funds carried forward</b>		<u><u>3,057,332</u></u>	<u><u>2,953,633</u></u>

All of the charity's transactions are derived from continuing activities.

All income and expenditure in 2022 related to unrestricted funds.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED BALANCE SHEET**  
**AS AT 30 JUNE 2023**

**Company Registration No. 02010021**

	Notes	2023 £	2023 £	2022 (as restated) £	2022 (as restated) £
<b>Fixed assets</b>					
Tangible assets	10		289,287		300,353
Investment properties	11		1,785,000		1,815,000
Investments	13		578,059		233,049
			2,652,346		2,348,402
<b>Current assets</b>					
Debtors	14	85,026		113,126	
Cash at bank and in hand		562,548		672,361	
		647,574		785,487	
<b>Creditors: amounts falling due within one year</b>	15	(242,588)		(180,256)	
Net current assets			404,986		605,231
<b>Total assets less current liabilities</b>			3,057,332		2,953,633
<b>Funds</b>					
Designated funds	19		2,925,622		2,850,035
Unrestricted funds			131,710		103,598
			3,057,332		2,953,633

Approved by the Trustees on 22 March 2024 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**BALANCE SHEET**  
**AS AT 30 JUNE 2023**

**Company Registration No. 02010021**

	Notes	2023 £	2023 £	2022 (as restated) £	2022 (as restated) £
<b>Fixed assets</b>					
Tangible assets	10		289,287		300,353
Investment properties	11		1,785,000		1,815,000
Investments	13		578,059		233,049
			2,652,346		2,348,402
<b>Current assets</b>					
Debtors	14	89,706		116,742	
Cash at bank and in hand		554,432		660,668	
		644,138		777,410	
<b>Creditors: amounts falling due within one year</b>	15	(239,152)		(172,179)	
Net current assets			404,986		605,231
<b>Total assets less current liabilities</b>			3,057,332		2,953,633
<b>Funds</b>					
Designated funds	19		2,925,622		2,850,035
Unrestricted funds			131,710		103,598
			3,057,332		2,953,633

Approved by the Trustees on 22 March 2024 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**CONSOLIDATED STATEMENT OF CASH FLOWS**

**For the year ended 30 June 2023**

	2023	2023	2022	2022
	£	£	(as restated)	(as restated)
			£	£
<b>Cash flows from operating activities</b>				
Net income / (expenditure for the year)	103,699		287,459	
<i>Adjustment for:</i>				
Depreciation	11,066		11,066	
Gains / (losses) on investments	19,634		(144,477)	
Increase in debtors	28,100		(112,999)	
Increase in creditors	62,332		(592)	
	<hr/>		<hr/>	
Net cash used in operating activities		224,831		40,457
<b>Investing activities</b>				
Purchase of investments	(334,644)		-	
	<hr/>		<hr/>	
<b>Net cash from investing activities</b>		(334,644)		-
		<hr/>		<hr/>
<b>Net increase / (decrease) in cash and cash equivalents</b>		(109,813)		40,457
Cash and cash equivalents at beginning of year		672,361		631,904
		<hr/>		<hr/>
<b>Cash and cash equivalents at end of year</b>		562,548		672,361
		<hr/> <hr/>		<hr/> <hr/>

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2023**

#### **1. Accounting policies**

##### **1.1 Accounting convention**

The Institute of St Anselm is a public benefit entity, registered charity and company incorporated by guarantee. The financial statements are prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value.

The principal accounting policies, which have been applied consistently in the year, are set out below.

##### **1.2 Basis of consolidation**

The financial statements consolidate the accounts of The Institute of St Anselm and its subsidiary undertaking.

The company has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and Expenditure Account.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

##### **1.4 Income**

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

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing.

Investment income is earned through holding assets for investment purposes such as Investment Properties and includes rental income. Rental income is recognised when it is due in accordance with the lease agreements.

Course income is recognised when the courses are undertaken which are in the periods January to May and September to December each year.

##### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 30 JUNE 2023**

#### **1.6 Going concern**

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

#### **1.7 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

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

- Freehold Buildings - 2.5% straight line
- Freehold Land - Not depreciated
- Fixtures and Fittings - 15% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.8 Investment properties**

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

#### **1.9 Fixed asset investments**

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

#### **1.10 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.11 Cash and cash equivalents**

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

#### **1.12 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**INSTITUTE OF ST ANSELM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2023**  
**1.12 Financial instruments**

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.13 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.14 Retirement benefits**

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

**2. 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 charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Useful economic lives of tangible assets

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates based on economic utilisation and the physical condition of the assets.

Investment Properties

Investment Properties are measured at fair value at the Balance Sheet date. The fair values are assessed annually by the trustees.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

<b>3. Charitable activities</b>				<b>2023</b>	<b>2022</b>
				£	£
Diploma / Sabbatical				461,578	417,446
<b>4. Investments</b>				<b>2023</b>	<b>2022</b>
				£	£
Rental income				111,766	100,535
Interest receivable				-	8
				111,766	100,543
<b>5. Costs of generating voluntary income</b>				<b>2023</b>	<b>2022</b>
				£	£
Investment property management fees				13,410	12,624
Investment property repairs				23,756	18,995
Other investment property costs				13,973	13,496
				51,139	45,115
<b>6. Expenditure</b>	<b>Staff costs</b>	<b>Direct costs</b>	<b>Support costs</b>	<b>Total 2023</b>	<b>2022 (as restated)</b>
	£	£	£	£	£
Cost of generating funds	-	51,139	-	51,139	45,115
Charitable activity:					
Advancement of religion and education	25,685	297,632	75,555	398,872	330,252
	25,685	348,771	75,555	450,011	375,367
<b>7. Support costs</b>				<b>2023</b>	<b>2022 (as restated)</b>
				£	£
Depreciation				11,066	11,066
Rates				2,933	2,808
Light and heat				1,720	1,802
Other expenditure				876	4,613
Travel and subsistence				10,427	11,895
Telephone, printing and stationery				6,838	5,203
Equipment maintenance and repairs				5,731	6,585
Outsourced office manager and bookkeeping				14,757	-
Accountancy				3,420	810
Other professional fees				4,887	3,182
<u>Governance costs:</u>					
Audit fee				12,900	-
Independent Examination Fee				-	8,124
				75,555	56,088

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

**8. Trustees**

During the year the charity re-imbursed £9,214 to 2 Trustees (2022: £5,137 - 2 Trustees) for expenses paid on the charity's behalf in respect of travel and running costs incurred in Rome.

**9. Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
	<b>no.</b>	<b>no.</b>
Support staff	<u>1</u>	<u>2</u>

**Employment costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	24,573	35,513
Social security costs	549	-
Other pension costs	563	526
	<u>25,685</u>	<u>36,039</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Key Management Personnel of the charity are considered to be the Trustees who receive no remuneration.

**10. Tangible fixed assets - Group and charity**

<b>Group (As restated)</b>	<b>Freehold land and buildings £</b>	<b>Fixtures and fittings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 July 2022 and 30 June 2022	<u>353,468</u>	<u>26,649</u>	<u>380,117</u>
<b>Depreciation</b>			
At 1 July 2022	65,522	14,242	79,764
Depreciation charged in the year	7,069	3,997	11,066
<b>At 30 June 2023</b>	<u>72,591</u>	<u>18,239</u>	<u>90,830</u>
<b>Carrying amount</b>			
At 30 June 2023	<u>280,877</u>	<u>8,410</u>	<u>289,287</u>
At 30 June 2022	<u>287,946</u>	<u>12,407</u>	<u>300,353</u>

The carrying value of land included in land and buildings was £70,694 (2022: £70,694) (Group and charity).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

<b>11. Investment properties</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Fair value</b>		
At 1 July 2022	1,815,000	1,650,000
Surplus / (deficit) on revaluation	(30,000)	165,000
	<hr/>	<hr/>
<b>At 30 June 2023</b>	<b>1,785,000</b>	<b>1,815,000</b>
	<hr/> <hr/>	<hr/> <hr/>

The 2023 valuations were made by the Cooke & Co (Thanet) Ltd, on an open market value for existing use basis.

