

ANNUAL REPORTS AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28th July 2023

Brighton and Hove Faith in Action

CHARITY REGISTRATION No: 1166257



Harbour View Accounting Ltd  
16 Purbeck Place  
Littlehampton  
West Sussex  
United Kingdom  
BN17 5DP  
Company No: 14345779

1000

## Brighton and Hove Faith in Action

### CONTENTS

Page 3	Legal and Administrative Information.
Page 4	Independent Examiner's Report.
Page 5-7	Trustees Report.
Page 8	Statement of Financial Activities.
Page 9	Balance Sheet.
Pages 10-13	Notes to the Accounts.

## Brighton and Hove Faith in Action

### LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1166257

DATE OF REGISTRATION 30th March 2016 CIO

START OF FINANCIAL YEAR 29th July 2022

END OF FINANCIAL YEAR 28th July 2023

TRUSTEES AT 29th July 2022

Simon Lewis appointed 21st February 2014  
Richard Child appointed 1st June 2017  
Sabri Ben Amuer appointed 1st March 2017  
Stephen Horne appointed 1st March 2022  
Jerome Lloyd appointed 9th February 2018  
Fiona Sharpe appointed 17th May 2018  
Martin Lloyd Jones appointed 19th November 2018

The existing trustees appoint any new trustees following the provisions laid out in the Charity's governing instrument.

LEGAL STATUS CIO registered 30th March 2016 amended 27th June 2018  
as amended 24th September 2021

GOVERNING INSTRUMENT CIO Association Registration

#### OBJECTS

TO PROMOTE FOR THE PUBLIC BENEFIT THE EFFICIENCY AND EFFECTIVENESS OF FAITH BASED CHARITIES AND THE EFFICIENT USE OF RESOURCES FOR CHARITABLE PURPOSES BY FAITH BASED CHARITABLE AND NOT FOR PROFIT ORGANISATIONS IN BRIGHTON AND HOVE WITH THE AIM OF RELIEVING POVERTY, FINANCIAL HARDSHIP OR OTHER SOCIAL OR ECONOMIC DISADVANTAGE BY DEVELOPING COLLABORATIVE WORK BETWEEN FAITH BASED ORGANISATIONS THAT PROVIDE SERVICES AND SUPPORT TO INDIVIDUALS IN NEED.

CORRESPONDENCE ADDRESS Community Base, 113 Queens road, Brighton, BN1 3XG

PRIMARY BANKERS Metro Bank, One Southampton Row, WC1B 5HA

INDEPENDENT EXAMINERS Harbour View Accounting Ltd, BN17 5DP, Co. No.14345779

## Brighton And Hove Faith In Action

### INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Brighton and Hove Faith in Action on the accounts for the year ended 28th June 2023 set out on pages 5 to 7.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

#### BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



W. M. Hall IIB, Harbour View Accounting Ltd

Dated: 29.01.2024

Brighton and Hove Faith in Action

TRUSTEES REPORT  
FOR THE YEAR ENDED 28th JULY 2023

Trustees' Responsibilities

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on ..... 1st May 2024

Signed on their behalf by Trustee ..... 

Printed Name: RICHARD CHILD

**Brighton and Hove Faith in Action**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 28<sup>th</sup> July 2023**

**Governance and Decision Making**

Brighton & Hove Faith in Action (BHFA) is an association model charitable incorporated organisation, which means our members have the greatest say over how our organisation is run.

The Board of Trustees is drawn from the membership by election and governs the charity and meets at least four times a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the organisation is delegated to the Project Co-ordinator.

The board of trustees were appointed at the inaugural meeting in February 2014. At every AGM a third of the board (the longest serving trustees) is obliged to retire, however they may stand for election and be reappointed. Additional board members may be co-opted onto the board between AGMs. The officers of the board of trustees are elected at every AGM. Non-trustees may be co-opted to serve as officers (such as secretary). The minimum size of the board is three and the maximum is 15.

Any decision may be taken either at a meeting of the charity trustees; or by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

Where appropriate and necessary, sub-committees or working groups are established, with delegated authority from the full Board to undertake detailed reviews. These are most commonly known as "Faith Partnerships" working on specific areas of interest. The *Homelessness Faith Partnership* continues to deliver *Street Support* for Brighton & Hove, and operates as a steering group including the local authority and local agencies. The *Social Prescribing Faith Partnership* operated the social prescribing pilot project and its development.

