

ST LUKES ADVICE SERVICE

England & Wales · Charity number 1094894

Details

Status Registered

Legal form Other

Registered 2002-12-03

Register [View on the Charity Commission register](#)

Contact

Address Brighthelm Centre
North Road
Brighton
BN1 1YD

Phone 01273549203

Email info@stlukesadvice.org.uk

Website www.stlukesadvice.org.uk

Activities

Objects: THE CHARITY'S OBJECTS ARE THE PROVISION OF A CHRISTIAN ADVICE SERVICE FOR THE RELIEF OF PERSONS WHO ARE IN CONDITIONS OF NEED, HARDSHIP, OR DISTRESS IN BRIGHTON AND HOVE AND NEARBY DISTRICTS.

Activities: Provision of free advice on debt and benefits. Legal representation at benefit appeals

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** BRIGHTON AND HOVE AND NEARBY DISTRICTS.
- East Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£193,171	£156,158	-	-
2024-03-31	£134,257	£130,583	-	-
2023-03-31	£88,536	£107,565	-	-
2022-03-31	£105,390	£96,154	-	-
2021-03-31	£100,383	£85,750	-	-

Trustees

Name	Role	Appointed
MARTIN POOLE	Chair	
MICHAEL JOHN GRAY		2002-11-07
Monica Thurmond Allen		2026-01-27
Peter Richard Ball		2024-01-05
Timothy Drew		2024-10-04
Vanda Leary		2026-01-27

Accounts

St Lukes Advice Service
Registered Charity No 1094894

Trustees report for the year ending 31 March 2025

St Lukes Advice Service is an unincorporated charity registered in England and Wales, charity number 1094894. Its principal office is located in the Brighthelm Centre, North Road, Brighton, BN1 1YD.

It was constituted on 7 November 2002, with an amended constitution adopted on 13 April 2018.

The trustees who held office during the year were:

- Rev Martin Poole (Chairman and vicar of St Lukes Church, Prestonville)
- Michael Gray (Trustee throughout the year and treasurer until 4 Oct 2024)
- Kathryn Mountford (resigned 30 September 2024)
- Erin Callaghan (resigned 22 November 2024)
- Peter Ball
- Jannie Lee (resigned 10 May 2024)
- Timothy Drew (appointed trustee and treasurer 4 October 2024)
- Funmilayo Yussuff (appointed 17 January 2025)
- Rwitoban Deb (appointed 17 January 2025, resigned 13 May 2025)

New trustees are appointed by the existing board following interviews. All new trustees undergo an induction in the charity and its works. The trustee board met 10 times during the year for board meetings with the Director of Operations and Fundraising in attendance.

The object of the charity is the provision of an advice service for the relief of persons who are in need, distress or hardship in Brighton and Hove and nearby districts. This is done by providing practical, compassionate support and advice to help overcome financial hardship by accessing the benefits they need and managing debt.

Public Benefit

The trustees have given due consideration to the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011.

Achievements and future plans

During the year we assisted 878 clients with 974 welfare benefit and debt cases, this is up 26% and 29% retrospectively on the previous year. We also handled 3,060 telephone and online enquiries from new clients up 13% on the previous year.

We see multiple positive changes as a result of using our service, many of which are measurable; for example, in 2024/2025 we:

1. Increased client income: Combined annualised total of over £1.8M of unclaimed benefits.
2. Reduced client debt: £1,318,252 of debt written off / managed for 93 clients.

3. Improved client understanding: 95% of clients believe we improved their understanding of their rights, options, and next steps.
4. Improved client confidence: 57% of clients felt more confident about their situation after receiving assistance from the service.
5. Reduced client anxiety: 62% of clients reported a reduction in anxiety surrounding their financial situation after receiving help.
6. Increased client support: 82% of clients felt supported with their benefit and debt issues, reflecting the service's commitment to providing comprehensive & tailored support.
7. Reduced client stress: 68% of clients experienced less stress and worry following their appointment with the service.
8. Enhanced client well-being: The service contributes to improving overall well-being, as evident in client satisfaction: 100% of clients would recommend the service to others and 100% felt they were treated fairly.

We were able to achieve this by the additional support we have from 8 dedicated volunteers during the year who assisted with welfare benefit, money advice and administration.

We plan to continue to support as many people as possible in the coming year by maintaining our 'open door' policy.

The trustees are grateful for to all of the staff and volunteers for their contribution to the Service's achievements in 2024/25

Financial review & reserves

The organisation spent much of the financial year rebuilding reserves whilst growing the service. After some successful fundraising and careful control of costs, year-end reserves stood at £63,904 (2024 - £26,891), which is around 4 months of expenses. Trustees consider that this is the sufficient for the ongoing operation of the charity.

Work will continue to grow and to diversify income in the coming year to ensure that our work can continue.

Signed on behalf of the board on 15 June 2025



Rev Martin Poole

Independent Examiners Report to the trustees of St Lukes Advice Service (Charity no 1094894) on the accounts for the year ended 31 March 2025

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

Signed

Jane Smith

Date

15 June 2025

Name

Jane Smith

Address

16 Windlesham Gardens, Brighton BN1 3AJ

St Lukes Advice Service
Registered Charity No 1094894
STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)
YEAR ENDED 31 MARCH 2025

		Unrestricted & Total funds 2025		Unrestricted & Total funds 2024	
	Note	£	£	£	£
INCOME FROM:					
Donations and legacies	2	192,799		134,028	
Investments	3	<u>372</u>		<u>229</u>	
TOTAL INCOME			193,171		134,257
EXPENDITURE ON:					
Charitable activities	4	<u>156,158</u>		<u>130,583</u>	
TOTAL EXPENDITURE			156,158		130,583
NET MOVEMENT IN FUNDS			<u>37,013</u>		<u>3,674</u>
Reserves at 1 April 2024			<u>26,891</u>		<u>23,217</u>
Reserves at 31 March 2025			<u>63,904</u>		<u>26,891</u>

The notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION
YEAR ENDED 31 MARCH 2025

		2025		2024	
	Note	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	7		1		1
CURRENT ASSETS					
Debtors	8	22,327		-	
Cash at bank and in hand		<u>43,858</u>		<u>27,576</u>	
		66,185		27,576	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	9	<u>(2,282)</u>		<u>(686)</u>	
NET CURRENT ASSETS			63,903		26,890
NET ASSETS			<u>63,904</u>		<u>26,891</u>
CHARITY FUNDS:					
General, unrestricted funds	10		63,904		26,891
TOTAL FUNDS			<u>63,904</u>		<u>26,891</u>

The accounts were approved by the Board on

15 June 2025

Signed on behalf of the board of trustees

Rev Martin Poole
Chairman



The notes form part of these financial statements.

1 ACCOUNTING POLICIES

1.1 Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charitable group and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.3 Going concern

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern. Therefore, the financial statements are prepared on a going concern basis.

1.4 Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives. All of the charity's funds are unrestricted.

1.5 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations and legacies

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of receipt.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Charitable activities

Income from service contracts is recognised when the service has taken place.

1.6 Expenditure

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

Expenditure on charitable activities includes costs all costs incurred by the charity, including management costs.

1.7 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.

All equipment is fully depreciated in the year of purchase

1.11 Employee benefits

The cost of any holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 DONATIONS AND LEGACIES

	Total 2025	Total 2024
	£	£
Donations	44,855	25,425
Grants	144,305	104,391
Gift aid	3,639	4,212
Total	192,799	134,028

3 INVESTMENTS

	2025	2024
	£	£
Interest receivable	372	229

4 CHARITABLE ACTIVITIES

	Total 2025	Total 2024
	£	£
Staff costs	120,658	102,044
Interpreting costs	5,084	8,609
Print post and stationery	3,056	
Training	682	839
Volunteer and staff sundry expenses	870	
Depreciation	3,288	316
Insurance, quality and other professional fees	2,324	729
Rent and premises	10,858	10,031
Software licences	124	
Subscriptions	6,553	4,600
Sundry other costs	58	2,105
Telephony and Comms	1,130	1,309
Website and IT Support	1,473	
Total	156,158	130,583

5 EMPLOYEES AND TRUSTEES

Number of employees

The average monthly number employees during the year was:

	2025 Number	2024 Number
Direct employees	5	5

Employment costs

	2025 £	2024 £
Wages and salaries	113,647	91,252
Social security costs	4,617	3,802
Other pension costs	2,394	5,964
	120,658	101,018

There were no employees whose annual remuneration was above £60,000 (2024 - Nil).

6 TRUSTEE REMUNERATION AND BENEFITS

No trustees were paid remuneration (2024: £nil).

During the year, one trustee, Funmilayo Yusseff was reimbursed travel expenses of £49 (2024: £nil).

7 TANGIBLE FIXED ASSETS

	IT Equip
	£
Cost:	
At 1 April 2024	1
Additions	3,289
Disposals	-
At 31 March 2025	3,290
Depreciation:	
At 1 April 2024	-
Charge for the year	3,289
Eliminated on disposal	-
At 31 March 2025	3,289
Net book amount:	
At 31 March 2025	1
At 31 March 2024	1

8 DEBTORS

	2025 £	2024 £
Prepayments and accrued income	22,327	-

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Other creditors	272	686
Other taxation and social security	2,010	-
	2,282	686

9 RETIREMENT BENEFIT SCHEMES

Defined contribution schemes

The group operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the group in an independently administered fund.

The charge to the statement of financial activities in respect of defined contribution schemes was £2,394 (2024: £5,964).

10 RESERVES

All funds of the charity are unrestricted.

Accounts

ST LUKE'S ADVICE SERVICE

(Registered Charity Number 1094894)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees

The Trustees who held office at 31st March 2024 were: -

- Rev Martin Poole, Vicar of St Luke's Prestonville and Chairman in accordance with the constitution of the Trust
- Michael Gray (Treasurer)
- Kathryn Mountford
- Erin Callaghan
- Peter Ball (appointed 5th January 2024)
- Jannie Lee

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Instrument

The St Luke's Advice Service Trust was constituted on 7th November 2002. An amended constitution was adopted on 13th April 2018.

Principal Office of the Charity

Its address is Brighthelm Centre, North Road, Brighton BN1 1YD

OBJECTS AND ACTIVITIES

The object of the Trust is the provision of a Christian advice service for the relief of persons who are in conditions of need, distress or hardship in Brighton and Hove and nearby districts.

The Trustees met monthly with the Service Manager. Additional meetings were held to discuss matters of immediate concern.

FINANCIAL REVIEW

Financial Review of the Period

We have continued to receive sizeable grants from the Moneyworks and Advice Partnerships, the groups in which we are involved in the Local Authority financing agreements. These funds are administered by Citizens Advice on behalf of the Local Authority and we received an agreed portion. This year was the third of the three year award period following the partnerships' successful bids for three years. The Council has extended the period of the award for a further two years. We received very generous grants from Sussex Community, Garfield Weston Trust, Southern Charitable, Grocer's Trust, Advice UK, Chalf Cliff, Rotary Club, Enjoolata, Foyle Foundation, Trusthouse Forte, Locality Locality, Dodgson and Robertson Hall Trusts

We have continued to receive personal gifts and a variety of donations from organisations including Crowd funding. With Tax recovery, these amounted to £29637

Trustees made a decision to increase the staffing to enable greater capacity for clients and volunteers, and make the service more resilient. As a consequent costs have increased. Despite there being a

small surplus for the year, the year-end reserves did not meet our policy to hold three months' expenditure as a reserve

Reserves Policy

The ongoing action referred to in last year's report led to a crowd funding appeal that resulted in £15459 being raised. The financial position at the end of 2023/2024 showed we were below our reserve policy but steps were quickly taken by the trustees to increase our funding pipeline and raise immediate funds to ensure expenditure is met and the charity has sufficient funds, including the restoration of its reserves.

