

# THE CLOCK TOWER SANCTUARY

England & Wales · Charity number 1146777

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">07311390</a>                                |
| Registered     | 2012-04-04                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                            |
|---------|------------------------------------------------------------|
| Address | Wenlock House<br>41-43 North Street<br>Brighton<br>BN1 1RH |
| Phone   | 01273722353                                                |
| Email   | <a href="mailto:info@thects.org.uk">info@thects.org.uk</a> |
| Website | <a href="http://www.thects.org.uk">www.thects.org.uk</a>   |

## Activities

**Objects:** THE RELIEF OF POVERTY AND HOMELESSNESS OF YOUNG PEOPLE AGED BETWEEN 16 AND 25 YEARS IN EAST SUSSEX THROUGH THE PROVISION OF SHELTER AND SUPPORT.

**Activities:** The Sanctuary's mission is to prevent young homeless people from becoming part of the long term homeless population. We provide: 1) Crisis Support Services - access to food, showers, laundry, computers, telephone, postal service etc. 2) Move-On Support -- to help a young person become unstuck, to unlock their potential and prevent further decline

## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Children/young People

## Geography

- East Sussex

## Finances

| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2024-12-31 | £727,609 | £798,441    | £445,964 | 16        |
| 2023-12-31 | £803,219 | £753,601    | £516,796 | 15        |
| 2022-12-31 | £563,223 | £689,310    | £467,178 | 15        |
| 2021-12-31 | £563,667 | £640,719    | £593,264 | 12        |
| 2020-12-31 | £781,488 | £683,657    | £670,316 | 11        |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| <b>Alexander REES</b>     | Chair | 2023-09-26 |
| Alexandra Stewart         |       | 2025-02-25 |
| Andrew Haicalis           |       | 2024-11-24 |
| Laura Pugh                |       | 2026-02-24 |
| Lisa Ellwood              |       | 2026-02-24 |
| Mousumi Kanjilal Williams |       | 2021-03-31 |
| Mx Izzi Lerwill           |       | 2026-02-24 |
| Neil Sharp                |       | 2024-06-15 |
| Paul Dent                 |       | 2024-06-15 |
| Timothy Colman            |       | 2025-09-30 |
| Tina O'Donnell            |       | 2026-02-24 |

**THE CLOCK TOWER SANCTUARY**

England & Wales - Charity number 1146777

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# Accounts

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Charity registration number 1146777 (England and Wales)

Company registration number 07311390

**THE CLOCK TOWER SANCTUARY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

# THE CLOCK TOWER SANCTUARY

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                    |                                                                                                    |                              |
|------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------|
| Trustees                           | Alexander Rees                                                                                     |                              |
|                                    | Naomi Wearing                                                                                      |                              |
|                                    | Mousumi Kanjilal Williams                                                                          |                              |
|                                    | Paul Dent                                                                                          | (Appointed 15 June 2024)     |
|                                    | Neil Sharp                                                                                         | (Appointed 15 June 2024)     |
|                                    | Eleanor Morphew                                                                                    | (Appointed 15 June 2024)     |
|                                    | Alice Ruffell                                                                                      | (Appointed 15 June 2024)     |
|                                    | Mark Blake                                                                                         | (Appointed 15 June 2024)     |
|                                    | Andrew Haicalis                                                                                    | (Appointed 24 August 2024)   |
|                                    | Alexandra Stewart                                                                                  | (Appointed 25 February 2025) |
| Key Management Personnel/Secretary | Fabia Bates                                                                                        | Chief Executive Officer      |
| Charity number                     | 1146777                                                                                            |                              |
| Company number                     | 07311390                                                                                           |                              |
| Registered office                  | Wenlock House<br>41-43 North Street<br>Brighton<br>BN1 1RH                                         |                              |
| Independent examiner               | Michelle Westbury FCCA<br>West & Berry Limited<br>Nile House<br>Nile Street<br>Brighton<br>BN1 1HW |                              |
| Patron                             | D Allam, DL                                                                                        |                              |

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# THE CLOCK TOWER SANCTUARY

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# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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The Board of Trustees, who are also the Directors of the Company for the purposes of Company law, submit their annual report and financial statements of The Clock Tower Sanctuary for the year ended December 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

##### Charitable Objects

The objectives for which the Charity is established are: the relief of poverty and homelessness of young people aged between 16-25 years in East Sussex through the provision of shelter and support.

##### Public Benefit

In continuing to deliver our Strategic Plan and activities, the Board of Trustees has considered the duties set out in Section 4 of the Charities Act 2011 to have due regard for public benefit. In particular, the Board of Trustees has considered how the planned activities will contribute to the overall aims and objectives they have set.

#### **Vision**

We want Brighton and Hove to be a city where young people's experience of homelessness is rare, brief and non-recurring.

#### **Mission**

Our mission is to provide a safe space and support young people experiencing homelessness in Brighton and Hove. We will work with them to increase their voice, transform their lives and reach their potential.

#### **Values**

- We look for the best in everyone
- We challenge inequality and prejudice
- We work together to improve young people's lives

When we use the phrase young people experiencing homelessness, we mean young people without a safe, secure and private place to call their own; this includes rough sleeping, in a hostel or supported and emergency accommodation, 'sofa surfing' or those living in a car/van.

#### **How we work**

- We work with young people aged 16-25 years old who are homeless or insecurely housed
- We provide practical facilities, a nurturing environment, access to activities and professional support
- We are based in Brighton, rooted in the city and an integral part of the community
- We take a tailored, structured, holistic approach to move young people from crisis to independence
- We work with local partners, combine resources and expertise to provide multi-disciplinary support that reduces young people's long-term dependence on services
- We are a small team of passionate and committed staff and volunteers; we pride ourselves on changing young people's lives for the better
- We have a high quality, well-regarded volunteering programme; many of our volunteers go on to skilled, paid work in the local homeless and related sectors
- We are an independent organisation, entirely dependent on voluntary funding

#### **We have three main strands to our work:**

- Crisis Support – to meet the immediate needs of a young homeless person in crisis – access to food, showers, laundry, computers, telephone, postal service etc.
- Building Trust, Confidence and Self-Esteem – to enable young people to develop trusted relationships, skills and a sense of belonging, through workshops, activities and case working. Young people can develop their voice within the organisation through our Youth Voice engagement.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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- Towards Stability – to enable a young person to prepare for, gain and sustain accommodation through the provision of Tenancy and Independent Living Skills training and CTS' tenancy deposit scheme.

#### Strategic objectives

In 2024, we continued with our three year strategic plan for 2022-2024. This identified three strategic goals:

- We work with young people experiencing homelessness to address their needs now and for the future
- We speak up and speak out for young people experiencing homelessness
- Provide flexible and outstanding support

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

#### Crisis services

139 young people experiencing homelessness accessed our services in 2024. We hosted 3153 visits to our centre while also continuing to meet young people offsite where appropriate. An alarming 53% of the 85 new young people we saw were rough sleeping or sofa surfing and we continued to see young people with complex needs and poor mental health. We also saw a significant increase in neurodivergent clients, at 14%. We offered over 70 one to one crisis support sessions for 25 young people.

This has all happened within the context of decreasing availability of vital services and funding cuts across the city. We believe that partnership working and planning are crucial to address the causes and symptoms of homelessness and we remain committed to being active participants in strategic and operational citywide meetings including the Homeless Operations Forum, Homeless Rough Sleepers Network, the Frontline Network and the Youth Homeless Working Group.

#### Building Trust, Confidence & Self Esteem

Young people experiencing homelessness benefit hugely from designing & developing activities with other young people. We see a tangible increase in trust and confidence when young people spend time together doing things that they enjoy. Our young people accessed activities such as yoga, an LGBTQ+ group, men's and women's groups, and music sessions. During the year 59 clients accessed these activities in 252 separate sessions.

In 2024 we made huge strides in our co-production and co-creation. We established a Youth Voice group of current and previous clients who meet regularly and provide insight into both our services and systemic issues that affect youth homelessness and this commitment to putting the voice of young people with lived experience is pivotal in our plans going forward.

#### Towards Stability

Supporting young people to develop skills to find and maintain a tenancy, and to live independently is key to them moving towards more stable and sustainable lives. It is one of the most important steps and yet one of the most challenging. Our case working enables young people to have one-to-one support with a dedicated support worker. These focused sessions enable them to build on their existing skills and experience as well as to tackle barriers to independent living. During 2024 we supported 40 clients requesting this service.

In 2024 we had 8 young people accessing the Tenancy & Independent Living Skills courses and 3 people accessed our tenancy deposit scheme.

#### Equality, Diversity & Inclusion

We are committed to improving our service so that it is accessible for all young people. In 2024 we welcomed young people from increasingly diverse backgrounds.

- 31% of young people identified as LGBTQI+
- 31% of young people were black, Asian or from a minority ethnic origin
- We have seen an increase in young people identifying as neurodivergent.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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We have embedded extra support for young people identifying as LGBTQI+ including weekly group activities.

We have developed relationships with other organisations working with young people of colour and specifically those who are asylum seekers, refugees or have an indefinite leave to remain.

We have also given extra consideration to accessibility requirements for clients with learning difficulties, who are neurodivergent and those with language barriers.

This year we have introduced a prayer mat and halal options for all meals and are working on other ways in which we can make the space more accessible and inclusive.

#### Volunteers

Our volunteers are a vital part of our front-line services. In 2024 they volunteered 6250 hours of their time, which equates to £78,125 of support (using the Real Living Wage). Our volunteers bring valuable and diverse skills and energy to the service. Having the benefit of their rich life experience means we can support young people in a greater range of ways.

#### **Financial review**

For 2024 the Board of Trustees agreed an operational expenditure budget of £763,112.

In 2024 we had an operational deficit for the year on unrestricted income of £54,207 (2023: surplus of £70,769) and at year end we held £424,564 (2023: £478,771) of total unrestricted funds (including designated funds) and a total of £21,400 (2023: £38,025) in restricted funds.

#### Fundraising Review

2024 was a year of experimenting and making new connections.

Our number of regular givers increased from 203 to 215 with income increased from £4,514 in January to £5,026 in December 2024.

We continued to improve 'stewardship and thanking' processes by inviting more High Value Donors and Regular Givers to events and continuing with our successful engagement event, the Impact Celebration. We also conducted a donor survey to inform how we approach our communications with them.

This saw increased engagement with our team and more visits to the day centre.

We continued our corporate networking events. These events provide an engagement tool with potential corporate supporters, as well as inviting existing supporters to act as speakers and re-connect with the cause, the why and the team.

Our impact report continued to evolve and inform our supporters and partners. Providing all internal stakeholders, including trustees, with an accessible and emotive tool as a platform to start conversations with potential, lapsed and existing supporters. Our 2024 report included an element of co-production.

Over £52,000 was raised by 60 fundraisers for our Big City Sleepout. The total from other fundraising events, including Hike Against Homelessness, was around £10,000.

A successful 2024 Winter appeal raised over £66,000. We also give our warmest thanks to The National Lottery Community Fund, No Fear Bridge, One Family Foundation, Sussex Community Foundation, Make Change Count, Chalk Cliff Trust, Ernest Kleinwort CT, Responsible Travel, CAF – Keystone, The Crucible Foundation, Fine & Country Foundation, Homity Trust, Brighton and Hove District Nurses, Landaid, Comic Relief, Masonic Foundation, Benevity, Govia Thameslink Railway, Safer in Sussex, Maurice Fry Charitable Trust, Nancy Kenyon Charitable Trust, The Penchant Foundation, and The Pebble Trust.

We also express our sincere appreciation to every single person who supported us with regular giving or one-off donations; those who gave in memory of a loved one or pledged a legacy, and to all the community organisations and companies who generously raised vital funds to ensure that we could continue our life-changing work with young people who are experiencing homelessness.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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#### *Reserves policy*

##### **1. Purpose**

The purpose of this policy is to ensure the financial stability and sustainability of The Clock Tower Sanctuary by maintaining adequate reserves to meet unforeseen expenses, manage cash flow, and support the organization's long-term goals.

##### **2. Definition of Reserves**

Reserves are the portion of unrestricted funds that are freely available to spend on any of the charity's purposes. They exclude restricted funds, endowments, and designated funds set aside for specific purposes.

##### **3. Policy Statement**

The Clock Tower Sanctuary will maintain reserves to:

- Provide a buffer against unexpected financial challenges.
- Ensure the charity can continue to operate and fulfil its mission during periods of reduced income.
- Fund unforeseen opportunities that align with the charity's objectives.

##### **4. Target Level of Reserves**

The target level of reserves will be reviewed annually by the Board of Trustees and will be set at a minimum of 3 months operating costs and a maximum of 6 months. These levels will be determined based on the charity's risk assessment and financial projections.

##### **5. Monitoring and Review**

The reserves level will be monitored regularly by the Finance Committee and be reported to the Board of Trustees at the quarterly meeting. The policy will be reviewed annually to ensure it remains appropriate for the charity's needs and circumstances. If the reserves are forecast to drop below the three-month target, an extraordinary trustees meeting will be called to review the cash flow forecast.

##### **6. Reporting**

The level of reserves and the policy will be disclosed in the charity's annual report and financial statements, providing transparency to stakeholders.

##### **7. Responsibilities**

The Board of Trustees is responsible for ensuring that the reserves policy is implemented and adhered to. The Finance Committee is responsible for monitoring the reserves level and reporting to the Board.

The Board of Trustees has concluded that it would be appropriate to establish several Designated Funds, given the level of unrestricted funds at 31 December 2024 and the need to protect elements of the Charity's on-going operations and provide for non-operational expenditure.

The designated reserves comprise the following:

- Closure costs – to provide the necessary funds should our operations have to cease immediately, including redundancy payments
- Dilapidations – linked to operation cessation, including costs to return leasehold premises to their original configuration should the landlord require
- Strategic plan projects – to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget
- Equipment replacement fund

The amounts of funds designated and the free reserves are shown in note 19 to the Financial Statements.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### *Investment policy*

The Board of Trustees, having regard to the liquidity requirements of the Charity and to the reserves policy, has agreed an investment policy which keeps available funds in current and interest-bearing accounts with total balances with each financial institution no greater than that covered by the Financial Services Compensation Scheme (FSCS) limit. The exception to this being the Charity's main operational clearing bank where funds up to a total of £200,000 may be retained subject to tiered maturity profiles.

### *Major risks*

#### Risk Management

The Board of Trustees has a duty to identify and review the risks to which the Charity is exposed. To undertake this duty, the Charity maintains a risk register. The Charity's risk register and risk management processes ensure that the Charity is able to identify root causes, robust mitigation measures and appropriate responses. The risk register is overseen by the Fundraising, Strategy and Risk Committee. At its quarterly meeting, the Committee reviews the risk register and adjusts it as needed, communicating any actions required to those involved. The Chair of the Committee highlights any new or changed risks in the next trustee board meeting.

Our principal risks, at the end of the year, are summarised below

**Financial:** A reduction in income from individuals, Trusts and Foundations, corporates, and community groups. Cuts in funding for partner agencies and statutory agencies. The costs of project delivery exceed funding. To address this risk we have an ambitious and robust income strategy, which involves regular scrutiny of income targets and mitigation for underperformance, the development of diverse income streams, a quarterly review of Income & Expenditure and re-budgeting half way through the year. We are also approaching funders and supporters interested in pump priming new projects and developing our work on High Value Donors, trading income and a legacy programme. We have a reserves policy with a commitment to maintain financial reserves between three and six months' operating income.

**Political:** Cuts in funding for partner agencies and statutory agencies means there is a lack of services available elsewhere, leading to deterioration in mental health, increase in substance use, risk of harm and/or suicide and long term health impacted. It also places greater demand on CTS services and could have an impact on staff and volunteers. To mitigate this, we continue to develop strong relationships with providers, advocate for better service provision and attend key partnership meetings and networks. We remain clear and strong about our remit at the centre, to avoid mission creep and burn out.

**Operational:** Costs of project delivery exceed funding and there is a risk of overspend in year leading to a reduction in the level of reserves. The finance committee meetings, clear financial controls, a full cost recovery approach to all funding bids and ringfencing of unrestricted funding to cover additional projects costs combined with ongoing stewardship with all restricted funders work to mitigate this.

**Operational:** Demand for services including evolving and escalating complexity of client needs outstrips staff capacity leading to clients returning to homelessness more often and needing us again. We focus on good data capture then evaluation of demand, trends and capacity of team to meet needs and wants, presence at decision making networks to influence future planning of services across the city and targeted partnership working to provide appropriate effective services. We prioritise early intervention with clients and partners.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### Plans for future periods

#### Future Plans

I am delighted that we launched our new three year strategy at the beginning of 2025. Over the course of the final six months of 2024, we listened to young people, the organisations we work with, donors, corporate partners, staff, volunteers, and trustees. What we heard was clear: our work is valued and vital. Our ability to meet young people where they are is recognised as our expertise and sets us apart. But with a broken housing system, shrinking services, and a soaring cost of living, the challenge is greater than ever. Over the next three years we are committed to our new mission - To provide young people who are homeless in Brighton & Hove with a safe and supportive space to shape their own future. We will be working towards three clear goals:

1. Young people have the individual support they need to thrive
2. Our services are well known, trusted, and easy to access
3. Young people are at the heart of our decisions and drive meaningful change

In this way, we will move closer to our vision, of a city where all young people have somewhere they call home.

### Structure, governance and management

#### Commencement of Activities

The Clock Tower Sanctuary was established by constitution dated 1 June 1998 and registered on 28 July 1998 with the Charities Commission (previous Charity number 1070736). On 12 July 2011, a Company limited by guarantee was incorporated with the same name as the Charity.

#### Governing Document

The Clock Tower Sanctuary is a Company Limited by Guarantee (07311390) and a registered Charity (1146777). It is governed by its Memorandum and Articles of Association, revised in 2013, 2016 and 2019. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

|                           |                                                     |
|---------------------------|-----------------------------------------------------|
| Alexander Rees            |                                                     |
| Oliver Fitzgerald         | (Resigned 24 September 2024)                        |
| Naomi Wearing             |                                                     |
| Mousumi Kanjilal Williams |                                                     |
| Rachel Brett              | (Resigned 21 May 2024)                              |
| Barbara McPherson         | (Resigned 31 March 2024)                            |
| Grace Prior               | (Resigned 21 May 2024)                              |
| Lisa Schrevel             | (Resigned 21 May 2024)                              |
| Stanley Fowler            | (Resigned 31 March 2024)                            |
| Paul Dent                 | (Appointed 15 June 2024)                            |
| Alan Prosser              | (Appointed 15 June 2024 and resigned 25 July 2024)  |
| Neil Sharp                | (Appointed 15 June 2024)                            |
| Eleanor Morpew            | (Appointed 15 June 2024)                            |
| Alice Ruffell             | (Appointed 15 June 2024)                            |
| Claire Alderton           | (Appointed 15 June 2024 and resigned 23 April 2025) |
| Mark Blake                | (Appointed 15 June 2024)                            |
| Andrew Haicalis           | (Appointed 24 August 2024)                          |
| Alexandra Stewart         | (Appointed 25 February 2025)                        |

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### *Recruitment and appointment of trustees*

#### Method and Appointment of Trustees

The management of the Board of Trustees is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. All Trustees are provided with training and the Charity complies with the Code of Good Governance.

Unless specific skills are headhunted using existing networks, vacancies for Trustees are publicly advertised on the website and via local online channels. We are committed to increasing the diversity of our board of trustees and the number of members with lived experience similar to that of our clients. The advertisement contains information about the role and skills and qualities required. The application pack includes information about the organisation, a job description and a person specification.

Applications to join the Board of Trustees are reviewed by a panel, which includes the Chair of Trustees and CEO. Interviews for prospective Trustees are conducted by the Chair or Vice-Chair, and at least one other trustee. All new Trustees are required to sign a declaration that they are not disqualified from acting as a Director/Trustee and that they will devote the necessary time and effort in their position. Disclosure and Barring Service checks are carried out on all new Trustees before appointment.

#### Induction and Training of Trustees

All newly appointed Trustees receive a comprehensive information pack containing a copy of the governing document, previous Board of Trustees and Committee minutes, a copy of the strategy, the latest management accounts and staff structure.

The CEO, along with the Chair or an experienced Trustee, meets to induct the Trustee so that they can meaningfully contribute to discussions in an informed way from the outset of their appointment. New Trustees are also encouraged to spend time at the Centre, observing front-line services and providing an opportunity to meet with staff, volunteers and beneficiaries.

All Trustees are provided with ongoing training and information to keep their knowledge and skills up-to-date and relevant.

The Board of Trustees meets quarterly with three Committees meeting separately:

- Finance Committee
- Personnel and Equality Committee
- Fundraising, Strategy and Risk Committee

### *Organisational structure*

Each Committee has Terms of Reference and there is a clear Scheme of Delegation regarding the decision-making powers of each Committee, which has been agreed by the Board of Trustees. The CEO is appointed by Trustees to manage the day-to-day operations of the Charity and to implement the Charity's strategic plan.

The Charity also has established Task Teams, comprising trustees and staff members, to oversee identified, short term projects and priorities.

The day-to-day running of the Charity and leadership of the staff team is delegated to the CEO. The CEO meets for regular supervision sessions with the Chair and is accountable to the Board of Trustees for the performance of agreed strategic implementation plans.

The remuneration of the CEO is set by the Board of Trustees, with the remuneration of other staff being advised by the CEO. The Personnel and Equalities Committee annually reviews staff salaries for cost-of-living increases in collaboration with the finance committee. An independent HR advisor conducts a salary benchmarking exercise with comparable organisations locally when significant changes to staff roles take place.

The Charity is committed to attracting, recruiting and training experienced, professional staff and volunteers from diverse backgrounds, who will deliver the best outcomes for homeless young people.

## THE CLOCK TOWER SANCTUARY

### TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2024*

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The trustees' report was approved by the Board of Trustees.

Alexander Rees  
**trustee**

Andrew Haicalis  
**trustee**

16 June 2025

# THE CLOCK TOWER SANCTUARY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY

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I report to the trustees on my examination of the financial statements of The Clock Tower Sanctuary (the charity) for the year ended 31 December 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

#### **Michelle Westbury FCCA**

West & Berry Limited  
Nile House  
Nile Street  
Brighton  
BN1 1HW  
30 June 2025

## THE CLOCK TOWER SANCTUARY

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2024**

|                                                       |       | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|-------------------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                                       | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income from:</b>                                   |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                | 3     | 410,814                            | 310,611                          | 721,425            | 576,644                            | 221,255                          | 797,899            |
| Investments                                           | 4     | 6,184                              | -                                | 6,184              | 5,320                              | -                                | 5,320              |
| <b>Total income</b>                                   |       | <u>416,998</u>                     | <u>310,611</u>                   | <u>727,609</u>     | <u>581,964</u>                     | <u>221,255</u>                   | <u>803,219</u>     |
| <b>Expenditure on:</b>                                |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds                                         | 5     | 112,149                            | -                                | 112,149            | 86,112                             | -                                | 86,112             |
| Charitable activities                                 | 6     | 359,056                            | 327,236                          | 686,292            | 425,056                            | 242,433                          | 667,489            |
| <b>Total expenditure</b>                              |       | <u>471,205</u>                     | <u>327,236</u>                   | <u>798,441</u>     | <u>511,168</u>                     | <u>242,433</u>                   | <u>753,601</u>     |
| <b>Net income/(expenditure) and movement in funds</b> |       | (54,207)                           | (16,625)                         | (70,832)           | 70,796                             | (21,178)                         | 49,618             |
| <b>Reconciliation of funds:</b>                       |       |                                    |                                  |                    |                                    |                                  |                    |
| Fund balances at 1 January 2024                       |       | 478,771                            | 38,025                           | 516,796            | 407,975                            | 59,203                           | 467,178            |
| <b>Fund balances at 31 December 2024</b>              |       | <u>424,564</u>                     | <u>21,400</u>                    | <u>445,964</u>     | <u>478,771</u>                     | <u>38,025</u>                    | <u>516,796</u>     |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# THE CLOCK TOWER SANCTUARY

## BALANCE SHEET

AS AT 31 DECEMBER 2024

|                                                       |       | 2024                     |                          | 2023                     |                          |
|-------------------------------------------------------|-------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                                       | Notes | £                        | £                        | £                        | £                        |
| <b>Fixed assets</b>                                   |       |                          |                          |                          |                          |
| Tangible assets                                       | 12    |                          | 3,645                    |                          | 3,917                    |
| <b>Current assets</b>                                 |       |                          |                          |                          |                          |
| Debtors                                               | 13    | 78,561                   |                          | 112,055                  |                          |
| Cash at bank and in hand                              |       | 488,459                  |                          | 523,569                  |                          |
|                                                       |       | <u>567,020</u>           |                          | <u>635,624</u>           |                          |
| <b>Creditors: amounts falling due within one year</b> | 14    | <u>(124,701)</u>         |                          | <u>(122,745)</u>         |                          |
| <b>Net current assets</b>                             |       |                          | 442,319                  |                          | 512,879                  |
| <b>Total assets less current liabilities</b>          |       |                          | <u>445,964</u>           |                          | <u>516,796</u>           |
| <b>Net assets excluding pension liability</b>         |       |                          | 445,964                  |                          | 516,796                  |
|                                                       |       |                          | <u><u>          </u></u> |                          | <u><u>          </u></u> |
| <b>The funds of the charity</b>                       |       |                          |                          |                          |                          |
| Restricted income funds                               | 17    | 21,400                   |                          | 38,025                   |                          |
| Unrestricted funds - general                          |       | 205,465                  |                          | 257,241                  |                          |
| Unrestricted funds - designated                       |       | <u>219,099</u>           |                          | <u>221,530</u>           |                          |
|                                                       |       | <u>445,964</u>           |                          | <u>516,796</u>           |                          |
|                                                       |       | <u><u>          </u></u> |                          | <u><u>          </u></u> |                          |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2024.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 16 June 2025

Alexander Rees  
trustee

Andrew Haicalis  
trustee

Company registration number 07311390 (England and Wales)

# THE CLOCK TOWER SANCTUARY

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 DECEMBER 2024**

|                                                             |       | 2024    |                | 2023    |                |
|-------------------------------------------------------------|-------|---------|----------------|---------|----------------|
|                                                             | Notes | £       | £              | £       | £              |
| <b>Cash flows from operating activities</b>                 |       |         |                |         |                |
| Cash (absorbed by)/generated from operations                | 22    |         | (40,273)       |         | 99,485         |
| <b>Investing activities</b>                                 |       |         |                |         |                |
| Purchase of tangible fixed assets                           |       | (1,021) |                | (1,260) |                |
| Investment income received                                  |       | 6,184   |                | 5,320   |                |
| <b>Net cash generated from investing activities</b>         |       |         | 5,163          |         | 4,060          |
| <b>Net cash generated from financing activities</b>         |       |         | -              |         | -              |
| <b>Net (decrease)/increase in cash and cash equivalents</b> |       |         | (35,110)       |         | 103,545        |
| Cash and cash equivalents at beginning of year              |       |         | 523,569        |         | 420,024        |
| <b>Cash and cash equivalents at end of year</b>             |       |         | <u>488,459</u> |         | <u>523,569</u> |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### **1 Accounting policies**

#### **Charity information**

The Clock Tower Sanctuary is a private company limited by guarantee incorporated in England and Wales. The registered office is Wenlock House, 41-43 North Street, Brighton, BN1 1RH. In the event of the company being wound up, the liability in respect of guarantee is £1 per member.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 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.

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 the donation.

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.

Donated goods and services are recognised when the charity is legally entitled to those goods or services, it is probable that the items will be received and the value to the charity of the donated item can be measured reliably.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure of charitable activities includes the maintenance of The Clock Tower Sanctuary facility, the costs of undertaking the organisation's charitable activities and the management and administrative staffing of the Charity. These are split between the activities of client support and towards stability in the following manner: Salaries, National Insurance and Pension costs by an individual's time; All other costs incurred on a 65:35 basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets over £1,000 are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                       |                   |
|-----------------------|-------------------|
| Fixtures and fittings | 20% straight line |
|-----------------------|-------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### **1.10 Employee benefits**

The cost of any unused 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.

