

## **ST LUKE'S ADVICE SERVICE**

(Registered Charity Number 1094894)

### **ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **The Trustees**

The Trustees who held office at 31<sup>st</sup> 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 15<sup>th</sup> November 2022

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Instrument**

The St Luke's Advice Service Trust was constituted on 7<sup>th</sup> November 2002. An amended constitution was adopted on 13<sup>th</sup> 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: 18<sup>th</sup> 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 31<sup>st</sup> 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**

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)  
.....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 £
<b>Incoming resources</b>						
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
<b>Total incoming resources</b>		<b>86,939</b>		<b>1,597</b>	<b>88,536</b>	<b>105,390</b>
<b>Resources expended</b>						
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
<b>Total resources expended</b>		<b>107,565</b>			<b>107,565</b>	<b>96,154</b>
<b>Net incoming/(outgoing) resources</b>		<b>(20,626)</b>		<b>1,597</b>	<b>(19,029)</b>	<b>9,236</b>
Transfer of funds		2,000		2,000		
Other recognised gains/losses						
<b>Net movement in funds</b>		<b>(18,626)</b>		<b>(403)</b>	<b>(19,029)</b>	<b>9,236</b>
Total funds brought forward at 31 March 2022		24,088		18,159	42,247	33,011
<b>Total funds carried forward at 31 March 2023</b>		<b>5,462</b>		<b>17,756</b>	<b>23,218</b>	<b>42,247</b>

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

	Notes	2023	2022
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	4	1	1
Investments	6		
<b>Total fixed assets</b>		<u>1</u>	<u>1</u>
<b>Current assets</b>			
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>
<b>Net current assets</b>		<b>23,217</b>	<b>42,246</b>
<b>Total assets less current liabilities</b>		<u><b>23,218</b></u>	<u><b>42,247</b></u>
 <b>NET ASSETS</b>		 <u><u><b>23,218</b></u></u>	 <u><u><b>42,247</b></u></u>
<b>Funds</b>	7		
<b>Current account</b>		<b>5,464</b>	<b>24,088</b>
<b>Reserve account</b>		<b>17,754</b>	<b>18,159</b>
		<u><u><b>23,218</b></u></u>	<u><u><b>42,247</b></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
				£	£
<b>a Grants</b>					
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>b Donations</b>					
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
<b>c Investment income</b>					
interest	21			21	2
	21			21	2
<b>d Other other incoming resources</b>					
<b>Total incoming resources</b>	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
	£	£	£	£	£
<b>a TRUST ACTIVITIES</b>					
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>b Governance costs</b>					
Independent examination fee					
Cost of annual accounts					
<b>Total resources expended</b>	107,565			107,565	96,154

ST LUKE'S ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED 31 MARCH 2023

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