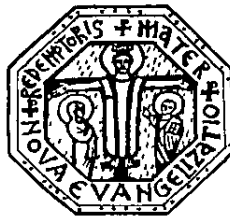


**REDEMPTORIS MATER HOUSE OF FORMATION**  
**Charitable Company limited by guarantee registered in England**  
**Registered Charity No. 104 7443**  
**Company No. 296 5770**



**DIRECTORS' REPORT AND ACCOUNTS**  
**For the financial year ended on 31 August 2009**

11 Harewood Avenue, London NW1 6LD  
Tel 020-7723 9364 Fax 07092-356013  
e-mail [rmhf.london@gmail.com](mailto:rmhf.london@gmail.com)

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# REDEMPTORIS MATER HOUSE OF FORMATION

*Registered Charity N 1047443 - Company No 2965770*

## DIRECTORS' REPORT FOR THE YEAR ENDED ON 31-08-2009

### 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</i> (= Members of Administrative Council)	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  CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ		
<i>Reporting accountant</i>	David Griffith F C A 149 Glenfrome Road Eastville Bristol BS5 6XF		
<i>Solicitors</i>	Carter Lemon Camerons 10 Aldersgate Street London EC1A 4HJ		

### 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 seminarians and some members of staff are in residence. The House is run under the direct supervision and responsibility of the rector, helped by a vice-rector who has been appointed in September 2008

In the year 2008-2009 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

Seminarians 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. Alongside with receiving intellectual and spiritual formation, they are helped to be actively involved in serving the people to whom they will be ministering after ordination. After a few years in formation the seminarians 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 2008-2009 there have been 5 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 seminarians and guests.

### **Achievements and performance**

In the year 2008-2009 fifteen seminarians from a number of countries of Europe and America were on training at the House of Formation. Ten of them have been residing full board in St Edward's Convent. Two others were on missionary placements abroad. One was sent to the West Indies, cooperating with a priest of the Archdiocese of Westminster trained at Redemptoris Mater who was working among the English-speaking and the Spanish-speaking population in the island of Nevis. The second was attached to an itinerant team working in adult catechesis, family support and youth ministry in Emilia-Romagna (Italy).

The Diocese of Westminster requires that the seminarians in their final year of studies move to reside at the diocesan seminary. In 2008-2009 three seminarians from Redemptoris Mater have therefore been residing at Allen Hall, Chelsea, while returning weekly to the Redemptoris Mater House of Formation for support and assessment. At the end of the year they all obtained a Bachelor of Divinity degree at Heythrop College, University of London, thereby completing the academic formation required for ordination to the priesthood. One of them will be ordained Deacon in June 2010, the others will follow.

### **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, vice-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,

Apart from a 65% increase in rent under the new ten-year tenancy agreement now in place for St Edward's convent, there are no significant expenditure variations. £4,621 were spent in house refurbishments, which mainly included a number of new showers throughout the house and a general re-decoration of the guest rooms area.

None of the directors or members was remunerated. Money spent for the charity management and fund raising amounted to £574.

The funds made available to the charity during the year 2008-2009 have all come from unrestricted voluntary donations, thanks also to fundraising events and personal contacts with regular and potential donors in the UK

**Plans for the future**

The plan for the immediate future is to continue running the House for the academic year 2009-2010, 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 Israel, Kenya, Tanzania and in various countries of Europe

Redemptoris Mater will continue to support its former students who have been ordained priests, offering services, advice and an appropriate environment for prayer and days of quiet

The House of Formation will also 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  
and signed on their behalf by

25/05/2010



**Francesco Donega**  
(Rector)

## **Independent Examiner's Report to the Trustees of Redemptoris Mater House of Formation Charitable Company**

I report on the accounts of the company for the year ended 31 August 2009 which are set out on pages 6 to 9

### ***Respective Responsibilities of Trustees and Examiner***

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility

- to examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

### ***Basis of independent examiner's report***

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

### **Independent examiner's statement**

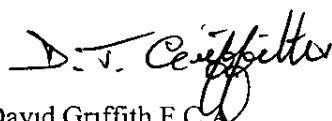
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