#### **1.11 Retirement benefits**

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

#### **1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

|                                  | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|----------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Income from donations and grants | 405,682                            | 310,611                          | 716,293            | 569,349                            | 221,255                          | 790,604            |
| Donated goods and services       | 5,132                              | -                                | 5,132              | 7,295                              | -                                | 7,295              |
|                                  | <u>410,814</u>                     | <u>310,611</u>                   | <u>721,425</u>     | <u>576,644</u>                     | <u>221,255</u>                   | <u>797,899</u>     |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 3 Income from donations and legacies

(Continued)

|                                                            | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|------------------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Grants and donations receivable for core activities</b> |                                    |                                  |                    |                                    |                                  |                    |
| Comic Relief                                               | -                                  | 25,000                           | 25,000             | 58,502                             | 24,002                           | 82,504             |
| Crucible Foundation                                        | -                                  | 50,000                           | 50,000             | -                                  | 33,500                           | 33,500             |
| Ernest Kleinwort                                           | -                                  | 13,000                           | 13,000             | -                                  | 3,000                            | 3,000              |
| Govia Thameslink Railway Fund                              | -                                  | 19,375                           | 19,375             | -                                  | -                                | -                  |
| Jess-E Musique Limited                                     | 40,000                             | -                                | 40,000             | 27,000                             | -                                | 27,000             |
| National Lottery                                           | -                                  | 146,056                          | 146,056            | 42,271                             | 112,200                          | 154,471            |
| No Fear Bridge                                             | -                                  | 19,600                           | 19,600             | -                                  | -                                | -                  |
| The Jongen Charitable Trust                                | 15,000                             | -                                | 15,000             | 15,000                             | -                                | 15,000             |
| The Sussex Community Foundation                            | -                                  | 14,000                           | 14,000             | -                                  | 10,000                           | 10,000             |
| Other                                                      | 350,682                            | 23,580                           | 374,262            | 426,576                            | 38,553                           | 465,129            |
|                                                            | <u>405,682</u>                     | <u>310,611</u>                   | <u>716,293</u>     | <u>569,349</u>                     | <u>221,255</u>                   | <u>790,604</u>     |

### 4 Income from investments

|                     | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | <u>6,184</u>                       | <u>5,320</u>                       |

### 5 Expenditure on raising funds

|                                        | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|----------------------------------------|------------------------------------|------------------------------------|
| <b>Fundraising and publicity</b>       |                                    |                                    |
| Seeking donations, grants and legacies | 540                                | 740                                |
| Fundraising agents                     | 11,752                             | 10,507                             |
| Other fundraising costs                | 4,468                              | 2,442                              |
| Staff costs                            | 95,389                             | 72,423                             |
|                                        | <u>112,149</u>                     | <u>86,112</u>                      |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 6 Expenditure on charitable activities

|                                                           | Client Support | Towards Stability | Total          | Client Support | Towards Stability | Total          |
|-----------------------------------------------------------|----------------|-------------------|----------------|----------------|-------------------|----------------|
|                                                           | 2024           | 2024              | 2024           | 2023           | 2023              | 2023           |
|                                                           | £              | £                 | £              | £              | £                 | £              |
| <b>Direct costs</b>                                       |                |                   |                |                |                   |                |
| Staff costs                                               | 310,766        | 48,501            | 359,267        | 308,292        | 47,061            | 355,353        |
| Depreciation and impairment                               | 840            | 453               | 1,293          | 976            | 525               | 1,501          |
| Crisis support direct costs                               | 20,262         | -                 | 20,262         | 16,954         | -                 | 16,954         |
| Towards stability direct costs                            | -              | 22,114            | 22,114         | -              | 9,758             | 9,758          |
| Financial                                                 | 1,535          | 826               | 2,361          | 6,427          | 3,460             | 9,887          |
| Marketing and communications                              | 15,903         | 8,563             | 24,466         | 12,065         | 6,496             | 18,561         |
| Office and premises costs                                 | 127,721        | 68,773            | 196,494        | 127,925        | 68,883            | 196,808        |
| Volunteers' expenses                                      | 4,925          | 2,652             | 7,577          | 4,037          | 2,174             | 6,211          |
| Towards stability project costs                           | -              | 20,418            | 20,418         | -              | 16,399            | 16,399         |
|                                                           | <u>481,952</u> | <u>172,300</u>    | <u>654,252</u> | <u>476,676</u> | <u>154,756</u>    | <u>631,432</u> |
| <b>Share of support and governance costs (see note 7)</b> |                |                   |                |                |                   |                |
| Support                                                   | 3,512          | 1,891             | 5,403          | 10,615         | 5,716             | 16,331         |
| Governance                                                | 17,314         | 9,323             | 26,637         | 12,822         | 6,904             | 19,726         |
|                                                           | <u>502,778</u> | <u>183,514</u>    | <u>686,292</u> | <u>500,113</u> | <u>167,376</u>    | <u>667,489</u> |
| <b>Analysis by fund</b>                                   |                |                   |                |                |                   |                |
| Unrestricted funds                                        | 274,704        | 84,352            | 359,056        | 336,835        | 88,221            | 425,056        |
| Restricted funds                                          | 228,074        | 99,162            | 327,236        | 163,278        | 79,155            | 242,433        |
|                                                           | <u>502,778</u> | <u>183,514</u>    | <u>686,292</u> | <u>500,113</u> | <u>167,376</u>    | <u>667,489</u> |

### 7 Support costs allocated to activities

|                          | 2024          | 2023          |
|--------------------------|---------------|---------------|
|                          | £             | £             |
| Human resources          | 5,403         | 6,130         |
| Recruitment fees         | -             | 10,200        |
| Governance costs         | 26,637        | 19,727        |
|                          | <u>32,040</u> | <u>36,057</u> |
| <b>Analysed between:</b> |               |               |
| Client Support           | 20,826        | 23,437        |
| Towards Stability        | 11,214        | 12,620        |
|                          | <u>32,040</u> | <u>36,057</u> |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 7 Support costs allocated to activities (Continued)

|                                   | 2024          | 2023          |
|-----------------------------------|---------------|---------------|
|                                   | £             | £             |
| <b>Governance costs comprise:</b> |               |               |
| Staff costs                       | 17,087        | 7,335         |
| Accountancy                       | 3,214         | 3,235         |
| Monitoring and evaluation         | 1,400         | 6,239         |
| Trustee training                  | -             | 390           |
| Trustee expenses                  | 471           | 2,528         |
| Strategic planning                | 4,465         | -             |
|                                   | <u>26,637</u> | <u>19,727</u> |

Included within governance costs are payments to the independent examiners of £1,000 plus VAT (2023: £1,000 plus VAT) and £1,500 plus VAT for other professional fees (2023: £1,500 plus VAT).

### 8 Net movement in funds

|  | 2024 | 2023 |
|--|------|------|
|  | £    | £    |

The net movement in funds is stated after charging/(crediting):

|                                             |              |              |
|---------------------------------------------|--------------|--------------|
| Depreciation of owned tangible fixed assets | 1,293        | 1,501        |
|                                             | <u>1,293</u> | <u>1,501</u> |

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

|  | 2024      | 2023      |
|--|-----------|-----------|
|  | Number    | Number    |
|  | 16        | 15        |
|  | <u>16</u> | <u>15</u> |

|                         |                |                |
|-------------------------|----------------|----------------|
| <b>Employment costs</b> | <b>2024</b>    | <b>2023</b>    |
|                         | £              | £              |
| Wages and salaries      | 413,717        | 358,514        |
| Social security costs   | 32,255         | 26,374         |
| Other pension costs     | 15,284         | 14,656         |
|                         | <u>461,256</u> | <u>399,544</u> |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 10 Employees

(Continued)

During the year the number of full-time equivalent employees, including part-time staff, was 12 (2023: 11). The paid staff team are supported by a team of volunteers who donate their time and skills to the Charity. In 2024 the number of hours provided by volunteers was approximately 6,250 (2023: 6,375). Based on the Real Living Wage (£12.50 per hour in 2024 and £12 per hour in 2023), this equates to £78,125 (2023: £76,500). In accordance with the Charities Statement of Recommended Practice this amount has not been recognised in the accounts as donated income and cost.

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The key management personnel of the Charity comprise the Trustees and the CEO. No trustees were paid any remuneration during the year in their role as a trustee. The total remuneration of key management personnel was as follows:

|                        | 2024<br>£ | 2023<br>£ |
|------------------------|-----------|-----------|
| Aggregate compensation | 67,693    | 48,902    |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Tangible fixed assets

|                                    | Fixtures and fittings<br>£ |
|------------------------------------|----------------------------|
| <b>Cost</b>                        |                            |
| At 1 January 2024                  | 21,554                     |
| Additions                          | 1,020                      |
| At 31 December 2024                | 22,574                     |
| <b>Depreciation and impairment</b> |                            |
| At 1 January 2024                  | 17,636                     |
| Depreciation charged in the year   | 1,293                      |
| At 31 December 2024                | 18,929                     |
| <b>Carrying amount</b>             |                            |
| At 31 December 2024                | 3,645                      |
| At 31 December 2023                | 3,917                      |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

|                                                                     |              |                       |                       |
|---------------------------------------------------------------------|--------------|-----------------------|-----------------------|
| <b>13 Debtors</b>                                                   |              | <b>2024</b>           | <b>2023</b>           |
|                                                                     |              | <b>£</b>              | <b>£</b>              |
| <b>Amounts falling due within one year:</b>                         |              |                       |                       |
| Other debtors                                                       |              | 19,800                | 20,725                |
| Prepayments and accrued income                                      |              | 58,761                | 91,330                |
|                                                                     |              | <u>78,561</u>         | <u>112,055</u>        |
|                                                                     |              | <u><u>78,561</u></u>  | <u><u>112,055</u></u> |
| <b>14 Creditors: amounts falling due within one year</b>            |              | <b>2024</b>           | <b>2023</b>           |
|                                                                     | <b>Notes</b> | <b>£</b>              | <b>£</b>              |
| Other taxation and social security                                  |              | -                     | 6,609                 |
| Deferred income                                                     | <b>15</b>    | 100,005               | 90,364                |
| Trade creditors                                                     |              | 871                   | 16,259                |
| Other creditors                                                     |              | 14,020                | 2,241                 |
| Accruals                                                            |              | 9,805                 | 7,272                 |
|                                                                     |              | <u>124,701</u>        | <u>122,745</u>        |
|                                                                     |              | <u><u>124,701</u></u> | <u><u>122,745</u></u> |
| <b>15 Deferred income</b>                                           |              | <b>2024</b>           | <b>2023</b>           |
|                                                                     |              | <b>£</b>              | <b>£</b>              |
| Arising from Grants received in advance                             |              | 100,005               | 90,364                |
|                                                                     |              | <u>100,005</u>        | <u>90,364</u>         |
|                                                                     |              | <u><u>100,005</u></u> | <u><u>90,364</u></u>  |
| Deferred income is included in the financial statements as follows: |              |                       |                       |
|                                                                     |              | <b>2024</b>           | <b>2023</b>           |
|                                                                     |              | <b>£</b>              | <b>£</b>              |
| Deferred income is included within:                                 |              |                       |                       |
| Current liabilities                                                 |              | 100,005               | 90,364                |
|                                                                     |              | <u>100,005</u>        | <u>90,364</u>         |
|                                                                     |              | <u><u>100,005</u></u> | <u><u>90,364</u></u>  |
| Movements in the year:                                              |              |                       |                       |
| Deferred income at 1 January 2024                                   |              | 90,364                | -                     |
| Released from previous periods                                      |              | (90,364)              | -                     |
| Resources deferred in the year                                      |              | 100,005               | 90,364                |
|                                                                     |              | <u>100,005</u>        | <u>90,364</u>         |
| Deferred income at 31 December 2024                                 |              | <u><u>100,005</u></u> | <u><u>90,364</u></u>  |
|                                                                     |              | <u><u>100,005</u></u> | <u><u>90,364</u></u>  |
| <b>16 Retirement benefit schemes</b>                                |              | <b>2024</b>           | <b>2023</b>           |
|                                                                     |              | <b>£</b>              | <b>£</b>              |
| <b>Defined contribution schemes</b>                                 |              |                       |                       |
| Charge to profit or loss in respect of defined contribution schemes |              | 15,284                | 14,656                |
|                                                                     |              | <u>15,284</u>         | <u>14,656</u>         |
|                                                                     |              | <u><u>15,284</u></u>  | <u><u>14,656</u></u>  |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 16 Retirement benefit schemes

(Continued)

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. At the balance sheet date the amount due to the pension scheme was £2,519 (2023: £2,241).

### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                                          | At 1 January<br>2024         | Incoming<br>resources         | Resources<br>expended         | At 31 December<br>2024         |
|------------------------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------|
|                                          | £                            | £                             | £                             | £                              |
| Crisis Support                           | 11,005                       | 95,031                        | (92,037)                      | 13,999                         |
| Towards Stability Project                | 20,595                       | 81,614                        | (99,162)                      | 3,047                          |
| Building Trust, Self Esteem & Confidence | 6,425                        | 133,966                       | (136,037)                     | 4,354                          |
|                                          | <u>38,025</u>                | <u>310,611</u>                | <u>(327,236)</u>              | <u>21,400</u>                  |
| <b>Previous year:</b>                    | <b>At 1 January<br/>2023</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>At 31 December<br/>2023</b> |
|                                          | £                            | £                             | £                             | £                              |
| Crisis Support                           | 26,127                       | 62,004                        | (77,123)                      | 11,008                         |
| Towards Stability Project                | 27,243                       | 72,506                        | (79,155)                      | 20,594                         |
| Building Trust, Self Esteem & Confidence | 5,833                        | 86,745                        | (86,155)                      | 6,423                          |
|                                          | <u>59,203</u>                | <u>221,255</u>                | <u>(242,433)</u>              | <u>38,025</u>                  |

Our Crisis Support project meets the needs of young people who are experiencing homelessness through the provision of food, laundry, showers, clothing and other essentials, as well as case-working and referrals into other services in the city. In 2024, contributions were generously made by Ernest Kleinwort Charitable Trust, The Pebble Trust, Chalk Cliff Trust, National Lottery, Brighton District Nursing Association Trust, Sussex Community Foundation, OS&B Society, Govia Thameslink Railway Fund, Land Aid, Comic Relief and Fine and Country.

Our Towards Stability/Move-on project provides support to young people who are ready to seek and retain housing, work, training, volunteering, and other opportunities. This work has been kindly supported by CAF Bank Keystone Fund, National Lottery, No Fear Bridge, Comic Relief and Crucible Foundation.

The activities, workshops and classes provided through the Building Trust, Self Esteem and Confidence project enable our clients to improve their emotional and physical wellbeing and further engage with case-working, which addressed each individuals' circumstances. In 2024, this was generously funded by National Lottery, Brighton District Nursing Association, Govia Thameslink Railway Fund, Sager in Sussex, Comic Relief and Crucible Foundation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                                  | At 1 January<br>2024         | Incoming<br>resources         | Resources<br>expended         | Transfers        | At 31 December<br>2024         |
|----------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|--------------------------------|
|                                  | £                            | £                             | £                             | £                | £                              |
| Dilapidations                    | 50,000                       | -                             | -                             | -                | 50,000                         |
| Closure and redundancy provision | 131,530                      | -                             | -                             | 17,569           | 149,099                        |
| Strategic projects fund          | 20,000                       | -                             | -                             | (15,000)         | 5,000                          |
| Equipment replacement fund       | 20,000                       | -                             | -                             | (5,000)          | 15,000                         |
| General funds                    | 257,241                      | 416,998                       | (471,205)                     | 2,431            | 205,465                        |
|                                  | <u>478,771</u>               | <u>416,998</u>                | <u>(471,205)</u>              | <u>-</u>         | <u>424,564</u>                 |
|                                  | <u><u>478,771</u></u>        | <u><u>416,998</u></u>         | <u><u>(471,205)</u></u>       | <u><u>-</u></u>  | <u><u>424,564</u></u>          |
| <b>Previous year:</b>            | <b>At 1 January<br/>2023</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>At 31 December<br/>2023</b> |
|                                  | £                            | £                             | £                             | £                | £                              |
| Dilapidations                    | 50,000                       | -                             | -                             | -                | 50,000                         |
| Closure and redundancy provision | 147,643                      | -                             | -                             | (16,113)         | 131,530                        |
| Strategic projects fund          | 20,000                       | -                             | -                             | -                | 20,000                         |
| Equipment replacement fund       | 30,000                       | -                             | -                             | (10,000)         | 20,000                         |
| General funds                    | 160,332                      | 581,964                       | (511,168)                     | 26,113           | 257,241                        |
|                                  | <u>407,975</u>               | <u>581,964</u>                | <u>(511,168)</u>              | <u>-</u>         | <u>478,771</u>                 |
|                                  | <u><u>407,975</u></u>        | <u><u>581,964</u></u>         | <u><u>(511,168)</u></u>       | <u><u>-</u></u>  | <u><u>478,771</u></u>          |

The general fund includes 'free reserves' after allowing for all designated funds. The free reserves (general funds excluding tangible fixed assets) are £201,820 at 31 December 2024 (2023: £253,324).

Dilapidations - relates to operation cessation, costs to return leasehold premises to their original configuration should the landlord require.

Closure and redundancy provision relates to the necessary funds required should CTS' operations have to cease immediately including redundancy payments.

Strategic projects fund is to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 19 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| <b>At 31 December 2024:</b>  |                                    |                                  |                    |
| Tangible assets              | 3,645                              | -                                | 3,645              |
| Current assets/(liabilities) | 420,919                            | 21,400                           | 442,319            |
|                              | <u>424,564</u>                     | <u>21,400</u>                    | <u>445,964</u>     |
|                              |                                    |                                  |                    |
|                              | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
| <b>At 31 December 2023:</b>  |                                    |                                  |                    |
| Tangible assets              | 3,917                              | -                                | 3,917              |
| Current assets/(liabilities) | 474,854                            | 38,025                           | 512,879            |
|                              | <u>478,771</u>                     | <u>38,025</u>                    | <u>516,796</u>     |

### 20 Operating lease commitments

#### Lessee

Amounts recognised in profit or loss as an expense during the period in respect of operating lease arrangements were £129,469 (2023: £123,192).

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2024<br>£     | 2023<br>£     |
|----------------------------|---------------|---------------|
| Within one year            | 29,200        | 29,200        |
| Between two and five years | -             | 29,200        |
|                            | <u>29,200</u> | <u>58,400</u> |

### 21 Related party transactions

During the year donations without restrictions were received from trustees totalling £1,444 (2023: £300). One trustee was reimbursed travel and subsistence costs of £55 (2023: one trustee reimbursed travel and subsistence costs of £390). There are no other related party transactions requiring disclosure during the year.

## THE CLOCK TOWER SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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|           |                                                                   |                 |               |
|-----------|-------------------------------------------------------------------|-----------------|---------------|
| <b>22</b> | <b>Cash (absorbed by)/generated from operations</b>               | <b>2024</b>     | <b>2023</b>   |
|           |                                                                   | <b>£</b>        | <b>£</b>      |
|           | (Deficit)/surplus for the year                                    | (70,832)        | 49,618        |
|           | <b>Adjustments for:</b>                                           |                 |               |
|           | Investment income recognised in statement of financial activities | (6,184)         | (5,320)       |
|           | Depreciation and impairment of tangible fixed assets              | 1,293           | 1,501         |
|           | <b>Movements in working capital:</b>                              |                 |               |
|           | Decrease/(increase) in debtors                                    | 33,494          | (45,882)      |
|           | (Decrease)/increase in creditors                                  | (7,685)         | 9,204         |
|           | Increase in deferred income                                       | 9,641           | 90,364        |
|           |                                                                   | <hr/>           | <hr/>         |
|           | <b>Cash (absorbed by)/generated from operations</b>               | <b>(40,273)</b> | <b>99,485</b> |
|           |                                                                   | <hr/>           | <hr/>         |

**23 Analysis of changes in net funds**

The charity had no material debt during the year.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

**THE CLOCK TOWER SANCTUARY**

England & Wales - Charity number 1146777

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# Accounts

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Charity registration number 1146777

Company registration number 07311390 (England and Wales)

**THE CLOCK TOWER SANCTUARY**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

# THE CLOCK TOWER SANCTUARY

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                           |                                                                            |                                               |
|-------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------|
| <b>Trustees</b>                           | Alexander Rees                                                             | (Appointed 26 September 2023)                 |
|                                           | Oliver Fitzgerald                                                          | (Appointed 26 September 2023)                 |
|                                           | Naomi Wearing                                                              | (Appointed 21 March 2023)                     |
|                                           | Mousumi Kanjilal Williams                                                  |                                               |
|                                           | Paul Dent                                                                  | (Appointed 15 June 2024)                      |
|                                           | Neil Sharp                                                                 | (Appointed 15 June 2024)                      |
|                                           | Eleanor Morphew                                                            | (Appointed 15 June 2024)                      |
|                                           | Alice Ruffell                                                              | (Appointed 15 June 2024)                      |
|                                           | Claire Alderton                                                            | (Appointed 15 June 2024)                      |
|                                           | Mark Blake                                                                 | (Appointed 15 June 2024)                      |
|                                           | Andrew Haicalis                                                            | (Appointed 24 August 2024)                    |
| <b>Key Management Personnel/Secretary</b> | Frances Duncan                                                             | Chief Executive Officer (until November 2023) |
|                                           | Fabia Bates                                                                | Chief Executive Officer (from January 2024)   |
| <b>Charity number</b>                     | 1146777                                                                    |                                               |
| <b>Company number</b>                     | 07311390                                                                   |                                               |
| <b>Registered office</b>                  | Wenlock House<br>41-43 North Street<br>Brighton<br>BN1 1RH                 |                                               |
| <b>Independent examiner</b>               | Michelle Westbury FCCA<br>Nile House<br>Nile Street<br>Brighton<br>BN1 1HW |                                               |
| <b>Patron</b>                             | D Allam, DL                                                                |                                               |

# THE CLOCK TOWER SANCTUARY

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# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2023

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The Board of Trustees, who are also the Directors of the Company for the purposes of Company law, submit their annual report and financial statements of The Clock Tower Sanctuary for the year ended December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 (FRS 102)" (effective 1 January 2019).

### Objectives and activities

#### Charitable Objects

The objectives for which the Charity is established are: the relief of poverty and homelessness of young people aged between 16-25 years in East Sussex through the provision of shelter and support.

#### Public Benefit

In continuing to deliver our Strategic Plan and activities, the Board of Trustees has considered the duties set out in Section 4 of the Charities Act 2011 to have due regard for public benefit. In particular, the Board of Trustees has considered how the planned activities will contribute to the overall aims and objectives they have set.

### Vision

We want Brighton and Hove to be a city where young people's experience of homelessness is rare, brief and non-recurring.

### Mission

Our mission is to provide a safe space and support young people experiencing homelessness in Brighton and Hove. We will work with them to increase their voice, transform their lives and reach their potential.

### Values

- We look for the best in everyone
- We challenge inequality and prejudice
- We work together to improve young people's lives

When we use the phrase young people experiencing homelessness, we mean young people without a safe, secure and private place to call their own; this includes rough sleeping, in a hostel or emergency accommodation, 'sofa surfing' or those living in a car/van.

### How we work

- We work with young people aged 16-25 years old who are homeless or insecurely housed
- We provide practical facilities, a nurturing environment, access to activities and professional support
- We are based in Brighton, rooted in the city and an integral part of the community
- We take a tailored, structured, holistic approach to move young people from crisis to independence
- We work with local partners, combine resources and expertise to provide multi-disciplinary support that reduces young people's long-term dependence on services
- We are a small team of passionate and committed staff and volunteers; we pride ourselves on changing young people's lives for the better
- We have a high quality, well-regarded volunteering programme; many of our volunteers go on to skilled, paid work in the local homeless and related sectors
- We are an independent organisation, entirely dependent on voluntary funding

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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We have three main strands to our work:

- Crisis Support – to meet the immediate needs of a young homeless person in crisis – access to food, showers, laundry, computers, telephone, postal service etc.
- Building Trust, Confidence and Self-Esteem – to enable young people to develop trusted relationships, skills and a sense of belonging, through workshops, activities and case working. Young people can develop their voice within the organisation through our Youth Voice engagement.
- Towards Stability – to enable a young person to prepare for, gain and sustain accommodation through the provision of Tenancy and Independent Living Skills training and CTS' tenancy deposit scheme.

### Strategic objectives

In 2023, we continued with our three year strategic plan for 2022-2024. This identified three strategic goals:

- We work with young people experiencing homelessness to address their needs now and for the future
- We speak up and speak out for young people experiencing homelessness
- Provide flexible and outstanding support

### **Achievements and performance**

#### *Significant activities and achievements against objectives*

#### Crisis services

133 young people experiencing homelessness accessed our services in 2023, an 11% increase from 2022. We hosted 2,525 visits to our centre while also continuing to meet young people offsite where appropriate. An alarming 50% of the 66 new young people we saw were rough sleeping or sofa surfing and we continued to see a significant increase in those with complex needs and poor mental health. 75% of clients cited poor mental health as their priority need. We also saw a significant increase in neurodivergent clients, at 28.5%.

This has all happened within the context of decreasing availability of vital services and funding cuts across the city. We believe that partnership working and planning are crucial to address the causes and symptoms of homelessness and we remain committed to being active participants in strategic and operational citywide meetings including the Homeless Operations Forum, Homeless Rough Sleepers Network, the Frontline Network and the Youth Homeless Working Group.

#### Building Trust, Confidence & Self Esteem

Young people experiencing homelessness benefit hugely from designing & developing activities with other young people. We see a tangible increase in trust and confidence when young people spend time together doing things that they enjoy. Our young people accessed activities such as yoga, an LGBTQ+ group, men's and women's groups, and music sessions. During the year 57 clients accessed these activities in 298 separate sessions.

In 2023 we made huge strides in our co-production and co-creation. We established a Youth Voice group of current and previous clients who meet regularly and provide insight into both our services and systemic issues that affect youth homelessness.

As the point of writing this in mid-2024, we are delighted to see significant growth in our capacity and appetite to co-produce and seek the voice of young people in decisions in how we work. Progress has involved young people from the Charity meeting with council officials, government ministers and MPs as well as significant input into the development of our new strategy.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### Towards Stability

Supporting young people to develop skills to find and maintain a tenancy, and to live independently is key to them moving towards more stable and sustainable lives. It is one of the most important steps and yet one of the most challenging. Our case working enables young people to have one-to-one support with a dedicated support worker. These focused sessions enable them to build on their existing skills and experience as well as to tackle barriers to independent living. During 2023 we returned to a full complement of case workers, enabling us to support all 36 clients requesting this service.

In 2023 we had 9 young people accessing the Tenancy & Independent Living Skills courses and 3 people accessed our tenancy deposit scheme.

### Equality, Diversity & Inclusion

We are committed to improving our service so that is accessible for all Young people. In 2023 we welcomed young people from increasingly diverse backgrounds.

- 26% of young people identified as LGBTQI+
- 32% of young people were black, Asian or from a minority ethnic origin
- We have seen an increase in young people identifying as neurodivergent.

We have embedded extra support for young people identifying as LGBTQI+ including weekly group activities.

We have developed relationships with other organisations working with young people of colour and specifically those who are asylum seekers, refugees or have an indefinite leave to remain.

We have also given extra consideration to accessibility requirements for clients with learning difficulties, who are neurodivergent and those with language barriers.

This year we have introduced a prayer mat and halal options for all meals and are working on other ways in which we can make the space more accessible and inclusive.

### Volunteers

Our volunteers are a vital part of our front-line services. In 2023 they volunteered 6,375 hours of their time, which equates to £76,500 of pro-bono support (using the National Living Wage). Our volunteers bring valuable and diverse skills and energy to the service. Having the benefit of their rich life experience means we can support young people in a greater range of ways.

### **Financial review**

In 2023 we had an operational surplus for the year on unrestricted income of £70,769 (2022: deficit of £102,079) and at year end we held £478,771 (2022: £407,975) of total unrestricted funds (including designated funds) and a total of £38,025 (2022: £59,203) in restricted funds.

### Fundraising Review

The 2023 figures show strong income in the year with exceptional performance in Individual Giving, Trusts and Foundations and better than forecast performance from corporate partners and our fundraising events. This was another year of flexible and responsive fundraising activity, working to establish and re-establish long term funding and partnerships. We made a planned increase to our communications capacity.

We give our warmest thanks to The National Lottery Community Fund, No Fear Bridge, One Family Foundation, Sussex Community Foundation, Make Change Count, Chalk Cliff Trust, Earnest Kleinwort CT, Responsible Travel, Sussex Police, CAF – Keystone, The Crucible Foundation, Fine & Country Foundation, Homity Trust, Farr Vinters, Brighton and Hove District Nurses, Sussex Police, Landaid, Comic Relief, Masonic Foundation, Charlotte Marshall Charitable Trust & The Pebble Trust.

We also express our sincere appreciation to every single person who supported us with monthly giving or one-off donations; those who gave in memory of a loved one or pledged a legacy, and to all the community organisations and companies who generously raised vital funds to ensure that we could continue our life-changing work with young people who are experiencing homelessness.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### *Reserves policy*

The Board of Trustees has concluded that it would be appropriate to establish several Designated Funds, given the level of unrestricted funds at 31 December 2023 and the need to protect elements of the Charity's on-going operations and provide for non-operational expenditure.

The designated reserves comprise the following:

- Closure costs – to provide the necessary funds should our operations have to cease immediately, including redundancy payments
- Dilapidations – linked to operation cessation, including costs to return leasehold premises to their original configuration should the landlord require
- Strategic plan projects – to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget
- Equipment replacement fund

The amounts of funds designated and the free reserves are shown in note 18 to the Financial Statements.

