

Charity registration number 1146777

Company registration number 07311390 (England and Wales)

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

THE CLOCK TOWER SANCTUARY

LEGAL AND ADMINISTRATIVE INFORMATION

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

THE CLOCK TOWER SANCTUARY

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THE CLOCK TOWER SANCTUARY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2023

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Charitable Objects

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

Public Benefit

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

Vision

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

Mission

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

Values

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

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

How we work

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

THE CLOCK TOWER SANCTUARY

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

We have three main strands to our work:

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

Strategic objectives

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

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

Achievements and performance

Significant activities and achievements against objectives

Crisis services

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

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

Building Trust, Confidence & Self Esteem

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

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

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

THE CLOCK TOWER SANCTUARY

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

FOR THE YEAR ENDED 31 DECEMBER 2023

Towards Stability

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

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

Equality, Diversity & Inclusion

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

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

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

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

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

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

Volunteers

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

Financial review

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

Fundraising Review

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

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

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

THE CLOCK TOWER SANCTUARY

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

Reserves policy

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

The designated reserves comprise the following:

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

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

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

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

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

Investment policy

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

THE CLOCK TOWER SANCTUARY

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

Major risks

Risk Management

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

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

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

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

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

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

Plans for future periods

Future Plans

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

Structure, governance and management

Commencement of Activities

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

Governing Document

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

THE CLOCK TOWER SANCTUARY

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

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

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

Recruitment and appointment of trustees

Method and Appointment of Trustees

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

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

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

Induction and Training of Trustees

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

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

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

THE CLOCK TOWER SANCTUARY

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

Organisational structure

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

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

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

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

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

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

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

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

Alexander Rees

.....
Alexander Rees

Trustee

19/09/2024

Date:

Mousumi Kanjilal Williams

.....
Mousumi Kanjilal Williams

Trustee

THE CLOCK TOWER SANCTUARY

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE CLOCK TOWER SANCTUARY

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

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Michelle Westbury

Michelle Westbury FCCA

West & Berry Limited

Nile House
Nile Street
Brighton
BN1 1HW

19/09/2024

Dated:

THE CLOCK TOWER SANCTUARY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

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

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

THE CLOCK TOWER SANCTUARY

BALANCE SHEET

AS AT 31 DECEMBER 2023

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

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

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

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

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

19/09/2024

The financial statements were approved by the Trustees on

Alexander Rees

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Alexander Rees

Trustee

Mousumi Kanjilal Williams

.....

Mousumi Kanjilal Williams

Trustee

Company registration number 07311390 (England and Wales)

THE CLOCK TOWER SANCTUARY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2023

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

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

1.1 Accounting convention

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

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

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

1.6 Tangible fixed assets

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

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

Fixtures and fittings	20% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

Basic financial assets

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Basic financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

1.12 Leases

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

2 Critical accounting estimates and judgements

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

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

3 Income from donations and legacies

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Income from donations and legacies

(Continued)

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

4 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	5,320	791
	<u>5,320</u>	<u>791</u>

5 Expenditure on raising funds

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

THE CLOCK TOWER SANCTUARY

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

6 Expenditure on charitable activities

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

7 Support costs allocated to activities

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

THE CLOCK TOWER SANCTUARY

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

7 Support costs allocated to activities (Continued)

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

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

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

9 Trustees

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

10 Employees

The average monthly number of employees during the year was:

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

10 Employees

(Continued)

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

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

Remuneration of key management personnel

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

	2023 £	2022 £
Aggregate compensation	48,902	53,352

11 Taxation

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

12 Tangible fixed assets

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

THE CLOCK TOWER SANCTUARY

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

13 Debtors

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

14 Creditors: amounts falling due within one year

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

15 Deferred income

	2023 £	2022 £
Arising from Grants received in advance	90,364	-

Deferred income is included in the financial statements as follows:

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

16 Retirement benefit schemes

	2023 £	2022 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	14,656	13,526

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

16 Retirement benefit schemes

(Continued)

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

17 Restricted funds

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

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

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

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

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

THE CLOCK TOWER SANCTUARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

18 Unrestricted funds

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

	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
Dilapidations	50,000	-	-	-	50,000
Closure and redundancy provision	147,643	-	-	(16,113)	131,530
Strategic projects fund	20,000	-	-	-	20,000
Equipment replacement fund	30,000	-	-	(10,000)	20,000
General funds	160,332	581,964	(511,168)	26,113	257,241
	<u>407,975</u>	<u>581,964</u>	<u>(511,168)</u>	<u>-</u>	<u>478,771</u>

Previous year:	At 1 January 2022	Incoming resources	Resources expended	Transfers	At 31 December 2022
	£	£	£	£	£
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
General funds	316,735	316,637	(473,040)	-	160,332
	<u>510,054</u>	<u>385,001</u>	<u>(487,080)</u>	<u>-</u>	<u>407,975</u>

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

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

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

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

THE CLOCK TOWER SANCTUARY

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

19 Analysis of net assets between funds

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

20 Operating lease commitments

Lessee

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

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

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

21 Related party transactions

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

THE CLOCK TOWER SANCTUARY

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

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

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Signer: Mousumi Williams (mo@thects.org.uk)

Identity Check: Email Authentication

Signature Type: Typed

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

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

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

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