David Griffith FCA  
149 Glenfome Road  
Eastville  
Bristol BS5 6XF

Date

25/05/2010



# REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity N. 1047443 - Company No 2965770

## STATEMENT OF FINANCIAL ACTIVITIES for the year ended on 31 August 2009

	2009 £	2008 £
<b>Income and Expenditure</b>		
<b>Incoming Resources</b>		
Donations (unrestricted)	151,781	332,652
(restricted)	-	-
Bank interest received	2,627	1,278
<b>Total Incoming Resources</b>	<b>154,408</b>	<b>333,930</b>
<b>Resources Expended</b>		
Direct Charitable Expenditure	149,981	130,399
Fund raising	144	1,670
Charity management	430	20
<b>Total Resources Expended</b>	<b>150,555</b>	<b>132,089</b>
<b>Net Movement of Funds</b>	<b>3,853</b>	<b>201,841</b>
Balance brought forward from 31 August 2008	253,399	51,558
<b>Total carried forward at 31 August 2009</b>	<b>257,252</b>	<b>253,399</b>
<b>Reserves analysis</b>		
Restricted Funds	-	-
Designated liquidation reserve ( <i>Note 4</i> )	5,000	5,000
General Funds	252,252	248,399
<b>Reserves at year end</b>	<b>257,252</b>	<b>253,399</b>

# REDEMPTORIS MATER HOUSE OF FORMATION

Registered Charity N. 1047443 - Company No 2965770

## BALANCE SHEET AS AT 31 AUGUST 2009

	2009		2008	
	£	£	£	£
<b>Fixed Assets (note 1c and 3)</b>				
Initial cost of tangible Fixed Assets	21,142		21,142	
Accumulated Depreciation	(10,469)		(6,219)	
	<u>10,673</u>		<u>14,923</u>	
<b>Current Assets (note 2a)</b>				
Pre-payments	190		185	
Cash at Bank (unrestricted)	249,469		244,284	
(restricted)	-		-	
Cash in Hand (incl prepaid cards)	591		18	
	<u>250,250</u>		<u>244,487</u>	
<b>Current Liabilities (note 2b)</b>		<u>(3,671)</u>		<u>(6,011)</u>
<b>Net total assets</b>		<u><u>257,252</u></u>		<u><u>253,399</u></u>

The accounts for the year ending 31 August 2009 were prepared in accordance with the following exemptions

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The company is exempt from the requirements relating to preparing audited accounts in accordance with section 477 of the Companies Act 2006

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Approved by the Administrative Council on 25/05/2010 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 2009**

	2009		2008	
	£	£	£	£
<b>Incoming Resources</b>				
Donations (UK)	143,842		304,812	
Donations (overseas)	7,939		27,840	
Bank Interest Received	2,627		1,278	
<b>Total</b>	<b>154,408</b>	<b>154,408</b>	<b>333,930</b>	<b>333,930</b>
<b>Resources Expended</b>				
Rent	50,004		35,004	
Electricity	6,378		8,222	
Gas	15,804		14,952	
Telephone & Internet	1,528		1,788	
Water (& Gen Rates)	2,800		3,210	
Taxes & Rates	759			
Household	3,354		4,601	
House refurbishments	4,621			
Services & Repairs	750		640	
Urban Travel	4,607		8,153	
Other Travel	17,367		8,170	
Motor Expenses	7,369		5,652	
Food	10,229		11,379	
Education	7,014		15,230	
Books/Newspapers	977		837	
Office stationery and computer	932		367	
Seminarians Personal	2,753		3,066	
Medical	767		492	
Liturgical	779		1,204	
Pastoral	2,151		1,194	
Sundries & gifts	94		208	
Bank Charges	62		131	
Foreign exchange (gain) loss	-		(1021)	
Depreciation	4,250		4,300	
Legal	4,632		2,620	
Charity management	430		20	
Fund raising	144		1,670	
<b>Total</b>	<b>150,555</b>	<b>150,555</b>	<b>132,089</b>	<b>132,089</b>
<b>Net (Loss) Income for the year</b>		<b>3,853</b>		<b>201,841</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*

£ 190 for motor car tax disc

#### *b) Liabilities*

£ 3,761 liabilities include £ 241 for Utility bills, £ 2,800 for estimated water consumption (no water bill was received in 2008-2009), and £ 630 for an outstanding car insurance invoice.

### *3 Assets*

Assets include “Household appliances” and “Renovations” i.e. capital expenditures for renovation works 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.