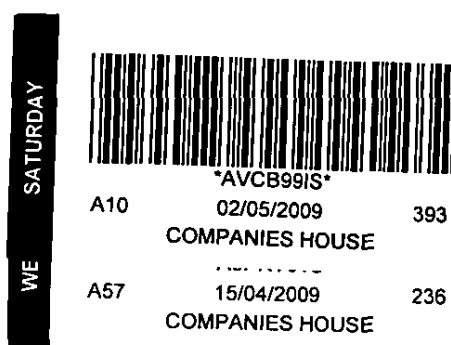


**REDEMPTORIS MATER HOUSE OF FORMATION**  
**Charitable Company limited by guarantee registered in England**  
**Registered Charity No. 104 7443**  
**Company No. 296 5770**



**DIRECTORS' REPORT AND ACCOUNTS**  
**For the financial year ended on 31 August 2008**



11 Harewood Avenue, London NW1 6LD  
Tel. 020-7723 9364 Fax 07092-356013  
e-mail: [rmlondon@lineone.net](mailto:rmlondon@lineone.net)

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# REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N. 1047443 - Company No. 2965770*

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## DIRECTORS' REPORT FOR THE YEAR ENDED ON 31-08-2008

### Reference and Administrative Details

<i>Company name:</i>	Redemptoris Mater House of Formation		
<i>Company reg. number:</i>	2965770		
<i>Registered office:</i>	11 Harewood Avenue, London NW1 6LD		
<i>Registered Charity No.</i>	1047443	<i>Date of registration:</i>	22-06-1995
<i>Object</i>	To promote religion in accordance with the Roman Catholic faith and in particular to form young men and adults to the presbyterate for the new evangelisation and for that purpose to establish a House of Formation ( <i>Memorandum of Association</i> , §3 <sup>2</sup> ).		
<i>Company secretary</i>	Geraldine Rae		
<i>Directors of the Company (= Members of Administrative Council):</i>	Michael James Anderson Anthony Matthew Cook Francesco Donega Remo Finaldi Terence Fergal Martin Peter John Wallach		
<i>Chief Executive Officer (Rector)</i>	Francesco Donega		
<i>Bankers</i>	Barclays Bank PLC Baker Street Branch 93 Baker Street - London W1A 4SD		
<i>Reporting accountant:</i>	David Griffith F.C.A. 149 Glenfrome Road Eastville Bristol BS5 6XF		
<i>Solicitors</i>	Farrer & Co 66 Lincoln's Inn Fields London WC2A 3LH		

### Structure, Governance and Management

The charity is constituted as a charitable company limited by guarantee and not having a share capital. Governing document: memorandum and articles of association incorporated on 7th September 1994 (as amended by special resolution on 19th June 1995).

The members of the Pastoral Council (= Members of the charitable company) are appointed by the Archbishop of Westminster.

The members of the Pastoral Council give the general guidelines for the company activities, appoint the directors and other company officials and staff, adopt the accounts and represent the Redemptoris Mater House of Formation before the Archbishop of Westminster.

The company is run by an Administrative Council, whose members are the directors of the company. The Administrative Council is chaired by the rector.

The rector of the House of Formation is the chief executive of the company. He is appointed by the Archbishop of Westminster and is *ex officio* member and chairman of both Administrative and Pastoral Council.

All members of the Administrative Council (= the directors of the company) are appointed by the Pastoral Council, i.e. by the members of the company. No person other than a resigning member of the Administrative Council is eligible for election unless his nomination is made by a member of the Pastoral Council. Any member of the Pastoral Council is entitled to submit nominations. (*Cf. Articles of Association, §24*)

Directors are chosen for their expertise in administration, legal matters and/or for their direct experience of working in the charity field. An induction process is carried out by other directors on a one-to-one basis, with the support of material provided by the Charity Commission.

Day to day administration is delegated to the rector, who takes relevant advice from Council members and other professionals before making important decisions.

### **Objectives and Activities**

The main object of the charity is to promote religion in accordance with the Roman Catholic faith, in particular by forming young men as priests for the new evangelisation of Europe and the whole world. (*Cf. Memorandum of Association, §3<sup>2</sup>*)

For that purpose the company is renting a property known as St. Edward's Convent, located at 11 Harewood Avenue, London NW1 6LD. The building houses the registered office of the charity and a House of Formation where the students and some members of staff are in residence. The House is run under the direct supervision and responsibility of the rector.