Risk Management

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems put in place to mitigate those risks. All grants that are available to the Trust have been actively sought.

The Trustees employed a Service Manager full-time and four part-time staff in the year.

10th May 2024

Dated.....



Signed.....(Chairman)

Independent Examiner's report to the Trustees of St Luke's Advice Service

I report on the accounts of the Trust for the period ended 31st March 2024 which are set out on the attached pages.

Respective responsibilities of the Trustees and the examiner

The Charity's Trustees are responsible for the preparation of the accounts. The charity's 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.

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 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 in any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the 2011 Act, or
 - accounts are prepared which accord with the accounting records and comply with the requirements of the 2011 Act.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached..

.....*D. Tucker*.....(signed)
.....18/6/24.....(dated)

Denise Tucker, B.A
66 Kings Way
Burgess Hill
RH15 0TP

ST LUKE'S ADVICE SERVICE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Current Account Unrestricted Funds £	Restricted Funds	Reserve Account £	TOTAL FUNDS 2024 £	TOTAL FUNDS 2023 £
Incoming resources						
Grants from Statutory Bodies	2a	27,391				
Grants from Trusts	2a	77,000			27,391	30,423
Donations from Churches	2b				77,000	40,010
Personal Donations	2b	25,414				
Legacy	2b				25,414	16,506
Tax Recovery	2b			4,212	4,212	1,576
Interest	2c			229	229	21
Refund	2b	11			11	
Total incoming resources		129,816		4,441	134,257	88,536
Resources expended						
Staff Costs	3a	102,044			102,044	81,288
Accommodation	3a	9,893			9,893	9,924
Fund Raising	3a					
Management costs	3a	18,646			18,646	16,353
Total resources expended		130,583			130,583	107,565
Net incoming/(outgoing) resources		(767)		4,441	3,674	(19,029)
Transfer of funds						
Other recognised gains/losses						
Net movement in funds		(767)		4,441	3,674	(19,029)
Total funds brought forward at 31 March 2023		5,462		17,755	23,217	42,247
Total funds carried forward at 31 March 2024		4,695		22,196	26,891	23,218

ST LUKE'S ADVICE SERVICE
BALANCE SHEET AT 31 MARCH 2024

	Notes	2024	2023
		£	£
Fixed assets			
Tangible fixed assets	4	1	1
Investments	6		
		<u>1</u>	<u>1</u>
Total fixed assets			
Current assets			
Debtors	5		
Short term deposits		27,576	23,485
Cash at bank and in hand		<u>27,576</u>	<u>23,485</u>
Advance payment	7a		268
Creditors: amounts falling due within one year	7b	<u>686</u>	<u>268</u>
		26,890	23,217
Net current assets		<u>26,891</u>	<u>23,218</u>
Total assets less current liabilities			
		<u>26,891</u>	<u>23,218</u>
NET ASSETS			
Funds	7		
Current account		4,695	5,464
Reserve account		22,196	17,754
		<u>26,891</u>	<u>23,218</u>

Approved by the Trustees

and signed on their behalf

Rev Martin Poole
Chairman

The accompanying notes form a part of these financial statements.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2024

3 Resources expended

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted £	Restricted £	Account £	2024 £	2023 £
a TRUST ACTIVITIES					
Staff Costs					
Manager & Volunteers	95054				
Pension costs	5964			95,054	77,033
Health & Safety	952			5,964	3,277
Volunteer expenses	74			952	978
Running Costs				74	
Accommodation	9893				
Subscriptions, Fees & Licences	4600			9,893	9,924
Case Management	8236			4,600	5,914
Telephone & Internet, including VOIP	1309			8,236	3,670
Printing, Software, Postage & Stationery	1846			1,309	1,046
Insurances	729			1,846	1,765
Removal costs	138			729	696
Books & Training	839			138	50
SOS Systems	373			839	834
Office Supplies	80			373	328
Local Giving Fees	180			80	97
Depreciation	316			180	180
	130,583			316	1,773
				130,583	107,565
b Governance costs					
Independent examination fee					
Cost of annual accounts					
Total resources expended	130,583			130,583	107,565

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2024

	TOTAL	TOTAL
	2024	2023
4 Tangible Fixed Assets	£	£
	1	1
Brought forward	316	1773
Additions	316	1773
Less Depreciation		
	<u>1</u>	<u>1</u>
5 DEBTORS	2024	2023
	<u>0</u>	<u>0</u>
6 INVESTMENTS		
	<u></u>	<u></u>
7a PAYMENT IN ADVANCE		
CREDITORS	2024	2023
Uncleared cheques	686	268
Pension		
	<u>686</u>	<u>268</u>

8 Expenses or other payments

No expenses or payments were made to any of the trustees

ST LUKE'S ADVICE SERVICE

**NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31ST MARCH 2024**

1. Accounting policies

a Accounting convention

These accounts have been prepared in accordance with Accounting Standards and Accounting and Reporting by Charities - Statement of Recommended Practice (FRSSE) and the Charities Act 2011. The accounts have been prepared under the historical cost convention.

b Funds accounting

Current account

The current account is used for day to day expenses

Reserve account

Tax repayments are added to the reserve account.

c Incoming resources

Voluntary income and capital sources

Grants and donations are recognised when they are due and payable

Income tax recoverable on covenants or gift aid donations is recognised when the income is received.

