

**ST MARY'S CONVENT AND  
NURSING HOME (CHISWICK)**

**FINANCIAL STATEMENTS**

Registered Charity Number: 1080751  
Company Number: 3959483

**YEAR ENDED 31 MARCH 2005**



**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**LIST OF DIRECTORS, ADVISORS AND MAIN ADDRESSES**

<b>DIRECTORS</b>	Miss Cynthia Boreham	(Sister Cynthia Clare SSM)
	Mr T R Dibley	
	Miss Jennifer Goodeve	(Sister Jennifer Anne SSM)
	Mr J B Randle	
	Mr R I Turner	
	Miss Barbara Brown	(Sister Barbara SSM)

<b>SECRETARY</b>	Mr D Darvill
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<b>ADDRESS</b>	St Mary's Convent and Nursing Home (Chiswick) Burlington Lane Chiswick London W4 2QE
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<b>AUDITORS</b>	PKF (UK) LLP Cedar House 105 Carrow Road Norwich NR1 1HP
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<b>SOLICITORS</b>	Bircham Dyson Bell 50 Broadway Westminster London SW1H 0BL
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<b>BANKERS</b>	National Westminster Bank Plc 135 Bishopsgate London EC2M 3UR
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<b>INVESTMENT MANAGERS</b>	Carr Sheppards Crosthwaite 2 Gresham Street London EC2V 7QN
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**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

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# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## DIRECTORS' REPORT YEAR ENDED 31 MARCH 2005

### INTRODUCTION

The accounts accompanying this report are those of St Mary's Convent and Nursing Home (Chiswick).

### CHARITY CONSTITUTION AND OBJECTS

The charitable company was incorporated on 24 March 2000 as a company limited by guarantee and is governed by its Memorandum and Articles of Association. The charitable company is a registered charity with registration number 1080751.

The principal office of the charitable company is located at Burlington Lane, Chiswick, London.

The charitable company's objects are for the advancement of the Anglican Christian religion in particular:

- by providing residential home accommodation, nursing and other care facilities to members of the public, to members of the convent and to members of the charity;
- by the promotion and maintenance of public worship;
- by the promotion of religious and spiritual teaching.

The Directors, who also act as Trustees for the charitable activities of the charitable company, are shown at the front of the financial statements

### PRINCIPAL ACTIVITIES

St Mary's Convent and Nursing Home, which has for many years been part of St Margaret's Convent (East Grinstead) has provided residential home and nursing home facilities in Chiswick since 1910. The residential home provides single rooms for retired residents. The nursing home provides care for the very old and those suffering from progressively disabling diseases.

### HISTORY AND BACKGROUND

The Anglican Sisterhood of St Margaret was founded by John Mason Neale, who was warden of almshouses in East Grinstead, Sussex in 1855. He recruited and arranged training for women volunteers to go into the cottages of rural families to do nursing and welfare work. In 1910, the Society joined with another nursing sisterhood, the Community of St Mary and St John Evangelist, which had been actively supported by Florence Nightingale in its early years, and which ran a hospital for 'incurables' in Kensington Square.

Previously, in 1896, to give their 48 patients an environment free of London's soot and dust, the Community of St Mary and St John Evangelist bought a piece of land from the Duke of Devonshire in then-rural riverside Chiswick, and built the convent and hospital we see today. Today, there are 38 residents in the Nursing Home and 23 in the residential part of St Mary's cared for by 8 Sisters and 91 staff. The residents are aged from 65 to 104.

There is a full programme of activity – music and movements, art classes, hairdressing, physio, walks to the river or to Chiswick House, and expeditions in the Convent's minibus to nearby Wimbledon or Richmond Park. Friends of St Mary's organise entertainment – concerts in the chapel, visiting animals, magicians and talks on a variety of subjects. There is a convent cat and dog. The garden is well maintained and during the summer is a pleasure for all. It is the only Nursing Home of this kind within the Chiswick wards of the Borough of Hounslow, its local authority and one of the few in West London. There is considerable effort made to ensure the residents, where possible, are able to maintain their integration in the local community.

