



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1.4.23** Period start date To **31.3.24** Period end date

Charity name: **Bradford City of Sanctuary**

Charity registration number: **1160553**

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | 1)To advance the education of the public in general about the issues relating to refugees and those seeking asylum;<br><br>2)To promote social inclusion of refugees and asylum-seekers in Bradford who are socially excluded from society, or part of society, as a result of being a member of a socially and economically deprived community.  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <ul style="list-style-type: none"><li>- Engaging with local organisations via our Sanctuary Awards programme to ensure their services are accessible and tailored towards the needs of asylum seekers and refugees</li><li>- Engagement with local, regional and national media on asylum issues</li><li>- Giving public awareness raising talks about our work, the wider asylum system and current developments</li><li>- Running occasional awareness-raising events and providing information stalls at local events</li><li>- Regular monthly meetings</li></ul> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | The trustees have had regard to the Charity Commission's guidance on public benefit.  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                        | SORP reference |            |
|------------------------|----------------|------------|
| Policy on grant making | Para 1.38      | <b>N/A</b> |

|  |           |  |
|--|-----------|--|
|  |           |  |
| Policy on social investment including program related investment | Para 1.38 | <b>N/A</b>   |
| Contribution made by volunteers                                  | Para 1.38 | The charity had 16 volunteers, whose roles included trusteeship, participation in our Sanctuary Award assessment panels, membership of our lived experience Advisory Group, and helping run events/activities or lead on initiatives |
| Other  |           |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <ul style="list-style-type: none"> <li>- Our Sanctuary Awards programme ensured that key local services are accessible to and tailored towards the needs of asylum seekers and refugees. During the year these included the local council, schools, colleges, the university, the city's public transport hub and local arts groups</li> <li>- Development of our Advisory Group of people with lived refugee experience, to ensure our work accurately reflects and responds to the needs of these groups</li> <li>- Ensuring new arrivals to the city have access to key, relevant and timely information via creation of two websites: 'Free in Bradford' and 'Welcome to Bradford'</li> <li>- Engagement with local, regional and national media on asylum issues to ensure that accurate information is in the public domain</li> <li>- Supporting and resourcing the local asylum and refugee support sector via engagement with the Local Authority, network building, promotion of their services</li> <li>- Giving talks to interested groups</li> <li>- Supporting the organisation and running of the Refugee Week Great Get Together; running displays at other public events</li> <li>- Supporting the creation of and showing the 'Sanctuary Seekers of Bradford' film</li> </ul> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
|                                     |           |  |

|  |           |  |
|--|-----------|--|
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