The Board of Trustees has agreed a reserves policy which makes provision for Unrestricted General Reserves equivalent to a minimum of six months' operating costs. Given the designations to cover future closure and related costs, this is considered an appropriate sum.

As at the end of the 2023 financial year, the Board of Trustees have included all the year-end designations and the general fund in its assessment of the adequacy of the overall reserves to maintain operations.

The Unrestricted General Reserves at 31 December 2023 are £257,241 (2022: £160,332). Free reserves (general funds excluding tangible fixed assets) are £253,324 at 31 December 2023 (2022: £156,174).

### *Investment policy*

The Board of Trustees, having regard to the liquidity requirements of the Charity and to the reserves policy, has agreed an investment policy which keeps available funds in current and interest-bearing accounts with total balances with each financial institution no greater than that covered by the Financial Services Compensation Scheme (FSCS) limit. The exception to this being the Charity's main operational clearing bank where funds up to a total of £200,000 may be retained subject to tiered maturity profiles.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### *Major risks*

##### **Risk Management**

The Board of Trustees has a duty to identify and review the risks to which the Charity is exposed. To undertake this duty, the Charity maintains a risk register. The Charity's risk register and risk management processes ensure that the Charity is able to identify root causes, robust mitigation measures and appropriate responses. The risk register is overseen by the Finance and Risk Committee. At its quarterly meeting, the Committee reviews the risk register and adjusts it as needed, communicating any actions required to those involved. The Chair of the Committee highlights any new or changed risks in the next trustee board meeting.

Our principal risks, at the end of the year, are summarised below:

**Financial:** A reduction in income from individuals, Trusts and Foundations, corporates, and community groups. Cuts in funding for partner agencies and statutory agencies. The costs of project delivery exceed funding. To address this risk we have an ambitious and robust income strategy which involves regular scrutiny of income targets and mitigation for underperformance, the development of diverse income streams, a quarterly review of Income & Expenditure and re-budgeting half way through the year. We are also approaching funders and supporters interested in pump priming new projects and developing our work on High Value Donors, trading income and a legacy programme. We have a reserves policy with a commitment to maintain financial reserves equivalent to six months' operating income.

**Political:** A change in political leadership either locally or nationally leads to major changes in policy. To mitigate this we have built strong relationships with politicians at all levels, as well as officers in the local authority.

**Operational:** The demand for services, including evolving and escalating complexity of client needs outstrips staff capacity or skills. A breach of GDPR rules. Building failure, cyber attack, a repeat of the pandemic, fire or a serious incident resulting in a loss of business continuity. We have robust GDPR training and policies, multi factor authentication on all devices and regular reviews via an external IT consultancy. We have regular Health and Safety premises assessments and action plans in place. Business interruption insurance is in place.

**Governance and leadership:** A failure to effectively govern and lead the organisation. A lack of clarity about strategic objectives or delivery priorities. We have thorough onboarding and induction of SMT and new trustees with an equality, diversity and inclusion approach to recruitment. We also refresh our strategy every three years.

#### **Plans for future periods**

##### **Future Plans**

The challenges facing young people in Brighton and Hove are growing. This pattern is expected to continue over the next few years. As we look forward, the Clock Tower Sanctuary is alive to these challenges. The provision of services will continue to adapt for instance in relation to a greater proportion of rough sleepers visiting CTS. We seek to grow and diversify our funding, responding to a larger number of clients that need our services, and as the cost of providing them rises. 2024 will see us strengthen our board with new and diverse trustees better reflecting the communities we work with and we will update our strategy for the period 2025-27. These processes will enable us to be fit for purpose as we focus on meeting our vision and mission while remaining deeply connected to an ever changing context for young people in the city.

#### **Structure, governance and management**

##### Commencement of Activities

The Clock Tower Sanctuary was established by constitution dated 1 June 1998 and registered on 28 July 1998 with the Charities Commission (previous Charity number 1070736). On 12 July 2011, a Company limited by guarantee was incorporated with the same name as the Charity.

##### Governing Document

The Clock Tower Sanctuary is a Company Limited by Guarantee (07311390) and a registered Charity (1146777). It is governed by its Memorandum and Articles of Association, revised in 2013, 2016 and 2019. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

|                           |                                                      |
|---------------------------|------------------------------------------------------|
| Alexander Rees            | (Appointed 26 September 2023)                        |
| Oliver Fitzgerald         | (Appointed 26 September 2023)                        |
| Naomi Wearing             | (Appointed 21 March 2023)                            |
| Mousumi Kanjilal Williams |                                                      |
| Rachel Brett              | (Resigned 21 May 2024)                               |
| Emily Brock               | (Resigned 26 September 2023)                         |
| Richard Stokoe            | (Resigned 26 September 2023)                         |
| Hayley Territt            | (Resigned 26 September 2023)                         |
| Barbara McPherson         | (Resigned 31 March 2024)                             |
| Grace Prior               | (Resigned 21 May 2024)                               |
| Lisa Schrevel             | (Resigned 21 May 2024)                               |
| Stanley Fowler            | (Appointed 21 March 2023 and resigned 31 March 2024) |
| Paul Dent                 | (Appointed 15 June 2024)                             |
| Alan Prosser              | (Appointed 15 June 2024 and resigned 25 July 2024)   |
| Neil Sharp                | (Appointed 15 June 2024)                             |
| Eleanor Morphew           | (Appointed 15 June 2024)                             |
| Alice Ruffell             | (Appointed 15 June 2024)                             |
| Claire Alderton           | (Appointed 15 June 2024)                             |
| Mark Blake                | (Appointed 15 June 2024)                             |
| Andrew Haicalis           | (Appointed 24 August 2024)                           |

### *Recruitment and appointment of trustees*

#### Method and Appointment of Trustees

The management of the Board of Trustees is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. All Trustees are provided with training and the Charity complies with the Code of Good Governance.

Unless specific skills are headhunted using existing networks, vacancies for Trustees are publicly advertised on the website and via local online channels. The advertisement contains information about the role and skills and qualities required. The application pack includes information about the organisation, a job description and a person specification.

Applications to join the Board of Trustees are reviewed by a panel, which includes the Chair of Trustees and CEO. Interviews for prospective Trustees are conducted by the Chair or Vice-Chair, and at least one other trustee. All new Trustees are required to sign a declaration that they are not disqualified from acting as a Director/Trustee and that they will devote the necessary time and effort in their position. Disclosure and Barring Service checks are carried out on all new Trustees before appointment.

#### Induction and Training of Trustees

All newly appointed Trustees receive a comprehensive information pack containing a copy of the governing document, previous Board of Trustees and Committee minutes, a copy of the strategy, the latest management accounts and staff structure.

The CEO, along with the Chair or an experienced Trustee, meets to induct the Trustee so that they can meaningfully contribute to discussions in an informed way from the outset of their appointment. New Trustees are also encouraged to spend time at the Centre, observing front-line services and providing an opportunity to meet with staff, volunteers and beneficiaries.

All Trustees are provided with ongoing training and information to keep their knowledge and skills up-to-date and relevant.

# THE CLOCK TOWER SANCTUARY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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### *Organisational structure*

The Board of Trustees meets quarterly with three Committees meeting separately:

- Finance and Risk Committee
- Personnel and Equality Committee
- Fundraising and Public Affairs Committee

Each Committee has Terms of Reference and there is a clear Scheme of Delegation regarding the decision-making powers of each Committee, which has been agreed by the Board of Trustees. The CEO is appointed by Trustees to manage the day-to-day operations of the Charity and to implement the Charity's strategic plan.

The Charity also has established Task Teams, comprising trustees and staff members, to oversee identified, short term projects and priorities.

The day-to-day running of the Charity and leadership of the staff team is delegated to the CEO. The CEO meets for regular supervision sessions with the Chair and is accountable to the Board of Trustees for the performance of agreed strategic implementation plans.

The remuneration of the CEO is set by the Board of Trustees, with the remuneration of other staff being advised by the CEO. The Personnel and Equalities Committee annually reviews staff salaries for cost-of-living increases. An independent HR advisor conducts a salary benchmarking exercise with comparable organisations locally when significant changes to staff roles take place.

The Charity is committed to attracting, recruiting and training experienced, professional staff from diverse backgrounds, who will deliver the best outcomes for homeless young people.

The Trustees' report was approved by the Board of Trustees.

*Alexander Rees*

.....  
Alexander Rees

**Trustee**

19/09/2024

Date: .....

*Mousumi Kanjilal Williams*

.....  
Mousumi Kanjilal Williams

**Trustee**

# THE CLOCK TOWER SANCTUARY

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY

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I report to the Trustees on my examination of the financial statements of The Clock Tower Sanctuary (the Charity) for the year ended 31 December 2023.

#### **Responsibilities and basis of report**

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

*Michelle Westbury*

**Michelle Westbury FCCA**

#### **West & Berry Limited**

Nile House  
Nile Street  
Brighton  
BN1 1HW

19/09/2024

Dated: .....

# THE CLOCK TOWER SANCTUARY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2023**

|                                                       |       | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|-------------------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                                       | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income from:</b>                                   |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                | 3     | 576,644                            | 221,255                          | 797,899            | 384,210                            | 178,222                          | 562,432            |
| Investments                                           | 4     | 5,320                              | -                                | 5,320              | 791                                | -                                | 791                |
| <b>Total income</b>                                   |       | <b>581,964</b>                     | <b>221,255</b>                   | <b>803,219</b>     | <b>385,001</b>                     | <b>178,222</b>                   | <b>563,223</b>     |
| <b>Expenditure on:</b>                                |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds                                         | 5     | 86,112                             | -                                | 86,112             | 57,210                             | -                                | 57,210             |
| Charitable activities                                 | 6     | 425,056                            | 242,433                          | 667,489            | 429,870                            | 202,229                          | 632,099            |
| <b>Total expenditure</b>                              |       | <b>511,168</b>                     | <b>242,433</b>                   | <b>753,601</b>     | <b>487,080</b>                     | <b>202,229</b>                   | <b>689,309</b>     |
| <b>Net income/(expenditure) and movement in funds</b> |       | <b>70,796</b>                      | <b>(21,178)</b>                  | <b>49,618</b>      | <b>(102,079)</b>                   | <b>(24,007)</b>                  | <b>(126,086)</b>   |
| <b>Reconciliation of funds:</b>                       |       |                                    |                                  |                    |                                    |                                  |                    |
| Fund balances at 1 January 2023                       |       | 407,975                            | 59,203                           | 467,178            | 510,054                            | 83,210                           | 593,264            |
| <b>Fund balances at 31 December 2023</b>              |       | <b>478,771</b>                     | <b>38,025</b>                    | <b>516,796</b>     | <b>407,975</b>                     | <b>59,203</b>                    | <b>467,178</b>     |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# THE CLOCK TOWER SANCTUARY

## BALANCE SHEET

AS AT 31 DECEMBER 2023

|                                                       | Notes | 2023<br>£ | £       | 2022<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 12    |           | 3,917   |           | 4,158   |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 13    | 112,055   |         | 66,173    |         |
| Cash at bank and in hand                              |       | 523,569   |         | 420,024   |         |
|                                                       |       | 635,624   |         | 486,197   |         |
| <b>Creditors: amounts falling due within one year</b> | 14    | (122,745) |         | (23,177)  |         |
| <b>Net current assets</b>                             |       |           | 512,879 |           | 463,020 |
| <b>Total assets less current liabilities</b>          |       |           | 516,796 |           | 467,178 |
| <b>Net assets excluding pension liability</b>         |       |           | 516,796 |           | 467,178 |
| <b>The funds of the Charity</b>                       |       |           |         |           |         |
| Restricted income funds                               | 17    |           | 38,025  |           | 59,203  |
| Unrestricted funds - general                          |       |           | 257,241 |           | 160,332 |
| Unrestricted funds - designated                       |       |           | 221,530 |           | 247,643 |
|                                                       |       |           | 516,796 |           | 467,178 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

19/09/2024

The financial statements were approved by the Trustees on .....

*Alexander Rees*

.....  
Alexander Rees  
Trustee

*Mousumi Kanjilal Williams*

.....  
Mousumi Kanjilal Williams  
Trustee

Company registration number 07311390 (England and Wales)

# THE CLOCK TOWER SANCTUARY

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2023

|                                                               | Notes | 2023<br>£ | £       | 2022<br>£ | £         |
|---------------------------------------------------------------|-------|-----------|---------|-----------|-----------|
| <b>Cash flows from operating activities</b>                   |       |           |         |           |           |
| Cash generated from/(absorbed by) operations                  | 22    |           | 99,485  |           | (135,891) |
| <b>Investing activities</b>                                   |       |           |         |           |           |
| Purchase of tangible fixed assets                             |       | (1,260)   |         | (1,363)   |           |
| Investment income received                                    |       | 5,320     |         | 791       |           |
| <b>Net cash generated from/(used in) investing activities</b> |       |           | 4,060   |           | (572)     |
| <b>Net cash used in financing activities</b>                  |       |           | -       |           | -         |
| <b>Net increase/(decrease) in cash and cash equivalents</b>   |       |           | 103,545 |           | (136,463) |
| Cash and cash equivalents at beginning of year                |       |           | 420,024 |           | 556,487   |
| <b>Cash and cash equivalents at end of year</b>               |       |           | 523,569 |           | 420,024   |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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### **1 Accounting policies**

#### **Charity information**

The Clock Tower Sanctuary is a private company limited by guarantee incorporated in England and Wales. The registered office is Wenlock House, 41-43 North Street, Brighton, BN1 1RH. In the event of the company being wound up, the liability in respect of guarantee is £1 per member.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 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.

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 the donation.

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.

Donated goods and services are recognised when the charity is legally entitled to those goods or services, it is probable that the items will be received and the value to the charity of the donated item can be measured reliably.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure of charitable activities includes the maintenance of The Clock Tower Sanctuary facility, the costs of undertaking the organisation's charitable activities and the management and administrative staffing of the Charity. These are split between the activities of client support and towards stability in the following manner: Salaries, National Insurance and Pension costs by an individual's time; All other costs incurred on a 65:35 basis.

#### 1.6 Tangible fixed assets

Tangible fixed assets over £1,000 are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                       |                   |
|-----------------------|-------------------|
| Fixtures and fittings | 20% straight line |
|-----------------------|-------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1 Accounting policies

(Continued)

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

##### **1.10 Employee benefits**

The cost of any unused 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.

##### **1.11 Retirement benefits**

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

##### **1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

#### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### 3 Income from donations and legacies

|                                  | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|----------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Income from donations and grants | 569,349                            | 221,255                          | 790,604            | 384,210                            | 178,222                          | 562,432            |
| Donated goods and services       | 7,295                              | -                                | 7,295              | -                                  | -                                | -                  |
|                                  | <u>576,644</u>                     | <u>221,255</u>                   | <u>797,899</u>     | <u>384,210</u>                     | <u>178,222</u>                   | <u>562,432</u>     |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

### 3 Income from donations and legacies

(Continued)

|                                                            | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|------------------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Grants and donations receivable for core activities</b> |                                    |                                  |                    |                                    |                                  |                    |
| CAF Bank (Keystone Fund)                                   | -                                  | 23,000                           | 23,000             | -                                  | -                                | -                  |
| Comic Relief                                               | 58,502                             | 24,002                           | 82,504             | -                                  | 81,014                           | 81,014             |
| Crucible Foundation                                        | -                                  | 33,500                           | 33,500             | -                                  | -                                | -                  |
| David Gillard                                              | 40,000                             | -                                | 40,000             | 5,000                              | -                                | 5,000              |
| GamesAid                                                   | 20,000                             | -                                | 20,000             | -                                  | -                                | -                  |
| Jess E Musique Limited                                     | 27,000                             | -                                | 27,000             | 30,000                             | -                                | 30,000             |
| Lloyds Bank Foundation                                     | -                                  | -                                | -                  | -                                  | 30,604                           | 30,604             |
| National Lottery                                           | 42,271                             | 112,200                          | 154,471            | -                                  | -                                | -                  |
| The Jongen Charitable Trust                                | 15,000                             | -                                | 15,000             | 15,000                             | -                                | 15,000             |
| The Sussex Community Foundation                            | -                                  | 10,000                           | 10,000             | -                                  | 9,700                            | 9,700              |
| Other                                                      | 366,576                            | 18,553                           | 385,129            | 334,210                            | 56,904                           | 391,114            |
|                                                            | <u>569,349</u>                     | <u>221,255</u>                   | <u>790,604</u>     | <u>384,210</u>                     | <u>178,222</u>                   | <u>562,432</u>     |

### 4 Income from investments

|                     | Unrestricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | 5,320                              | 791                                |

### 5 Expenditure on raising funds

|                                  | Unrestricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ |
|----------------------------------|------------------------------------|------------------------------------|
| <b>Fundraising and publicity</b> |                                    |                                    |
| Online fundraising               | 740                                | 934                                |
| External support                 | 10,507                             | 12,330                             |
| Other fundraising costs          | 2,442                              | 2,922                              |
| Staff costs                      | 72,423                             | 41,024                             |
|                                  | <u>86,112</u>                      | <u>57,210</u>                      |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 6 Expenditure on charitable activities

|                                                           | Client<br>Support<br>2023<br>£ | Towards<br>Stability<br>2023<br>£ | Total<br>2023<br>£ | Client<br>Support<br>2022<br>£ | Towards<br>Stability<br>2022<br>£ | Total<br>2022<br>£ |
|-----------------------------------------------------------|--------------------------------|-----------------------------------|--------------------|--------------------------------|-----------------------------------|--------------------|
| <b>Direct costs</b>                                       |                                |                                   |                    |                                |                                   |                    |
| Staff costs                                               | 308,292                        | 47,061                            | 355,353            | 181,341                        | 159,078                           | 340,419            |
| Depreciation and impairment                               | 976                            | 525                               | 1,501              | 798                            | 430                               | 1,228              |
| Crisis support direct costs                               | 16,954                         | -                                 | 16,954             | 16,549                         | -                                 | 16,549             |
| Towards stability direct costs                            | -                              | 9,758                             | 9,758              | -                              | 7,711                             | 7,711              |
| Financial                                                 | 6,427                          | 3,460                             | 9,887              | 6,203                          | 3,340                             | 9,543              |
| Marketing and Communications                              | 12,065                         | 6,496                             | 18,561             | 9,289                          | 5,002                             | 14,291             |
| Office and premises costs                                 | 127,925                        | 68,883                            | 196,808            | 118,448                        | 63,781                            | 182,229            |
| Volunteers' expenses                                      | 4,037                          | 2,174                             | 6,211              | 5,369                          | 2,891                             | 8,260              |
| Towards stability project costs                           | -                              | 16,399                            | 16,399             | -                              | 10,294                            | 10,294             |
|                                                           | 476,676                        | 154,756                           | 631,432            | 337,997                        | 252,527                           | 590,524            |
| <b>Share of support and governance costs (see note 7)</b> |                                |                                   |                    |                                |                                   |                    |
| Support                                                   | 10,615                         | 5,716                             | 16,331             | 3,659                          | 1,970                             | 5,629              |
| Governance                                                | 12,822                         | 6,904                             | 19,726             | 23,365                         | 12,581                            | 35,946             |
|                                                           | 500,113                        | 167,376                           | 667,489            | 365,021                        | 267,078                           | 632,099            |
| <b>Analysis by fund</b>                                   |                                |                                   |                    |                                |                                   |                    |
| Unrestricted funds                                        | 336,835                        | 88,221                            | 425,056            | 268,772                        | 161,098                           | 429,870            |
| Restricted funds                                          | 163,278                        | 79,155                            | 242,433            | 96,249                         | 105,980                           | 202,229            |
|                                                           | 500,113                        | 167,376                           | 667,489            | 365,021                        | 267,078                           | 632,099            |

### 7 Support costs allocated to activities

|                          | 2023<br>£ | 2022<br>£ |
|--------------------------|-----------|-----------|
| Human resources          | 6,130     | 5,629     |
| Recruitment fees         | 10,200    | -         |
| Governance costs         | 19,727    | 35,946    |
|                          | 36,057    | 41,575    |
| <b>Analysed between:</b> |           |           |
| Client Support           | 23,437    | 27,024    |
| Towards Stability        | 12,620    | 14,551    |
|                          | 36,057    | 41,575    |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 7 Support costs allocated to activities (Continued)

|                                   | 2023<br>£     | 2022<br>£     |
|-----------------------------------|---------------|---------------|
| <b>Governance costs comprise:</b> |               |               |
| Staff costs                       | 7,335         | 7,599         |
| Accountancy                       | 3,235         | 4,295         |
| Monitoring and evaluation         | 6,239         | 20,692        |
| Trustee training                  | 390           | 540           |
| Trustee expenses                  | 2,528         | 820           |
| Strategic planning                | -             | 2,000         |
|                                   | <u>19,727</u> | <u>35,946</u> |

Included within governance costs are payments to the independent examiners of £1,000 plus VAT (2022: £3,920) and £1,500 plus VAT for other professional fees (2022: £2,000).

| 8 Net movement in funds                                         | 2023<br>£    | 2022<br>£    |
|-----------------------------------------------------------------|--------------|--------------|
| The net movement in funds is stated after charging/(crediting): |              |              |
| Depreciation of owned tangible fixed assets                     | <u>1,501</u> | <u>1,228</u> |

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

|                         | 2023<br>Number    | 2022<br>Number    |
|-------------------------|-------------------|-------------------|
|                         | <u>15</u>         | <u>14</u>         |
| <b>Employment costs</b> | <b>2023<br/>£</b> | <b>2022<br/>£</b> |
| Wages and salaries      | 358,514           | 332,115           |
| Social security costs   | 26,374            | 25,285            |
| Other pension costs     | 14,656            | 13,526            |
|                         | <u>399,544</u>    | <u>370,926</u>    |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 10 Employees

(Continued)

During the year the number of full-time equivalent employees, including part-time staff, was 11 (2022: 11). The paid staff team are supported by a team of volunteers who donate their time and skills to the Charity. In 2023 the number of hours provided by volunteers was approximately 6,375 (2022: 5,100). Based on the Living Wage (£12 per hour in 2023 and £9.50 per hour in 2022), this equates to £76,500 (2022: £48,450). In accordance with the Charities Statement of Recommended Practice this amount has not been recognised in the accounts as donated income and cost.

There were no employees whose annual remuneration was more than £60,000.

#### Remuneration of key management personnel

The key management personnel of the Charity comprise the Trustees and the CEO. No trustees were paid any remuneration during the year in their role as a trustee. The total remuneration of key management personnel was as follows:

|                        | 2023<br>£ | 2022<br>£ |
|------------------------|-----------|-----------|
| Aggregate compensation | 48,902    | 53,352    |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Tangible fixed assets

|                                    | Fixtures and fittings<br>£ |
|------------------------------------|----------------------------|
| <b>Cost</b>                        |                            |
| At 1 January 2023                  | 20,294                     |
| Additions                          | 1,260                      |
| At 31 December 2023                | 21,554                     |
| <b>Depreciation and impairment</b> |                            |
| At 1 January 2023                  | 16,136                     |
| Depreciation charged in the year   | 1,501                      |
| At 31 December 2023                | 17,637                     |
| <b>Carrying amount</b>             |                            |
| At 31 December 2023                | 3,917                      |
| At 31 December 2022                | 4,158                      |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 13 Debtors

|                                             | 2023<br>£      | 2022<br>£     |
|---------------------------------------------|----------------|---------------|
| <b>Amounts falling due within one year:</b> |                |               |
| Other debtors                               | 20,725         | 22,800        |
| Prepayments and accrued income              | 91,330         | 43,373        |
|                                             | <u>112,055</u> | <u>66,173</u> |

### 14 Creditors: amounts falling due within one year

|                                    | Notes | 2023<br>£      | 2022<br>£     |
|------------------------------------|-------|----------------|---------------|
| Other taxation and social security |       | 6,609          | 6,378         |
| Deferred income                    | 15    | 90,364         | -             |
| Trade creditors                    |       | 16,259         | 2,483         |
| Other creditors                    |       | 2,241          | 2,217         |
| Accruals                           |       | 7,272          | 12,099        |
|                                    |       | <u>122,745</u> | <u>23,177</u> |

### 15 Deferred income

|                                         | 2023<br>£ | 2022<br>£ |
|-----------------------------------------|-----------|-----------|
| Arising from Grants received in advance | 90,364    | -         |

Deferred income is included in the financial statements as follows:

|                                     | 2023<br>£     | 2022<br>£ |
|-------------------------------------|---------------|-----------|
| Deferred income is included within: |               |           |
| Current liabilities                 | 90,364        | -         |
| Movements in the year:              |               |           |
| Deferred income at 1 January 2023   | -             | -         |
| Resources deferred in the year      | 90,364        | -         |
| Deferred income at 31 December 2023 | <u>90,364</u> | <u>-</u>  |

### 16 Retirement benefit schemes

|                                                                     | 2023<br>£ | 2022<br>£ |
|---------------------------------------------------------------------|-----------|-----------|
| <b>Defined contribution schemes</b>                                 |           |           |
| Charge to profit or loss in respect of defined contribution schemes | 14,656    | 13,526    |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 16 Retirement benefit schemes

(Continued)

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. At the balance sheet date the amount due to the pension scheme was £2,241 (2022: £2,216).

#### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                                          | At 1 January<br>2023         | Incoming<br>resources         | Resources<br>expended         | At 31<br>December<br>2023          |
|------------------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------------|
|                                          | £                            | £                             | £                             | £                                  |
| Crisis Support                           | 26,127                       | 62,004                        | (77,123)                      | 11,008                             |
| Towards Stability Project                | 27,243                       | 72,506                        | (79,155)                      | 20,594                             |
| Building Trust, Self Esteem & Confidence | 5,833                        | 86,745                        | (86,155)                      | 6,423                              |
|                                          | <u>59,203</u>                | <u>221,255</u>                | <u>(242,433)</u>              | <u>38,025</u>                      |
| <b>Previous year:</b>                    | <b>At 1 January<br/>2022</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>At 31<br/>December<br/>2022</b> |
|                                          | £                            | £                             | £                             | £                                  |
| Crisis Support                           | 22,195                       | 62,759                        | (58,827)                      | 26,127                             |
| Towards Stability Project                | 45,993                       | 87,230                        | (105,980)                     | 27,243                             |
| Building Trust, Self Esteem & Confidence | 15,022                       | 28,233                        | (37,422)                      | 5,833                              |
|                                          | <u>83,210</u>                | <u>178,222</u>                | <u>(202,229)</u>              | <u>59,203</u>                      |

Our Crisis Support project meets the needs of young people who are experiencing homelessness through the provision of food, laundry, showers, clothing and other essentials, as well as case-working and referrals into other services in the city. In 2023, contributions were generously made by Ernest Kleinwort Charitable Trust, The Pebble Trust, Chalk Cliff Trust, National Lottery, Sussex Community Foundation, Comic Relief, Fine and Country and individual donors.

Our Towards Stability/Move-on project provides support to young people who are ready to seek and retain housing, work, training, volunteering, and other opportunities. This work has been kindly supported by CAF Bank Keystone Fund, National Lottery, Masonic Lodge, Comic Relief and Crucible Foundation.

The activities, workshops and classes provided through the Building Trust, Self Esteem and Confidence project enable our clients to improve their emotional and physical wellbeing and further engage with case-working, which addressed each individuals' circumstances. In 2023, this was generously funded by National Lottery, Comic Relief and Crucible Foundation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                                     | At 1 January<br>2023         | Incoming<br>resources         | Resources<br>expended         | Transfers        | At 31<br>December<br>2023          |
|-------------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|------------------------------------|
|                                     | £                            | £                             | £                             | £                | £                                  |
| Dilapidations                       | 50,000                       | -                             | -                             | -                | 50,000                             |
| Closure and redundancy<br>provision | 147,643                      | -                             | -                             | (16,113)         | 131,530                            |
| Strategic projects fund             | 20,000                       | -                             | -                             | -                | 20,000                             |
| Equipment replacement fund          | 30,000                       | -                             | -                             | (10,000)         | 20,000                             |
| General funds                       | 160,332                      | 581,964                       | (511,168)                     | 26,113           | 257,241                            |
|                                     | <u>407,975</u>               | <u>581,964</u>                | <u>(511,168)</u>              | <u>-</u>         | <u>478,771</u>                     |
|                                     |                              |                               |                               |                  |                                    |
| <b>Previous year:</b>               | <b>At 1 January<br/>2022</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>At 31<br/>December<br/>2022</b> |
|                                     | £                            | £                             | £                             | £                | £                                  |
| Dilapidations                       | 50,000                       | -                             | -                             | -                | 50,000                             |
| Closure and redundancy<br>provision | 109,279                      | 38,364                        | -                             | -                | 147,643                            |
| Strategic projects fund             | 34,040                       | -                             | (14,040)                      | -                | 20,000                             |
| Equipment replacement fund          | -                            | 30,000                        | -                             | -                | 30,000                             |
| General funds                       | 316,735                      | 316,637                       | (473,040)                     | -                | 160,332                            |
|                                     | <u>510,054</u>               | <u>385,001</u>                | <u>(487,080)</u>              | <u>-</u>         | <u>407,975</u>                     |

The general fund includes 'free reserves' after allowing for all designated funds. The free reserves (general funds excluding tangible fixed assets) are £253,324 at 31 December 2023 (2022: £156,174).

