

# SANCTUS

England & Wales · Charity number 1150313

## Details

---

**Status** Registered

**Legal form** Other

**Registered** 2013-01-02

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 30-32 Broomfield Road  
Chelmsford  
CM1 1SW

**Phone** 01245257985

**Email** [info@sanctus-home.com](mailto:info@sanctus-home.com)

**Website** [www.sanctus-home.com](http://www.sanctus-home.com)

## Activities

---

**Objects:** (1)RELIEF OF POVERTY WITH FOOD PROVISION OF FOOD FOR THE HOMELESS, DESTITUTE OR THOSE FALLEN ON HARD TIMES.(2)RELIEF OF POVERTY WITH SERVICES AND PROGRAMMES FOR REHABILITATION AND PERSONAL DEVELOPMENT FOR THE HOMELESS, DESTITUTE AND THOSE FALLEN ON HARD TIMES.(3)RELIEF OF POVERTY THROUGH BUILDING CONFIDENCE, ESTEEM AND SKILLS FOR PREPARATION FOR WORK AND/OR REINTEGRATION INTO SOCIETY OF THE HOMELESS, DESTITUTE AND THOSE FALLEN ON HARD TIMES.(4)RELIEF OF POVERTY THROUGH BUILDING A DAY CENTRE AND OR REFUGE AND WORKSHOP SPACE FOR THE SELF IMPROVEMENT OF THOSE WHO HAVE BEEN KNOCKED BY LIFE AND WOULD LIKE TO BETTER THEMSELVES AND START TO REENGAGE WITH SOCIETY.(5)RELIEF OF POVERTY THROUGH THE DEVELOPMENT OF CRAFT, PRODUCTION AND LABOURING SERVICES FOR THE HOMELESS, DESTITUTE AND THOSE FALLEN ON HARD TIMES.

**Activities:** PROVIDES FOOD, SHELTER AND AMENITIES TO THE HOMELESS AND VULNERABLE IN CHELMSFORD, ESSEX, ENGLAND. THE CHARITY PRIMARILY OPERATES THE SANCTUS CAFE, FOR THE HOMELESS AND THOSE IN NEED IN THE CENTRE OF CHELMSFORD THE CAFE IS AN ACCESS POINT FOR THE SANCTUS HUB FOR ADVOCACY, SUPPORT, COUNSELLING AND SERVICES FOR INDEPENDENT LIVING.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£390,723	£408,135	-	-
2023-12-31	£366,017	£337,315	-	-
2022-12-31	£309,586	£340,042	-	-
2021-12-31	£386,013	£369,168	-	-
2020-12-31	£313,356	£245,178	-	-

## Trustees

Name	Role	Appointed
Cllr Linda Mascot		2024-11-14
Diane Rigg		2025-11-06
Nigel David Simon Hardy		2023-09-21
Rev Anthony Robinson		2025-12-18
STEPHEN TUROFF		2012-11-07
Sarah Stevens		2025-01-23

**SANCTUS**

England & Wales - Charity number 1150313

---

# Accounts

---

**Sanctus  
Financial statements  
Year ended 31st December 2024**

	<u>Page no.</u>
Trustees' annual report	1
Independent Examiners Report	8
Statement of Financial Activities (Including Income & Expenditure)	10
Balance Sheet	11
Notes	12

# **Sanctus Charity Commission Annual Return**

**Year Ending 31 December 2024**

**Trustee Report, Accounts and  
Independent Examiners Report**

**Sanctus**

**Registered Charity Number: 1150313**

**30-32 Broomfield Road, Chelmsford, Essex CM1 1SW**



**Sanctus**

Rebuilding Lives 365



**The King's Award  
for Voluntary Service**

## **Who we are**

We are a small independent charity with over a decade's experience working in Chelmsford and the mid-Essex area.

## **What we do**

We help homeless and vulnerable people better their lives, and contribute towards a safe, welcoming and thriving Chelmsford.

## **Why we do it**

We believe that everyone should have a safe and secure home, food on the table and a network of support.

Homelessness remains a critical issue in Britain, and Chelmsford is no different. At any one time in the Chelmsford area there are up to 40 people sleeping rough.

But homelessness comes in many different forms and includes people in temporary accommodation, overcrowded shared housing, or who may just be sofa surfing. The latest Government figures show that 120,000 households nationally are homeless, and within that figure there are 150,000 children. Nationally, more than 3,200 children are living in bed and breakfast accommodation for longer than the legal limit of six weeks.

Many more people live on the margins - often with insufficient resources or stability in their lives - these vulnerable people teeter on the edge, just one small personal crisis away from joining the homeless.

We want to help address the symptoms of homelessness in Chelmsford and more widely in Essex, contribute towards addressing its root causes, and provide support, encouragement and aid to those that are vulnerable.

## **How we do it**

Our aim is to be there for vulnerable people at a moment of crisis and provide them with the necessary help. From this moment, we then work alongside them in their journey to recovery to help them to take steps to lead a positive life.

We operate a café and day centre in the heart of Chelmsford that provides a safe, warm and supportive environment where anyone who wishes can come to eat, shelter from the weather and be around others with the aim of preventing fear, loneliness or discomfort.

Through the work of our Support Hub we offer free tailored support and assistance to help improve quality of life without judgment or selection. Our support sessions may

enable a benefits issue to be resolved, a housing application to be submitted, a job application to be completed, signposting to wider services, or may be part of the journey to prevent someone from taking drastic steps. During 2024, in collaboration with our local NHS Community Trust, we established and developed a 'pop-up' GP service operating one day per week from our premises.

We are open six days per week (Monday to Saturday), serving a freshly cooked hot meal each day. We also provide a foodbank and 'end of day' items from generous retailers such as Marks and Spencer's and Greggs, and can help with emergency items such as tents, sleeping bags and clothing for those that are rough sleeping.

Ours is also a community space, which we invite other service providers to utilise, to generate a holistic approach to supporting individuals. We happily work with others to provide the best results for people in need, and our network of contacts, partnerships and collaborations means that we speedily leverage resources far greater than those that we can provide by ourselves.

There are no criteria to receive our support. Our work is person centred, meaning we tailor a bespoke offering to everyone. We aim to help vulnerable individuals build confidence and trust in support services, so they can be helped not only by us, but from other agencies and statutory services.

## **Our impact**

During the 12 months of 2024 we:

- hosted 20,668 café visits
- served 17,917 lunchtime meals
- supported a community of 738 individuals (of which 332 were new to Sanctus during 2024)
- provided more than 2,000 free hub support and mentoring sessions
- assisted 12 individuals in securing accommodation
- supported many service users with Essential Living Fund applications
- provided financial wellbeing courses for 50 service users
- provided courses of counselling for 28 individuals
- supported 9 domestic violence victims
- provided one full day each week hosting a full GP and Practice Nurse pop-up service with a full programme of both pre-booked and walk in appointments
- through the GP service made an early cancer diagnosis for an individual who otherwise wouldn't have had access to primary care

Each service user comes to Sanctus with differing needs. The following briefly describe two cases that our Hub Team have closely supported during 2024:

Jack has been coming to Sanctus for a number of years. He has a long-term brain injury which badly effects his ability to give and receive information, and he is

currently struggling with his mental health. He has been having problems with his neighbours at his Housing Association accommodation and is now becoming too scared to stay there. Sanctus have been able to support Jack to successfully appeal for a Personal Independence Payment and are now working with him and his housing officer to help him with an application for alternative accommodation. In the medium-term Sanctus hope to help Jack into supported housing, which will much better suit his needs.

Frank is a pensioner and after suffering a 'no fault' eviction from his rented room in Southend ended up sleeping on his niece's lounge floor in Chelmsford. Sanctus worked with Frank to complete the application forms, gather evidence and write a supporting letter to find new accommodation. After a very complex and frustrating six-month application period Frank has been allocated a flat by Southend Council, which would not have been possible without our support.

Key achievements during 2024 include:

- Receiving the Kings Award for Voluntary Service from the Lord Lieutenant of Essex
- Commencing and developing a weekly pop-up GP service for our service users within our building
- Commencing a pilot scheme enabling rough sleepers to get a shower and have their clothes washed on a regular basis
- Opening our first ever charity shop
- Operating a weeklong food concession at a local festival
- Serving over 350 Christmas meals to paying customers to raise money for the charity

### **Our trustees, staff and volunteers**

Our Trustees are recruited via local advert, and occasionally via direct expressions of interest. As of June 2025 we have eight Trustees and have an even gender split on the Board. We welcome diversity in our Trustee group and are constantly striving to reflect the make-up of our service user base.

We have a small but dedicated and highly skilled staff team of 13 people. We have a low staff turnover reflecting commitment to both the charity itself and more widely to the cause of homelessness.

Sanctus are proud adopters of the Real Living Wage as the entry level to our salary scale, regardless of age.

We also have over 100 volunteers who provide support for our café, food collections, events and our new charity shop. The volunteers come from many different backgrounds and provide a host of skills and experience, which are freely offered.

In 2023 we were honoured to be granted The King's Award for Voluntary Service, which is the highest honour in the charity world, and is the equivalent of an MBE for the organisation, which we now hold in perpetuity. This award was formally presented to us in the spring of 2024.

As of June 2025, our senior staff team and our Board of Trustees are as follows:

#### Senior staff team

Emma Hughes – Chief Executive Officer  
Toni Brockwell – Café and Community Fundraising Manager  
Sarah Coppin – Support Hub Manager  
Evelyn Fitz-Patrick – Senior Grant Co-ordinator  
Carolyn Searle – Finance Officer

#### Board of Trustees

Roy Fuller  
Nigel Hardy  
Debbie Johnston  
Councillor Linda Mascott  
Ian Nicholson  
Sarah Stevens  
Stephen Turoff  
Andrina Warsop

#### **Our finances**

Our charity receives no statutory Government funding and has no significant legacy donations through which to pay for our activities. This means we rely on the generosity of individuals and businesses alongside grant funding from charitable trusts and other organisations, and the income that we generate through our events and our charity shop.

We are proud to be in receipt of a multi-year National Lottery Award, but each year we need to raise more than £350,000 on top of this to keep our doors open. We are hugely grateful that we have a dedicated group of supporters, sponsors and volunteers who are committed to seeing Sanctus succeed, and fund raising will remain a critical aspect of our operation.

Sanctus endeavours to maintain two months funds as reserves and is seeking to increase this as fundraising activities allow.

## **Our strategic direction for both the short and long term**

In the spring of 2024, we set seven strategic goals for Sanctus in order that we can continue to deliver our charitable objectives:

- Financial stability and income growth – The financial stability of the charity, with sufficient reserves to weather unforeseen circumstances, is critical to success. Within this the consistency and predictability of our income is vital, as is growing our income streams in line with rising costs and the ambitions of the charity.
- Maintaining the quality, excellence and reach of our current service provision – our basic service offering of café and support hub is now well established and works well for our service users – we continue to maintain both the quality, frequency and accessibility of this existing provision.
- Expansion of our geographical area of impact – in the medium to long term we will consider extending the reach of Sanctus to new communities elsewhere in Essex.
- Expansion of our service provision – before the expansion of our area we continue to expand the services that we offer from our base here in Chelmsford, embracing new opportunities and taking on new challenges where there are clear benefits for our service users and the local community.
- Maintaining that ‘inside out’ feeling – Sanctus started from nothing in 2012 and has grown to what it is today through the commitment, dedication and vision of its staff and volunteers, and by listening to our service users – we continue to maintain that caring, compassionate and pioneering approach in everything that is done, ensuring that our team spirit and sense of family are never lost.
- Being a good employer and volunteer host – while we understand that our staff and volunteers are here because they care, we don’t take advantage of that and continue to ensure that conditions and benefits are as good as they can be, in line with best practice elsewhere in the voluntary sector. We strive to ensure that both staff and volunteers feel that they can contribute fully to the success of the charity.
- Being a community bridge – we are at our best when we use all our contacts, partnerships and collaborations to multiply the resources that our service users have access to. We remain open and willing to work with other organisations, establishing new links wherever appropriate and possible. We also use our experience and expertise to help others where we can and continue to be a positive contributor to the community of Chelmsford, and the prosperity and success of the city as a whole.

**Public benefit**

In making decisions, the Trustees and staff team at Sanctus have due regard to the Charity Commission's public benefit guidance whenever they exercise powers or duties to which the guidance is relevant.

**Exemptions of disclosure**

Other than for purposes of confidentiality and/or GDPR no information has been withheld.

**Funds held as custodian on behalf of others**

We do not have custodian Trustees, all Trustees are managing Trustees.



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Sanctus

**On accounts for the year ended**

31st December 2024

**Charity no  
(if any)**

1150313

**Set out on pages**

1-26

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2024.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association Of Chartered Certified Accountants

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Signed:**

*CBullen*

**Date:**

30/10/25

**Name:**

CLAIRE BULLEN

**Relevant professional qualification(s) or body (if any):**

FCCA

<b>Address:</b>	Taylor Viney & Marlow Ltd
	46-54 High Street
	Ingatstone CM4 9DW

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



# Sanctus

## Statement of financial activities

### Year ended 31st December 2024

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Income and endowments from:</b>					
Donations and legacies	(Note 3) S01	239,454	90,150	329,604	335,145
Charitable activities	S02	32,742	-	32,742	30,060
Other trading activities	S03	29,211	-	29,211	
Investments	S04	1,666	-	1,666	812
Separate material item of income	S05	-	-	-	-
Other	(Note 4) S06	-	-	-	-
<b>Total</b>	S07	<b>303,073</b>	<b>90,150</b>	<b>393,223</b>	<b>366,017</b>
<b>Resources expended (Note 5)</b>					
<b>Expenditure on:</b>					
Raising funds	S08	48,838	592	49,430	17,482
Charitable activities	S09	251,934	92,780	344,714	319,832
Separate material item of expense	S10	-	-	-	-
Other	S11	13,991	-	13,991	-
<b>Total</b>	S12	<b>314,763</b>	<b>93,372</b>	<b>408,135</b>	<b>337,314</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>					
	S13	- 11,689	- 3,222	- 14,911	28,703
Net gains/(losses) on investments	S14	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>- 11,689</b>	<b>- 3,222</b>	<b>- 14,911</b>	<b>28,703</b>
<b>Extraordinary items</b>	S16	-	-	-	-
<b>Transfers between funds</b>	S17			-	-
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-
Other gains/(losses)	S19	-	-	-	-
<b>Net movement in funds</b>	S20	<b>- 11,689</b>	<b>- 3,222</b>	<b>- 14,911</b>	<b>28,703</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	S21	77,847	70,738	148,585	119,882
<b>Total funds carried forward</b>	S22	<b>66,158</b>	<b>67,516</b>	<b>133,674</b>	<b>148,585</b>

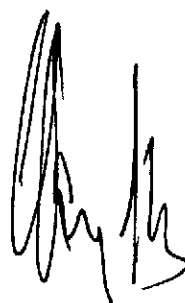
**Sanctus**  
**Balance sheet**  
**As at 31st December 2024**

	Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>					
Tangible assets (Note 10)	B02	5,392	20,561	25,953	37,265
<b>Total fixed assets</b>	B05	5,392	20,561	25,953	37,265
<b>Current assets</b>					
Debtors (Note 11)	B07	18,826		18,826	13,360
Cash at bank and in hand (Note 13)	B09	79,675	46,955	126,630	144,026
<b>Total current assets</b>	B10	98,501	46,955	145,456	157,386
Creditors: amounts falling due within one year (Note 12)	B11	37,736		37,736	46,068
<b>Net current assets/(liabilities)</b>	B12	60,765	46,955	107,720	111,318
<b>Total assets less current liabilities</b>	B13	66,158	67,516	133,673	148,583
Creditors: amounts falling due after one year (Note 12)	B14	-	-	-	-
Provisions for liabilities	B15	-	-	-	-
<b>Total net assets or liabilities</b>	B16	66,158	67,516	133,673	148,583
<b>Funds of the Charity</b>					
Restricted income funds (Note 15)	B18		46,955	46,955	34,135
Fixed Assets (Funded from Restricted funds)			20,561	20,561	36,603
Unrestricted funds	B19	66,158		66,158	77,847
<b>Total funds</b>	B21	66,158	67,516	133,673	148,585

Signed by one or two trustees on behalf of all the trustees

Signature

Date



30/10/2025

# **Sanctus**

## **Notes to the financial statements**

### **Year ended 31st December 2024**

#### **Note 1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

##### **1.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2024

#### Note 2 Accounting policies

#### 2.2 INCOME

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>it is more likely than not that the trustees will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).
<b>Government grants</b>	The charity has not received government grants in the reporting period
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
<b>Donated goods</b>	Donated goods are received by the charity and often includes fresh food requiring rapid distribution to beneficiaries. The trustees consider it impractical to count and value these goods .
<b>Support costs</b>	The charity has incurred expenditure on support costs.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

#### 2.3 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Governance and support costs</b>	Support costs include central function costs and have been allocated to activity cost categories on a basis consistent with the use of resources on a reasonable, justifiable and consistent basis,
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 2 (Cont)**

**Accounting policies**

**2.4 ASSETS**

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £250

They are valued at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value over the useful economic life of the asset as follows:

