



Manchester City of Sanctuary

Trustees Annual Report and Financial Accounts

2024-25

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Foreword

This Trustees' Annual Report covers the year ended 31 March 2025, a period of significant challenge and transition for Manchester City of Sanctuary.

The year began following a period of operational difficulty, including staff redundancies and the suspension of most programme delivery. As a result, the trustees took the deliberate decision to prioritise organisational stabilisation, financial control, and governance strengthening over service expansion during the early part of the year. This approach was necessary to safeguard the charity's long-term viability and ensure that future activity would be delivered on a sustainable footing.

Despite these constraints, the charity continued to pursue its core mission of promoting welcome, understanding, and inclusion for people seeking sanctuary in Greater Manchester. Limited delivery activity continued through the Volunteer Placement Programme during the first part of the year, and the Places of Sanctuary Awards were gradually reintroduced later in the reporting period. Alongside this, the charity maintained a public presence through communications and engagement work that supported organisations and communities to adopt more inclusive practices.

The board itself was strengthened during the year, with the appointment of six new trustees in January 2025, bringing additional skills, capacity, and lived experience to support strategic oversight and future development. Trustees also enhanced financial governance through closer monitoring, strengthened committee oversight, and tighter cost controls.

While the charity reported a deficit for the year and continues to operate with limited unrestricted reserves, the trustees are confident that the actions taken during 2024–25 have placed Manchester City of Sanctuary on a more stable footing. The focus in the year ahead will be on rebuilding delivery, diversifying income, and ensuring that the charity can continue to fulfil its mission with resilience and integrity.

The trustees remain deeply committed to the charity's vision of a Greater Manchester where every person seeking sanctuary feels welcomed, valued, and part of a supportive community.

References and Statutory Information

Registered Name	Manchester City of Sanctuary
Charity Number	1168839
Legal Structure	Charitable Incorporated Organisation (CIO)
Governing Document	Constitution
Date of Incorporation	19 TH August 2016
Address	Manchester City of Sanctuary c/o MACC, St Thomas Centre, Ardwick Green N, Manchester
Start of Financial Year	1 st April 2024
End of Financial Year	31 st March 2025

Trustees who served during year and up to the date of the report are as follows:

Sami Gichki	Chair	
Naveeda Ikram		<i>Appointed 13th February 2025</i>
Bethany Jane Rugen		<i>Appointed 13th February 2025</i>
Kathleen Adela Demjaha		<i>Appointed 13th February 2025</i>
Cameron Boyle		<i>Appointed 23rd October 2024</i>
Helen Vivienne Dorothy Moore Start		<i>Appointed 13th February 2025</i>
Rebecca Barnes		<i>Appointed 13th February 2025</i>
Mark Andrew Kingston		<i>Resigned 22nd July 2025</i>
Jonathan Gilmore		<i>Resigned 8th April 2024</i>
Tandrima Mazumdar		<i>Resigned 21st February 2024</i>

Key Management Personnel who served during year and up to the date of the report are as follows:

Helen Paskins	Advocacy and Partnerships Coordinator	<i>Resigned 5th January 2026</i>
Sarah McCarthy	Volunteer Placement Co-ordinator	<i>Resigned 28th April 2025</i>

Bankers	The Cooperative Bank PO Box 250 Skelmersdale WN8 6WT
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Objectives and Mission Statement

Our charity's purpose, as set out in the objectives contained in Charity's Constitution as:

1. To advance education of the public in general, especially in Manchester about issues relating to refugees and people seeking asylum or sanctuary
2. To promote health and wellbeing in Manchester amongst refugees, people seeking sanctuary, and people refused asylum in the UK
3. To provide or assist in the provision of facilities for recreation or other leisure time occupations in the interest of social welfare with the object of improving the conditions of life of those persons who have need of such facilities
4. To advance the education of the public in particular by the provision of training to those persons who have need of it for their benefit, including refugees, people seeking sanctuary and people refused asylum in the UK
5. The promotion of equality and diversity for the public benefit by promoting activities to foster understanding and engagement between people from diverse backgrounds.

Our Vision

For every person seeking sanctuary in Greater Manchester to feel part of a supportive community that understands and welcomes them

Our Mission

To empower sanctuary seekers and enrich the life of the city by challenging misconceptions, creating shared civic spaces, and inspiring a culture of solidarity.

