

Charity Number: 800080

THE COMMUNITY OF THE SACRED PASSION

REPORT AND ACCOUNTS

31ST DECEMBER 2024

THE COMMUNITY OF THE SACRED PASSION

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LEGAL AND ADMINISTRATIVE INFORMATION**CONSTITUTION**

The Community of the Sacred Passion (CSP) was founded as a Religious Community in 1911. In 2021 the Community was formally recognised by the House of Bishops of the Church of England as a religious community within the Anglican communion. The Statutes of the Community is the instrument that governs the regulation of the Community's religious life. The Statutes require that all property in either real estate or invested funds beyond what is required by the Community for its routine expenditure, is to be held in trust. The Statutes also stipulate that there shall be at least three Trustees none of whom needs to be a member of the Community.

A Trust Deed establishing those arrangements was created in 1988. The trust was also registered with the Charity Commission as an unincorporated charity (charity number 800080). Amendments to that deed, essentially updating it, were approved by the Charity Commission in November 2024 and took effect in January 2025 when the Trustees passed a resolution formally making the amendments.

TRUSTEES

Sister Cynthia Kathleen Brailsford C.S.P.

Jennifer Chapman

Peter Chapman

Terence Clark

Susan Clay

Peter Laverick

William Payne

Mother Superior

(Term of office expires 31st March 2027)

(Appointed 24th June 2024)

Treasurer

(Term of office expires 11th July 2025)

(Term of office expires 11th July 2025)

(Until 24th June 2024)

(Appointed 24th June 2024)

Secretary to the Trustees

(Term of office expires 19th June 2026)

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

LEGAL AND ADMINISTRATIVE INFORMATION (Cont...)

INVESTMENT MANAGERS

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

At the AGM on June 2024 the Trustees decided, on the advice of Atomos, to continue to keep all its reserves in a low-risk account for the foreseeable future. For this reason, there was no longer a need formally to retain the services of Atomos, and so these were ended on 16th July 2024.

REPORT OF TRUSTEES

1. The charity is unincorporated and was formally established as a charity by a Trust Deed in 1988 and was registered with the Charity Commission (number 800080). The Trust Deed gives responsibility to the Trustees for managing the finances and assets. In carrying out all their functions the Trustees are required to do so in pursuit of the charity's object which is to support the Community 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. As well as supporting the Community in fulfilling its vocation, the Trustees may make grants to related good causes. The Trustees also follow the guidance issued by the Charity Commission to support the Community now that its members have reached the age of retirement.
3. The Trust Deed also clarifies that the charity will be wound up once the last member of the Community has died. The winding up of the charity includes disbursing whatever assets the Community has which are still held in trust at that time. That disbursement will be guided by the Community's 'Letter of Wishes'.
4. The Trustees have complied with the duty imposed by Section 17(5) of the Charities Act 2011, to have due regard to the Charity Commission's guidance on public benefit.

Report of the Community's Activities

5. The Community seeks to live out its vocation in ways suited to the advancing years of the Sisters. They continue to support some of the projects they started in Tanzania financially and by prayer and advice. Some of these projects are noted below. The Community has also been active in supporting the work of the local parish church in Littlehampton. This has included providing hospitality for, and serving on, a fund-raising committee, organising and running stalls at various fund-raising events and joining in a scheme at Easter to illustrate the message of the Resurrection.
6. The Community has provided the Trustees with information about the continuing progress of work it began in Tanzania leading to the decisions by the Trustees to allocate funds to the projects to support them in the next stage in their efforts to become financially independent. In this regard the Community has contacted and met with Trustees of the Kwa Mkono Disabled Children's Trust and discussed how the two charities could work together to provide necessary financial support for the hostel.
7. Additionally, the Community exchanged information with the Trustees of the African Sisters' Support Group and introduced their chairman to our Trustees. The Community's considerable experience of and insight into the challenges of a religious order working in Africa and observing its Religious life have enabled it to offer advice to the new Reverend Mother of the Community of St. Mary of Nazareth and Calvary (CMM), which it was instrumental in founding. One of the grants the Trustees decided to give is to support CMM in integrating the work of its 11 houses and to help them to prepare their accounts in a way which is more meaningful and transparent for overseas donors.