Locally St Mary's is known to provide comforting and caring surroundings for elderly relatives. Its reputation is high. There is a sense of community, of involvement of sharing their last days together with warm companionship. Some of the residents are paid for by Social Services, some pay from their own funds. Fees at St Mary's are kept well below levels at comparable facilities, consistent with our strictly not-for-profit charitable status. One of the major factors which enables fees to be kept well below levels at comparable homes is that the Sisters carry out many tasks which would otherwise have to be undertaken by lay employees. Without the work of the Sisters St Mary's expenditure on staff costs would increase considerably.

# **ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**

## **DIRECTORS' REPORT YEAR ENDED 31 MARCH 2005 (Continued)**

### **AIMS**

St Mary's Convent and Nursing Home aims are to:

- provide excellent personal and nursing care to its 61 older residents, in a homely environment, where they live as part of an extended Christian family, whilst also having the right to privacy and independence;
- provide care, delivered by skilled staff, underpinned by the core values of privacy, dignity, choice, rights, proper assessment of risk, respect, equality, fulfilment, independence and security, to a standard, which embraces fundamental principles of good practice and meets the requirements of the Care Standards Act 2000;
- recognise each resident as an individual and enable the resident to achieve the highest possible quality of life throughout their stay. Family and friends are welcome and are involved in care planning and delivery, providing the resident gives consent;
- enable the resident to experience a comfortable and peaceful death, surrounded by loved ones and caring staff.

The activities and fundamental ethos of St Mary's Convent and Nursing Home are:

- to provide nursing and residential care for elderly residents, who are physically frail, disabled or require supervision due to mental and/or physical deterioration. The Home is staffed by registered nurses and care assistants, some of whom are undertaking NVQ level 2 and 3 in care, to provide this care;
- to provide holistic care for the residents, including meeting social and spiritual needs and this involves a varied activity programme throughout the week, both inside the Home and out. Staff, volunteers and paid contributors are involved in providing the programme;
- to provide a local Care Home for the older people of Chiswick and surrounding areas, so they do not have to move away for this facility, and can maintain local links and involvement if they wish. It is the only Care Home providing nursing in Chiswick;
- to enable the residents to live as independently as possible, in their own rooms, respecting their choices for decoration and room layout where practically possible;
- to provide assistance to residents if they need it, but to limit interventions to suit their needs and desires, ensuring they maintain control over their lives and enable them to take risks within a monitored and safe environment;
- to provide a homely, flexible and accepting environment where resident and their family and friends feel able to continue their relationships and enjoy family life, arranging and participating in any activities that are important to the resident's cultural, social or religious needs.

### **DEVELOPMENTS IN THE YEAR**

In previous Directors' reports the background to the decision to construct an extension to accommodate additional single rooms and make changes to existing buildings was set out. A major fund raising appeal was launched in September 2001 to raise a substantial proportion of the budgeted cost of construction. Building work commenced on 23 September 2002 and was completed in March 2004. The total cost of the project was £1.84 million.

The extension, known as St Andrew's Wing, was officially opened by the Bishop of Kensington on 25 June 2003. The new accommodation and other facilities have now been in full use for some time and are very much appreciated by residents, visitors and staff.

Completion of the construction project has allowed St Mary's to be rebuilt as a fit and proper facility for the 21<sup>st</sup> century. The work has avoided the possibility of the closure of a caring home with a rich history and an established place in the community of West London. Closure would have been a devastating event for many of St Mary's elderly and often quite sick residents. St Mary's can now continue to offer care and a safe community to the elderly as it has for over 100 years in Chiswick.

# **ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**

## **DIRECTORS' REPORT YEAR ENDED 31 MARCH 2005 (Continued)**

### **REVIEW OF THE YEAR**

The financial statements cover the year ended 31 March 2005.

The property used by St Mary's Convent and Nursing Home is owned by St Margaret's Convent (East Grinstead) and occupied by St Mary's Convent and Nursing Home under a long lease at a peppercorn rent.

