

**Teams of Our Lady – Equipes Notre Dame GB**



# **Annual Report and Accounts**

**For 2019**



# EQUIPES NOTRE DAME GREAT BRITAIN.

Registered Charity 1044902 .

Annual Report for the year to 31 December 2019

## Legal and administrative information

The official name of the charity is Equipes Notre Dame, Great Britain, and the registered charity number is 1044902. The Official name reflects the involvement in, and links with, the world wide movement for Christian married couples.

The registered address of the charity is 5 Petrebrook, Chelmer Village, Chelmsford, CM2 6QJ. The charity is part of an international movement based in Paris.

The governing document of the charity is the Declaration of Trust made on the first day of August 1994, and amended on 31 August, 2018. This Declaration of Trust restricts the charity from undertaking any substantial trading activity as part of raising funds. In addition, no trustee shall acquire an interest in property belonging to the charity.

The charity's banker is National Westminster Bank Plc, Surbiton Branch, 10 Victoria Road, Surbiton, Surrey, KT6 4JY. Additional bank accounts are operated by Regional Treasurers, under guidelines issued by the Treasurers for Great Britain.

Meetings of the Trustees of the Charity are held at least twice a year. Meetings were held in 2019 on Saturday 27 April and Saturday 26 October.

During 2019 the Trustees were Chris and Dominique Thompson (Treasurer Couple), Paul and Janet Deboo (Central Regional Couple) and Paul and Susan Rowney (Northern Regional Couple). Bernard and Susan Kelly stepped down as Southern Regional Couple and Paul and Annette O'Beirne replaced them in October.

## Aims and organisation

The object of the charity, as stated in the Declaration of Trust, is the advancement of religion in accordance with the tenets of the Christian faith in particular by the promotion of Christian marriage, family life and the spiritual development of husband and wife.

The Teams in Great Britain are part of the world-wide international movement for Christian married couples, Equipes Notre-Dame, led by an International Leading Team, (Equipe Responsable Internationale (ERI)). The three geographic Regions of Teams in Great Britain, Northern, Central and Southern, form the Province of Great Britain. The Province is part of the Transatlantic Super Region, along with the Ireland, Trinidad and Tobago, South Africa, Zambia, Malawi and Ghana. Each of the Regions of Great Britain has a Regional Couple and a Treasurer Couple. Each Region is further divided into sectors led by a Sector Couple or Sector Team.

The charity has only voluntary staff. Equipes Notre Dame (Great Britain) is administered by up to eight trustees: the Regional Couples and the GB Treasurers, who meet twice a year. The main planning and co-ordination of the activities of and for the Teams of Great Britain is carried out at the meetings of the Regional Couples, which are normally held twice a year, at the same time as the Trustees' meeting.

The principal activity of the charity is to support the monthly meetings of the 100 or so individual Teams around Great Britain. Monthly Team Meetings are the centre point of the movement, and enable couples to eat together, pray together, and share their joys and sorrows in a caring atmosphere.

The other supporting activities of the charity are:

- The production of a quarterly Regional Newsletter sent to each team couple;
- Other events such as retreats and training sessions;

- Co-ordination and planning, carried out by the Regional Couples and Sector Couples;
- Promotional activities to aid the expansion of the movement;
- Production of literature for use in the Team Meetings and for expansion;
- Contacts and joint activities with the wider movement around the world.

### Review of progress and activities in 2019

#### Normal activities

During the year, 104 Teams had over 400 couples and 40 widows and widowers in membership together with nearly 80 spiritual counsellors or advisors.

The major event of the year was the 60<sup>th</sup> Anniversary of the foundation of Teams in the UK. This was celebrated with a Mass at Westminster Cathedral attended by over 200 people, and a reception. A daughter of the first Responsible Couple, Harry and Clothilde Meigh, spoke at the reception.

The production and distribution of the quarterly newsletter for Equipes Notre Dame (Province of Great Britain) continued. Individual Sectors and Regions held events such as retreats, celebrations for Our Lady's birthday, mixed teams meetings, and social events such as picnics and rambles.

Work continued on reviewing and revising literature used in the life of the movement, including printing new literature, and considering arrangements for the website.

#### Expansion.

Existing Team Members provided information on Teams and Team life to couples with an interest in the movement and its charisms. Contact has been established with Bishops in Dioceses where the movement has the capacity to develop and Teams have contributed to parish and Diocese events and conferences in support of marriage. Two new Teams were commissioned at the Anniversary Mass.