Bank interest

Bank interest is accounted for when receivable

d Resources used

Expenses are accounted for when they fall due.

e Fixed Assets

Fixed Assets are shown at cost less depreciation. Equipment is written off in year of purchase.

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2024

[illegible]

Accounts

ST LUKE'S ADVICE SERVICE

(Registered Charity Number 1094894)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2023

REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees

The Trustees who held office at 31st March 2023 were: -

- Rev Martin Poole, Vicar of St Luke's Prestonville and Chairman in accordance with the constitution of the Trust
- Michael Gray (Treasurer)
- Peter Goulding
- Kathryn Mountford
- George Aliferis
- Erin Callaghan (appointed November 2022)
- Alice Taylor (appointed November 2022)
- Jannie Lee (appointed November 2022)

Keith Harrison resigned on 15th November 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Instrument

The St Luke's Advice Service Trust was constituted on 7th November 2002. An amended constitution was adopted on 13th April 2018.

Principal Office of the Charity

Its address is Brighthelm Centre, North Road, Brighton BN1 1YD

OBJECTS AND ACTIVITIES

The object of the Trust is the provision of a Christian advice service for the relief of persons who are in conditions of need, distress or hardship in Brighton and Hove and nearby districts.

The Trustees met monthly with the Service Manager. In addition the Trustees met weekly from February 2023 in view of financial position

FINANCIAL REVIEW

Financial Review of the Period

We have continued to receive sizeable grants from the Moneyworks and Advice Partnerships, the groups in which we are involved in the Local Authority financing agreements. These funds are administered by Citizens Advice on behalf of the Local Authority and we received an agreed portion. This year was the third of the three year award period following the partnerships' successful bids for three years. The Council has extended the period of the award for a further two years.

We received very generous grants from Sussex Community, Virgin Mary, Advice UK, National Lottery, Homily, Dodgson, Clothmakers and Robertson Hall Trusts

The Clothmakers grant was restricted to the capital expenditure in respect of the change of office. The Rotary Club of Brighton donated a gift of £500.

We have continued to receive personal gifts and a variety of donations from organisations. Including the Tax recovery, these amounted to £18082

Reserves Policy

The Trustees policy is to retain sufficient reserves to meet needs for a minimum of three months. It became clear in January 2023 that this could not be maintained without urgent action. With major grant requests being turned down the Trustees decided on urgent action to improve the financial position. This action is ongoing at the time of this report.

Risk Management

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems put in place to mitigate those risks. All grants that are available to the Trust have been actively sought.

The Trustees employed a Service Manager full-time and four part-time staff in the year. One long-term member of staff was obliged to leave due to health problems.

Dated: 18th April 2023



Signed:

(Chairman)

Independent Examiner's report to the Trustees of St Luke's Advice Service

I report on the accounts of the Trust for the period ended 31st March 2023 which are set out on the attached pages.

Respective responsibilities of the Trustees and the examiner

The Charity's Trustees are responsible for the preparation of the accounts. The charity's 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.

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 and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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Independent examiner's statement

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

1. which gives me reasonable cause to believe in any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the 2011 Act, or
 - accounts are prepared which accord with the accounting records and comply with the requirements of the 2011 Act.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached..

.....*D. Tucker*.....(signed)
.....22/05/23.....(dated)

Denise Tucker, B.A
66 Kings Way
Burgess Hill
RH15 0TP

ST LUKE'S ADVICE SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Current Account Unrestricted Funds £	Restricted Funds	Reserve Account £	TOTAL FUNDS 2023 £	TOTAL FUNDS 2022 £
Incoming resources						
Grants from Statutory Bodies	2a	30,423			30,423	29,377
Grants from Trusts	2a	40,010			40,010	58,858
Donations from Churches	2b					
Personal Donations	2b	16,506			16,506	14,230
Legacy	2b					
Tax Recovery	2b			1,576	1,576	2,673
Interest	2c			21	21	2
Donations from Organisations	2b					250
Total incoming resources		86,939		1,597	88,536	105,390
Resources expended						
Staff Costs	3a	81,288			81,288	67,205
Accommodation	3a	9,924			9,924	11,302
Fund Raising	3a					
Management costs	3a	16,353			16,353	17,647
Total resources expended		107,565			107,565	96,154
Net incoming/(outgoing) resources		(20,626)		1,597	(19,029)	9,236
Transfer of funds		2,000		2,000		
Other recognised gains/losses						
Net movement in funds		(18,626)		(403)	(19,029)	9,236
Total funds brought forward at 31 March 2022		24,088		18,159	42,247	33,011
Total funds carried forward at 31 March 2023		5,462		17,756	23,218	42,247

ST LUKE'S ADVICE SERVICE
BALANCE SHEET AT 31 MARCH 2023

	Notes	2023	2022
		£	£
Fixed assets			
Tangible fixed assets	4	1	1
Investments	6		
Total fixed assets		<u>1</u>	<u>1</u>
Current assets			
Debtors	5		4,428
Short term deposits			
Cash at bank and in hand		<u>23,485</u>	<u>38,077</u>
		23,485	42,505
Advance payment	7a		
Creditors: amounts falling due within one year	7b	<u>268</u>	<u>259</u>
Net current assets		23,217	42,246
Total assets less current liabilities		<u>23,218</u>	<u>42,247</u>
 NET ASSETS		 <u><u>23,218</u></u>	 <u><u>42,247</u></u>
Funds	7		
Current account		5,464	24,088
Reserve account		17,754	18,159
		<u><u>23,218</u></u>	<u><u>42,247</u></u>

