

CITY OF SANCTUARY SHEFFIELD

England & Wales · Charity number 1172694

Details

Status Registered

Legal form CIO

Registered 2017-04-24

Register [View on the Charity Commission register](#)

Contact

Address 37-39 Chapel Walk
Sheffield
S1 2PD

Phone 01142211845

Email admin@sheffield.cityofsanctuary.org

Website www.sheffield.cityofsanctuary.org

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL ABOUT THE ISSUES RELATING TO REFUGEES AND THOSE SEEKING ASYLUM.TO ADVANCE THE EDUCATION AND TRAINING OF THOSE SEEKING ASYLUM AND THOSE GRANTED REFUGEE STATUS AND THEIR DEPENDANTS IN NEED THEREOF SO AS TO ADVANCE THEM IN LIFE AND ASSIST THEM TO ADAPT WITHIN A NEW COMMUNITY.THE PROMOTION OF EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT BY PROMOTING ACTIVITIES TO FOSTER UNDERSTANDING BETWEEN PEOPLE FROM DIVERSE BACKGROUNDS.THE PROMOTION OF SOCIAL INCLUSION FOR THE PUBLIC BENEFIT AMONG PEOPLE WHO ARE REFUGEES AND ASYLUM SEEKERS WHO ARE SOCIALLY EXCLUDED ON THE GROUNDS OF THEIR SOCIAL AND ECONOMIC POSITION, BY PROVIDING AND/OR CO-ORDINATING SERVICES AND FACILITIES TO ADVANCE THEM IN LIFE AND ASSIST THEM TO ADAPT WITHIN A NEW COMMUNITY

Activities: The Virtual Sanctuary:A wide range of services to include, connect and support people in the Covid19 pandemic. The Sanctuary:A unique welcome centre where people seeking sanctuary can relax, access social activities and advice appointments. The Drop-In:A weekly Drop In where people can access advice and social activities. Sector Coordination:Run multiagency meetings and support sector development

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Barnsley
- Derbyshire
- Doncaster
- Rotherham
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£482,943	£424,751	-	-
2024-03-31	£439,264	£358,227	-	-
2023-03-31	£292,401	£316,841	-	-
2022-03-31	£303,520	£238,188	-	-
2021-03-31	£308,888	£214,011	-	-

Trustees

Name	Role	Appointed
Andrea Eleonora Antoniou		2021-10-20
Ania Wilczynska		2024-11-18
Firaz Jabar		2017-04-24
Hannah Dougherty		2024-11-18
Hasnain Qamar Rashid Bhatti Khan		2021-10-20
Helen Jackson		2024-11-18
John James Tomlinson		2020-05-20
Kevin Kennedy Ryan		2024-05-15
Sallyann Turner		2023-05-17
Sophie Roslynd Parker		2023-07-19
Thomas Davies		2020-06-15

CITY OF SANCTUARY SHEFFIELD

England & Wales - Charity number 1172694

Accounts

CITY OF SANCTUARY SHEFFIELD
REGISTERED CHARITY NUMBER 1172694

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

TINGLE ASHMORE LTD
CHARTERED ACCOUNTANTS
SHEFFIELD

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

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CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
LEGAL AND ADMINISTRATIVE INFORMATION

Name and principal address	City of Sanctuary Sheffield 37-39 Chapel Walk, Sheffield, S1 2PD
Charity number	1172694
Trustees	Firas Jabir John Tomlinson Thomas Davies Andrea Antoniou Hasnain Khan Sallyann Turner Sophie Parker Kevin Kennedy Ryan - appointed 15th May 2024 Hannah Dougherty - appointed 18th Nov 2024 Ania Wilczynska - appointed 18th Nov 2024 Helen Jackson - appointed 18th Nov 2024
Key members of staff	Thomas Martin - Director
Bankers	The Unity Trust Bank Plc Four Brindley Place, Birmingham, B1 2HB
Accountants and independent examiners	Tingle Ashmore Ltd Chartered Accountants Enterprise House, Broadfield Court, Sheffield, S8 0XF

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

The trustees of the charity present their annual report and the unaudited financial statements for the year 31st March 2025.