Incoming resources for the period amounted to £1,896,586 (2004: £2,435,862). The overall net movement in funds amounted to a surplus £268,814 (2004: £888,920) for the period. It should be noted that the surpluses achieved in this and recent financial years have been the result of the major fund raising appeal which enabled the building project to take place. With the ending of that appeal such surpluses will not recur.

### **RISK MANAGEMENT**

The Directors have identified and considered the major risks to which St Mary's Convent and Nursing Home is exposed. Systems have been established to mitigate those risks and the risk policies which have been developed will be regularly updated and adapted as circumstances change.

St Mary's operates in a highly regulated field of activity and as such is subject to regular inspection by a number of agencies. The result of this degree of scrutiny is that operational risk policies are very well developed in the areas of quality of service, health and safety of residents and employees and employment issues. External risks to the work of St Mary's, principally as a result of legislation change are also identified and controlled as far as possible. The issues relating to the proposed changes from open ward accommodation are a good example of external risk and the response to it.

In the areas of governance, financial and compliance risk the Directors have considered both the systems controlling risk and the quality of St Mary's senior staff and professional advisers who implement and monitor the risk control systems. The Directors consider that the risk systems in place combined with the skills of those responsible for implementing the policies minimise the exposure to risk.

### **PROTECTION POLICY**

St Mary's Convent and Nursing Home recognises that its clients (customers) are vulnerable. Many of them are physically and or mentally frail. They may be unable to give informed consent or make appropriate choices or judgements. Some are not able to recognise risks to themselves or maintain their own safety.

As an ethical business, based on Christian values, St Mary's adopts practices to protect these vulnerable adults, including:

- Criminal Records Bureau checks for all staff and volunteers;
- Protection of Vulnerable Adults (PoVA) for all staff and volunteers;
- Vulnerable Adult Policy – service wide agreement;
- training and induction for staff (video & questionnaire, NVQ);
- gifts and gratuities policy;
- restraint policy and regular medication review;
- accident/incident policy;
- Nursing and Midwifery Council register checked (registered nurses only);
- Supervision.

### **INVESTMENT POLICY**

Until such time as the funds may be required, the objectives will be to maintain a balance between income and capital appreciation. Eligible investments will comprise fixed interest securities and equities, quoted on a Recognised Investment Exchange, and unit trusts which are authorised under the Financial Services and Markets Act 2000.

# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## DIRECTORS' REPORT YEAR ENDED 31 MARCH 2005 (Continued)

### RESERVES POLICY

The balance sheet shows general reserves of £3,245,558 of which £2,331,639 is represented by tangible fixed assets.

A further £152,943 is represented by investments which provide a useful source of income. Investments with a book value of £30,502 were sold in the year for £34,369 resulting in a gain of £3,867.

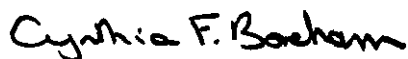
This leaves free funds of £760,976 from the general fund. The Directors do not consider this level of free funds is excessive given the unpredictable nature of cash flows, the continuing expenditure on repairs and renewals and the current inadequacy of Government funding for patients in nursing homes without private means. Because fees paid by local authorities in no way meet the cost of providing care a contingency fund is needed to meet that shortfall. It is the policy of the directors to maintain reserves equivalent to four months of budgeted operating expenditure and an additional amount of £100,000 as a building maintenance fund.

### AUDITORS

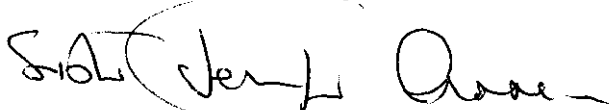
On 23 May 2005, the charity's auditors, PKF, transferred their business to PKF (UK) LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. Accordingly PKF resigned as auditors and the trustees appointed PKF (UK) LLP as their successor.

A resolution for the reappointment of PKF (UK) LLP will be proposed at the annual meeting for the ensuing year.