Leasehold Improvements	Over 5 years for the cafe, 3 years for the shop
Fixtures & fittings	Over 5 years for the cafe, 3 years for the shop
Plant and machinery	50% straight line

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 3 Analysis of income**

<b>Analysis</b>		<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Total funds £</b>	<b>Prior year £</b>
<b>Donations and legacies:</b>	Donations and gifts	112,200	6,725	118,925	134,111
	Gift Aid	10,096		10,096	12,323
	General grants provided by government/other charities	117,158	83,425	200,583	188,685
	Other				25
	<b>Total</b>	<b>239,454</b>	<b>90,150</b>	<b>329,604</b>	<b>335,144</b>
<b>Charitable activities:</b>	Fundraising activities	32,742		32,742	30,060
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	<b>32,742</b>	<b>-</b>	<b>32,742</b>	<b>30,060</b>
<b>Other trading activities:</b>	Shop	28,157	-	28,157	-
		-	-	-	-
		-	-	-	-
	Other	1,054		1,054	
	<b>Total</b>	<b>29,211</b>	<b>-</b>	<b>29,211</b>	<b>-</b>
<b>Income from investments:</b>	Interest income	1,666		1,666	812
		-	-	-	-
	Rental and leasing income	-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	<b>1,666</b>	<b>-</b>	<b>1,666</b>	<b>812</b>
<b>TOTAL INCOME</b>	<b>303,073</b>	<b>90,150</b>	<b>393,223</b>	<b>366,016</b>	

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 5 Analysis of expenditure**

Analysis	This year			Last year
	Unrestricted funds	Restricted income funds	Total funds £	Total funds £
<b>Expenditure on raising funds:</b>				
Wages & salaries	32,235		32,235	9,748
Other fundraising costs	16,603	592	17,195	7,734
<b>Total expenditure on raising funds</b>	<b>48,838</b>	<b>592</b>	<b>49,430</b>	<b>17,482</b>

**Expenditure on charitable activities:**

Café	74,778	34,381	109,159	95,811
Hub	39,370	26,605	65,975	64,223
Support costs <span style="float: right;">Note 6</span>	137,787	31,794	169,581	159,798
<b>Total expenditure on charitable activities</b>	<b>251,934</b>	<b>92,780</b>	<b>344,714</b>	<b>319,832</b>

**Separate material item of expense**

	-	-	-	
	-	-	-	
	-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Other**

Shop	13,991	-	13,991	
	-	-	-	
	-	-	-	
	-	-	-	
<b>Total other expenditure</b>	<b>13,991</b>	<b>-</b>	<b>13,991</b>	
<b>TOTAL EXPENDITURE</b>	<b>314,763</b>	<b>93,372</b>	<b>408,135</b>	<b>337,314</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 6**                      **Support Costs**

**This year**

<b>Support cost</b>	<b>Total</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Staff costs	58,934	46,568
Rent rates & utilities, repairs & Insurance.	95,654	103,475
Communications & IT	11,404	8,387
General Office	2,166	730
Finance costs	284	116
Motor & Travel	329	43
Audit fee	504	480
Legal & professional	294	0
Other	12	
<b>Total</b>	<b>169,581</b>	<b>159,799</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 7**                      **Paid employees**

**7.1 Staff Costs**

	<b>This year £</b>	<b>Last year £</b>
<b>Salaries and wages</b>	224,839	179,394
<b>Social security costs</b>	11,632	7,166
<b>Pension costs (defined contribution scheme) (Note 9)</b>	3,441	2,889
<b>Other employee benefits</b>	-	-
<b>Total staff costs</b>	239,912	189,449

No employee received an income of more than £60,000 during the year

**7.2 Average head count in the year**

	<b>This year Number</b>	<b>Last year Number</b>
<b>Total</b>	12	14

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 8**                      **Details of certain items of expenditure**

**8.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

**Independent examiner's fees**

**Assurance services other than audit or independent examination**

**Tax advisory fees**

**Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner**

<b>This year £</b>	<b>Last year £</b>
504	480
	-
-	-
294	-

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 9** Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.

	This year £	Last year £
Amount of contributions recognised in the SOFA as an expense	3,441	2,889

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 10**                      **Tangible fixed assets**

**10.1 Cost**

	<b>Leasehold improvements</b>	<b>Plant &amp; Machinery</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At the beginning of the year	56,005	16,442	32,997	105,444
Additions		7,984	6,240	14,224
Disposals	-	-	-	-
At end of the year	56,005	24,426	39,237	119,668

**10.2 Depreciation**

<b>**Basis</b>	SL	SL	SL	
<b>** Rate</b>	Over 5 years for the cafe, 3 years for the shop	50% per annum	Over 5 years for the cafe, 3 years for the shop	

At beginning of the year	33,603	14,779	19,797	68,179
Depreciation	11,201	5,656	8,679	25,536
At end of the year	44,804	20,435	28,476	93,715

**10.3 Net book value**

Net book value at the beginning of the year	22,402	1,663	13,200	37,265
Net book value at the end of the year	11,201	3,991	10,761	25,953

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 11**                      **Debtors and prepayments**

**11.1 Analysis of debtors**

**Trade debtors**  
**Prepayments and accrued income**  
**Other debtors**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
	535	-
	18,291	13,360
	-	-
<b>Total</b>	<b>18,826</b>	<b>13,360</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 12**                      **Creditors and accruals**

**12.1 Analysis of creditors**

	<b>Amounts falling due within one year</b>		<b>Amounts falling due after more than one year</b>	
	<b>This year £</b>	<b>Last year £</b>	<b>This year £</b>	<b>Last year £</b>
<b>Trade creditors</b>	3,556	1,104	-	-
<b>Accruals and deferred income</b>	28,332	40,340	-	-
<b>Taxation and social security</b>	4,302	3,559	-	-
<b>Other creditors</b>	1,546	1,064	-	-
<b>Total</b>	<b>37,736</b>	<b>46,067</b>	<b>-</b>	<b>-</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 13**                      **Cash at bank and in hand**

Cash at bank and on hand  
Total

<b>This year</b>	<b>Last year</b>
<b>£</b>	<b>£</b>
126,630	144,026
126,630	144,026

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 15** Charity funds- restricted

**15.1 Details of material funds held and movements during the CURRENT reporting period**

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
						-	-	-
Anon individual	R	Client special needs fund	2,000		-2,000			-
Anon individual	R	Purchase of kitchen equipment	34		-34			-
ECF	R	Hub support Staff training,& printing	926		-926			-
ECF	R	Café salaries	5,625		-5,625			-
Walter Farthing	R	Winter café opening	3,250		- 3,250			-
Police VVCS	R	Rent, Utilities and support of young people	4,076		- 4,076			-
Essex CC changing futures	R	Salary of Tenancy Support Officer	2,981	11,925	- 11,925			2,981
FSJ Trust	R	Winter opening	2,000		- 2,000			-
Hopestead	R	Café supervisors salary	7,000		- 7,000			-
Elijahs Pot	R	Client special needs & support staff salaries	5,740		- 4,240			-
Anon individuals	R	Cleaning products	500		- 500			-
	R	Sundry	3		- 3			-
Everything Lettings	R	Hygiene app		450.00	- 260			190
Elijahs pot	R	Spec needs and Support hub		13,000.00	- 9,924			3,076
Be seasoned	R	Kitchen equipment		5,000.00	- 1,252			3,748
ECF	R	Hub support over 12 months		5,000.00	- 2,500			2,500
EALC	R	Food for July Aug Sept		4,500.00	- 4,500			-
Albert Hunt	R	Salaries for hub and café		5,000.00	- 4,868			132
Barchester fund	R	For social skills		500.00	- 196			304
Vinci (Taylor Woodrow)	R	IT equipment		5,000.00	- 4,860			140
Just giving -	R	Tents & sleeping bags		245.00	- 116			129
Chelmsford CC	R	Hub support		6,000.00				6,000
Garfield Weston	R	Garfield Weston Rent and frontline salaries		30,000.00	- 5,000			25,000
Just Giving	R	Shower fund		1,030.00	- 775			255
St James Place	R	Shop Project		2,500.00				2,500
National Lottery	UR	general		51,000	- 51,000			-
		<b>Total Funds</b>	34,135	141,150	- 126,830	-	-	46,955

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2024**

**Note 16 Transactions with trustees and related parties**

**16.1 Trustee remuneration and benefits**

*In the period the charity has paid trustees remuneration and benefits as follows*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
<b>This year :</b> Emma Hughes (Resigned as trustee 30th June 2023)	Governing Document			-	-	-
<b>Last year :</b> Emma Hughes (Resigned as trustee 30th June 2023)	Governing Document	17,040	421	-	-	17,461

No trustee expenses have been incurred in the year or previous year

**16.2 Related Parties**

In the period the charity received donations of £13,000 from a charity (Ministry of Enlightenment) in which two of the Trustees were also Trustees

**SANCTUS**

England & Wales - Charity number 1150313

---

# Accounts

---

# **Sanctus**

## **Financial statements**

### **Year ended 31st December 2023**

	<u>Page no.</u>
Trustees' annual report	1
Independent Examiners Report	12
Statement of Financial Activities (Including Income & Expenditure)	13
Balance Sheet	14
Notes	15-29

## Sanctus 2023 Annual Report - Summary of Activities and Achievements



SANCTUS

30-32 Broomfield Road  
Chelmsford  
Essex  
CM1 1SW

Charity No. 1150313  
T: 01245 257985

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

### Sanctus

Charity Name: Sanctus

Registered charity number: 1150313

Charities principal address: 30-32 Broomfield Road, Chelmsford, Essex, CM1 1SW

### History

Year Created: 2011

Years in successful operation to date: 12

### Trustees

Stephen Turoff – Founder and Trustee

Emma Goldie – Founder and Trustee

Emma Hughes – Trustee until June 2023 (CEO Appointed in February 2023)

Barry Ansley – Trustee

Ian Nicholson – Trustee

Angela Hickling – Trustee (resigned 24 August 2023)

Nick Hickling – Trustee (resigned 24 August 2023)

Roy Fuller – Trustee (Appointed 21 September 2023)

Deborah Johnston – Trustee (Appointed 21 September 2023)

Nigel Hardy – Trustee (Appointed 21 September 2023)

### Structure, Management and Control

The charity's strategy and overall management control is set and completed by the Trustees. The Trustees are made up of the original founders as well as experienced personnel both from within the sector and specialist fields. The three newest trustees were appointed in September of 2023, bringing between them a depth of business structure, human resources and project management experience. Unfortunately, two trustees had to step down due to family health issues.

A team of four report to the CEO Emma Hughes and complete the day-to-day operational management of the charity. Their responsibilities are split as:

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

**Café Manager** – Responsible for the operational elements of the charity including the café team and therefore the extensive procurement and provision of food and hot drinks that Sanctus offers.

**Hub Manager** – Responsible for the Hub team and therefore the wide range of support and assistance sessions held as part of the Hub. The Hub Manager also acts as liaison to many other organisations and charities that utilise Sanctus.

**Fundraising Manager** – Responsible for fundraising, communicating with our supporters and also maintaining our social media channels.

**Finance Manager** – Responsible for the operational elements of the charity including HR and Finance.

This structure allows a good balance between strategic direction, monitoring, and day-to-day operational management. It also gives the Sanctus team, including the volunteers, clear reporting, and feedback lines. Having a CEO in place now, especially someone with the experience that Emma Hughes has within Sanctus and the wider support community, gives stability and guidance to the running of all aspects of the charity.

## Charity Overview – Objectives, Activities and Outcomes

### Summary

Sanctus is a charity supporting homeless and vulnerable people in Chelmsford and the surrounding areas. We are the only daycentre in a significant part of Essex, opening 5 days per week, 52 weeks per year. We made the decision at the end of 2022 to move from 7 days a week opening to 5. In November 2023 we were able to obtain funding to have Saturday opening for November, December and the first three months of 2024.

Sanctus is a lifeline for the vulnerable and homeless in the city of Chelmsford and the surrounding areas. We provide a safe warm supportive environment where anyone who wishes can come to eat, shelter from the cold and be around others with the aim of preventing loneliness, offering tailored support and assistance to help improve quality of life without judgment or selection.

Daily, Sanctus provides hot nutritious meals, drinks, clothing, rough sleeping resources and a wide range of support services, helping people to get back on their feet and make positive steps forward. We are rebuilding the community from the bottom up, person by person.

The charity provided nearly 17,000 free hot meals and more than 2,000 free support and mentoring sessions via the Sanctus Support Hub. Just one of the Hub support sessions may enable a benefits issue to be resolved, a housing application to be submitted, signposting to wider services or may be part of the journey to prevent someone from taking drastic steps.

In addition, more than 16,000 items of food that would have gone to waste were collected from local businesses and distributed via the café's food bank service.

The purpose of our organisation is to provide a centre in the heart of the city where individuals, with various complex needs, can come and receive food and support. This is a community space, which we invite other service providers to utilise, to generate a holistic approach to supporting individuals.

We believe that everyone should have a safe and secure home, food on the table and network of support. Our aim is to be there for vulnerable people at a moment of crisis and provide them with the

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

necessary help. From this moment, we then work alongside them in their journey to recovery to help them to take steps to lead a positive life. Referrals to other services can often take time, which leaves individuals in an extremely vulnerable state. At Sanctus, we can provide immediate support in these interim periods and continue to provide support alongside other services.

What is unique about our services, is there is no criteria to receive our support. Our work is person centred, meaning we tailor our support offering to everyone. We aim to help vulnerable individuals to build confidence and trust in support services, so they can receive help both from us and other agencies and statutory services.

### 2023 Achievements

#### Those who have benefited.

We engage and rebuild the lives of many of the most vulnerable in our community. We provide the opportunity to create optimum conditions for change, alongside a community environment for cohesion, tolerance and overcoming barriers.

Recipients of our services include:

- homeless and those recovering from homelessness,
- individuals who are housed but vulnerable and may be at risk of eviction,
- individuals needing to escape from abusive relationships.
- ex-offenders and those subject to probation services,
- mental health and PTSD sufferers (including those with feelings of suicide),
- those with addiction issues,
- those in recovery from addiction and/or homelessness
- elderly and pre-pension who cannot afford heating and food,
- veterans from across the services,
- refugees,
- those with disabilities which prevent them from finding or sustaining work and living well,
- families who are struggling to afford food and access services,
- people who find themselves on the edge of society and in despair,
- those impacted by the current economic pressures,
- those who are illiterate and need support to access paper communication and emails,
- those unable to advocate for themselves at court, medical settings and in police interviews.
- those who struggle with their mental health

Sanctus Support Hub has facilitated an average of 230 support sessions per month during 2023 (supporting over 550 individuals). This has resulted in a wide range of successful outcomes including.

- Accommodation (over 55's, general needs, and supported living) successfully sourced for a wide range of service users.
- Being instrumental in the overturning of 5 evictions
- Providing ongoing tenancy sustainment support for those struggling to adhere to their tenancies.
- Moving 13 individuals into accommodation and assisting with furnishing their properties

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

- Assisting individuals to set up their utility bills, rent payments and meet the basic requirements of a first-time tenancy.
- Supporting 15 Personal Independent Payment applications and advocating for those who have entered into a tribunal hearing. All tribunal hearings had successful outcomes attached.
- Introducing 1-1 weekly dog therapy sessions for 4 of our most anxious service users
- Recruiting 3 qualified voluntary counsellors supporting 9 individuals at any given time
- Mentoring and buddying provision with an external volunteer for an individual with selective mutism to increase confidence and enable them to engage with the wider community.
- New services added - Mental health professional, Toenail cutting, Auricular therapy for addiction, rough sleepers addiction services, Life coach - **All weekly drop in**
- Counselling hours - 572 - 31 service users supported
- Receiving notification that Sanctus will be awarded the Kings Award for Voluntary Service in 2024

### Areas of Support (and numbers of service users supported)

#### Utility Support - 194

This includes purchasing gas and electricity for the service user, completing budgets, and contacting suppliers for top-ups and the British Gas fund to clear debts. We also advise the service user to contact CAB for vouchers worth £49 or their housing providers.

#### Mental Health Support - 273

This involves contacting the 111 service or their GP when possible, attending appointments with them, and ensuring they have all crisis telephone numbers (e.g., Samaritans, SHOUT, Papyrus). We also complete self-referrals for talking therapies with the NHS and our in-house counsellor.

#### Housing Related - 311

This covers rent arrears, neighbourhood issues, ASB, and repairs, providing tailored support as needed. We speak with neighbourhood managers, arrange appointments, and attend them with service users. For example, we assisted an extremely vulnerable service user whose home was full of damp and Mold. A repair was urgently raised, and he was provided with new carpets, a washing machine, and other items by his HA, significantly improving his mental health and self-esteem.

#### Domestic Violence - 4

We supported an extremely vulnerable older woman with lifelong learning disabilities who moved into sheltered accommodation within a week after deciding to leave her coercive husband of 30 years.

#### Addiction - 211

We advise on in-house support services like STARS and the DASS team (Drug and Alcohol Street Support Team), make referrals to Open Road, and support letters written to detox facilities.