Approved by the Trustees and signed on their behalf

Rev Martin Poole
Chairman

The accompanying notes form a part of these financial statements.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST MARCH 2023

2 Incoming resources

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted	Restricted	Account	2023	Period Ended
	£	£	£	£	2022
				£	£
a Grants					
CAB	30,133			30,133	29,377
Garfield Weston Trust					15,000
Sussex Community	10,000			10,000	5,000
Robertson Hall Trust	7,708			7,708	3,750
Community Trust of the Blessed Virgin Mary	3,000			3,000	3,000
Brighton & Hove Council	290			290	
All the Churches					6,100
Big Lottery Awards for All	9,550			9,550	9,690
Henry Smith					5,000
Advise UK	2,000			2,000	1,000
Homily Trust	1,000			1,000	
Co-op					3,140
Rotary Club	500			500	
Clothmakers		2,572		2,572	4,428
Dodgson Trust	3,680			3,680	2,750
	67,861	2,572		70,433	88,235
b Donations					
Local Giving	3,711			3,711	5,752
ASDA					250
Personal Giving - Gift Aided	10,523			10,523	5,890
- Other	2,257			2,257	2,507
- Easy Fundraising	15			15	81
Tax Repayment	1,576			1,576	c
	18,082			18,082	2,673
c Investment income					
interest	21			21	2
	21			21	2
d Other other incoming resources					
Total incoming resources	85,964	2,572		88,536	105,390

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2023

3 Resources expended

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted	Restricted	Account	2023	2022
	£	£	£	£	£
a TRUST ACTIVITIES					
Staff Costs					
Manager & Volunteers	77033			77,033	62,714
Cleaner & Gardener					1,017
Pension costs	3277			3,277	2,634
Health & Safety	978			978	840
Running Costs					
Accommodation	9924			9,924	11,302
Subscriptions, Fees & Licences	5914			5,914	4,375
Case Management	3670			3,670	2,625
Maintenance/Repairs					66
Telephone & Internet, including VOIP	1046			1,046	1,623
Printing, Software, Postage & Stationery	1765			1,765	1,559
Insurances	696			696	1,293
Removal costs	50			50	1,188
Books & Training	834			834	
Insolvency Service					
SOS Systems	328			328	314
Charges					6
Office Supplies	97			97	74
Local Giving Fees	180			180	96
Depreciation	1,773			1,773	4,428
	107,565			107,565	96,154
b Governance costs					
Independent examination fee					
Cost of annual accounts					
Total resources expended	107,565			107,565	96,154

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 MARCH 2023

	TOTAL	TOTAL
4 Tangible Fixed Assets	2023	2022
	£	£
Brought forward	1	1
Additions	1773	4428
Less Depreciation	1773	4428
	<u>1</u>	<u>1</u>
5 DEBTORS	2023	2022
Clothmakers		4428
	<u>0</u>	<u>4428</u>
6 INVESTMENTS		
	<u></u>	<u></u>
7a PAYMENT IN ADVANCE		
CREDITORS	2023	2022
Uncleared cheques		
Pension	268	259
	<u>268</u>	<u>259</u>
8 Expenses or other payments		
No expenses or payments were made to any of the trustees		

Accounts

ST LUKE'S ADVICE SERVICE

(Registered Charity Number 1094894)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022

REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees

The Trustees who held office at 31st March 2022 were: -

- Rev Martin Poole, Vicar of St Luke's Prestonville and Chairman in accordance with the constitution of the Trust
- Michael Gray (Treasurer)
- Keith Harrison
- Peter Goulding
- Kathryn Mountford
- George Aliferis

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Instrument

The St Luke's Advice Service Trust was constituted on 7th November 2002. An amended constitution was adopted on 13th April 2018.

Principal Office of the Charity

Its address is Brighthelm Centre, North Road, Brighton BN1 1YD

OBJECTS AND ACTIVITIES

The object of the Trust is the provision of a Christian advice service for the relief of persons who are in conditions of need, distress or hardship in Brighton and Hove and nearby districts.

The Trustees met monthly with the Service Manager.

FINANCIAL REVIEW

Financial Review of the Period

We have continued to receive sizeable grants from the Moneyworks and Advice Partnerships, the groups in which we are involved in the Local Authority financing agreements. These funds are administered by Citizens Advice on behalf of the Local Authority and we received an agreed portion. This year was the second of the three year award period following the partnerships' successful bids for three years.

We received very generous grants from Garfield Weston, Sussex Community, Virgin Mary, Henry Smith, Advice UK, National Lottery, Dodgson and Robertson Hall Trusts

The Co-op provided a gift of £3140 whilst ASDA donated £250

We have continued to receive personal gifts and a variety of donations from organisations. Including the Tax recovery, these amounted to £16903

The landlord kindly agreed to a reduction of the rent during the Covid 19 working from home period whilst we were not been occupying the premises. The Trust moved from its long time base in Exeter Street to Brighthelm Centre in February 2022.

Independent Examiner's report to the Trustees of St Luke's Advice Service

I report on the accounts of the Trust for the period ended 31st March 2022 which are set out on the attached pages.

Respective responsibilities of the Trustees and the examiner

The Charity's Trustees are responsible for the preparation of the accounts. The charity's 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.

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 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 in any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the 2011 Act, or
 - accounts are prepared which accord with the accounting records and comply with the requirements of the 2011 Act.
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached..