For and on behalf of the Directors



Sister Cynthia Clare SSM



Sister Jennifer Anne SSM

14 November 2005

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the Directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. In preparing those financial statements, the Directors are required:

- to select suitable accounting policies and then apply them consistently;
- to make judgments and estimates that are reasonable and prudent;
- to state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- to prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are also responsible for ensuring that their report is prepared in accordance with company law in the United Kingdom.



# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

We have audited the financial statements of St Mary's Convent and Nursing Home (Chiswick) for the year ended 31 March 2005 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of Directors and auditors**

The responsibilities of the Directors (who also act as trustees for the charitable activities of St Mary's Convent and Nursing Home (Chiswick)) for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law is not disclosed regarding the remuneration of the officers and Directors and any transactions with the charitable company.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

## **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **Opinion**

In our opinion the financial statements give a true and fair view of the state of affairs of the charitable company at 31 March 2005 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Norwich, UK.

PKF (UK) LLP  
Registered Auditors

1.12. 2005

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2005**

	<u>Notes</u>	<u>General Funds</u> £	<u>Restricted Funds</u> £	<u>Total funds 31 March 2005</u> £	<u>Total funds 31 March 2004</u> £
<b>INCOMING RESOURCES</b>					
Donations and legacies - fundraising		279,010	-	279,010	902,738
Sisters' contributions	2	23,722	-	23,722	26,000
Activities in furtherance of the charity's objectives					
Nursing and residential home fees		1,524,208	-	1,524,208	1,447,903
Other income	3	36,432	-	36,432	26,807
Activities for generating funds:					
Investment income	4	33,214	-	33,214	32,414
		<u>1,896,586</u>	<u>-</u>	<u>1,896,586</u>	<u>2,435,862</u>
<b>RESOURCES EXPENDED</b>					
Charitable expenditure					
Activities in furtherance of the charity's objectives					
Nursing and residential care		1,573,739	-	1,573,739	1,511,740
Management and administration costs		64,278	-	64,278	56,098
<b>Total resources expended</b>	5	<u>1,638,017</u>	<u>-</u>	<u>1,638,017</u>	<u>1,567,838</u>
<b>Net incoming resources</b>	6	258,569	-	258,569	868,024
Realised gain on sale of investments		3,867	-	3,867	1,801
Unrealised gains on investments		6,378	-	6,378	19,095
Transfers	14	2,082,613	(2,082,613)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>2,351,427</u>	<u>(2,082,613)</u>	<u>268,814</u>	<u>888,920</u>
Funds as at 31 March 2004		894,131	2,082,613	2,976,744	2,087,824
Funds as at 31 March 2005	14	<u>3,245,558</u>	<u>-</u>	<u>3,245,558</u>	<u>2,976,744</u>

All of the above results are derived from continuing operations.

There are no recognised gains and losses other than those included above. The surplus for the year for Companies Act purposes comprises the net incoming resources for the year of £268,814.

# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## BALANCE SHEET

31 MARCH 2005

	<u>Notes</u>	£	<u>2005</u> £	£	<u>2004</u> £
<b>FIXED ASSETS</b>					
Tangible Assets	8		2,331,639		2,248,088
Investments	9		152,943		141,178
			<u>2,484,582</u>		<u>2,389,266</u>
<b>CURRENT ASSETS</b>					
Debtors	10	76,275		48,347	
Cash on deposit		720,366		772,093	
Cash at bank and in hand		58,786		48,385	
		<u>855,427</u>		<u>868,825</u>	
<b>CREDITORS:</b> amounts falling due within one year	11	(94,451)		(281,347)	
<b>NET CURRENT ASSETS</b>			<u>760,976</u>		<u>587,478</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>3,245,558</u>		<u>2,976,744</u>
<b>RESPRESENTED BY</b>					
General funds	14		3,245,558		894,131
Restricted funds	14		-		2,082,613
			<u>3,245,558</u>		<u>2,976,744</u>

The financial statements were approved by the Board of Directors on 14 November 2005 -