| Review of the charity's financial position at the end of the period            | Par a 1.21 | <div><div><div>BALANCE SHEET</div><div>(Negative figures are in brackets)</div><table><thead><tr><th></th><th>TOTAL</th><th>General Fund</th><th>Admin Fund</th><th>Schools Fund</th><th>Director Fund</th></tr></thead><tbody><tr><td colspan="6">FUNDS</td></tr><tr><td>Balances from last year</td><td>33,205</td><td>8,213</td><td>7,213</td><td>7,779</td><td>10,000</td></tr><tr><td>Transfer of Funds</td><td>0</td><td>(7,000)</td><td>0</td><td>2,000</td><td>5,000</td></tr><tr><td>Surplus/deficit ytd</td><td>6,273</td><td>5,394</td><td>(145)</td><td>(6,476)</td><td>7,500</td></tr><tr><td>BALANCE</td><td>39,478</td><td>6,607</td><td>7,068</td><td>3,303</td><td>22,500</td></tr><tr><td colspan="6">ASSETS</td></tr><tr><td>Bank balance</td><td>38,612</td><td></td><td></td><td></td><td></td></tr><tr><td>BCP a/c balance</td><td>512</td><td></td><td></td><td></td><td></td></tr><tr><td>Equals a/c balance</td><td>293</td><td></td><td></td><td></td><td></td></tr><tr><td>Petty cash</td><td>61</td><td></td><td></td><td></td><td></td></tr><tr><td>TOTAL ASSETS</td><td>39,478</td><td></td><td></td><td></td><td></td></tr></tbody></table></div></div> |            | TOTAL        | General Fund  | Admin Fund | Schools Fund | Director Fund | FUNDS |  |  |  |  |  | Balances from last year | 33,205 | 8,213 | 7,213 | 7,779 | 10,000 | Transfer of Funds | 0 | (7,000) | 0 | 2,000 | 5,000 | Surplus/deficit ytd | 6,273 | 5,394 | (145) | (6,476) | 7,500 | BALANCE | 39,478 | 6,607 | 7,068 | 3,303 | 22,500 | ASSETS |  |  |  |  |  | Bank balance | 38,612 |  |  |  |  | BCP a/c balance | 512 |  |  |  |  | Equals a/c balance | 293 |  |  |  |  | Petty cash | 61 |  |  |  |  | TOTAL ASSETS | 39,478 |  |  |  |  |
|--|------------|--|------------|--------------|---------------|------------|--------------|---------------|-------|--|--|--|--|--|-------------------------|--------|-------|-------|-------|--------|-------------------|---|---------|---|-------|-------|---------------------|-------|-------|-------|---------|-------|---------|--------|-------|-------|-------|--------|--------|--|--|--|--|--|--------------|--------|--|--|--|--|-----------------|-----|--|--|--|--|--------------------|-----|--|--|--|--|------------|----|--|--|--|--|--------------|--------|--|--|--|--|
|  | TOTAL      | General Fund   | Admin Fund | Schools Fund | Director Fund |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| FUNDS  |            |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Balances from last year  | 33,205     | 8,213  | 7,213      | 7,779        | 10,000        |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Transfer of Funds  | 0          | (7,000)  | 0          | 2,000        | 5,000         |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Surplus/deficit ytd  | 6,273      | 5,394  | (145)      | (6,476)      | 7,500         |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| BALANCE  | 39,478     | 6,607  | 7,068      | 3,303        | 22,500        |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| ASSETS   |            |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Bank balance   | 38,612     |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| BCP a/c balance  | 512        |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Equals a/c balance   | 293        |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Petty cash   | 61         |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| TOTAL ASSETS   | 39,478     |  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Statement explaining the policy for holding reserves stating why they are held | Par a 1.22 | <div><div>The charity's reserves are identified in our accounts as General Funds and do not include restricted funds.</div><div>Our reserves are held for the following reasons:<ul style="list-style-type: none"><li>for day-to-day operations of the charity;</li><li>to provide funds to facilitate the continued operation of the charity in the event of a shortage of current funding at any given time.</li><li>to provide funds for unanticipated opportunities; and/or</li><li>to provide cover against unforeseen risks.</li></ul></div><div>The trustees have set a target for reserves to equate to a minimum of three months expenditure</div></div>  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Amount of reserves held  | Par a 1.22 | £6,607   |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Reasons for holding zero reserves  | Par a 1.22 | N/A  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |
| Details of   | Par        | N/A  |            |              |               |            |              |               |       |  |  |  |  |  |                         |        |       |       |       |        |                   |   |         |   |       |       |                     |       |       |       |         |       |         |        |       |       |       |        |        |  |  |  |  |  |              |        |  |  |  |  |                 |     |  |  |  |  |                    |     |  |  |  |  |            |    |  |  |  |  |              |        |  |  |  |  |

|  |                  |     |
|--|------------------|-----|
| fund materially in deficit   | a<br>1.24        |     |
| Explanation of any uncertainties about the charity continuing as a going concern | Par<br>a<br>1.23 | N/A |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |   |
|---|-----------|---|
| Description of charity's trusts:  |           |   |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution  |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | Charitable Incorporated Organisation  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustee recruitment is via advertising a role description in relevant local channels, vetting of applications and references by the current trustees, and appointment by a resolution passed at a properly convened trustees' meeting |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | We have a wide range of policies covering employment, finance, safeguarding, equality and diversity, data protection |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | We are members of, but legally and organisationally independent of, the national City of Sanctuary movement          |
| Relationship with any related parties   | Para 1.51 | None   |
| Other   |           |  |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Bradford City of Sanctuary   |
| Other name the charity uses | N/A  |
| Registered charity number   | 1160553  |
| Charity's principal address | Registered Address:<br>C/o Touchstone, 4 Easby Road, Bradford, BD7 1QX |
|                             |  |