Structure, Governance and Management

City of Sanctuary Sheffield is a Charitable Incorporated Organisation, registered charity number 1172694 which was registered with the Charity Commission on 24 April 2017. Previously the organisation was an unincorporated association governed by a constitution adopted on 24 August 2011 and registered as a charity in March 2012. On 30 April 2017 the assets and liabilities were transferred to the Charitable Incorporated Organisation of the same name, by the same trustee group. The governing document was amended on 19 June 2019.

The officers and other trustees, who manage the affairs of the organisation, are appointed at ordinary meetings of the trustees, which are held at least 6 times a year. Trustees are subject to reappointment every three years.

Key changes within the organisation

This year we moved out of our offices, completely renovated our premises, and moved back into the space. The renovation was a unique process that involved direct feedback from the community and was part of our ongoing iterative development of the space.

We laid the groundwork for building up our staff team and we responded to events in the community such as the Far-Right Riots with strength and solidarity.

Objectives and activities

Our Vision, and therefore our charitable objective, is for Sheffield to be a place of safety and welcome for people seeking sanctuary.

This year we have been able to deliver excellent services alongside people seeking sanctuary while also continuing to bring about systemic change for this community.

1. The Sanctuary – Redevelopment

This year we completed a unique, thoughtful redesign of The Sanctuary. We used deep community research to build a space of belonging that speaks to the needs of the community and fills them with joy and power. This work was conducted throughout the whole year with the key building work taking place between July and December.

2. The Sanctuary

The Sanctuary remains a beacon of hope that challenges the environment people seeking sanctuary are forced to exist. During the first quarter and last quarter of the year we were open as usual – providing a place for community to grow and people to thrive.

3. The Drop-in

The weekly Drop-in at Victoria Hall brings together organisations supporting people seeking sanctuary into one welcoming and accessible space. The Drop-in is facilitated by City of Sanctuary Sheffield staff and volunteers, who ensure visitors are greeted, listened to and signposted to the right organisation for their needs.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

4. System Change and Advocacy

This year we continued our work on systemic change to the asylum system. This work looks to influence local, regional and national policy, to improve the environment for people seeking sanctuary. As administrations prioritize hostility and division, our advocacy and system change team fight for long-term system change.

5. Sheffield Project for Refugee Integration and Growth (SPRING)

The Sheffield Project for Refugee Integration and Growth (SPRING) is a collaboration of six organisations helping refugees settle into the local community. It has been running since January 2018 and has worked with over 1000 new refugees in that time.

6. Volunteering

Volunteering is a core part of what we do. It facilitates a huge amount of work and is, in itself, hugely impactful. City of Sanctuary Sheffield couldn't exist without our large, inclusive team of highly competent and compassionate volunteers who are dedicated to our ambition to make Sheffield a city of safety and welcome for people seeking sanctuary.

7. Response to Trigger Events – Citywide Advocacy

Each year we both facilitate city-wide advocacy and use our network to respond to events that impact the community of people seeking sanctuary as they arise.

8. The Psychology Team

The Psychology team is a small team of qualified Clinical Psychologists and a Psychotherapist who work voluntarily within City of Sanctuary Sheffield.

9. The Expert by Experience Team

The Expert by Experience (EbE) Team is made up of 6 to 10 members who meet monthly. They are embedded in City of Sanctuary Sheffield, inform our work, and co-lead us in developing strategies, services and policies.

Public benefit statement

The Trustees of City of Sanctuary Sheffield (CoSS) take their responsibilities seriously and are confident that the organisation's activities meet the public guidance of the Charity Commission.

Achievements and Performance

Below is a summary of the main achievements of each area of City of Sanctuary Sheffield

1. The Sanctuary Redevelopment

Over the past year, The Sanctuary has undergone the most recent iteration of its community led development and has evolved into a vibrant, beautiful space which can better hold Sheffield's community of people seeking sanctuary.

This iteration started with deep research, rooted in the everyday experiences of people using the space and a process of deep consultation with sanctuary seekers, volunteers, staff and partner organisations. This feedback was then actioned by social architects to ensure that we've created a space that truly reflects and responds to the needs of the people who share it.

