

THE COMMUNITY OF THE SACRED PASSION

REPORT AND ACCOUNTS

31ST DECEMBER 2023

THE COMMUNITY OF THE SACRED PASSION

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LEGAL AND ADMINISTRATIVE INFORMATION

CONSTITUTION

The Community of the Sacred Passion is constituted by a 1988 Trust Deed and registered with the Charity Commission under Charity Number 800080.

TRUSTEES

Sister Cynthia Kathleen Brailsford C.S.P.	Chairman
Peter Chapman	Treasurer
Susan Clay (retired 17th June 2024)	Secretary
Terence Clark	
William Payne (appointed 19th June 2023)	

REGISTERED OFFICE

Flat 52 Claridge House
14 Church Street
Littlehampton
BN17 5FE

INDEPENDENT EXAMINER

M S Finnis ACA
Opass Billings Wilson & Honey LLP
Numeric House
98 Station Road
Sidcup
Kent DA15 7BY

PRINCIPAL BANKERS

National Westminster Bank PLC
115 High Street
Epsom
Surrey KT19 8DX

INVESTMENT MANAGERS

Atomos
Exchange Building
St John's Street
Chichester
West Sussex PO19 1UP

REPORT TO THE CHAPTER BY THE REVEREND MOTHER SUPERIOR

The Reverend Mother Superior is pleased to present her report together with the Financial Statements of the Charity for the year ended 31st December 2023.

Legal and Administrative Information set out on page 1 forms part of this report. The Financial Statements comply with current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Objects of the Charity

1. The object of the Charity is to support the Community of the Sacred Passion in:-
 - a. Honouring our Lord Jesus Christ by exhibiting to all the joy and the power of the Passion of Jesus.
 - b. Offering to God a life of complete Poverty, Chastity and Obedience, in union with the reparation offered to Him by our Lord upon the Cross.
 - c. Winning souls to our Lord Jesus by a life of prayer and missionary work.
 - d. Using our time, money and talents for the relief of suffering, education and the spread of the Gospel.
2. To apply the resources of the Charity in such manner and for such exclusively charitable objects as the Community shall at any time and from time to time direct.

The Trustees do not carry out any independent fundraising. Income is being generated through funds deposited with CCLA and, when relevant, by the Investment Managers. Income is also derived from property.

Grants and donations are made on the basis of criteria laid down and agreed by the Trustees.

The aim of the charity is to apply the income and as appropriate, the capital assets, towards the objects of the charity.

In setting their objective and planning their activities the Trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

The main activities undertaken by the charity to further its charitable purpose for the public benefit are:-

To allow the use of the chapel for prayer and study groups and to welcome local people to join in our worship.

The Sisters provide care and support to the community to advance religion by:-

- 1 Responding to requests for talks and sermons.
- 2 Providing space for people seeking peace and spiritual succour.
- 3 Responding to prayer requests from all over the world.
- 4 Being a listening ear for people in distress.

The other achievements of the Charity in relation to its objects are:-

The financial and practical support given to the Community of St Mary of Nazareth and Calvary in Tanzania in advancing Christianity and caring for the poor and to the hostel for disabled children at Kwa Mkono in preparing the young people to live useful lives despite their disabilities.

THE COMMUNITY OF THE SACRED PASSION

REPORT TO THE CHAPTER BY THE REVEREND MOTHER SUPERIOR

Objects of the Charity (Cont...)

The financial and practical support given to the Kwa Mkono Polio Hostel in Tanzania in providing food and water to care for those disadvantaged by physical handicap and offering advice on the future funding of the hostel.

The charity also continues to look after members of the order by providing accommodation and looking after their other needs. These members have given up all their possessions when joining the organisation and any pension that they receive is donated to the charity, they then engage in various charitable work on the basis that their reasonable and modest personal needs will be met as part of the charity's religious aim. As all the members of the Community are well past the age at which most people retire, the provision which is made to support and look after them is consistent with the Charity Commission's guidance on the public benefit principle for charities whose aims include advancing religion. This guidance states that the meeting of these continuing needs after retirement is no more than a legitimate working out of the understanding on which charitable work was undertaken in the first place.

Governing Document

The governing document is a Trust Deed dated 3rd June 1988.

Appointment of New Trustees

The statutory power of appointment of new Trustees is vested in the Community. Any new Trustee will be familiar with the work of the Community of the Sacred Passion prior to becoming a Trustee, but will still undergo a short training session whereby they are familiarised with the obligations of the Trustees, the main documents which set out the operational framework of the charity, the current financial position and future plans.

Investment Policy

Under the Trust Deed, the Charity has the power to make any investment which the Trustees see fit. The Trustees have appointed Atomos as advisers in relation to the charity's investment needs and CCLA to deal with the investment of liquid funds. An ethical investment policy is in place.

