

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 2013



11 Harewood Avenue, London NW1 6LD
Tel. 020-7723 9364 Fax 07092-356013
e-mail: 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 31-08-2013

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 ²).		
<i>Company secretary</i>	Jean Martin		
<i>Directors of the Company</i>	(= Members of Administrative Council): Michael James Anderson Anthony Matthew Cook Francesco Donega John Green 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 Griffiths 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, who are also its trustees. 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 their 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*, §3²)

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.

The seminarians in residence attend courses of General English, Philosophy and Theology in preparation for the priesthood. The House of Formation provides them with food and lodging, meets their expenses (studies, clothing, health care, travelling in London and abroad, etc.) and offers 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 2012-2013 there have been 5 volunteers residing full time in the House, while another 6 have served part-time. They have assisted in the library, and provided cleaning, cooking, administration and most maintenance works at St Edward's Convent. Their invaluable contribution not only drastically reduces 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 2012-2013 seventeen seminarians from a number of countries in Europe and America have been training at the House of Formation. Ten of them have been residing full-board in St Edward's Convent, one resided at the diocesan seminary Allen Hall for the last year of studies, and six others were on missionary placements abroad and returned to the house only for stages in their formation, assessment and periods of rest.

The seminarians continued their academic preparation with good results. One of them successfully completed the full course of studies obtaining the Bachelor of Divinity at Heythrop College (London University) and also the Baccalaureate in Sacred Theology awarded by the Pontifical University of Leuven, Belgium.

An essential and fruitful element in the seminarians' formation is their missionary activity when on placements abroad. One seminarian was on mission supporting Christian communities throughout Madagascar as part of a team made up of local catechists. A second one worked in Israel, assisting in the local Palestinian parishes and working on a project aimed at fostering the dialogue and mutual knowledge between Christian pilgrims and Jews. Three other seminarians were attached to itinerant teams assisting families and Christian communities, one in Ireland and two in the UK.

The seminarians who have been continuing their studies in London have been involved in pastoral activities on a weekly basis.

Oscar Ardila and Fortunato Pantisano ministered as Deacons at Westminster Cathedral and in Chiswick Catholic Parish respectively. They were ordained priests on 29 June 2013 and are presently assistant priests in the parishes of St Agnes (Cricklewood) and St Lawrence (Feltham).

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, spiritual director 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;

The negative trend in the economy had some effect on voluntary donation which fell by 8.8% from the previous year; however, it must be said that our regular donors are responding with great sense of responsibility to our appeals. A careful monitoring of expenses made it possible to keep the total charity expenditure at the same level as the years prior to 2010, in spite of the increased unit price of various commodities and services, thereby containing the deficit in the region of 20,000 pounds.

None of the directors or members were remunerated. Money spent for the charity management and fundraising amounted to £60.

The funds made available to the charity during the year 2012-2013 came from unrestricted voluntary donations from individuals, including £425 from a fundraising event at Christmas, while £2068 were given in form of grants and contributions by the Roman Catholic Diocese of Westminster.

Plans for the future

The plan for the immediate future is to continue running the House for the academic year 2013-2014, and to make provision for the studies, pastoral activities and field-work training in the 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 missionary placements will be working in Israel, Madagascar, the Philippines, the United States (Texas) and in various countries in 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 programme aimed at broadening and diversifying the fundraising activities will continue and be further developed. It will include the production of newsletters during the year, a legacy campaign, contacts with grant-making organisations and seeking to involve the seminarians' families more in the financial support of the House of Formation.

Approved by the Directors of the Company on 12/05/2014
and signed on their behalf by



.....
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 2013 which are set out on pages 6 to 10.

