

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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|                                           |                                                                                                                              |                                                      |                         |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------|
| <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 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 |
| <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>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 2021

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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 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**

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#### 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

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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>                          | <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>                       | 15,16       | 452,833                             | 217,483                           | <b>670,316</b>               | 572,485                     |
|                                                          |             | <u>          </u>                   | <u>          </u>                 | <u>          </u>            | <u>          </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>       |

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 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

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

All investment income is unrestricted in both 2021 and 2020.

### 6. EXPENDITURE ON RAISING FUNDS

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

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

### 7. EXPENDITURE ON CHARITABLE ACTIVITIES

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

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).

# THE CLOCK TOWER SANCTUARY

## 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>          | <b>2020</b>          | Basis of amount apportioned to governance |
|                                  | <b>£</b>             | <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> | <b><u>21,567</u></b> |                                           |

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>           | <b>2020</b>           |
|                              | <b>£</b>              | <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> | <b><u>303,822</u></b> |

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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