.....(signed)
26/04/22.....(dated)

Denise Tucker, B.A
66 Kings Way
Burgess Hill
RH15 0TP

ST LUKE'S ADVICE SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	Current Account Unrestricted Funds £	Restricted Funds	Reserve Account £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
Incoming resources						
Grants from Statutory Bodies	2a	29,377			29,377	33,175
Grants from Trusts	2a	54,430		4,428	58,858	47,389
Donations from Churches	2b					
Personal Donations	2b	14,230			14,230	15,796
Legacy	2b					
Tax Recovery	2b			2,673	2,673	3,516
Interest	2c			2	2	7
Donations from Organisations	2b	250			250	500
Total incoming resources		98,287		7,103	105,390	100,383
Resources expended						
Staff Costs	3a	67,205			67,205	61,478
Accommodation	3a	11,302			11,302	9,070
Fund Raising	3a					
Management costs	3a	13,219		4,428	17,647	15,202
Total resources expended		91,726		4,428	96,154	85,750
Net incoming/(outgoing) resources		6,561		2,675	9,236	14,633
Transfer of funds						
Other recognised gains/losses						
Net movement in funds		6,561		2,675	9,236	14,633
Total funds brought forward at 31 March 2021		17,527		15,484	33,011	18,378
Total funds carried forward at 31 March 2022		24,088		18,159	42,247	33,011

ST LUKE'S ADVICE SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	Notes	Current Account Unrestricted Funds £	Restricted Funds	Reserve Account £	TOTAL FUNDS 2022 £	TOTAL FUNDS 2021 £
Incoming resources						
Grants from Statutory Bodies	2a	29,377			29,377	33,175
Grants from Trusts	2a	54,430		4,428	58,858	47,389
Donations from Churches	2b					
Personal Donations	2b	14,230			14,230	15,796
Legacy	2b					
Tax Recovery	2b			2,673	2,673	3,516
Interest	2c			2	2	7
Donations from Organisations	2b	250			250	500
Total incoming resources		98,287		7,103	105,390	100,383
Resources expended						
Staff Costs	3a	67,205			67,205	61,478
Accommodation	3a	11,302			11,302	9,070
Fund Raising	3a					
Management costs	3a	13,219		4,428	17,647	15,202
Total resources expended		91,726		4,428	96,154	85,750
Net incoming/(outgoing) resources		6,561		2,675	9,236	14,633
Transfer of funds						
Other recognised gains/losses						
Net movement in funds		6,561		2,675	9,236	14,633
Total funds brought forward at 31 March 2021		17,527		15,484	33,011	18,378
Total funds carried forward at 31 March 2022		24,088		18,159	42,247	33,011

ST LUKE'S ADVICE SERVICE
BALANCE SHEET AT 31 MARCH 2022

	Notes	2022	2021
		£	£
Fixed assets			
Tangible fixed assets	4	1	1
Investments	6		
Total fixed assets		<u>1</u>	<u>1</u>
Current assets			
Debtors	5	4,428	
Short term deposits			
Cash at bank and in hand		<u>38,077</u>	<u>34,592</u>
		42,505	34,592
Advance payment	7a		
Creditors: amounts falling due within one year	7b	<u>259</u>	<u>1,582</u>
Net current assets		42,246	33,010
Total assets less current liabilities		<u>42,247</u>	<u>33,011</u>
NET ASSETS		<u><u>42,247</u></u>	<u><u>33,011</u></u>
Funds	7		
Current account		24,088	17,527
Reserve account		18,159	15,484
		<u><u>42,247</u></u>	<u><u>33,011</u></u>

Approved by the Trustees and signed on their behalf

Rev Martin Poole
Chairman



10th June 2022

The accompanying notes form a part of these financial statements.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS PERIOD ENDED 31ST MARCH 2022

1. Accounting policies

a Accounting convention

These accounts have been prepared in accordance with Accounting Standards and Accounting and Reporting by Charities - Statement of Recommended Practice (FRSSE) and the Charities Act 2011. The accounts have been prepared under the historical cost convention.

b Funds accounting

Current account

The current account is used for day to day expenses

Reserve account

Tax repayments are added to the reserve account.

c Incoming resources

Voluntary income and capital sources

Grants and donations are recognised when they are due and payable

Income tax recoverable on covenants or gift aid donations is recognised when the income is received.

Bank interest

Bank interest is accounted for when receivable

d Resources used

Expenses are accounted for when they fall due.

e Fixed Assets

Fixed Assets are shown at cost less depreciation. Equipment is written off in year of purchase.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

2 Incoming resources

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted	Restricted	Account	2022	Period Ended
	£	£	£	£	2021
					£
a Grants					
CAB	29,377			29,377	28,175
Moneyworks					
Advice Partnership					
Garfield Weston Trust	15,000			15,000	10,000
Sussex Community	5,000			5,000	10,000
Robertson Hall Trust	3,750			3,750	7,500
Community Trust of the Blessed Virgin Mary	3,000			3,000	3,000
Brighton & Hove Council					5,000
All the Churches	6,100			6,100	
Big Lottery Awards for All	9,690			9,690	
Henry Smith	5,000			5,000	
Advise UK	1,000			1,000	
Covid Response					8,934
Co-op	3,140			3,140	1,865
Woodroffe Trust					2,090
Arch Health					2,000
Chalk Cliff Trust					2,000
Clothmakers			4,428	4,428	
Dodgson Trust	2,750			2,750	
	83,807		4,428	88,235	80,564
b Donations					
Local Giving	5,752			5,752	3,218
ASDA	250			250	
Brighton Belles					
Sussex University					
St Martins in the Fields (DRO)					
Personal Giving - Gift Aided	5,890			5,890	10,680
- Other	2,507			2,507	1,828
- Easy Fundraising	81			81	70
- CAF					500
Tax Repayment			2,673	2,673	3,516
	14,480		2,673	17,153	19,812
c Investment income					
interest			2	2	7
			2	2	7
d Other other incoming resources					
Total incoming resources	98,287		7,103	105,390	100,383