**Induction of trustees**

All new trustees are sent a copy of the constitution and the minutes of the last board of trustees' meeting. They are added to the trustees' email group, a short biography is posted on the BHFA website and they are added to the BHFA registration with the Charity Commission. New trustees are also sent a copy of the Charity Commission document CC3 – *The Essential Trustee: What you need to know*.

**Activities During the Financial Year ending 28<sup>th</sup> July 2023**

Staffing

During 2022/23, Tim Jones continued at BHFA's Project Development Coordinator working three days a week for the charity, specifically two days a week on *Street Support* and its development and a further day a week on operating and developing other BHFA projects supported by Rik Child, the Managing Trustee.

Faith Council

The *Faith Council* has moved to meet monthly, in person, with other occasional meetings for special events or project announcements.

The Faith Council is the venue for discussion and presentation of new ideas with which faith groups may choose to become involved. To this end, the Faith Council has met and worked consistently with faith leaders and representatives from statutory services and enjoyed excellent contact with the police, local authority and voluntary sector leaders.

BHFA continues to send its newsletter monthly which goes to over 300 recipients which includes local councillors, council officers, the police and other statutory services and interested parties. Feedback to BHFA has been extremely positive.

Homelessness

The charity continued its work developing and promoting *Street Support – Brighton & Hove*, developing the website and promoting the service to those experiencing homelessness and to their support workers. The site is heavily used. During 2022/23, the charity has worked more closely with the Justlife Foundation organizing monthly get togethers and educational

sessions for frontline workers and has introduced new organisations to attend these gatherings and present their work and encourage others to use their services.

During the summer of 2023, a full audit of all services listed on Street Support was undertaken using volunteers and led by Tim Jones and colleagues from national Street Support. This was in preparation for the winter of 2023/24 where faith groups are expected to play a strong role in severe weather provision working with colleagues in the housing sector with the sharp focus of the best possible outcomes for those needing support.

#### No Recourse to Public Funds

In March 2022, funds were granted to the charity by Brighton & Hove City Council to undertake work researching how faith groups can provide more housing and wrap around support for those people experiencing homelessness especially those with no recourse to public funds. The first aspect of the project has now finished but has given rise to new avenues of work.

Brighton & Hove is a City of Sanctuary, welcoming refugees and asylum seekers and seeking to support and integrate them into the local society. The charity is working with faith groups within the city helping them understand what it is to become a place of sanctuary and then supporting them through the learning and registration process which includes empowering and upskilling their congregations.

#### Brighton Incoming

The charity continued to work with QueenSpark Books who are writing a book detailing the experiences of immigrants to Brighton & Hove. The charity is well placed to link QueenSpark Books with relatively recent migrants having excellent links with both the Coptic Orthodox Church, the various Mosques and other faith groups whose members have moved to Brighton & Hove from overseas. In July 2023, Tim Jones organised a very successful recruitment evening which featured Dr Geoffrey Mead which traced Brighton's non-conformist history in religion, politics and social attitudes.

#### Social Prescribing

The charity evaluated its pilot project that was kindly funded by the Arthur and Doreen Green Fund distributed by the Sussex Community Foundation and Brighton & Hove City Council.

The project trained representatives from St Mary's, Kemptown, Emmanuel Church and Al-Medinah Mosque on how to be a social prescribing champion. A social prescribing champion works alongside ministers and people in responsibility in faith groups to signpost people better to other social prescribing options, helping people to access the help they need. Some local mapping of services was also undertaken.

The evaluation identified that this training and empowerment could be rolled out to other faith groups with great effect. Additionally, the Mosque found that there was too little capacity to properly engage with the project and that there were groups, especially amongst female congregants, who were not able to effectively access services. Funding will be sought to undertake some research amongst different groups within the Muslim community with the express purpose of identifying exactly where there are gaps and disconnects to see whether further funds should be sought for a larger project within the Muslim community.