Dilapidations - relates to operation cessation, costs to return leasehold premises to their original configuration should the landlord require.

Closure and redundancy provision relates to the necessary funds required should CTS' operations have to cease immediately including redundancy payments.

Strategic projects fund is to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

### 19 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| <b>At 31 December 2023:</b>  |                                    |                                  |                    |
| Tangible assets              | 3,917                              | -                                | 3,917              |
| Current assets/(liabilities) | 474,854                            | 38,025                           | 512,879            |
|                              | <u>478,771</u>                     | <u>38,025</u>                    | <u>516,796</u>     |
|                              |                                    |                                  |                    |
|                              | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
| <b>At 31 December 2022:</b>  |                                    |                                  |                    |
| Tangible assets              | 4,158                              | -                                | 4,158              |
| Current assets/(liabilities) | 403,817                            | 59,203                           | 463,020            |
|                              | <u>407,975</u>                     | <u>59,203</u>                    | <u>467,178</u>     |

### 20 Operating lease commitments

#### Lessee

Amounts recognised in profit or loss as an expense during the period in respect of operating lease arrangements were £123,192 (2022: £108,273).

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2023<br>£     | 2022<br>£      |
|----------------------------|---------------|----------------|
| Within one year            | 29,200        | 44,868         |
| Between two and five years | 29,200        | 58,400         |
|                            | <u>58,400</u> | <u>103,268</u> |

### 21 Related party transactions

During the year donations without restrictions were received from trustees totalling £300 (2022: £820). One trustee was reimbursed travel and subsistence costs of £390 (3 trustees reimbursed travel and subsistence costs of £523). There are no other related party transactions requiring disclosure during the year.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

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|           |                                                                   |               |                  |
|-----------|-------------------------------------------------------------------|---------------|------------------|
| <b>22</b> | <b>Cash generated from operations</b>                             | <b>2023</b>   | <b>2022</b>      |
|           |                                                                   | <b>£</b>      | <b>£</b>         |
|           | Surplus/(deficit) for the year                                    | 49,618        | (126,086)        |
|           | Adjustments for:                                                  |               |                  |
|           | Investment income recognised in statement of financial activities | (5,320)       | (791)            |
|           | Depreciation and impairment of tangible fixed assets              | 1,501         | 1,228            |
|           | Movements in working capital:                                     |               |                  |
|           | (Increase) in debtors                                             | (45,882)      | (4,312)          |
|           | Increase/(decrease) in creditors                                  | 9,204         | (5,930)          |
|           | Increase in deferred income                                       | 90,364        | -                |
|           |                                                                   | <hr/>         | <hr/>            |
|           | <b>Cash generated from/(absorbed by) operations</b>               | <b>99,485</b> | <b>(135,891)</b> |
|           |                                                                   | <hr/>         | <hr/>            |
| <b>23</b> | <b>Analysis of changes in net funds</b>                           |               |                  |
|           | The Charity had no material debt during the year.                 |               |                  |

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**Identity Check:** Email Authentication

**Signature Type:** Typed

**Time Zone:** UTC+01:00, Europe/London (British Summer Time)

**Signer:** Michelle Westbury (michelle@westandberry.co.uk)

**Identity Check:** Login with account

**Signature Type:** Typed

**Time Zone:** UTC+01:00, Europe/London (British Summer Time)

## Event Log

**Sep 19, 2024, 12:13:09 PM** - Email notification delivered to Alexander Rees (alex@thects.org.uk).

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**Sep 19, 2024, 3:15:51 PM** - Alexander Rees (alex@thects.org.uk) viewed the document(s), from 82.132.227.79.

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**Sep 19, 2024, 3:16:35 PM** - Alexander Rees (alex@thects.org.uk) electronically signed or completed the document(s), from 82.132.227.79.

**Sep 19, 2024, 3:16:48 PM** - Email notification delivered to Mousumi Williams (mo@thects.org.uk).

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**Sep 19, 2024, 3:17:27 PM** - Mousumi Williams (mo@thects.org.uk) viewed the document(s), from 86.4.154.194.

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**Sep 19, 2024, 3:18:07 PM** - Email notification sent to Michelle Westbury (michelle@westandberry.co.uk).

**Sep 19, 2024, 3:18:17 PM** - Email notification delivered to Michelle Westbury (michelle@westandberry.co.uk).

**Sep 19, 2024, 3:30:03 PM** - Michelle Westbury (michelle@westandberry.co.uk) opened the email notification (estimated), from 86.137.110.164.

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END OF LOG

**THE CLOCK TOWER SANCTUARY**

England & Wales - Charity number 1146777

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# Accounts

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REGISTERED COMPANY NUMBER: 07311390 (England and Wales)  
REGISTERED CHARITY NUMBER: 1146777



**REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

tc accounts • tax • legal • financial planning

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
BN44 3TN

# THE CLOCK TOWER SANCTUARY

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## THE CLOCK TOWER SANCTUARY

### LEGAL AND ADMINISTRATIVE INFORMATION

#### FOR THE YEAR ENDED 31 DECEMBER 2022

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**Registered Company number** 07311390 (England and Wales)

**Registered Charity number** 1146777

**Registered office**  
Wenlock House  
41-43 North Street  
Brighton  
BN1 1RH

| <b>Trustees</b> | <b>Name</b>               | <b>Role</b> | <b>Action/Date</b>          |
|-----------------|---------------------------|-------------|-----------------------------|
|                 | Emily Brock               | Chair       |                             |
|                 | Felicity Morgan           |             | Resigned 28 September 2022  |
|                 | Rachel Brett              |             |                             |
|                 | Rob Kidd                  |             | Resigned 28 September 2022  |
|                 | Barbara Macpherson        |             |                             |
|                 | Richard Stokoe            |             |                             |
|                 | Mousumi Kanjilal Williams | Vice Chair  |                             |
|                 | Stan Fowler               |             | Appointed 21 February 2023  |
|                 | Grace Prior               |             | Appointed 28 September 2022 |
|                 | Lisa Schrevel             |             | Appointed 28 September 2022 |
|                 | Hayley Territt            |             | Appointed 28 September 2022 |
|                 | Naomi Wearing             |             | Appointed 21 February 2023  |

**Patron** Mr D Allam, DL

**Key Management Personnel/Secretary** Frances Duncan (Chief Executive)

**Independent Examiner**  
Mark Cummins FCCA FCIE  
TC Group  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

**Solicitors**  
Griffith Smith LLP  
47 Old Steine  
Brighton  
BN1 1NW

|                |                                                                                   |                                                      |
|----------------|-----------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Bankers</b> | The Co-operative Bank<br>P O Box 250<br>Skelmersdale<br>WN8 6WT                   | Santander Bank<br>Bootle<br>Merseyside<br>L30 4GB    |
|                | CAF Bank<br>28 Kings Hill Avenue<br>Kings Hill<br>West Malling, Kent,<br>ME19 4JQ | Metro Bank<br>82 North Street<br>Brighton<br>BN1 1ZA |

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2022

---

The Board of Trustees, who are also the Directors of the Company for the purposes of Company law, submit their annual report and financial statements of The Clock Tower Sanctuary for the year ended December 2022. The Board of Trustees confirm that the annual report and financial statements of the Company comply with the Company's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

#### **Vision**

We want Brighton and Hove to be a city where young people's experience of homelessness is rare, brief and non-recurring.

#### **Mission**

Our mission is to provide a safe space and support young people experiencing homelessness in Brighton and Hove. We will work with them to increase their voice, transform their lives and reach their potential.

#### **Values**

- We look for the best in everyone
- We challenge inequality and prejudice
- We work together to improve young people's lives

#### **Young people experiencing homelessness**

When we use the phrase young people experiencing homelessness, we mean young people without a safe, secure and private place to call their own; this includes rough sleeping, in a hostel or emergency accommodation, 'sofa surfing' or those living in a car/van.

#### **How we work**

- We work with young people aged 16-25 years old who are homeless or insecurely housed
- We provide practical facilities, a nurturing environment, access to activities and professional support
- We are based in Brighton, rooted in the city and an integral part of the community
- We take a tailored, structured, holistic approach to move young people from crisis to independence
- We work with local partners, combine resources and expertise to provide multi-disciplinary support that reduces young people's long-term dependence on services
- We are a small team of passionate and committed staff and volunteers; we pride ourselves on changing young people's lives for the better
- We have a high quality, well-regarded volunteering programme; many of our volunteers go on to skilled, paid work in the local homeless and related sectors
- We are an independent organisation, entirely dependent on voluntary funding

We have three main strands to our work:

- Crisis Support – to meet the immediate needs of a young homeless person in crisis – access to food, showers, laundry, computers, telephone, postal service etc.
- Building Trust, Confidence and Self-Esteem – to enable young people to develop trusted relationships, skills and a sense of belonging, through workshops, activities and case working. Young people can develop their voice within the organisation through our Youth Voice engagement.
- Towards Stability – to enable a young person to prepare for, gain and sustain accommodation through the provision of Tenancy and Independent Living Skills training and CTS' tenancy deposit scheme.

#### **Structure, Governance and Management**

##### Commencement of Activities

The Clock Tower Sanctuary was established by constitution dated 1 June 1998 and registered on 28 July 1998 with the Charities Commission (previous Charity number 1070736). On 12 July 2011, a Company limited by guarantee was incorporated with the same name as the Charity.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2022

---

##### Governing Document

The Clock Tower Sanctuary is a Company limited by guarantee (07311390) and a registered Charity (1146777). It is governed by its Memorandum and Articles of Association, revised in 2013, 2016 and 2019. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

##### Method and Appointment of Trustees

The management of the Board of Trustees is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. All Trustees are provided with training and the Charity complies with the Code of Good Governance.

Unless specific skills are headhunted using existing networks, vacancies for Trustees are publicly advertised on the website and via local online channels. The advertisement contains information about the role and skills and qualities required. The application pack includes information about the organisation, a job description and a person specification.

Applications are reviewed by the Personnel and Equalities Committee, which includes the Chair of Trustees and CEO. Interviews for prospective Trustees are conducted by the Chair, and at least one other trustee. All new Trustees are required to sign a declaration that they are not disqualified from acting as a Director/Trustee and that they will devote the necessary time and effort in their position. Disclosure and Barring Service checks are carried out on all new Trustees before appointment.

##### Induction and Training of Trustees

All newly appointed Trustees receive a comprehensive information pack containing a copy of the governing document, previous Board of Trustees and Committee minutes, a copy of the three-year strategy, operational plans and fundraising strategy, the latest management accounts, staff structure and trustee biographies.

The CEO, along with the Chair or an experienced Trustee, meets to induct the Trustee so that they can meaningfully contribute to discussions in an informed way from the outset of their appointment. New Trustees are also encouraged to spend time at the Centre, observing front-line services and providing an opportunity to meet with staff, volunteers and beneficiaries.

All Trustees are provided with ongoing training and information to keep their knowledge and skills up-to-date and relevant.

##### Organisational Structure and Decision Making

The Board of Trustees meets quarterly with three Committees meeting separately:

- Finance and Risk Committee
- Personnel and Equality Committee
- Fundraising and Public Affairs committee

Each Committee has Terms of Reference and there is a clear Scheme of Delegation regarding the decision-making powers of each Committee, which has been agreed by the Board of Trustees. The CEO is appointed by Trustees to manage the day-to-day operations of the Charity and to implement the Charity's strategic plan.

The day-to-day running of the Charity and leadership of the staff team is delegated to the CEO. The CEO meets for regular supervision sessions with the Chair and is accountable to the Board of Trustees for the performance of agreed strategic implementation plans.

The remuneration of the CEO is set by the Board of Trustees, with the remuneration of other staff being advised by the CEO. The Personnel and Sub Committee annually reviews staff salaries for cost-of-living increases. An independent HR advisor conducts a salary benchmarking exercise with comparable organisations locally when significant changes to staff roles take place.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2022

---

The Clock Tower Sanctuary is committed to attracting, recruiting and training experienced, professional staff from diverse backgrounds, who will deliver the best outcomes for homeless young people. Employment costs are kept to a minimum through engaging with and investing in our extensive volunteer programme.

Delivery of The Clock Tower Sanctuary's charitable vision and strategic plan is primarily dependent on our key management personnel and staff costs are the largest single element of our charitable expenditure.

#### Risk Management

The Board of Trustees has a duty to identify and review the risks to which the Charity is exposed. To undertake this duty, we maintain a risk register, which is overseen by the Finance and Risk Committee. At its quarterly meeting, the committee reviews this risk register and adjusts as needed, communicating any actions required to those involved. We highlight any new or changed risks in the following trustee board meeting.

Our principle risks, at the end of the year, are summarised below:

- Finance and fundraising:
  - Unable to demonstrate outcomes to funders including demonstrating the 'added value'
  - Reliance on communities and individuals for more than 50% of income in time of economic uncertainty and competing campaigns e.g. Ukraine
  - Staff capacity running to standstill in fundraising and lacking capacity to innovate
  - Compassion fatigue
- Compliance:
  - Not complying with Charity regulations
  - Not complying with GDPR
  - Not complying with health and safety
  - Not complying with Safeguarding duties (adults and children and young people)
  - Lapse in insurance
- External:
  - Funding cuts in partner agencies
  - Lack of leadership / change in stance of partner organisations
  - Lack of capacity within statutory agencies leads to overstretch for VCS providers
  - Additional restrictions arising from Covid or similar pandemic
  - Building failure
  - Fraud or criminal acts
  - IT security breach (hacking, DDOS attack, ransomware etc)
- Operations and staffing:
  - Demand outstrips supply
  - Service unable to meet the complex needs of the client group
  - Serious incidents endangering staff, clients, property and reputation
  - External factors prevent the service operating
  - Building failure prevents the service from running
  - Not being able to recruit staff / volunteers
  - Safeguarding procedures not robustly followed

Whilst the major impact Covid 19 and lockdowns are in the past, we are now in a period of post-pandemic adjustment. The external environment is volatile as a result of a major economic recession, the ongoing impact of Brexit and political uncertainty in UK and abroad. Within the organisation, we are conscious of the ongoing impact that Covid is having on our young people, on volunteering and on our staff team. Our more detailed risk register format and strengthened the link between the Finance and Risk Committee and the main board has helped us more on identifying root causes, robust mitigation measures and appropriate responses.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2022

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##### Financial Review

For 2022 the board of Trustees agreed an operational expenditure budget of £723,835.

In 2022 we had an operational deficit for the year on unrestricted income of £102,079 and at year end held £407,975 of total unrestricted funds (including designated funds) and a total of £59,203 in restricted funds.

##### Fundraising Review

The 2022 figures show strong income in the year with exceptional performance in Individual Giving, Trusts and Foundations and better than forecast performance from corporate partners and CTS events. This was another year of flexible and responsive fundraising activity, working to establish and re-establish longer term funding and partnerships. We made a planned increase to our Fundraising & Communications team by recruiting two new colleagues: a full-time funding Officer and a part-time Communications Officer..

Trusts and Foundations who had responded to Covid continued to adjust their funding plans in 2022. The focus on maintaining good relationships with existing funders whilst developing new partnerships resulted in income above target. We were delighted to be awarded funding from the National Lottery Community Fund, totalling £490k over four years. Lloyds Bank Foundation have changed their funding criteria and are no longer able to support us. We thank them for their support, both financial and developmental, over the last seven years.

We give our warmest thanks to Comic Relief, Garfield Weston Foundation, Lloyds Bank Foundation, No Fear Bridge, One Family Foundation, Sussex Community Foundation, St. Bernard Trust, Brighton and Hove Rotary Club, , Make Change Count, Barbara McPherson, Brighton District Nursing Association Trust, Chalk Cliffe Trust, Earnest Klienwort, LandAid, OCSI, Responsible Travel, Southern Water, Sussex Police, The Albert Hunt Trust & The Pebble Trust.

Performance from Individuals was strong, and we secured major gifts of £45,000 from both previous and new donors. The importance of our digital channels in securing donations was clear, as the reliance on supporters donating on-line continued in 2022

We express our sincere appreciation to every single person who supported us with monthly giving or one-off donations; those who gave in memory of a loved one or pledged a legacy, and to all the community organisations and companies who generously raised vital funds to ensure that we could continue our life-changing work with young people who are homeless or insecurely housed.

##### Reserves Policy

The Board of Trustees has concluded that it would be appropriate, given the level of unrestricted funds at 31 December 2022 to "future proof" an element of CTS' on-going operations and provide for non-operational expenditure by establishing several Designated Funds.

The designated reserves comprise the following:

- Closure costs – provide the necessary funds should CTS' operations have to cease immediately, including redundancy payments
- Dilapidations – linked to operation cessation, costs to return leasehold premises to their original configuration should the landlord require
- Strategic plan projects – to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as our Youth Voice Project and GDPR Upgrade Project.

The amounts of funds designated and the free reserves are shown in note 15 to the Financial Statements.

The Board of Trustees has agreed a reserves policy which makes provision for Unrestricted General Reserves equivalent of a minimum to six months' operating costs. Given the designations to cover future closure and related costs, this is considered an appropriate sum.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2022

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As at the end of the 2022 financial year, the Board of Trustees have included all the year-end designations and general fund in its assessment of the adequacy of the overall reserves to maintain operations. The Board of Trustees regularly monitors the adequacy of funds and will seek to gradually build the level of general free reserves to equate to six months of operational expenditure.

#### **Investment Policy**

The Board of Trustees, having regard to the liquidity requirements of the Charity and to the reserves policy, has agreed an investment policy which keeps available funds in current and interest-bearing accounts with total balances with each financial institution no greater than that covered by the Financial Services Compensation Scheme (FSCS) limit. The exception to this being the Charity's main operational clearing bank where funds up to a total of £200,000 may be retained subject to tiered maturity profiles.

#### **Objects and Activities**

The objects for which the Charity is established are: the relief of poverty and homelessness of young people aged between 16-25 years in East Sussex through the provision of shelter and support.

#### **Public Benefit**

In continuing to deliver our Strategic Plan and activities, the Board of Trustees has considered the duties set out in Section 4 of the Charities Act 2011 to have due regard for public benefit. In particular, the Board of Trustees has considered how the planned activities will contribute to the overall aims and objectives they have set.

#### **Statement of Trustees Responsibilities**

The Trustees (who are also the Directors of The Clock Tower Sanctuary for the purposes of Company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires that the Board of Trustees must not approve financial statements for the financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable Company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All the current Trustees have taken all reasonable steps, which, to the best of their knowledge and belief they ought to have taken, to make themselves aware of any information needed by the Charity's Independent Examiner for the purpose of completing the accounts and to establish that the Independent Examiner is aware of that information. The Trustees are not aware of any information which they understand would be relevant of which the Independent Examiner is unaware.

#### **Strategic objectives**

In 2022, we continued with our three year strategic plan for 2019-2021. This identified four strategic goals:

- Meet the basic, immediate needs of homeless young people
- Improve homeless young people's health and wellbeing outcomes
- Champion the needs and rights of homeless young people
- Develop Clock Tower Sanctuary sustainably

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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#### Achievements and Performance

##### Crisis services

120 young people experiencing homelessness accessed our services in 2022, a slight increase from 108 in 2021. We hosted 2,912 visits to our centre and met young people in their accommodation or offsite.

53 young people (44%) were new to our service and we continued to see a significant number of young people with complex needs and poor mental health. Feedback from these young people highlights that we provide vital practical and emotional support to young people with nowhere else to turn.

Like many organisations, the services we provided were still developing and settling post-pandemic. Knowing that young people experiencing homelessness were disproportionately affected by the pandemic, we adapted our services as much as we could, always taking a trauma informed, asset-based approach that puts young people at the centre of everything we do.

From January 2022:

- we re-established our 'business as usual' crisis support service onsite to young people
- we focussed access on those who were rough sleeping, in emergency or temporary accommodation or experiencing crisis
- we noted that young people were reporting increased anxiety about being inside and being in groups
- we increased our capacity to meet young people off-site or at their accommodation for case working sessions
- we continued to provide food onsite and takeaway hot meals, food parcels, phones, clothing, sleeping bags and bus tickets to all young people who were registered with us.
- we noted that despite the Everyone In agenda, the number of young people placed in Supported Accommodation didn't significantly increase, due to the lack of suitable options. This is especially true for those with high support needs.
- we also noted that the lack of appropriate supported accommodation creates a bottle neck in the system, resulting in young people being kept in emergency and temporary accommodation beyond the target duration.

The importance of partnership working and planning was evident throughout the pandemic: we remained committed to active participation in strategic and operational citywide meetings including the Homeless Operations Forum, Homeless Rough Sleepers Network, the Frontline Network and the Youth Homeless Working Group (YHWG).

##### Building trust Confidence & Self Esteem

Young people experiencing homelessness benefit hugely designing & developing activities with other young people. We see a tangible increase in trust and confidence when young people spend time together doing things that they enjoy.

In 2022, we were able to rebuild our activity offerings and 50% of our young people were accessing activities such as yoga, LGBTQ, men and women groups, photography, and filmmaking sessions.

We recognise the expertise of other organisations; our trained staff and volunteers provided advice, support, signposting and referrals to other specialist agencies during the year. This included helping young people

- register with a GP or other health services
- apply for and maintain benefit claims
- apply for housing
- navigate the criminal justice system
- address their substance use
- get support for domestic abuse
- research education opportunities
- prepare for employment
- make job applications

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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#### Towards Stability

Supporting young people to develop skills to find and maintain a tenancy, and to live independently is key to them moving towards more stable and sustainable lives.

Case working enables young people to have one-to-one support with a dedicated caseworker. These focussed sessions enable them to build on their existing skills and experience as well as to tackle barriers to independent living. In 2022 case-working supported 13 young people into work, training or education, enabling them to achieve more stability and improving their chances of finding secure accommodation.

17 young people accessed the Tenancy & Independent Living Skills courses.

The impact of the course, alongside support and case-working, enabled 15 young people to move into stable and secure accommodation. Others were ready to move but were hampered by the lack of affordable social/rental properties, the disparity between rents and benefit rates, the requirement for deposits/rent in advance and the need for a guarantor. These factors increase the barriers that young people face in an already inaccessible market. Moving into suitable housing is one of the most important steps for a young person and yet one of the most challenging.

#### Equality, Diversity & Inclusion

We are committed to improving our service so that is accessible for all young people.

In 2022 we welcomed young people from increasingly diverse backgrounds.

- 33% of young people identified as LGBTQI+ (an increase from 13% in 2020).
- 26% of young people were black, Asian or from a minority ethnic origin, an increase from 21% in 2021.
- We have seen an increase in young people identifying as neurodiverse.

We know that 77% of LGBTQI+ young homeless people cited their sexuality as the reason for becoming homeless due to family rejection and abuse after coming out (AKT 2014).

We have embedded extra support for young people identifying as LGBTQI+ including weekly group activities.

We have developed relationships with other organisations working with young people of colour and specifically those who are asylum seekers, refugees or have an indefinite leave to remain.

We have given extra consideration to accessibility requirements for clients with learning difficulties and language barriers.

#### **Volunteers**

Our volunteers are a vital part of our front-line services. In 2022 they volunteered 5100 hours of their time, which equates to £50,006 of pro-bono support (using the National Living Wage). Our volunteers bring valuable and diverse skills and energy to the service. Having the benefit of their rich life experience means we can support young people in a greater range of ways. We are happy to report that 5 of our volunteers went on to find paid work in the sector in 2022.

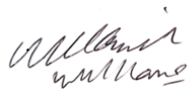
Volunteers are recruited via an application form and interview with reference checks and Disclosure and Barring Services (DBS) checks before they start their role.

All volunteers are provided with a welcome pack, and undergo thorough induction training and ongoing training and supervision.

#### **ON BEHALF OF THE BOARD OF TRUSTEES:**



**Emily Brock (Chair)**



**Mo Kanjilal-Williams (Vice Chair)**

**Date: 26/09/2023**

## THE CLOCK TOWER SANCTUARY

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY

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I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2022.

#### **Respective responsibilities of Trustees and examiner**

As the Trustees of the charitable company (and also its directors for the purposes of Company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

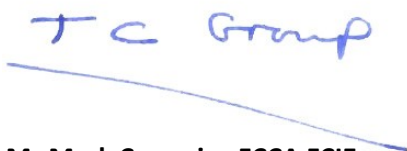
#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.



**Mr Mark Cummins FCCA FCIE**

**for and on behalf of TC Group**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Date: 27 September 2023

# THE CLOCK TOWER SANCTUARY

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 DECEMBER 2022

|                                                          | Note  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2022<br>Total<br>£           | 2021<br>Total<br>£    |
|----------------------------------------------------------|-------|----------------------------|--------------------------|------------------------------|-----------------------|
| <b>INCOME FROM:</b>                                      |       |                            |                          |                              |                       |
| Donations and grants                                     | 4     | 384,210                    | 178,222                  | <b>562,432</b>               | 562,983               |
| Investments                                              | 5     | <u>791</u>                 | <u>-</u>                 | <b>791</b>                   | 684                   |
| <b>Total income</b>                                      |       | <u>385,001</u>             | <u>178,222</u>           | <b>563,223</b>               | 563,667               |
| <b>EXPENDITURE ON:</b>                                   |       |                            |                          |                              |                       |
| <i>Raising funds:</i>                                    |       |                            |                          |                              |                       |
| Fundraising                                              | 6     | 57,210                     | -                        | <b>57,210</b>                | 60,385                |
| <i>Charitable activities:</i>                            |       |                            |                          |                              |                       |
| Operation of the Clock Tower Sanctuary                   | 7     | <u>429,870</u>             | <u>202,229</u>           | <b>632,100</b>               | 580,334               |
| <b>Total expenditure</b>                                 |       | <u>487,080</u>             | <u>202,229</u>           | <b>689,310</b>               | 640,719               |
| <b>Net income and net movement in funds for the year</b> |       | (102,079)                  | (24,007)                 | <b>(126,086)</b>             | (77,052)              |
| <b>RECONCILIATION OF FUNDS</b>                           |       |                            |                          |                              |                       |
| <b>Total funds brought forward</b>                       | 15,16 | 510,054                    | 83,210                   | <b>593,264</b>               | 670,316               |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       | 15,16 | <u><u>407,975</u></u>      | <u><u>59,203</u></u>     | <b><u><u>467,178</u></u></b> | <u><u>593,264</u></u> |

The results of the year derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 14 to 24 form part of these accounts.

Unrestricted Funds include amounts that have been designated (See note 15)

## THE CLOCK TOWER SANCTUARY

### BALANCE SHEET

AS AT 31 DECEMBER 2022

|                                       | Note | 2022<br>£ | 2021<br>£ |
|---------------------------------------|------|-----------|-----------|
| <b>FIXED ASSETS</b>                   |      |           |           |
| Tangible assets                       | 11   | 4,158     | 4,023     |
| <b>CURRENT ASSETS</b>                 |      |           |           |
| Debtors                               | 12   | 66,173    | 61,861    |
| Cash at bank and in hand              | 13   | 420,024   | 556,487   |
| Total current assets                  |      | 486,197   | 618,348   |
| <b>LIABILITIES</b>                    |      |           |           |
| Creditors falling due within one year | 14   | (23,177)  | (29,107)  |
| <b>NET CURRENT ASSETS</b>             |      | 463,020   | 589,241   |
| <b>NET ASSETS</b>                     |      | 467,178   | 593,264   |
| <b>FUNDS</b>                          |      |           |           |
| Unrestricted funds                    |      |           |           |
| General                               | 15   | 160,332   | 316,735   |
| Designated                            | 15   | 247,643   | 193,319   |
|                                       |      | 407,975   | 510,054   |
| Restricted funds                      | 16   | 59,203    | 83,210    |
| <b>TOTAL FUNDS</b>                    |      | 467,178   | 593,264   |

The charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the charitable Company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable Company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable Company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable Company.

## THE CLOCK TOWER SANCTUARY

### BALANCE SHEET

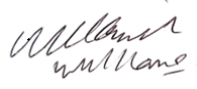
AS AT 31 DECEMBER 2022

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These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Statement of Recommended Practice applicable to charities in accordance with FRS 102. The financial statements were approved by the Board of Trustees and signed on its behalf by:



**Emily Munford (Chair)**



**Mousumi Kanjilal Williams (Vice Chair)**

**Date: 26/09/2023**

The notes on pages 14 to 24 form part of these accounts.