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

### Tenancy Sustainment - 36

For example, a service user who had been hospitalized for nearly three months discovered a bailiff letter stating they would be evicted in two days. Staff took him to the local county court and filed an N244 form for a hearing the next day, which was granted. We contacted the Chelmsford City Council tenancy sustainment officer, who attended court with us. The judge granted a suspension, and the client was advised to clear rent arrears within six weeks. Staff supported him in accessing his pension online, clearing all arrears, and receiving additional support at home due to his health conditions, including claiming PIP.

### Child Protection - 1

Staff supported a service user during her pregnancy. Due to her mental health and her partner's previous neglect case, the baby was placed on the child protection register. Staff attended all meetings, supported them in applying for a larger property, and advocated for them as needed. The child is now eight months old and has been taken off the child protection register.

---

The Hub prides itself on working in partnership with a range of specialised agencies to support the wider needs of our service users. This has included.

- HIV testing & provision of condoms through the Terrence Higgins Trust
- Covid and Flu vaccinations through Provide.
- Hepatitis C testing via the Hepatitis C Trust
- Working closely with the Prepare Protect Prevent team at Essex Police to support 4 individuals who are vulnerable reoffending clients.
- Joining the local newly established anti-slavery forum which has been instrumental in us identifying and successfully assisting those impacted by modern day slavery.
- STARS addiction support group running small sessions with those in recovery from drugs and alcohol.
- Actively working with a range of agencies to support newly presenting service users & their children effected by or escaping domestic violence. Also, equipping them with necessary emergency items, arranging emergency accommodation and ensuring they have an adequate network of specialised support.
- CNESS charity and the Rough Sleeper's Initiative both referring clients to their accommodation services and ensuring that Street link referrals are in place for those deemed to be rough sleeping.
- During the cold spell when SWEP was activated by the government, Sanctus worked closely with the city council navigator to get all rough sleepers into accommodation provided by Chelmsford City Council, helping 13 individuals.
- Identifying and raising safeguarding concerns and reporting them to Essex Safeguarding Board

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

- Working closely with another charity based in Chelmsford, Sanctus was pivotal in producing an information pack and basic needs pack for anyone being moved out of the area. This included a map of the local area, warm space information, and small bags of basics like tea, coffee, sugar, breakfast bars, and toiletry items.

The Support Hub has engaged with every individual seeking assistance. The Hub has also been successful in accessing monies that has created a small fund to provide travel and essential items for those in desperate need. This has enabled us to provide basic mobile phones and credit to rough sleepers needing to connect with accommodation services, emergency train and bus tickets to medical appointments, court hearings and reaching out of area accommodation. We have also provided top up for electric, white goods, furniture, and emergency food packages in extreme cases where the individual has no other means to get by or set up and maintain a new home.

The Hub also arranged the funeral for a deceased service users who had no known family, ensuring that they had respectful services attended by their friends and associates.

A vital part of the work of the Hub is signposting to other organisations such as the Citizens Advice Bureau, accessing GP services and advocating for the clients to make and attend vital appointments for their mental and physical wellbeing, where they do not have the confidence or means to make these steps themselves.

### Approach

Sanctus is a standalone charity, and we aim to provide a service different to other provisions available. We are highly accepting of all. We build a community based around the café which is seen as a gateway for vulnerable individuals to begin accessing wider support. We find that people are drawn to Sanctus because of our free food and drink provisions which are delivered from our permanent premises with seating. By them attending and us having continuity of staff, we can then build relationships and trust which makes our service users more inclined to access the wider support services available.

We appreciate that every charity and individual success story is only achieved through an eco-system of integrated support services. Ours is a different approach to people attending a street kitchen or being asked to attend ad-hoc appointments in an institutional environment, where they do not have established relationships which they may have difficulty finding, anxiety entering or just not feel welcome or comfortable.

Our work is designed to support extremely vulnerable individuals with a range of complex needs. We support people of different ages, different disabilities, genders, race, religions and beliefs, sex, sexual orientation, as well as marital status and pregnancy. We find that those who use our services have a lack of trust with different agencies, organisations and statutory bodies which often means they are not fully interacting with support. We work alongside each person to build trust which helps them to begin engaging with us and other services. The circumstances that our clients have found themselves in, means we do not have support networks and Sanctus operates in a way where we become that support network. We work with people whom other sources of support have failed, been inappropriate or are simply not available.

As well as the longer-term support that we offer our clients, which is focused on long term sustainable solutions, we also support people at a moment of crisis and provide immediate support. Such

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

circumstances include, someone has found themselves newly homeless, they have no clothes, or food and nowhere to stay, they can come to us at Sanctus, and we will provide them with the initial sustenance and support. This then leads them on to access our wider support services as well as referrals to other agencies. Another example would be, someone is fleeing domestic abuse, they have no clothes, furniture or essential items and no access to funds. We will provide them with the items they need whilst also working alongside them to sort benefits and banking, as well as wider support. Our work does not replicate other services of statutory bodies, but instead fills a gap and complements the work of other agencies.

The following data demonstrates that individuals find accessing support difficult, and especially difficult when they do not have an associated support network throughout the process. However, when people are helped with navigating and completing such support, there are high levels of success.

56% of people who require access to support services to assist accommodation, addiction, or other vulnerability issues report that they find it either 'extremely difficult' or 'not possible' to interact with such services.

On a scale of 1 to 10 where 10 was "a great deal of stress" and one is "little or no stress," it was found that the average stress level for people with emotional support in place was 5 out of 10 compared to 6.3 out of 10 for people without emotional support.

94% of addiction clients, and 86% of self-esteem clients, 76% of Anxiety clients, and 74% of Depression clients confirmed their issue had either "Improved" or "Significantly Improved" when they had access to support services.

(Data sourced from the Mental Health Foundation and Does Counselling Work? Survey.)

This data demonstrates that the Sanctus approach is highly effective as we provide them with immediate and interim support, and we then work alongside them to guide them through subsequent support to have successful outcomes.

Sanctus is also an active member of the Homelessness Forum and chairs a subgroup within it. We host multiple agencies and recognise how key it is to work with them, even those who may be competing for funding. Within this network we have worked with other service providers to develop fundraising bids and campaigns as we acknowledge that we are all working towards the same shared goal.

### Range of Services

Sanctus's range of free services now includes but are not exclusive to:

- Daily hot meal as a sit in service
- Cold snacks for take away.
- Hot drinks including tea and coffee.
- Packets and tins to take away.
- A clothes exchange based on donations.
- 1 to 1 mentoring and assurance sessions
- Peer mentoring and assistance sessions
- Addiction support groups
- Dog Therapy sessions with Essex Therapy Dogs
- NHS Health Checks

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

- Liver Health Checks
- Quarterly chiropody clinic
- Drop in weekly NHS Clinic
- Housing dilemmas - eviction, benefits, and housing support
- Counselling - 3 counsellors with varying levels of experience
- Financial advice and support with debt problems
- Benefits applications, appeals support, and advocacy at hearings.
- Referral point for supported housing with Notting Hill Genesis
- Our own tenancy sustainment support programme
- Assistance with moving including the provision of donated household items.
- Liaison with the Probation Service, Job Centre, and other outside agencies to create a good working partnership and a joined-up approach to working with clients successfully.
- Chelmsford City Council Housing Navigators work from our premises weekdays and regularly joint work with our Hub team. Breaking down the barriers to getting long term street entrenched individuals housed through drop-in sessions and 1 to 1 support.
- Chelmsford City Council Mental Health Navigator is on call to us when needed.
- 1-1 Counselling sessions with one of 3 professional volunteer Counsellors

### **We are open Monday to Friday throughout the year; our usual opening hours are:**

- Monday to Friday – 10:30am-4pm
- November – March Saturday Opening

We also open over the Christmas and Easter period.

Our Hub facility is operated across the working week with support often provided outside of these hours.

### **Our key outcomes, all provided for free:**

Success can mean very different things to each of our service users, it could be that we have supported someone from being street homeless into permanent housing, or someone has been able to find a job and become self-sufficient, or it can simply be that someone who was averse to receiving help, now engages with services. Some of our key outcomes during the year have included:

- Ongoing provision of a warm and friendly environment for those who have nowhere else to go. In 2023 nearly 20,000 people visited the café (we had 729 different users). During the year we had 372 new users.
- The average number of visitors per day was 73, although the highest was 105
- Providing free food, drink, and clothing exchange for the homeless, vulnerable and those unable to provide for themselves. In 2023, nearly 17,000 freshly cooked meals were served.
- Providing free support, advice, and advocacy to aid life changes and improvement. In 2023 over 1,700 free sessions were completed, supporting 554 individuals
- Assisting in the re-housing of scores of individuals.
- Distributing other items such as clothes, sanitary products, tents and sleeping bags.

## Sanctus 2023 Annual Report - Summary of Activities and Achievements

- Collecting from local business and then distributing over 16,000 food items (sandwiches, pies, etc.) that would have gone to waste in some instances.
- Opening bank accounts for individuals who have not had the ID to be able to do this for many years, enabling them to have their benefits/pay go directly to their account and avoiding fraud.
- Over 70% of people who utilise the Sanctus café reported that they would eat a significantly reduced amount of food each day without us demonstrating the need and effectiveness of the services.
- Over 90% of people who visit the Sanctus café have said they have built at least 1 new relationship through Sanctus which has had a positive impact on their life.
- Over 80% reported a major or significant improvement in their circumstances through the interaction and support through the Hub.

### Going Forward

We will continue to build on the support that we have provided to date. We will do this by expanding the organisations, charities, and community members to help us strengthen our service provision. We will be continuing to expand our pool of volunteers with like-minded individuals, train and support our team to extend their skills sets and engage with local professions to access any professional services we may require.

We will also add to our team and appropriate skills sets. We will continue to put maximum time and effort into supporting the homeless and vulnerable with a place of safety away from volatile situations such as drinking and drug taking and other risky behaviours and helping them access housing, work and a life worth living.

In early 2024 we will be opening a Sanctus Charity Shop, which will bring in additional revenue and increase the awareness of the charity in Chelmsford. It will also allow our service users to volunteer in the shop, giving them work experience in a retail outlet that can be used on future CV's and references for job applications.

### Sources of Funds

Sanctus are extremely grateful to all the supporters who enable us to assist so many vulnerable people within our community. 2023 was focused on continuing to widen our supporter base with a focus on the long-term sustainability of the charity. With a long-term lease for our new building, we have also been able to submit bids for larger and often, more established funds. We are now a 12-year proven charity with a clear 10-year horizon.

The cost-of-living crisis, allied with the war in Ukraine did reduce the number of fundraising opportunities. However, continued increased support from businesses, both local and national as well as individuals enabled us to continue to provide all our services, albeit having to reduce our opening hours from 7 days to Monday to Friday. We are extremely grateful to all supporters and funders who helped us in 2023, and we would particularly like to acknowledge, Chelmsford City Council and the Police, Fire and Crime Commissioner for their long-term support of the charity.

## **Sanctus 2023 Annual Report - Summary of Activities and Achievements**

Sources of funds for 2023 have been received from wide and varied sources.

We were successful in obtaining a grant from the Lottery covering 5 years (giving us 2 payments per year)

### **Some examples of Charitable Trusts and Foundation are:**

- The National Lottery Community Fund
- Sainsbury's Helping Everyone Eat Better Grant
- Joan Ainslie Charitable Trust
- Community Safety Development Fund
- Garfield Weston Foundation
- CVS Winter Warm Fund
- Aviva Community Fund
- M&G Community Fund
- Bentley Community Grants
- Elijah's Pot
- The 29th of May 1961 Charity
- Newby Trust
- Women's Urgent Support Funding
- Forrester Family Trust
- Making A Difference
- Andor Charitable Trust
- Permissions Community Champions
- Hillcote Trust
- Grocers Hall Charity
- Hopestead
- ECF
- Albert Goubay Foundation
- Hubbubb Starbucks
- Archer Trust
- Walter Farthing Foundation
- Mental Health Inequalities Fund
- Hodge Foundation
- FSJ Charities
- Delamere Dairy Foundation
- MSE Charity
- EALC Food Support and Winter Warm Fund
- Cost-of-Living Grant
- Public Health Accelerator Bids Grant Programme
- Statutory bodies
- Chelmsford City Council
- Police, Fire and Crime Commissioner
- Local and international individual supporters
- Local and national companies
- Individual giving via digital channels including Just Giving

## **Sanctus 2023 Annual Report - Summary of Activities and Achievements**

- Support at local events such as Golf Days, Quiz Nights, Christmas Festive Meal in the café, Rock n Roll Bingo nights in the café

Whatever the size of the donation and whether that support was financial, or donations in-kind such as volunteering, clothes, food, or other items, we would like to thank everyone who has supported Sanctus in 2023.

All our supporters should be proud of their contribution to the outcomes achieved during the year.

We are looking forward to the journey ahead of us and we thank everyone from the bottom of our hearts for their support. Without our supporters Sanctus would not be achieving what it is, and we will keep on feeding, listening to, supporting, and fighting for the vulnerable and needy of our community.

### **Other Required Details:**

#### **Exemptions of disclosure**

Other than for the purposes of confidentiality and/or GDPR no information has been withheld.

#### **Reserves**

The charity endeavours to maintain two months funds as reserves and is seeking to increase this as fundraising activities allow.

#### **Funds held as custodian on behalf of others.**

We do not have custodian Trustees. All Trustees are managing Trustees and are an active part of the Board.



Section A

Independent Examiner's Report

Report to the trustees

SANCTUS

On accounts for the year  
ended

31<sup>ST</sup> DECEMBER 2023

Charity no  
(if any)

1150313

Set out on pages

1-28

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/23.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member ACCA.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

*C Bullen*

Date:

31/10/24

Name:

CLAIRE BULLEN

Relevant professional  
qualification(s) or body  
(if any):

ACCA

**Address:** TAYLOR, VINEY & MARLOW LTD  
46-54 HIGH STREET  
INGATESTONE, CM4 9DW

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



# Sanctus

## Statement of financial activities

### Year ended 31st December 2023

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Income and endowments from:</b>					
Donations and legacies	(Note 3) S01	211,161	123,983	335,145	292,384
Charitable activities	S02	30,060	-	30,060	16,362
Other trading activities	S03	-	-	-	822
Investments	S04	812	-	812	18
Separate material item of income	S05	-	-	-	-
Other	(Note 4) S06	-	-	-	-
<b>Total</b>	S07	<b>242,033</b>	<b>123,983</b>	<b>366,017</b>	<b>309,586</b>
<b>Resources expended (Note 5)</b>					
<b>Expenditure on:</b>					
Raising funds	S08	13,624	3,858	17,482	38,556
Charitable activities	S09	201,670	118,162	319,832	301,486
Separate material item of expense	S10	-	-	-	-
Other	S11	-	-	-	-
<b>Total</b>	S12	<b>215,295</b>	<b>122,020</b>	<b>337,315</b>	<b>340,042</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>					
	S13	26,739	1,963	28,702	- 30,456
Net gains/(losses) on investments	S14	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>26,739</b>	<b>1,963</b>	<b>28,702</b>	<b>- 30,456</b>
<b>Extraordinary items</b>	S16	-	-	-	-
<b>Transfers between funds</b>	S17	-	-	-	-
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-
Other gains/(losses)	S19	-	-	-	-
<b>Net movement in funds</b>	S20	<b>26,739</b>	<b>1,963</b>	<b>28,702</b>	<b>- 30,456</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	S21	51,108	68,775	119,882	150,338
<b>Total funds carried forward</b>	S22	<b>77,847</b>	<b>70,738</b>	<b>148,584</b>	<b>119,882</b>

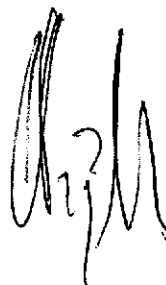
**Sanctus  
Balance sheet  
As at 31st December 2023**

	Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>					
Tangible assets (Note 10)	B02	662	36,603	37,265	56,037
<b>Total fixed assets</b>	B05	662	36,603	37,265	56,037
<b>Current assets</b>					
Debtors (Note 11)	B07	13,360		13,360	11,949
Cash at bank and in hand (Note 13)	B09	97,967	46,059	144,026	70,924
<b>Total current assets</b>	B10	111,327	46,059	157,386	82,873
<b>Creditors: amounts falling due within one year</b> (Note 12)	B11	34,143	11,925	46,068	19,028
<b>Net current assets/(liabilities)</b>	B12	77,184	34,134	111,318	63,845
<b>Total assets less current liabilities</b>	B13	77,847	70,737	148,584	119,882
<b>Creditors: amounts falling due after one year</b> (Note 12)	B14	-	-	-	-
Provisions for liabilities	B15	-	-	-	-
<b>Total net assets or liabilities</b>	B16	77,847	70,737	148,584	119,882
<b>Funds of the Charity</b>					
Restricted income funds (Note 15)	B18		34,135	34,135	13,106
Fixed Assets (Funded from Restricted funds)			36,603	36,603	55,668
Unrestricted funds	B19	77,847		77,847	51,108
<b>Total funds</b>	B21	77,847	70,737	148,584	119,882

Signed by one or two trustees on behalf of all the trustees

Signature

Date



31/10/2024

NIGEL HARDY  
TRUSTEE.