Our Values

Connection: valuing the power of personal connection as a way of understanding and promoting empathy

Acceptance: seeing people as they are, without question and without judgement

Collaboration: working together to create deeper and lasting impact across the sector and with public bodies

Empowerment: working towards sanctuary seekers becoming protagonists of their own future

Dignity: recognising the humanity of all people

Public Benefit

The trustees have had due regard to the Charity Commission's guidance on public benefit when exercising their duties and in planning and delivering the charity's activities.

Manchester City of Sanctuary exists to advance education, promote health and wellbeing, reduce social isolation, and foster equality and understanding for the public benefit, with a particular focus on refugees, people seeking sanctuary, and people refused asylum in Greater Manchester. These groups often experience significant barriers to participation in civic life, access to services, and opportunities for social connection.

During the year, the charity delivered activities that contributed to public benefit by increasing public understanding of issues affecting sanctuary seekers, challenging misconceptions, and promoting positive relationships between people from diverse backgrounds. Our work supported individuals to feel welcomed, informed, and connected within their local communities, while also benefiting the wider public by strengthening social cohesion and encouraging inclusive civic participation.

The charity's activities provided direct benefit to sanctuary seekers through opportunities for education, wellbeing support, community engagement, and access to shared civic spaces. Indirect public benefit was delivered by equipping communities, organisations, and institutions across Greater Manchester with the knowledge and confidence to welcome people seeking sanctuary and to respond more effectively to issues of migration, equality, and social justice.

The trustees confirm that the benefits provided by the charity are accessible to the public and that any private benefit is incidental and necessary to the delivery of the charity's purposes. In setting priorities and allocating resources, the trustees seek to maximise public benefit and ensure that the charity's activities remain aligned with its charitable objectives.

Activities

The delivery of charitable activities during the year was significantly limited due to operational and financial challenges carried over from the previous financial year. Immediately prior to the start of the year, the charity ceased most service delivery following staff redundancies, which constrained organisational capacity during the first half of the reporting period.

The Volunteer Placement Programme continued into the early part of the year, with the Volunteer Placement Coordinator maintaining delivery and development of this work until July 2024, at which point the programme concluded and the role was made redundant. During this period, the programme contributed to creating and supporting inclusive spaces for refugees and people seeking sanctuary through partner organisations.

For the remainder of the year, the trustees prioritised stabilising the charity's financial position and strengthening governance arrangements in order to safeguard the charity's long-term sustainability. The Advocacy and Partnerships Coordinator post remained vacant during this period to minimise costs. Recruitment activity resumed in June 2024, resulting in the appointment of a new staff member to support the charity's future work.

In January 2025, the board was strengthened through the recruitment of six new trustees, bringing additional skills and capacity to support the charity's strategic direction and oversight. During the latter part of the year, delivery of the Places of Sanctuary Awards was gradually reintroduced, with activity increasing towards the end of the financial year.

Throughout the year, the charity continued to promote inclusion and understanding through communications and engagement activity, raising awareness of issues affecting refugees and people seeking sanctuary and supporting organisations and community spaces to adopt more welcoming and inclusive practices. The trustees consider that, despite limited-service delivery, these activities contributed to the charity's objectives and provided public benefit by fostering understanding, inclusion, and solidarity within Greater Manchester.

Structure, Governance and Management

Appointment of Trustees

Any person who is willing to act as a trustee, and who would not be disqualified under the provision of Article 27 of the Articles of Association, may be appointed to be a trustee by decision of the trustees. Recruitment of trustees is an open process, with positions advertised through channels and networks where we can attract a range of diverse candidates.

The interview panel consists of two trustees assigned to the role by the board and either a volunteer or someone from the management team (a minimum of one person on the panel must have lived experience of being a sanctuary seeker). Alongside this, all candidates will have an informal conversation with the Chair to ensure they understand the roles and responsibilities of being a trustee and have any of their questions answered

As per our constitution; trustees shall retire after each term of four years. Retiring trustees may be re-appointed but a trustee who has served for three consecutive terms must take a break from office for a minimum of one year.

Trustee Induction and Training

The trustees have a wide range of skills pertinent to the charity. They include professionals from finance, governance, safeguarding, policy influencing, fundraising, legal, and international development. Their knowledge is kept up to date by technical reading, sharing of knowledge and training courses.

