

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

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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