Company number: 07311390.

**THE CLOCK TOWER SANCTUARY**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

|                                                               |       | 2022                | 2021                          |
|---------------------------------------------------------------|-------|---------------------|-------------------------------|
|                                                               | Notes | £                   | £                             |
| <b>Cash flows from operating activities:</b>                  |       |                     |                               |
| Net income/(expenditure) for the year                         |       | (126,086)           | (77,052)                      |
| Depreciation of tangible fixed assets                         | 11    | 1,228               | 1,705                         |
| Increase/(decrease) in creditors                              | 14    | (5,930)             | 4,328                         |
| (Increase)/decrease in debtors                                | 12    | (4,312)             | (27,420)                      |
| Investment income                                             |       | (791)               | (684)                         |
| <b>Net cash provided by/(used in) operating activities</b>    |       | <b>(135,891)</b>    | <b>(99,123)</b>               |
| <b>Cashflows from investing activities</b>                    |       |                     |                               |
| Interest income                                               |       | 791                 | 684                           |
| Purchase of tangible fixed assets                             | 11    | (1,363)             | (1,370)                       |
| <b>Cash provided by/(used in) investing activities</b>        |       | <b>(572)</b>        | <b>(686)</b>                  |
| <b>Increase/(decrease) in cash</b>                            |       | <b>(136,463)</b>    | <b>(99,809)</b>               |
| <b>Cash and cash equivalents at the beginning of the year</b> |       | <b>556,487</b>      | <b>656,296</b>                |
| <b>Cash and cash equivalents at the end of the year</b>       |       | <b>420,024</b>      | <b>556,487</b>                |
|                                                               |       |                     |                               |
|                                                               |       | 1 January 2022<br>£ | Cashflow<br>£                 |
| <b>Cash at bank and in hand</b>                               |       | <b>556,487</b>      | <b>(136,463)</b>              |
|                                                               |       |                     | <b>31 December 2022<br/>£</b> |
|                                                               |       |                     | <b>420,024</b>                |

**1. STATUTORY INFORMATION**

The Clock Tower Sanctuary is a Company Limited by Guarantee, incorporated in the England and Wales and has no share capital. The Charity is under the control of the Trustees. Its registered office is Wenlock House, 41-43 North Street, Brighton BN1 1RH. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

**2. ACCOUNTING POLICIES**

**2.1 Accounting convention**

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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The Clock Tower Sanctuary meets the definition of a public benefit entity under FRS 102. In view of the Charity's positive cash and reserves positions the Charity has no material uncertainties in relation to its ability to continue operating and as such the accounts have been prepared on a going concern basis. Assets and liabilities are initially recognised at their historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The Charity's presentation currency is the Pound Sterling. Items are rounded to the nearest pound.

**2.2 Income**

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, its receipt is probable and the amount can be quantified with reasonable accuracy. All income is measured net of any discounts and as the Charity's activities are exempt from VAT the application of VAT and other sales taxes is not required.

Donations and grant income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably. This is typically upon notification of the interest being paid by the bank.

Donated professional services and facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met and the receipt of economic benefits is probable and can be measured reliably. In accordance with the Charities SORP (FRS 102), general voluntary time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services of facilities of equivalent economic benefit on the open market, unless such a valuation exercise not practicable or cost effective for the Charity; a corresponding amount is then recognised in expenditure in the period of receipt. Information on voluntary and donated services and facilities is disclosed in the Trustees' annual report and the notes to the accounts.

**2. ACCOUNTING POLICIES – Continued**

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on raising funds comprises direct mail and online marketing campaigns, external fundraising consultancy and associated staffing and other costs.

Expenditure on charitable activities includes the maintenance of The Clock Tower Sanctuary facility, the costs of undertaking the organisation's charitable activities and the management and administrative staffing of the Charity. These are split between the activities of client support and activities and life skills in the following manner: salaries, NI and pension costs - individual's time; all other costs - incurred on an even basis between the various activities. The charitable activities of the company have been rationalised this year into two categories for reporting purposes, client support and activities.

Employee termination costs are recognised in the period in which formal agreement of such payments are reached by the Trustees.

**2.4 Support and governance costs**

Support and governance costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. The bases on which support costs have been allocated are set out in note 8.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

**2.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Basic financial instruments are recognised at amortised cost.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of opening the deposit or similar account.

**2.9 Creditors**

Creditors are recognised when there is a present obligation arising from a past event, the settlement of which will likely result in resources embodying economic benefits being transferred from the Charity. Accruals are recognised at their settlement amount once a reliable measurement can be obtained.

**2. ACCOUNTING POLICIES - Continued**

**2.10 Fund accounting**

General unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds which have been ring fenced by the board of trustee for specific purposes. These are set out in note 15. The funds can be un-designated at any time.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activity in the period to which they relate as unrestricted expenditure. At the balance sheet date £2,216 was due to the pension scheme (2021: £2,057).

**2.12 Leasing Commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activity on a straight line basis over the period of the lease.

**2.13 Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments made in applying the Charity's accounting policies or that there are any critical accounting estimates or assumptions which may have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year.

**3. TAXATION**

The Company is registered as a Charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 4. INCOME FROM DONATIONS AND GRANTS

|                                                                       | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------------------------------|--------------------|--------------------|
| <b>Unrestricted:</b>                                                  |                    |                    |
| Anonymous                                                             | -                  | -                  |
| Bella Union Artist Management LTD / Simon Raymonde Charity Prize Draw | -                  | 7,000              |
| Eurocarb Limited                                                      | 10,000             | -                  |
| Jess E Musique Ltd                                                    | 30,000             | -                  |
| Mr David Gillard                                                      | 5,000              | -                  |
| Octopus Energy                                                        | 9,575              | -                  |
| Rotary Club of Hove                                                   | 7,275              | -                  |
| Other donations (less than £5,000)                                    | 295,360            | 330,359            |
| The Jongen Charitable Trust                                           | 15,000             | 15,000             |
| Brightrock Games                                                      | -                  | 47,000             |
| The Lanceplaine Trust                                                 | 7,000              | -                  |
| Zoe Sugg                                                              | 5,000              | -                  |
|                                                                       | <u>384,210</u>     | <u>399,359</u>     |
| <b>Restricted:</b>                                                    |                    |                    |
| Betsy Foundation                                                      |                    | 15,000             |
| Brighton District Nursing Association Trust                           | 5,000              | -                  |
| Comic Relief                                                          | 81,014             | 45,891             |
| Garfield Weston Foundation                                            |                    | 40,000             |
| Lloyds Bank Foundation                                                | 30,604             | 31,212             |
| Make Change Count                                                     |                    | 5,176              |
| No Fear Bridge                                                        | 10,000             | -                  |
| One Family                                                            | 7,500              | -                  |
| Other donations (less than £5,000)                                    | 22,404             | 10,560             |
| TaskRabbit                                                            |                    | 5,785              |
| The Sussex Community Foundation                                       | 9,700              | 5,000              |
| The Albert Hunt Trust                                                 | 7,000              | 5,000              |
| The Pebble Trust                                                      | 5,000              | -                  |
|                                                                       | <u>178,222</u>     | <u>163,624</u>     |
|                                                                       | <u>562,432</u>     | <u>562,983</u>     |

In accordance with the Charities SORP (FRS 102) the economic value of donated goods and services has not been recognised. Further information on the Charity's donated goods and services can be found in the Trustees' annual report.

### 5. INVESTMENT INCOME

|                          | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------------------|--------------------|--------------------|
| Bank interest receivable | <u>791</u>         | <u>684</u>         |

All investment income is unrestricted in both 2022 and 2021.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 6. EXPENDITURE ON RAISING FUNDS

|                                  | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|----------------------------------|-----------------------------|-----------------------------|
| External support                 | <b>12,330</b>               | 14,088                      |
| Online fundraising               | <b>934</b>                  | 3,380                       |
| Miscellaneous fundraising costs  | <b>2,922</b>                | 3,630                       |
| Salaries and related staff costs | <b>41,024</b>               | 39,287                      |
|                                  | <b><u>57,210</u></b>        | <b><u>60,385</u></b>        |

All expenditure on raising funds is unrestricted in both 2022 and 2021.

### 7. EXPENDITURE ON CHARITABLE ACTIVITIES

|                                       | <b>Client<br/>Support<br/>£</b> | <b>Towards<br/>Stability<br/>£</b> | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---------------------------------------|---------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Crisis support direct costs           | 16,549                          | -                                  | <b>16,549</b>               | 12,988                      |
| Towards stability direct costs        | -                               | 7,711                              | <b>7,711</b>                | 8,261                       |
| Financial                             | 6,203                           | 3,340                              | <b>9,543</b>                | 9,876                       |
| Marketing and Communications          | 9,289                           | 5,002                              | <b>14,290</b>               | 12,608                      |
| Office and premises costs             | 118,450                         | 63,781                             | <b>182,231</b>              | 210,042                     |
| Salaries and related staff costs      | 287,321                         | 53,098                             | <b>340,419</b>              | 279,113                     |
| Volunteers' expenses                  | 5,369                           | 2,891                              | <b>8,260</b>                | 4,978                       |
| Towards stability project costs       | -                               | 10,294                             | <b>10,294</b>               | 21,086                      |
| Depreciation                          | 798                             | 430                                | <b>1,228</b>                | 1,705                       |
| Support and governance costs (note 8) | 27,024                          | 14,551                             | <b>41,575</b>               | 19,677                      |
| Total 2022                            | <b><u>471,022</u></b>           | <b><u>161,098</u></b>              | <b><u>632,100</u></b>       | <b><u>580,334</u></b>       |
| Total 2021                            | <b><u>416,301</u></b>           | <b><u>164,033</u></b>              |                             |                             |

Expenditure on charitable activities was £632,100 (2021: £580,334) of which £429,870 was unrestricted (2021: £282,437) and £202,229 was restricted (2021: £297,897).

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 8. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

All support and governance costs in both the current and previous accounting period relate to governance.

|                                  | <b>Total</b>         | <b>Total</b>  |                                           |
|----------------------------------|----------------------|---------------|-------------------------------------------|
|                                  | <b>2022</b>          | 2021          | Basis of amount apportioned to governance |
|                                  | <b>£</b>             | £             |                                           |
| Salaries and related staff costs | <b>7,599</b>         | 6,388         | Time spent by individual employees        |
| Monitoring and evaluation        | <b>20,692</b>        | 700           | Entirely related to governance            |
| Human resources                  | <b>5,629</b>         | 4,767         | Entirely related to governance            |
| Accountancy                      | <b>4,295</b>         | 3,600         | Entirely related to governance            |
| Trustee training                 | <b>540</b>           | 190           | Entirely related to governance            |
| Trustee expenses                 | <b>820</b>           | 349           | Entirely related to governance            |
| Strategic planning               | <b>2,000</b>         | 3,683         | Entirely related to governance            |
|                                  | <b><u>41,575</u></b> | <u>19,677</u> |                                           |

Included within governance and financial costs are payments to the independent examiners of £3,920 for the independent examination (2021: £3,600) and £2,000 for other professional fees (2021: £1,943).

### 9. STAFF COSTS, TRUSTEE EXPENSES AND KEY MANAGEMENT PERSONNEL

|                              | <b>Total</b>          | <b>Total</b>   |
|------------------------------|-----------------------|----------------|
|                              | <b>2022</b>           | 2021           |
|                              | <b>£</b>              | £              |
| Wages and salaries           | <b>332,116</b>        | 275,747        |
| Employers national insurance | <b>25,285</b>         | 20,605         |
| Pension costs                | <b>13,526</b>         | 11,720         |
| Other staff costs            | <b>18,115</b>         | 16,716         |
|                              | <b><u>389,042</u></b> | <u>324,788</u> |

There are no employees with emoluments above £60,000 (2021: none).

The key management personnel of the Charity comprise the Trustees and the CEO. The total employee benefits of key management personnel were £53,352 (2021: £44,197). No Trustees were paid any remuneration during the year in their role as a trustee.

The allocation of pension expenditure between activities and funds has been undertaken in accordance with the allocation of staff costs described in accounting policies note 2.3. Pension contributions outstanding in the current and previous year are accounted for within unrestricted funds.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 10. STAFF NUMBERS

| Employee headcount | 2022<br>Number | 2021<br>Number |
|--------------------|----------------|----------------|
| Operations         | <u>14</u>      | <u>12</u>      |

During the year the number of full-time equivalent employees, including part-time staff, was 11 (2021: 9). The paid staff team are supported by a team of 46 volunteers (2021: 43) who donate their time and skills to the Charity. In 2022 the number of hours provided by Volunteers was 5,100 approximately (2021: 6,240). Based on the Living Wage (£9.50 per hour in 2021 and 2022), this equates to £48,450 (2021: £59,280). This amount has not been included in the accounts as donated income and cost.

### 11. TANGIBLE FIXED ASSETS

|                            | Fixtures,<br>fittings and<br>equipment<br>£ |
|----------------------------|---------------------------------------------|
| <b>COST</b>                |                                             |
| At 1 January 2022          | 18,931                                      |
| Additions                  | 1,363                                       |
| <b>At 31 December 2022</b> | <u><b>20,294</b></u>                        |
| <b>DEPRECIATION</b>        |                                             |
| At 1 January 2022          | 14,908                                      |
| Charge for year            | 1,228                                       |
| <b>At 31 December 2022</b> | <u><b>16,136</b></u>                        |
| <b>NET BOOK VALUE</b>      |                                             |
| <b>At 31 December 2022</b> | <u><b>4,158</b></u>                         |
| At 31 December 2021        | <u>4,023</u>                                |

### 12. DEBTORS

|                | Total<br>2022<br>£   | Total<br>2021<br>£   |
|----------------|----------------------|----------------------|
| Accrued income | 2,856                | 9,153                |
| Other debtors  | 22,800               | 22,800               |
| Prepayments    | 40,517               | 29,908               |
|                | <u><b>66,173</b></u> | <u><b>61,861</b></u> |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 13. CASH AT BANK AND IN HAND

|              | Total<br>2022<br>£ | Total<br>2021<br>£ |
|--------------|--------------------|--------------------|
| Cash at bank | 419,879            | 556,137            |
| Cash in hand | 145                | 350                |
|              | <u>420,024</u>     | <u>556,487</u>     |

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                 | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------|--------------------|--------------------|
| Trade creditors | 2,483              | 16,605             |
| Accruals        | 12,099             | 10,445             |
| Other creditors | 8,595              | 2,057              |
|                 | <u>23,177</u>      | <u>29,107</u>      |

### 15. UNRESTRICTED FUNDS

|                                  | Balance at 1<br>January<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at 31<br>December<br>2022<br>£ |
|----------------------------------|--------------------------------------|----------------------------|----------------------------|----------------|----------------------------------------|
| General fund                     | 316,735                              | 316,637                    | (473,040)                  | -              | 160,332                                |
| Designated funds:                |                                      |                            |                            |                |                                        |
| Dilapidations                    | 50,000                               | -                          | -                          | -              | 50,000                                 |
| Closure and redundancy provision | 109,279                              | 38,364                     | -                          | -              | 147,643                                |
| Strategic projects fund          | 34,040                               | -                          | (14,040)                   | -              | 20,000                                 |
| Equipment replacement fund       | -                                    | 30,000                     | -                          | -              | 30,000                                 |
|                                  | <u>510,054</u>                       | <u>385,001</u>             | <u>(487,080)</u>           | <u>-</u>       | <u>407,975</u>                         |
| Designated fund totals           | <u>193,319</u>                       | <u>68,364</u>              | <u>(14,040)</u>            | <u>-</u>       | <u>247,643</u>                         |

The general fund includes 'free reserves' after allowing for all designated funds. The free reserves (general funds excluding tangible fixed assets) are £156,174 at the 31 December 2021 (2021: £312,712).

Dilapidations – relates to operation cessation, costs to return leasehold premises to their original configuration should the landlord require.

Closure and redundancy provision relates to the necessary funds required should CTS' operations have to cease immediately including redundancy payments.

Strategic projects fund is to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 16. RESTRICTED FUNDS

|                                             | Balance at<br>1 January<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>December<br>2022<br>£ |
|---------------------------------------------|--------------------------------------|----------------------------|----------------------------|----------------------------------------|
| Crisis Support                              | <b>22,195</b>                        | 62,759                     | (58,827)                   | <b>26,127</b>                          |
| Towards Stability Project                   | <b>45,993</b>                        | 87,230                     | (105,980)                  | <b>27,243</b>                          |
| Building Trust, Self Esteem &<br>Confidence | <b>15,022</b>                        | 28,233                     | (37,422)                   | <b>5,833</b>                           |
|                                             | <b>83,210</b>                        | 178,222                    | (202,229)                  | <b>59,203</b>                          |

Our Crisis Support project meets the needs of young people who are experiencing homelessness through the provision of food, laundry, showers, clothing and other essentials, as well as case-working and referrals into other services in the city. In 2022, contributions were generously made by the Comic Relief, Garfield Weston Foundation, Brighton and Hove Rotary Club, Responsible Travel, Lloyds Bank Foundation, One Family, OCSI, The Earnest Kleinwort Trust, The Sussex Community Foundation, Pebble Trust, Sussex Police, and the Chalk Cliff Trust and individual donors.

Our Towards Stability/Move-on project provides support to young people who are ready to seek and retain housing, work, training, volunteering, and other opportunities. This work has been kindly supported by Comic Relief, Lloyds Bank Foundation, and Brighton and Hove District Nurses.

The activities, workshops and classes provided through the Building Trust, Self Esteem and Confidence project enable our clients to improve their emotional and physical wellbeing and further engage with case-working, which addresses each individuals' circumstances. In 2022, this was generously funded by Comic Relief & One Family.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2022 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2022  |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|----------------|
|                                | £                              | £                                 | £                   | £              |
| Tangible fixed assets          | 4,158                          | -                                 | -                   | 4,158          |
| Current assets                 | 179,351                        | 247,643                           | 59,203              | 486,197        |
| Creditors: due within one year | (23,177)                       | -                                 | -                   | (23,177)       |
|                                | <u>160,332</u>                 | <u>247,643</u>                    | <u>59,203</u>       | <u>467,178</u> |

Fund balances at 31 December 2021 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2021  |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|----------------|
|                                | £                              | £                                 | £                   | £              |
| Tangible fixed assets          | 4,023                          | -                                 | -                   | 4,023          |
| Current assets                 | 341,819                        | 193,319                           | 83,210              | 618,348        |
| Creditors: due within one year | (29,107)                       | -                                 | -                   | (29,107)       |
|                                | <u>316,735</u>                 | <u>193,319</u>                    | <u>83,210</u>       | <u>593,264</u> |

### 18. RELATED PARTY DISCLOSURES

During the year aggregate donations without restrictions of £820 (2021: £nil) were received by the Charity from related parties (Trustee donations). No other related party transactions were undertaken other than trustee related expenses (3 trustees were reimbursed travel and subsistence costs of £523 (2021: 1 trustee was reimbursed travel and subsistence costs of £349)).

### 19. LEASE COMMITMENTS

At 31 December 2022 the Charity had total commitments under non-cancellable operating leases payable as follows:

|                            | Land & Buildings |                | Other    |              |
|----------------------------|------------------|----------------|----------|--------------|
|                            | 2022             | 2021           | 2022     | 2021         |
|                            | £                | £              | £        | £            |
| Within one year            | 44,868           | 90,988         | -        | 1,181        |
| Between one and five years | 58,400           | 103,268        | -        | -            |
|                            | <u>103,268</u>   | <u>194,256</u> | <u>-</u> | <u>1,181</u> |

Operating lease rentals in respect of land and buildings relate to rental of ground floor, first floor and second floor office space at Wenlock House, Brighton. Included within expenditure on charitable activities are charges relating to the Charity's rental lease of £108,273 (2021: £83,913).

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2022

20. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
YEAR ENDED 31 DECEMBER 2021

|                                                          | Note  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2021<br>Total<br>£           | 2020<br>Total<br>£    |
|----------------------------------------------------------|-------|----------------------------|--------------------------|------------------------------|-----------------------|
| <b>INCOME FROM:</b>                                      |       |                            |                          |                              |                       |
| Donations and grants                                     | 4     | 399,359                    | 163,624                  | <b>562,983</b>               | 780,421               |
| Investments                                              | 5     | <u>684</u>                 | <u>-</u>                 | <u><b>684</b></u>            | <u>1,067</u>          |
| <b>Total income</b>                                      |       | <u>400,043</u>             | <u>163,624</u>           | <u><b>563,667</b></u>        | <u>781,488</u>        |
| <b>EXPENDITURE ON:</b>                                   |       |                            |                          |                              |                       |
| <i>Raising funds:</i>                                    |       |                            |                          |                              |                       |
| Fundraising                                              | 6     | 60,385                     | -                        | <b>60,385</b>                | 64,121                |
| <i>Charitable activities:</i>                            |       |                            |                          |                              |                       |
| Operation of the Clock Tower Sanctuary                   | 7     | <u>282,437</u>             | <u>297,897</u>           | <u><b>580,334</b></u>        | <u>619,536</u>        |
| <b>Total expenditure</b>                                 |       | <u>342,822</u>             | <u>297,897</u>           | <u><b>640,719</b></u>        | <u>683,657</u>        |
| <b>Net income and net movement in funds for the year</b> |       | 57,221                     | (134,273)                | <b>(77,052)</b>              | 97,831                |
| <b>RECONCILIATION OF FUNDS</b>                           |       |                            |                          |                              |                       |
| <b>Total funds brought forward</b>                       |       | <u>452,833</u>             | <u>217,483</u>           | <u><b>670,316</b></u>        | <u>572,485</u>        |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       | 15,16 | <u><u>510,054</u></u>      | <u><u>83,210</u></u>     | <u><u><b>593,264</b></u></u> | <u><u>670,316</u></u> |

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**THE CLOCK TOWER SANCTUARY**

England & Wales - Charity number 1146777

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# Accounts

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REGISTERED COMPANY NUMBER: 07311390 (England and Wales)  
REGISTERED CHARITY NUMBER: 1146777



**REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

tc accounts • tax • legal • financial planning

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
BN44 3TN

# THE CLOCK TOWER SANCTUARY

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# THE CLOCK TOWER SANCTUARY

## LEGAL AND ADMINISTRATIVE INFORMATION

### FOR THE YEAR ENDED 31 DECEMBER 2021

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**Registered Company number** 07311390 (England and Wales)

**Registered Charity number** 1146777

**Registered office**  
Wenlock House  
41-43 North Street  
Brighton  
BN1 1RH

| <b>Trustees</b> | <b>Name</b>               | <b>Role</b> | <b>Action/Date</b>      |
|-----------------|---------------------------|-------------|-------------------------|
|                 | Dominic Ford              |             | Resigned 30 March 2021  |
|                 | Emily Brock               | Vice Chair  |                         |
|                 | Felicity Morgan           |             |                         |
|                 | Geoff Pike                |             | Resigned 5 January 2022 |
|                 | Rachel Brett              |             |                         |
|                 | Rob Kidd                  | Chair       |                         |
|                 | Simon Hughes              |             | Resigned 21 April 2021  |
|                 | Kate Hunt                 |             | Resigned 7 April 2022   |
|                 | Barbara Macpherson        |             | Appointed 31 March 2021 |
|                 | Richard Stokoe            |             | Appointed 31 March 2021 |
|                 | Leanne Stollenwerk        |             | Appointed 31 March 2021 |
|                 |                           |             | Resigned 1 July 2022    |
|                 | Mousumi Kanjilal Williams |             | Appointed 31 March 2021 |

**Patron** Mr D Allam, DL

**Key Management Personnel/Secretary** Frances Duncan (Chief Executive)

**Independent Examiner**  
Mark Cummins FCCA FCIE  
TC Group  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

**Solicitors**  
Griffith Smith LLP  
47 Old Steine  
Brighton  
BN1 1NW

|                |                                                                                   |                                                      |
|----------------|-----------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Bankers</b> | The Co-operative Bank<br>P O Box 250<br>Skelmersdale<br>WN8 6WT                   | Santander Bank<br>Bootle<br>Merseyside<br>L30 4GB    |
|                | CAF Bank<br>28 Kings Hill Avenue<br>Kings Hill<br>West Malling, Kent,<br>ME19 4JQ | Metro Bank<br>82 North Street<br>Brighton<br>BN1 1ZA |

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2021

---

The Board of Trustees, who are also the Directors of the Company for the purposes of Company law, submit their annual report and financial statements of The Clock Tower Sanctuary for the year ended December 2021. The Board of Trustees confirm that the annual report and financial statements of the Company comply with the Company's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

#### **Vision**

We want Brighton and Hove to be a city where young people's experience of homelessness is rare, brief and non-recurring.

#### **Mission**

Our mission is to provide a safe space and support young people experiencing homelessness in Brighton and Hove. We will work with them to increase their voice, transform their lives and reach their potential.

#### **Values**

- We look for the best in everyone
- We challenge inequality and prejudice
- We work together to improve young people's lives

#### **Young people experiencing homelessness**

When we use the phrase young people experiencing homelessness, we mean young people without a safe, secure and private place to call their own; this includes rough sleeping, in a hostel or emergency accommodation, 'sofa surfing' or those living in a car/van.

#### **How we work**

- We work with young people aged 16-25 years old who are homeless or insecurely housed
- We provide practical facilities, a nurturing environment, access to activities and professional support
- We are based in Brighton, rooted in the city and an integral part of the community
- We take a tailored, structured, holistic approach to move young people from crisis to independence
- We work with local partners, combine resources and expertise to provide multi-disciplinary support that reduces young people's long-term dependence on services
- We are a small team of passionate and committed staff and volunteers; we pride ourselves on changing young people's lives for the better
- We have a high quality, well-regarded volunteering programme; many of our volunteers go on to skilled, paid work in the local homeless and related sectors
- We are an independent organisation, entirely dependent on voluntary funding

We have two main strands to our work:

- Crisis Support Services – to meet the immediate needs of a young homeless person in crisis – access to food, showers, laundry, computers, telephone, postal service etc.
- Move-On Support – to help a young person become unstuck, to unlock their potential and prevent further decline through provision of activities, lifeskills classes and one-to-one support.

#### **Structure, Governance and Management**

##### Commencement of Activities

The Clock Tower Sanctuary was established by constitution dated 1 June 1998 and registered on 28 July 1998 with the Charities Commission (previous Charity number 1070736). On 12 July 2011, a Company limited by guarantee was incorporated with the same name as the Charity.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

---

#### Governing Document

The Clock Tower Sanctuary is a Company limited by guarantee (07311390) and a registered Charity (1146777). It is governed by its Memorandum and Articles of Association, revised in 2013, 2016 and 2019. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

#### Method and Appointment of Trustees

The management of the Board of Trustees is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. All Trustees are provided with training and the Charity complies with the Code of Good Governance.

Unless specific skills are headhunted using existing networks, vacancies for Trustees are publicly advertised on the website and via local online channels. The advertisement contains information about the role and skills and qualities required. The application pack includes information about the organisation, a job description and a person specification.

Applications are reviewed by the Personnel and Equalities Committee, which includes the Chair of Trustees and CEO. Interviews for prospective Trustees are conducted by the Chair, and at least one other trustee. All new Trustees are required to sign a declaration that they are not disqualified from acting as a Director/Trustee and that they will devote the necessary time and effort in their position. Disclosure and Barring Service checks are carried out on all new Trustees before appointment.

#### Induction and Training of Trustees

All newly appointed Trustees receive a comprehensive information pack containing a copy of the governing document, previous Board of Trustees and Committee minutes, a copy of the three-year strategy, operational plans and fundraising strategy, the latest management accounts, staff structure and trustee biographies.

The CEO, along with the Chair or an experienced Trustee, meets for half a day to induct the Trustee so that they are able to meaningfully contribute to discussions in an informed way from the outset of their appointment. New Trustees are also encouraged to spend time at the Centre, observing front-line services and providing an opportunity to meet with staff, volunteers and beneficiaries.

All Trustees are provided with ongoing training and information to keep their knowledge and skills up-to-date and relevant. All Trustees are subscribed to and receive Governance & Leadership magazine, provided by Civil Society, to keep their knowledge up-to-date and relevant.

#### Organisational Structure and Decision Making

The Board of Trustees meets quarterly with three Committees meeting separately:

- Finance and Risk Committee
- Personnel and Equality Committee
- Fundraising and Public Affairs committee

Each Committee has Terms of Reference and there is a clear Scheme of Delegation regarding the decision-making powers of each Committee, which has been agreed by the Board of Trustees. The CEO is appointed by Trustees to manage the day-to-day operations of the Charity and to implement the Charity's strategic plan.

The day-to-day running of the Charity and leadership of the staff team is delegated to the CEO. The CEO meets for regular supervision sessions with the chair and is accountable to the Board of Trustees for the performance of agreed strategic implementation plans.