REPORT OF TRUSTEES

Report of the Community's Activities (Cont...)

8. In Littlehampton the Community opened its Chapel to residents in Claridge House who wish to join in the twice monthly Eucharist. The Sisters have continued to communicate with their Oblates and the Friends of the Community, supporting them in difficulties, offering spiritual support and answering questions on spiritual matters. They also give them news about continuing work in Tanzania, some of which those associated with them continue to support. They have also responded to requests for prayer from people from many backgrounds and answered questions on the religious life and the Church in Tanzania from people studying these topics in depth.

Report of the Trustees' Activities

9. The Trustees met on five occasions during the year. In addition to the AGM (in June) at which the Annual Report & Accounts for 2023 were considered and approved, they met to consider their support for the hostel in Tanzania for disabled children which the Community had set up; and three times to conduct a risk assessment, to finalise a reserves policy and to make decisions about grant-giving, details of which are provided below.
10. Separately, the Trustees also had meetings with Wrigleys, a firm of lawyers with expertise in charities whom the Trustees had instructed to review and amend the Trust Deed.

The Revision of the Trust Deed.

11. The Trustees commissioned lawyers to review its Trust Deed in the Autumn of 2023. The purpose was to ensure, following the Community's move into retirement accommodation as it entered the final stages of its life, that the constitution of the charity and its governance were robust. The following amendments to the original Trust Deed were approved by the Charity Commission in late November 2024 and took effect on 9th January 2025 when the Trustees passed a Resolution to change the Trust Deed:
 - (i) The original Trust Deed required the Community to direct the Trustees in order for them to make any payment or decision regarding the funds or assets of the charity. This requirement was removed and replaced by provision which gives the Trustees complete discretion but requires them to consult the Community. This is consistent with the Community's wish to become less directly involved in the work of the Trustees, as is the second amendment.
 - (ii) The power to appoint new Trustees is transferred from the Mother Superior to the Trustees – a transfer was anticipated by provisions in the Statutes. Before making any appointment, the Trustees are required to consult the Community.
12. Two other groups of amendments were also made which essentially bring the Trust Deed up to date with current good practice:
 - (iii) First, a term of office of three years is stipulated (with the provision that Trustees may be reappointed) and the means by which they may resign or be removed have been added.
 - (iv) Second, the amendment makes clear that Trustees can conduct business via online meetings or 'hybrid' meetings where some Trustees meet in person and some are online.

Change in Trustees

13. In 2024 Susan Clay stood down having been a Trustee and the Secretary of Trustees for many years. Her close involvement in the sale of the convent in Shoreham and the other property the charity owned and her role as secretary were highly valued.

REPORT OF TRUSTEES

Change in Trustees (Cont...)

14. Two new Trustees were appointed: Peter Laverick, a public notary appointed by the Faculty Office of the Archbishop of Canterbury; and Jennie Chapman, a retired paediatrician with experience of working in southern Africa.
15. The Trustees met on four occasions in 2024 in addition to the AGM. They also had other meetings with their lawyers in respect of the revision of the Trust Deed and with two partner organisations in respect of grants they were considering making to organisations in Tanzania.