In the year 2007-2008 twelve seminarians from a number of countries of Europe and America have been residing full board in St Edward's Convent, while attending courses of General English, Philosophy and Theology in preparation for the priesthood. The House of Formation has provided them with food and lodging, met their expenses (studies, clothing, health care, travelling in London and abroad, etc.) and offered them a training programme which includes studies, pastoral activities and spiritual formation.

Students training at Redemptoris Mater are introduced to the universal dimension of the Church mission. They prepare to serve not only in the United Kingdom but anywhere in the world. Redemptoris Mater believes that, alongside with receiving intellectual and spiritual formation, the students need to be actively involved in serving the people to whom they will be ministering after ordination. After a few years in formation they dedicate two or more years to itinerancy, a period of full time missionary service in any country of the world where their services are needed, as part of a small team made up of some lay missionaries – single men and women or couples with their children – and a

priest. The main activity carried out is adult catechesis, within a programme of human and Christian formation which includes assistance and support to families and young people.

The same activities are undertaken by the staff of the House of Formation and by the students residing in London: spiritual and human assistance to families, ministry in hospitals and assisting young people, both in schools and in parish-based groups and initiatives.

Redemptoris Mater also welcomes priests returning from their missionary posts or preparing to go on a missionary post together with one of the students, offering them support, opportunity for quiet periods in a prayerful environment, access to information and material related to their missionary work.

Many activities of the House of Formation are carried out by volunteers. In the year 2007-2008 there have been 6 volunteers residing full time in the House, while other 6 have served part-time. All together they have been teaching auxiliary courses, offering learning support for foreign students, and provided cleaning, cooking, administration and most maintenance works at St Edward's Convent. Their invaluable contribution not only allows to reduce drastically the costs of running the house, but above all gives to the place a homely atmosphere which is felt and appreciated by students and guests.

### **Achievements and performance**

Two more students have been formally accepted by the diocese of Westminster and have entered the last phase of their formation. The next ordination should take place in June 2010.

One of the students on pastoral placement in London has assisted the chaplain at UCL Hospital. Others have ministered in the parishes of Parsons' Green, Burnt Oak and Wood Green, and cooperated with the School chaplaincy of St Dominic's Sixth Form School, Harrow-on-the-Hill, and of Lamennière & Sacred Heart School, Brook Green.

A student was sent to Dar-es-Salaam, Tanzania, where he assisted the parish priest of Keko (Mwanga), a very deprived area of the town. He also taught English in a local seminary and cooperated in setting up small parish-based communities throughout the country.

A second seminarian continued his missionary activity in India and Pakistan, working in the formation of local community leaders in the Catholic Church in several areas of the Indian sub-continent.

A third has been assisting parish based groups of families and young people – including recovering young alcoholics – throughout Ireland.

A fourth student continued his ministry in the West Indies, cooperating with a priest of the Archdiocese of Westminster trained at Redemptoris Mater who is working among the English-speaking and the Spanish-speaking population in the island of Nevis.

### **Financial Review**

The charity has adopted a policy on reserves, thereby designating a £5,000 fund to be used in the event of winding up, to meet legal and administrative expenses and settle payments to staff (if any: no paid staff are presently employed).

Direct charitable expenditure refers to funds used exclusively for:

- (a) covering the maintenance costs for the House (rent, electricity, gas, water, telephone, repairs, etc.);
- (b) paying for food, travel, studies and any other expenses necessary to provide the required training and ensure adequate living conditions for the beneficiaries;
- (c) paying travel expenses for the students involved in missionary work abroad;
- (d) providing food for the voluntary helpers (the Rector and five others) who have been living full time in the House for the sole purpose of running it in accordance with the charitable object of the Company;

None of the directors or members was remunerated. Money spent for the charity management and fund raising amounted to £1690.

The funds made available to the charity during the year 2007-2008 have all come from unrestricted voluntary donations. Fundraising events and personal contacts with regular and potential donors in the UK have improved the Charity's revenue in comparison with the previous year. A very significant donation came through a legacy.