Review of Activities and Future Developments

The new accommodation into which the Sisters moved following the sale of the Convent last year, is influencing the way in which they witness. Their presence as equals in the community of the Residential Housing complex allows them to share the problems of others and support them in difficult situations. Residents are welcome to join in celebrations of the Eucharist in Chapel and the sitting room has been used to host meetings and visitors. These include people connected with the work of the parish and the various other charities with which the Community works.

In consultation with the Trustees of the Kwa Mkono Disabled Children's Trust we continue to encourage the staff of the Hostel at Kwa Mkono, which we founded to help sufferers from polio and now embraces children with other disabilities, to work towards being self-supporting. Much support in the form of gifts of food and clothing is now received from local people but the hostel still needs extra help for items which can only be paid for in cash.

During the year we have paid for the repair of the underground water storage tank, insurance for the car and spare parts for its upkeep and contributed towards the setting up of a small cafe which serves staff and visitors to the hostel and the adjoining hospital.

REPORT TO THE CHAPTER BY THE REVEREND MOTHER SUPERIOR

Review of Activities and Future Developments (Cont...)

In the UK, we are considering a major grant to finance a project to install toilets in a parish church which urgently needs his facility. It would help the church's operations and therefore its christian outreach and make the building more suitable for the variety of people who use it.

Since the year end, the charity has been engaged in the process of selling a residential property which it owns, 1 Seafields in Shoreham by Sea. The funds realised will be added to those already held and used for future charitable activity.

Reserves Policy and Risk Management

The Trust can expend unrestricted funds in furtherance of exclusively charitable purposes as directed by the Community. The Community of the Sacred Passion will generally utilise all incoming resources of a year in the furtherance of the Charity's objectives. However if in any year there is a planned or unforeseen deficit, reserves will be realised to provide sufficient funds. The Trustees consider the level of reserves meets these objectives. Trustees carry out an annual risk assessment of the Charity. Having considered the major risks to which the Community was exposed during the year under review the Trustees were satisfied that adequate arrangements were in place to identify and monitor those risks.

Volunteers

The charity is totally dependant on the services of volunteers for all aspects of running the charity.

Independent Examiner

A resolution to reappoint M Finnis ACA of Opass Billings Wilson & Honey LLP as Independent Examiner will be put to the Annual General Meeting.

Statement of Responsibilities

The Mother Superior is responsible, with the assistance of the Trustees, for preparing the Report to the Chapter and the Financial Statements in accordance with applicable law and regulations.

The Mother Superior is required to prepare Financial Statements for each financial year and she has elected to prepare the Financial Statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Financial Statements are required by law to give a true and fair view of the financial activities of the Charity and of its financial position at the end of that year.

In preparing these Financial Statements, the Mother Superior is required to:

- select suitable accounting policies and then apply them consistently;
- state whether UK Accounting Standards and Statements of Recommended practice have been followed, and give details of any material departures; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Mother Superior is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable her to ensure that the Financial Statements comply with Regulation XIX of The Statutes of The Community.

REPORT TO THE CHAPTER BY THE REVEREND MOTHER SUPERIOR

Statement of Responsibilities (Cont...)

The Mother Superior is responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as The Mother Superior is aware:

- there is no relevant information of which the charity's independent examiners are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiners are aware of that information.

G.K. Brailford

Reverend Mother Philippa CSP

24. 06. 2024

Date

INDEPENDENT EXAMINER'S REPORT TO THE GREATER CHAPTER

I report on the accounts of the company for the year ended 31st December 2023 which comprise the statement of financial activities, statement of financial position and the related notes.

Responsibilities and basis of report

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

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

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

Independent examiner's statement

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

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

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



M S Finnis ACA
OPASS BILLINGS WILSON & HONEY LLP
Numeric House
98 Station Road
Sidcup
Kent DA15 7BY

Date 24 June 2024

THE COMMUNITY OF THE SACRED PASSION

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STATEMENT OF FINANCIAL ACTIVITIES**FOR THE YEAR ENDED 31ST DECEMBER 2023**

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u>	
				<u>2023</u>	<u>2022</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME					
Donations and Legacies	2(a)	27,368	670	28,038	41,069
Investments	2(b)	26,643	-	26,643	3,576
Other	2(c)	9,003	-	9,003	10,800
TOTAL INCOME		63,014	670	63,684	55,445
EXPENDITURE					
Charitable Activities	3(a)	69,868	2,174	72,042	119,532
TOTAL EXPENDITURE		69,868	2,174	72,042	119,532
Net Gains/(Losses) on Investments		-	-	-	(12,424)
Net Profit/(Loss) on Sale of Freehold Property		-	-	-	211,066
NET INCOME/(EXPENDITURE)		(6,854)	(1,504)	(8,358)	134,555
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		(6,854)	(1,504)	(8,358)	134,555
RECONCILIATION OF FUNDS:					
TOTAL FUNDS BROUGHT FORWARD		1,719,652	3,066	1,722,718	1,588,163
TOTAL FUNDS CARRIED FORWARD		1,712,798	1,562	1,714,360	1,722,718