Finance: Risk Assessments, Reserves and Grant-Giving

16. Throughout the year the financial position of the charity remained strong. Following the sale of the convent in 2023 and the sale of the remaining property in Shoreham in 2024, the charity had c.£1.4 million, most of which was held earning a market rate of interest with CCLA.
17. To determine how best to use the large sums of money the charity now had, the Trustees undertook three separate exercises: an assessment of the risks to the charity and how they could be managed or mitigated; the calculation of the reserves it was necessary to retain to ensure that Trustees could discharge their duty to support the Community for the rest of its life; and a consideration of what grants they might make to organisations whose purpose and activities align with the Community's charitable object.
18. The principal risks were identified as being a failure to make good use of the money held in reserve for grant-giving and to support the community; a weakening of relations between the Trustees and the Community; weaknesses in the arrangements to account satisfactorily for routine financial transactions; and, problems associated with grants the Trustees decide to give. Arrangements to manage the risks were considered and adopted. Trustees agreed that a prudent level of reserves for these purposes was £550,000.
19. With this level of reserves there remains a substantial sum which it was agreed the Trustees would use over time to pursue the Community's charitable object in the form of grants to other organisations. After careful consideration of their merits, the Trustees made commitments totalling £279,000 to six organisations: five in Tanzania, including three with which the Community has a close connection; and one in Zimbabwe. Their activities range from theological and primary education to healthcare services. Full provision has been made in the accounts for these grants. Payments have been agreed to be made over a three-year period and the first instalments commenced in January 2025.
20. Trustees have also been approached by the church of St Mary de Haura, New Shoreham to assist in financing the installation of new toilet facilities. To date no agreed plan nor a formal application for a grant has been made to the Trustees. Discussions are expected to continue with those responsible at the Church following the arrival of a new vicar in 2025.

C. K. Brailsford for d.

Sister Cynthia Kathleen Brailsford C.S.P.

16.06.2025

Date

INDEPENDENT EXAMINER'S REPORT TO THE GREATER CHAPTER

I report on the accounts of the company for the year ended 31st December 2024 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 16 June 2025

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST DECEMBER 2024

	<u>Note</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total Funds</u>	
				<u>2024</u>	<u>2023</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
INCOME					
Donations and Legacies	2(a)	27,520	480	28,000	28,038
Investments	2(b)	55,758	-	55,758	26,643
Other	2(c)	120	-	120	9,003
TOTAL INCOME		83,398	480	83,878	63,684
EXPENDITURE					
Charitable Activities	3(a)	357,232	1,042	358,274	72,042
TOTAL EXPENDITURE		357,232	1,042	358,274	72,042
Net Profit/(Loss) on Sale of Freehold Property		155,876	-	155,876	-
NET INCOME/(EXPENDITURE)		(117,958)	(562)	(118,520)	(8,358)
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		(117,958)	(562)	(118,520)	(8,358)
RECONCILIATION OF FUNDS:					
TOTAL FUNDS BROUGHT FORWARD		1,712,798	1,562	1,714,360	1,722,718
TOTAL FUNDS CARRIED FORWARD		1,594,840	1,000	1,595,840	1,714,360

STATEMENT OF FINANCIAL POSITIONAS AT 31ST DECEMBER 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible Assets	4	494,600	710,986
TOTAL FIXED ASSETS		<u>494,600</u>	<u>710,986</u>
CURRENT ASSETS			
Cash at bank and in hand		<u>1,382,640</u>	<u>1,005,774</u>
TOTAL CURRENT ASSETS		<u>1,382,640</u>	<u>1,005,774</u>
<u>LIABILITIES</u>			
Creditors: Amounts falling due within one year	5	<u>(99,400)</u>	<u>(2,400)</u>
		<u>(99,400)</u>	<u>(2,400)</u>
NET CURRENT ASSETS		<u>1,283,240</u>	<u>1,003,374</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,777,840</u>	<u>1,714,360</u>
Creditors: Amounts falling due after more than one year	6	<u>(182,000)</u>	<u>-</u>
NET ASSETS		<u><u>1,595,840</u></u>	<u><u>1,714,360</u></u>
THE FUND OF THE CHARITY:			
Restricted income funds	8	1,000	1,562
Unrestricted funds		<u>1,594,840</u>	<u>1,712,798</u>
TOTAL CHARITY FUNDS		<u><u>1,595,840</u></u>	<u><u>1,714,360</u></u>

Approved by the Trustees on 16. 06. 2025 and signed on their behalf by:

S. R. Brailsford

Sister Cynthia Kathleen Brailsford C.S.P.