## Names of the charity trustees who manage the charity

|    | Trustee name      | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-------------------|-----------------|-----------------------------------|---|
| 1  | William Sutcliffe | Chair           |                                   | Trustee Board   |
| 2  | Geoffrey Hale     | Treasurer       | From 20.11.23                     | Trustee Board   |
| 3  | Amanda Hall       |                 | Until 25.9.23                     | Trustee Board   |
| 4  | Roger Cowell      |                 | Until 25.9.23                     | Trustee Board   |
| 5  | Rosie MacPherson  |                 |                                   | Trustee Board   |
| 6  | Esther Douglas    |                 |                                   | Trustee Board   |
| 7  | Alun Pelleschi    |                 | Until 25.4.23                     | Trustee Board   |
| 8  | Clementina Ngoma  |                 | From 25.9.23                      | Trustee Board   |
| 9  | Susan Naylor      |                 | From 25.9.23                      | Trustee Board   |
| 10 | Kay Holden        |                 |                                   | Trustee Board   |
| 11 |                   |                 |                                   |   |
| 12 |                   |                 |                                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

## Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
| None          |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| None         |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |      |
|---|------|
| Description of the assets held in this capacity   | None |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None            |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|

## Other optional information

|      |
|------|
| None |
|------|



## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

|   |  |
|---|--|
|  |  |
|---|--|

Full name(s)

|                   |  |
|-------------------|--|
| William Sutcliffe |  |
|-------------------|--|

Position (eg  
Secretary, Chair, etc)

|       |  |
|-------|--|
| Chair |  |
|-------|--|

Date

|            |
|------------|
| 09.01.2024 |
|------------|

**BRADFORD CITY OF SANCTUARY**  
**2023/24**

**INCOME**

|                  | <b><u>TOTAL</u></b> | <b><u>General</u></b> | <b><u>Admin</u></b> | <b><u>Schools</u></b> | <b><u>Director</u></b> |
|------------------|---------------------|-----------------------|---------------------|-----------------------|------------------------|
|                  |                     | <b><u>Fund</u></b>    | <b><u>Fund</u></b>  | <b><u>Fund</u></b>    | <b><u>Fund</u></b>     |
| Give as you Live | 2,425               | 2,425                 | 0                   | 0                     | 0                      |
| Gift Aid         | 500                 | 500                   | 0                   | 0                     | 0                      |
| Grants           | 31,225              | 0                     | 11,138              | 12,588                | 7,500                  |
| Other donations  | 3,409               | 3,409                 | 0                   | 0                     | 0                      |
| Other income     | 3,000               | 3,000                 | 0                   | 0                     | 0                      |

Less remittance in error (1) **(3,000)** **(3,000)**

Total income **37,559** **6,334** **11,138** **12,588** **7,500**

**EXPENDITURE**

Employment Costs

|                    |        |   |       |        |   |
|--------------------|--------|---|-------|--------|---|
| Schools Worker     | 16,433 | 0 | 0     | 16,433 | 0 |
| Admin Worker       | 9,328  | 0 | 9,328 | 0      | 0 |
| Director           | 0      | 0 | 0     | 0      | 0 |
| Pensions           | 1,928  | 0 | 735   | 1,193  | 0 |
| Payroll admin fees | 454    | 0 | 227   | 227    | 0 |

Sub-total **28,144** **0** **10,290** **17,853** **0**

|                                |       |       |     |     |   |
|--------------------------------|-------|-------|-----|-----|---|
| Freelance staff                | 218   | 0     | 0   | 218 | 0 |
| Recruitment & HR Support       | 78    | 0     | 39  | 39  | 0 |
| Office Rental                  | 0     | 0     | 0   | 0   | 0 |
| Room Hire                      | 357   | 0     | 178 | 178 | 0 |
| Events                         | 45    | 45    | 0   | 0   | 0 |
| Employees' expenses            | 282   | 0     | 141 | 141 | 0 |
| Advisory group expenses        | 670   | 670   | 0   | 0   | 0 |
| Trustee and volunteer expenses | 23    | 23    | 0   | 0   | 0 |
| Training                       | 127   | 0     | 64  | 64  | 0 |
| Travel                         | 408   | 0     | 204 | 204 | 0 |
| Telephone                      | 131   | 0     | 66  | 66  | 0 |
| Printing                       | 261   | 0     | 130 | 130 | 0 |
| IT Support                     | 0     | 0     | 0   | 0   | 0 |
| Insurance                      | 342   | 0     | 171 | 171 | 0 |
| Equipment                      | 0     | 0     | 0   | 0   | 0 |
| Miscellaneous (2)              | 3,202 | 3,202 | 0   | 0   | 0 |

