CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 April 2024 **Period start date**
To 31 March 2025 **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; 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	- 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 - Engagement with local, regional and national media on asylum issues - Giving public awareness raising talks about our work, the wider asylum system and current developments - Running occasional awareness-raising events and providing information stalls at local events - Chairing citywide networks to improve service provision and amplify the voice of the sector/of lived experience.
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	N/A

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The charity had 11 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		N/A

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	- 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 this included ongoing work with the local council, Bradford College and Bradford University, engaging new schools and sustaining partnerships with awarded schools and awarding all Bradford Libraries for the first time. - 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, regularly consulting with them to inform and guide our work. - Ensuring new arrivals to the city have access to key, relevant and timely information via outreach and promotion of two websites: 'Free in Bradford' and 'Welcome to Bradford' - Engagement with local, regional and national media on asylum issues to ensure that accurate information is in the public domain - Supporting and resourcing the local asylum and refugee support sector through chairing the local network, building capacity, promoting sector services/sector voice via engagement with the Local Authority. - Giving talks to interested groups - Facilitating displays at other public events such as the local Peace Fair - Facilitate monthly '*Bradford Community Learning Together*' sessions providing free learning opportunities for volunteers and

		staff in the migration support sector.

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

<table>
<tr><td>Review of the charity's financial position at the end of the period</td><td>Para 1.21</td><td>
<table>
<tr><th></th><th>TOTAL</th><th>General Fund</th><th>Admin Fund</th><th>Schools Fund</th><th>Director Fund</th><th>New Dir Fund</th></tr>
<tr><td>FUNDS</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Balances from last year</td><td>39,478</td><td>6,607</td><td>7,068</td><td>3,303</td><td>22,500</td><td>0</td></tr>
<tr><td>Transfer of Funds</td><td>0</td><td>(40)</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>Surplus/deficit ytd</td><td>795</td><td>5,918</td><td>(4,241)</td><td>2,586</td><td>(15,428)</td><td>12,000</td></tr>
<tr><td>BALANCE</td><td>40,273</td><td>12,485</td><td>2,827</td><td>5,889</td><td>7,072</td><td>12,000</td></tr>
<tr><td>ASSETS</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Bank balance</td><td>27,582</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>BCP a/c balance</td><td>12,357</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Equals a/c balance</td><td>299</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Petty cash</td><td>35</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>TOTAL ASSETS</td><td>40,273</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>Statement explaining the policy for holding reserves stating why they are held</td><td>Para 1.22</td><td>The charity's reserves are identified in our accounts as General Funds and do not include restricted funds.
Our reserves are held for the following reasons:
• for day-to-day operations of the charity;
• to provide funds to facilitate the continued operation of the charity in the event of a shortage of current funding at any given time.
• to provide funds for unanticipated opportunities; and/or
• to provide cover against unforeseen risks.
The trustees have set a target for reserves to equate to a minimum of three months expenditure</td></tr>
<tr><td>Amount of reserves held</td><td>Para 1.22</td><td>£12,485</td></tr>
<tr><td>Reasons for holding zero reserves</td><td>Para 1.22</td><td>N/A</td></tr>
<tr><td>Details of fund materially in deficit</td><td>Para 1.24</td><td>N/A</td></tr>
<tr><td>Explanation of any uncertainties about the charity continuing as a going concern</td><td>Para 1.23</td><td>N/A</td></tr>
</table>

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 (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (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: 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		Trustee Board
3	Rosie MacPherson			Trustee Board
4	Susan Naylor			Trustee Board
5	Kay Holden			Trustee Board
6	Esther Douglas			Trustee Board
7	Clementina Ngoma			Trustee Board
8				
9				
10				
11				
12				
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14				
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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

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)	Tina Brocklebank	
Position (eg Secretary, Chair, etc)	Director	
Date	5.01.2025	

BRADFORD CITY OF SANCTUARY
2024/25

		TOTAL	General Fund	Admin Fund	Schools Fund	Director Fund	New Dir Fund	RWGGT
INCOME								
	Give as you Live	1,592	1,592	0	0	0	0	0
	Gift Aid	466	466	0	0	0	0	0
	Grants	47,496	0	7,150	23,351	4,995	12,000	0
	Other donations	3,459	3,459	0	0	0	0	0
	Other income	3,073	968	100	0	0	0	2,006
	Adjustment (1)			*(100)*				
	Total income	**56,086**	**6,485**	**7,150**	**23,351**	**4,995**	**12,000**	**2,006**
EXPENDITURE								
Employment Costs								
	Schools Worker	16,694	0	0	16,694	0	0	0
	Admin Worker	9,452	0	9,452	0	0	0	0
	Director	16,042	0	0	0	16,042	0	0
	Pensions	3,199	0	717	1,266	1,217	0	0
	Payroll admin	406	0	69	158	178	0	0
	Sub-total	45,793	0	10,238	18,118	17,437	0	0
Freelance staff		2,819	0	479	1,100	1,241	0	0
Recruitment & HR Support		152	0	26	59	67	0	0
Office Rental		0	0	0	0	0	0	0
Room Hire		224	0	38	87	99	0	0
Events		2,441	395	0	0	0	0	2,046
Employees' expenses		892	0	152	348	393	0	0
Advisory group expenses		655	0	111	256	288	0	0
Trustee and volunteer expenses		166	166	0	0	0	0	0
Training		318	0	54	124	140	0	0
Travel		87	0	15	34	38	0	0
Telephone		213	0	36	83	94	0	0
Printing		609	0	103	237	268	0	0
IT		250	0	43	98	110	0	0
Subscriptions		224	0	38	87	99	0	0
Insurance		342	0	58	133	150	0	0
Equipment		0	0	0	0	0	0	0
Miscellaneous		106	106	0	0	0	0	0
	Adjustment (1)		*(100)*					
	Total expenditure	**55,291**	**567**	**11,391**	**20,765**	**20,423**	**0**	**2,046**
SURPLUS (DEFICIT)		**795**	**5,918**	**(4,241)**	**2,586**	**(15,428)**	**12,000**	**(40)**

(1) Unqualified expenditure reimbursed

BALANCE SHEET

	TOTAL	General Fund	Admin Fund	Schools Fund	Director Fund	New Dir Fund	RWGGT
FUNDS							
Balances from last year	39,478	6,607	7,068	3,303	22,500	0	0
Transfer of Funds	0	(40)	0	0	0	0	40
Surplus/deficit ytd	795	5,918	(4,241)	2,586	(15,428)	12,000	(40)
BALANCE	**40,273**	**12,485**	**2,827**	**5,889**	**7,072**	**12,000**	**(0)**
ASSETS							
Bank balance	27,582						
BCP a/c balance	12,357						
Equals a/c balance	299						
Petty cash	35						
TOTAL ASSETS	**40,273**						

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees	Charity Name Bradford City of Sanctuary CIO
On accounts for the year ended	31st March 2025 — **Charity no (if any)** 1160553
Set out on pages	2,3 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025DD / MM / YYYY.

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 [insert name of applicable listed body]]. *Delete* [ ] *if not applicable.*~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:	Rosy Hunt	**Date:**	9-5-2025
Name:	ROSEMARY BEATRICE HUNT		
Relevant professional qualification(s) or body (if any):	A.A.T.		

Address:	15 WILTON RISE
	YORK
	YO24 4BT

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.

BRADFORD CITY OF SANCTUARY
2024/25

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