CITY OF SANCTUARY SHEFFIELD
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TRUSTEES' ANNUAL REPORT

Following a six-month closure for building works, The Sanctuary reopened in early 2025. Key improvements include:

- A more welcoming and accessible layout
- Kitchen renovation which better facilitates our weekly community meals and increases our capacity for other community groups to use this resource.
- Improved bathroom and prayer facilities
- Colourful and robust tiles, paint and furnishings that reflect the vibrancy and diversity of our community
- Improving the working environment upstairs for the community of organisations working alongside those seeking sanctuary and making our meeting rooms more confidential, comforting and safe for people seeking sanctuary

Now, as we enter the process of 'enacting' or living in the space, we are embedding new practices that reflect what we have learned and that resist falling patterns identified as unhelpful or damaging before the redesign. This ongoing work ensures we are more resilient in the face of ongoing change and the fluctuating outside world.

2. The Sanctuary

In December 2024, after six months of community redesign, The Sanctuary reopened its doors with a shared community meal cooked by Open Kitchen Social Club on Christmas Eve. Since then, it has once again become a vital space of activity, support, and care— now welcoming over 100 people seeking sanctuary on our busiest days. During those days at The Sanctuary we deliver ESOI classes, Job Clubs, Sewing Groups, Advice Access while also providing a space for the community to build and strengthen.

Over 60% of our volunteers have lived experience of seeking sanctuary. This peer-to-peer support makes The Sanctuary more trusted and welcoming for others navigating the asylum system and helps create a shared sense of place.

This year's journey shows that spaces of sanctuary - when nurtured through care and co-creation - are not just possible, they are essential. This beautiful space is part of the foundations for a more just and welcoming world.

3. The Multi Agency Drop-in

Over the past year, 1,790 people have accessed support at the Drop-In, making a total of 4,795 visits. Each week, between 90 and 130 people come through the doors, many navigating the complex, intersecting challenges of the asylum system, from legal processes and housing to healthcare and destitution. This year, the Drop-In has brought together 19 partner organisations, including the Red Cross, Citizens Advice Sheffield, and Abtisam Mohamed MP's office, to offer a comprehensive range of joined up, expert support in one place.

We've responded to changes in government policy, such as the introduction of the E-visa system and also partnered with Sexual Health Sheffield to provide STI screening.

We have improved our free clothes bank and the process by which we issue food vouchers. We've also expanded our interpreting team to a team of 20 volunteer interpreters who support the Drop-In, collectively speaking 8 different community languages.

CITY OF SANCTUARY SHEFFIELD
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FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

4. System Change and Advocacy

This year we have continued to work in two areas – advocacy and bringing about systemic change:

- Advocacy
We continued to visit the hotels where people seeking asylum are being housed; listening, supporting, and taking action.

Holding over 260 individual meetings with people seeking asylum in the hotels, we've supported people living through unsafe conditions and complex issues escalating urgent cases to the Home Office, Sheffield City Council, and MEARS (the accommodation provider). We have also challenged systemic failures at the highest levels, leading on regional and national collaboration across the sector. This year, we submitted a report to the Home Affairs Committee about the state of asylum accommodation in Sheffield. The report stands as a testament to the experiences of the community and has since been published by the Committee.

- Campaigning
Our campaigning is directly informed by our advocacy work and is currently focused on three key areas:
 - Lift the Ban: Give People Seeking Asylum the Right to Work
 - Free Bus Travel for People Seeking Asylum
 - Legal Advice and Representation

5. Sheffield Project for Refugee Integration and Growth (SPRING)

This year through SPRING we have:

- Supported 728 newly granted refugees to begin their journey with SPRING
- Provided longer term integration support to 316 existing clients
- Delivered 2,989 one on one support meetings
- Made 2,398 referrals to other organisations and services

This was done in a trauma-informed, person-centred way which is grounded in dignity and care. Our peer-led approach builds trust and ensures support is empathetic, culturally responsive and delivered in many languages.

Beyond direct support, SPRING has challenged systemic barriers newly granted refugees face. Through casework and storytelling, we continued to raise awareness of the injustices within the asylum and housing systems, while also advocating for long-term, citywide solutions. This year we saw a significant policy shift with the Home Office doubling the 'move on' period for newly granted refugees from 28 to 56 days.

6. Volunteering

Volunteers remain central to all of the work we do at City of Sanctuary Sheffield. this year we had over 100 active volunteers, working across nine core teams, over 60% of whom have lived experience of seeking sanctuary.