# **Sanctus**

## **Notes to the financial statements**

### **Year ended 31st December 2023**

#### **Note 1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

##### **1.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2023

#### Note 2 Accounting policies

#### 2.2 INCOME

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• it is more likely than not that the trustees will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).
<b>Government grants</b>	The charity has not received government grants in the reporting period
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
<b>Donated goods</b>	Donated goods are received by the charity and often includes fresh food requiring rapid distribution to beneficiaries. The trustees consider it impractical to count and value these goods .
<b>Support costs</b>	The charity has incurred expenditure on support costs.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

#### 2.3 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Governance and support costs</b>	Support costs include central function costs and have been allocated to activity cost categories on a basis consistent with the use of resources on a reasonable, justifiable and consistent basis,
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2023

#### Note 2 (Cont)

#### Accounting policies

#### 2.4 ASSETS

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £250

They are valued at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value over the useful economic life of the asset as follows:

Leasehold Improvements	Over 5 years
Fixtures & fittings	Over 5 years
Plant and machinery	50% straight line

#### Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 3 Analysis of income**

Analysis		Unrestricted funds	Restricted income funds	Total funds £	Prior year £
<b>Donations and legacies:</b>	Donations and gifts	125,674	8,437	134,111	117,062
	Gift Aid	11,462	861	12,323	14,390
	General grants provided by government/other charities	74,000	114,685	188,685	160,932
	Other	25	-	25	-
	<b>Total</b>	<b>211,161</b>	<b>123,983</b>	<b>335,145</b>	<b>292,384</b>
<b>Charitable activities:</b>	Fundraising activities	30,060	-	30,060	16,362
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
<b>Total</b>	<b>30,060</b>	<b>-</b>	<b>30,060</b>	<b>16,362</b>	
<b>Other trading activities:</b>		-	-	-	-
		-	-	-	-
		-	-	-	-
	Other	-	-	-	822
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>822</b>	
<b>Income from investments:</b>	Interest income	812	-	812	18
		-	-	-	-
	Rental and leasing income	-	-	-	-
	Other	-	-	-	-
<b>Total</b>	<b>812</b>	<b>-</b>	<b>812</b>	<b>18</b>	
	Other - Job retention scheme	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL INCOME</b>	<b>242,033</b>	<b>123,983</b>	<b>366,017</b>	<b>309,586</b>	

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 5 Analysis of expenditure**

Analysis	This year			Last year
	Unrestricted funds	Restricted income funds	Total funds £	Total funds £
<b>Expenditure on raising funds:</b>				
Wages & salaries	6,382	3,366	9,748	30,485
Other fundraising costs	7,242	492	7,734	8,071
<b>Total expenditure on raising funds</b>	<b>13,624</b>	<b>3,858</b>	<b>17,482</b>	<b>38,556</b>

**Expenditure on charitable activities:**

Café	77,273	18,538	95,811	110,446
Hub	12,021	52,202	64,223	84,702
Support costs Note 6	112,376	47,422	159,798	106,338
<b>Total expenditure on charitable activities</b>	<b>201,670</b>	<b>118,162</b>	<b>319,832</b>	<b>301,486</b>

**Separate material item of expense**

	-	-	-	
	-	-	-	
	-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Other**

	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
<b>Total other expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURE</b>	<b>215,295</b>	<b>122,020</b>	<b>337,315</b>	<b>340,042</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 6**                      **Support Costs**

This year

<b>Support cost</b>	<b>Total</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Staff costs	46,568	16,529
Rent rates & utilities, repairs & Insurance.	103,475	81,630
Communications & IT	8,387	6,492
General Office	730	542
Finance costs	116	704
Motor & Travel	43	
Audit fee	480	390
Legal & professional	-	0
Other		50
<b>Total</b>	<b>159,798</b>	<b>106,337</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 7**                      **Paid employees**

**7.1 Staff Costs**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
<b>Salaries and wages</b>	179,394	199,421
<b>Social security costs</b>	7,166	8,319
<b>Pension costs (defined contribution scheme) (Note 9)</b>	2,889	3,095
<b>Other employee benefits</b>		-
<b>Total staff costs</b>	189,449	210,835

**No employee received an income of more than £60,000 during the year**

**7.2 Average head count in the year**

	<b>This year</b>	<b>Last year</b>
	<b>Number</b>	<b>Number</b>
<b>Total</b>	12	14

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 8**                      **Details of certain items of expenditure**

**8.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

**Independent examiner's fees**

**Assurance services other than audit or independent examination**

**Tax advisory fees**

**Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner**

This year £	Last year £
480	390
	-
-	-
-	-

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 9** Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.

	This year £	Last year £
Amount of contributions recognised in the SOFA as an expense	2,889	3,095

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 10**                      **Tangible fixed assets**

**10.1 Cost**

	Leasehold improvements	Plant & Machinery	Fixtures, fittings and equipment	Total
	£	£	£	£
At the beginning of the year	56,005	13,113	32,997	102,115
Additions		3,329		3,329
Disposals	-	-	-	-
At end of the year	56,005	16,442	32,997	105,444

**10.2 Depreciation**

<b>**Basis</b>	SL	SL	SL	
<b>** Rate</b>	Over 5 years	50% per annum	Over 5 years	

At beginning of the year	22,402	10,478	13,198	46,078
Depreciation	11,201	4,301	6,599	22,101
At end of the year	33,603	14,779	19,797	68,179

**10.3 Net book value**

Net book value at the beginning of the year	33,603	2,635	19,799	56,037
Net book value at the end of the year	22,402	1,663	13,200	37,264

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 11**                      **Debtors and prepayments**

**11.1 Analysis of debtors**

**Trade debtors**  
**Prepayments and accrued income**  
**Other debtors**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
	-	-
	13,360	11,949
	-	-
<b>Total</b>	<b>13,360</b>	<b>11,949</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 12**                      **Creditors and accruals**

**12.1 Analysis of creditors**

	<b>Amounts falling due within one year</b>		<b>Amounts falling due after more than one year</b>	
	<b>This year £</b>	<b>Last year £</b>	<b>This year £</b>	<b>Last year £</b>
<b>Trade creditors</b>	1,104	2,461	-	-
<b>Accruals and deferred income</b>	40,340	13,177	-	-
<b>Taxation and social security</b>	3,559	2,388	-	-
<b>Other creditors</b>	1,064	1,002	-	-
<b>Total</b>	<b>46,068</b>	<b>19,028</b>	<b>-</b>	<b>-</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 13**                      **Cash at bank and in hand**

**Cash at bank and on hand**  
**Total**

<b>This year</b> <b>£</b>	<b>Last year</b> <b>£</b>
144,026	70,924
144,026	70,924

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 15** Charity funds- restricted

**15.1 Details of material funds held and movements during the CURRENT reporting period**

\* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Anon individual	R	Salary of part time fundraiser	3,366		-3,366	-	-	-
Anon individual	R	Client special needs fund	1,818	2,000	-1,818			2,000
Anon individual	R	Purchase of kitchen equipment	528	2,000	-2,494			34
Anon individual	R	Salaries of personel in kitchen	2,673		-2,673			-
Nationwide Building Society	R	Salaries of Hub support workers & Broadband for 1 year	4,517		-4,517			-
Trustees	R	Funds for printer	72		-72			-
Anon individual	R	Purchase of wheelchair	130		-130			-
Chelmsford CC	R	Salary of support hub manager		15,505	-15,505			
ECF	R	Hub support Staff training,& printing		11,900	-10,974			926
National Lottery	UR	general		25,000	-25,000			-
ECF	R	Café salaries		7,500	-1,875			5,625
Walter Farthing	R	Winter café opening		5,000	- 1,750			3,250
Police VVCS	R	Rent, Utilities and support of young people		9,855	- 5,779			4,076
Garfield Western	R	Rent & café salaries		20,000	- 20,000			-
Chelmsford CC community funding scheme	R	Rent & support of young people		8,000	- 8,000			-
Essex CC changing futures	R	Salary of Tenancy Support Officer		11,925	- 8,944			2,981
FSJ Trust	R	Winter opening		2,000				2,000
Hopstead	R	Café supervisors salary		10,000	- 3,000			7,000
Elijahs Pot	R	Client special needs & support staff salaries		13,000	- 7,260			5,740
Anon individuals	R	Client special needs/ funding platform fee etc		1,712	- 1,212			500
Anon individuals	R	Repair of leaking gas pipe		3,586	- 3,586			0
		Sundry	2					2
		<b>Total Funds</b>	13,106	148,983	- 127,955	-	-	34,135

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2023**

**Note 16 Transactions with trustees and related parties**

**16.1 Trustee remuneration and benefits**

*In the period the charity has paid trustees remuneration and benefits as follows*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
<b>This year :</b> Emma Hughes (Resigned as trustee 30th June 2023)	<b>Governing Document</b>	17,040	421	-	-	17,461
<b>Last year :</b> Emma Hughes	<b>Governing Document</b>	29,824	708			30,532

No trustee expenses have been incurred in the year or previous year

**16.2 Related Parties**

In the period the charity received donations of £7,964 from a charity (Ministry of Enlightenment) in which two of the Trustees are also Trustees

**SANCTUS**

England & Wales - Charity number 1150313

---

# Accounts

---

**Sanctus  
Financial statements  
Year ended 31st December 2022**

	<u>Page no.</u>
Trustees' annual report	1-10
Independent Auditors Report	11-12
Statement of Financial Activities (Including Income & Expenditure)	13
Balance Sheet	14
Notes	15-30

## Sanctus 2022 Annual Report - Summary of Activities and Achievements



SANCTUS

30-32 Broomfield Road  
Chelmsford  
Essex  
CM1 1SW

Charity No. 1150313  
T: 01245 257985

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

### Sanctus

Charity Name: Sanctus

Registered charity number: 1150313

Charities principal address: 30-32 Broomfield Road, Chelmsford, Essex, CM1 1SW

### History

Year Created: 2011

Years in successful operation to date: 11

### Trustees

Stephen Turoff – Founder and Trustee

Emma Goldie – Founder and Trustee

Emma Hughes - Trustee

Barry Ansley – Trustee

Ian Nicholson – Trustee (Appointed 12 January 2022)

Angela Hickling – Trustee (Appointed 12 January 2022)

Nick Hickling – Trustee (Appointed 12 January 2022)

### Structure, Management and Control

The charity's strategy and overall management control is set and completed by the Trustees. The Trustees are made up of the original founders as well as experienced personnel both from within the sector and specialist fields. The three newest trustees were appointed at the beginning of 2022, bringing between them a depth of fundraising, human resources and financial experience.

A team of four report to the Trustees and complete the day-to-day operational management of the charity. Their responsibilities are split as:

**Café Manager** – Responsible for the operational elements of the charity including the café team and therefore the extensive procurement and provision of food and hot drinks that Sanctus offers.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

**Hub Manager** – Responsible for the Hub team and therefore the wide range of support and assistance sessions held as part of the Hub. The Hub Manager also acts as liaison to many other organisations and charities that utilise Sanctus.

**Fundraising Manager** – Responsible for fundraising, communicating with our supporters and also maintaining our social media channels.

**Finance Manager** – Responsible for the operational elements of the charity including HR and Finance.

This structure allows a good balance between strategic direction, monitoring, and day-to-day operational management. It also gives the Sanctus team, including the volunteers, clear reporting, and feedback lines. The plan in 2023 is to appoint a CEO with overall control of the running of the hub and the café.

## Charity Overview – Objectives, Activities and Outcomes

### Summary

Sanctus is a charity supporting homeless and vulnerable people in Chelmsford and the surrounding areas. Sanctus is a lifeline for the vulnerable and homeless in the city of Chelmsford and the surrounding areas. We provide a safe warm supportive environment where anyone who wishes can come to eat, shelter from the cold and be around others with the aim of preventing loneliness, offering tailored support and assistance to help improve quality of life without judgment or selection.

Sanctus provides hot nutritious meals, drinks, clothing, rough sleeping resources and a wide range of support services, helping people to get back on their feet and make positive steps forward. We are rebuilding the community from the bottom up, person by person.

In 2022 the charity provided more than 15,000 free hot meals and more than 2,000 free support and mentoring sessions via the Sanctus Support Hub. Just one of the Hub support sessions may enable a benefits issue to be resolved, a housing application to be submitted, signposting to wider services or may be part of the journey to prevent someone from taking drastic steps.

In addition, more than 16,000 items of food, many of which would have gone to waste, were collected from local businesses and distributed via the café's food bank service.

The purpose of our organisation is to provide a centre in the heart of the city where individuals, with various complex needs, can come and receive food and support. This is a community space, which we invite other service providers to utilise, to generate a holistic approach to supporting individuals.

We are the only daycentre in a significant part of Essex, opening 5 days per week, 52 weeks per year. We made the decision, due to cost pressures, at the end of 2022 to move from 7 days a week opening to 5. This was a strategic decision to be able to effectively support the ever increasing number of attendees who utilise Sanctus Monday to Friday, rather than putting the long term future of the charity in jeopardy by stretching limited funds across 7 days of opening. The aim is to return to increased opening, at least for the winter months, as soon as is financially viable.

We believe that everyone should have a safe and secure home, food on the table and network of support. Our aim is to be there for vulnerable people at a moment of crisis and provide them with the

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

necessary help. From this moment, we then work alongside them in their journey to recovery to help them to take steps to lead a positive life. Referrals to other services can often take time, which leaves individuals in an extremely vulnerable state. At Sanctus, we can provide immediate support in these interim periods and continue to provide support alongside other services.

What is unique about our services, is there is no criteria to receive our support. Our work is person centred, meaning we tailor our support offering to everyone. We aim to help vulnerable individuals to build confidence and trust in support services, so they can receive help both from us and other agencies and statutory services.

### 2022 Achievements

#### Those who have benefited.

We engage and rebuild the lives of many of the most vulnerable in our community. We provide the opportunity to create optimum conditions for change, alongside a community environment for cohesion, tolerance and overcoming barriers.

Recipients of our services include:

- homeless and those recovering from homelessness,
- individuals who are housed but vulnerable and may be at risk of eviction,
- individuals needing to escape from abusive relationships.
- ex-offenders and those subject to probation services,
- mental health and PTSD sufferers (including those with feelings of suicide),
- those with addiction issues,
- those in recovery,
- elderly and pre-pension who cannot afford heating and food,
- multiple veterans from across the services,
- refugees,
- those with disabilities which prevent them from finding or sustaining work and living well,
- families who are struggling to afford food and access services,
- people who find themselves on the edge of society and in despair,
- those impacted by the current economic pressures,
- those who are illiterate and need support to access paper communication and emails,
- those unable to advocate for themselves at court, medical settings and in police interviews.

In addition to the Sanctis free café the Sanctus Support Hub has facilitated an average of 225 support sessions per month during 2022. This has resulted in a wide range of successful outcomes, examples include:

- Accommodation (over 55's, general needs, and supported living) successfully sourced for a wide range of service users.
- Providing ongoing tenancy sustainment support for those struggling to adhere to their tenancies.
- Individually moving people into accommodation and assisting with furnishing their properties
- Assisting many individuals to set up their utility bills, rent payments and meet the basic requirements of a first-time tenancy.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

- Supporting 15 Personal Independent Payment applications and advocating for those who have entered into a tribunal hearing. All tribunal hearings had successful outcomes.
- Being directly instrumental in the overturning of 6 evictions
- Introducing 1-1 weekly dog therapy sessions for our most anxious service users
- Recruiting 3 qualified voluntary counsellors supporting 9 individuals at any given time
- Mentoring and buddying provision for example with an individual with selective mutism to increase confidence and enable them to engage with the wider community.

The Hub prides itself on working in partnership with a range of specialised agencies to support the wider needs of our service users. This has included.

- HIV testing & provision of condoms through the Terrence Higgins Trust
- Covid and Flu vaccinations through Provide.
- Hepatitis C testing via the Hepatitis C Trust
- Working closely with the Prepare Protect Prevent team at Essex Police to support 4 individuals who are vulnerable reoffending clients.
- Joining the local newly established anti-slavery forum which has been instrumental in us identifying and successfully assisting those impacted by modern day slavery.
- Chelmsford City Council Housing navigator service utilising our premises and client base for joint working with local rough sleepers, to engage them to move forward.
- STARS addiction support group running small sessions with those in recovery from drugs and alcohol.
- Actively working with a range of agencies to support newly presenting service users & their children effected by or escaping domestic violence. Also, equipping them with necessary emergency items, arranging emergency accommodation and ensuring they have an adequate network of specialised support.
- CHESS charity and the Rough Sleeper's Initiative both referring clients to their accommodation services and ensuring that Streetlink referrals are in place for those deemed to be rough sleeping.
- Identifying and raising safeguarding concerns and reporting them to Essex Safeguarding Board

The Support Hub has engaged with every individual seeking assistance. The Hub has also been successful in accessing monies that has created a small fund to provide travel and essential items for those in desperate need. This has enabled us to provide basic mobile phones and credit to rough sleepers needing to connect with accommodation services, emergency train and bus tickets to medical appointments, court hearings and reaching out of area accommodation. We have also provided top up for electric, white goods, furniture, and emergency food packages in extreme cases where the individual has no other means to get by or set up and maintain a new home.