Less repayment (1) **(3,000)** **(3,000)**

Total expenditure **31,285** **939** **11,282** **19,063** **0**

**SURPLUS (DEFICIT)**

**6,273** **5,394** **(145)** **(6,476)** **7,500**

(1) £3000 received in error from Univ of Bradford

(2) Leaving meal £52, In memoriam donation £50, CoS UK contribution £100, repayment £3000

**BALANCE SHEET****FUNDS**

Balances from last year

Transfer of Funds

Surplus/deficit ytd

**BALANCE****ASSETS**

Bank balance

BCP a/c balance

Equals a/c balance

Petty cash

**TOTAL ASSETS**

| <b><u>TOTAL</u></b> | <b><u>General</u></b> | <b><u>Admin</u></b> | <b><u>Schools</u></b> | <b><u>Director</u></b> |
|---------------------|-----------------------|---------------------|-----------------------|------------------------|
|                     | <b><u>Fund</u></b>    | <b><u>Fund</u></b>  | <b><u>Fund</u></b>    | <b><u>Fund</u></b>     |
| 33,205              | 8,213                 | 7,213               | 7,779                 | 10,000                 |
| 0                   | (7,000)               | 0                   | 2,000                 | 5,000                  |
| 6,273               | 5,394                 | (145)               | (6,476)               | 7,500                  |
| <b>39,478</b>       | <b>6,607</b>          | <b>7,068</b>        | <b>3,303</b>          | <b>22,500</b>          |
| 38,612              |                       |                     |                       |                        |
| 512                 |                       |                     |                       |                        |
| 293                 |                       |                     |                       |                        |
| 61                  |                       |                     |                       |                        |
| <b>39,478</b>       |                       |                     |                       |                        |





## Independent Examiner's Report to the trustees of Bradford City of Sanctuary

I report to the trustees of Bradford City of Sanctuary (charity no. 1160553) on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024, as set out on pages 2 & 3 of this document.

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.

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: Rosy Hunt

Date: 3 June 2024

Name: Mrs Rosy Hunt

Professional qualification or body: MAAT (retired)