The remuneration of the CEO is set by the Board of Trustees, with the remuneration of other staff being advised by the CEO. The Personnel and Sub Committee annually review staff salaries for cost of living increases. An independent HR advisor is utilised to conduct a thorough salary benchmarking exercise with comparable organisations locally when significant changes to staff roles take place.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2021

---

The Clock Tower Sanctuary is committed to attracting, recruiting and training experienced, professional staff who will deliver the best outcomes for homeless young people. Employment costs are kept to a minimum through engaging with and investing in our extensive volunteer programme.

Delivery of The Clock Tower Sanctuary's charitable vision and strategic plan is primarily dependent on our key management personnel and staff costs are the largest single element of our charitable expenditure.

#### Risk Management

The Board of Trustees has a duty to identify and review the risks to which the Charity is exposed. To undertake this duty, we maintain a risk register, which is overseen by the Finance and Risk Committee. At its quarterly meeting, the committee reviews this risk register and makes adjustments as needed, communicating any actions required to those involved. We highlight any new or changed risks to the following trustee board meeting.

Our principle risks, at the end of the year, are summarised below:

- Finance and fundraising:
  - Unable to demonstrate outcomes to funders including demonstrating the 'added value'
  - Reliance on communities & individuals for 50% of income in time of economic uncertainty and competing campaigns e.g. Ukraine
  - Staff capacity running to standstill in fundraising and lacking capacity to innovate
  - Post Covid landscape re: funders and supporters
  - Compassion fatigue
- Compliance:
  - Not complying with Charity regulations
  - Not complying with GDPR
  - Not complying with health and safety
  - Not complying with Safeguarding duties (adults and children and young people)
  - Lapse in insurance
- External:
  - Funding cuts in partner agencies
  - Lack of leadership / change in stance of partner organisations
  - Lack of capacity within statutory agencies leads to overstretch for VCS providers
  - Additional restrictions arising from Covid or similar pandemic
  - Building failure
  - Fraud or criminal acts
  - IT security breach (hacking, DDOS attack, ransomware etc)
- Operations and staffing:
  - Demand outstrips supply
  - Service unable to meet the complex needs of the client group
  - Serious incidents endangering staff, clients, property and reputation
  - External factors prevents service operating
  - Building failure prevents the service from running
  - Not being able to recruit staff / volunteers
  - Safeguarding procedures not robustly followed

Whilst the major impact Covid 19 and lockdowns are in the past, we are now in a period of post-pandemic adjustment. The external environment is volatile as we enter a major economic recession, the unfolding impact of Brexit and political uncertainty in UK and abroad. Within the organisation, we are conscious of the ongoing impact of Covid on our young people, on volunteering and on our staff team. Our more detailed risk register format and strengthened the link between the Finance & Risk Committee and the main board has helped us more on identifying root causes, robust mitigation measures and appropriate responses.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2021

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##### Financial Review

For 2021 the board of Trustees agreed an operational expenditure budget of £597,618.

As for many organisations, the continuing Pandemic meant we had ongoing adaptations in the delivery of our operations. We achieved an operational surplus on unrestricted income of £57,221 and at year end held £510,054 of total unrestricted funds (including designated funds) and a total of £83,210 in restricted funds.

##### Fundraising Review

The 2021 figures show strong income in the year with exceptional performance in Individual Giving and better than forecast performance from corporate partners and major donors. This was another year of flexible and responsive fundraising activity, working to establish and re-establish longer term funding and partnerships. We made a planned increase to our Fundraising & Communications team by recruiting to two new posts: a full time funding Officer and a part time Communications Officer, both due to come on board in early 2022.

Our full year fundraising target for 2021 was revised downwards at the mid-point and a plan to spend reserves was agreed by the board.

Trusts and Foundations who had responded to Covid by bringing forward funding inevitably had to reshape their plans and resources in 2021. As a result, we made a downward revision on Trusts and Foundations income. We worked hard to secure new Trusts & Foundations and grants funding whilst also receiving income from existing Trusts & Foundations relationships. We give our warmest thanks to Albion as One Fund, Comic Relief, Henry Smith Charity, Homity Trust, Garfield Weston Foundation, Julia and Hans Rausing Trust, Lloyds Bank Foundation, Masonic Charitable Foundation, Matt Treadgold Remembered Fund, National Lottery Communities Fund/Department of Culture, Media & Sport, No Fear Bridge, One Family Foundation, Sussex Community Foundation, St. Bernard Trust, Brighton and Hove Rotary Club, Betsy Foundation, Make Change Count, Maurice Fry Charitable Trust, Task Rabbit and St Martin's Vicars Relief Fund.

Performance from Individuals was strong and we secured major gifts from both previous and new donors. The importance of our digital channels in securing donations was clear, as the reliance on supporters donating on-line continued in 2021. We express our sincere appreciation to every single person who supported us with monthly giving or one-off donations; those who gave in memory of a loved one or pledged a legacy, and to all the community organisations and companies who generously raised vital funds to ensure that we could continue our life-changing work with young people who are homeless or insecurely housed.

##### Reserves Policy

The Board of Trustees has concluded that it would be appropriate, given the level of unrestricted funds at 31 December 2021, to "future proof" an element of CTS' on-going operations and provide for non-operational expenditure by establishing a number of Designated Funds.

The designated reserves comprise the following:

- Closure costs – provide the necessary funds should CTS' operations have to cease immediately, including redundancy payments
- Dilapidations – linked to operation cessation, costs to return leasehold premises to their original configuration should the landlord require
- Strategic plan projects – to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as Youth Voice Project and GDPR Upgrade Project.

The amounts of funds designated and the free reserves are shown in note 15 to the Financial Statements.

The Board of Trustees has agreed a reserves policy which makes provision for Unrestricted General Reserves equivalent of a minimum to six months' operating costs. Given the designations to cover future closure and related costs, this is considered an appropriate sum.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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As at the end of the 2021 financial year, the Board of Trustees have included all the year-end designations and general fund in its assessment of the adequacy of the overall reserves to maintain operations. The Board of Trustees regularly monitors the adequacy of funds and will seek to gradually build the level of general free reserves to equate to six months of operational expenditure.

#### **Investment Policy**

The Board of Trustees, having regard to the liquidity requirements of the Charity and to the reserves policy, has agreed an investment policy which keeps available funds in current and interest bearing accounts with total balances with each financial institution no greater than that covered by the Financial Services Compensation Scheme (FSCS) limit. The exception to this being the Charity's main operational clearing bank where funds up to a total of £200,000 may be retained subject to tiered maturity profiles.

#### **Objects and Activities**

The objects for which the Charity is established are: the relief of poverty and homelessness of young people aged between 16-25 years in East Sussex through the provision of shelter and support.

#### **Public Benefit**

In continuing to deliver our Strategic Plan and activities, the Board of Trustees have given consideration to the duties set out in Section 4 of the Charities Act 2011 to have due regard for public benefit. In particular, the Board of Trustees have considered how the planned activities will contribute to the overall aims and objectives they have set.

#### **Statement of Trustees Responsibilities**

The Trustees (who are also the Directors of The Clock Tower Sanctuary for the purposes of Company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires that the Board of Trustees must not approve financial statements for the financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable Company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All the current Trustees have taken all reasonable steps, which, to the best of their knowledge and belief they ought to have taken, to make themselves aware of any information needed by the Charity's Independent Examiner for the purpose of completing the accounts and to establish that the Independent Examiner is aware of that information. The Trustees are not aware of any information which they understand would be relevant of which the Independent Examiner is unaware.

#### **Strategic objectives**

In 2021, we continued with our three year strategic plan for 2019-2021. This identified four strategic goals:

- Meet the basic, immediate needs of homeless young people
- Improve homeless young people's health and wellbeing outcomes
- Champion the needs and rights of homeless young people
- Develop Clock Tower Sanctuary sustainably

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### Achievements and Performance

108 young people experiencing homelessness accessed our services in 2021.

50 young people (46%) were new to our service and we continued to see a significant number of young people with complex needs and poor mental health. Feedback from these young people confirms that we are providing vital practical and emotional support to young people with nowhere else to turn. For comparison, in 2020 we saw 29 new clients and in 2019 the number was a staggering 128.

Comparing the data for accommodation in 2019, 2020 and 2021, we saw a slight increase in the total number of clients in supported accommodation. We would have expected to see a significant increase as a result of the Everyone In agenda but these figures highlight the lack of appropriate supported accommodation before, during and since the pandemic. The shortage of suitable placements beyond supported accommodation creates a bottleneck in the system, which has a knock-on effect of keeping young people in emergency and temporary accommodation for long periods of time. There is also a well-documented lack of supported accommodation for those with medium or high support needs in the city.

| Clients in supported/stable accommodation | New clients | All clients |
|-------------------------------------------|-------------|-------------|
| 2019                                      | 8 (6%)      | 17 (9%)     |
| 2020                                      | 1 (3%)      | 20 (22%)    |
| 2021                                      | 7 (14%)     | 26 (24%)    |

From January 2021 we offered crisis support onsite to limited numbers of young people: we focussed access on those who were rough sleeping, in emergency or temporary accommodation or experiencing crisis. We met other young people offsite or at their accommodation. We provided takeaway hot meals, food parcels, phones, clothing, sleeping bags and bus tickets to all young people who were registered with us. We saw a 58% increase in applications to the Crisis fund.

From April we reintroduced some activities and from May we started providing hot meals in the centre. By the end of the year, we had hosted 3,531 visits to the centre: this was slightly lower than pre-Covid levels. This proved to be vital to young people as other day services didn't offer onsite provision at all in 2021. The team continued to meet young people offsite where this was requested or the most practical option. There were fluctuations in the patterns of access to the centre, making it difficult to plan resources and activities.

Our activities are an important part of our service as they help to build confidence and self-esteem among our clients. In 2021, the number and breadth of activities on offer was impacted by the lack of available provision. Many providers were, rightly, focussing on getting their inhouse services up and running; other providers were unable to pick up where they had left off. By the end of the year, we were running a reduced programme which 56 young people accessed.

Staff and volunteers provided advice, support, signposting and referrals to other specialist agencies during the year. This included helping young people register with a GP or other health services, apply for and maintain benefit claims, apply for housing, research education opportunities and register for employment. Young people use our address when registering for NHS services, benefits and other key support services. Agencies include Arch GP/ Morley Street (specialist homeless GP), YMCA/Youth Advice Centre (Housing Options), CGL, Mental Health Homeless Team, Probation, Social Services and RISE (domestic violence), First Base, Just Life, Your Own Place & All Sorts amongst many others.

This year 20 young people we worked with moved into stable and secure accommodation. Our team helped them find housing through the Council and other providers. This is one of the most important steps for a young person and yet one of the most challenging, due to high rent, lack of social housing and a lower rate of Universal Credit for under 25s.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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Thanks to funding from The National Lottery, Lloyds Bank Foundation, Comic Relief and other funders, we are able to offer focussed, one to-one support through our caseworkers. Caseworking enables young people to have dedicated, professional help to tackle some of their barriers to living a fulfilled life and to progress towards education, employment and training. In 2021, case-working supported 11 clients into work, training or education, enabling them to achieve more stability and improving their chances of finding secure accommodation. The number of young people who came to us for support in 2021 who were in work has dropped, demonstrating how difficult it can be to find safe, affordable home in the city.

27% of our clients identified as LGBTQI+ (an increase from 13% in 2020). In a survey, 77% of LGBTQI+ young homeless people cited their sexuality as the reason for becoming homeless due to family rejection and abuse after coming out (AKT 2014). We are dedicated to providing a safe and supportive space for all young people we work with, however they describe their sexuality. We have embedded extra support for young people identifying as LGBTQI+. As a result, we have seen increased numbers of identifying young people attending weekly group activities. In response to conversations with young people, we started Evolve, a weekly LGBTQI+ group, in response to requests from young people. This is led by volunteers who identify as LGBTQI+. We also created an Inclusivity Champions group including members of staff, volunteers and trustees to lead our inclusivity work.

21% of young people who used our services in 2021 were black, Asian or from a minority ethnic origin. This is an increase from 15% in 2020. We believe that everyone should be treated equally and fairly in relation to race, colour, ethnic or national origin, religion or beliefs.

We have given additional consideration to accessibility requirements for clients with learning difficulties and language barriers, implemented better visual signage and accessible paperwork.

We had two clients with assistance dogs wanting to bring their dogs to the centre: we created a policy around safely giving access whilst maintaining existing policy requirements for all other dogs. As a result of working with two clients presenting with chaotic, risky behaviour that were not picked up by mental health services, we created a high-risk client policy and procedure, with over-sight from colleagues at the Mental Health Homeless Team.

#### **Volunteers**

Our volunteers are a vital part of our front-line services. In 2021 they volunteered 6240 hours of their time, which equates to £55,598 of pro-bono support (using the National Living Wage). Our volunteers bring valuable and diverse skills and energy to the service. Having the benefit of their rich life experience means we are able to support young people in a greater range of ways.

Volunteers are recruited via an application form and interview with reference checks and Disclosure and Barring Services (DBS) checks before commencement of their role.

All volunteers are provided with a welcome pack, undergo thorough induction training and ongoing training and supervision.

#### **ON BEHALF OF THE BOARD OF TRUSTEES:**



**Rob Kidd (Chair)**



**Emily Munford (Vice Chair)**

**Date:** 7th September 2022

## THE CLOCK TOWER SANCTUARY

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY

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I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2021.

#### Respective responsibilities of Trustees and examiner

As the Trustees of the charitable company (and also its directors for the purposes of Company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.



**Mr Mark Cummins FCCA FCIE**

**for and on behalf of TC Group**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Date: 20th September 2022

**THE CLOCK TOWER SANCTUARY**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

|                                                              | <b>Note</b> | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>2021<br/>Total<br/>£</b>  | <b>2020<br/>Total<br/>£</b> |
|--------------------------------------------------------------|-------------|-------------------------------------|-----------------------------------|------------------------------|-----------------------------|
| <b>INCOME FROM:</b>                                          |             |                                     |                                   |                              |                             |
| Donations and grants                                         | 4           | 399,359                             | 163,624                           | <b>562,983</b>               | 780,421                     |
| Investments                                                  | 5           | <u>684</u>                          | <u>-</u>                          | <b>684</b>                   | <u>1,067</u>                |
| <b>Total income</b>                                          |             | <u>400,043</u>                      | <u>163,624</u>                    | <b>563,667</b>               | <u>781,488</u>              |
| <b>EXPENDITURE ON:</b>                                       |             |                                     |                                   |                              |                             |
| <i>Raising funds:</i>                                        |             |                                     |                                   |                              |                             |
| Fundraising                                                  | 6           | 60,385                              | -                                 | <b>60,385</b>                | 64,121                      |
| <i>Charitable activities:</i>                                |             |                                     |                                   |                              |                             |
| Operation of the Clock Tower Sanctuary                       | 7           | <u>282,437</u>                      | <u>297,897</u>                    | <b>580,334</b>               | <u>619,536</u>              |
| <b>Total expenditure</b>                                     |             | <u>342,822</u>                      | <u>297,897</u>                    | <b>640,719</b>               | <u>683,657</u>              |
| <b>Net income and net movement in<br/>funds for the year</b> |             | 57,221                              | (134,273)                         | <b>(77,052)</b>              | 97,831                      |
| <b>RECONCILIATION OF FUNDS</b>                               |             |                                     |                                   |                              |                             |
| <b>Total funds brought forward</b>                           | 15,16       | 452,833                             | 217,483                           | <b>670,316</b>               | 572,485                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                           | 15,16       | <u><u>510,054</u></u>               | <u><u>83,210</u></u>              | <b><u><u>593,264</u></u></b> | <u><u>670,316</u></u>       |

The results of the year derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 14 to 24 form part of these accounts.

Unrestricted Funds include amounts that have been designated (See note 15)

## THE CLOCK TOWER SANCTUARY

### BALANCE SHEET

AS AT 31 DECEMBER 2021

|                                       |      | 2021     | 2020     |
|---------------------------------------|------|----------|----------|
|                                       | Note | £        | £        |
| <b>FIXED ASSETS</b>                   |      |          |          |
| Tangible assets                       | 11   | 4,023    | 4,358    |
| <b>CURRENT ASSETS</b>                 |      |          |          |
| Debtors                               | 12   | 61,861   | 34,441   |
| Cash at bank and in hand              | 13   | 556,487  | 656,296  |
| Total current assets                  |      | 618,348  | 690,737  |
| <b>LIABILITIES</b>                    |      |          |          |
| Creditors falling due within one year | 14   | (29,107) | (24,779) |
| <b>NET CURRENT ASSETS</b>             |      | 589,241  | 665,958  |
| <b>NET ASSETS</b>                     |      | 593,264  | 670,316  |
| <b>FUNDS</b>                          |      |          |          |
| Unrestricted funds                    |      |          |          |
| General                               | 15   | 316,735  | 268,383  |
| Designated                            | 15   | 193,319  | 184,450  |
|                                       |      | 510,054  | 452,833  |
| Restricted funds                      | 16   | 83,210   | 217,483  |
| <b>TOTAL FUNDS</b>                    |      | 593,264  | 670,316  |

The charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the charitable Company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable Company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable Company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable Company.

## THE CLOCK TOWER SANCTUARY

### BALANCE SHEET

AS AT 31 DECEMBER 2021

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These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Statement of Recommended Practice applicable to charities in accordance with FRS 102. The financial statements were approved by the Board of Trustees and signed on its behalf by:



Rob Kidd (Chair)



Emily Munford (Vice Chair)

Date: 7th September 2022

The notes on pages 14 to 24 form part of these accounts.

Company number: 07311390.

**THE CLOCK TOWER SANCTUARY**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

|                                                               |       | 2021                | 2020                          |
|---------------------------------------------------------------|-------|---------------------|-------------------------------|
|                                                               | Notes | £                   | £                             |
| <b>Cash flows from operating activities:</b>                  |       |                     |                               |
| Net income/(expenditure) for the year                         |       | (77,052)            | 97,831                        |
| Depreciation of tangible fixed assets                         | 11    | 1,705               | 1,598                         |
| Increase/(decrease) in creditors                              | 14    | 4,328               | 13,966                        |
| (Increase)/decrease in debtors                                | 12    | (27,420)            | 29,477                        |
| Investment income                                             |       | (684)               | (1,067)                       |
| <b>Net cash provided by/(used in) operating activities</b>    |       | <b>(99,123)</b>     | <b>141,805</b>                |
| <b>Cashflows from investing activities</b>                    |       |                     |                               |
| Interest income                                               |       | 684                 | 1,067                         |
| Purchase of tangible fixed assets                             | 11    | (1,370)             | (1,257)                       |
| <b>Cash provided by/(used in) investing activities</b>        |       | <b>(686)</b>        | <b>(190)</b>                  |
| <b>Increase/(decrease) in cash</b>                            |       | <b>(99,809)</b>     | <b>141,615</b>                |
| <b>Cash and cash equivalents at the beginning of the year</b> |       | <b>656,296</b>      | <b>514,681</b>                |
| <b>Cash and cash equivalents at the end of the year</b>       |       | <b>556,487</b>      | <b>656,296</b>                |
|                                                               |       |                     |                               |
|                                                               |       | 1 January 2021<br>£ | Cashflow<br>£                 |
| <b>Cash at bank and in hand</b>                               |       | <b>656,296</b>      | <b>(99,809)</b>               |
|                                                               |       |                     | <b>31 December 2021<br/>£</b> |
|                                                               |       |                     | <b>556,487</b>                |

## THE CLOCK TOWER SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2021

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#### 1. STATUTORY INFORMATION

The Clock Tower Sanctuary is a Company Limited by Guarantee, incorporated in the England and Wales and has no share capital. The Charity is under the control of the Trustees. Its registered office is Wenlock House, 41-43 North Street, Brighton BN1 1RH. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

#### 2. ACCOUNTING POLICIES

##### 2.1 Accounting convention

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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The Clock Tower Sanctuary meets the definition of a public benefit entity under FRS 102. In view of the Charity's positive cash and reserves positions the Charity has no material uncertainties in relation to its ability to continue operating and as such the accounts have been prepared on a going concern basis. Assets and liabilities are initially recognised at their historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The Charity's presentation currency is the Pound Sterling. Items are rounded to the nearest pound.

##### 2.2 Income

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, its receipt is probable and the amount can be quantified with reasonable accuracy. All income is measured net of any discounts and as the Charity's activities are exempt from VAT the application of VAT and other sales taxes is not required.

Donations and grant income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably. This is typically upon notification of the interest being paid by the bank.

Donated professional services and facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met and the receipt of economic benefits is probable and can be measured reliably. In accordance with the Charities SORP (FRS 102), general voluntary time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market, unless such a valuation exercise is not practicable or cost effective for the Charity; a corresponding amount is then recognised in expenditure in the period of receipt. Information on voluntary and donated services and facilities is disclosed in the Trustees' annual report and the notes to the accounts.

**2. ACCOUNTING POLICIES – Continued**

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on raising funds comprises direct mail and online marketing campaigns, external fundraising consultancy and associated staffing and other costs.

Expenditure on charitable activities includes the maintenance of The Clock Tower Sanctuary facility, the costs of undertaking the organisation's charitable activities and the management and administrative staffing of the Charity. These are split between the activities of client support and activities and life skills in the following manner: salaries, NI and pension costs - individual's time; all other costs - incurred on an even basis between the various activities. The charitable activities of the company have been rationalised this year into two categories for reporting purposes, client support and activities.

Employee termination costs are recognised in the period in which formal agreement of such payments are reached by the Trustees.

**2.4 Support and governance costs**

Support and governance costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. The bases on which support costs have been allocated are set out in note 8.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

**2.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Basic financial instruments are recognised at amortised cost.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of opening the deposit or similar account.

**2.9 Creditors**

Creditors are recognised when there is a present obligation arising from a past event, the settlement of which will likely result in resources embodying economic benefits being transferred from the Charity. Accruals are recognised at their settlement amount once a reliable measurement can be obtained.

**2. ACCOUNTING POLICIES - Continued**

**2.10 Fund accounting**

General unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds which have been ring fenced by the board of trustee for specific purposes. These are set out in note 15. The funds can be un-designated at any time.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activity in the period to which they relate as unrestricted expenditure. At the balance sheet date £2,057 was due to the pension scheme (2020: £1,583).

**2.12 Leasing Commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activity on a straight line basis over the period of the lease.

**2.13 Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments made in applying the Charity's accounting policies or that there are any critical accounting estimates or assumptions which may have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year.

**3. TAXATION**

The Company is registered as a Charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 4. INCOME FROM DONATIONS AND GRANTS

|                                                                       | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------------------------------|--------------------|--------------------|
| <b>Unrestricted:</b>                                                  |                    |                    |
| Anonymous                                                             | -                  | 35,173             |
| Bella Union Artist Management LTD / Simon Raymonde Charity Prize Draw | 7,000              | -                  |
| Brighton & Hove City Council                                          | -                  | 25,000             |
| BUPA UK                                                               | -                  | 5,000              |
| Eurocarb Limited                                                      |                    | 10,000             |
| Hill Group                                                            | -                  | 5,000              |
| HMRC Furlough                                                         | -                  | 13,914             |
| Other donations (less than £5,000)                                    | 330,359            | 250,700            |
| The Jongen Charitable Trust                                           | 15,000             | -                  |
| Brightrock Games                                                      | 47,000             | -                  |
| Trinity Auction House                                                 | -                  | 6,850              |
|                                                                       | <b>399,359</b>     | <b>351,637</b>     |
| <b>Restricted:</b>                                                    |                    |                    |
| Albion as One Fund                                                    | -                  | 5,000              |
| Betsy Foundation                                                      | 15,000             | -                  |
| Brighton & Hove City Council                                          | -                  | 5,000              |
| Brighton District Nursing Association Trust                           | -                  | 5,000              |
| Comic Relief                                                          | 45,891             | 45,891             |
| Garfield Weston Foundation                                            | 40,000             | 40,000             |
| Hays Travel Foundation                                                | -                  | 5,000              |
| Henry Smith Charity                                                   | -                  | 30,000             |
| Homeless Link/MHCLG                                                   | -                  | 56,694             |
| Lloyds Bank Foundation                                                | 31,212             | 43,567             |
| Make Change Count                                                     | 5,176              | -                  |
| Matt Treadgold Remembered Fund                                        | -                  | 25,000             |
| National Lottery Communities Fund/DCMS                                | -                  | 73,131             |
| No Fear Bridge                                                        | -                  | 15,000             |
| Other donations (less than £5,000)                                    | 10,560             | 16,546             |
| TaskRabbit                                                            | 5,785              | -                  |
| The Sussex Community Foundation                                       | 5,000              | 5,000              |
| The Albert Hunt Trust                                                 | 5,000              | -                  |
| The Bernard Sunley Charitable Foundation                              | -                  | 15,000             |
| The Julia and Hans Rausing Trust                                      | -                  | 42,955             |
|                                                                       | <b>163,624</b>     | <b>428,784</b>     |
|                                                                       | <b>562,983</b>     | <b>780,421</b>     |

In accordance with the Charities SORP (FRS 102) the economic value of donated goods and services has not been recognised. Further information on the Charity's donated goods and services can be found in the Trustees' annual report.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 5. INVESTMENT INCOME

|                          | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------------|--------------------|--------------------|
| Bank interest receivable | <u>684</u>         | <u>1,067</u>       |

All investment income is unrestricted in both 2021 and 2020.

### 6. EXPENDITURE ON RAISING FUNDS

|                                  | Total<br>2021<br>£ | Total<br>2020<br>£ |
|----------------------------------|--------------------|--------------------|
| External support                 | 14,088             | 6,840              |
| Online fundraising               | 3,380              | 1,768              |
| Miscellaneous fundraising costs  | 3,630              | 2,258              |
| Salaries and related staff costs | 39,287             | 53,255             |
|                                  | <u>60,385</u>      | <u>64,121</u>      |

All expenditure on raising funds is unrestricted in both 2021 and 2020.

### 7. EXPENDITURE ON CHARITABLE ACTIVITIES

|                                       | Client<br>Support<br>£ | Towards<br>Stability<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|---------------------------------------|------------------------|---------------------------|--------------------|--------------------|
| Crisis support direct costs           | 12,988                 | -                         | 12,988             | 9,983              |
| Towards stability direct costs        | -                      | 8,261                     | 8,261              | 3,186              |
| Financial                             | 6,419                  | 3,457                     | 9,876              | 12,077             |
| Marketing and Communications          | 8,195                  | 4,413                     | 12,608             | 6,292              |
| Office and premises costs             | 136,527                | 73,515                    | 210,042            | 320,005            |
| Salaries and related staff costs      | 235,038                | 44,075                    | 279,113            | 242,078            |
| Volunteers' expenses                  | 3,236                  | 1,742                     | 4,978              | 2,750              |
| Towards stability project costs       | -                      | 21,086                    | 21,086             |                    |
| Depreciation                          | 1,108                  | 597                       | 1,705              | 1,598              |
| Support and governance costs (note 8) | 12,790                 | 6,887                     | 19,677             | 21,567             |
| Total 2021                            | <u>416,301</u>         | <u>164,033</u>            | <u>580,334</u>     | <u>619,536</u>     |
| Total 2020                            | <u>453,179</u>         | <u>166,357</u>            |                    |                    |

Expenditure on charitable activities was £580,334 (2020: £619,536) of which £282,437 was unrestricted (2020: £161,103) and £297,897 was restricted (2020: £458,433).

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

**8. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS**

All support and governance costs in both the current and previous accounting period relate to governance.

|                                  | <b>Total</b>         | <b>Total</b>  |                                           |
|----------------------------------|----------------------|---------------|-------------------------------------------|
|                                  | <b>2021</b>          | 2020          | Basis of amount apportioned to governance |
|                                  | <b>£</b>             | £             |                                           |
| Salaries and related staff costs | <b>6,388</b>         | 8,489         | Time spent by individual employees        |
| Monitoring and evaluation        | <b>700</b>           | 1,850         | Entirely related to governance            |
| Human resources                  | <b>4,767</b>         | 5,264         | Entirely related to governance            |
| Accountancy                      | <b>3,600</b>         | 3,600         | Entirely related to governance            |
| Trustee training                 | <b>190</b>           | 249           | Entirely related to governance            |
| Trustee expenses                 | <b>349</b>           | 70            | Entirely related to governance            |
| Strategic planning               | <b>3,683</b>         | 2,045         | Entirely related to governance            |
|                                  | <b><u>19,677</u></b> | <u>21,567</u> |                                           |

Included within governance and financial costs are payments to the independent examiners of £3,600 for the independent examination (2020: £3,600) and £1,943 for other professional fees (2020: £2,527).

