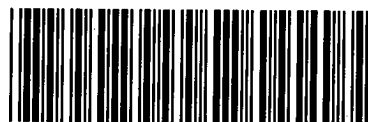


**REDEMPTORIS MATER HOUSE OF FORMATION**  
**Charitable Company limited by guarantee registered in England**  
**Registered Charity No. 104 7443**  
**Company No. 296 5770**



**DIRECTORS' REPORT AND ACCOUNTS**  
**For the financial year ended on 31 August 2014**

WEDNESDAY



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27/05/2015

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COMPANIES HOUSE

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*

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## DIRECTORS' REPORT FOR THE YEAR ENDED ON 31-08-2014

### 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>	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*, §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.

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 mission 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. Five volunteers have been residing full time in the House in the year 2013-2014, while a number of others assisted part-time in the library, in cleaning, cooking, administration and maintenance works at St Edward's Convent. Their contribution in running the house is so much more precious as it creates in the House of Formation a friendly and homely atmosphere which does not pass unnoticed.

### **Achievements and performance**

A major event this year has been the full canonical establishment of the House of Formation as a diocesan centre for the formation of priests for the New Evangelisation, erected by the Archbishop of Westminster within the structure of the Diocesan Seminary. At the official ceremony in December 2013 at which the Statutes were signed, Cardinal Vincent Nichols expressed his gratitude for the many positive fruits borne by the Redemptoris Mater House of Formation in its more than twenty years of activity, and during which time thirteen students had been ordained to the priesthood.

Eighteen seminarians from a number of countries in Europe and America have been training at the House of Formation in 2013-2014. Ten of them have been residing full-board in St Edward's Convent, while one moved into the diocesan seminary, Allen Hall, for the last year of studies. Seven others were on missionary placements abroad and returned to the House only for stages in their formation, for assessment of their missionary experience and for periods of rest.

In 2014 David Lucuy successfully completed the full course of studies at Heythrop College obtaining the Bachelor of Divinity from London University and also the Baccalaureate in Sacred Theology awarded by the recently re-established Bellarmine Institute of London. He was ordained Deacon by Cardinal Vincent Nichols on 14 June and is now preparing to be ordained Priest in June 2015.

An essential and fruitful element in the seminarians' formation is their missionary activity when on placements abroad. One seminarian continued, for a second year, supporting Christian communities throughout Madagascar as part of a team made up of local catechists. Two seminarians worked in Israel, assisting in the local Palestinian parishes and working on a project aimed at fostering dialogue and mutual knowledge between Christian pilgrims and Jews. One was placed in Texas (USA). Two more worked in European countries.

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

### **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 lay helpers) 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 efforts made to make contact with new donors, and the positive response to the full canonical establishment of the House of Formation, resulted in an increase of £5,000 in voluntary donations which, combined with reduced expenditure, resulted in a smaller deficit of just over £10,000.

None of the directors or members were remunerated. Money spent for the charity management and fundraising amounted to £211.

The funds made available to the charity during the year 2013-2014 came from unrestricted voluntary donations from individuals, while £4234 were given in form of grants and contributions by the Roman Catholic Diocese of Westminster.

### **Plans for the future**

An important development is the appointment of Fr Lorenzo Andreini as Vice-Superior (Vice-rector) of the Redemptoris Mater House of Formation. Fr Lorenzo, who was formed at Redemptoris Mater and was ordained priest in 2012, is presently serving as assistant priest at Our Lady of Victories, Kensington. He has been appointed to his new post by Cardinal Vincent Nichols in May 2015. We expect him to move to the House of Formation at the end of the summer. He will be assisting the Rector and will be *ex officio* Vice-chairman of the Charitable Company Redemptoris Mater House of Formation.

The plan for the immediate future is to continue running the House for the academic year 2014-2015, 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, Mexico, the United States (Texas) and Malta.

Redemptoris Mater will continue to support its former students who have been ordained priests, offering them 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 to broaden and diversify fundraising activities will continue and be developed further. Contacts with grant-making organisations have produced the first positive results in the year 2014-2015. There are signs of growing support from some of the seminarians' families. The legacy campaign will continue together with appropriately refreshed newsletters.