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

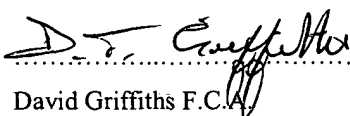
In connection with my examination, no matter has come to my attention:

(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 Griffiths F.C.A.
149 Glenfrome Road
Eastville
Bristol BS5 6XF

Date 12/05/2014

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended on 31 August 2013

	2013 £	2012 £
Income and Expenditure		
Incoming Resources		
Donations (unrestricted) (<i>note 1a</i>)	113,046	124,037
Legacies	--	18,876
Other income (<i>note 7</i>)	3,541	14,907
Bank interest received	79	86
	<hr/>	<hr/>
Total Incoming Resources	116,666	157,906
	<hr/>	<hr/>
Resources Expended		
Direct Charitable Expenditure	137,246	138,799
Fund raising	42	40
Charity management	60	50
	<hr/>	<hr/>
Total Resources Expended	137,348	138,889
	<hr/>	<hr/>
Net Movement of Funds	(20,682)	19,017
Balance brought forward		
from 31 August 2012	<hr/>	<hr/>
	208,407	189,390
	<hr/>	<hr/>
Total carried forward at 31 August 2013	187,725	208,407
	<hr/>	<hr/>
Reserves analysis		
Restricted Funds	-	-
Designated liquidation reserve (<i>Note 6</i>)	5,000	5,000
General Funds	182,725	203,407
	<hr/>	<hr/>
Reserves at year end	187,725	208,407
	<hr/>	<hr/>

BALANCE SHEET AS AT 31 AUGUST 2013

INCOME AND EXPENDITURE ACCOUNT
For the year ended on 31 August 2013

	2013		2012	
	£	£	£	£
Incoming Resources				
Donations (UK)	100,025		117,780	
Legacies	-		18,876	
Donations (overseas)	13,021		6,257	
Other income (<i>note 7</i>)	3,541		14,907	
Bank Interest Received	79		86	
Total	116,666	116,666	157,906	157,906
Resources Expended				
Bank Charges	134		64	
Books/Newspapers	1,222		1,253	
Motor Expenses	10,194		10,778	
Household	2,499		2,839	
Office stationery and computer	1,026		529	
Taxes & Rates	683		621	
Food	14,958		13,352	
Education	4,577		5,851	
Services & Repairs	410		925	
Rent	50,004		50,004	
Electricity	2,038		3,732	
Gas	20,996		16,764	
Telephone & Internet	1,940		1,650	
Water (& Gen. Rates)	3,047		3,666	
Urban Travel	4,851		6,062	
Other Travel	11,769		10,256	
Seminarians Personal	2,593		2,579	
Medical	415		281	
Liturgical	899		988	
Pastoral	520		847	
Sundries & gifts	283		1,002	
Depreciation	1,036		3,423	
Legal & Admin. Charges, Visas	1,152		1,333	
Charity management	60		50	
Fund raising	42		40	
Total	137,348	137,348	138,889	157,906
Net (Loss) Income for the year		(20,682)		19,017

Notes to the Accounts for the year ended on 31 August 2013

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 April 2008) 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. No restricted donations were given in the year covered by these accounts.

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. Prepayments

Prepayments include September 2013 Council tax (£69) and telephone lines rental for September-November 2013 paid in advance.

3. Recoverable Gift Aid

Gift aid attracted by UK donation prior to 31 August 2013 and not yet claimed at the end of the accounting year.

4. Accrued Estimated Liabilities

£ 611 estimated liabilities for outstanding utility bills.

5. Assets

Assets include:

i. “Household appliances” with initial value greater than £400. Depreciation is calculated straight line over 36 months.

ii. “Renovations” i.e. capital expenditures for renovation works of St Edward’s Convent, where the House of Formation is located. The depreciation period of five years is calculated on the basis of the earliest possible termination date of the tenancy for St Edward’s Convent (12 November 2013, in case a break clause is invoked) under the ten-year lease contract agreed with the Sisters of Mercy, owners of the building. This asset depreciated to zero value by 31 August 2012 and was written off on 1 September 2012.

6. Reserves

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

7. Other Income

Other income include:

- £1,560 contribution from the Roman Catholic Diocese of Westminster, a registered charity.
- £1,273 compensation from insurance following motor car accident
- £708 received through grants and payroll giving