

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><u>33,011</u></u>	<u><u>18,378</u></u>
Funds	7		
Current account		17,527	417
Reserve account		15,484	17,961
		<u><u>33,011</u></u>	<u><u>18,378</u></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		