Since returning to The Sanctuary, we have prioritised volunteer support and development. Key developments include:

- Restarting regular volunteer wellbeing sessions
- Launching a monthly volunteer brunch, generously supported by a local Sheffield restaurant
- Offering tailored one-to-one check-ins to hear feedback, discuss wellbeing, and support personal goals and progress
- Building a program of training opportunities, both internal and external

CITY OF SANCTUARY SHEFFIELD
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FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

7. Response to Trigger Events – Citywide Advocacy

This year, two major trigger events shook our community: the sharp rise in detentions and threats of forced removals to Rwanda in March 2024, and the far-right riots targeting asylum accommodation and people of colour in August.

In both moments, City of Sanctuary Sheffield stepped into our role as a trusted and experienced convener, organiser, and advocate. We acted quickly, holding space for shared pain and anger, amplifying the voices of those most affected, and mobilising people across the city toward collective action.

8. The Psychology Team

The Psychology team have continued to support staff and volunteer wellbeing through:

- Staff wellbeing sessions and away days, designed to strengthen team resilience.
- The introduction of reflective practice, creating space for open dialogue, shared learning, and emotional processing
- Ongoing regular volunteer support sessions

As well as working within City of Sanctuary Sheffield, the Psychology team have delivered training on trauma-informed working and boundaries to partner organisations such as SAVTE and IMIX.

9. The Expert by Experience Team

Our EbE team is made up of between 6 and 8 people who have lived experience of seeking sanctuary and migration. Embedded within City of Sanctuary Sheffield, they co-lead in developing our strategies, services, and policies.

This year EbE team members have:

- Produced a report on the far-right riots of Summer 2024, sharing powerful lived experience insights on safety, belonging, and the response of sanctuary-supporting organisations.
- Shaped City of Sanctuary Sheffield's service delivery and policy through regular input and review.
- Participated in all recruitment processes, offering valuable feedback and insights.
- Actively engaged as members of the Hallam University of Sanctuary Steering Group including collaborating with Sheffield Hallam Staff Race Equity Network to mark International Migrants Day and delivering a lecture for Sheffield Hallam MA students titled 'A World Where Refugees Are Welcomed'.
- Served on School and Church of Sanctuary assessment panels, helping guide local communities to embed sanctuary values into their work.
- Supported the regional strategic Refugee Integration Forum.

Plans for Future Periods

Over the next year we plan to:

- Further develop staffing to meet the needs of the community of people seeking sanctuary
- Continue to effectively do all of our work while challenging the system within which we work
- Plan and facilitate staffing changes that enable us to deliver our work with more resilience
- Support staff to work in an impactful and sustainable way, ensuring they remain well and inspired.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

Financial Review

As in previous years our core activities have been supported by key funders, who have previously supported our work. The SPRING project continues, now funded by Sheffield City Council, and has confirmed funding to the end of December 2025.

Grant aid provided by Sheffield City Council continues to be important and facilitates the day to day running of City of Sanctuary Sheffield. In addition to this the local authority has also committed to further funding of the Multiagency Drop-In through the Asylum Dispersal Grant to the end of March 2027, testimony to the increased need and the increased number of new arrivals in the country.

We also continued to receive funding from AB Charitable Trust, which is unrestricted and helps with core costs. We are also supported by the Tudor Trust which provides funding for our System Change and Advocacy, Communication and Fundraising, and Expert by Experience work.

The ICB Sheffield place continues to support a key aspect of the Multiagency Drop-In and The Keystone Fund, facilitated by the Charities Aid Foundation, supported us with capacity building in the staff team. The Lloyds Bank foundation has funded a joint project, the Legal Advice Solidarity Project (LASP), to improve legal access with South Yorkshire Refugee Law and Justice and ASSIST.

A number of funders have supported the building work this year, including the National Lottery through their Awards for All programme, The Clothworkers Foundation, The JG Graves Charitable Trust, The Sheffield Church Burgess Trust and more.

As ever, we also benefitted from additional support from smaller trusts and foundations and statutory funding bodies. The continued support of individual donors with both one off and regular donations is also crucial to our financial stability.

Going concern

We continue to keep an eye on the long-term sustainability of our expenditure. We are aware of pressures on council budgets and the ever-changing international picture that will have implications for our finances going forwards. We are pleased that we ended the year with a surplus and we continue to improve our fundraising strategy to strengthen our financial position.

