

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

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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 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

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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 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

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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.

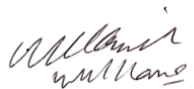
Volunteers are recruited via an application form and interview with reference checks and Disclosure and Barring Services (DBS) checks before they start their role.

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.

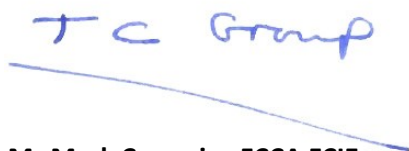
#### Independent examiner's statement

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

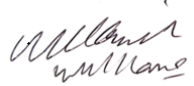
AS AT 31 DECEMBER 2022

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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   | Cashflow                |
|                                                               |       | £                | £                       |
| <b>Cash at bank and in hand</b>                               |       | <b>556,487</b>   | <b>(136,463)</b>        |
|                                                               |       |                  | <b>31 December 2022</b> |
|                                                               |       |                  | £                       |
|                                                               |       |                  | <b>420,024</b>          |

## THE CLOCK TOWER SANCTUARY

### NOTES TO THE FINANCIAL STATEMENTS

AS AT 31 DECEMBER 2022

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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 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).

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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