The historic cost of the Investment Properties at 30 June 2023 was £1,431,235 (2022: £1,431,235).

**12. Subsidiary undertaking**

At 30 June 2023, The Institute of St Anselm had control over the followingh Italian entity in the same name:  
 Legal Entity AI N.1262/2018 CF. 90088730586

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
The financial results of the subsidiary for the year were:		
Income	16,125	19,254
Expenditure	(16,125)	(19,254)
	<hr/>	<hr/>
<b>Loss for the year</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>
Total assets	8,116	11,693
Total liabilities	(8,116)	(11,693)
	<hr/>	<hr/>
<b>Net assets</b>	<b>-</b>	<b>-</b>
	<hr/> <hr/>	<hr/> <hr/>

**13. Fixed asset investments : Group and charity**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Market value</b>		
At 1 July 2022	233,049	253,572
Additions	334,644	-
Revaluations	10,366	(20,523)
	<hr/>	<hr/>
<b>At 30 June 2023</b>	<b>578,059</b>	<b>233,049</b>
	<hr/> <hr/>	<hr/> <hr/>

All of the Investments were held in unit trusts in the United Kingdom in both the current and prior year.

<b>Historical cost</b>		
Listed securities	<hr/> <hr/>	<hr/> <hr/>
	<b>526,393</b>	<b>191,749</b>

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

**14. Debtors**

	<b>Group 2023 £</b>	<b>Charity 2023 £</b>	<b>Group 2022 (as restated) £</b>	<b>Charity 2022 (as restated) £</b>
Trade debtors - course fees	81,394	81,394	109,494	109,494
Due from subsidiary charity	-	4,680	-	3,616
Other debtors	3,632	3,632	3,632	3,632
	<u>85,026</u>	<u>89,706</u>	<u>113,126</u>	<u>116,742</u>

**15. Creditors: amounts falling due within one year**

	<b>Group 2023 £</b>	<b>Charity 2023 £</b>	<b>Group 2022 (as restated) £</b>	<b>Charity 2022 (as restated) £</b>
Trade creditors	-	-	438	438
Other taxes and social security costs	-	-	199	199
Other creditors	3,983	3,135	6,565	5,365
Accruals and deferred income	238,605	236,017	173,054	166,177
	<u>242,588</u>	<u>239,152</u>	<u>180,256</u>	<u>172,179</u>

**16. Deferred income**

	<b>Group 2023 £</b>	<b>Charity 2023 £</b>	<b>Group 2022 (as restated) £</b>	<b>Charity 2022 (as restated) £</b>
Deferred income is included within: Creditors due within one year	<u>212,196</u>	<u>212,196</u>	<u>154,460</u>	<u>154,460</u>
Deferred income at 1 July 2022	154,460	154,460	160,186	160,186
Released from previous years	(154,460)	(154,460)	(160,186)	(160,186)
Resources deferred in the year	212,196	212,196	154,460	154,460
Deferred income at 30 June 2023	<u>212,196</u>	<u>212,196</u>	<u>154,460</u>	<u>154,460</u>

**17. Retirement benefit schemes**

**Defined contribution schemes**

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

The charge to income and expenditure in respect of defined contribution schemes was £563 (2022: £526).

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

**18. Related party transactions**

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

The charity made expenses on behalf of the following related parties that will be repaid in full:

Choreo - Balance due to the charity in respect of payments made on its behalf - £1,875 (2022: £1,875).

Tribos World Movement for Reconciliation - Balance due to the charity in respect of payments made on its behalf - £1,720 (2022: £1,720).

Transactions with subsidiary (Institute of St Anselm - Rome)

Amounts of £16,125 (2022: £19,254) were payable to cover costs of the subsidiary during the year.

Amounts of £4,680 (2022: £3,616) were due from the subsidiary at the year end.

**19. Designated funds - Group and charity (As restated)**

	Balance at b.fwd £	New designations £	Designations released £	Balance at c.fwd £
<b>CURRENT YEAR</b>				
Fixed Asset Fund	300,353	-	(11,066)	289,287
Investment Fund	2,048,049	15,010	-	2,063,059
New Building Fund - Rome	450,000	50,000	-	500,000
Building Fund - Rome	51,633	21,643	-	73,276
	<u>2,850,035</u>	<u>86,653</u>	<u>(11,066)</u>	<u>2,925,622</u>
<b>PRIOR YEAR</b>				
Fixed Asset Fund	304,105	-	(3,752)	300,353
Investment Fund	1,903,572	165,000	(20,523)	2,048,049
New Building Fund - Rome	350,000	100,000	-	450,000
Building Fund - Rome	32,320	19,313	-	51,633
	<u>2,589,997</u>	<u>284,313</u>	<u>(24,275)</u>	<u>2,850,035</u>

Fixed Asset Fund

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

Investment Fund

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

New Building Fund - Rome

This fund represents amounts held towards obtaining property in Rome to run courses in the future.

Building Fund - Rome

This fund represents 5% of fees that is held towards the contribution of improvements to the building in Rome, and is agreed with Il Carmelo in advance of spending.

**INSTITUTE OF ST.ANSELM(THE)**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 30 June 2023**

**20. Prior Year Adjustment**

The prior year financial statements were not prepared on the consolidation basis and included bank accounts and fixed assets owned by the subsidiary entity in error.

The change has resulted in a decrease of £17,785 in general reserves at 30 June 2022.

	£	£
Previously reported reserves at 1 July 2020		2,599,586
Previously reported surplus for the year to 30 June 2021		84,373
Tangible Fixed Assets of Roman entity included in assets		(6,060)
Bank account of Roman entity included in assets		(15,341)
Balance due from Roman Entity not included in debtors		3,616
		<hr/>
Adjusted reserves at 30 June 2021		2,666,174
Previously reported surplus for year ended 30 June 2022		287,459
		<hr/>
Adjusted reserves for the charity at 30 June 2022		<u>2,953,633</u>

**THE INSTITUTE OF ST ANSELM**

England & Wales - Charity number 294625

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# Accounts

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Charity Registration No. 294625

Company Registration No, 02010021 (England and Wales)

**INSTITUTE OF ST ANSELM**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2022**

# **INSTITUTE OF ST ANSELM**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>President</b>	Bishop Vincenzo Viva - Bishop of Albano Diocese
<b>Trustees</b>	Reverend L Kofler Miss T Slinn Reverend A Chantry Mr P Goodlace Reverend P Mooney (Appointed 20 October 2021)
<b>Charity number</b>	294625
<b>Company number</b>	02010021
<b>Registered office</b>	12 Madeira Road Cliftonville Kent CT9 2QQ
<b>Key Management Personnel</b>	The Trustees
<b>Administration team</b>	L Wells - Finance clerk (To 11 May 2022) C McGuire - Registrar
<b>Independent examiner</b>	M Wilkes FCA Azets Audit Services Delandale House 37 Old Dover Road Canterbury Kent CT1 3JF
<b>Bankers</b>	HSBC Bank plc 9 Rose Lane Canterbury Kent CT1 2JP
<b>Solicitors</b>	Stone King 13 Queen Square Bath BA1 2HJ

# **INSTITUTE OF ST ANSELM**

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# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 ('the 2006 Act'), present their annual report together with the financial statements of the charity for the year 1 July 2021 to 30 June 2022. The trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking, one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institutes basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in the "unfolding process of life and meaning".