Internal Financial Controls

Bank signatories are approved by the Board of Trustees. All bank transfers require double signing or authorisation. Petty cash expenses are only paid up to £50 and need double signing.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
TRUSTEES' ANNUAL REPORT

Reserves policy

City of Sanctuary Sheffield (CoSS) is working towards long-term financial stability by reducing its dependence on restricted grant income, by increasing income from voluntary donations and service provision, and by keeping close control on budget expenditure, while building up a prudent level of free reserves.

The free reserves of CoSS are intended to help ensure the charity's long term financial stability, by mitigating income loss or unexpected expenditure. It comprises unrestricted funds less any designated funds. A reasonable target for the future in view of various perceived risks is considered to be 75% to 100% of annual income.

In the event of anticipated insolvency, or closure for other reasons, free reserves provide for a preparatory period before actual closure. The Finance and Premises trustee sub-group will keep the policy and the requirements for the free reserves under review and report to trustees annually, and whenever major financial changes occur.

The free reserves of the charity as of 31 March 2025 were £274,610 (2024 - £269,649).

The Annual Report was approved by the trustees on ...22/9/25... and signed on their behalf by



.....
Andrea Antoniou

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CITY OF SANCTUARY SHEFFIELD

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2025 which are set out on pages 10 to 19.

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 charity's accounts carried out under section 145 of the 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.

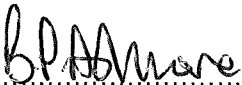
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



.....
Brendan Ashmore ACA
Tingle Ashmore Ltd
Chartered Accountants
Enterprise House
Broadfield Court
Sheffield
S8 0XF

Dated: 13/10/25

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies		46,846	16,309	63,155	67,466
Charitable activities	2	107,000	298,776	405,776	362,899
Other trading activities - Room hire		7,430	-	7,430	8,899
Interest receivable		6,582	-	6,582	-
TOTAL INCOME		<u>167,858</u>	<u>315,085</u>	<u>482,943</u>	<u>439,264</u>
Expenditure on:					
Raising funds		166	-	166	-
Charitable activities	3	125,809	298,776	424,585	358,227
TOTAL EXPENDITURE		<u>125,975</u>	<u>298,776</u>	<u>424,751</u>	<u>358,227</u>
Net income for the year		41,883	16,309	58,192	81,037
Reconciliation of funds:					
Total funds brought forward		269,649	65,383	335,032	253,995
Total funds carried forward		<u>£311,532</u>	<u>£81,692</u>	<u>£393,224</u>	<u>£335,032</u>

The Statement of Financial Activities includes all gains and losses recognised in the period.
All income and expenditure derive from continuing activities.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
BALANCE SHEET

	Notes	2025	2024
		£	£
Fixed assets			
Tangible assets	7	<u>36,922</u>	<u>-</u>
Current assets			
Debtors	8	70,032	35,232
Cash at bank and on hand		<u>467,902</u>	<u>397,680</u>
		537,934	432,912
Creditors - amounts falling due within one year	9	<u>(181,632)</u>	<u>(97,880)</u>
Net current assets		<u>356,302</u>	<u>335,032</u>
Net assets		<u>£393,224</u>	<u>£335,032</u>
Charity funds			
General funds	11	311,532	269,649
Restricted funds	11	<u>81,692</u>	<u>65,383</u>
Total funds	12	<u>£393,224</u>	<u>£335,032</u>

These financial statements were approved and authorised for issue by the Board on 22/9/25
and signed on their behalf by



.....
Thomas Davies

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

(a) General information and basis of preparation

City of Sanctuary Sheffield is a Charitable Incorporated Organisation registered in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard application in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Going concern

The financial statements have been prepared on the going concern basis as the trustees believe that there are no material uncertainties. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the approval of these financial statements and consider the going concern basis appropriate.

(c) Income

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount can be measured.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of the related expenditure, as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Donations and legacies are accounted for when they receivable.

Donated goods are included in the Statement of Financial Activities when receivable at their fair value.

(d) Resources expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies (continued)

(e) Fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £500 are not treated as fixed assets.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Improvements to landlord's property - straight line over the term of the lease

(f) Debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of activities.

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

- (g) Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the year, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme for its employees. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(i) Leases

Rentals payable and receivable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

(j) Funds

Funds held by the charity are either:-

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes, imposed by the donor or through the terms of an appeal.