The Hub also arranged the funerals for two deceased service users who had no known family, ensuring that they had respectful services attended by their friends and associates.

## **Sanctus 2022 Annual Report - Summary of Activities and Achievements**

A vital part of the work of the Hub is signposting to other organisations such as the Citizens Advice Bureau, accessing GP services and advocating for the clients to make and attend vital appointments for their mental and physical wellbeing, where they do not have the confidence or means to make these steps themselves.

### **Approach**

Sanctus is a standalone charity, and we aim to provide a service different to other provisions available. We are highly accepting of all. We build a community based around the café which is seen as a gateway for vulnerable individuals to begin accessing wider support. We find that people are drawn to Sanctus because of our free food and drink provisions which are delivered from our permanent premises with seating. By them attending and us having continuity of staff, we can then build relationships and trust which makes our service users more inclined to access the wider support services available.

We appreciate that every charity and individual success story is only achieved through an eco-system of integrated support services. Ours is a different approach to people attending a street kitchen or being asked to attend ad-hoc appointments in an institutional environment, where they do not have established relationships which they may have difficulty finding, anxiety entering or just not feel welcome or comfortable.

Our work is designed to support extremely vulnerable individuals with a range of complex needs. We support people of different ages, different disabilities, genders, race, religions and beliefs, sex, sexual orientation, as well as marital status and pregnancy. We find that those who use our services have a lack of trust with different agencies, organisations and statutory bodies which often means they are not fully interacting with support. We work alongside each person to build trust which helps them to begin engaging with us and other services. The circumstances that our clients have found themselves in, means we do not have support networks and Sanctus operates in a way where we become that support network. We work with people whom other sources of support have failed, been inappropriate or are simply not available.

As well as the longer-term support that we offer our clients, which is focused on long term sustainable solutions, we also support people at a moment of crisis and provide immediate support. Such circumstances include, someone has found themselves newly homeless, they have no clothes, or food and nowhere to stay, they can come to us at Sanctus, and we will provide them with the initial sustenance and support. This then leads them on to access our wider support services as well as referrals to other agencies. Another example would be, someone is fleeing domestic abuse, they have no clothes, furniture or essential items and no access to funds. We will provide them with the items they need whilst also working alongside them to sort benefits and banking, as well as wider support. Our work does not replicate other services of statutory bodies, but instead fills a gap and complements the work of other agencies.

The following data continues to demonstrate that individuals find accessing support difficult, and especially difficult when they do not have an associated support network throughout the process. However, when people are helped with navigating and completing such support, there are high levels of success.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

56% of people who require access to support services to assist accommodation, addiction, or other vulnerability issues report that they find it either 'extremely difficult' or 'not possible' to interact with such services.

On a scale of 1 to 10 where 10 was "a great deal of stress" and one is "little or no stress," it was found that the average stress level for people with emotional support in place was 5 out of 10 compared to 6.3 out of 10 for people without emotional support.

94% of addiction clients, and 86% of self-esteem clients, 76% of Anxiety clients, and 74% of Depression clients confirmed their issue had either "Improved" or "Significantly Improved" when they had access to support services.

(Data sourced from the Mental Health Foundation and Does Counselling Work? Survey.)

This data demonstrates that the Sanctus approach is highly effective as we provide them with immediate and interim support, and we then work alongside them to guide them through subsequent support to have successful outcomes.

Sanctus is also an active member of the Homelessness Forum and chairs a subgroup within it. We host multiple agencies and recognise how key it is to work with them, even those who may be competing for funding. Within this network we have worked with other service providers to develop fundraising bids and campaigns as we acknowledge that we are all working towards the same shared goal.

### Range of Services

Sanctus's range of free services now includes but are not exclusive to:

- Daily hot meal as a sit in service
- Cold snacks for take away.
- Hot drinks including tea and coffee.
- Packets and tins to take away.
- A clothes exchange based on donations.
- 1 to 1 mentoring and assurance sessions
- Peer mentoring and assistance sessions
- Addiction support groups
- Dog Therapy sessions with Essex Therapy Dogs
- NHS Health Checks
- Liver Health Checks
- Quarterly chiropody clinic
- Helping Hands Essex drop-in sessions.
- Housing dilemmas - eviction, benefits, and housing support
- Counselling - 3 counsellors with varying levels of experience
- Financial advice and support with debt problems
- Benefits applications, appeals support, and advocacy at hearings.
- Sourcing a GP and attending medical and mental health appointments when required
- Referral point for supported housing with Notting Hill Genesis
- Our own tenancy sustainment support programme
- Assistance with moving including the provision of donated household items.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

- Liaison with the Probation Service, Job Centre, and other outside agencies to create a good working partnership and a joined-up approach to working with clients successfully.
- Chelmsford City Council Housing Navigators work from our premises weekdays and regularly joint work with our Hub team. Breaking down the barriers to getting long term street entrenched individuals housed through drop-in sessions and 1 to 1 support.
- Chelmsford City Council Mental Health Navigator is on call to us when needed.

### **We are open Monday to Friday throughout the year; our usual opening hours are:**

- Monday to Friday – 10:30am-4pm

We also open over the Christmas and Easter period.

Our Hub facility is operated across the working week with support often provided outside of these hours.

### **Our key outcomes, all provided for free:**

Success can mean very different things to each of our service users, it could be that we have supported someone from being street homeless into permanent housing, or someone has been able to find a job and become self-sufficient, or it can simply be that someone who was averse to receiving help, now engages with services. Some of our key outcomes during the year have included:

- Ongoing provision of a warm and friendly environment for those who have nowhere else to go.
- Providing free food, drink, and clothing exchange for the homeless, vulnerable and those unable to provide for themselves. In 2022, over 16,000 freshly cooked meals were served.
- Providing free support, advice, and advocacy to aid life changes and improvement. In 2022 over 2,000 free sessions were completed.
- Assisting in the re-housing of scores of individuals.
- Distributing other items such as clothes, sanitary products, tents and sleeping bags.
- Collecting from local business and then distributing over 16,000 food items (sandwiches, pies, etc.) many of which would have gone to waste..
- Opening bank accounts for individuals who have not had the ID to be able to do this for many years, enabling them to have their benefits/pay go directly to their account and avoiding fraud.
- Over 70% of people who utilise the Sanctus café reported that they would eat a significantly reduced amount of food each day without us demonstrating the need and effectiveness of the services.
- Over 90% of people who visit the Sanctus café have said they have built at least 1 new relationship through Sanctus which has had a positive impact on their life.
- Over 80% reported a major or significant improvement in their circumstances through the interaction and support through the Hub.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

### Going Forward

We will continue to build on the support that we have provided to date. We will do this by expanding the organisations, charities, and community members to help us strengthen our service provision. We will be continuing to expand our pool of volunteers with like-minded individuals, train and support our team to extend their skills sets and engage with local professions to access any professional services we may require.

We will also add to our team and appropriate skills sets. We will continue to put maximum time and effort into supporting the homeless and vulnerable with a place of safety away from volatile situations such as drinking and drug taking and other risky behaviours and helping them access housing, work and a life worth living.

We continue to seek new funding routes and a plan is being considered to open a Sanctus Charity Shop, which will bring in additional revenue and increase the awareness of the charity.. It will also allow our service users to volunteer in the shop, giving them work experience in a retail outlet that can be used on future CV's and references for job applications.

### Sources of Funds

Sanctus are extremely grateful to all the supporters who enable us to assist so many vulnerable people within our community. 2022 was focused on continuing to widen our supporter base with a focus on the long-term sustainability of the charity. With a long-term lease for our building, we have also been able to continue to submit bids for larger and often, more established funds. We are now a 11-year proven charity with a clear 10-year horizon.

Like the majority of charities 2022 was a difficult year financially for Sanctus with the cost of living crisis, downturns in markets and pressure on business and individuals reducing available opportunities to generate funds. This was combined with those same factors generating ever increased demand for Sanctus services with people experiencing major life events that facilitated the need for intervention and assistance. This also combined with for example increasing utility costs, providing a warm and safe environment is a key offering. All these factors forced careful consideration of the best way to spend funds. Sanctus has robust financial controls and reporting in place and options were carefully reviewed.

Continued increased support from charitable trusts, businesses, both local and national as well as individuals enabled us to plan to continue to provide and actually expand our services, albeit having to reduce our opening hours from 7 days to 5 days, Monday to Friday. This was a strategic decision to be able to effectively support the ever increasing number of attendees who utilise Sanctus Monday to Friday, rather than putting the long term future of the charity in jeopardy by stretching limited funds across 7 days of opening.

We are extremely grateful to all supporters and funders who helped us in 2022 and we would particularly like to acknowledge, Essex Community Foundation, Chelmsford City Council and the Police, Fire and Crime Commissioner for their long-term support of the charity.

Sources of funds for 2022 have been received from wide and varied sources.

## Sanctus 2022 Annual Report - Summary of Activities and Achievements

- Charitable Trusts and Foundations including:
  - Essex Community Foundation
  - Hopstead
  - Walter Farthing Trust
  - Tom Amos Foundation
  - CVS
  - M&G
  - ACT
  - PFCC
  - Arnold Clark
  - Jerome Booth Charitable Fund
  - The Archer Trust
  - EALC
  - MSE Charity
  - The 1485 Charitable Trust
  - Aviva Community Fund
  - Changing Futures/CCC
  - Mid and South Essex NHS/ECF
  - CCC
- Statutory bodies
- Chelmsford City Council
- Police, Fire and Crime Commissioner
- Local and international individual supporters
- Local and national companies
- Individual giving via digital channels including Just Giving
- Support at local events

Whatever the size of the donation and whether that support was financial, or donations in-kind such as volunteering, clothes, food, or other items, we would like to thank everyone who has supported Sanctus in 2022; all of our supporters should be proud of their contribution to the outcomes achieved during the year.

We are looking forward to the journey ahead of us and we thank everyone from the bottom of our hearts for their support. Without our supporters Sanctus would not be achieving what it is, and we will keep on feeding, listening to, supporting, and fighting for the vulnerable and needy of our community.

### **Other Required Details:**

#### **Exemptions of disclosure**

Other than for the purposes of confidentiality and/or GDPR no information has been withheld.

#### **Reserves**

The charity endeavours to maintain two months funds as reserves and is seeking to increase this as fundraising activities allow.

#### **Funds held as custodian on behalf of others.**

## **Sanctus 2022 Annual Report - Summary of Activities and Achievements**

We do not have custodian Trustees. All Trustees are managing Trustees and are an active part of the Board.



**Section A Independent Examiner's Report**

**Report to the trustees**

Sanctus

**On accounts for the year ended**

31 <sup>st</sup> December 2022	<b>Charity no (if any)</b>	1150313
--------------------------------	----------------------------	---------

**Set out on pages**

1-27 30 *LMS*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Signed:** *C Bullen*

**Date:** 19/10/23

**Name:** Claire Bullen

**Relevant professional qualification(s) or body (if any):**

FCCA

**Address:** Taylor Viney Marlow  
46-54 High Street  
Ingatestone, CM4 9DW

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

[Empty box for disclosure details]



**Sanctus**  
**Statement of financial activities**  
**Year ended 31st December 2022**

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Income and endowments from:</b>					
Donations and legacies	(Note 3) S01	227,964	64,420	292,384	373,130
Charitable activities	S02	16,362	-	16,362	-
Other trading activities	S03	822	-	822	874
Investments	S04	18	-	18	-
Separate material item of income	S05	-	-	-	-
Other	(Note 4) S06	-	-	-	1,672
<b>Total</b>	S07	<b>245,166</b>	<b>64,420</b>	<b>309,586</b>	<b>375,676</b>
<b>Resources expended (Note 5)</b>					
<b>Expenditure on:</b>					
Raising funds	S08	34,410	4,146	38,556	21,912
Charitable activities	S09	224,878	76,608	301,486	299,105
Separate material item of expense	S10	-	-	-	-
Other	S11	-	-	-	-
<b>Total</b>	S12	<b>259,288</b>	<b>80,754</b>	<b>340,042</b>	<b>321,017</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>					
	S13	- 14,122	- 16,334	- 30,456	54,659
Net gains/(losses) on investments	S14	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>- 14,122</b>	<b>- 16,334</b>	<b>- 30,456</b>	<b>54,659</b>
<b>Extraordinary items</b>	S16	-	-	-	-
<b>Transfers between funds</b>	S17	-	-	-	-
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-
Other gains/(losses)	S19	-	-	-	-
<b>Net movement in funds</b>	S20	<b>- 14,122</b>	<b>- 16,334</b>	<b>- 30,456</b>	<b>54,659</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	S21	65,229	85,109	150,338	95,679
<b>Total funds carried forward</b>	S22	<b>51,107</b>	<b>68,775</b>	<b>119,882</b>	<b>150,338</b>

**Sanctus  
Balance sheet  
As at 31st December 2022**

	Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>					
Tangible assets (Note 10)	B02	367	55,668	56,037	75,123
<i>Total fixed assets</i>	B05	367	55,668	56,037	75,123
<b>Current assets</b>					
Debtors (Note 11)	B07	11,949		11,949	8,873
Cash at bank and in hand (Note 13)	B09	45,919	25,005	70,924	95,214
<i>Total current assets</i>	B10	57,868	25,005	82,873	104,087
Creditors: amounts falling due within one year (Note 12)	B11	7,128	11,900	19,028	28,872
<i>Net current assets/(liabilities)</i>	B12	50,740	13,105	63,845	75,215
<i>Total assets less current liabilities</i>	B13	51,107	68,773	119,882	150,338
Creditors: amounts falling due after one year (Note 12)	B14	-	-	-	-
Provisions for liabilities	B15	-	-	-	-
<i>Total net assets or liabilities</i>	B16	51,107	68,773	119,882	150,338
<b>Funds of the Charity</b>					
Restricted income funds (Note 15)	B18		13,106	13,106	13,772
Fixed Assets (Funded from Restricted funds)			55,668	55,668	71,337
Unrestricted funds	B19	51,107		51,107	65,229
<i>Total funds</i>	B21	51,107	68,774	119,881	150,338

Signed by one or two trustees on behalf of all the trustees

Signature



Date 31/10/2023

Ian Nicholson

# **Sanctus**

## **Notes to the financial statements**

### **Year ended 31st December 2022**

#### **Note 1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

##### **1.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2022

#### Note 2

#### Accounting policies

#### 2.2 INCOME

<b>Recognition of income</b>	<p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• it is more likely than not that the trustees will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Offsetting</b>	<p>There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.</p>
<b>Grants and donations</b>	<p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).</p>
<b>Government grants</b>	<p>The charity has not received government grants in the reporting period</p>
<b>Tax reclaims on donations and gifts</b>	<p>Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.</p>
<b>Donated goods</b>	<p>Donated goods are received by the charity and often includes fresh food requiring rapid distribution to beneficiaries. The trustees consider it impractical to count and value these goods .</p>
<b>Support costs</b>	<p>The charity has incurred expenditure on support costs.</p>
<b>Volunteer help</b>	<p>The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.</p>
<b>Income from interest, royalties and dividends</b>	<p>This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.</p>

#### 2.3 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	<p>Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.</p>
<b>Governance and support costs</b>	<p>Support costs include central function costs and have been allocated to activity cost categories on a basis consistent with the use of resources on a reasonable, justifiable and consistent basis,</p>
<b>Redundancy cost</b>	<p>The charity made no redundancy payments during the reporting period.</p>
<b>Deferred income</b>	<p>No material item of deferred income has been included in the accounts.</p>
<b>Creditors</b>	<p>The charity has creditors which are measured at settlement amounts less any trade discounts</p>
<b>Provisions for liabilities</b>	<p>A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date</p>

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2022

Note 2 (Cont)

#### Accounting policies

#### 2.4 ASSETS

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £250

They are valued at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value over the useful economic life of the asset as follows:

Leasehold Improvements	Over the term of the lease
Fixtures & fittings	Over the term of the lease
Plant and machinery	50% straight line

#### Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 3 Analysis of income**

Analysis		Unrestricted funds	Restricted income funds	Total funds £	Prior year £
<b>Donations and legacies:</b>	Donations and gifts	100,108	16,955	117,062	159,092
	Gift Aid	13,696	694	14,390	22,289
	General grants provided by government/other charities	114,160	46,772	160,932	191,750
	Other	-	-	-	-
	<b>Total</b>	<b>227,964</b>	<b>64,420</b>	<b>292,384</b>	<b>373,130</b>
<b>Charitable activities:</b>	Fundraising activities	16,362	-	16,362	-
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
<b>Total</b>	<b>16,362</b>	<b>-</b>	<b>16,362</b>	<b>-</b>	
<b>Other trading activities:</b>		-	-	-	-
		-	-	-	-
		-	-	-	-
	Other	822	-	822	874
	<b>Total</b>	<b>822</b>	<b>-</b>	<b>822</b>	<b>874</b>
<b>Income from investments:</b>	Interest income	18	-	18	-
		-	-	-	-
	Rental and leasing income	-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>-</b>
	Other - Job retention scheme	-	-	-	1,672
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,672</b>	
<b>TOTAL INCOME</b>	<b>245,166</b>	<b>64,420</b>	<b>309,586</b>	<b>375,676</b>	

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 4**                      **Analysis of receipts of government grants**

	<b>Description</b>	<b>This year £</b>	<b>Prior year £</b>
<b>Government grant 1</b>	Job Retention Scheme Grant	-	1672

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 5 Analysis of expenditure**

Analysis	This year			Last year
	Unrestricted funds	Restricted income funds	Total funds £	Total funds £
<b>Expenditure on raising funds:</b>				
Wages & salaries	27,131	3,354	30,485	21,601
Other fundraising costs	7,279	792	8,071	311
<b>Total expenditure on raising funds</b>	<b>34,410</b>	<b>4,146</b>	<b>38,556</b>	<b>21,912</b>

**Expenditure on charitable activities:**

Café	102,676	7,770	110,446	96,664
Hub	41,067	43,635	84,702	60,306
Support costs Note 6	81,135	25,203	106,338	142,135
<b>Total expenditure on charitable activities</b>	<b>224,878</b>	<b>76,608</b>	<b>301,486</b>	<b>299,105</b>

**Separate material item of expense**

	-	-	-	
	-	-	-	
	-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Other**

	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
<b>Total other expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURE</b>	<b>259,288</b>	<b>80,754</b>	<b>340,042</b>	<b>321,017</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 6**                      **Support Costs**

**This year**

<b>Support cost</b>	<b>Total</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs	16,529	37,767
Rent rates & utilities, repairs & Insurance.	81,630	87,229
Communications & IT	6,492	6,772
General Office	542	1,988
Finance costs	704	749
Motor & Travel		
Audit fee	390	1,620
Legal & professional		5,956
Other	50	54
<b>Total</b>	<b>106,338</b>	<b>142,135</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 7**                      **Paid employees**

**7.1 Staff Costs**

	<b>This year £</b>	<b>Last year £</b>
<b>Salaries and wages</b>	199,421	166,829
<b>Social security costs</b>	8,319	5,564
<b>Pension costs (defined contribution scheme) (Note 9)</b>	3,095	1,762
<b>Other employee benefits</b>	-	-
<b>Total staff costs</b>	210,835	174,155

**No employee received an income of more than £60,000 during the year**

**7.2 Average head count in the year**

	<b>This year Number</b>	<b>Last year Number</b>
<b>Total</b>	14	12

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 8**                      **Details of certain items of expenditure**

**8.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

**Independent examiner's fees**

**Assurance services other than audit or independent examination**

**Tax advisory fees**

**Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner**

<b>This year £</b>	<b>Last year £</b>
390	360
	960
-	-
-	-

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 9** Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.