#### International

A significant part of our expenditure is a contribution to the International movement, which supports Regions with more limited resources.

#### Review of financial activities and affairs

In 2019 the charity had a turnover of £23,037 and an operating deficit of £1,528 (2018 £1,813 surplus). The net cost of the Anniversary Celebration was greater than the deficit. Of the creditors of £2,657, £1,627 are for the Anniversary (the rest are mostly for Newsletters). There were uncleared cheques of £392. The Anniversary costs were for the Mass and associated publicity, the income covering the cost of the reception.

The charity depends on contributions from Team couples to support its activities. In 2019 these contributions amounted to £16,908, 7% higher than in 2018 (£15,747).

There was a contribution of £13,000 to the Transatlantic Super Region to cover the costs of meetings of the Super Region Team, costs incurred by the Super Region Responsible Couple, a contribution to the ERI, and the cost of a Super Regional Newsletter. There was no expenditure on fundraising.

The reserves of nearly £25,000 (£22,000 held centrally) seem adequate, particularly as the Anniversary Celebration was financed without unduly reducing reserves. Income increased over the year and several actions have been taken to contain expenditure in 2018 and 2019. The situation always needs to be kept under review, but at present seems to be satisfactory.

Signed

Date

For and on behalf of the Trustees

EQUIPES NOTRE DAME, GREAT BRITAIN

Registered Charity 1044902

INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

Statement of Financial Activities

	2019	2018
<b>Income</b>		
Contributions from Team Couples	16,908	15,747
Anniversary Celebration	2,958	
Refund from HMRC	3,139	3,390
Bank Interest	32	14
Other Receipts	<u>0</u>	<u>211</u>
Total Receipts	23,037	19,362
<b>Expenditure</b>		
Regions	2,391	1,300
Independent Examiner's Fees	100	100
Administration	702	
Newsletter	1,452	1,974
Publicity and expansion	447	275
Insurance and licenses	704	900
Payment to Transatlantic SR/ERL	13,000	13,000
Anniversary Celebration	<u>5,769</u>	<u>0</u>
Total Expenditure	24,565	17,549
Excess/(Deficit) of Receipts over Expenditure	(1,528)	1,813

BALANCE SHEET AT 31 DECEMBER 2019

	2019	2018
Surplus brought forward	26,166	24,353
Plus surplus/(deficit) for year	<u>(1,528)</u>	<u>1,813</u>
Surplus at 31 December, 2019	24,638	26,166

Monetary Assets

Cash and Bank Deposits		
Regional Bank Current Accounts	2,364	4,583
Province of GB Bank Current Account	9,416	6,517
Province of GB Bank Capital Deposit	<u>15,804</u>	<u>15,773</u>
Cash and Bank Deposits	27,584	26,873
Less creditors	(2,657)	
Plus: Debtors	104	
Less Uncleared Cheques	<u>(392)</u>	<u>(706)</u>
	<u>24,638</u>	<u>26,166</u>

Non monetary Assets

Printed Literature  
 Promotional Material  
 Banners & Display Boards

These Accounts were approved by the Trustees on

For and on behalf of the Trustees

Trustee

EQUIPES NOTRE DAME, GREAT BRITAIN  
Register Charity 1044902

Accounting policies

The Financial Statements are agreed on a receipts and payments basis and in accordance with the Statement of Recommended Practice: Accounting and Reporting of Charities issued by the Charity Commission. Expenditure is accrued to the financial year it applies to whilst interest and income is included when received.

The only current liabilities recognised are cheques outstanding and creditors. Current assets are not recognised until the cash is received.

Monetary Assets

The Province operates a current bank account and a capital account. The capital account earns a small amount of interest and holds cash which is not expected to be paid out in the near future. Regions also hold their own accounts which are used for their normal expenditure, but are reported in the Charity's Accounts at the end of the year. The amounts shown are the bank statement figures which are adjusted for uncleared cheques to show how much is actually available.

Annual contributions should be sent to the Provincial Treasurers and are banked centrally. This facilitates recovery of Gift Aid but also allows a higher balance to be held in the capital account. Contributions should not be paid through Teams and Regions but, if this happens, we request that details to claim Gift Aid, where appropriate, are forwarded with the money. Regions do collect income relating to events which they organise. If Regions require additional money, there is a budget process and they can request the cash that they need which will be advanced as needed.

Non monetary assets

Purchases are charged to the receipts and payments at the time of purchase. They are not held in the Accounts at a valuation unless they are held for sale or income generation. Currently there are no assets of this nature.