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FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2025	2025	2025	2024
	£	£	£	£
2 Income from charitable activities				
Sheffield City Council, SPRING, VAS	-	95,600	95,600	166,039
Core Service Grant - Sheffield City Council	60,000	-	60,000	61,100
The AB Charitable Trust	26,000	-	26,000	22,000
Tudor Trust	-	44,000	44,000	42,000
Asylum Dispersal Grant - Sheffield City Council	-	50,000	50,000	50,000
The Emily Weircroft Charitable Trust	1,000	-	1,000	500
Garfield Weston Foundation	20,000	-	20,000	-
National Lottery Community Fund - Awards for All	-	19,458	19,458	-
Lloyds Bank Foundation	-	18,690	18,690	-
ICB Drop-in grant, NHS South Yorkshire	-	15,240	15,240	-
Clothworkers Foundation	-	7,400	7,400	-
J G Graves Charitable Trust	-	3,000	3,000	-
CAF Keystone Fund	-	33,023	33,023	-
Central LAC	-	2,365	2,365	-
M & H Laing Charitable Trust	-	5,000	5,000	-
Sheffield Church Burgess Trust	-	5,000	5,000	-
South Yorkshire Community Foundation	-	-	-	10,000
The Scurrah Wainwright Charity	-	-	-	4,000
The Screwfix Foundation	-	-	-	4,960
HARC	-	-	-	1,300
Freshgate Trust Foundation	-	-	-	1,000
	<u>£107,000</u>	<u>£298,776</u>	<u>£405,776</u>	<u>£362,899</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2025	2025	2025	2024
	£	£	£	£
3 Expenditure on charitable activities				
Wages and salaries	26,764	201,986	228,750	234,142
Staff expenses, training and recruitment	1,361	4,140	5,501	2,834
Staff wellbeing	1,215	-	1,215	3,034
Volunteer expenses	9,933	1,959	11,892	11,197
Volunteer training	1,209	57	1,266	1,457
Events	11	-	11	1,078
Food and hospitality	5,052	2,084	7,136	9,445
Rent, room hire and security	25,787	14,909	40,696	35,367
Telephone and internet	2,551	29	2,580	3,237
Postage, stationery and office	5,071	868	5,939	8,649
Insurance	902	-	902	895
Rates	5,845	1,473	7,318	6,632
Consumables	1,717	-	1,717	1,767
IT support and equipment	1,578	1,392	2,970	7,275
Accountancy and independent examination	2,000	-	2,000	1,655
Legal and professional fees	3,715	1,000	4,715	5,010
Interpreting and translation	-	2,190	2,190	1,346
Premises development	22,055	63,667	85,722	921
Legal Drop-in	-	-	-	2,100
Utilities	4,115	3,000	7,115	13,789
Other expenses	3,080	22	3,102	3,923
Depreciation	1,136	-	1,136	-
Bank charges	712	-	712	584
Governance	-	-	-	1,890
	<u>£125,809</u>	<u>£298,776</u>	<u>£424,585</u>	<u>£358,227</u>
			2025	2024
			£	£
4 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel				
Salaries			202,038	205,058
Employer's national insurance			10,203	9,700
Employer's pension contributions			16,509	16,619
Agency Staff			-	2,765
			<u>£228,750</u>	<u>£234,142</u>

No employees received total employee benefits in excess of £60,000 in either year.
The average number of staff employed was 11 (2024 - 12).

The key management personnel of the charity comprise the Trustees and the Director.
The total employee benefits of the key management were £41,517 (2024 - £41,936).

The trustees received no remuneration, benefits or expenses in the year except expenses paid in connection with their duties as volunteers (2024 - £nil).

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

5 Related party transactions

During the year, the charity purchased catering services from Open Kitchen at a cost of £6,730 (2024 - £7,007). One trustee helps to run this small, not-for-profit catering organisation which caters for the same clientele as our own. He does not participate in discussions or in the award of this contract. The balance outstanding by the charity at 31st March 2025 was £575 (2024 - £nil).