The main objectives for the year are advertising, assessing and the smooth running of all courses.

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Institute was established in 1984. Approximately 3,550 students have received a Diploma in Human Development after completing their nine-month experiential programme.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

#### **OBJECTIVES AND ACTIVITIES (Continued)**

During the 2021/22 year we had the following participants on the various programmes as follows:

1SARDip - 1 year Diploma - Sep 2021 to May 2022 - 13 participants.

2SARDip - 1 year Diploma - Jan to May 2021 & Sep to Dec 2021 - 5 participants.

2SARDip - 1 year Diploma - Jan to May 2022 & Sep to Dec 2022 - 5 participants.

4SARCert - Sep 2021 to Dec 2021 - 12-week certificate programme - 6 participants.

4SARCert - Sep 2022 to Dec 2022 - 12-week certificate programme - 9 participants.

3SARCert - Jan 2022 to May 2022 - 18-week certificate programme - 12 participants.

5SARCert - Jan 2022 to Feb 2022 - 7-week certificate programme - 2 participants.

To date, the Institute has assisted over five thousand participants in different courses; these in turn have helped countless others throughout the world, which is a vast achievement for the Institute. Each year we know that the participants will take with them that they have learned and go on to teach others back in their own countries.

We hope that in this way our teaching will be passed on for many years to come.

To see the students when they first arrive and then when they leave, and to see how much they have grown in maturity and integration as well rounded and balanced and gained from the courses is extremely beneficial and highly gratifying for staff and participants.

All of the properties except for one are now rented out and one property is kept as our UK Headquarters.

We held a 2-week training course for 'team members' in May/June and there will be another in September also for two weeks, for our 2nd and 3rd year students to prepare them for the intake in September & January.

During the year the Institute offered bursaries to Four second-years and Two third-year team members which would be worth approximately £16,600 (€19,380) each and approximately £5,150 (€6,000) of this goes to Il Carmelo

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Review of activities**

##### ***Diploma and Certificate Programmes commenced September 2020 in Rome***

We began the courses with 21 participants for the September 2021 intake, 5 of these were completing the course they began at the beginning of January 2021. In January 2022 we had 31 participants join us, 13 of these were completing the Diploma programme they started in September 2021.

In January 2022, we were very aware of the effects that Covid 19 can have on the programme from the previous year, therefore we had taken the measure of requesting that each new arrival wear their mask for the first 2 weeks of the Programme, to protect themselves and others that were already here. We also requested that they do not mix in the local shops until they were sure they were covid free. This seemed to work well, and we were able to continue with the normal running of the Programme.

##### ***Seven-Week Programme***

As we are not offering a summer course in Rome due to high temperatures. This is an intensive course for those who are very limited for time. We now have this 7-week Certificate, it is for Superior Generals, Bishops, and those who are in the Generalates who are responsible for Formation.

Our experience has been, the 7 week is only a taster programme for Superiors to understand the nature of the

Programmes and it is not sufficient for people who want to train as Leaders or Formators.

We offered this seven-week course at our intakes for both September 2021 and January 2022 for the above.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

#### ***2nd and 3rd Year students***

They had a two-week training course in May and another 2 weeks training will take place in September 2022.

#### ***Management Team***

Fr. Len Kofler, Founder and Director, Thalia Slinn and Claire McGuire shared the daily planning and running of the Institute. Sr. Therese Garman is our consultant and guide for requirements for NCFE and ASIC; in addition she has the role of internal assessor. The visa process in Rome is challenging but they get their visas. The visa process in Rome is challenging but they get their visas.

#### ***Academic staff***

Fr. Len Kofler, Thalia Slinn, Fr Wijnand Huijs, Fr Lote Raiwalui. In addition to these we have Fr Peter Verity, Fr John Breen, Sr Lettedinghil, Fr Giuseppe Crea here in Rome who come on a regular basis. We also have Fr John McCluskey, Fr Jim McManus, Fr Denis McBride, Fr Denis Tindall coming from England or via zoom and are continuing to build up a team of guest lecturers from Rome.

#### ***Inspection of courses***

Our NCFE Inspection took place on Tuesday 3rd November 2021 remotely with a request that their next EQA sample should be carried out in person due to the nature and volume of their delivery and work carried out by the students. In this inspection we received another excellent report.

Our ASIC reaccreditation service continues to give their support remotely until their next inspection before 2025 ASIC's has also been given a new status: ASIC has been awarded Full Membership status of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE)

#### ***b. Investment policy and performance***

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

## **FINANCIAL REVIEW**

Income for the year was £518,349 (2021: £365,977) and expenditure amounted to £375,367 (2021: £316,291). The resulting surplus, before valuation adjustments of fixed asset investments and investment property's was £142,982 against a 2021 surplus of £49,686.

The charity's balance sheet shows a positive position of £2,971,418 (2021: £2,683,959). Net current assets have increased from £470,222 to £616,956 and the charity holds the level of reserves it requires (see Reserves policy below).

The cash balance has increased from £634,774 to £676,009 with £14,193 decrease (2021: £111,385 increase) from charitable activities and an increase of £55,428 (2021: £54,372 increase) from investments held by the charity to generate income.

#### ***a. Going concern***

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

#### **b. Reserves policy**

The Trustees have considered future income streams, budgeted expenditure and cyclical maintenance programmes for the charity's various properties and have assessed the need for a reserves policy of £100k (2021 - £100k).

At 30 June the charity had unrestricted (undesignated) reserves of £115k (2021 - £88k) against a required target of £100k (2021 - £100k).

At 30 June the charity had designated reserves of £2,856k (2021: £2,596k) which comprised the Designated Building fund of £306k (2021: £310k), the designated Investment fund of £2,048k (2021: £1,904), the designated fund for the purchase of property in Rome of £450k (2021 : £350k) and the repairs to building in Rome fund of £52k (2021 : £32k).

#### **c. Principal Funding**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for courses provided by the Charity during the year and a percentage of the fee income will go to Il Carmelo for the use of the rooms and building.

#### **d. Future developments**

We are a Legal Entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas. Despite our visa situation our numbers continue to rise. Il Carmelo no longer continuing to do the invitation letters for any of the intending Participants who do not a house in Rome, but this has not deterred them from coming. Somehow, they all seem to find a way around this.

We had 23 first year Participants attending the September 2021 Programmes, while we had 31 attending the January 2022 Programmes. Thankfully the charity is still providing courses. We also have 2 second year Participants, along with 2 third year Participants. One of the third year Participants who has just completed his programme will continue on here at the Institute working as a staff member. He had been a great support to the Management in his experience of contacts and having the Italian language.

We have 42 rooms at the Institute for first year participants which we hope to fill before long. If our numbers increase, we have been offered further rooms in the campus. We are looking to make further contacts in Rome and find additional suitable guest lecturers from Rome so we are not dependent on the UK. We also hope to offer a conference to Major religious superiors for a day, to become better known. We still carry on doing some consultation, counselling and spiritual direction in Cliftonville.

#### ***The New Academic Year September 2022/23***

Our advertising this year will have a new input from a short video that was created in the Spring, with the Participants, Team and Staff all having an opportunity to express their own personal appreciation for the work that happens at the Institute. Their life-changing experiences. Along side of this, Fr Len has had several meetings with Superior Generals of different Congregation who are very interested to know more and send their Priests or Religious.

The Properties, houses 63, 65, 67 Norfolk Road and Flats 1 & 2 at 61 Norfolk Road, 38 Madeira Road and also offices at Cumberland Lodge continue to be let out for which we receive rental income and they are managed by a local firm.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986.

The company is constituted under a Memorandum of Association dated 14 April 1986 and is a registered charity number 294625.