Approved by the Directors of the Company on 26 May 2015  
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 2014 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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 26/05/2015

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended on 31 August 2014**

	2014 £	2013 £
<b>Income and Expenditure</b>		
<b>Incoming Resources</b>		
Donations (unrestricted) ( <i>note 1a</i> )	116,391	113,046
Legacies	--	--
Other income ( <i>note 7</i> )	5321	3,541
Bank interest received	73	79
<b>Total Incoming Resources</b>	<u>121,785</u>	<u>116,666</u>
<b>Resources Expended</b>		
Direct Charitable Expenditure	132,015	137,246
Fund raising	43	42
Charity management	168	60
<b>Total Resources Expended</b>	<u>132,226</u>	<u>137,348</u>
<b>Net Movement of Funds</b>	<b>(10,441)</b>	<b>(20,682)</b>
Balance brought forward from 31 August 2013	<u>187,725</u>	<u>208,407</u>
<b>Total carried forward at 31 August 2013</b>	<u><u>177,284</u></u>	<u><u>187,725</u></u>
<b>Reserves analysis</b>		
Restricted Funds	-	-
Designated liquidation reserve ( <i>Note 6</i> )	5,000	5,000
General Funds	172,284	182,725
<b>Reserves at year end</b>	<u><u>177,284</u></u>	<u><u>187,725</u></u>



**REDEMPTORIS MATER HOUSE OF FORMATION**  
**Registered Charity N. 1047443 - Company No. 2965770**

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**BALANCE SHEET AS AT 31 AUGUST 2014**

	2014		2013	
	£	£	£	£
<b>Fixed Assets (note 1c and 5)</b>				
Initial cost of tangible Fixed Assets	-		3,108	
Accumulated Depreciation	-		(3,108)	
	<hr/>		<hr/>	
<b>Current Assets</b>				
Pre-payments (note 2)	-		312	
Cash at Bank (unrestricted)	170,286		170,082	
(restricted)	-		-	
Cash in Hand (incl. prepaid cards)	725		238	
Credit Card Balance	11		-	
	<hr/>	<b>171,022</b>	<hr/>	<b>170,632</b>
<b>Recoverable Gift Aid (note 3)</b>		7,163		17,704
<b>Creditors</b>		-		-
<b>Accrued Liabilities (note 4)</b>		(901)		(611)
		<hr/>		<hr/>
<b>Net total assets</b>		<b>177,284</b>		<b>187,725</b>
		<hr/> <hr/>		<hr/> <hr/>

The accounts for the year ending 31 August 2013 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 26 May 2015 and signed on its behalf by

  
 .....  
 Jean Martin  
 Secretary

  
 .....  
 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 2014**

	2014		2013	
	£	£	£	£
<b>Incoming Resources</b>				
Donations (UK)	112,573		100,025	
Legacies	-		-	
Donations (overseas)	3,818		13,021	
Other income (note 7)	5,321		3,541	
Bank Interest Received	73		79	
<b>Total</b>	<b>121,785</b>	<b>121,785</b>	<b>116,666</b>	<b>116,666</b>
<b>Resources Expended</b>				
Bank Charges	89		134	
Books/Newspapers	787		1,222	
Motor Expenses	10,269		10,194	
Household	2,696		2,499	
Office stationery and computer	1,035		1,026	
Taxes & Rates	681		683	
Food	16,010		14,958	
Education	7,955		4,577	
Services & Repairs	409		410	
Rent	56,263		50,004	
Electricity	1,197		2,038	
Gas	10,217		20,996	
Telephone & Internet	2,628		1,940	
Water (& Gen. Rates)	650		3,047	
Urban Travel	4,786		4,851	
Other Travel	11,122		11,769	
Seminarians Personal	2,223		2,593	
Medical	434		415	
Liturgical	666		899	
Pastoral	174		520	
Sundries, gifts & hospitality	1,676		283	
Depreciation	--		1,036	
Legal & Admin. Charges, Visas	48		1,152	
Charity management	168		60	
Fund raising	43		42	
<b>Total</b>	<b>132,226</b>	<b>132,226</b>	<b>137,348</b>	<b>137,348</b>
<b>Net (Loss) Income for the year</b>		<b>(10,441)</b>		<b>(20,682)</b>

## **Notes to the Accounts for the year ended on 31 August 2014**

### ***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.

### ***2. Prepayments***

No prepayments were made in this accounting year.

### ***3. Recoverable Gift Aid***

Gift aid attracted by UK donation prior to 31 August 2014 and not yet claimed at the end of the accounting year.

### ***4. Accrued Estimated Liabilities***

£ 901 estimated liabilities for outstanding utility bills.

### ***5. Assets***

Assets presently owned by the charitable company have depreciated to zero market value.

### ***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:

- £2,580 contribution from the Roman Catholic Diocese of Westminster Sick and Retired Priest Fund towards the up-keeping of the Spiritual Director, who is a retired priest.
- £1,653.75 received through grants from Westminster Education Fund
- £1,087.45 voluntary contributions from the Spiritual Director towards his own up-keeping.