	<b>This year £</b>	<b>Last year £</b>
<b>Amount of contributions recognised in the SOFA as an expense</b>	3,095	1,762

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 10**                      **Tangible fixed assets**

**10.1 Cost**

	Leasehold improvements	Plant & Machinery	Fixtures, fittings and equipment	Total
	£	£	£	£
At the beginning of the year	56,005	7,843	32,997	96,845
Additions		5,270		5,270
Disposals	-	-	-	-
At end of the year	56,005	13,113	32,997	102,115

**10.2 Depreciation**

<b>**Basis</b>	SL	SL	SL	
<b>** Rate</b>	Over term of lease	50% per annum	Over term of lease	

At beginning of the year	11,201	3,922	6,599	21,722
Depreciation	11,201	6,556	6,599	24,356
At end of the year	22,402	10,478	13,198	46,078

**10.3 Net book value**

Net book value at the beginning of the year	44,804	3,921	26,398	75,123
Net book value at the end of the year	33,603	2,635	19,799	56,037

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 11**                      **Debtors and prepayments**

**11.1**    **Analysis of debtors**

**Trade debtors**  
**Prepayments and accrued income**  
**Other debtors**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
	-	-
	11,949	8,873
	-	-
<b>Total</b>	<b>11,949</b>	<b>8,873</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 12**                      **Creditors and accruals**

**12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade creditors	2,461	11,695	-	-
Accruals and deferred income	13,177	12,180	-	-
Taxation and social security	2,388	3,327	-	-
Other creditors	1,002	1,671	-	-
<b>Total</b>	<b>19,028</b>	<b>28,873</b>	<b>-</b>	<b>-</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 13**                      **Cash at bank and in hand**

Cash at bank and on hand  
Total

<b>This year</b> <b>£</b>	<b>Last year</b> <b>£</b>
70,924	95,214
70,924	95,214



**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2022**

**Note 16 Transactions with trustees and related parties**

**16.1 Trustee remuneration and benefits**

*In the period the charity has paid trustees remuneration and benefits as follows*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
<b>This year :</b> Emma Hughes	<b>Governing Document</b>	29,824	708	-	-	30,532
<b>Last year :</b> Emma Hughes	<b>Governing Document</b>	29,865	709			30,574

No trustee expenses have been incurred in the year or previous year

**16.2 Related Parties**

In the period the charity received donations of £7,964 from a charity (Ministry of Enlightenment) in which two of the Trustees are also Trustees

**SANCTUS**

England & Wales - Charity number 1150313

---

# Accounts

---

**Sanctus  
Financial statements  
Year ended 31st December 2021**

	<u>Page no.</u>
Trustees' annual report	1
Independent Auditors Report	9
Statement of Financial Activities (Including Income & Expenditure)	11
Balance Sheet	12
Notes	13-28

## Sanctus 2021 Annual Report - Summary of Activities and Achievements



SANCTUS

30-32 Broomfield Road  
Chelmsford  
Essex  
CM1 1SW

Charity No. 1150313  
T: 01245 257985

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

### Sanctus

Charity Name: Sanctus

Registered charity number: 1150313

Charities principal address: 30-32 Broomfield Road, Chelmsford, Essex, CM1 1SW

### History

Year Created: 2011

Years in successful operation to date: 10

### Trustees

Stephen Turoff – Founder and Trustee

Emma Goldie – Founder and Trustee

Emma Hughes - Trustee

Barry Ansley – Trustee

Ian Nicholson – Trustee (Appointed 12 January 2022)

Angela Hickling – Trustee (Appointed 12 January 2022)

Nick Hickling – Trustee (Appointed 12 January 2022)

### Structure, Management and Control

The charity's strategy and overall management control is set and completed by the Trustees. The Trustees are made up of the original founders as well as experienced personnel both from within the sector and specialist fields. Three new trustees were appointed at the beginning of 2022, bringing between them a depth of fundraising, human resources and financial experience.

A team of four report to the Trustees and complete the day-to-day operational management of the charity. Their responsibilities are split as:

**Café Manager** – Responsible for the operational elements of the charity including the café team and therefore the extensive procurement and provision of food and hot drinks that Sanctus offers.

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

**Hub Manager** – Responsible for the Hub team and therefore the wide range of support and assistance sessions held as part of the Hub. The Hub Manager also acts as liaison to many other organisations and charities that utilise Sanctus.

**Fundraising Manager** – Responsible for fundraising, communicating with our supporters and also maintaining our social media channels.

**Finance Manager** – Responsible for the operational elements of the charity including HR and Finance.

This structure allows a good balance between strategic direction, monitoring and day-to-day operational management. It also gives the Sanctus team, including the volunteers, clear reporting and feedback lines.

## Charity Overview – Objectives, Activities and Outcomes

### Summary

Sanctus is a charity supporting homeless and vulnerable people in Chelmsford and the surrounding areas. We are the only day-centre in a significant part of Essex, opening 7 days per week, 365 days per year.

Sanctus is a lifeline for the vulnerable and homeless in the city of Chelmsford and the surrounding areas. We provide a safe warm supportive environment where anyone who wishes can come to eat, shelter from the cold and be around others with the aim of preventing loneliness, offering tailored support and assistance to help improve quality of life without judgment or selection.

On a daily basis, Sanctus provides hot nutritious meals, drinks, clothing, rough sleeping resources and a wide range of support services, helping people to get back on their feet and make positive steps forward. We are rebuilding the community from the bottom up, person by person.

The charity provided more than 15,000 free hot meals and in excess of 2,000 free support and mentoring sessions via the Sanctus Support Hub. Just one of the Hub support sessions may enable a benefits issue to be resolved, a housing application to be submitted, signposting to wider services or may be part of the journey to prevent someone from taking drastic steps

In addition, more than 16,000 items of food that would have gone to waste were collected from local businesses and distributed via the café's food bank service.

The purpose of our organisation is to provide a centre in the heart of the city where individuals, with various complex needs, can come and receive food and support. This is a community space, which we invite other service providers to utilise, to generate a holistic approach to supporting individuals.

We believe that everyone should have a safe and secure home, food on the table and network of support. Our aim is to be there for vulnerable people at a moment of crisis and provide them with the necessary help. From this moment, we then work alongside them in their journey to recovery to help them to take steps to lead a positive life. Referrals to other services can often take time, which leaves individuals in an extremely vulnerable state. At Sanctus, we are able to provide immediate support in these interim periods and continue to provide support alongside other services.

What is unique about our services, is there is no criteria to receive our support. Our work is person centred, meaning we tailor our support offering to each individual. We aim to help vulnerable

## **Sanctus 2021 Annual Report - Summary of Activities and Achievements**

individuals to build confidence and trust in support services, so they can receive help both from us and other agencies and statutory services.

During the pandemic extended services included take away meals, accessible vaccination sessions for those not able to access them through the normal routes, and an outdoor area where we could provide support.

### **2021 Achievements**

#### **Those who have benefited**

We engage and rebuild the lives of many of the most vulnerable in our community. We provide the opportunity to create optimum conditions for change, alongside a community environment for cohesion, tolerance and overcoming barriers.

Recipients of our services include:

- homeless and those recovering from homelessness,
- individuals who are housed but vulnerable and may be at risk of eviction,
- individuals needing to escape from abusive relationships
- ex-offenders and those subject to probation services,
- mental health and PTSD sufferers (including those with feelings of suicide),
- those with addiction issues,
- those in recovery,
- elderly and pre-pension who cannot afford heating and food,
- multiple veterans from across the services,
- refugees,
- those with disabilities which prevent them from finding or sustaining work and living well,
- families who are struggling to afford food and access services,
- people who find themselves on the edge of society and in despair,
- those impacted by the current economic pressures,
- those who are illiterate and need support to access paper communication and emails,
- those unable to advocate for themselves at court, medical settings and in police interviews.

Through offering people a welcoming space that assists them and reverses negative trends, it has been proven to have a knock-on effect of freeing up other services, so in addition to the recipients receiving benefit there is also the positive impact on society with the services we provide, giving an additional benefit to the general public by lowering crime levels including petty crime and aggressive begging. During the pandemic the local Council deemed Sanctus an essential service, demonstrating the key role that Sanctus plays within the community.

Our current service user base is approximately 360, we typically serve food and provide support to between 40 to 90 people per day.

The demographics of those accessing our services changes as external forces and wider economic pressures come in to play. We have found that we have had to adapt to these changing requirements, providing staff with further training and putting additional safeguards in place for example to ensure we are able to cater for the increased number of younger women with children coming through our doors. Our fundamental aim is to make sure that everyone is welcome and able to safely access the services we provide.

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

People can engage with Sanctus at times for just a few hours receiving a hot meal or being given some simple words of advice and we may not see them again. Typically, people attend when they are in a cycle of homelessness or vulnerability which will vary in length depending on the individual and situation in which they find themselves. They may attend for months coming in every day or just spasmodically as the need arises, we can be involved in their lives for years or just days. The average engagement is for between 6 to 8 months with every person being treated as an individual, with dignity and respect, and provided with bespoke support.

### Approach

Sanctus is a standalone charity and we aim to provide a service different to other provisions available. We are highly accepting of all. We build a community based around the café which is seen as a gateway for vulnerable individuals to begin accessing wider support. We find that people are drawn to Sanctus because of our free food and drink provisions which are delivered from our permanent premises with seating. By them attending and us having continuity of staff, we are able to then build relationships and trust which makes our service users more inclined to access the wider support services available.

We appreciate that every charity and individual success story is only achieved through an eco-system of integrated support services. Ours is a different approach to people attending a street kitchen or being asked to attend ad-hoc appointments in an institutional environment, where they do not have established relationships which they may have difficulty finding, anxiety entering or just not feel welcome or comfortable.

Our work is designed to support extremely vulnerable individuals with a range of complex needs. We support people of different ages, different disabilities, genders, race, religions and beliefs, sex, sexual orientation, as well as marital status and pregnancy. We find that those who use our services have a lack of trust with different agencies, organisations and statutory bodies which often means they are not fully interacting with support. We work alongside each person to build trust which helps them to begin engaging with us and other services. The circumstances that our clients have found themselves in, means we do not have support networks and Sanctus operates in a way where we become that support network. We work with people whom other sources of support have failed, been inappropriate or are simply not available.

As well as the longer-term support that we offer our clients, which is focused on long term sustainable solutions, we also support people at a moment of crisis and provide immediate support. Such circumstances include, someone has found themselves newly homeless, they have no clothes, or food and nowhere to stay, they can come to us at Sanctus and we will provide them with the initial sustenance and support. This then leads them on to access our wider support services as well as referrals to other agencies. Another example would be, someone is fleeing domestic abuse, they have no clothes, furniture or essential items and no access to funds. We will provide them with the items they need whilst also working alongside them to sort benefits and banking, as well as wider support. Our work does not replicate other services of statutory bodies, but instead fills a gap and complements the work of other agencies.

The following data demonstrates that individuals find accessing support difficult, and especially difficult when they do not have an associated support network throughout the process. However, when people are helped with navigating and completing such support, there are high levels of success.

56% of people who require access to support services to assist accommodation, addiction or other vulnerability issues report that they find it either 'extremely difficult' or 'not possible' to interact with such services.

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

On a scale of 1 to 10 where 10 was “a great deal of stress” and one is “little or no stress,” it was found that the average stress level for people with emotional support in place was 5 out of 10 compared to 6.3 out of 10 for people without emotional support.

94% of addiction clients, and 86% of self-esteem clients, 76% of Anxiety clients, and 74% of Depression clients confirmed their issue had either "Improved" or "Significantly Improved" when they had access to support services.

(Data sourced from the Mental Health Foundation and Does Counselling Work? Survey.)

This data demonstrates that the Sanctus approach is highly effective as we provide them with immediate and interim support, and we then work alongside them to guide them through subsequent support to have successful outcomes.

During 2021, we completed our move to the premises adjacent to our old location, which being considerably larger has enabled the charity to provide a more extensive range of services through the Hub than was the case previously and enables us to seat twice the number of individuals to dine at any one time.

Sanctus is also an active member of the Homelessness Forum and chairs a subgroup within it. We host multiple agencies and recognise how key it is to work with them, even those who may be competing for funding. Within this network we have worked with other service providers to develop fundraising bids and campaigns as we acknowledge that we are all working towards the same shared goal.

### Range of Services

Sanctus's range of free services now includes but are not exclusive to:

- Daily hot meal as a sit in service
- Cold snacks for take away
- Hot drinks including tea and coffee
- Packets and tins to take away
- A clothes exchange based on donations
- 1 to 1 mentoring and assurance sessions
- Peer mentoring and assistance sessions
- Addiction support groups
- Dog Therapy sessions with Essex Therapy Dogs
- NHS Health Checks
- Liver Health Checks
- Quarterly chiropody clinic
- Helping Hands Essex drop in sessions
- Housing dilemmas - eviction, benefits and housing support
- Counselling - 3 counsellors with varying levels of experience
- Financial advice and support with debt problems
- Benefits applications, appeals support and advocacy at hearings
- Sourcing a GP and attending medical and mental health appointments when required
- Referral point for supported housing with Notting Hill Genesis
- Our own tenancy sustainment support programme
- Assistance with moving including the provision of donated household items

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

- Liaison with the Probation Service, Job Centre and other outside agencies to create a good working partnership and a joined-up approach to working with clients successfully
- Chelmsford City Council Housing Navigators work from our premises weekdays and regularly joint work with our Hub team. Breaking down the barriers to getting long term street entrenched individuals housed through drop-in sessions and 1 to 1 support
- Chelmsford City Council Mental Health Navigator is on call to us when needed

### **We are open 365 days a year; our usual opening hours are:**

- Monday to Friday – 10:30am-4pm
- Saturday - 10:30am-2:30pm
- Sunday - 11am-2pm

Our Hub facility is operated across the working week with support often provided outside of these hours.

### **Our key outcomes, all provided for free:**

Success can mean very different things to each of our service users, it could be that we have supported someone from being street homeless into permanent housing, or someone has been able to find a job and become self-sufficient, or it can simply be that someone who was averse to receiving help, now engages with services. Some of our key outcomes during the year have included:

- Opening every day of the year and throughout the pandemic.
- Ongoing provision of a warm and friendly environment for those who have nowhere else to go.
- Providing free food, drink and clothing exchange for the homeless, vulnerable and those unable to provide for themselves. In 2021, over 15,000 freshly cooked meals were served.
- Providing free support, advice and advocacy to aid life changes and improvement. In 2021 over 2,000 free sessions were completed.
- Assisting in the re-housing of scores of individuals.
- Distributing other items such as clothes, sanitary products, tents and sleeping bags.
- Collecting from local business and then distributing over 16,000 food items (sandwiches, pies, etc.) that would have gone to waste.
- Opening bank accounts for individuals who have not had the ID to be able to do this for many years, enabling them to have their benefits/pay go directly to their account and avoiding fraud.
- Over 70% of people who utilise the Sanctus café reported that they would eat a significantly reduced amount of food each day without us demonstrating the need and effectiveness of the services.
- Over 90% of people who visit the Sanctus café have said they have built at least 1 new relationship through Sanctus which has had a positive impact on their life.