##### **b. Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

##### **c. Policies adopted for the induction and training of Trustees**

When a new Trustee joins the Institute they are first introduced to the existing Trustees and staff members. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

##### **d. Organisational structure and decision making**

The management of the company is the responsibility of the Trustees who are co-opted under the terms of the memorandum and articles of association.

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity is UK based and runs courses in both the UK and Italy. It's headquarters are in Cliftonville, near Margate, Kent

The Institute's management structure has three tiers of Executive, Staff and Team. An advisory board meets twice each year offering guidance and direction to the trustees.

##### **e. Related party relationships**

The charity has related party relationships with the following two charities:

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

##### **f. Risk management**

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. These have been updated in response to the Covid-19 pandemic.

We are a Legal Entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas. This will reduce any risk regarding visas.

We have a risk assessment which has been completed for 12 Madeira Road which is now our registered office in the UK. We also have 3 contracts of employment. We remain under the auspices of Peninsula to ensure we maintain the up-to-date standards required.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2022**

#### **Trustees' responsibilities statement**

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 & Wales requires the Trustees 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 these 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 judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 8 March 2023 and signed on their behalf by:

**Reverend A Chantry**

Trustee

# **INSTITUTE OF ST ANSELM**

## **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 JUNE 2022**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INSTITUTE OF ST ANSELM (the "company")**

I report on the trustees on my examination of the accounts of the charity for the year ended 30 June 2022 which are set out on pages 8 to 18.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

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

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

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK (FRS 102).

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

**M A Wilkes (FCA)**

**Azets Audit Services**

Delandale House, 37 Old Dover Road, Canterbury, Kent, CT1 3JF

**Date:** 22 March 2023

# INSTITUTE OF ST ANSELM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2022

	Notes	Unrestricted fund 2022 £	Total 2021 £
<b><u>Income from:</u></b>			
Donations and legacies		300	-
Charitable activities	2	417,446	265,910
Investments	3	100,543	99,979
Other income		60	88
<b>Total income</b>		<b>518,349</b>	<b>365,977</b>
<b><u>Expenditure on:</u></b>			
Raising funds	4	45,115	38,477
Charitable activities	5	330,252	277,814
<b>Total expenditure</b>		<b>375,367</b>	<b>316,291</b>
<b>Net income</b>		<b>142,982</b>	<b>49,686</b>
Net gains/(losses) on investments	9	144,477	34,687
<b>Net movement in funds</b>		<b>287,459</b>	<b>84,373</b>
<b>Fund balances</b> at 1 July 2021		<b>2,683,959</b>	<b>2,599,586</b>
<b>At 30 June 2022</b>		<b>2,971,418</b>	<b>2,683,959</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All income and expenditure in 2021 related to unrestricted funds.

# INSTITUTE OF ST ANSELM

## BALANCE SHEET

AS AT 30 JUNE 2022

Company Registration No. 02010021

	Notes	2022 £	2022 £	2021 £	2021 £
<b>Fixed assets</b>					
Tangible assets	10		306,413		310,165
Investment properties	11		1,815,000		1,650,000
Investments	12		233,049		253,572
			<u>2,354,462</u>		<u>2,213,737</u>
<b>Current assets</b>					
Debtors	13	113,126		8,219	
Cash at bank and in hand		676,009		634,774	
		<u>789,135</u>		<u>642,993</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(172,179)</u>		<u>(172,771)</u>	
Net current assets			616,956		470,222
<b>Total assets less current liabilities</b>			<u>2,971,418</u>		<u>2,683,959</u>
<b>Funds</b>					
Designated funds	18		2,856,095		2,596,057
Unrestricted funds			115,323		87,902
			<u>2,971,418</u>		<u>2,683,959</u>

The charitable company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 June 2022 in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

(a) ensuring the charitable company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2005; and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 8 March 2023 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

# INSTITUTE OF ST ANSELM

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2022

Company Registration No. 02010021

	2022 £	2022 £	2021 £	2021 £
<b>Cash flows from operating activities</b>				
Net income / (expenditure for the year)	287,459		84,373	
<i>Adjustment for:</i>				
Depreciation	3,752		3,057	
Gains / (losses) on investments	(144,477)		(34,687)	
Interest received / rents from investments	(100,543)		(99,979)	
Cost of investing activities	45,115		38,477	
Increase in debtors	(104,907)		12,129	
Increase in creditors	(592)		108,015	
Net cash used in operating activities		(14,193)		111,385
<b>Investing activities</b>				
Interest received / rents from investments	100,543		99,979	
Cost of investing activities	(45,115)		(38,477)	
Purchase of tangible fixed assets	-		(7,130)	
Net cash from investing activities		55,428		54,372
Net increase / (decrease) in cash and cash equivalents		41,235		165,757
Cash and cash equivalents at beginning of year		634,774		469,017
Cash and cash equivalents at end of year		676,009		634,774

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

### **1. Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

#### **1.2 Going concern**

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

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

#### **1.4 Income**

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

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing.

Investment income is earned through holding assets for investment purposes such as Investment Properties and includes rental income. Rental income is recognised when it is due in accordance with the lease agreements.

Course income is recognised when the courses are undertaken which are in the periods January to May and September to December each year.

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

### **1. Accounting policies (continued)**

#### **1.5 Expenditure**

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

#### **1.6 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

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

Freehold Buildings - 2.5% straight line

Freehold Land - Not depreciated

Fixtures and Fittings - 5% to 20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.7 Investment properties**

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

#### **1.8 Fixed asset investments**

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

#### **1.9 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.10 Cash and cash equivalents**

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

#### **1.11 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

### **1. Accounting policies (continued)**

#### **1.11 Financial instruments (continued)**

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.12 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Retirement benefits**

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

#### **1.14 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 charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

##### **Useful economic lives of tangible assets**

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates based on economic utilisation and the physical condition of the assets.

##### **Investment Properties**

Investment Properties are measured at fair value at the Balance Sheet date. The fair values are assessed annually by the trustees.

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

<b>2. Charitable activities</b>				<b>2022</b>	<b>2021</b>
				£	£
Diploma / Sabbatical				417,446	265,910
<b>3. Investments</b>				<b>2022</b>	<b>2021</b>
				£	£
Rental income				100,535	99,894
Interest receivable				8	85
				100,543	99,979
<b>4. Costs of generating voluntary income</b>				<b>2022</b>	<b>2021</b>
				£	£
Investment property management fees				12,624	14,328
Investment property repairs				18,995	14,435
Other investment property costs				13,496	9,714
				45,115	38,477
<b>5. Expenditure</b>	<b>Staff costs</b>	<b>Direct costs</b>	<b>Support costs</b>	<b>Total 2022</b>	<b>Total 2021</b>
	£	£	£	£	£
Cost of generating funds	-	45,115	-	45,115	38,477
Charitable activity:					
Advancement of religion and education	36,039	247,095	47,118	330,252	277,814
	36,039	292,210	47,118	375,367	316,291
<b>6. Support costs</b>				<b>2022</b>	<b>2021</b>
				£	£
Depreciation				2,096	2,367
Rates				2,808	2,675
Light and heat				1,802	1,704
Other expenditure				4,613	1,934
Travel and subsistence				11,895	10,109
Telephone, printing and stationery				5,203	3,117
Equipment maintenance and repairs				6,585	8,140
Legal and professional fees				3,992	8,658
<u>Governance costs:</u>					
Independent Examination Fee				8,124	7,194
				47,118	45,898

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

### 7. Trustees

During the year the charity re-imbursed £5,137 to 2 Trustees (2021: £2,248 - 1 Trustee) for expenses paid on the charity's behalf in respect of travel and running costs incurred in Rome.