#### Upstanders Committee

BHFA sought to re-start the Upstanders Committee during 2022/23 but this proved not to be possible due to concerns raised by some member organisations as to the Chair of Trustees having signed a letter stating a conservative theological position on sex, sexuality and Christian marriage. Subsequently, significant work was undertaken with the Village Metropolitan Community Church and other groups within the LGBTQ+ community to re-build trust. This came to fruition with the resignation of the Chair of Trustees from his role. BHFA trustees have since sought to move forwards recruiting new trustees from a wider demographic, which has been successful, and plans to re-start the Upstanders committee in 2023/24 have been put in place. Additionally, BHFA trustees will receive LGBTQ+ awareness training.

#### Annual General Meeting -

The previous BHFA AGM was held on 17<sup>th</sup> May 2023 and the meeting re-elected Rik Child as trustee. The meeting received a verbal report from Rik Child as the Acting Chair of the meeting and Tim Jones the Projects Co-ordinator. Rik Child will continue to operate as Company Secretary in line with the requirements of both the Companies Act and Charities Act.

Remaining Trustees, Simon Lewis, Steve Horne and Sabri Ben Ameer will continue on as trustees. The meeting agreed that the search for new trustees from a wider demographic and across as many faiths as possible will be the trustee focus of the summer months. This was subsequently successful and details will be reported in the Trustees Report 2023/24, on the BHFA website and via the Charity Commission.



Brighton and Hove Faith in Action

STATEMENT OF FINANCIAL ACTIVITIES

For the Period 29th July 2022 to 28th July 2023

	22-2023			21-2022
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Incoming Resources	£	£	£	£
Charitable Activities	454		454	
Street Support		8880	8880	
Grants		8325	8325	
<b>Total Incoming Resources</b>	<u>454</u>	<u>17205</u>	<u>17659</u>	<u>44867</u>
<b>Resources Expended</b>				
Advertising and Fundraising Support		39	39	
Street Support		5225	5225	
Rent		3720	3720	
Utilities		5	5	
Volunteer Expenses		42	42	
Stationery		244	244	
Software internet and phone		1711	1711	
Repairs and Renewals		79	79	
Insurance		416	416	
Refreshments		157	157	
Bank Charges		120	120	
Salary Costs		23913	23913	
Membership Subscriptions		187	187	
			<u>35858</u>	<u>31346</u>
<b>Net Incoming(outgoing)Resources</b>			-18199	13521
<b>Total Funds Brought forward</b>			35604	22083
<b>Total Funds Carried Forward</b>			17405	35604

# Brighton And Hove Faith In Action

## BALANCE SHEET

as at 28th July 2023

	2023	2022
	£	£
<b>Current Assets</b>		
Cash at Bank /in hand	17018	37290
Rent Deposit	234	
Debtors	82	
Misc	86	
<b>Total Current Assets</b>	<u>17420</u>	<u>37290</u>
<b>Liabilities</b>		<u>1686</u>
<b>Creditors</b>		
IE Fee	375	
<b>Net Current Assets</b>	17045	
<b>Net assets</b>	<u>17045</u>	<u>35604</u>
<b>FUNDS</b>		
Designated Reserve-Funds	4108	4342
Designated - Upstanders Committee	1296	1296
Restricted Income BHCC Fund	663	3478
Restricted Income - TSIP 2020-23	1657	1383
Restricted Income - Collaboration Fund	4390	15192
Restricted Income - Street Support	4272	1563
Faith Hate Partnership	800	2225
Deposit	234	1625
		4000
		500
<b>Total Funds</b>	<u>17420</u>	<u>35604</u>

Signed as a true reflection of the financial position on 28th July 2023

Date:

1st May 2024

*Rik Child*

Rik Child - Treasurer and Trustee

## Brighton and Hove Faith In action

### NOTES TO THE ACCOUNTS

#### 1. PAYMENTS TO TRUSTEES AND RELATED PARTY TRANSACTIONS

Payments were made to a trustee for services to the charity in line with Charity Commission guidance. No material transaction took place between the organization and other trustees, or any person connected with them.

#### 2. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

#### 3. INCOME & EXPENDITURE

The accounting year 2022/23 shows a decreased income on 2021/22 as the charity's trustees sought to spend funds raised in 2022/23 for on-going projects. This has led to a deficit of £18,199 much of which is covered by the 2021/22 surplus. During 2022/23 significant further fundraising has been undertaken leading to new funding streams that will be detailed in the 2023/24 Annual Accounts. This has allowed for the continuance and development of projects run by the charity.