#### **Plans for the future**

The plan for the immediate future is to continue running the House for the academic year 2007-2008, and to make provision for the studies, pastoral activities and field-work training in UK and abroad for the students attached to the House.

Students and staff will continue to carry out pastoral activities and assistance in various London parishes, hospitals and schools.

Students on a missionary placement will be working in the West Indies and in Europe.

The House of Formation will continue to offer hospitality to missionary priests and lay people who work with the students on itinerancy.

The Charity, in agreement with the Sisters of Mercy, will carry out further ameliorations to St Edward's Convent.

Approved by the Directors of the Company on 7/04/2009.....  
and signed on their behalf by



.....  
**Francesco Donega**  
**(Rector)**

## INDEPENDENT ACCOUNTANT'S REPORT TO REDEMPTORIS MATER HOUSE OF FORMATION

I report on the accounts for the year ended 31 August 2008 set out on pages 6 to 9.

### *Respective Responsibilities of Directors and Reporting Accountants*

As described on page 7 the Company's directors are responsible for the preparation of the accounts, and they consider that the Company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

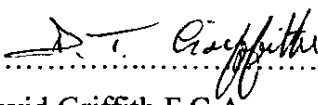
### *Basis of Opinion*

My work was conducted in accordance with the SORP – Recommended Practice for Examination by an Independent Examiner, and so my procedures consisted of comparing the accounts with the accounting records kept by the Company and making such limited enquiries of the officers of the Company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

### *Opinion*

In my opinion:

- a) the accounts are in agreement with the accounting records kept by the Company under section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - ii) the Company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

  
.....  
David Griffith F.C.A.  
149 Glenfron Road  
Eastville  
Bristol BS5 6XF

Date 7/04/2009 .....

**REDEMPTORIS MATER HOUSE OF FORMATION**

*Registered Charity N. 1047443 - Company No. 2965770*

**STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended on 31 August 2008**

	<b>2008</b> <b>£</b>	<b>2007</b> <b>£</b>
<b>Income and Expenditure</b>		
<b>Incoming Resources</b>		
Donations (unrestricted)	332,652	142,484
(restricted)	-	-
Bank interest received	1,278	181
<b>Total Incoming Resources</b>	<b><u>333,930</u></b>	<b><u>142,665</u></b>
<b>Resources Expended</b>		
Direct Charitable Expenditure	130,399	124,619
Fund raising	1,670	1,134
Charity management	20	282
<b>Total Resources Expended</b>	<b>132,089</b>	<b>126,034</b>
<b>Net Movement of Funds</b>	<b>201,841</b>	<b>16,631</b>
Balance brought forward from 31 August 2007	<u>51,558</u>	<u>34,927</u>
<b>Total carried forward at 31 August 2008</b>	<b><u>253,399</u></b>	<b><u>51,558</u></b>
<b>Reserves analysis</b>		
Restricted Funds ( <i>Note 4a</i> )	-	-
Designated liquidation reserve ( <i>Note 4b</i> )	5,000	5,000
General Funds	248,399	46,558
<b>Reserves at year end</b>	<b>253,399</b>	<b>51,558</b>



# REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity N. 1047443 - Company No. 2965770

## BALANCE SHEET AS AT 31 AUGUST 2008

	2008		2007	
	£	£	£	£
<b>Fixed Assets (note 1c and 3) <math>\uparrow</math></b>				
Initial cost of tangible Fixed Assets	21,142		20,880	
Accumulated Depreciation	(6,219)		(1,919)	
	<u>14,923</u>		<u>18,961</u>	
<b>Current Assets (note 2a) <math>\uparrow</math></b>				
Pre-payments	185		1,112	
Cash at Bank (unrestricted)	244,284		35,028	
(restricted)	-		-	
Cash in Hand	<u>18</u>		<u>497</u>	
	<u>244,487</u>		<u>36,637</u>	
<b>Current Liabilities (note 2b) <math>\uparrow</math></b>		<u>(6,011)</u>		<u>(4,040)</u>
<b>Net total assets</b>		<u><u>253,399</u></u>		<u><u>51,558</u></u>

These Accounts have been prepared by accrual method (cf. notes to the accounts).

For the financial year in question the Company was entitled to the exemption conferred by Subsection (2) of section 249A.