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued)
YEAR ENDED 31 MARCH 2022

3 Resources expended

		Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
		Unrestricted	Restricted	Account	2022	2021
		£	£	£	£	£
a	TRUST ACTIVITIES					
	Staff Costs					
	Manager & Volunteers	62714			62,714	58,530
	Cleaner & Gardener	1017			1,017	1,000
	Pension costs	2634			2,634	1,948
	Health & Safety	840			840	
	Running Costs					
	Accommodation	11302			11,302	9,070
	Subscriptions, Fees & Licences	4375			4,375	3,812
	Case Management	2625			2,625	3,341
	Maintenance/Repairs	66			66	86
	Telephone & Internet, including VOIP	1623			1,623	1,808
	Printing, Software, Postage & Stationery	1559			1,559	1,959
	Insurances	1293			1,293	662
	Removal costs	1188			1,188	
	Books & Training					610
	Insolvency Service					615
	SOS Systems	314			314	
	Charges	6			6	
	Office Supplies	74			74	
	Local Giving Fees	96			96	219
	Depreciation			4,428	4,428	2,090
		91,726		4,428	96,154	85,750
b	Governance costs					
	Independent examination fee					
	Cost of annual accounts					
	Total resources expended	91,726		4,428	96,154	85,750

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 MARCH 2022

	TOTAL	TOTAL
4 Tangible Fixed Assets	2022	2021
	£	£
Brought forward	1	1
Additions	4428	2090
Less Depreciation	4428	2090
	<u>1</u>	<u>1</u>
5 DEBTORS	2022	2021
Clothmakers	4428	
	<u>4428</u>	<u>0</u>
6 INVESTMENTS		
	<u></u>	<u></u>
7a PAYMENT IN ADVANCE		
CREDITORS	2022	2021
Uncleared cheques		1423
Pension	259	159
	<u>259</u>	<u>1582</u>

8 Expenses or other payments

No expenses or payments were made to any of the trustees

Accounts

ST LUKE'S ADVICE SERVICE

(Registered Charity Number 1094894)

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees

The Trustees who held office at 31st March 2021 were: -

- Rev Martin Poole, Vicar of St Luke's Prestonville and Chairman in accordance with the constitution of the Trust
- Michael Gray (Treasurer)
- Keith Harrison
- Katie Love
- Peter Goulding
- Kathryn Mountford w.e.f 11th February 2021
- George Aliferis w.e.f 31st March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Instrument

The St Luke's Advice Service Trust was constituted on 7th November 2002. An amended constitution was adopted on 13th April 2018.

Principal Office of the Charity

Its address is 18 Exeter Street, Brighton, BN1 5PG

OBJECTS AND ACTIVITIES

The object of the Trust is the provision of a Christian advice service for the relief of persons who are in conditions of need, distress or hardship in Brighton and Hove and nearby districts.

The Trustees met monthly with the Service Manager. Various Trustees spent time with the staff and volunteers to ascertain their views.

FINANCIAL REVIEW

Financial Review of the Period

We have continued to receive sizeable grants from the Moneyworks and Advice Partnerships, the groups in which we are involved in the Local Authority financing agreements. These funds are administered by Citizens Advice on behalf of the Local Authority and we received an agreed portion. This year was the first of the three year award period following the partnerships successful bids.fxt three years.

The Robertson Hall Trust continued with its generous support, but in view of the Covid 19 lockdown the amount paid was reduced.. We received £5000 from Brighton & Hove Council and a further £8934 in response to the Covid 19 pandemic. We received very generous grants from Garfield Weston, Sussex Community, Virgin Mary, Woodroffe and Chalk Cliff Trusts.

The Co-op provided a gift of £1865 whilst Arch Health donated £2000 in recognition of our work among the less healthy community

We have continued to receive personal gifts and a variety of donations from organisations. Including the Tax recovery, these amounted to £19812

The landlord has kindly agreed to a deferment of the rent during the Covid 19 first lockdown period and a reduced rent whilst we have not been occupying the premises

Reserves Policy

The Trustees policy is to retain sufficient reserves to meet needs for a minimum of three months.

Risk Management

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems put in place to mitigate those risks. A risk that could not be foreseen was the impact of the Covid 19 pandemic. All grants that are available to the Trust have been actively sought. The charity has put in place significant controls to mitigate the effects of the pandemic and maintains a close watch on the changing landscape.

The Trustees employ a Service Manager full-time, a Finance and a Benefits Supervisor, part-time, and three-part-time advice support workers, one of whom is responsible for co-ordinating the volunteers.

Dated: 8th June 2021

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Signed:

(Chairman)

ST LUKE'S ADVICE SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	Current Account Unrestricted Funds £	Restricted Funds	Reserve Account £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
Incoming resources						
Grants from Statutory Bodies	2a	33,175			33,175	25,818
Grants from Trusts	2a	45,299		2,090	47,389	43,937
Donations from Churches	2b					
Personal Donations	2b	15,796			15,796	10,701
Legacy	2b					
Tax Recovery	2b			3,516	3,516	1,493
Interest	2c			7	7	50
Donations from Organisations	2b	500			500	1,690
Total incoming resources		94,770		5,613	100,383	83,689
Resources expended						
Staff Costs	3a	61,478			61,478	63,646
Accommodation	3a	9,070			9,070	13,066
Fund Raising	3a					
Management costs	3a	13,112		2,090	15,202	14,214
Total resources expended		83,660		2,090	85,750	90,926
Net incoming/(outgoing) resources		11,110		3,523	14,633	(7,238)
Transfer of funds		6,000		6,000		
Other recognised gains/losses						
Net movement in funds		17,110		(2,477)	14,633	(7,238)
Total funds brought forward at 31 March 2020		417		17,961	18,378	25,616
1Total funds carried forward at 31 March 2020		17,527		15,484	33,011	18,378