New developments are discussed at meeting of the trustees. All trustees will undertake training on finance, governance and safeguarding. The operational plan, risk register, fundraising targets, safeguarding, staff and volunteer wellbeing and finances are regularly reviewed. We have a Finance and Audit Committee that meets quarterly to have oversight of our finances. It is our policy that all trustees are DBS checked.

Our Fundraising and Development Committee, chaired by a trustee and attended by other trustee representatives, meets quarterly. Our Resources and Personnel Committee convenes on an ad hoc basis, chaired by a trustee on behalf of the full board, and other members such as staff and volunteers as and when necessary for recruitment or other personal related items.

Related Parties and Relationship with other Organisations

The trustees have declared that there are no conflicts of interest with any related parties. Manchester City of Sanctuary holds a register of interests which is reviewed annually.

Remuneration Policy for Key Management Personnel

The trustees are responsible for preparing the trustees' annual report including the strategic report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming

resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to: select suitable accounting policies and then apply them consistently (1), observe the methods and principles in the Charities SORP (2), make judgements and estimates that are reasonable and prudent (3), state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements(4), prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation (5) The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements comply with relevant legislation.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as the trustees are aware: there is no relevant audit information of which the charity's auditor is unaware.

The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

Fundraising practice Statement of Responsibilities of Trustees

The trustees delegate the day to day running of the charity to Finance and Audit Committee, chaired by our Treasurer. There is an agreed scheme of delegation which outlines respective responsibilities following a robust autonomous structure. The pay of Manchester City of Sanctuary staff is set by the board of trustees in line with the Living Wage Standards.

All of Manchester City of Sanctuary's fundraising is carried out by our Fundraising and Development Subcommittee. Manchester City of Sanctuary is not currently subscribed to the Fundraising Regulator.

In March 2025, all of our income generated through grants were carefully regulated. We abide by the Fundraising Regulator's Code of Practice for all our community, events, corporate and individual fundraising activities. Manchester City of Sanctuary has never received any complaints about fundraising activities which we've undertaken.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.



Sami Gichki, Chair of the Board of Trustees, signed on behalf of the board

Finances and Statement of Going Concern

Income

Total income for the year ended 31 March 2025 was £15,404 (2024: £72,703). Income reduced significantly compared to the previous year due to limited service delivery and fundraising activity while the trustees focused on stabilising the organisation following operational challenges.

Income in the year consisted primarily of restricted grants totalling £13,863, with additional unrestricted income of £1,541 from other sources. During the year, £4,302 of funds previously held as restricted were released from restriction following confirmation from the funder that repayment was not required and that the restriction no longer applied. This amount was transferred from restricted to unrestricted funds in accordance with the Charities SORP (FRS 102) and had no impact on the charity's total funds.

Expenditure

Total expenditure for the year was £26,878 (2024: £79,427). Expenditure was carefully controlled throughout the year. The majority of costs related to staffing, which totalled £25,226, reflecting limited programme activity in the early part of the year and reduced staffing capacity thereafter. Other expenditure was minimal and related to administrative and governance costs.

Year End Position

The charity recorded a net deficit of £11,474 for the year (2024: £6,723 deficit). Total funds decreased from £19,821 at the start of the year to £8,347 at 31 March 2025, comprising £4,244 of restricted funds and £4,103 of unrestricted funds. The trustees continue to monitor reserves closely in line with the charity's reserves policy.

Going Concern

The trustees have considered the charity's financial position and forecasts for a period of at least twelve months from the date of approval of these financial statements. During the year ended 31 March 2025, the charity reported a deficit of £11,474 and held total funds of £8,347 at year end, comprising £4,244 in restricted funds and £4,103 in unrestricted funds.

The trustees recognise that the level of unrestricted reserves remains low and that this represents a key financial risk. In assessing the charity's ability to continue as a going concern, the trustees have reviewed detailed cash flow forecasts, current funding commitments, and planned expenditure for the forthcoming year. These forecasts assume a continuation of core activities at a reduced and controlled cost base, alongside the securing of grant income that is already under discussion or in advanced application stages.

During the year, the trustees took active steps to stabilise the charity's financial position, including restructuring staffing arrangements, tightening expenditure controls, and strengthening financial oversight through the Finance and Audit Committee. The charity has no material borrowings and is able to meet its liabilities as they fall due.

Based on this review, and having regard to the charity's planned activities, anticipated income, and available mitigations, the trustees believe that Manchester City of Sanctuary

will have adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements have been prepared on a going concern basis.