Signed on behalf of the Board by

*Cynthia F. Bouham*

Sister Cynthia Clare SSM - Director

*Sister Jennifer Anne SSM*

Sister Jennifer Anne SSM - Director

# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## CASH FLOW STATEMENT YEAR ENDED 31 MARCH 2005

	<u>Notes</u>	Year ended 31 March <u>2005</u> £	Year ended 31 March <u>2004</u> £
<b>Reconciliation of changes in resources from operating activities</b>			
Net incoming resources		258,569	868,024
Depreciation of tangible fixed assets		117,061	107,757
(Increase)/decrease in debtors		(27,928)	3,378
(Decrease)/increase in creditors		(186,896)	74,887
		<u>160,806</u>	<u>1,054,046</u>
<b>CASH FLOW STATEMENT</b>			
Net cash inflow from operating activities		160,806	1,054,046
Capital expenditure	12	(213,072)	(1,283,501)
(Decrease) in net cash		<u>(52,266)</u>	<u>(229,455)</u>
<b>Reconciliation of net cash flow to movement in net funds</b>			
	13		
Decrease in cash in the year		(52,266)	(229,455)
Net funds at 1 April 2004		867,998	1,097,453
Net funds at 31 March 2005		<u>815,732</u>	<u>867,998</u>

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

**1 ACCOUNTING POLICIES**

**(a) Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of investments, and in accordance with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities, issued by the Charity Commission for England and Wales in October 2000.

**(b) Income**

Nursing and residential home fees are recognised on an accruals basis.

Income from donations and legacies is included in the accounts on a receivable basis.

Legacies are included in the Statement of Financial Activities when the charitable company becomes entitled to the income and there is certainty of receipt and the amount is quantifiable.

**(c) Resources expended**

Management and administration comprises the cost of managing the Charity. It represents the salaries of administrative staff employed, accountancy and legal costs and other general charges.

**(d) Tangible fixed assets and depreciation**

*Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:*

Leasehold improvements	2% per annum;
Furniture and fittings	10% per annum;
Motor vehicles	20% per annum.

Depreciation is provided on leasehold improvements once the assets have been brought into use. Until this point the assets are stated at cost.

**(e) Fund accounting**

General funds are available for use at the discretion of the Directors in furtherance of the general objectives of the Charity.

Designated funds are those funds set aside by the Directors out of unrestricted funds for specific future purposes or projects.

Restricted funds are those funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**(f) Investments**

Investments are included at market value. Gains and losses on revaluation are taken to the Statement of Financial Activities.

Dividend income is recognised as income on the date that the related investments are marked ex-dividend. Deposit interest is included on an accruals basis.

# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

	<u>Notes</u>	<u>2005</u> £	<u>2004</u> £		
<b>2 SISTERS' CONTRIBUTIONS</b>					
Sisters' pensions		<u>23,722</u>	<u>26,000</u>		
<b>3 OTHER INCOME</b>					
Sundry sales		692	945		
Rent received from staff accommodation		<u>35,740</u>	<u>25,862</u>		
		<u>36,432</u>	<u>26,807</u>		
<b>4 INTEREST AND INVESTMENT INCOME</b>					
Listed investments					
- Fixed interest		362	362		
- Equities		<u>3,181</u>	<u>3,045</u>		
Deposit interest		<u>29,671</u>	<u>29,007</u>		
		<u>33,214</u>	<u>32,414</u>		
<b>5 ANALYSIS OF TOTAL RESOURCES EXPENDED</b>					
	<u>Staff costs</u> £	<u>Other costs</u> £	<u>Depreciation</u> £	<u>2005</u> £	<u>2004</u> £
Nursing and residential care	1,164,171	292,507	117,061	1,573,739	1,511,740
Management and administration	<u>12,019</u>	<u>52,259</u>	<u>-</u>	<u>64,278</u>	<u>56,098</u>
	1,176,190	344,766	117,061	1,638,017	1,567,838