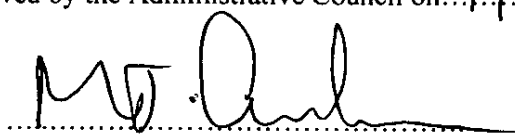
No notice from members requiring an audit has been deposited under Subsection (2) of Section 249B in relation to its accounts for the financial year.


The Directors acknowledge their responsibilities for:

1. ensuring that the Company keeps accounting records which comply with section 221 of the Companies Act 1985, and
2. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Act relating to the accounts, so far as applicable to the Company.

Advantage has been taken of the exemption conferred by Section A of Part III of Schedule 8, and in the opinion of the Directors, the Company is entitled to those exemptions on the basis that it qualifies as a small company.

Approved by the Administrative Council on...7/04/2009...and signed on its behalf by

  
Michael Anderson  
Director

  
Francesco Donega  
Director

**REDEMPTORIS MATER HOUSE OF FORMATION***Registered Charity N. 1047443 - Company No. 2965770***INCOME AND EXPENDITURE ACCOUNT****For the year ended on 31 August 2008**

	2008		2007	
	£	£	£	£
<b>Incoming Resources</b>				
Donations (UK)	304,812		132,708	
Donations (overseas)	27,840		9,776	
Bank Interest Received	1,278		181	
<b>Total</b>	<b>333,930</b>	<b>333,930</b>	<b>142,665</b>	<b>142,665</b>
<b>Resources Expended</b>				
Rent	35,004		35,004	
Electricity	8,222		4,539	
Gas	14,952		16,231	
Water & General Rates	3,210		3,199	
Telephone	1,788		2,021	
Services & Repairs	640		999	
Household	4,601		4,837	
Urban Travel	8,153		6,169	
Other Travel	8,170		11,656	
Motor Expenses	5,652		8,045	
Food	11,379		10,514	
Education	15,230		12,220	
Books/Newspapers	837		1,021	
Office stationery and computer	367		721	
Seminarians Personal	3,066		2,090	
Medical	492		1,005	
Liturgical	1,204		865	
Pastoral	1,194		645	
Sundries	208		448	
Bank Charges	131		100	
Foreign exchange (gain) loss	(1021)		(102)	
Depreciation	4,300		1,847	
Legal	2,620		544	
Charity management	20		282	
Fund raising	1,670		1,134	
<b>Total</b>	<b>132,089</b>	<b>132,089</b>	<b>126,034</b>	<b>126,034</b>
<b>Net (Loss) Income for the year</b>		<b>201,841</b>		<b>16,631</b>

## **Notes to the Accounts for the year ended on 31 August 2008**

### ***1. Accounting Policies***

The financial statements have been prepared in accordance with the Statement of Recommended Practice “Accounting and Reporting by Charities” revised in 2005 (“SORP”) and with the Financial Reporting Standard for Smaller Entities (effective January 2007) under the historical cost convention, modified by the revaluation of investments.

#### ***a) Donations***

Donations received for the general purposes of the Charity are included as unrestricted funds. Donations for activities restricted by the wishes of the donor are taken as restricted funds. The increase in income is due mainly to a legacy received during the year.

#### ***b) Resources expended***

These are accounted for on an accrual basis.

#### ***c) Depreciation***

Depreciation of assets in the category “Household appliances” is calculated straight line over three years.

Depreciation of assets in the category “Renovations” is calculated over 5 years from the date of completion of renovation works.

### ***2. Accruals***

#### ***a) Pre-payments***

£ 185 for motor car tax disc.

#### ***b) Liabilities***

£ 6011 liabilities include £ 1236 for Utility bills, and a £ 4775 cheque towards renovation costs which has not yet been cashed by the contractor.

### ***3. Assets***

Assets include “Household appliances” and “Renovations” i.e. capital expenditures for the refurbishment of St Edward’s Convent, where the House of Formation is located. The depreciation period is calculated on the basis of the time left before the earliest possible termination date of the tenancy for St Edward’s Convent (12 November 2013, in case a five-year break clause is invoked) under the ten-year lease contract agreed with the Sisters of Mercy, owners of the building.

### ***4. Reserves***

A £5,000 reserve has been designated to cover the costs in the event of the dissolution of the Charity.