

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

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## 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.



### **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
  - Hopestead
  - 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.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees**

Sanctus

**On accounts for the year  
ended**

31<sup>st</sup> December 2022

Charity no  
(if any)

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.



# 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	245,166	64,420	309,586	375,676
<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	259,288	80,754	340,042	321,017
<b>Net income/(expenditure) before investment gains/(losses)</b>					
Net gains/(losses) on investments	S13	- 14,122	- 16,334	- 30,456	54,659
<b>Net income/(expenditure)</b>	S14	-	-	-	-
<b>Extraordinary items</b>	S15	- 14,122	- 16,334	- 30,456	54,659
<b>Transfers between funds</b>	S16	-	-	-	-
<b>Other recognised gains/(losses):</b>	S17			-	-
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	- 14,122	- 16,334	- 30,456	54,659
<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	51,107	68,775	119,882	150,338

**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
<b>Total fixed assets</b>	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
<b>Total current assets</b>	B10	57,868	25,005	82,873	104,087
<b>Creditors: amounts falling due within one year</b> (Note 12)	B11	7,128	11,900	19,028	28,872
<b>Net current assets/(liabilities)</b>	B12	50,740	13,105	63,845	75,215
<b>Total assets less current liabilities</b>	B13	51,107	68,773	119,882	150,338
<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	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
<b>Total funds</b>	B21	51,107	68,774	119,881	150,338

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

Signature

Jan Nicholson

Date 31/10/2023

# **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>	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 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**

		Unrestricted funds	Restricted income funds	Total funds £	Prior year £
<b>Analysis</b>					
<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>	227,964	64,420	292,384	373,130
<b>Charitable activities:</b>	Fundraising activities	16,362	-	16,362	-
		-	-	-	-
		-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	16,362	-	16,362	-
<b>Other trading activities:</b>		-	-	-	-
		-	-	-	-
		-	-	-	-
	Other	822	-	822	874
	<b>Total</b>	822	-	822	874
<b>Income from investments:</b>	Interest income	18	-	18	-
		-	-	-	-
	Rental and leasing income	-	-	-	-
	Other	-	-	-	-
	<b>Total</b>	18	-	18	-
	Other - Job retention scheme	-	-	-	1,672
	<b>Total</b>	-	-	-	1,672
<b>TOTAL INCOME</b>		245,166	64,420	309,586	375,676

**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.

	This year £	Last year £
Amount of contributions recognised in the SOFA as an expense	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> 11,949	8,873

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

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

**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 £
						-	-	-
ECF - Diana Tinson Fund, Birketts Charitable Fund,	R	Part payment of café supervisor salary	7,106		-7,105	-	-	1
						-	-	-
Garfield Weston-	R	Running costs & rent for 2022	5,000		-5,000	-	-	-
Anon individual	R	Salary of part time fundraiser	1,666	5,054	-3,354	-	-	3,366
helmsford CC	R	Salary of support hub manager		25,842	-25,842			0
Anon individual	R	Client special needs		4,000	-2,182			1,818
Chelmsford Round Table	R	Client special needs		2,000	-2,000			-
Anon individual	R	Purchase of kitchen equipment		5,000	-4,472			528
Anon individual	R	Salaries of personel in kitchen		2,673	0			2,673
Nationwide B Soc	R	Salaries of Hub support workers & Broadband for 1 year		18,070	-13,553			4,517
Trustees	R	Funds for printer		330	-258			72
Anon individual	R	Purchase of wheelchair for service user		130				130
Anon individual	R	Mailshot		792	- 792			-
Red Installa Ltd		Purchase of T -shirts		528	- 528			
			-	-	-	-	-	-
<b>Total Funds</b>			<b>13,772</b>	<b>64,420</b>	<b>- 65,086</b>	<b>-</b>	<b>-</b>	<b>13,106</b>

**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