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

	<u>2005</u> £	<u>2004</u> £
<b>5 ANALYSIS OF TOTAL RESOURCES EXPENDED (Continued)</b>		
Other costs related to the following:		
Residential and household	91,079	86,256
Nursing and medical	13,496	7,209
Premises and garden	59,591	81,825
Chapel	455	(21)
Repairs and renewals	68,575	81,089
Hire and lease of equipment	21,317	24,962
Sundries	17,287	16,219
Staff courses	20,707	12,667
	<u>292,507</u>	<u>310,206</u>
Management and administration costs consist of:		
Professional fees	42,469	38,413
Printing and stationery	3,930	4,375
Postage and telephone	5,860	5,245
	<u>52,259</u>	<u>48,033</u>
<b>6 NET INCOMING RESOURCES</b>		
This is stated after:		
Auditors' remuneration - audit	12,925	11,175
- accountancy and financial advice	5,569	8,519
Depreciation	117,061	107,757
	<u>125,555</u>	<u>127,451</u>
<b>7 INFORMATION REGARDING TRUSTEES AND EMPLOYEES</b>		
Wages and salaries	1,081,345	1,021,012
Employer's National Insurance	85,845	80,830
	<u>1,167,190</u>	<u>1,101,842</u>

The average number of employees in the year was 77 (2004: 81) of which 4 (2004: 4) related to management and administration and 73 (2004: 77) related to nursing and residential staff.

The number of employees whose emoluments exceeded £50,000 was nil (2004: nil over £50,000).

A number of the Sisters live at St Mary's Convent and Nursing Home (Chiswick), including Sister Jennifer Anne SSM, who is the manager of the home. In accordance with their vows of poverty the Sisters are provided with board, lodgings, travel and personal expenses. Pensions received by the Sisters are given to the charity. The Sisters receive no other benefit in money or in kind. They receive no salary for the work they do at St Mary's Convent and Nursing Home (Chiswick). If the work performed by the sisters had to be carried out by lay employees the cost would exceed £50,000 per annum. The lay Directors receive no remuneration or reimbursement of expenses.

# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

	<u>Leasehold improvements</u> £	<u>Fixtures and Fittings</u> £	<u>Motor Vehicles</u> £	<u>Total</u> £
<b>8 TANGIBLE FIXED ASSETS</b>				
<b>Cost</b>				
At 1 April 2004	1,966,836	995,360	34,197	2,996,393
Additions	74,988	99,376	26,248	200,612
At 31 March 2005	<u>2,041,824</u>	<u>1,094,736</u>	<u>60,445</u>	<u>3,197,005</u>
<b>Depreciation</b>				
At 1 April 2004	56,084	666,692	25,529	748,305
Charge for the year	40,836	74,058	2,167	117,061
At 31 March 2005	<u>96,920</u>	<u>740,750</u>	<u>27,696</u>	<u>865,366</u>
<b>Net book value</b>				
At 31 March 2005	<u>1,944,904</u>	<u>353,986</u>	<u>32,749</u>	<u>2,331,639</u>
At 31 March 2004	<u>1,910,752</u>	<u>328,668</u>	<u>8,668</u>	<u>2,248,088</u>



# ST MARY'S CONVENT AND NURSING HOME (CHISWICK)

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2005

	<u>2005</u> £	<u>2004</u> £
<b>9 FIXED ASSET INVESTMENTS</b>		
1 April 2004	93,657	81,016
Additions at cost	46,830	-
Disposals at opening market value (or cost if acquired in the year)	(30,503)	(6,454)
Net unrealised investments gains	6,378	19,095
Market value at 31 March 2005	<u>116,362</u>	<u>93,657</u>
Add:		
Cash awaiting investment	36,581	47,521
At 31 March 2005	<u>152,943</u>	<u>141,178</u>
Investments held at 31 March 2005 comprise the following:		
UK listed investments	116,363	93,657
Cash balances	36,581	47,521
	<u>152,944</u>	<u>141,178</u>
Analysis of UK Listed investments:		
Fixed interest	5,612	5,106
Equities	110,751	88,551
At 31 March 2005	<u>116,363</u>	<u>93,657</u>

The following UK Listed investment details are given for those investments which represent over 5 per cent of the total portfolio.