P. R. Chapman

P.R. Chapman
Trustee

16. 06. 2025

Dated

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2024

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 8 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 Trustees 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 2024

(d) Fixed Assets and Depreciation

The residual value of the long leasehold properties is not considered to be 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 8 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 2024

(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

		Unrestricted	Restricted	Total Funds	
		Funds	Funds	2024	2023
		£	£	£	£
(a)	Donations and Legacies				
	Covenants	688	-	688	1,158
	Members Pensions	26,502	-	26,502	23,555
	Collections and Donations	330	480	810	3,325
		<u>27,520</u>	<u>480</u>	<u>28,000</u>	<u>28,038</u>
(b)	Gross Investment Income				
	Bank Interest	1,162	-	1,162	2,243
	CBF Deposit Interest	54,596	-	54,596	24,400
		<u>55,758</u>	<u>-</u>	<u>55,758</u>	<u>26,643</u>
(c)	Other Income				
	Rent Received	-	-	-	8,883
	Other Income	120	-	120	120
		<u>120</u>	<u>-</u>	<u>120</u>	<u>9,003</u>
TOTAL INCOME		<u><u>83,398</u></u>	<u><u>480</u></u>	<u><u>83,878</u></u>	<u><u>63,684</u></u>

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2024

3. EXPENDITURE

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total Funds</u>	
		<u>Funds</u>	<u>Funds</u>	<u>2024</u>	<u>2023</u>
	Note	£	£	£	£
(a)	Charitable Activities				
	Kwa Mkono Polio Hostel	-	-	-	1,085
	Community of St Mary CMM Masasi	-	1,042	1,042	1,089
	Property Preservation	100	-	100	3,461
	Housekeeping and Household Expenses	10,121	-	10,121	10,364
	Service Charges	26,075	-	26,075	24,694
	Grants	279,000	-	279,000	-
	Rent, Rates, Council Taxes	3,327	-	3,327	4,788
	Lighting and Heating	1,923	-	1,923	801
	Travelling and Motor Expenses	1,017	-	1,017	525
	Habits and Clothing	494	-	494	291
	Sacristy Requisites	100	-	100	207
	Medical Expenses	876	-	876	648
	Alms and Donations	1,972	-	1,972	5,127
	Insurance	2,198	-	2,198	2,316
	Governance Costs	3(b) 30,029	-	30,029	16,646
TOTAL EXPENDITURE		357,232	1,042	358,274	72,042
		£	£	£	£
(b)	Governance Costs				
	Postage, Stationery and Telephone	2,927	-	2,927	3,230
	Accountancy Fees	2,400	-	2,400	2,400
	Professional Fees	24,253	-	24,253	7,184
	Other Expenses	99	-	99	62
	Miscellaneous	350	-	350	3,770
	Depreciation	-	-	-	-
		30,029	-	30,029	16,646

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2024

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	(216,386)	-	(216,386)
	C/fwd	<u>-</u>	<u>494,600</u>	<u>494,600</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 31/12/2023	<u>216,386</u>	<u>494,600</u>	<u>710,986</u>
	At 31/12/2024	<u>-</u>	<u>494,600</u>	<u>494,600</u>

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

Freehold property

1 Seafields
Shoreham-by-sea
West Sussex
(sold April 2024)

Leasehold Property

Flats 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. CREDITORS FALLING DUE WITHIN 1 YEAR

	<u>2024</u>	<u>2023</u>
Grants payable	97,000	-
Accruals Accountancy fee	2,400	2,400
	<u>99,400</u>	<u>2,400</u>

6. CREDITORS FALLING DUE AFTER MORE THAN 1 YEAR

	<u>2024</u>	<u>2023</u>
Grants payable	182,000	-
	<u>182,000</u>	<u>-</u>

NOTES TO THE ACCOUNTS (Cont'd)

FOR THE YEAR ENDED 31ST DECEMBER 2024

7. 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.

8. 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 2024	1,260	302	1,562
Income			
Donations	50	430	480
Expenditure	<u>(1,042)</u>	<u>-</u>	<u>(1,042)</u>
Balance at 31st December 2024	268	732	1,000
	<u>=====</u>	<u>=====</u>	<u>=====</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.

9. STAFF COSTS

Particulars of employees:

The average number of employees during the year, was nil (2023 - nil).