### 8. Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 no.	2021 no.
Support staff	<u>2</u>	<u>3</u>

#### Employment costs

	2022 £	2021 £
Wages and salaries	35,513	36,249
Other pension costs	526	676
	<u>36,039</u>	<u>36,925</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Key Management Personnel of the charity are considered to be the Trustees who receive no remuneration.

### 9. Net gains / (losses) on investments

	2022 £	2021 £
Revaluation of investments	(20,523)	34,687
Revaluation of Investment Properties	165,000	-
	<u>144,477</u>	<u>34,687</u>

### 10. Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 July 2021 and 30 June 2022	<u>353,468</u>	<u>33,779</u>	<u>387,247</u>
<b>Depreciation and impairment</b>			
At 1 July 2021	64,936	12,146	77,082
Depreciation charged in the year	586	3,166	3,752
<b>At 30 June 2022</b>	<u>65,522</u>	<u>15,312</u>	<u>80,834</u>
<b>Carrying amount</b>			
At 30 June 2022	<u>287,946</u>	<u>18,467</u>	<u>306,413</u>
At 30 June 2021	<u>288,532</u>	<u>21,633</u>	<u>310,165</u>

The carrying value of land included in land and buildings was £70,694 (2021: £70,694).

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

11. Investment properties	2022 £	2021 £
<b>Fair value</b>		
At 1 July 2021	1,650,000	1,650,000
Surplus / (deficit) on revaluation	165,000	-
<b>At 30 June 2022</b>	<u>1,815,000</u>	<u>1,650,000</u>

The 2022 valuations were made by the trustees, on an open market value for existing use basis.

The historic cost of the Investment Properties at 30 June 2022 was £1,431,235 (2021: £1,431,235).

12. Fixed asset investments	2022 £	2021 £
<b>Market value</b>		
At 1 July 2021	253,572	218,885
Revaluations	(20,523)	34,687
<b>At 30 June 2022</b>	<u>233,049</u>	<u>253,572</u>
<b>Investments at market value comprise:</b>		
United Kingdom	<u>233,049</u>	<u>253,572</u>
<b>Asset distribution</b>		
Unit Trusts	<u>233,049</u>	<u>253,572</u>
<b>Material investments</b>		
Global Equity Class Unit Trust	14,783	16,511
Balance Mgd Class Unit Trust	11,522	13,246
Managed Growth Class Unit Trust	12,034	12,678
	<u>38,339</u>	<u>42,435</u>
<b>Historical cost</b>		
Listed securities	<u>191,749</u>	<u>191,749</u>

13. Debtors	2022 £	2021 £
Trade debtors - Course fees	109,494	-
Other debtors	3,632	8,219
	<u>113,126</u>	<u>8,219</u>

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

14. Creditors: amounts falling due within one year	2022	2021
	£	£
Trade creditors	438	2,156
Other taxes and social security costs	199	-
Other creditors	5,365	3,235
Accruals and deferred income	166,177	167,380
	<u>172,179</u>	<u>172,771</u>

  

15. Deferred income	2022	2021
	£	£
Deferred income is included within: Creditors due within one year	<u>154,460</u>	<u>160,186</u>
Deferred income at 1 July 2022	160,186	53,758
Released from previous years	(160,186)	(53,758)
Resourses deferred in the year	<u>154,460</u>	<u>160,186</u>
Deferred income at 30 June 2022	<u>154,460</u>	<u>160,186</u>

### 16. Retirement benefit schemes

#### Defined contribution schemes

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

The charge to income and expenditure in respect of defined contribution schemes was £526 (2021: £710).

### 17. Related party transactions

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

The charity made expenses on behalf of the following related parties that will be repaid in full:

Choreo - Balance due to the charity in respect of payments made on its behalf - £1,875 (2021: £1,875).

Tribos World Movement for Reconciliation - Balance due to the charity in respect of payments made on its behalf - £1,720 (2021: £1,720).

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

18. Designated funds	Balance at 01 Jan 22	New designations	Designations released	Balance at 30 Jun 22
	£	£	£	£
<b>CURRENT YEAR</b>				
Fixed Asset Fund	310,165	-	(3,752)	306,413
Investment Fund	1,903,572	165,000	(20,523)	2,048,049
New Building Fund - Rome	350,000	100,000	-	450,000
Building Fund - Rome	32,320	19,313	-	51,633
	<u>2,596,057</u>	<u>284,313</u>	<u>(24,275)</u>	<u>2,856,095</u>
	Balance at 01 Jul 20	New designations	Designations released	Balance at 31 Dec 21
	£	£	£	£
<b>PRIOR YEAR</b>				
Building Fund	306,092	7,130	(3,057)	310,165
Investment Fund	1,868,885	-	34,687	1,903,572
New Building Fund - Rome		350,000		350,000
Building Fund - Rome	21,680	10,640	-	32,320
	<u>2,196,657</u>	<u>367,770</u>	<u>31,630</u>	<u>2,596,057</u>

### Fixed Asset Fund

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

### Investment Fund

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

### New Building Fund - Rome

This fund represents amounts held towards the potential acquisition of property in Rome to run courses in the future.

### Building Fund - Rome

This fund represents 5% of fees that is held towards the contribution of building work in Rome and is agreed with Il Carmelo in advance of spending.

**THE INSTITUTE OF ST ANSELM**

England & Wales - Charity number 294625

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# Accounts

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Charity Registration No. 294625

Company Registration No, 02010021 (England and Wales)

**INSTITUTE OF ST ANSELM**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2021**

# **INSTITUTE OF ST ANSELM**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Reverend L Kofler Miss T Slinn Reverend A Chantry Mr P Goodlace Reverend P Mooney (Appointed 20 October 2021) Reverend K J Alban (Deceased 5 May 2021)
<b>Charity number</b>	294625
<b>Company number</b>	02010021
<b>Registered office</b>	12 Madeira Road Cliftonville Kent CT9 2QQ
<b>Administration team</b>	L Wells - Finance clerk C McGuire - Registrar
<b>Independent examiner</b>	M Wilkes FCA Azets Audit Services Delandale House 37 Old Dover Road Canterbury Kent CT1 3JF
<b>Bankers</b>	HSBC Bank plc 9 Rose Lane Canterbury Kent CT1 2JP
<b>Solicitors</b>	Stone King 13 Queen Square Bath BA1 2HJ

# **INSTITUTE OF ST ANSELM**

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# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006 ('the 2006 Act'), present their annual report together with the financial statements of the charity for the year 1 July 2020 to 30 June 2021. The trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Fr. Kevin Alban O.Carm joined the trustees on the 6th July 2017. He was still a Trustee when he sadly died after a short illness on the 4th May 2021. The trustees remember him as someone deeply committed to the formation of the Church's ministers, leaders and teachers.

His cheerful disposition, extensive experience, keen intellect and depth of wisdom contributed greatly to the ongoing development of the Institute. He was a key figure in organising the smooth transfer of the Institute from UK to Rome. He was greatly appreciated and is sorely missed.

### **OBJECTIVES AND ACTIVITIES**

The chief objectives of the charity are the advancement of religion and education throughout the world and, in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth.

Whatever we do, we want it to be in line with the principle objective of the company: "The advancement of religion and education throughout the world and in particular but without prejudice to the foregoing the analysis of the process of human growth and the training of individuals (and especially leaders) to foster psychological, physical and spiritual growth."

The Institute's Mission is driven by the conviction that the formation of bishops, superiors, priests, religious and pastoral workers needs to be more process-oriented if the church of the future is to become a healing Church. Generally speaking, one can say that candidates learn to grow in love for themselves, others, the environment and God through learning to relate constructively to all four.

The Institutes basic premise is that Christianity will become relevant to the needs of our time when the emphasis changes from its traditional teaching function to the healing ministry as seen in Jesus' ministry. Healing played a fundamental role. The courses run by the Institute encourage and facilitate a process of inner growth and change in the participants. This moment of metanoia or spiritual conversion enables them to outgrow their fears and trust themselves in the "unfolding process of life and meaning".