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

- Over 80% reported a major or significant improvement in their circumstances through the interaction and support through the Hub.

### Going Forward

We will continue to build on the support that we have provided to date.

Our new premises are the catalyst to help us to continue to take on the continued impact of the pandemic and economic crises head on.

We will do this by expanding the organisations, charities and community members to help us strengthen our service provision. We will be continuing to expand our pool of volunteers with like-minded individuals, train and support our team to extend their skills sets and engage with local professions to access any professional services we may require.

We will also add to our team and appropriate skills sets. We will continue to put maximum time and effort into supporting the homeless and vulnerable with a place of safety away from volatile situations such as drinking and drug taking and other risky behaviours and helping them access housing, work and a life worth living.

### Sources of Funds

Sanctus are extremely grateful to all the supporters who enable us to assist so many vulnerable people within our community. 2021 was focused on continuing to widen our supporter base with a focus on the long-term sustainability of the charity. With a long-term lease for our new building, we have also been able to submit bids for larger and often, more established funds. We are now a 10-year proven charity with a clear 10-year horizon.

The ongoing pandemic meant the cancellation of a number of potential events which obviously impacted fundraising. However, continued increased support from businesses, both local and national as well as individuals enabled us to continue to provide all of our services without interruption. We are extremely grateful to all supporters and funders who helped us in 2021 and we would particularly like to acknowledge the Mayor of Chelmsford Charities for their patronage during 2020 and 2021 along with, Chelmsford City Council and the Police, Fire and Crime Commissioner for their long-term support of the charity.

Sources of funds for 2021 have been received from:

- Charitable Trusts and Foundations including:
  - Diana Tinson Fund
  - Birketts Charitable Fund
  - Teledyne e2v Foundation
  - National Lottery Awards for All
  - B&Q Foundation
  - EALC
  - Garfield Weston Foundation
  - Aviva Community Fund
  - St James's Place Charitable Foundation
  - FSJ Charities
  - The Albert Hunt Trust

## Sanctus 2021 Annual Report - Summary of Activities and Achievements

- Postcode Places Trust
- The Charles S French Charitable Trust
- Austin and Hope Pilkington Trust
- Chelmsford CVS
- Statutory bodies
- Chelmsford City Council
- Police, Fire and Crime Commissioner
- Local and international individual supporters
- Local and national companies
- Individual giving via digital channels including Just Giving
- Support at local events

Whatever the size of the donation and whether that support was financial, or donations in-kind such as volunteering, clothes, food or other items, we would like to thank everyone who has supported Sanctus in 2021; all of our supporters should be proud of their contribution to the outcomes achieved during the year.

We are looking forward to the journey ahead of us and we thank everyone from the bottom of our hearts for their support. Without our supporters Sanctus would not be achieving what it is, and we will keep on feeding, listening to, supporting and fighting for the vulnerable and needy of our community.

### **Other Required Details:**

#### **Exemptions of disclosure**

Other than for the purposes of confidentiality and/or GDPR no information has been withheld.

#### **Reserves**

The charity endeavours to maintain two months funds as reserves and is seeking to increase this as fundraising activities allow.

#### **Funds held as custodian on behalf of others**

We do not have custodian Trustees. All Trustees are managing Trustees and are an active part of the Board.



**Section A Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Sanctus		
<b>On accounts for the year ended</b>	31 <sup>st</sup> December 2021	<b>Charity no (if any)</b>	1150313
	<b>Set out on pages</b> 11-28		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

**Signed:**  **Date:**

**Name:**

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

ALEXANDRA ANTHONY LTD

47 CHURCH STREET, GREAT BADDOW,

CHELMSFORD, CM2 7JA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--	--



# Sanctus

## Statement of financial activities

### Year ended 31st December 2021

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
<b>Income and endowments from:</b>					
Donations and legacies	(Note 3) S01	183,875	189,255	373,130	283,907
Charitable activities	S02	-	-	-	-
Other trading activities	S03	874	-	874	1,482
Investments	S04	-	-	-	4,833
Separate material item of income	S05	-	-	-	-
Other	(Note 4) S06	1,672	-	1,672	23,134
<b>Total</b>	S07	<b>186,421</b>	<b>189,255</b>	<b>375,676</b>	<b>313,356</b>
<b>Resources expended (Note 5)</b>					
<b>Expenditure on:</b>					
Raising funds	S08	21,540	372	21,912	14,955
Charitable activities	S09	202,655	96,450	299,105	230,222
Separate material item of expense	S10	-	-	-	-
Other	S11	-	-	-	-
<b>Total</b>	S12	<b>224,195</b>	<b>96,822</b>	<b>321,017</b>	<b>245,178</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>					
	S13	- 37,774	92,433	54,659	68,178
Net gains/(losses) on investments	S14	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>- 37,774</b>	<b>92,433</b>	<b>54,659</b>	<b>68,178</b>
<b>Extraordinary items</b>	S16	-	-	-	-
<b>Transfers between funds</b>	S17	7,324	- 7,324	-	-
<b>Other recognised gains/(losses):</b>					
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-
Other gains/(losses)	S19	-	-	-	-
<b>Net movement in funds</b>	S20	<b>- 30,450</b>	<b>85,109</b>	<b>54,659</b>	<b>68,178</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	S21	95,679	-	95,679	27,501
<b>Total funds carried forward</b>	S22	<b>65,229</b>	<b>85,109</b>	<b>150,338</b>	<b>95,679</b>

**Sanctus  
Balance sheet  
As at 31st December 2021**

	Notes	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
		F01	F02	F04	F05
<b>Fixed assets</b>					
Tangible assets (Note 10)	B02	3,786	71,337	75,123	7,573
<b>Total fixed assets</b>	B05	3,786	71,337	75,123	7,573
<b>Current assets</b>					
Debtors (Note 11)	B07	1,599	7,274	8,873	1,000
Cash at bank and in hand (Note 13)	B09	71,105	24,109	95,214	89,071
<b>Total current assets</b>	B10	72,704	31,383	104,087	90,071
<b>Creditors: amounts falling due within one year</b> (Note 12)	B11	11,261	17,611	28,872	1,965
<b>Net current assets/(liabilities)</b>	B12	61,443	13,772	75,215	88,106
<b>Total assets less current liabilities</b>	B13	65,229	85,109	150,338	95,679
<b>Creditors: amounts falling due after one year</b> (Note 12)	B14	-	-	-	-
<b>Provisions for liabilities</b>	B15	-	-	-	-
<b>Total net assets or liabilities</b>	B16	65,229	85,109	150,338	95,679
<b>Funds of the Charity</b>					
Restricted income funds (Note 15)	B18		13,772	13,772	-
Fixed Assets (Funded from Restricted funds)			71,337	71,337	
Unrestricted funds	B19	65,229		65,229	95,679
<b>Total funds</b>	B21	65,229	85,109	150,338	95,679

Signed by one or two trustees on behalf of all the trustees

Signature



Date

28/10/22  
28/10/22

# **Sanctus**

## **Notes to the financial statements**

### **Year ended 31st December 2021**

#### **Note 1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014

and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

##### **1.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### **1.3 Change of accounting policy**

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

# Sanctus

## Notes to the financial statements

### Year ended 31st December 2021

#### Note 2 Accounting policies

#### 2.2 INCOME

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• it is more likely than not that the trustees will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).
<b>Government grants</b>	The charity has received government grants in the reporting period
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.
<b>Donated goods</b>	Donated goods are received by the charity and often includes fresh food requiring rapid distribution to beneficiaries. The trustees consider it impractical to count and value these goods .
<b>Support costs</b>	The charity has incurred expenditure on support costs.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

#### 2.3 EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Governance and support costs</b>	Support costs include central function costs and have been allocated to activity cost categories on a basis consistent with the use of resources on a reasonable, justifiable and consistent basis,
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts
<b>Provisions for liabilities</b>	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 2 (Cont)**

**Accounting policies**

**2.4 ASSETS**

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £250

They are valued at cost.

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value over the useful economic life of the asset as follows:

Leasehold Improvements	Over the term of the lease
Fixtures & fittings	Over the term of the lease
Plant and machinery	50% straight line

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 3 Analysis of income**

Analysis		Unrestricted funds	Restricted income funds	Total funds £	Prior year £
<b>Donations and legacies:</b>	Donations and gifts	78,695	80,397	159,092	104,193
	Gift Aid	15,289	7,000	22,289	1,809
	General grants provided by government/other charities	89,891	101,858	191,750	177,904
	Other	-	-	-	-
	<b>Total</b>	<b>183,875</b>	<b>189,255</b>	<b>373,130</b>	<b>283,907</b>
<b>Charitable activities:</b>		-	-	-	-
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other trading activities:</b>		-	-	-	-
		-	-	-	-
		-	-	-	-
	Other	874	-	874	1,482
	<b>Total</b>	<b>874</b>	<b>-</b>	<b>874</b>	<b>1,482</b>
<b>Income from investments:</b>	Interest income	-	-	-	15
		-	-	-	-
	Rental and leasing income	-	-	-	4,818
	Other	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,833</b>
	Other - Job retention scheme	1,672	-	1,672	23,134
<b>Total</b>	<b>1,672</b>	<b>-</b>	<b>1,672</b>	<b>23,134</b>	
<b>TOTAL INCOME</b>	<b>186,421</b>	<b>189,255</b>	<b>375,676</b>	<b>313,356</b>	

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 4**                    **Analysis of receipts of government grants**

	<b>Description</b>	<b>This year £</b>
<b>Government grant 1</b>	Job Retention Scheme Grant	1,672

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 5 Analysis of expenditure**

Analysis	This year			Last year
	Unrestricted funds	Restricted income funds	Total funds £	Total funds £
<b>Expenditure on raising funds:</b>				
Wages & salaries	21,229	372	21,601	12,498
Other fundraising costs	311	-	311	2,457
<b>Total expenditure on raising funds</b>	<b>21,540</b>	<b>372</b>	<b>21,912</b>	<b>14,955</b>
<b>Expenditure on charitable activities:</b>				
Café	84,878	11,786	96,664	113,590
Hub	39,233	21,073	60,306	31,373
Support costs Note 6	78,544	63,591	142,135	85,259
<b>Total expenditure on charitable activities</b>	<b>202,655</b>	<b>96,450</b>	<b>299,105</b>	<b>230,222</b>
<b>Other</b>				
<b>Total other expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURE</b>	<b>224,195</b>	<b>96,822</b>	<b>321,017</b>	<b>245,178</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 6**                      **Support Costs**

**This year**

<b>Support cost</b>	<b>Total</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Staff costs	37,767	9,439
Rent rates & utilities, repairs & Insurance.	87,229	54,805
Communications & IT	6,772	5,853
General Office	1,988	
Finance costs	749	1,122
Motor & Travel		
Audit fee	1,620	9,755
Legal & professional	5,956	4,285
Other	54	
<b>Total</b>	<b>142,135</b>	<b>85,259</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 7**                      **Paid employees**

**7.1 Staff Costs**

	<b>This year £</b>	<b>Last year £</b>
<b>Salaries and wages</b>	166,829	120,688
<b>Social security costs</b>	5,564	721
<b>Pension costs (defined contribution scheme) (Note 9)</b>	1,762	1,715
<b>Other employee benefits</b>	-	-
<b>Total staff costs</b>	174,155	123,124

**No employee received an income of more than £60,000 during the year**

**7.2 Average head count in the year**

	<b>This year Number</b>	<b>Last year Number</b>
<b>Total</b>	12	9

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 8**                      **Details of certain items of expenditure**

**8.1 Fees for examination of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).*

	This year £	Last year £
Independent examiner's fees	360	300
Assurance services other than audit or independent examination	960	-
Tax advisory fees	-	-
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner	-	-

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 9** Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.

	<b>This year £</b>	<b>Last year £</b>
<b>Amount of contributions recognised in the SOFA as an expense</b>	1,762	1,715

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 10**                      **Tangible fixed assets**

**10.1 Cost**

	<b>Leasehold improvements</b>	<b>Plant &amp; Machinery</b>	<b>Fixtures, fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At the beginning of the year	-	7,573		7,573
Additions	56,005	270	32,997	89,272
Disposals	-	-	-	-
At end of the year	56,005	7,843	32,997	96,845

**10.2 Depreciation**

<b>**Basis</b>	SL	SL	SL	
<b>** Rate</b>	Over term of lease	50% per annum	Over term of lease	

At beginning of the year	-	-	-	-
Depreciation	11,201	3,922	6,599	21,722
At end of the year	11,201	3,922	6,599	21,722

**10.3 Net book value**

Net book value at the beginning of the year	-	7,573	-	7,573
Net book value at the end of the year	44,804	3,922	26,398	75,123

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 11**                      **Debtors and prepayments**

**11.1**    **Analysis of debtors**

**Trade debtors**  
**Prepayments and accrued income**  
**Other debtors**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
	-	-
	8,873	1,000
	-	-
<b>Total</b>	<b>8,873</b>	<b>1,000</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 12**                      **Creditors and accruals**

**12.1 Analysis of creditors**

	<b>Amounts falling due within one year</b>		<b>Amounts falling due after more than one year</b>	
	<b>This year £</b>	<b>Last year £</b>	<b>This year £</b>	<b>Last year £</b>
<b>Trade creditors</b>	11,695		-	-
<b>Accruals and deferred income</b>	12,180	-	-	-
<b>Taxation and social security</b>	3,327	1,054	-	-
<b>Other creditors</b>	1,671	911	-	-
<b>Total</b>	<b>28,872</b>	<b>1,965</b>	<b>-</b>	<b>-</b>

**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 13**                      **Cash at bank and in hand**

Cash at bank and on hand  
Total

<b>This year</b> <b>£</b>	<b>Last year</b> <b>£</b>
95,214	89,071
95,214	89,071



**Sanctus**  
**Notes to the financial statements**  
**Year ended 31st December 2021**

**Note 16 Transactions with trustees and related parties**

**16.1 Trustee remuneration and benefits**

*In the period the charity has paid trustees remuneration and benefits as follows*

Name of trustee	Legal authority (eg order, governing document)	Amounts paid or benefit value				
		Remuneration	Pension contribution	Redundancy (including loss of office)/ex gratia	Other	TOTAL
		£	£	£	£	£
<b>This year :</b> Emma Hughes	<b>Governing Document</b>	29,865	709	-	-	30,574
<b>Last year :</b> Emma Hughes	<b>Governing Document</b>	22,388	489			22,877

No trustee expenses have been incurred in the year or previous year

**16.2 Related Parties**

In the period the charity received donations of £2,645 from a charity (Ministry of Enlightenment) in which two of the Trustees are also Trustees

**SANCTUS**

England & Wales - Charity number 1150313

---

# Accounts

---

## Sanctus ( Charity 1150313)

### Income & Expenditure Account for the year ending 31st December 2020

	<u>2020</u>	<u>2019</u>
<u>Income</u>		
	<u>£</u>	<u>£</u>
From Friends of Philanthropists	8,175	7,284
From Friends of Philanthropists Abroad	5,212	2,914
Donations From Other Individuals	48,837	27,663
Statutory Funding (Police)	12,000	25,000
Donations From Companies	27,549	24,285
Grants from Charitable Trusts	85,824	37,627
Grants From Statutory Bodies	80,080	1,754
Accommodation House Rent & HB Received	1,140	16,035
Rent Received Broomfield Rd	3,678	4,889
Gift Aid	1,809	5,770
Interest and Sundry Income	15	22
Sales & Street Collections	1,482	4,953
Other Income	37,554	0
<b>Total Income</b>	<b><u>313,356</u></b>	<b><u>158,196</u></b>
 <u>Expenditure</u>		
Rent & Rates Paid	27,876	19,048
Utilities	11,617	15,383
Food & Café Costs	30,247	24,112
Salaries ,Training & Client Help	126,898	58,746
Repairs To Property	2,864	2,564
Support Hub Refurbishment Costs	9,955	7,261
Admin costs: Office, Fees , Phone, Travel, IT	5,853	4,853
Insurance	2,493	2,554
Accountancy & Book-keeping	9,755	6,820
Marketing & Fundraising	6,611	2,158
Bank Fees	1,122	793
Volunteering & Travel	5,602	1,344
Next Door Set Up Costs	4,285	0
<b>Total Expenditure</b>	<b><u>245,178</u></b>	<b><u>145,635</u></b>
 Excess of Income over Expenditure	 <b><u><u>68,178</u></u></b>	 <b><u><u>12,561</u></u></b>

# Sanctus (Charity 1150313)

## Balance Sheet as at 31st December 2020

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
<b>Fixed Assets</b>				
Tangible Assets		7,573		5,100
<b>Current Assets</b>				
Cash at Bank and in hand	89,071		22,243	
Prepayments & deferred Income	<u>1,000</u>		<u>0</u>	
	90,071		22,243	
<b>Creditors: Amounts falling due within one year</b>	<u>1,965</u>		<u>-158</u>	
<b>Net Current Assets</b>		88,106		22,401
<b>Net Assets</b>		<u><u>95,679</u></u>		<u><u>27,501</u></u>
Represented by:				
Unrestricted funds as at 1st January 2020		27,501		14,940
Net Income for the year		<u>68,178</u>		<u>12,561</u>
		<u><u>95,679</u></u>		<u><u>27,501</u></u>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Sanctus

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any)

1150313

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ACCA.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

4/6/21

Name:

CLAIRE BULLEN

Relevant professional  
qualification(s) or body  
(if any):

FCCA

**Address:**

ALEXANDRA ANTHONY

47 CHURCH STREET, GREAT BADDOW,

CHELMSFORD, CM2 7JA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

## Sanctus 2020 Annual Report - Summary of Activities and Achievements



SANCTUS  
28 Broomfield Road,  
Chelmsford,  
Essex  
CM1 1SW  
Charity No. 1150313  
T: 01245 257985

## Sanctus 2020 Annual Report - Summary of Activities and Achievements

### Sanctus

Charity Name: Sanctus

Registered charity number: 1150313

Charities principal address: 28 Broomfield Road, Chelmsford, Essex, CM1 1SW

### History

Year Created: 2011

Years in successful operation to date: 9

### Trustees

Stephen Turoff – Founder and Trustee

Emma Goldie – Founder and Trustee

Emma Hughes - Trustee

Barry Ansley – Trustee

### Structure, Management and Control

The charity's strategy and overall management control is set and completed by the Trustees. The Trustees are made up of the original founders as well as experienced personnel within the sector. Barry was an addition in 2019 and brought with him 25 years of housing experience. Throughout 2020, Barry has brought about new ideas and drive strengthening the Trustee team. Trustees are recruited based on their experience and ability to add value to the charity. Based on the continuing expansion of the charity the aim is to add at least one more trustee in 2021.