STATEMENT OF FINANCIAL POSITIONAS AT 31ST DECEMBER 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible Assets	4	710,986	710,986
		<hr/>	<hr/>
TOTAL FIXED ASSETS		710,986	710,986
		<hr/>	<hr/>
CURRENT ASSETS			
Debtors	6	-	1,250
Cash at bank and in hand		1,005,774	1,020,488
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		1,005,774	1,021,738
		<hr/>	<hr/>
LIABILITIES			
Creditors: Amounts falling due within one year	7	2,400	10,006
		<hr/>	<hr/>
		2,400	10,006
		<hr/>	<hr/>
NET CURRENT ASSETS		1,003,374	1,011,732
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,714,360	1,722,718
		<hr/>	<hr/>
THE FUND OF THE CHARITY:			
Restricted income funds	9	1,562	3,066
Unrestricted funds		1,712,798	1,719,652
		<hr/>	<hr/>
TOTAL CHARITY FUNDS		1,714,360	1,722,718
		<hr/>	<hr/>

Approved by the Trustees on 24 June 2024 and signed on their behalf by:

L.R. Brailsford

Reverend Mother Philippa CSP

P.R. Chapman

P.R. Chapman
Trustee

24.06.2024

Dated

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2023

1. ACCOUNTING POLICIES

(a) **Basis of Preparation**

The Community operates through its premises in the UK.

The property and the investments of the Community are held and managed by Trustees.

Note 9 summarises the transactions passed through the U.K. Bank Account held for and on behalf of one of the Missions in Africa.

The financial statements have been prepared in accordance with applicable United Kingdom accounting standards, the SORP (FRS102) and the Charities Act 2011 and regulation XIX of the statutes of the community.

(b) **Income Recognition**

Income is recognised in the accounts once the charity has entitlement to the income, there is sufficient certainty of receipt and the amount of the income can be reliably measured.

Donations and Legacies -

Donations are recognised in the accounts when the charity has been notified of the amount and the date the donation will be received, this is normally when a donation is received in the post or received into the charity bank account.

Legacies are recognised on a case by case basis following notification of the executor's intention to make a distribution. A legacy, in whole or in part, is only recognised in the accounts when receipt is considered probable and when the amount can be measured reliably by the charity. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Interest on funds held on deposit is included when notified of the interest being paid or becoming payable.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due, this is accounted for to the Community net of taxation and the Community then initiates the recovery of the tax.

(c) **Expenditure Recognition**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of support costs

Support costs are those functions that assist with the work of the charity but do not directly undertake charitable activities. These costs support the general administration of the community and are therefore allocated to the cost of activities in furtherance of the charity's objectives.

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2023

(d) Fixed Assets and Depreciation

The residual value of the freehold and leasehold properties is considered to be not significantly different to the cost due to the high standard to which the properties are maintained. The depreciation that would have been charged on a 50 year straight line basis is therefore not material and consequently no charge is made.

Chattels have not been capitalised; they have been written off as bought as they are immaterial to capitalise.

(e) Conversion of Foreign Currencies

Any remittances made to Tanzanian banks are donations to the Community of St. Mary, which the Community of the Sacred Passion founded but of which it is financially independent, and other work founded by the Community for which friends of the Community continue to send donations although they are no longer dependent on the Community for finance.

(f) Investments

Investments were initially recognised at their purchase price.

The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year.

(g) Funds

Unrestricted funds represent the funds of the Community of the Sacred Passion that are not subject to any restrictions regarding their use and are readily available for application on the general purposes of the Community.

Restricted funds represent the special projects which have been set up as detailed in Note 9 to the Accounts.

The Accounts include all transactions, assets and liabilities for which the Community of the Sacred Passion is responsible in law.

(h) Financial Instruments

The Community only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2023

(i) Debtors

Debtors are initially recorded at fair value and are assessed for impairment at each reporting date. If any impairments exist the debtors are remeasured to the present value of the expected future cash inflows.

(j) Creditors

Creditors are initially recorded at fair value and are then remeasured to the present value of the expected future cash outflows.

