

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			27,391	30,423
Grants from Trusts	2a	77,000			77,000	40,010
Donations from Churches	2b					
Personal Donations	2b	25,414			25,414	16,506
Legacy	2b					
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						
Transfer of funds		(767)		4,441	3,674	(19,029)
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

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