Address: 15 Wilton Rise, York YO24 4BT

**BRADFORD CITY OF SANCTUARY**  
**2023/24**

|                                | <b><u>TOTAL</u></b> | <b><u>General</u></b> | <b><u>Admin</u></b> | <b><u>Schools</u></b> | <b><u>Director</u></b> |
|--------------------------------|---------------------|-----------------------|---------------------|-----------------------|------------------------|
|                                |                     | <b><u>Fund</u></b>    | <b><u>Fund</u></b>  | <b><u>Fund</u></b>    | <b><u>Fund</u></b>     |
| <b><u>INCOME</u></b>           |                     |                       |                     |                       |                        |
| Give as you Live               | 2,425               | 2,425                 | 0                   | 0                     | 0                      |
| Gift Aid                       | 500                 | 500                   | 0                   | 0                     | 0                      |
| Grants                         | 31,225              | 0                     | 11,138              | 12,588                | 7,500                  |
| Other donations                | 3,409               | 3,409                 | 0                   | 0                     | 0                      |
| Other income                   | 3,000               | 3,000                 | 0                   | 0                     | 0                      |
| Less remittance in error (1)   | (3,000)             | (3,000)               |                     |                       |                        |
| <b>Total income</b>            | <b>37,559</b>       | <b>6,334</b>          | <b>11,138</b>       | <b>12,588</b>         | <b>7,500</b>           |
| <b><u>EXPENDITURE</u></b>      |                     |                       |                     |                       |                        |
| <b>Employment Costs</b>        |                     |                       |                     |                       |                        |
| Schools Worker                 | 16,433              | 0                     | 0                   | 16,433                | 0                      |
| Admin Worker                   | 9,328               | 0                     | 9,328               | 0                     | 0                      |
| Director                       | 0                   | 0                     | 0                   | 0                     | 0                      |
| Pensions                       | 1,928               | 0                     | 735                 | 1,193                 | 0                      |
| Payroll admin fees             | 454                 | 0                     | 227                 | 227                   | 0                      |
| <b>Sub-total</b>               | <b>28,144</b>       | <b>0</b>              | <b>10,290</b>       | <b>17,853</b>         | <b>0</b>               |
| Freelance staff                | 218                 | 0                     | 0                   | 218                   | 0                      |
| Recruitment & HR Support       | 78                  | 0                     | 39                  | 39                    | 0                      |
| Office Rental                  | 0                   | 0                     | 0                   | 0                     | 0                      |
| Room Hire                      | 357                 | 0                     | 178                 | 178                   | 0                      |
| Events                         | 45                  | 45                    | 0                   | 0                     | 0                      |
| Employees' expenses            | 282                 | 0                     | 141                 | 141                   | 0                      |
| Advisory group expenses        | 670                 | 670                   | 0                   | 0                     | 0                      |
| Trustee and volunteer expenses | 23                  | 23                    | 0                   | 0                     | 0                      |
| Training                       | 127                 | 0                     | 64                  | 64                    | 0                      |
| Travel                         | 408                 | 0                     | 204                 | 204                   | 0                      |
| Telephone                      | 131                 | 0                     | 66                  | 66                    | 0                      |
| Printing                       | 261                 | 0                     | 130                 | 130                   | 0                      |
| IT Support                     | 0                   | 0                     | 0                   | 0                     | 0                      |
| Insurance                      | 342                 | 0                     | 171                 | 171                   | 0                      |
| Equipment                      | 0                   | 0                     | 0                   | 0                     | 0                      |
| Miscellaneous (2)              | 3,202               | 3,202                 | 0                   | 0                     | 0                      |
| Less repayment (1)             | (3,000)             | (3,000)               |                     |                       |                        |
| <b>Total expenditure</b>       | <b>31,285</b>       | <b>939</b>            | <b>11,282</b>       | <b>19,063</b>         | <b>0</b>               |
| <b>SURPLUS (DEFICIT)</b>       | <b>6,273</b>        | <b>5,394</b>          | <b>(145)</b>        | <b>(6,476)</b>        | <b>7,500</b>           |

(1) £3000 received in error from Univ of Bradford

(2) Leaving meal £52, In memoriam donation £50, CoS UK contribution £100, repayment £3000

**BRADFORD CITY OF SANCTUARY**  
**2023/24**

**BALANCE SHEET**

|                         | <b><u>TOTAL</u></b> | <b><u>General</u></b> | <b><u>Admin</u></b> | <b><u>Schools</u></b> | <b><u>Director</u></b> |
|-------------------------|---------------------|-----------------------|---------------------|-----------------------|------------------------|
|                         |                     | <b><u>Fund</u></b>    | <b><u>Fund</u></b>  | <b><u>Fund</u></b>    | <b><u>Fund</u></b>     |
| <b><u>FUNDS</u></b>     |                     |                       |                     |                       |                        |
| Balances from last year | 33,205              | 8,213                 | 7,213               | 7,779                 | 10,000                 |
| Transfer of Funds       | 0                   | (7,000)               | 0                   | 2,000                 | 5,000                  |
| Surplus/deficit         | 6,273               | 5,394                 | (145)               | (6,476)               | 7,500                  |
| <b>BALANCE</b>          | <b>39,478</b>       | <b>6,607</b>          | <b>7,068</b>        | <b>3,303</b>          | <b>22,500</b>          |
| <b><u>ASSETS</u></b>    |                     |                       |                     |                       |                        |
| Bank balance            | 38,612              |                       |                     |                       |                        |
| BCP a/c balance         | 512                 |                       |                     |                       |                        |
| Equals a/c balance      | 293                 |                       |                     |                       |                        |
| Petty cash              | 61                  |                       |                     |                       |                        |
| <b>TOTAL ASSETS</b>     | <b>39,478</b>       |                       |                     |                       |                        |