2. INCOME

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	
		<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
(a)	Donations and Legacies				
	Covenants	908	250	1,158	1,558
	Legacies	-	-	-	-
	Members Pensions	23,555	-	23,555	35,136
	Collections and Donations	2,905	420	3,325	4,375
		<u>27,368</u>	<u>670</u>	<u>28,038</u>	<u>41,069</u>
(b)	Gross Investment Income				
	Dividends	-	-	-	2,021
	Bank Interest	2,243	-	2,243	1,555
	CBF Deposit Interest	24,400	-	24,400	-
		<u>26,643</u>	<u>-</u>	<u>26,643</u>	<u>3,576</u>
(c)	Other Income				
	Rent Received	8,883	-	8,883	10,495
	Other Income	120	-	120	305
		<u>9,003</u>	<u>-</u>	<u>9,003</u>	<u>10,800</u>
TOTAL INCOME		<u>63,014</u>	<u>670</u>	<u>63,684</u>	<u>55,445</u>

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2023

3. EXPENDITURE

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	
		<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
	Note	£	£	£	£
(a)	Charitable Activities				
	Kwa Mkono Polio Hostel	-	1,085	1,085	14,287
	Community of St Mary CMM Masasi	-	1,089	1,089	-
	Property Preservation	3,461	-	3,461	1,870
	Housekeeping and Household Expenses	10,364	-	10,364	55,494
	Service Charges	24,694	-	24,694	-
	Pension Costs	-	-	-	1,434
	Garden Maintenance	-	-	-	303
	Investment management fees	-	-	-	30
	Rent, Rates, Council Taxes	4,788	-	4,788	8,278
	Lighting and Heating	801	-	801	3,495
	Travelling and Motor Expenses	525	-	525	467
	Habits and Clothing	291	-	291	111
	Sacristy Requisites	207	-	207	13
	Medical Expenses	648	-	648	1,772
	Funeral and memorial costs	-	-	-	8,124
	Alms and Donations	5,127	-	5,127	1,626
	Insurance	2,316	-	2,316	7,489
	Governance Costs	3(b) 16,646	-	16,646	14,739
TOTAL EXPENDITURE		69,868	2,174	72,042	119,532
		£	£	£	£
(b)	Governance Costs				
	Postage, Stationery and Telephone	3,230	-	3,230	2,635
	Accountancy Fees	2,400	-	2,400	2,400
	Professional Fees	7,184	-	7,184	8,609
	Other Expenses	62	-	62	438
	Miscellaneous	3,770	-	3,770	844
	Depreciation	-	-	-	-
	Profit on disposal of motor vehicle	-	-	-	(187)
		16,646	-	16,646	14,739

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2023

4. FIXED ASSETS

		<u>Freehold Property</u>	<u>Leasehold Property</u>	<u>Total</u>
<u>Cost</u>	B/fwd	216,386	494,600	710,986
	Additions	-	-	-
	Disposals	-	-	-
	C/fwd	<u>216,386</u>	<u>494,600</u>	<u>710,986</u>
<u>Depreciation</u>	B/fwd	-	-	-
	Charge for the year	-	-	-
	Eliminated on disposal	-	-	-
	C/fwd	<u>-</u>	<u>-</u>	<u>-</u>
<u>NBV</u>	At 31/12/2022	<u>216,386</u>	<u>494,600</u>	<u>710,986</u>
	At 31/12/2023	<u>216,386</u>	<u>494,600</u>	<u>710,986</u>

The property is the Land and/or Buildings known as:

Freehold property1 Seafields
Shoreham-by-sea
West SussexLeasehold PropertyFlats 30 and 52
Claridge House
Littlehampton

In the Trustee's opinion the value of the properties are not less than their carrying values. The properties are included in the Accounts at cost inclusive of acquisition expenses.

5. DEBTORS

	<u>2023</u>	<u>2022</u>
Other Debtors and Prepayments	-	1,250
	<u>-</u>	<u>1,250</u>

7. CREDITORS

	<u>2023</u>	<u>2022</u>
Accruals		
Accountancy fee	2,400	2,400
Service charges	-	6,438
Food	-	1,168
	<u>2,400</u>	<u>10,006</u>

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2023

8. TAXATION

As the funds are wholly devoted to charitable purposes, the Community is not liable to taxation on its income or gains. Income Tax deducted from Interest Receivable and Tax Credits attaching to Dividends, together with Income Tax withheld by Donors under Gift Aid are subject to reclaim from the Inland Revenue.

9. RESTRICTED FUNDS

	<u>Community of</u>		
	<u>St Mary</u>	<u>Kwa Mkono</u>	
	<u>CMM Masasi</u>	<u>Polio Hostel</u>	<u>Total</u>
Balance at 1st January 2023	2,349	717	3,066
Interest Received	-	-	-
Income			
Donations	-	670	670
Expenditure	<u>(1,089)</u>	<u>(1,085)</u>	<u>(2,174)</u>
Balance at 31st December 2023	<u>1,260</u>	<u>302</u>	<u>1,562</u>

The above funds are the UK bank accounts held by the Community of the Sacred Passion. These funds are only to be applied in furtherance of the stated objective of each of the special projects.

10. STAFF COSTS

Particulars of employees:

The average number of employees during the year, was as follows:

	2023	2022
	No.	No.
Housekeeping	<u>-</u>	<u>2</u>