

# 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 2003



11 Harewood Avenue, London NW1 6LD

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# REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N. 1047443*

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## DIRECTORS' REPORT FOR THE YEAR ENDED ON 31-08-2003

**Company name:** Redemptoris Mater House of Formation  
**Constituted as:** Charitable Company limited by guarantee and not having a share capital  
**Governing instrument** Memorandum and Articles of Association incorporated on 7th September 1994 (as amended by special resolution on 19th June 1995).  
**Company reg. number:** 2965770  
**Registered office:** 11 Harewood Avenue, London NW1 6LD  
**Company secretary** Geraldine Rae

**Directors of the Company during the financial year 2002-2003:**  
(= Members of Administrative Council)

Anthony Matthew Cook  
Francesco Donega  
Ludomir Stanislaw Laskowski  
Michael James Anderson  
Peter John Wallach  
Remo Finaldi  
Terence Fergal Martin

All Directors are appointed by the members of the Pastoral Council, i.e. the members of the Charitable Company. "No person other than a resigning member of the Administrative Council (= Director) shall be eligible for election unless his nomination is made by a member of the Pastoral Council at the meeting... Any member of the Pastoral Council shall be entitled to submit nominations. In the event of two or more persons being nominated for any one office, or of opposition to a nomination by any member of the Pastoral Council present, there shall be a vote by ballot of all members of the Pastoral Council present" (*Articles of Association*, §24).

**Bankers** Barclays Bank PLC  
Baker Street Branch  
93 Baker Street - London W1A 4SD

**Independent examiner  
of the accounts:** Daniele Lionetti ACMA  
22 Avalon Road,  
Ealing,  
London W13 0BN

**Registered Charity n.** 1047443      **Date of registration:** 22-06-1995

**Object** 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 (*Memorandum of Association*, §3<sup>2</sup>).

### Activities

The Company is occupying property known as St. Edward's Convent, situated at 11 Harewood Avenue, London NW1 6LD, where 14 seminarians from a number of countries of Europe and America have been residing full board, while attending courses of philosophy and theology in preparation for the priesthood.

Students have been working in adult catechesis in India, Kazakhstan, Siberia, Cuba and West Indies, in Ireland and in Italy. In London they have carried out various pastoral ministries in parishes and schools.

During this period the Company has provided the beneficiaries with food and lodging, met their expenses (studies, clothing, health care, travelling in London and abroad, etc.) and offered them a training programme based on several activities including studies, pastoral and spiritual meetings and field-work training in the UK and abroad.

The House of Formation is run under the direct supervision and responsibility of Fr Francesco Donega, Rector of the House and Chairman of both the Administrative and the Pastoral Council. Administrative work is carried out mainly by other members of the Administrative Council. Activities like cleaning, cooking and maintenance depend on the service of voluntary helpers. A caretaker has been employed since February 1996, together with his wife.

The plan for the immediate future is to continue running the House for the academic year 2003-2004, providing the students attached to it with all that is required for their studies, pastoral activities and field-work training in UK and abroad.

Negotiations with the Archbishop of Westminster are to continue, to better define the role of the Redemptoris Mater House of Formation in the framework of the planned re-arrangement of the seminaries in England and Wales.

The Sisters of Mercy, who own the Convent at 11 Harewood Avenue NW1 6LD where the House of Formation is located, have manifested the intention of selling and have put the property on the market. No time scale has been established as yet, but RMHF has started examining possibilities for the future, including relocation.

### Finances

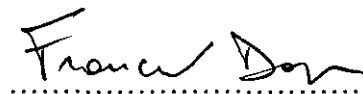
The funds made available to the Charity during the year 2002-2003 have come from unrestricted voluntary donations.

Charity funds have been 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 two/three 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;
- (e) none of the Directors or Members was remunerated. £107 has been spent for the Charity's management, which includes meeting expenses, travelling, stationery, administration fees and telephone calls.

Approved by the Directors of the Company on 8 February 2004  
and signed on their behalf by

  
.....

**Francesco Donega**  
**(Chairman)**

## **INDEPENDENT EXAMINER'S REPORT TO REDEMPTORIS MATER HOUSE OF FORMATION**

I report on the accounts for the year ended 31 August 2003 set out on pages 5 to 8.

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

As described on page 6 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).

.....  
Daniele Lionetti ACMA

22 Avalon Road,  
Ealing,  
London W13

Date 24/02/2004 .....

REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N. 1047443*

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended on 31 August 2003**

	2003 £	2002 £
<b>Income and Expenditure</b>		
<b>Incoming Resources</b>		
Donations (unrestricted)	124170	108807
(restricted)	-	-
Bank interest received	439	775
	<u>          </u>	<u>          </u>
<b>Total Incoming Resources</b>	<b><u>124609</u></b>	<b><u>109582</u></b>
<b>Resources Expended</b>		
Direct Charitable Expenditure	122937	123465
Fund raising	-	-
Charity management	107	117
	<u>          </u>	<u>          </u>
<b>Total Resources Expended</b>	<b>123044</b>	<b>123582</b>
<b>Net Movement of Funds</b>	<b>1565</b>	<b>(14000)</b>
Balance brought forward		
From 31 August 2002	<u>33733</u>	<u>47733</u>
<b>Total carried forward at 31 August 2003</b>	<b><u>35297</u></b>	<b><u>33733</u></b>

# REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N. 1047443*

## BALANCE SHEET AS AT 31 AUGUST 2003

	2003	2002
	£	£
<b>Fixed Assets</b>		
Initial cost of tangible Fixed Assets	8485	6435
Accumulated Depreciation	(4289)	(3461)
	<u>4196</u>	<u>2974</u>
<b>Current Assets</b>		
Pre-payment	1521	609
Cash at Bank (unrestricted)	29031	24195
(restricted)	16999	16999
Cash in Hand	151	206
	<u>47702</u>	<u>41959</u>
<b>Current Liabilities</b>	<u>(16600)</u>	<u>(11200)</u>
<b>Net current assets</b>	<u><u>£35298</u></u>	<u><u>£33733</u></u>

These Accounts have been prepared by accrual method.

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.

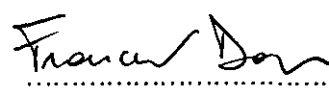
The Directors acknowledge their responsibilities for:

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 8 February 2004 and signed on its behalf by

  
 .....  
 Stanislaw Laskowski  
 Director

  
 .....  
 Francesco Donega  
 Director



# REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N. 1047443*

## INCOME AND EXPENDITURE ACCOUNT For the year ended on 31 August 2003

	2003		2002	
	£	£	£	£
<b>Incoming Resources</b>				
Donations	124170		108807	
Bank Interest Received	439		775	
<b>Total</b>	<b>124609</b>	<b>124609</b>	<b>109582</b>	<b>109582</b>
<b>Resources Expended</b>				
Rent	35004		35004	
Electricity	3831		2976	
Gas	8328		7144	
Water & General Rates	3300		(875)	
Insurance	5000		5000	
Telephone	2091		2197	
Wages incl. PAYE/NIC	20307		19878	
Services & Repairs	3093		3054	
Urban Travel	2228		2991	
Other Travel	10736		14253	
Motor Expenses	5565		6647	
Food	11553		10490	
School Expenses	3705		5767	
Seminarians Personal	3896		5767	
Medical Expenses	530		82	
Liturgical	1385		1629	
Pastoral	532		773	
Sundries	160		390	
Bank Charges	55		52	
Fund raising	-		-	
Charity management	107		117	
Depreciation	828		991	
Legal	573		928	
<b>Total</b>	<b>123044</b>	<b>123044</b>	<b>123582</b>	<b>123582</b>
<b>Net (Loss) Income for the year</b>		<b>1565</b>		<b>(14000)</b>

## **Notes to the Accounts for the year ended on 31 August 2003**

### *1. Accounting Policies*

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in October 2002 ("SORP") and with the Financial Reporting Standard for Smaller Entities (effective June 2002) 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 assets of the Company is due to a donation of a motor car (estimated value £2050)

#### *b) Resources Expended*

These are accounted for on an accrual basis.

#### *c) Depreciation*

Depreciation of Motor Vehicles is provided at a rate of 25% per annum on a reducing balance basis calculated to write off the cost of the asset after its estimated useful economic life.

### *2. Accruals*

Accruals include:

- £15000 for 3 Insurance bills not yet received.
- £1600 allocated to settle an outstanding bill for water consumption. Thames Water, our supplier, because of problems with their computer system did not charge us between 20/12/1996 and 2/8/2000. When Thames Water eventually produced a bill, by mutual agreement we undertook to pay the arrears by monthly instalments. In the meantime we were in dispute over the accuracy of our water charges subsequent to 1998, when a new building was added to the adjoining school. In January 2004 Thames Water eventually completed the installation of independent meters for the school building and we hope that they will soon be able to produce an accurate bill, which will enable us to settle the accounts. In our estimate our outstanding debt amounts to £1600.