The main objectives for the year are advertising, assessing and the smooth running of all courses.

The strategies for achieving the objectives are:

Leadership Training – to help them to understand themselves in a leadership role.

Multi cultural – Community Living;

Encouragement of people from countries worldwide to attend courses;

Support of those, especially in need of psychological and spiritual enhancement.

There are many significant activities that contribute to the achievement of the stated objectives. The Institute offers a variety of courses to meet the particular needs of participants.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Institute was established in 1984. Approximately 3,400 students have received a Diploma in Human Development after completing their nine-month experiential programme.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

#### **OBJECTIVES AND ACTIVITIES (Continued)**

During the 2020/21 year we had the following participants on the various programmes as follows:

- 1SARDip - 1 year Diploma - Sep 2020 to May 2021 - 7 participants.
- 2SARDip - 1 year Diploma - Jan to May 2020 & Sep to Dec 2020 - 5 participants.
- 2SARDip - 1 year Diploma - Jan to May 2021 & Sep to Dec 2021 - 5 participants.
- 4SARCert - Sep 2020 to Dec 2020 - 12 week certificate programme - 4 participants.
- 4SARCert - Jan 2021 to Mar 2021 - 12 week certificate programme - 0 participants.
- 3SARCert - Jan 2021 to May 2021 - 18 week certificate programme - 5 participants.
- 5SARCert - Sep 2020 to Nov 2020 - 7 week certificate programme - 0 participants.
- 5SARCert - Jan 2021 to Feb 2021 - 7 week certificate programme - 4 participants.

To date, the Institute has assisted over five thousand participants in different courses; these in turn have helped countless others throughout the world, which is a vast achievement for the Institute. Each year we know that the participants will take with them what they have learned and go on to teach others back in their own countries.

We hope that in this way our teaching will be passed on for many years to come.

To see the students when they first arrive and then when they leave, and to see how much they have grown in maturity and integration as well rounded and balanced and gained from the courses is extremely beneficial and highly gratifying for staff and participants.

All of the properties except for one are now rented out and one property is kept as our UK Headquarters.

We held a 2 week training course for 'team members' in May and there will be another in September also for two weeks, for our 2nd and 3rd year students to prepare them for the intake in September & January.

During the year the Institute offered bursaries to three second years and two third year team members which would be worth approximately £16,600 (€19,380) each and approximately £5,150 (€6,000) of this goes to Il Carmelo.

Fr Len and Thalia were unable to give a Workshop in Slovenia this year due to the Coronavirus.

Several staff members offer Spiritual Direction and Counselling for no fee to the members of the public.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Review of activities**

##### ***Diploma and Certificate Programmes commenced September 2020 in Rome***

We began the courses with 17 participants for the September 2020 intake 6 of these were completing the course they began at the beginning of January 2020. In January 2021 we had 17 participants join us 7 of these were completing the Diploma programme they started in September 2020.

The Covid-19 pandemic hit Italy very hard, we were fortunate to be able to continue the Programmes and finish two weeks earlier on the 8th May as our usual Easter break could not be taken. We followed the strict regime on social distancing, the lockdown rules and the limited outings for essentials only and were unfortunate that Staff and Team and some Participants did get the infection. After two weeks of isolation in their rooms all but 2 were given the all clear once again. It was during this time that we introduced the zoom from the guest lecturers to the Participants who were isolating in their rooms. We will continue to follow all the guidelines to prevent any more Covid-19 infections in the future. We locked down the week of the 9th March which was earlier than the Italian Government advised. We had several meetings during this time also.

##### ***Seven-Week Programme***

As we are not offering a summer course in Rome due to high temperatures, we offered the seven-week course at our intakes for both September 2020 and January 2021. This is an intensive course for those who are very limited for time.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021**

### ***2nd and 3rd Year students***

They had a two-week training course in May and another 2 weeks training will take place in September 2021.

### ***Management Team***

Fr. Len Kofler, Founder and Director, Thalia Slinn and Claire McGuire shared the daily planning and running of the Institute. Sr. Therese Garman is our consultant and guide for requirements for NCFE and ASIC; in addition she has the role of internal assessor. The visa process in Rome is challenging but they get their visas.

### ***Academic staff***

Fr. Len Kofler, Thalia Slinn, Fr Wijnand Huijs . In addition to these we have Fr Peter Verity, Fr John Breen, Sr Lettedinghil, Fr Giuseppe Crea here in Rome who come on a regular basis. We also have Fr John McCluskey, Fr Jim McManus, Fr Denis McBride, Fr Denis Tindall coming from England or via zoom and are continuing to build up a team of guest lecturers from Rome.

### ***Inspection of courses***

Our NCFE Inspection took place on Tuesday 22nd October 2020 remotely and we received another excellent report.

Our ASIC reaccreditation visit took place on the 18th -19th February 2020 with another glowing report received.

### **b. Investment policy and performance**

Under the Memorandum and Articles of Association the charity has the power to invest the monies of the Trust not immediately required for its purposes in or upon such investments, securities or property as the Trustees (meaning in the memorandum the persons holding such office as constitute under the Trust's Articles of Association) shall think fit.

The Institute has adopted a strategy in its investment policy for capital appreciation. The investment portfolio performed in line with market expectations.

## **FINANCIAL REVIEW**

Income for the year was £365,977 (2020: £533,035) and expenditure amounted to £316,291 (2020: £436,020). The resulting surplus, before valuation adjustments of fixed asset investments and investment property's was £49,686 against a 2020 surplus of £97,015.

The charity's balance sheet shows a positive position of £2,683,959 (2020: £2,599,586). Net current assets have increased from £424,609 to £470,222 and the charity is on its way to holding the required level of reserves it requires (see Reserves policy below).

The cash balance has increased from £469,017 to £634,774 with £111,385 (2020: £30,667) increased from charitable activities and £54,372 (2020: £61,435) increase from investments held by the charity to generate income.

### **a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

The trustees do not consider that the Covid-19 pandemic will have a significant impact on the going concern of the charity, details of which are set out in future developments below.

As mentioned in Future Developments below, the participant numbers are up on the previous year, the charity is still running courses during the Covid-19 pandemic. Our income has increased.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

#### **b. Reserves policy**

The Trustees have considered future income streams, budgeted expenditure and cyclical maintenance programmes for the charity's various properties and have assessed the need for a reserves policy of £100k (2020 - £500k).

At 30 June the charity had unrestricted (undesignated) reserves of £88k (2020 - £403k) against a required target of £100k (2020 - £500k).

At 30 June the charity had designated reserves of £2,596k (2020: £2,197k) which comprised the Designated Building fund of £303k (2020: £306k), the designated Investment fund of £1,904k (2020: £1,869), the designated fund for the purchase of property in Rome of £350k (2020 : £nil) and the repairs to building in Rome fund of £32k (2020 : £22k).

#### **c. Principal Funding**

Aside from the income generated from the Charity's investment properties, the principal funding source comes from fees received for courses provided by the Charity during the year and a percentage of the fee income will go to Il Carmelo for the use of the rooms and building.

#### **d. Future developments**

We are a Legal Entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas.

Despite the Covid-19 outbreak we have 21 first year Participants attending the September 2021 Programmes which is a significant increase from 16 participants in September 2020 the charity is still providing courses. We also have 3 second year Participants, along with 2 third year Participants. Some participants that have been unable to participate in these courses due to the Covid-19 pandemic will be able to defer until, either January or September 2022 if possible.

There are still some Visa Offices that have not yet re-opened in some Countries, which is also causing some problems but we hope this will ease with time. The new regulations for all entering Italy from different countries are also tightening up, this is good for the Institute, as they all need to have had their vaccines before they travel.