Reserves Policy

The trustees have agreed that the level of free reserves needs to be between three and six months of the ongoing running costs of the charity. This figure was agreed during a process of reviewing our internal and external environment, whilst taking into consideration our future plans and projected expenditure.

Our reserves policy follows a 'risk-based approach', meaning that our policy is based on an understanding of our income streams and their risk profile. Reserves are reported monthly in the management accounts created by the Finance and Audit Subcommittee, which are reviewed at board level.

Given operational issues, changes in economic circumstances and short-term needs it is possible for reserves to fall outside of the target range. However, it is expected that Leadership will seek to address this to ensure reserves are maintained within range.

Financial Statements

Statement of Financial Activities (Incorporating the Income and Expenditure Accounts) Year Ended 31st March 2025

	Restricted Funds 2025 (£)	Unrestricted Funds 2025 (£)	Total Funds 2025 (£)	Total Funds 2024 (£)
Incoming Resources				
Grants	13863	0	13863	56419
Other Income	0	1541	1541	16284
Total Income	13863	1541	15404	72703
Resources Expended				
Charitable Activities	0	716	716	16916
Wages and Salaries	20610	4615	25226	55281
Travelling and Subsistence	0	8	8	855
Other admin costs	0	928	928	5708
Overhead Apportionment	667	(667)	0	
Total Resources Expended	21278	5600	26878	79427
Net (outgoing)/incoming Resources	(7415)	(4059)	(11474)	(6723)
Transfers between funds	(4302)	4302		
Total funds brought forward	15961	3860	19821	26778
Total Funds carried forward	4244	4103	8347	20,055

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared. All of the above amounts relate to continuing activities.

Balance Sheet as at 31st March 2025

	Restricted Funds 2025 (£)	Unrestricted Funds 2025 (£)	Total Funds 2025 (£)	Total Funds 2024 (£)
Assets				
Cash in bank and hand	4244	4336	8580	20055
Total Assets	4244	4336	8580	20055
Liabilities				
Creditors due within 1 year		(233)	(233)	
Total Liabilities		(233)	(233)	
Net Assets	4244	4103	8347	20055
Funds				
Unrestricted Funds		4103	4103	4094
Restricted Funds	4244		4244	15961
Total Funds	4244	4103	8347	26778

Notes to the Financial Statements

1. Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and applicable charity law.

The charity qualifies as a small entity and has therefore not prepared a cash flow statement.

2. Accounting Policies

- **Income recognition:** Income is recognised when the charity is entitled to the funds, receipt is probable, and the amount can be measured reliably.
- **Restricted funds:** Restricted funds represent income subject to specific conditions imposed by funders.
- **Expenditure:** Expenditure is recognised on an accrual's basis.
- **Staff costs:** Staff costs include salaries, employer National Insurance and pension contributions.
- **Overhead apportionment:** Overheads are allocated between restricted and unrestricted funds on a reasonable and consistent basis reflecting staff time and activity.

3. Income

Total income for the year amounted to £15,404 (2024: £72,703), comprising:

- Restricted grant income: £13,863
- Unrestricted donations and other income: £1,541

4. Expenditure

Total expenditure for the year was £26,878 (2024: £79,427). The majority of expenditure related to staffing costs of £25,226, reflecting the charity's reduced but ongoing operational capacity during the year.

5. Staff Costs

Staff costs for the year were:

	2025(£)	2024(£)
Wages and Salaries	25,226	55,281

6. Restricted Funds

During the year, the trustees reviewed the status of restricted funds held at the previous year end. £4,302 related to income received in prior periods for a restricted purpose that was not ultimately delivered. The funder confirmed that repayment was not required and that the restriction no longer applied.

In accordance with the Charities SORP (FRS 102), this amount was released from restricted funds and transferred to unrestricted funds. This transfer had no impact on total funds.

Restricted funds carried forward at 31 March 2025 totalled £4,244 (2024: £15,961).

7. Creditors

Creditors due within one year at 31 March 2025 amounted to £233 (2024: £0).

8. Reconciliation Explanation

During the year-end review, a minor reconciliation difference of £24 was identified, relating to timing and rounding differences in cash postings. This was adjusted in the final accounts, and the cash balance now fully reconciles to the Statement of Financial Activities and Balance Sheet.

9. Funds

At 31 March 2025, total funds amounted to £8,347, comprising:

- Restricted funds: £4,244
- Unrestricted funds: £4,103