	<u>Nominal holdings</u> £	<u>Market value 31 March 2005</u> £
<b><u>Equities</u></b>		
BP Ordinary 25p shares	1,700	9,325
Shell Transport and Trading Ordinary 25p shares	1,550	7,363
Glaxo Ordinary 25p shares	800	9,704
Aviva Ordinary 10p shares	980	6,223
Vodafone Group Ordinary US\$ 0.10 shares	5,200	7,306
Tesco Ordinary 5p shares	3,200	10,128
HSBC Holdings Ordinary US\$ 0.50	1,850	15,485
Royal Bank of Scotland Ordinary 25p shares	675	11,367
Standard Chartered Ordinary US\$ 0.50 shares	640	6,093

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

	<u>2005</u> £	<u>2004</u> £	
<b>10 DEBTORS</b>			
Trade debtors	36,945	10,029	
Other debtors	8,336	18,073	
Prepayments and accrued income	30,994	20,245	
	<u>76,275</u>	<u>48,347</u>	
<b>11 CREDITORS</b>			
Trade creditors	37,904	128,815	
Other creditors	16,561	48,134	
Taxation and social security	19,830	18,932	
Accruals	20,156	85,466	
	<u>94,451</u>	<u>281,347</u>	
<b>12 GROSS CASH FLOWS</b>			
<b>Capital expenditure</b>			
Payments to acquire tangible fixed assets	(200,612)	(1,291,753)	
Payments to acquire fixed asset investments	(46,830)	-	
Receipts from sales of fixed asset investments	34,370	8,552	
	<u>(213,072)</u>	<u>(1,283,201)</u>	
<b>13 ANALYSIS OF CHANGES IN NET FUNDS</b>			
	<b>At 1 April <u>2004</u> £</b>	<b>Cash Flows £</b>	<b>At 31 March <u>2005</u> £</b>
Cash at bank and in hand	832,554	(23,861)	808,693
Bank overdraft	(12,076)	(17,465)	(29,541)
Cash awaiting investment	47,521	(10,940)	36,581
	<u>867,998</u>	<u>(52,266)</u>	<u>815,732</u>

**ST MARY'S CONVENT AND NURSING HOME (CHISWICK)**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2005**

**14 MOVEMENTS IN FUNDS**

	At 1 April 2004 £	Incoming Resources £	Outgoing Resources £	Transfers	At 31 March 2005 £
General funds	894,131	1,906,831	(1,638,017)	2,082,613	3,245,558
Restricted funds	2,082,613	-	-	(2,082,613)	-
	<u>2,976,744</u>	<u>1,906,831</u>	<u>(1,638,017)</u>	<u>-</u>	<u>3,245,558</u>

Following the completion of the construction work at St Mary's Convent and Nursing Home and having received no restricted donations during the year, the balance on Restricted Funds has been transferred to General Funds.

**15 TAXATION**

St Mary's Convent and Nursing Home (Chiswick) is a registered charity and therefore is not liable for income or corporation tax or capital gains tax on income and gains derived from charitable activities, as they fall within the various exemptions available to registered charities.

**16 PARENT UNDERTAKING**

The voting members of the Chapter of St Margaret's Convent are the only members of St Mary's Convent and Nursing Home (Chiswick). Accordingly St Margaret's Convent (East Grinstead), an unincorporated charity (registered charity number 231926) is regarded as the parent undertaking of St Mary's Convent and Nursing Home (Chiswick).

**17 RELATED PARTY TRANSACTIONS**

The charitable company has taken advantage of the exemption given by Financial Reporting Statement No. 8 and has therefore not given details of transactions with its parent undertaking. The exemption has been given because the consolidated accounts of the parent undertaking, St Margaret's Convent (East Grinstead), which includes St Mary's Convent and Nursing Home, have been prepared and are available from the Charity Commission or on application to the auditors.