There is one staff member who works part time for the charity across all project areas. The staffing compliment should increase as the charity's projects grow in number and complexity.

##### 3.1 INCOME

Street Support – launched in 2021, this service supports people experiencing homelessness, the vulnerable and those who work with them. Tim Jones, BHFA's Projects Coordinator has been developing the offering and new services have been added to the site. Tim has overseen a complete audit of services listed ensuring accuracy of information provided. Funding received in 2022/23 includes donations totalling £3,880 and a grant of £5,000 from the Callum Family Trust via Sussex Community Foundation.

A grant of £7,525 was received from Community Works as part of the Third Sector Commissioning Prospectus for BHFA's work representing the faith community to statutory partners, organising the Faith Council and towards core costs of BHFA's activities.

Other income constitutes £453.97 from HMRC's employment allowance which has also been used to support the work of Street Support and £800 of fees associated with providing a representative for Community Works' Reps Council.

##### 3.2 EXPENDITURE

Funds were spent on Reps fees, training and the delivery of projects as well as undertaking the representation work of the Third Sector Commissioning Prospectus contract. Expenditure was directed towards overheads such as insurance, room rental, Zoom and other software licences and self-employed salary costs.

#### 4. PLANS FOR ACCOUNTING YEAR ENDING 28<sup>TH</sup> JULY 2024

BHFA is currently renewing its trustee board recruiting new people into the organisation from the Jewish, Christian, Muslim and Buddhist faiths and is actively seeking people from other confessions to join the board in the coming months and years.

BHFA expects to continue to run the Faith Partnership and hold the Third Sector Commissioning Prospectus contract for the 2023/24 accounting year but it should be noted that BHFA will need to re-apply for funding for future core funding in the near future. To this end, BHFA will work with Community Works and other local partners to bid for similar infrastructure development work when the new prospectus is published which looks to be during 2024 for an April 2025 start.

BHFA will continue to operate Street Support for Brighton & Hove as the Homelessness Faith Partnership galvanising the desires of people of faith to play a stronger role in tackling homelessness, seeking to work alongside and support established projects as well as devising new projects with interested parties. The charity hopes to work with the local authority to improve the situation for those people seeking accommodation due to homelessness and will report on this in the Annual Accounts 2023/24.

BHFA continues to seek funding to take forwards its social prescribing projects that will work both with unique faith groups and across faith groups. The pilot project has been evaluated providing some extremely useful insights into disconnects between Brighton & Hove residents and the ability to apply for services. This is most notable amongst people of faith from a black or minority ethnic background but not exclusive to this demographic. BHFA is seeking funding for cross sectorial work, often described as intersectional work, as part of this project.

BHFA will seek to re-start the Upstanders Committee in 2023/24 helping constitute a new committee and transferring the funds held to a new bank account for its operation. BHFA hopes to play a lead role in the new committee and to organise a training day open to the public which will focus on Active Bystander training.

BHFA will continue to help expand the number of faith groups who are places of sanctuary as an extension to its project working with people who have become homeless or whom have no resource to public funds (NRPF). Funding will be used to run a series of seminars to introduce faith groups to the accreditation and then work alongside them as they upskill and ready themselves to be more able to welcome refugees and asylum seekers as well as those who are experiencing homelessness or who are lonely or vulnerable. This will lead on to faith groups not only registering as places of sanctuary but also ensuring their congregations and faith buildings are open and inviting to people seeking asylum and immigration in the UK.

#### 5. RESERVES POLICY

The trustees seek to maintain reserves at a level to cover three months of operating costs for the charity as a minimal amount needed to maintain cashflow and ensure the charity is able to fulfil its charitable objects and financial obligations. At present, free reserves stand at £4,108. A minimum of £3,000 will be held as a reserve with formal designation to be included in the yearly Annual Accounts. The trustees have considered the level of reserves they wish to retain appropriate to the charity's needs. This is based on the charity's size and level of financial commitments held. The trustees aim to ensure the charity will be able to continue.