**9. STAFF COSTS, TRUSTEE EXPENSES AND KEY MANAGEMENT PERSONNEL**

|                              | <b>Total</b>          | <b>Total</b>   |
|------------------------------|-----------------------|----------------|
|                              | <b>2021</b>           | 2020           |
|                              | <b>£</b>              | £              |
| Wages and salaries           | <b>275,747</b>        | 266,342        |
| Employers national insurance | <b>20,605</b>         | 19,929         |
| Pension costs                | <b>11,720</b>         | 9,811          |
| Other staff costs            | <b>16,716</b>         | 7,740          |
|                              | <b><u>324,788</u></b> | <u>303,822</u> |

There are no employees with emoluments above £60,000 (2020: none).

The key management personnel of the Charity comprise the Trustees and the CEO. The total employee benefits of key management personnel were £44,197 (2020: £56,560). No Trustees were paid any remuneration during the year in their role as a trustee.

The allocation of pension expenditure between activities and funds has been undertaken in accordance with the allocation of staff costs described in accounting policies note 2.3. Pension contributions outstanding in the current and previous year are accounted for within unrestricted funds.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 10. STAFF NUMBERS

| Employee headcount | 2021<br>Number | 2020<br>Number |
|--------------------|----------------|----------------|
| Operations         | <u>12</u>      | <u>11</u>      |

During the year the number of full-time equivalent employees, including part-time staff, was 9 (2020: 9.3). The paid staff team are supported by a team of 43 volunteers (2020: 47) who donate their time and skills to the Charity. In 2021 the number of hours provided by Volunteers was 6,240 (2020: 5,025). Based on the Living Wage (£9.50 in 2021 and £9.30 per hour in 2020), this equates to £59,280 (2020: £46,733). This amount has not been included in the accounts as donated income and cost.

### 11. TANGIBLE FIXED ASSETS

|                            | Fixtures,<br>fittings and<br>equipment<br>£ |
|----------------------------|---------------------------------------------|
| <b>COST</b>                |                                             |
| At 1 January 2021          | 17,561                                      |
| Additions                  | 1,370                                       |
| <b>At 31 December 2021</b> | <u><b>18,931</b></u>                        |
| <b>DEPRECIATION</b>        |                                             |
| At 1 January 2021          | 13,203                                      |
| Charge for year            | 1,705                                       |
| <b>At 31 December 2021</b> | <u><b>14,908</b></u>                        |
| <b>NET BOOK VALUE</b>      |                                             |
| <b>At 31 December 2021</b> | <u><b>4,023</b></u>                         |
| At 31 December 2020        | <u>4,358</u>                                |

### 12. DEBTORS

|                | Total<br>2021<br>£   | Total<br>2020<br>£   |
|----------------|----------------------|----------------------|
| Accrued income | 9,153                | 4,108                |
| Other debtors  | 22,800               | 9,000                |
| Prepayments    | 29,908               | 21,333               |
|                | <u><b>61,861</b></u> | <u><b>34,441</b></u> |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 13. CASH AT BANK AND IN HAND

|              | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------|--------------------|--------------------|
| Cash at bank | 556,137            | 656,105            |
| Cash in hand | 350                | 191                |
|              | <u>556,487</u>     | <u>656,296</u>     |

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------------|--------------------|--------------------|
| Trade creditors              | 16,605             | 10,600             |
| Accruals                     | 10,445             | 12,595             |
| Defined contribution pension | 2,057              | 1,584              |
|                              | <u>29,107</u>      | <u>24,779</u>      |

### 15. UNRESTRICTED FUNDS

|                                  | Balance at 1<br>January<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at 31<br>December<br>2021<br>£ |
|----------------------------------|--------------------------------------|----------------------------|----------------------------|----------------|----------------------------------------|
| General fund                     | 268,383                              | 400,043                    | (342,822)                  | (8,869)        | 316,735                                |
| Designated funds:                |                                      |                            |                            |                |                                        |
| Premises refurbishment           | -                                    | -                          | -                          | -              | -                                      |
| Dilapidations                    | 45,000                               | -                          | -                          | 5,000          | 50,000                                 |
| Closure and redundancy provision | 89,450                               | -                          | -                          | 19,829         | 109,279                                |
| Strategic projects fund          | 50,000                               | -                          | -                          | (15,960)       | 34,040                                 |
|                                  | <u>452,833</u>                       | <u>400,043</u>             | <u>(342,822)</u>           | <u>-</u>       | <u>510,054</u>                         |
| Designated fund totals           | <u>184,450</u>                       | <u>-</u>                   | <u>-</u>                   | <u>8,869</u>   | <u>193,319</u>                         |

The general fund includes 'free reserves' after allowing for all designated funds. The free reserves (general funds excluding tangible fixed assets) are £312,712 at the 31 December 2021 (2020: £264,025).

The designated fund comprises the following:

Premises Refurbishment fund – refers to our Phase Two refurbishment: additional funds to cover building works and operational costs arising through any centre closure/downtime during this refurbishment period in combination with Premises Refurbishment Restricted Fund.

Dilapidations – relates to operation cessation, costs to return leasehold premises to their original configuration should the landlord require.

Closure and redundancy provision relates to the necessary funds required should CTS' operations have to cease immediately including redundancy payments.

Strategic projects fund is to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 16. RESTRICTED FUNDS

|                                             | Balance at<br>1 January<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>December<br>2021<br>£ |
|---------------------------------------------|--------------------------------------|----------------------------|----------------------------|----------------------------------------|
| Crisis Support                              | <b>96,214</b>                        | 68,827                     | (142,846)                  | <b>22,195</b>                          |
| Towards Stability Project                   | <b>91,337</b>                        | 70,909                     | (116,253)                  | <b>45,993</b>                          |
| Building Trust, Self Esteem &<br>Confidence | <b>23,919</b>                        | 23,888                     | (32,785)                   | <b>15,022</b>                          |
| Premises Refurbishment                      | <b>6,013</b>                         | -                          | (6,013)                    | -                                      |
|                                             | <b>217,483</b>                       | 163,624                    | (297,897)                  | <b>83,210</b>                          |

Our Crisis Support project meets the needs of young people who are experiencing homelessness through the provision of food, laundry, showers, clothing and other essentials, as well as case-working and referrals into other services in the city. In 2021, contributions were generously made by the Comic Relief, Garfield Weston Foundation, Lloyds Bank COVID19 Fund, Matt Treadgold Remembered Fund, National Lottery Communities Fund/Department of Culture, St. Bernard Trust, Albert Hunt Trust, Betsy Foundation, The Julia and Han Rausing Trust, Sussex Masonic Charities, Maurice Fry Charitable Trust, Sussex Community Foundation, Task Rabbit, Make Change Count, and individual donors.

Our Towards Stability/Move-on project provides support to young people who are ready to seek and retain housing, work, training, volunteering, and other opportunities. This work has been kindly supported by Comic Relief, Lloyds Bank Foundation, One Family, No fear Bridge, Henry Smith, and Garfield Weston.

The activities, workshops and classes provided through the Building Trust, Self Esteem and Confidence project enable our clients to improve their emotional and physical wellbeing and further engage with case-working, which addresses each individuals' circumstances. In 2021, this was generously funded by Comic Relief, Garfield Weston & Audio Active.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2021 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2021         |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|-----------------------|
|                                | £                              | £                                 | £                   | £                     |
| Tangible fixed assets          | 4,023                          | -                                 | -                   | <b>4,023</b>          |
| Current assets                 | 341,819                        | 193,319                           | 83,210              | <b>618,348</b>        |
| Creditors: due within one year | (29,107)                       | -                                 | -                   | <b>(29,107)</b>       |
|                                | <u>316,735</u>                 | <u>193,319</u>                    | <u>83,210</u>       | <u><b>593,264</b></u> |

Fund balances at 31 December 2020 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2020  |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|----------------|
|                                | £                              | £                                 | £                   | £              |
| Tangible fixed assets          | 4,358                          | -                                 | -                   | 4,358          |
| Current assets                 | 288,804                        | 184,450                           | 217,483             | 690,737        |
| Creditors: due within one year | (24,779)                       | -                                 | -                   | (24,779)       |
|                                | <u>268,383</u>                 | <u>184,450</u>                    | <u>217,483</u>      | <u>670,316</u> |

### 18. RELATED PARTY DISCLOSURES

During the year aggregate donations without restrictions of £nil (2020: £nil) were received by the Charity from related parties. No other related party transactions were undertaken other than trustee related expenses (1 trustee reimbursed travel and subsistence costs (2020: 1 trustee was reimbursed travel and subsistence costs)) as itemised in note 8.

### 19. LEASE COMMITMENTS

At 31 December 2021 the Charity had total commitments under non-cancellable operating leases payable as follows:

|                            | Land & Buildings     |                | Other               |              |
|----------------------------|----------------------|----------------|---------------------|--------------|
|                            | 2021                 | 2020           | 2021                | 2020         |
|                            | £                    | £              | £                   | £            |
| Within one year            | <b>13,925</b>        | 74,268         | <b>1,181</b>        | 1,575        |
| Between one and five years | <b>78,910</b>        | 92,835         | -                   | 1,181        |
|                            | <u><b>92,835</b></u> | <u>167,103</u> | <u><b>1,181</b></u> | <u>2,756</u> |

Operating lease rentals in respect of land and buildings relate to rental of ground floor and first floor office space at Wenlock House, Brighton. Included within expenditure on charitable activities are charges relating to the Charity's rental lease of £83,913 (2020: £77,757).

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2021

20. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
YEAR ENDED 31 DECEMBER 2020

|                                                          | Note  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020<br>Total<br>£           | 2019<br>Total<br>£    |
|----------------------------------------------------------|-------|----------------------------|--------------------------|------------------------------|-----------------------|
| <b>INCOME FROM:</b>                                      |       |                            |                          |                              |                       |
| Donations and grants                                     | 4     | 351,637                    | 428,784                  | <b>780,421</b>               | 575,915               |
| Investments                                              | 5     | <u>1,067</u>               | <u>-</u>                 | <u><b>1,067</b></u>          | <u>2,148</u>          |
| <b>Total income</b>                                      |       | <u>352,704</u>             | <u>428,784</u>           | <u><b>781,488</b></u>        | <u>578,063</u>        |
| <b>EXPENDITURE ON:</b>                                   |       |                            |                          |                              |                       |
| <i>Raising funds:</i>                                    |       |                            |                          |                              |                       |
| Fundraising                                              | 6     | 64,121                     | -                        | <b>64,121</b>                | 29,893                |
| <i>Charitable activities:</i>                            |       |                            |                          |                              |                       |
| Operation of the Clock Tower Sanctuary                   | 7     | <u>161,103</u>             | <u>458,433</u>           | <u><b>619,536</b></u>        | <u>483,697</u>        |
| <b>Total expenditure</b>                                 |       | <u>225,224</u>             | <u>458,433</u>           | <u><b>683,657</b></u>        | <u>513,590</u>        |
| <b>Net income and net movement in funds for the year</b> |       | 127,480                    | (28,649)                 | <b>97,831</b>                | 64,473                |
| <b>RECONCILIATION OF FUNDS</b>                           |       |                            |                          |                              |                       |
| <b>Total funds brought forward</b>                       |       | <u>325,353</u>             | <u>247,132</u>           | <u><b>572,485</b></u>        | <u>508,012</u>        |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       | 15,16 | <u><u>452,833</u></u>      | <u><u>217,483</u></u>    | <u><u><b>670,316</b></u></u> | <u><u>572,485</u></u> |

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**THE CLOCK TOWER SANCTUARY**

England & Wales - Charity number 1146777

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# Accounts

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REGISTERED COMPANY NUMBER: 07311390 (England and Wales)  
REGISTERED CHARITY NUMBER: 1146777



**REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**tc** accounts • tax • legal • financial planning

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
BN44 3TN

# THE CLOCK TOWER SANCTUARY

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## THE CLOCK TOWER SANCTUARY

### LEGAL AND ADMINISTRATIVE INFORMATION

#### FOR THE YEAR ENDED 31 DECEMBER 2020

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|                                           |                                                                                                                              |             |                                                          |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------|
| <b>Registered Company number</b>          | 07311390 (England and Wales)                                                                                                 |             |                                                          |
| <b>Registered Charity number</b>          | 1146777                                                                                                                      |             |                                                          |
| <b>Registered office</b>                  | Wenlock House<br>41-43 North Street<br>Brighton<br>BN1 1RH                                                                   |             |                                                          |
| <b>Trustees</b>                           | <b>Name</b>                                                                                                                  | <b>Role</b> | <b>Action/Date</b>                                       |
|                                           | Dominic Ford                                                                                                                 |             | Resigned 30 March 2021                                   |
|                                           | Emily Munford                                                                                                                | Vice Chair  |                                                          |
|                                           | Felicity Morgan                                                                                                              |             |                                                          |
|                                           | Geoff Pike                                                                                                                   |             |                                                          |
|                                           | Rachel Brett                                                                                                                 |             |                                                          |
|                                           | Rob Kidd                                                                                                                     | Chair       |                                                          |
|                                           | Simon Hughes                                                                                                                 |             | Resigned 21 April 2021                                   |
|                                           | Kate Hunt                                                                                                                    |             | Appointed 31 March 2021                                  |
|                                           | Barbara Macpherson                                                                                                           |             | Appointed 31 March 2021                                  |
|                                           | Richard Stokoe                                                                                                               |             | Appointed 31 March 2021                                  |
|                                           | Leanne Stollenwerk                                                                                                           |             | Appointed 31 March 2021                                  |
|                                           | Mousumi Kanjilal Williams                                                                                                    |             | Appointed 31 March 2021                                  |
| <b>Patron</b>                             | Mr D Allam, DL                                                                                                               |             |                                                          |
| <b>Key Management Personnel/Secretary</b> | Frances Duncan (Chief Executive)                                                                                             |             |                                                          |
| <b>Independent Examiner</b>               | Mark Cummins FCCA FCIE<br>TC Group<br>The Courtyard<br>Shoreham Road<br>Upper Beeding<br>Steyning<br>West Sussex<br>BN44 3TN |             |                                                          |
| <b>Solicitors</b>                         | Griffith Smith LLP<br>47 Old Steine<br>Brighton<br>BN1 1NW                                                                   |             |                                                          |
| <b>Bankers</b>                            | The Co-operative Bank<br>P O Box 250<br>Skelmersdale<br>WN8 6WT                                                              |             | Santander Bank<br>Bootle<br>Merseyside<br>L30 4GB        |
|                                           | CAF Bank<br>28 Kings Hill Avenue<br>Kings Hill<br>West Malling, Kent,<br>ME19 4JQ                                            |             | Metro Bank<br>82 North Street<br><br>Brighton<br>BN1 1ZA |

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## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2020

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The Board of Trustees, who are also the Directors of the Company for the purposes of Company law, submit their annual report and financial statements of The Clock Tower Sanctuary for the year ended December 2020. The Board of Trustees confirm that the annual report and financial statements of the Company comply with the Company's Memorandum and Articles of Association, the Companies Act 2006, the Charities Act 2011, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

#### **Vision**

Our vision is that no young person becomes part of the long-term homeless population.

#### **Mission**

We work with young people who are homeless or insecurely housed, to enable them to move from crisis to independence.

#### **Values**

These values inform everything we do at Clock Tower Sanctuary, guiding our decision making and justifying our approach:

- We look for the best in everyone
- We challenge inequality and prejudice
- We collaborate

#### **How we work**

- We work with young people aged 16-25 years old who are homeless or insecurely housed
- We provide practical facilities, a nurturing environment, access to activities and professional support
- We are based in Brighton, rooted in the city and an integral part of the community
- We take a tailored, structured, holistic approach to move young people from crisis to independence
- We work with local partners, combine resources and expertise to provide multi-disciplinary support that reduces young people's long-term dependence on services
- We are a small team of passionate and committed staff and volunteers; we pride ourselves on changing young people's lives for the better
- We have a high quality, well-regarded volunteering programme; many of our volunteers go on to skilled, paid work in the local homeless and related sectors
- We are an independent organisation, entirely dependent on voluntary funding

We have two main strands to our work:

- Crisis Support Services – to meet the immediate needs of a young homeless person in crisis – access to food, showers, laundry, computers, telephone, postal service etc.
- Move-On Support – to help a young person become unstuck, to unlock their potential and prevent further decline through provision of activities, lifeskills classes and one-to-one support.

#### **Structure, Governance and Management**

##### Commencement of Activities

The Clock Tower Sanctuary was established by constitution dated 1 June 1998 and registered on 28 July 1998 with the Charities Commission (previous Charity number 1070736). On 12 July 2011, a Company limited by guarantee was incorporated with the same name as the Charity.

##### Governing Document

The Clock Tower Sanctuary is a Company limited by guarantee (07311390) and a registered Charity (1146777). It is governed by its Memorandum and Articles of Association, revised in 2013, 2016 and 2019. The members of the Company are the Trustees named on page 1. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### Method and Appointment of Trustees

The management of the Board of Trustees is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association. All Trustees are provided with training and the Charity complies with the Code of Good Governance.

Unless specific skills are headhunted using existing networks, vacancies for Trustees are publicly advertised on the website and via local online channels. The advertisement contains information about the role and skills and qualities required. The application pack includes information about the organisation, a job description and a person specification.

Applications are reviewed by the Governance and Risk Committee, which includes the Chair of Trustees and CEO. Interviews for prospective Trustees are conducted by the Chair, CEO and one other trustee. All new Trustees are required to sign a declaration that they are not disqualified from acting as a Director/Trustee and that they will devote the necessary time and effort in their position. Disclosure and Barring Service checks are carried out on all new Trustees before appointment.

#### Induction and Training of Trustees

All newly-appointed Trustees receive a comprehensive information pack containing a copy of the governing document, previous Board of Trustees and Committee minutes, a copy of the three-year strategy, operational plans and fundraising strategy, the latest management accounts, staff structure and trustee biographies.

The CEO, along with the Chair or an experienced Trustee, meets for half a day to induct the Trustee so that they are able to meaningfully contribute to discussions in an informed way from the outset of their appointment. New Trustees are also encouraged to spend time at the Centre, observing front-line services and providing an opportunity to meet with staff, volunteers and beneficiaries.

All Trustees are provided with ongoing training and information to keep their knowledge and skills up-to-date and relevant. All Trustees are subscribed to and receive Governance & Leadership magazine, provided by Civil Society, to keep their knowledge up-to-date and relevant.

#### Organisational Structure and Decision Making

The Board of Trustees meets quarterly with three Committees meeting separately:

- Finance and Risk Committee
- Personnel and Equality Committee
- Fundraising and Public Affairs committee

Each Committee has Terms of Reference and there is a clear Scheme of Delegation regarding the decision-making powers of each Committee, which has been agreed by the Board of Trustees. The CEO is appointed by Trustees to manage the day-to-day operations of the Charity and to implement the Charity's strategic plan.

The day-to-day running of the Charity and leadership of the staff team is delegated to the CEO. The CEO meets for regular supervision sessions with the chair and is accountable to the Board of Trustees for the performance of agreed strategic implementation plans.

The remuneration of the CEO is set by the Board of Trustees, with the remuneration of other staff being advised by the CEO. The Personnel and Sub Committee annually review staff salaries for cost of living increases. An independent HR advisor is utilised to conduct a thorough salary benchmarking exercise with comparable organisations locally when significant changes to staff roles take place.

The Clock Tower Sanctuary is committed to attracting, recruiting and training experienced, professional staff who will deliver the best outcomes for homeless young people. Employment costs are kept to a minimum through engaging with and investing in our extensive volunteer programme.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2020

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Delivery of The Clock Tower Sanctuary's charitable vision and strategic plan is primarily dependent on our key management personnel and staff costs are the largest single element of our charitable expenditure.

#### Risk Management

The Board of Trustees has a duty to identify and review the risks to which the Charity is exposed. To undertake this duty, we maintain a risk register, which is overseen by the Finance and Risk Committee. At its quarterly meeting, the committee reviews this risk register and makes adjustments as needed, communicating any actions required to those involved. We highlight any new or changed risks to the following trustee board meeting.

Our principle risks, at the end of the year, are summarised below:

- **Funding:**
  - Unable to demonstrate outcomes to funders including demonstrating the 'added value'
  - Reliance on communities & individuals for 50% of income in time of economic and Brexit uncertainty, and when potential for compassion fatigue
  - Staff capacity running to standstill in fundraising and lacking capacity to innovate
- **Compliance:**
  - Not complying with Charity regulations
  - Not complying with GDPR
  - Not complying with health and safety
  - Not complying with Safeguarding duties (adults and children and young people)
  - Lapse in insurance
- **External:**
  - Funding cuts in partner agencies
  - Lack of leadership / change in stance of partner organisations
  - Additional restrictions arising from Covid or similar pandemic
  - Building failure
  - Fraud or criminal acts
  - IT security breach (hacking, DDOS attack, ransomware etc)
- **Finance and fundraising:**
  - Outcome reporting challenges
  - Compassion fatigue
  - Capacity in the team
- **Operations and staffing:**
  - Demand outstrips supply
  - Service unable to meet the complex needs of the client group
  - Serious incidents endangering staff, clients, property and reputation
  - Pandemic prevents service operating
  - Building failure prevents the service from running
  - Not being able to recruit staff / volunteers
  - Safeguarding procedures not robustly followed for our volunteers

Covid 19 has continued to impact on our service, in some ways highlighting our vulnerabilities but also showing our resilience and agility. Staff capacity remains a particular challenge, with remote working and restrictions on socialising and leisure having a strong, negative impact on our staff. Since the last reporting period, we have adopted a more detailed risk register format and strengthened the link between the Finance & Risk Committee and the main board. We now focus more on identifying root causes, robust mitigation measures and appropriate responses.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 DECEMBER 2020

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##### Financial Review

For 2020 the board of Trustees agreed an operational expenditure budget of £558,546 plus £231,000 of Phase Two refurbishment of ground floor premises, a total planned expenditure of £789,547. As at the end of 2019 we held £175,965 of restricted funds towards the Phase Two ground floor refurbishment.

The onset of the Pandemic significantly affected all aspects of the delivery of our operations and like most organisations we needed to make adaptations to how we worked and delivered services. This resulted in some expenditure being delayed. However, we did complete the Phase 2 refurbishment works in 2020. During 2020 £23,325 of the £781,488 received was for the refurbishment of the ground floor and we spent a total expenditure of £683,657. We achieved an operational surplus on unrestricted income of £127,480, and at year end held £452,833 of total unrestricted funds (including designated funds) and a total of £217,483 in restricted funds.

##### Fundraising Review

Fundraising in 2020 presented a significant challenge, with the cancellation of numerous events and activities which would usually generate income from businesses, schools, colleges, faith groups and associations, due to Covid-19. As well as the loss of sponsorship usually raised through events such as the Brighton Marathon, we had to cancel our own plans, including our annual 'Big City Sleepout'.

We worked hard to attenuate the forecast income losses by securing new Trusts & Foundations and grants funding, which we greatly appreciated during this most challenging of years. We are also very grateful for the income secured through our existing Trusts & Foundations relationships, some of whom kindly pledged further support to help us through this difficult time. We give our warmest thanks to the Albion as One Fund, Bernard Sunley Foundation, Bupa Foundation, Brighton District Nursing Association Trust, Brighton & Hove Council, Comic Relief, Enjoolata Foundation, Ernest Kleinwort Charitable Trust, Help the Homeless, Henry Smith Charity, Homity Trust, Fine & Country Foundation, Garfield Weston Foundation, Homeless Link/Ministry of Housing, Communities & Local Government, Julia and Hans Rausing Trust, Lloyds Bank Foundation, Marsh Christian Charitable Trust, Masonic Charitable Foundation, Matt Treadgold Remembered Fund, National Lottery Communities Fund/Department of Culture, Media & Sport, No Fear Bridge, One Family Foundation, Sussex Community Foundation, St. Bernard Trust and St Martin's Vicars Relief Fund.

The investment we had made into our digital channels in 2019 became even more important during the pandemic, as there was a greater reliance on supporters donating on-line. We express our sincere appreciation to every single person who supported us with monthly giving or one-off donations; those who gave in memory of a loved one or pledged a legacy, and to all the community organisations and companies who generously raised vital funds to ensure that we could continue our life-changing work with young people who are homeless or insecurely housed.

##### Reserves Policy

The Board of Trustees has concluded that it would be appropriate, given the level of unrestricted funds at 31 December 2020, to "future proof" an element of CTS' on-going operations and provide for non-operational expenditure by establishing a number of Designated Funds.

The designated reserves comprise the following:

- Phase Two of ground floor premises refurbishment – additional funds to cover building works and operational costs arising through any centre closure/downtime during this refurbishment period in combination with Premises Refurbishment Restricted Fund
- Closure costs – provide the necessary funds should CTS' operations have to cease immediately, including redundancy payments
- Dilapidations – linked to operation cessation, costs to return leasehold premises to their original configuration should the landlord require
- Strategic plan projects – to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

The amounts of funds designated and the free reserves are shown in note 15 to the Financial Statements.

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## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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The Board of Trustees has agreed a reserves policy which makes provision for Unrestricted General Reserves equivalent of a minimum to six months' operating costs. Given the designations to cover future closure and related costs, this is considered an appropriate sum.

As at the end of the 2020 financial year, the Board of Trustees have included all the year-end designations and general fund in its assessment of the adequacy of the overall reserves to maintain operations. The Board of Trustees regularly monitors the adequacy of funds and will seek to gradually build the level of general free reserves to equate to six months of operational expenditure.

#### **Investment Policy**

The Board of Trustees, having regard to the liquidity requirements of the Charity and to the reserves policy, has agreed an investment policy which keeps available funds in current and interest bearing accounts with total balances with each financial institution no greater than that covered by the Financial Services Compensation Scheme (FSCS) limit. The exception to this being the Charity's main operational clearing bank where funds up to a total of £200,000 may be retained subject to tiered maturity profiles.

#### **Objects and Activities**

The objects for which the Charity is established are: the relief of poverty and homelessness of young people aged between 16-25 years in East Sussex through the provision of shelter and support.

#### **Public Benefit**

In continuing to deliver our Strategic Plan and activities, the Board of Trustees have given consideration to the duties set out in Section 4 of the Charities Act 2011 to have due regard for public benefit. In particular, the Board of Trustees have considered how the planned activities will contribute to the overall aims and objectives they have set.

#### **Statement of Trustees Responsibilities**

The Trustees (who are also the Directors of The Clock Tower Sanctuary for the purposes of Company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires that the Board of Trustees must not approve financial statements for the financial year unless they are satisfied that they give a true and fair view of the state of affairs of the charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the charitable Company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All the current Trustees have taken all reasonable steps, which, to the best of their knowledge and belief they ought to have taken, to make themselves aware of any information needed by the Charity's Independent Examiner for the purpose of completing the accounts and to establish that the Independent Examiner is aware of that information. The Trustees are not aware of any information which they understand would be relevant of which the Independent Examiner is unaware.

## THE CLOCK TOWER SANCTUARY

### REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### Strategic objectives

In 2020, we continued with our three year strategic plan for 2019-2021. This identified four strategic goals::

- Meet the basic, immediate needs of homeless young people
- Improve homeless young people's health and wellbeing outcomes
- Champion the needs and rights of homeless young people
- Develop Clock Tower Sanctuary sustainably

#### Achievements and Performance

93 young people experiencing homelessness accessed our services in 2020.

31% were new to our service and we saw a significant increase in young people with complex needs and poor mental health. Feedback from these young people confirms that we are providing vital practical and emotional support to young people with nowhere else to turn.

In 2020 we received 4,088 visits. These were facilitated in and out of the centre due to COVID 19.

Staff and volunteers provided advice, support, signposting and referrals to other specialist agencies during the year. Agencies include Arch GP/ Morley Street (specialist homeless GP), YMCA/Youth Advice Centre (Housing Options), Sussex Nightstop, Brighton Housing Trust/First Base, St Mungo's Street Outreach Service, Pavilions and Equinox (substance misuse), Mental Health Team, Probation, Social Services and RISE (domestic violence) amongst many others.

Alongside this, young people also use the phones and computers to get in touch with friends and family. They can use our address when registering for NHS services.

Our activities are an important part of our service as they help to build confidence and self-esteem among our clients. In 2020, Due to the impact of both the centre refurb for the first quarter in 2020 and covid and restrictions that had to be put in place for the final 3 quarters, we were unable to run our normal activities programme at the centre.

This year 39 young people we worked with moved into stable and secure accommodation. Our team helped them find housing through the Council and other providers. This is one of the most important steps for a young person and yet one of the most challenging, due to high rent, lack of social housing and a lower rate of Universal Credit for under 25s.

Thanks to funding from The National Lottery, Lloyds Bank and other funders, we are able to offer focussed, one-to-one support through our caseworkers. Caseworking enables young people to have dedicated, professional help to tackle some of their barriers to living a fulfilled life and to progress towards education, employment and training. In 2020, case-working supported 17 clients into work, training or education, enabling them to achieve more stability and improving their chances of finding secure accommodation. 14% of young people who came to us for support for the first time in 2020 were in work, demonstrating how difficult it can be to find safe, affordable home in the city.