We have 42 rooms at the Institute for first year participants which we hope to fill before long. If our numbers increase, we have been offered further rooms in the campus. We are looking to make further contacts in Rome and find additional suitable guest lecturers from Rome so we are not dependent on the UK. We also hope to offer a conference to Major religious superiors for a day, to become better known. We still carry on doing some consultation, counselling and spiritual direction in Cliftonville.

In England we hope to arrange a course or two at Aylesford Priory near Maidstone during the summer.

#### ***The New Academic Year September 2021/22***

We continue to advertise and are hopeful that being in Rome will make advertising much easier over the coming years. In April we sent out letters to Superior Generals that are here in Rome, as it would be more convenient for them to send people if they were already in their Generalates and it reduced the need for getting visas for some.

The Properties, Houses 63, 65, 67 Norfolk Road and Flats 1 & 2 at 61 Norfolk Road, 38 Madeira Road and also offices at Cumberland Lodge continue to be let out for which we receive rental income and they are managed by a local firm.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 JUNE 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on 14 April 1986.

The company is constituted under a Memorandum of Association dated 14 April 1986 and is a registered charity number 294625.

##### **b. Method of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

##### **c. Policies adopted for the induction and training of Trustees**

When a new Trustee joins the Institute they are first introduced to the existing Trustees and staff members. The trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

Updated literature about Charities and Charity Law is distributed to the Trustees as and when received.

##### **d. Organisational structure and decision making**

The management of the company is the responsibility of the Trustees who are co-opted under the terms of the memorandum and articles of association.

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The charity is UK based and runs courses in both the UK and Italy. It's headquarters are in Cliftonville, near Margate, Kent

The Institute's management structure has three tiers of Executive, Staff and Team. An advisory board meets twice each year offering guidance and direction to the trustees.

##### **e. Related party relationships**

The charity has related party relationships with the following two charities:

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

##### **f. Risk management**

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. These have been updated in response to the Covid-19 pandemic.

We are a Legal Entity in Rome and we are now aiming to become a Legal Institute with Canonical Rights under the Vatican State as we need both of these for visas. This will reduce any risk regarding visas.

We have a risk assessment which has been completed for 12 Madeira Road which is now our registered office in the UK. We also have 3 contracts of employment. We remain under the auspices of Peninsula to ensure we maintain the up-to-date standards required.

# **INSTITUTE OF ST ANSELM**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021**

### **Trustees' responsibilities statement**

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 & Wales requires the Trustees 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 these 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 judgments and accounting 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees, on 17 November 2021 and signed on their behalf by:

**Reverend A Chantry**  
Trustee

# **INSTITUTE OF ST ANSELM**

## **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 JUNE 2021**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INSTITUTE OF ST ANSELM (the "company")**

I report on the accounts for the year ended 30 June 2021.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

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

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

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK (FRS 102).

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

**M A Wilkes (FCA)**

**Azets Audit Services**

Delandale House, 37 Old Dover Road, Canterbury, Kent, CT1 3JF

**Date:** 7 December 2021

# INSTITUTE OF ST ANSELM

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted fund 2021 £	Total 2020 £
<b><u>Income from:</u></b>			
Charitable activities	2	265,910	435,053
Investments	3	99,979	97,575
Other income		88	407
<b>Total income</b>		<b>365,977</b>	<b>533,035</b>
<b><u>Expenditure on:</u></b>			
Raising funds	4	38,477	36,140
Charitable activities	5	277,814	399,880
<b>Total resources expended</b>		<b>316,291</b>	<b>436,020</b>
<b>Net income</b>		<b>49,686</b>	<b>97,015</b>
Net gains/(losses) on investments	9	34,687	(3,840)
<b>Net movement in funds</b>		<b>84,373</b>	<b>93,175</b>
<b>Fund balances</b> at 1 July 2020		<b>2,599,586</b>	2,506,411
<b>At 30 June 2021</b>		<b>2,683,959</b>	2,599,586

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All income and expenditure in 2020 related to unrestricted funds.

# INSTITUTE OF ST ANSELM

## BALANCE SHEET

AS AT 30 JUNE 2021

Company Registration No. 02010021

	Notes	2021 £	2021 £	2020 £	2020 £
<b>Fixed assets</b>					
Tangible assets	10		310,165		306,092
Investment properties	11		1,650,000		1,650,000
Investments	12		253,572		218,885
			<u>2,213,737</u>		<u>2,174,977</u>
<b>Current assets</b>					
Debtors - Other debtors		8,219		20,348	
Cash at bank and in hand		634,774		469,017	
		<u>642,993</u>		<u>489,365</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(172,771)</u>		<u>(64,756)</u>	
Net current assets			470,222		424,609
<b>Total assets less current liabilities</b>			<u>2,683,959</u>		<u>2,599,586</u>
<b>Funds</b>					
Designated funds	16		2,596,057		2,196,657
Unrestricted funds			87,902		402,929
			<u>2,683,959</u>		<u>2,599,586</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2021.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 17 November 2021.

**Reverend A Chantry**  
Trustee

# INSTITUTE OF ST ANSELM

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

Company Registration No. 02010021

	2021 £	2021 £	2020 £	2020 £
<b>Cash flows from operating activities</b>				
Net income / (expenditure for the year)	84,373		93,175	
<i>Adjustment for:</i>				
Depreciation	3,057		3,494	
Gains / (losses) on investments	(34,687)		3,840	
Interest received / rents from investments	(99,979)		(97,575)	
Cost of investing activities	38,477		36,140	
Increase in debtors	12,129		45,367	
Increase in creditors	108,015		(53,774)	
Net cash used in operating activities		111,385		30,667
<b>Investing activities</b>				
Interest received / rents from investments	99,979		97,575	
Gains / (losses) on investments	(38,477)		(36,140)	
Purchase of tangible fixed assets	(7,130)		-	
Net cash from investing activities		54,372		61,435
Net increase / (decrease) in cash and cash equivalents		165,757		92,102
Cash and cash equivalents at beginning of year		469,017		376,915
Cash and cash equivalents at end of year		634,774		469,017

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

### **1. Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

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

#### **1.2 Going concern**

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

The Trustees do not consider the impact of Covid-19 will affect the charity's ability to continue as a going concern.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

#### **1.4 Income**

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

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

#### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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 is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

### **1. Accounting policies (continued)**

#### **1.5 Expenditure**

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

#### **1.6 Tangible fixed assets**

Assets costing £1,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any impairment.

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

Freehold Buildings - 2.5% straight line

Fixtures and Fittings - 5% to 20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### **1.7 Investment properties**

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

#### **1.8 Fixed asset investments**

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

#### **1.9 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.10 Cash and cash equivalents**

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

#### **1.11 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# **INSTITUTE OF ST ANSELM**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021**

### **1. Accounting policies (continued)**

#### **1.11 Financial instruments (continued)**

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.12 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Retirement benefits**

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

#### **1.14 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 charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

##### **Useful economic lives of tangible assets**

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates based on economic utilisation and the physical condition of the assets.

##### **Investment Properties**

Investment Properties are measured at fair value at the Balance Sheet date. The fair values are assessed annually by the trustees.

