

Charity registration number 505305

ASSOCIATION OF PARISH MISSION SISTERS

**ANNUAL REPORT
AND UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2023

ASSOCIATION OF PARISH MISSION SISTERS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Sr Mary McAleese
Sr Julia Battye
Mr James Millington
Mrs Christina Lindstrom
Mr D Malone

Charity number

505305

Principal address

8 Carr House Lane
Liverpool

Independent examiner

Barlow Andrews LLP
Carlyle House
78 Chorley New Road
Bolton

Bankers

Royal Bank of Scotland plc
1 Dale Street
Liverpool

ASSOCIATION OF PARISH MISSION SISTERS

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ASSOCIATION OF PARISH MISSION SISTERS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The trustees of, Association of Parish Mission Sisters (charity number: 505305), present their report and financial statements for the year ended 31 March 2023. The registered office of the charity is 8 Carr House Lane, Liverpool.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objectives are to benefit the inhabitants of the County of Merseyside without distinction of sex or of political, religious or other opinions. The policies adopted in furtherance of these objectives are the relief of poverty, advancing education and providing for the recreation and other leisure time occupation of the said inhabitants with the goal of improving their conditions of life.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Our work in local communities, directed towards those suffering poverty and social exclusion continued as before. Priority was given to educational work with women and to health-related activities.

Each year the trustees review the objectives and activities of the charity to ensure that they continue to reflect our aims and to provide public benefit. The trustees are more than satisfied that they do.

Achievements and performance

The charity's performance has somewhat reduced from 2019 levels. due to the slow return to some normality because of the experiences of "long-Covid" and the post-pandemic economic and mental health issues still affecting many people, including our volunteers, in the deprived neighbourhoods, where we serve. There has been more emphasis on one-to-one and small group work and on trying to help those most affected by food and fuel issues.

Our garden area (a resource for city people) has required more upkeep in terms of tree-cutting and more fencing repairs (the costs shared with our neighbours).

Motor expenses also increased because of the cost of maintaining/repairing our 15-year old car. This has been eased by the purchase since year end of a newer car (which was facilitated by a donation of £28,659, in January 2023, from a matured NS&I Bond of circa 30 years ago). Higher expenditure in the books, news and stationery category arose from extra resources needed in our educational and health (especially mental health) work.

Financial review

For the year ended 31 March 2023 the charity recorded net income of £18,588 (2022: net expenditure of £7,391). The charity had unrestricted funds carried forward at 31 March 2023 of £163,454 (2022: £144,866)

As explained above, the charity carries out a variety of projects and the trustees must have a sufficient level of reserves to be able to fund their work. The trustees have examined the requirement for free reserves, which are those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The trustees consider that, given the nature of their current work, free reserves should be at least £50,000. At this level, the trustees feel that they will be able to continue the current activities of the charity and be able to respond quickly to emergencies where immediate relief is needed. The level of free reserves at 31 March 2023 is £98,522, which the trustees consider is sufficient to provide for all planned projects and continuity of day-to-day activities for the foreseeable future.

The trustees invest funds surplus to immediate requirements in bank deposit accounts or other investment products where there is no risk to the capital invested.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

ASSOCIATION OF PARISH MISSION SISTERS

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The charity is governed by its constitution which was adopted by the Charity Commission on 18 June 1976.

The trustees who served during the year and up to the date of signature of the financial statements were:

Sr Mary McAleese
Sr Julia Battye
Mr James Millington
Mrs Christina Lindstrom
Mr D Malone

Trustees are recruited by personal referral. The potential trustee is interviewed and the appointment is made upon agreement by all the trustees.

The trustees' report was approved by the Board of Trustees.

Sr Julia Battye
Trustee

4 September 2023

ASSOCIATION OF PARISH MISSION SISTERS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ASSOCIATION OF PARISH MISSION SISTERS

I report to the trustees on my examination of the financial statements of Association of Parish Mission Sisters (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

David Kay FCA
Barlow Andrews LLP
Chartered Accountants
78 Chorley New Road
Bolton
BL1 4BY

Dated: 4 September 2023

ASSOCIATION OF PARISH MISSION SISTERS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds	Unrestricted funds
		2023	2022
	Notes	£	£
<u>Income from:</u>			
Donations and legacies	3	40,272	20,459
Investments		368	28
		<hr/>	<hr/>
Total income		40,640	20,487
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	4	22,052	27,878
		<hr/>	<hr/>
Net income/(expenditure) for the year/ Net movement in funds		18,588	(7,391)
Fund balances at 1 April 2022		144,866	152,257
		<hr/>	<hr/>
Fund balances at 31 March 2023		163,454	144,866
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

ASSOCIATION OF PARISH MISSION SISTERS

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	8		64,932		68,065
Current assets					
Debtors	9	646		682	
Cash at bank and in hand		98,570		76,791	
		<u>99,216</u>		<u>77,473</u>	
Creditors: amounts falling due within one year	10	(694)		(672)	
Net current assets			<u>98,522</u>		<u>76,801</u>
Total assets less current liabilities			<u>163,454</u>		<u>144,866</u>
Income funds					
Unrestricted funds			<u>163,454</u>		<u>144,866</u>
			<u>163,454</u>		<u>144,866</u>

The financial statements were approved by the Trustees on 4 September 2023

Sr Julia Battye
Trustee

ASSOCIATION OF PARISH MISSION SISTERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Association of Parish Mission Sisters is an unincorporated charity governed by a constitution adopted on 18 June 1976. The registered office is 8 Carr House Lane, Liverpool.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Income

Income is recognised on a receivable basis and is reported gross of related expenditure, where the amount is reasonably certain and when there is adequate certainty of receipt.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

Charitable expenditure comprises direct expenditure directly attributable to its activities, as well as those of an indirect nature necessary to support them.

ASSOCIATION OF PARISH MISSION SISTERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold buildings	2.5% straight line
Equipment	20% reducing balance
Vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including #tErm7, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

ASSOCIATION OF PARISH MISSION SISTERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	2023	2022
	£	£
Donations and gifts	40,152	20,339
Covenant	120	120
	<u>40,272</u>	<u>20,459</u>

4 Charitable activities

	Relief of poverty 2023	Relief of poverty 2022
	£	£
Depreciation and impairment	3,133	3,155
Travel	47	417
Gas	1,066	938
Repairs and maintenance	2,519	8,743
Community services	3,889	4,168
Electricity	848	922
General and water rates	1,718	1,587
Insurance	543	192
Telephone	574	752
Books and stationery	1,393	1,482
Catering	3,863	3,471
Motor expenses	1,207	896
Postage	570	495
Accountancy	682	660
	<u>22,052</u>	<u>27,878</u>

During the year the charity incurred independent examination fees of £682 (2022: £660).

ASSOCIATION OF PARISH MISSION SISTERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No expenses have been incurred by the trustees either.

6 Employees

The charity had no employees in this or the previous year.

7 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

8 Tangible fixed assets

	Leasehold buildings	Equipment	Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2022	122,437	12,979	5,000	140,416
At 31 March 2023	122,437	12,979	5,000	140,416
Depreciation and impairment				
At 1 April 2022	54,675	12,888	4,788	72,351
Depreciation charged in the year	3,061	19	53	3,133
At 31 March 2023	57,736	12,907	4,841	75,484
Carrying amount				
At 31 March 2023	64,701	72	159	64,932
At 31 March 2022	67,762	91	212	68,065

9 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	646	682

10 Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	694	672

11 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).