13% of our clients identified as LGBTQI+. In a survey, 77% of LGBTQI+ young homeless people cited their sexuality as the reason for becoming homeless due to family rejection and abuse after coming out (AKT 2014). We are dedicated to providing a safe and supportive space for all young people we work with, however they describe their sexuality.

15% of young people who used our services last year were black, Asian or from a minority ethnic origin. We believe that everyone should be treated equally and fairly in relation to race, colour, ethnic or national origin, religion or beliefs.

## **THE CLOCK TOWER SANCTUARY**

### **REPORT OF THE BOARD OF TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### **Volunteers**

Our volunteers are a vital part of our front-line services. In 2020 they volunteered 5,025 hours of their time, which equates to £46,733 of pro-bono support (using the National Living Wage). Our volunteers bring valuable and diverse skills and energy to the service. Having the benefit of their rich life experience means we are able to support young people in a greater range of ways.

Volunteers are recruited via an application form and interview with reference checks and Disclosure and Barring Services (DBS) checks before commencement of their role.

All volunteers are provided with a welcome pack, undergo thorough induction training and ongoing training and supervision.

#### **ON BEHALF OF THE BOARD OF TRUSTEES:**



Rob Kidd (Chair)



Emily Munford (Vice Chair)

Date: 23 September 2021

## **THE CLOCK TOWER SANCTUARY**

### **INDEPENDENT EXAMINER'S REPORT**

#### **TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY**

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I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020.

#### **Respective responsibilities of Trustees and examiner**

As the Trustees of the charitable company (and also its directors for the purposes of Company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

**Mr Mark Cummins FCCA FCIE**

**for and on behalf of TC Group**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Date:

# THE CLOCK TOWER SANCTUARY

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 DECEMBER 2020

|                                                          | Note  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020<br>Total<br>£           | 2019<br>Total<br>£    |
|----------------------------------------------------------|-------|----------------------------|--------------------------|------------------------------|-----------------------|
| <b>INCOME FROM:</b>                                      |       |                            |                          |                              |                       |
| Donations and grants                                     | 4     | 351,637                    | 428,784                  | <b>780,421</b>               | 575,915               |
| Investments                                              | 5     | <u>1,067</u>               | <u>-</u>                 | <u><b>1,067</b></u>          | <u>2,148</u>          |
| <b>Total income</b>                                      |       | <u>352,704</u>             | <u>428,784</u>           | <u><b>781,488</b></u>        | <u>578,063</u>        |
| <b>EXPENDITURE ON:</b>                                   |       |                            |                          |                              |                       |
| <i>Raising funds:</i>                                    |       |                            |                          |                              |                       |
| Fundraising                                              | 6     | 64,121                     | -                        | <b>64,121</b>                | 29,893                |
| <i>Charitable activities:</i>                            |       |                            |                          |                              |                       |
| Operation of the Clock Tower Sanctuary                   | 7     | <u>161,103</u>             | <u>458,433</u>           | <u><b>619,536</b></u>        | <u>483,697</u>        |
| <b>Total expenditure</b>                                 |       | <u>225,224</u>             | <u>458,433</u>           | <u><b>683,657</b></u>        | <u>513,590</u>        |
| <b>Net income and net movement in funds for the year</b> |       | 127,480                    | (29,649)                 | <b>97,831</b>                | 64,473                |
| <b>RECONCILIATION OF FUNDS</b>                           |       |                            |                          |                              |                       |
| <b>Total funds brought forward</b>                       | 15,16 | 325,353                    | 247,132                  | <b>572,485</b>               | 508,012               |
|                                                          |       | <u>          </u>          | <u>          </u>        | <u>          </u>            | <u>          </u>     |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       | 15,16 | <u><u>452,833</u></u>      | <u><u>217,483</u></u>    | <u><u><b>670,316</b></u></u> | <u><u>572,485</u></u> |

The results of the year derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 14 to 24 form part of these accounts.

Unrestricted Funds include amounts that have been designated (See note 15)

## THE CLOCK TOWER SANCTUARY

### BALANCE SHEET

AS AT 31 DECEMBER 2020

|                                       |      | 2020     | 2019     |
|---------------------------------------|------|----------|----------|
|                                       | Note | £        | £        |
| <b>FIXED ASSETS</b>                   |      |          |          |
| Tangible assets                       | 11   | 4,358    | 4,699    |
| <b>CURRENT ASSETS</b>                 |      |          |          |
| Debtors                               | 12   | 34,441   | 63,918   |
| Cash at bank and in hand              | 13   | 656,296  | 514,681  |
| Total current assets                  |      | 690,737  | 578,599  |
| <b>LIABILITIES</b>                    |      |          |          |
| Creditors falling due within one year | 14   | (24,779) | (10,813) |
| <b>NET CURRENT ASSETS</b>             |      | 665,958  | 567,786  |
| <b>NET ASSETS</b>                     |      | 670,316  | 572,485  |
| <b>FUNDS</b>                          |      |          |          |
| Unrestricted funds                    |      |          |          |
| General                               | 15   | 268,383  | 156,063  |
| Designated                            | 15   | 184,450  | 169,290  |
|                                       |      | 452,833  | 325,353  |
| Restricted funds                      | 16   | 217,483  | 247,132  |
| <b>TOTAL FUNDS</b>                    |      | 670,316  | 572,485  |

The charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the charitable Company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- ensuring that the charitable Company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable Company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable Company.

# THE CLOCK TOWER SANCTUARY

## BALANCE SHEET

AS AT 31 DECEMBER 2020

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These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Statement of Recommended Practice applicable to charities in accordance with FRS 102. The financial statements were approved by the Board of Trustees and signed on its behalf by:



Rob Kidd (Chair)



Emily Munford (Vice Chair)

Date: 23 September 2021

The notes on pages 14 to 24 form part of these accounts.

Company number: 07311390.

**THE CLOCK TOWER SANCTUARY**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

|                                                               |       | 2020           | 2019                    |
|---------------------------------------------------------------|-------|----------------|-------------------------|
|                                                               | Notes | £              | £                       |
| <b>Cash flows from operating activities:</b>                  |       |                |                         |
| Net income/expenditure for the year                           |       | 97,831         | 64,473                  |
| Depreciation of tangible fixed assets                         | 11    | 1,598          | 1,356                   |
| Increase/(decrease) in creditors                              | 14    | 13,966         | (17,156)                |
| (Increase)/decrease in debtors                                | 12    | 29,477         | (13,485)                |
| Investment income                                             |       | (1,067)        | (2,148)                 |
| <b>Net cash provided by/(used in) operating activities</b>    |       | <b>141,805</b> | <b>33,040</b>           |
| <b>Cashflows from investing activities</b>                    |       |                |                         |
| Interest income                                               |       | 1,067          | 2,148                   |
| Purchase of tangible fixed assets                             | 11    | (1,257)        | (1,211)                 |
| <b>Cash provided by/(used in) investing activities</b>        |       | <b>(190)</b>   | <b>937</b>              |
| <b>Increase/(decrease) in cash</b>                            |       | <b>141,615</b> | <b>33,977</b>           |
| <b>Cash and cash equivalents at the beginning of the year</b> |       | <b>514,681</b> | <b>480,704</b>          |
| <b>Cash and cash equivalents at the end of the year</b>       |       | <b>656,296</b> | <b>514,681</b>          |
|                                                               |       |                |                         |
|                                                               |       | 1 January 2020 | Cashflow                |
|                                                               |       | £              | £                       |
| <b>Cash at bank and in hand</b>                               |       | <b>514,681</b> | <b>141,615</b>          |
|                                                               |       |                | <b>31 December 2020</b> |
|                                                               |       |                | £                       |
|                                                               |       |                | <b>656,296</b>          |

**1. STATUTORY INFORMATION**

The Clock Tower Sanctuary is a Company Limited by Guarantee, incorporated in the England and Wales and has no share capital. The Charity is under the control of the Trustees. Its registered office is Wenlock House, 41-43 North Street, Brighton BN1 1RH. In the event of the Company being wound up, the liability in respect of guarantee is £1 per member.

**2. ACCOUNTING POLICIES**

**2.1 Accounting convention**

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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The Clock Tower Sanctuary meets the definition of a public benefit entity under FRS 102. In view of the Charity's positive cash and reserves positions the Charity has no material uncertainties in relation to its ability to continue operating and as such the accounts have been prepared on a going concern basis. Assets and liabilities are initially recognised at their historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The Charity's presentation currency is the Pound Sterling. Items are rounded to the nearest pound.

**2.2 Income**

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income, its receipt is probable and the amount can be quantified with reasonable accuracy. All income is measured net of any discounts and as the Charity's activities are exempt from VAT the application of VAT and other sales taxes is not required.

Donations and grant income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably. This is typically upon notification of the interest being paid by the bank.

Donated professional services and facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met and the receipt of economic benefits is probable and can be measured reliably. In accordance with the Charities SORP (FRS 102), general voluntary time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market, unless such a valuation exercise not practicable or cost effective for the Charity; a corresponding amount is then recognised in expenditure in the period of receipt. Information on voluntary and donated services and facilities is disclosed in the Trustees' annual report and the notes to the accounts.

**2. ACCOUNTING POLICIES – Continued**

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on raising funds comprises direct mail and online marketing campaigns, external fundraising consultancy and associated staffing and other costs.

Expenditure on charitable activities includes the maintenance of The Clock Tower Sanctuary facility, the costs of undertaking the organisation's charitable activities and the management and administrative staffing of the Charity. These are split between the activities of client support and activities and life skills in the following manner: salaries, NI and pension costs - individual's time; all other costs - incurred on an even basis between the various activities. The charitable activities of the company have been rationalised this year into two categories for reporting purposes, client support and activities.

Employee termination costs are recognised in the period in which formal agreement of such payments are reached by the Trustees.

**2.4 Support and governance costs**

Support and governance costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. The bases on which support costs have been allocated are set out in note 8.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

**2.6 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument. Basic financial instruments are recognised at amortised cost.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of three months or less from the date of opening the deposit or similar account.

**2.9 Creditors**

Creditors are recognised when there is a present obligation arising from a past event, the settlement of which will likely result in resources embodying economic benefits being transferred from the Charity. Accruals are recognised at their settlement amount once a reliable measurement can be obtained.

**2. ACCOUNTING POLICIES - Continued**

**2.10 Fund accounting**

General unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds which have been ring fenced by the board of trustee for specific purposes. These are set out in note 15. The funds can be un-designated at any time.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2.11 Pensions**

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activity in the period to which they relate as unrestricted expenditure. At the balance sheet date £1,583 was due to the pension scheme (2019: £862).

**2.12 Leasing Commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activity on a straight line basis over the period of the lease.

**2.13 Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments made in applying the Charity's accounting policies or that there are any critical accounting estimates or assumptions which may have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year.

**3. TAXATION**

The Company is registered as a Charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 4. INCOME FROM DONATIONS AND GRANTS

|                                        | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------------------------|--------------------|--------------------|
| <b>Unrestricted:</b>                   |                    |                    |
| Anonymous                              | 35,173             | 5,000              |
| Brighton & Hove City Council           | 25,000             | -                  |
| BUPA UK                                | 5,000              | -                  |
| Eurocarb Limited                       | 10,000             | -                  |
| GamesAid                               | -                  | 21,114             |
| Hill Group                             | 5,000              | -                  |
| HMRC Furlough                          | 13,914             | -                  |
| IMEX                                   | -                  | 5,000              |
| Other donations (less than £5,000)     | 250,700            | 309,532            |
| NetDev                                 | -                  | 10,000             |
| The Grand Hotel                        | -                  | 5,070              |
| Marks and Spencer                      | -                  | 6,580              |
| Make Change Count                      | -                  | 5,298              |
| Trinity Auction                        | 6,850              | -                  |
|                                        | <b>351,637</b>     | <b>367,594</b>     |
| <b>Restricted:</b>                     |                    |                    |
| Albion as One Fund                     | 5,000              | -                  |
| Bernard Sunley Foundation              | 15,000             | -                  |
| Brighton & Hove City Council           | 5,000              | -                  |
| Brighton District Nursing Association  | 5,000              | -                  |
| Comic Relief                           | 45,891             | 20,000             |
| Chalk Cliff Trust                      | -                  | 5,000              |
| Farr Vintner                           | -                  | 15,000             |
| Garfield Weston Foundation             | 40,000             | -                  |
| Hays Travel Foundation                 | 5,000              | -                  |
| Henry Smith Charity                    | 30,000             | 30,000             |
| Homeless Link/MHCLG                    | 56,694             | -                  |
| Julia & Hans Rausing                   | 42,955             | -                  |
| Lloyds Bank Foundation                 | 43,567             | 30,150             |
| Matt Treadgold Remembered Fund         | 25,000             | -                  |
| MetLife Foundation                     | -                  | 22,330             |
| National Lottery Communities Fund/DCMS | 73,131             | -                  |
| No Fear Bridge                         | 15,000             | 30,000             |
| One Family Foundation                  | -                  | 5,000              |
| Other donations (less than £5,000)     | 16,546             | 8,441              |
| Pret Foundation                        | -                  | 21,000             |
| Redevco Foundation                     | -                  | 21,400             |
| The Sussex Community Foundation        | 5,000              | -                  |
|                                        | <b>428,784</b>     | <b>208,321</b>     |
|                                        | <b>780,421</b>     | <b>575,915</b>     |

In accordance with the Charities SORP (FRS 102) the economic value of donated goods and services has not been recognised. Further information on the Charity's donated goods and services can be found in the Trustees' annual report.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 5. INVESTMENT INCOME

|                          | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--------------------------|--------------------|--------------------|
| Bank interest receivable | <u>1,067</u>       | <u>2,148</u>       |

All investment income is unrestricted in both 2020 and 2019.

### 6. EXPENDITURE ON RAISING FUNDS

|                                  | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------------------|--------------------|--------------------|
| External support                 | 6,840              | 1,120              |
| Online fundraising               | 1,768              | 5,435              |
| Miscellaneous fundraising costs  | 2,258              | 2,404              |
| Salaries and related staff costs | 53,255             | 20,934             |
|                                  | <u>64,121</u>      | <u>29,893</u>      |

All expenditure on raising funds is unrestricted in both 2020 and 2019.

### 7. EXPENDITURE ON CHARITABLE ACTIVITIES

|                                       | Client<br>Support<br>£ | Move On<br>Support<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|---------------------------------------|------------------------|-------------------------|--------------------|--------------------|
| Crisis support direct costs           | 9,983                  | -                       | 9,983              | 11,923             |
| Move on support direct costs          | -                      | 3,186                   | 3,186              | 10,703             |
| Financial                             | 7,662                  | 4,415                   | 12,077             | 9,891              |
| Marketing and Communications          | 4,090                  | 2,202                   | 6,292              | 10,215             |
| Office and premises costs             | 208,003                | 112,002                 | 320,005            | 151,941            |
| Salaries and related staff costs      | 206,408                | 35,670                  | 242,078            | 260,418            |
| Volunteers' expenses                  | 1,787                  | 963                     | 2,750              | 6,694              |
| Depreciation                          | 1,039                  | 559                     | 1,598              | 1,356              |
| Support and governance costs (note 8) | 14,207                 | 7,360                   | 21,567             | 20,556             |
| Total 2020                            | <u>453,179</u>         | <u>166,357</u>          | <u>619,536</u>     | <u>483,697</u>     |
| Total 2019                            | <u>402,787</u>         | <u>80,910</u>           |                    |                    |

Expenditure on charitable activities was £619,536 (2019: £483,697) of which £161,103 was unrestricted (2019: £331,921) and £458,433 was restricted (2019: £151,776).

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 8. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

All support and governance costs in both the current and previous accounting period relate to governance.

|                                  | <b>Total<br/>2020<br/>£</b> | <b>Total<br/>2019<br/>£</b> |                                    |
|----------------------------------|-----------------------------|-----------------------------|------------------------------------|
| Salaries and related staff costs | <b>8,489</b>                | 8,199                       | Time spent by individual employees |
| Monitoring and evaluation        | <b>1,850</b>                | 1,917                       | Entirely related to governance     |
| Human resources                  | <b>5,264</b>                | 5,197                       | Entirely related to governance     |
| Accountancy                      | <b>3,600</b>                | 4,152                       | Entirely related to governance     |
| Trustee training                 | <b>249</b>                  | 243                         | Entirely related to governance     |
| Trustee expenses                 | <b>70</b>                   | 413                         | Entirely related to governance     |
| Strategic planning               | <b>2,045</b>                | 435                         | Entirely related to governance     |
|                                  | <b><u>21,567</u></b>        | <b><u>20,556</u></b>        |                                    |

Included within governance and financial costs are payments to the independent examiners of £3,600 for the independent examination (2019: £3,600) and £2,527 for other professional fees (2019: £987).

### 9. STAFF COSTS, TRUSTEE EXPENSES AND KEY MANAGEMENT PERSONNEL

|                              | <b>Total<br/>2020<br/>£</b> | <b>Total<br/>2019<br/>£</b> |
|------------------------------|-----------------------------|-----------------------------|
| Wages and salaries           | <b>266,342</b>              | 251,532                     |
| Employers national insurance | <b>19,929</b>               | 19,943                      |
| Pension costs                | <b>9,811</b>                | 7,890                       |
| Other staff costs            | <b>7,740</b>                | 10,186                      |
|                              | <b><u>303,822</u></b>       | <b><u>289,551</u></b>       |

There are no employees with emoluments above £60,000 (2019: none).

The key management personnel of the Charity comprise the Trustees and the CEO. The total employee benefits of key management personnel were £56,560 (2019: £54,655). No Trustees were paid any remuneration during the year in their role as a trustee.

The allocation of pension expenditure between activities and funds has been undertaken in accordance with the allocation of staff costs described in accounting policies note 2.3. Pension contributions outstanding in the current and previous year are accounted for within unrestricted funds.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 10. STAFF NUMBERS

| Employee headcount | 2020<br>Number | 2019<br>Number |
|--------------------|----------------|----------------|
| Operations         | <u>11</u>      | <u>10</u>      |

During the year the number of full-time equivalent employees, including part-time staff, was 9.3 (2019: 8.8). The paid staff team are supported by a team of 47 volunteers (2019: 55) who donate their time and skills to the Charity. In 2020 the number of hours provided by Volunteers was 5,025 (2019: 6,040). Based on the Living Wage (£9.30 in 2020 and £9.30 per hour in 2019), this equates to £46,733 (2019: £54,360).

### 11. TANGIBLE FIXED ASSETS

|                            | Fixtures,<br>fittings and<br>equipment<br>£ |
|----------------------------|---------------------------------------------|
| <b>COST</b>                |                                             |
| At 1 January 2020          | 16,304                                      |
| Additions                  | 1,257                                       |
| <b>At 31 December 2020</b> | <u>17,561</u>                               |
| <b>DEPRECIATION</b>        |                                             |
| At 1 January 2020          | 11,605                                      |
| Charge for year            | 1,598                                       |
| <b>At 31 December 2020</b> | <u>13,203</u>                               |
| <b>NET BOOK VALUE</b>      |                                             |
| <b>At 31 December 2020</b> | <u>4,358</u>                                |
| At 31 December 2019        | <u>4,699</u>                                |

### 12. DEBTORS

|                | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------|--------------------|--------------------|
| Accrued income | 4,108              | 39,194             |
| Other debtors  | 9,000              | 9,000              |
| Prepayments    | 21,333             | 15,724             |
|                | <u>34,441</u>      | <u>63,918</u>      |

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 13. CASH AT BANK AND IN HAND

|              | Total<br>2020<br>£ | Total<br>2019<br>£ |
|--------------|--------------------|--------------------|
| Cash at bank | 656,105            | 514,494            |
| Cash in hand | 191                | 187                |
|              | <u>656,296</u>     | <u>514,681</u>     |

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | Total<br>2020<br>£ | Total<br>2019<br>£ |
|------------------------------|--------------------|--------------------|
| Trade creditors              | 10,600             | 2,279              |
| Accruals                     | 12,595             | 8,534              |
| Defined contribution pension | 1,584              | -                  |
|                              | <u>24,779</u>      | <u>10,813</u>      |

### 15. UNRESTRICTED FUNDS

|                                  | Balance at 1<br>January<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at 31<br>December<br>2020<br>£ |
|----------------------------------|--------------------------------------|----------------------------|----------------------------|----------------|----------------------------------------|
| General fund                     | 156,063                              | 352,704                    | (221,189)                  | (19,195)       | 268,383                                |
| Designated funds:                |                                      |                            |                            |                |                                        |
| Premises refurbishment           | 4,035                                | -                          | (4,035)                    | -              | -                                      |
| Dilapidations                    | 45,000                               | -                          | -                          | -              | 45,000                                 |
| Closure and redundancy provision | 70,255                               | -                          | -                          | 19,195         | 89,450                                 |
| Strategic projects fund          | 50,000                               | -                          | -                          | -              | 50,000                                 |
|                                  | <u>325,353</u>                       | <u>352,704</u>             | <u>(225,224)</u>           | <u>-</u>       | <u>452,833</u>                         |
| Designated fund totals           | <u>169,290</u>                       | <u>-</u>                   | <u>(4,035)</u>             | <u>19,195</u>  | <u>184,450</u>                         |

The general fund includes 'free reserves' after allowing for all designated funds. The free reserves (general funds excluding tangible fixed assets) are £264,025 at the 31 December 2020 (2019: £151,364).

The designated fund comprises the following:

Premises Refurbishment fund – refers to our Phase Two refurbishment: additional funds to cover building works and operational costs arising through any centre closure/downtime during this refurbishment period in combination with Premises Refurbishment Restricted Fund.

Dilapidations – relates to operation cessation, costs to return leasehold premises to their original configuration should the landlord require.

Closure and redundancy provision relates to the necessary funds required should CTS' operations have to cease immediately including redundancy payments.

Strategic projects fund is to provide funds to investigate, assess and trial (if appropriate) different projects outside the operational day to day budget covering areas such as health, education and employment and accommodation.

## THE CLOCK TOWER SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

#### 16. RESTRICTED FUNDS

|                                             | Balance at<br>1 January<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at 31<br>December<br>2020<br>£ |
|---------------------------------------------|--------------------------------------|----------------------------|----------------------------|----------------------------------------|
| Crisis Support                              | -                                    | 263,774                    | (167,560)                  | <b>96,214</b>                          |
| Move-On Support Programme                   | 68,955                               | 112,797                    | (90,415)                   | <b>91,337</b>                          |
| Building Trust, Self Esteem &<br>Confidence | 31                                   | 28,888                     | (5,000)                    | <b>23,919</b>                          |
| Premises Refurbishment                      | 175,965                              | 23,325                     | (193,277)                  | <b>6,013</b>                           |
| Volunteer Programme                         | 2,181                                | -                          | (2,181)                    | -                                      |
|                                             | <u>247,132</u>                       | <u>428,784</u>             | <u>(458,433)</u>           | <u><b>217,483</b></u>                  |

Our Crisis Support project meets the needs of young people who are experiencing homelessness through the provision of food, laundry, showers, clothing and other essentials, as well as case-working and referrals into other services in the city. In 2020, contributions were generously made by the Albion as One Fund, Brighton District Nursing Association Trust, Brighton & Hove Council Communities Fund, Comic Relief, Enjoolata Foundation, Ernest Kleinwort Charitable Trust, Fine & Country Foundation, Games Aid, Garfield Weston Foundation, Homeless Link/Ministry of Housing, Communities & Local Government, Lloyds Bank Foundation, Julia and Hans Rausing, Matt Treadgold Remembered Fund, National Lottery Communities Fund/Department of Culture, Media & Sport, Sussex Community Foundation, St. Bernard Trust, St Martin's Vicars Relief Fund and individual donors.

Our Towards Stability/Move-on project provides support to young people who are ready to seek and retain housing, work, training, volunteering and other opportunities. This work has been kindly supported by Lloyds Bank Foundation, Henry Smith Charity and No Fear Bridge.

The activities, workshops and classes provided through the Building Trust, Self Esteem and Confidence project enable our clients to improve their emotional and physical wellbeing and further engage with case-working, which addresses each individual's circumstances. In 2020, this was generously funded by Hays Travel Foundation and others.

Our Volunteer Programme provides training and support for our team of Volunteer Support Workers, and we thank Marsh Christian Charitable Trust for their contribution to it in 2020. We are grateful for the generous funding towards our premises refurbishment from Bernard Sunley Foundation and Help the Homeless and grants from Acceler8, Bupa Foundation, Homity Trust and One Family Foundation.

# THE CLOCK TOWER SANCTUARY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2020 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2020  |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|----------------|
|                                | £                              | £                                 | £                   | £              |
| Tangible fixed assets          | 4,358                          | -                                 | -                   | 4,358          |
| Current assets                 | 288,804                        | 184,450                           | 217,483             | 690,737        |
| Creditors: due within one year | (24,779)                       | -                                 | -                   | (24,779)       |
|                                | <u>268,383</u>                 | <u>184,450</u>                    | <u>217,483</u>      | <u>670,316</u> |

Fund balances at 31 December 2019 are represented by:

|                                | Unrestricted<br>Fund - General | Unrestricted<br>Fund - Designated | Restricted<br>Funds | Total<br>2019  |
|--------------------------------|--------------------------------|-----------------------------------|---------------------|----------------|
|                                | £                              | £                                 | £                   | £              |
| Tangible fixed assets          | 4,699                          | -                                 | -                   | 4,699          |
| Current assets                 | 162,177                        | 169,290                           | 247,132             | 578,599        |
| Creditors: due within one year | (10,813)                       | -                                 | -                   | (10,813)       |
|                                | <u>156,063</u>                 | <u>169,290</u>                    | <u>247,132</u>      | <u>572,485</u> |

### 18. RELATED PARTY DISCLOSURES

During the year aggregate donations without restrictions of £nil (2019: £nil) were received by the Charity from related parties. No other related party transactions were undertaken other than trustee related expenses (1 trustees reimbursed travel and subsistence costs (2019: 1 trustee was reimbursed travel and subsistence costs)) as itemised in note 8.

### 19. LEASE COMMITMENTS

At 31 December 2020 the Charity had total commitments under non-cancellable operating leases payable as follows:

|                            | Land & Buildings |               | Other        |              |
|----------------------------|------------------|---------------|--------------|--------------|
|                            | 2020             | 2019          | 2020         | 2019         |
|                            | £                | £             | £            | £            |
| Within one year            | 74,268           | 14,731        | 1,575        | 2,007        |
| Between one and five years | 92,835           | -             | 1,181        | 2,541        |
|                            | <u>167,103</u>   | <u>14,731</u> | <u>2,756</u> | <u>4,548</u> |

Operating lease rentals in respect of land and buildings relate to rental of ground floor and first floor office space at Wenlock House, Brighton. Included within expenditure on charitable activities are charges relating to the Charity's rental lease of £77,757 (2019: £62,568).

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

AS AT 31 DECEMBER 2020

20. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)  
YEAR ENDED 31 DECEMBER 2019

|                                                          | Note  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2019<br>Total<br>£           | 2018<br>Total<br>£    |
|----------------------------------------------------------|-------|----------------------------|--------------------------|------------------------------|-----------------------|
| <b>INCOME FROM:</b>                                      |       |                            |                          |                              |                       |
| Donations and grants                                     | 4     | 367,594                    | 208,321                  | <b>575,915</b>               | 679,425               |
| Investments                                              | 5     | <u>2,148</u>               | <u>-</u>                 | <b><u>2,148</u></b>          | <u>794</u>            |
| <b>Total income</b>                                      |       | <u>369,742</u>             | <u>208,321</u>           | <b><u>578,063</u></b>        | <u>680,219</u>        |
| <b>EXPENDITURE ON:</b>                                   |       |                            |                          |                              |                       |
| <i>Raising funds:</i>                                    |       |                            |                          |                              |                       |
| Fundraising                                              | 6     | 29,893                     | -                        | <b>29,893</b>                | 42,017                |
| <i>Charitable activities:</i>                            |       |                            |                          |                              |                       |
| Operation of the Clock Tower Sanctuary                   | 7     | <u>331,921</u>             | <u>151,776</u>           | <b><u>483,697</u></b>        | <u>470,474</u>        |
| <b>Total expenditure</b>                                 |       | <u>361,814</u>             | <u>151,776</u>           | <b><u>513,590</u></b>        | <u>512,491</u>        |
| <b>Net income and net movement in funds for the year</b> |       | 7,928                      | 56,545                   | <b>64,473</b>                | 167,728               |
| <b>RECONCILIATION OF FUNDS</b>                           |       |                            |                          |                              |                       |
| <b>Total funds brought forward</b>                       |       | <u>317,425</u>             | <u>190,587</u>           | <b><u>508,012</u></b>        | <u>340,284</u>        |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                       | 15,16 | <u><u>325,353</u></u>      | <u><u>247,132</u></u>    | <b><u><u>572,485</u></u></b> | <u><u>508,012</u></u> |