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

<b>2. Charitable activities</b>	<b>2021</b>	<b>2020</b>
	£	£
Diploma / Sabbatical	<b>265,910</b>	433,517
EQ Therapy	-	1,536
	<b>265,910</b>	<b>435,053</b>
<b>3. Investments</b>	<b>2021</b>	<b>2020</b>
	£	£
Rental income	<b>99,894</b>	97,507
Interest receivable	<b>85</b>	68
	<b>99,979</b>	<b>97,575</b>
<b>4. Costs of generating voluntary income</b>	<b>2021</b>	<b>2020</b>
	£	£
Investment property management fees	<b>14,328</b>	17,840
Investment property repairs	<b>14,435</b>	11,437
Rates	<b>2,575</b>	2,361
Light and heat	<b>7,139</b>	4,502
	<b>38,477</b>	<b>36,140</b>
<b>5. Expenditure on charitable activities</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Direct costs</b>		
Depreciation	<b>690</b>	811
Guest and team lectures	<b>8,930</b>	11,530
Library and visual aids	<b>4,762</b>	1,586
Building repairs	<b>1,214</b>	4,031
Insurance, cleaning and other household expenses	<b>9,925</b>	10,481
Charitable donations	-	2,136
Foreign currency exchange	<b>14,947</b>	(2,522)
Contribution towards running costs in Rome	<b>140,831</b>	233,313
Contribution towards building costs in Rome	-	12,961
Training and redundancy costs	-	90
Running costs incurred in Rome	<b>13,692</b>	33,874
	<b>194,991</b>	<b>308,291</b>
Share of support costs (see note 6)	<b>75,629</b>	84,515
Governance costs - Independent Examination Fee	<b>7,194</b>	7,074
	<b>277,814</b>	<b>399,880</b>

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

<b>6. Support costs</b>	<b>2021</b>	<b>2020</b>
	£	£
Staff costs	<b>36,925</b>	38,852
Depreciation	<b>2,367</b>	2,683
Rates	<b>2,675</b>	2,605
Light and heat	<b>1,704</b>	2,180
Other expenditure	<b>1,934</b>	3,871
Travel and subsistence	<b>10,109</b>	10,340
Telephone, printing and stationery	<b>3,117</b>	2,853
Equipment maintenance and repairs	<b>8,140</b>	9,477
Legal and professional fees	<b>8,658</b>	11,654
	<b>75,629</b>	84,515

### 7. Trustees

During the year the charity re-imbursed £2,248 to 1 Trustee (2020: None) for expenses paid on the charity's behalf in respect of travel and running costs incurred in Rome.

### 8. Employees

#### Number of employees

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	no.	no.
Support staff	<b>3</b>	3

#### Employment costs

	<b>2021</b>	<b>2020</b>
	£	£
Wages and salaries	<b>36,249</b>	38,281
Other pension costs	<b>676</b>	571
	<b>36,925</b>	38,852

No employee received remuneration amounting to more than £60,000 in either year.

The Key Management Personnel of the charity are considered to be the Trustees who receive no remuneration.

### 9. Net gains/(losses) on investments

	<b>2021</b>	<b>2020</b>
	£	£
Revaluation of investments	<b>34,687</b>	(3,840)
	<b>34,687</b>	(3,840)

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

### 10. Tangible fixed assets

	Freehold buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 July 2020	353,468	26,649	380,117
Additions	-	7,130	7,130
<b>At 30 June 2021</b>	<b>353,468</b>	<b>33,779</b>	<b>387,247</b>
<b>Depreciation and impairment</b>			
At 1 July 2020	64,335	9,690	74,025
Depreciation charged in the year	601	2,456	3,057
<b>At 30 June 2021</b>	<b>64,936</b>	<b>12,146</b>	<b>77,082</b>
<b>Carrying amount</b>			
At 30 June 2021	<u>288,532</u>	<u>21,633</u>	<u>310,165</u>
At 30 June 2020	<u>289,133</u>	<u>16,959</u>	<u>306,092</u>

The carrying value of land included in land and buildings was £70,694 (2020: £70,694).

### 11. Investment properties

	2021 £
<b>Fair value</b>	
At 1 July 2020	1,650,000
Surplus / (deficit) on revaluation	-
<b>At 30 June 2021</b>	<b><u>1,650,000</u></b>

The 2021 valuations were made by the trustees, on an open market value for existing use basis.

The historic cost of the Investment Properties at 30 June 2021 was £1,431,235 (2020: £1,431,235).

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

### 12. Fixed asset investments

	<b>Listed securities</b>	
	<b>£</b>	
<b>Market value</b>		
At 1 July 2020		<b>218,885</b>
Revaluations		<b>34,687</b>
		<hr/>
<b>At 30 June 2021</b>		<b>253,572</b>
		<hr/> <hr/>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Investments at market value comprise:</b>		
United Kingdom	<b>253,572</b>	218,885
	<hr/> <hr/>	<hr/> <hr/>
<b>Asset distribution</b>		
Unit Trusts	<b>253,572</b>	218,885
	<hr/> <hr/>	<hr/> <hr/>
<b>Material investments</b>		
Global Equity Class Unit Trust	<b>16,511</b>	13,449
Balance Mgd Class Unit Trust	<b>13,246</b>	11,484
Managed Growth Class Unit Trust	<b>12,678</b>	10,789
	<hr/>	<hr/>
	<b>42,435</b>	35,722
	<hr/> <hr/>	<hr/> <hr/>
<b>Historical cost</b>		
Listed securities	<b>191,749</b>	191,749
	<hr/> <hr/>	<hr/> <hr/>
<b>13. Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>2,156</b>	1,437
Other taxes and social security costs	-	354
Deferred income	<b>160,186</b>	53,758
Other creditors	<b>3,235</b>	4,207
Accruals	<b>7,194</b>	5,000
	<hr/>	<hr/>
	<b>172,771</b>	64,756
	<hr/> <hr/>	<hr/> <hr/>

### 14. Retirement benefit schemes

#### Defined contribution schemes

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

The charge to profit or loss in respect of defined contribution schemes was £710 (2020: £571).

# INSTITUTE OF ST ANSELM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

### 15. Related party transactions

'World Movement for Reconciliation' was founded by the Institute as it is central theme of what we do and this was a simple way of expanding it to many others. Most of our participants choose to become members.

Choreo' is an Accreditation Board for Therapist an, Counsellors, Growth Facilitators. It was started for participants of the Institute so when leaving the Institute after 3 years they have an extra recognition for their work.

The charity made expenses on behalf of the following related parties that will be repaid in full:

Choreo - Balance due to the charity in respect of payments made on its behalf - £1,875 (2020: £1,412).

Tribos World Movement for Reconciliation - Balance due to the charity in respect of payments made on its behalf - £1,720 (2020: £1,481).

### 16. Designated funds

	Balance at 01 Jul 20	New designations	Designations released	Balance at 30 Jun 21
	£	£	£	£
<b>CURRENT YEAR</b>				
Building Fund	306,092	7,130	(3,057)	310,165
Investment Fund	1,868,885	-	34,687	1,903,572
New Building Fund - Rome	-	350,000	-	350,000
Building Fund - Rome	21,680	10,640	-	32,320
	<b>2,196,657</b>	<b>367,770</b>	<b>31,630</b>	<b>2,596,057</b>
	Balance at 01 Jul 19	New designations	Designations released	Balance at 30 Jun 20
	£	£	£	£
<b>PRIOR YEAR</b>				
Building Fund	309,586	-	(3,494)	306,092
Investment Fund	1,872,725	-	(3,840)	1,868,885
Building Fund - Rome	-	34,641	(12,961)	21,680
	<b>2,182,311</b>	<b>34,641</b>	<b>(20,295)</b>	<b>2,196,657</b>

#### Building Fund

This fund represents land and buildings and related fixtures and fittings which are used for charitable use.

#### Investment Fund

This fund represents tangible fixed assets in the form of investment properties and an investment portfolio which are used by the charity for both the purposes of income generation and capital appreciation and thus do not form part of the charity's free reserves.

#### New Building Fund - Rome

This fund represents amounts held towards the potential acquisition of property in Rome to run courses in the future.

#### Building Fund - Rome

This fund represents 5% of fees that is held towards the contribution of building work in Rome and is agreed with Il Carmelo in advance of spending.