ST LUKE'S ADVICE SERVICE

BALANCE SHEET AT 31 MARCH 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible fixed assets	4	1	1
Investments	6		
Total fixed assets		<u>1</u>	<u>1</u>
Current assets			
Debtors	5		
Short term deposits			
Cash at bank and in hand		<u>34,592</u>	<u>20,724</u>
		34,592	20,724
Advance payment	7a		
Creditors: amounts falling due within one year	7b	<u>1,582</u>	<u>2,347</u>
Net current assets		33,010	18,377
Total assets less current liabilities		<u>33,011</u>	<u>18,378</u>
NET ASSETS		<u>33,011</u>	<u>18,378</u>
Funds	7		
Current account		17,527	417
Reserve account		15,484	17,961
		<u>33,011</u>	<u>18,378</u>

Approved by the Trustees on 8th June 2021 and signed on their behalf



Rev Martin Poole
Chairman

The accompanying notes form a part of these financial statements.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31ST MARCH 2021

1. Accounting policies

a Accounting convention

These accounts have been prepared in accordance with Accounting Standards and Accounting and Reporting by Charities - Statement of Recommended Practice (FRSSE) and the Charities Act 2011
The accounts have been prepared under the historical cost convention.

b Funds accounting

Current account

The current account is used for day to day expenses

Reserve account

Tax repayments are added to the reserve account. These funds are reserved to meet approximately 25% of the annual outgoings of the Trust

c Incoming resources

Voluntary income and capital sources

Grants and donations are recognised when they are due and payable

Income tax recoverable on covenants or gift aid donations is recognised when the income is received.

Bank interest

Bank interest is accounted for when receivable

d Resources used

Expenses are accounted for when they fall due.

e Fixed Assets

Fixed Assets are shown at cost less depreciation. Equipment is written off in year of purchase.

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST MARCH 2021

2 Incoming resources

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted	Restricted	Account	2021	Period Ended
	£	£	£	£	2020
					£
a Grants					
CAB	28,175			28,175	
Moneyworks					13,184
Advice Partnership					12,634
Garfield Weston Trust	10,000			10000	
Sussex Community	10,000			10000	5,000
Robertson Hall Trust	7,500			7500	13,750
Community Trust of the Blessed Virgin Mary	3,000			3000	3,000
Brighton & Hove Council	5,000			5000	
Souter Trust					3,000
Big Lottery Awards for All					9,954
Covid Response	8,934			8934	
Co-op	1,865			1865	
Woodroffe Trust			2,090	2090	500
Arch Health	2,000			2000	
Chalk Cliff Trust	2,000			2000	3,000
Lacey Tait Trust					350
Dodgson Trust					5,383
	78,474		2,090	80,564	69,755
b Donations					
St Luke's Prestonville					
Legacy					
Brighton & Hove Council					650
Local Giving	3,218			3,218	2,614
Brighton & Hove Lions					550
Brighton Belles					100
Sussex University					300
St Martins in the Fields (DRO)					90
Personal Giving - Gift Aided	10,680			10,680	7,028
- Other	1,828			1,828	512
- Easy Fundraising	70			70	47
- CAF	500			500	500
Tax Repayment			3,516	3,516	1,492
	16,296		3,516	19,812	13,883
c Investment income					
interest			7	7	50
			7	7	50
d Other other incoming resources					
Total incoming resources	94,770		5,613	100,383	83,688

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS (continued) YEAR ENDED 31 MARCH 2021

3 Resources expended

	Current Account		Reserve	TOTAL FUNDS	TOTAL FUNDS
	Unrestricted £	Restricted £	Account £	2021 £	12/07/1905 £
a TRUST ACTIVITIES					
Staff Costs					
Manager & Volunteers	58,530			58,530	60,466
Cleaner & Gardener	1,000			1,000	1,100
Pension costs	1,948			1,948	1,948
Volunteers' Expenses					132
Running Costs					
Accommodation	9,070			9,070	13,066
Subscriptions, Fees & Licences	3,812			3,812	158
Case Management	3,341			3,341	2,620
Maintenance/Repairs	86			86	700
Telephone & Internet, including VOIP	1,808			1,808	1,512
Printing, Software, Postage & Stationery	1,959			1,959	3,300
Insurances	662			662	661
Books & Training	610			610	
Insolvency Service	615			615	1,986
Office Supplies					241
Local Giving Fees	219			219	96
Depreciation			2,090	2,090	2,940
	83,660		2,090	85,750	90,926
b Governance costs					
Independent examination fee					
Cost of annual accounts					
Total resources expended	83,660			85,750	90,926

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 MARCH 2021

	TOTAL	TOTAL
4 Tangible Fixed Assets	2021	2020
	£	£
Brought forward	1	1
Additions	2090	2940
Less Depreciation	2090	2940
	<u>1</u>	<u>1</u>
5 DEBTORS	Total	Total
	2016	2015
	<u>0</u>	<u>0</u>
6 INVESTMENTS		
	<u></u>	<u></u>
7a PAYMENT IN ADVANCE		
CREDITORS		
Uncleared cheques	1423	2188
Pension	159	159
	<u>1582</u>	<u>2347</u>
8 Expenses or other payments		
No expenses or payments were made to any of the trustees		