A team of three report to the Trustees and complete the day-to-day operational management of the charity. Their responsibilities are split as:

**Operational Manager** – Responsible for the operational elements of the charity including HR and Finance as well as the café team and therefore the extensive provision of food and hot drinks that Sanctus offers. The café team is headed by a Café Supervisor reporting into Operational Manager.

## **Sanctus 2020 Annual Report - Summary of Activities and Achievements**

**Hub Manager** – Responsible for the Hub team and therefore the wide range of support and assistance sessions held as part of the Hub. The Hub Manager also acts as liaison to many other organisations and charities that utilise Sanctus.

**Fundraising Manager** – Responsible for fundraising, communicating with our supporters and also maintaining our social media channels.

This structure allows a good balance between strategic direction, monitoring and day-to-day operational management. It also gives the Sanctus team, including the volunteers, clear reporting and feedback lines.

### **Charity Overview – Objectives, Activities and Outcomes**

#### **Summary**

Sanctus is a lifeline for the vulnerable and homeless in the city of Chelmsford and the surrounding areas. We provide a safe and warm space to eat and be around others, creating shelter from the cold with the aim of preventing loneliness and offering support and assistance.

We provide daily hot meals, hot and cold drinks, food and clothes and a wide range of training and support services. We offer the help and support to get people back on their feet and to make positive steps forward. We are rebuilding the community from the bottom up, person by person.

Going back to February 2020, the world now feels like a very different place. Before the pandemic, we would open our doors every day at Sanctus and be greeted by a group of individuals waiting to come into the warmth of our café. The building always filled up quickly with every seat taken. Lists of names would be signed up to our Hub support sessions and with the multiple different agencies who also used our meeting rooms to offer their services. Our new training room was growing in popularity and we were reporting some significant successes. As the need was significantly increasing, we knew it wouldn't be long before we had outgrown our building.

Then in March 2020, the pandemic hit and we found ourselves supporting many vulnerable people who simply had nowhere to turn, sources of food had ceased, access to support had ended, many were isolated and unaware of what was happening. Queues formed down the road for a hot meal. We realised for many, the meal we were giving out was the only food they were eating, so we increased our offer, we started providing breakfasts and packed lunches too.

The impact of empty streets and closed shops greatly affected the mental health of these vulnerable individuals. Witnessing the struggles that our services users were enduring meant that closing down was never an option for Sanctus and our team worked tirelessly, forever adapting to changes, to keep our services going. We were the consistent in the chaos and because of that we were able to help many people. We asked our staff and volunteers if they wanted to continue working during the lockdown and we are very proud that every single one said "yes." While the streets were empty and shops closed, we are very proud that we remained open every single day of 2020.

The 2020 numbers of over 16,900 free meals served (many in take away mode during the pandemic), over 1,100 free support and mentoring sessions and 15,000 (sandwiches, pies, etc.) that would have gone to waste were collected from local businesses and given away in the café. This shows the impact we are having. Just one of the Hub support sessions may enable a benefits issue to be resolved, a

## Sanctus 2020 Annual Report - Summary of Activities and Achievements

housing application to be submitted, signposting to wider services or may be part of the journey to prevent someone from taking drastic steps.

### 2020 Achievements

#### Those who have benefited

We engage and rebuild the lives of many of the most vulnerable in our community. We provide the opportunity to create optimum conditions for change, alongside a community environment for cohesion, tolerance and overcoming barriers.

Recipients of our services include:

- homeless and those recovering from homelessness,
- individuals who are housed but vulnerable and may be at risk of eviction,
- ex-offenders and those subject to probation services,
- offenders with community service orders,
- mental health and PTSD sufferers (including those with feelings of suicide),
- those with addiction issues,
- those in recovery,
- elderly and pre-pension who cannot afford heating and food,
- multiple veterans from across the services,
- refugees,
- those with disabilities which prevent them from finding or sustaining work and living well,
- families who are struggling to afford food and access services
- people who find themselves on the edge of society and in despair.

Through offering people a welcoming space that assists them and reverses trends, it has been proven to have a knock-on effect of freeing up other services. So, in addition to the recipients receiving benefit there is also the positive impact on society. There is added benefits for over-stretched resources by minimising work-load and spill over to services. Services such as, the NHS, police, social services, housing. It has the ability to spread the load between specialist agencies. In addition to this, our services benefit the general public. It is recognised that impact that Sanctus has on lowering crime levels, including petty crime and aggressive begging. During the pandemic the local Council deemed Sanctus an essential service, demonstrating the key role that Sanctus plays within the community.

Our current service user base is 200-250 and we typically serve food and provide support to 40 to 90 people per day. Our service users are made up of male and female and across the age ranges. The trend changes but we typically find that many of the female service users are younger, often in their 20's and 30's. The male's range across the age spectrum and include people in their 20's but through the ages to their 60's, 70's and 80's. Everyone is made to feel welcome.

We have noted that across 2020 that more families are now attending rather than just individuals. The pandemic has had a profound impact on many parts of our community and the financial impact means many families are struggling to be able to afford food and clothes. In addition to this, we are already seeing a significant mental health impact caused by the events of 2020.

## **Sanctus 2020 Annual Report - Summary of Activities and Achievements**

People can engage with Sanctus at times for just a few hours with advice given and we may not see them again. Typically, people attend when they are in a cycle of homelessness or vulnerability which, of course, varies in length. We have people who may attend for months coming every day and then they drop down to occasional, or we may not see them again. Every person is treated as an individual and each one requires different care over different periods of time. We would estimate on average people interact with Sanctus for 6 to 8 months but that ranges from a day to 5 years.

### **Approach**

Sanctus is a standalone charity and we aim to provide a service different to other provisions available. We are highly accepting of all. We build a community based around the café. We find that people are drawn to Sanctus because of our free food and drink provisions which are delivered from a fixed premise with seating. By them attending and us having continuity of staff, we are able then to build relationships and trust which makes our service users more inclined to access the wider support services.

In 2020, our focus was on addressing the pandemic and playing a key role within our community. In 2020 we implemented a new IT system called In-Form, which tracks and monitors all the work we do with our clients. We can run reports on this system to assess data points such as, number of referrals made, number of individuals accessing our day-centre, numbers of individuals housed, numbers of meals served etc. This was a critical tool during the pandemic to be able to offer support to the homeless in our community who were disproportionately affected.

We appreciate that every charity and success is only achieved through an eco-system of integrated support services. Ours is a different approach to people attending a street kitchen or being asked to attend ad-hoc appointments in environments (which they may be late to, may not find the location or may not feel welcome) where they do not have established relationships. This innovation now means many external agencies use our space to provide their support services, as it is a successful environment for them to engage with our service users. Sanctus is trying to pioneer the way to engage with the vulnerable of our society so they build trust in the associated services offered.

Sanctus is an active member of the Homelessness Forum and chairs groups within it. We host multiple agencies and recognise how key it is to work with them, even those who may be competing for funding. Within this network we have worked with other service providers to develop fundraising bids and campaigns as we acknowledge that we are all working towards the same shared goal.

### **Our new building**

We have many stories from the pandemic that will live in the history of the charity forever and will remain in the memories of all involved. However, it's time to plan for the post-pandemic world. Before and during COVID, there has been a huge demand on our café and Hub services. These services will soon become overwhelmed based on the mental, social and financial impact of the pandemic.

For this reason, we are moving to a new building (30-32 Broomfield Road, Chelmsford, CM1 1SW) that just happens to be next door to the existing building. It is significantly larger with much more seating, bigger kitchens, extensive storage and the top two floors allows a lot more room for Hub support sessions, as well as facilities for other external agencies to deliver their services.

Our service users are familiar with our location, so the move will retain those clients that we already help, whilst the increased size and service range will encourage new people to attend. Our building

## **Sanctus 2020 Annual Report - Summary of Activities and Achievements**

will be at the heart of the support system currently being developed in Chelmsford and will be utilised by other external support services.

The new building can be the catalyst required to create the multi-organisational approach to tackling homelessness and other vulnerabilities. Our extended services will include more work with those suffering from social isolation, mental health, families and those impacted by domestic abuse all delivered through in-house and externally integrated services.

The new building also allows us to be more creative with the services we offer, and we have ambitious plans! We can begin exploring how we can feed and support other vulnerable groups and will form a huge part in the recovery programme to support individuals who have been disproportionately affected by the pandemic.

### **Range of Services**

Sanctus's range of free services now includes but are not exclusive to:

- Daily hot meal as a sit in service
- Cold snacks for take away
- Hot drinks including tea and coffee
- A clothes exchange based on donations
- 1:1 mentoring and assurance sessions
- Peer mentoring and assistance sessions
- Addiction support Groups
- Helping Hands Essex drop in sessions
- National Careers Service
- Peabody (guidance and support for independent living)
- Housing Dilemmas - eviction, benefits and housing support
- Counselling, Hypnotherapy and Reiki through consultation with our qualified in-house professional
- Financial advice and support with debt problems
- Courses, qualifications and training opportunities relevant to our client base
- Benefits applications, appeals support and advocacy at hearings
- Sourcing a GP and attending medical and mental health appointments when required
- Supported Housing provision with Notting Hill Genesis
- Our own tenancy sustainment support programme
- Assistance with moving including the provision of donated household items
- Open Road Drug Recovery drop in
- Rap and Creative writing group
- Relaxation and Meditation
- Liaison with the Probation Service, Job Centre and other outside agencies to create a good working partnership and a joined-up approach to working with clients successfully
- Chelmsford City Council Housing Navigator. Breaking down the barriers to getting long term street entrenched individuals housed through drop-in sessions and 1:1 support

**When not operating based on COVID restrictions, our usual opening hours are:**

- Monday to Friday – 10:30am-5pm
- Saturday - 10:30am-2:30pm

## Sanctus 2020 Annual Report - Summary of Activities and Achievements

- Sunday - 11am-2pm

Our Hub facility has operated across the working week with support often provided outside of those hours.

When the pandemic has forced us to restrict numbers in the building, we have operated a lunch time take away service providing quality hot food in take away containers. We have also delivered food to those who were temporarily housed during the pandemic and other sources of food had closed.

### **Our key outcomes, all provided for free:**

Success can mean very different things to each of our service users, it could be that we have supported someone from being street homeless into permanent housing, or someone has been able to find a job and become self-sufficient, or it can simply be that someone who was averse to receiving help, now engages with services. Some of our key outcomes have included:

- Ongoing provision of a warm and friendly environment for those who have nowhere else to go.
- Providing free food, drink and clothing exchange for the homeless, vulnerable and those unable to provide for themselves. In 2020, over 16,900 freshly cooked meals were served.
- Providing free support, advice and advocacy to aid life changes and improvement. In 2020, over 1,100 free sessions were completed.
- Assisting in the re-housing of scores of individuals in 2020.
- Distributing other items such as clothes, sanitary products, tents and sleeping bags. In 2020 such items were distributed to over 200 people.
- Distributing over 15,000 food items (sandwiches, pies, etc.) that would have gone to waste were collected from local businesses and given away in the café.

### **Case Studies**

XXXX was rough sleeping for some time after a long period of homelessness. Having lost his wife who lived abroad he returned home to Chelmsford with nothing more than a rucksack. He engaged with the support and advice at Sanctus and got himself sober from alcohol addiction. We were then able to secure him a tenancy with a housing association whom we work with closely. He now has his own studio apartment, we have supported him with furnishing it, he engages with the activities that take place at his new home, has made friends and still visits Sanctus for further support and meals on his donated push bike.

XXX and XXX were housed by another organisation in temporary housing individually. They both suffer from mental health problems and one of them had served a long stretch in prison. Their tenancies didn't work out and they were evicted. They then slept rough for a long period of time. XXX was checking in with the probation service daily and if they did not find places to stay, they would have been recalled to prison. We managed to secure them permanent tenancies, each having their own studio flat in the same housing scheme. They have both been model tenants. One of them undertaking voluntary handywork when needed at the scheme where most of the tenants are elderly. XXX undertook literacy lessons with us. Both are thriving and enjoy their new homes. They both visit Sanctus regularly to receive support, advice and regular mentoring from the Hub Support Manager.

## **Sanctus 2020 Annual Report - Summary of Activities and Achievements**

XXX was an older client who had lost their partner to cancer and had consequently found themselves rough sleeping. XXX ended up in a Winter Project and then into the night shelter but they were older, ready to get back into work and needed space to grieve their partner. We supported XXX to get a CV, update their driving license and secure a job interview. We also got XXX housed in their own studio apartment. We supported them with sourcing and delivering furniture and household essentials and setting up housing benefit and bills. XXX still visits Sanctus on occasion and is thriving.

### **Going Forward**

We will continue to build on the support that we have provided. We will do this by expanding the organisations, charities and community members who can help us strengthen our service provision. We will be continuing to train our team, support them and expand their skills. We will also add to our team with other like-minded, skilled professionals. We will continue to put maximum time and effort into supporting the homeless and vulnerable off the streets and away from volatile situations such as drinking and drug taking and other risky behaviours, into housing, work and a life worth living.

We are seeing our service user base change to include more families, individuals with more complex needs as the level of mental health issues grow. Our new premises is intended to be the catalyst to help us to continue to take on the impact of the pandemic head on.

We are looking forward to the journey ahead of us and we thank everyone from the bottom of hearts for their support. Without our supporters Sanctus would not be achieving what it is, and we will keep on feeding, listening to, supporting and fighting for the vulnerable and needy of our community.

### **Sources of Funds**

Sanctus are extremely grateful to all the supporters who enable us to assist so many vulnerable people within our community. 2020 was focused on continuing to widen our supporter base with a focus on the long-term sustainability of the charity. With a long-term lease for our new building, we have also been able to submit bids for larger and often, more established funds. We are now a 10-year proven charity with a clear 10-year horizon.

The pandemic meant the vast majority of local events and sponsored events were cancelled and this impacted fundraising. However, we received increased support from local businesses and individuals alongside newly established COVID responses funds. We are extremely grateful to all supporters and funders who helped us in 2020. We would particularly like to acknowledge Chelmsford City Council and the Police, Fire and Crime Commissioner for their long-term support of the charity.

Sources of funds for 2020 have been received from:

- Charitable Trusts and Foundations
- Statutory bodies
- Chelmsford City Council
- Police, Fire and Crime Commissioner
- Local and international individual supporters
- Local and national companies
- Individual giving via digital channels including Just Giving
- Support at local events

All of those supporters should be proud of their contribution to the extensive 2020 outcomes achieved and that they have allowed us to obtain our new premises for 2021.

## **Sanctus 2020 Annual Report - Summary of Activities and Achievements**

Whatever the size of the donation and whether that support was financial, or donations in-kind such as, volunteering, clothes, food or other items, we would like to thank everyone who has supported Sanctus in 2020.

### **Other Required Details:**

#### **Exemptions of disclosure**

Other than for the purposes of confidentiality and/or GDPR no information has been withheld.

#### **Reserves**

The charity seeks to maintain three months funds as reserves and is seeking to increase this as fundraising activities allow.

#### **Funds held as custodian on behalf of others**

We do not have custodian Trustees. All Trustees are managing Trustees and are an active part of the Board.