	2025	2024
	£	£
6 Independent examiner's fee and other payments		
Accountancy and independent examination - Voluntary Action Rotherham	-	(205)
Accountancy and independent examination - Tingle Ashmore Ltd	<u>2,000</u>	<u>1,860</u>

7 Tangible assets

	Improvements to landlord's property	
	£	
Cost		
Additions	<u>38,058</u>	
As at 31st March 2025	<u>38,058</u>	
Depreciation		
Charge for the year	<u>1,136</u>	
As at 31st March 2025	<u>1,136</u>	
Net book value		
As at 31st March 2025	<u>£36,922</u>	

	2025	2024
	£	£
8 Debtors		
Trade debtors	17,385	8,896
Grants receivable	36,146	1,000
Other debtors and prepayments	12,019	10,336
Accrued income	<u>4,482</u>	<u>15,000</u>
	<u>£70,032</u>	<u>£35,232</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

	2025	2024
	£	£
9 Creditors - amounts falling due within one year		
Trade creditors	12,658	12,780
Other taxation and social security	4,652	1,690
Accruals	3,128	9,016
Deferred income	161,194	74,394
	<u>£181,632</u>	<u>£97,880</u>
10 Deferred income		
Balance at 1st April 2024	74,394	-
Amount released to income	(74,394)	-
Amount deferred in the year	161,194	74,394
Balance at 31st March 2025	<u>£161,194</u>	<u>£74,394</u>

Deferred income relates to grants received in the year for expenditure which the donor has specified must take place in future years.

11 Analysis of charity funds	Balance at 1st April 2024	Movement in resources Incoming	Outgoing	Balance at 31st March 2025
	£	£	£	£
Unrestricted funds:				
General funds	<u>269,649</u>	<u>167,858</u>	<u>(125,975)</u>	<u>311,532</u>
Restricted funds:				
Sheffield City Council, SPRING, VAS	46,826	95,600	(98,287)	44,139
Tudor Trust	-	44,000	(44,000)	-
Asylum Dispersal Grant - Sheffield City Council	6,545	50,000	(54,291)	2,254
The Sanctuary – Redevelopment	5,960	56,532	(62,492)	-
ICB Drop-in grant, NHS South Yorkshire	-	15,240	(15,240)	-
Gina Clayton	3,485	-	(3,485)	-
Laptop Project	2,567	-	(2,567)	-
Lloyds Bank Foundation	-	18,690	(16,000)	2,690
CAF Keystone Fund	-	33,023	(2,414)	30,609
Basement development	-	1,000	-	1,000
Bus campaign	-	1,000	-	1,000
	<u>65,383</u>	<u>315,085</u>	<u>(298,776)</u>	<u>81,692</u>
Total funds	<u>£335,032</u>	<u>£482,943</u>	<u>£(424,751)</u>	<u>£393,224</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

11 Analysis of charity funds (continued)

Purpose of restricted funds:

Sheffield City Council, SPRING, VAS - To support the Sheffield Project for Refugee Integration and Growth Project across ourselves and six different partner organisations,

Tudor Trust - To support the costs of an Experts by Experience group and the System Change and Advocacy Coordinator and Communications and Fundraising Officer posts

Asylum Dispersal Grant - Sheffield City Council - To facilitate the running of the Multi Agency Drop-In and associated Core Costs.

The Sanctuary – Redevelopment – To facilitate our unique renovation of The Sanctuary, our welcoming space for people seeking sanctuary.

ICB Drop-in grant, NHS South Yorkshire - To run the refugee/asylum seeker drop-ins at Victoria Hall which provide the framework for people seeking sanctuary to access the support provided by Citizens Advice Sheffield.

Gina Clayton - To fund the work undertaken by the Expert by Experience team co-ordinator.

Laptop Project - To provide IT access for asylum seeking families and their dependants.

Lloyds Bank Foundation – To support our Legal Advice and Solidarity Project in collaboration with ASSIST and South Yorkshire Refugee Law and Justice

CAF Keystone Fund – To build resilience of City of Sanctuary Sheffield through increased staffing

Basement Development – To support the redevelopment of the basement to make it more beautiful and impactful

Bus Campaign – To support ongoing campaigning work to secure free bus passes for asylum seekers in South Yorkshire

Prior year comparison:

	Balance at 1st April 2023	Movement in resources		Balance at 31st March 2024
	£	£	£	£
Unrestricted funds:				
General funds	<u>162,013</u>	<u>171,265</u>	<u>(63,629)</u>	<u>269,649</u>
Restricted funds:				
Asylum and Migration Integration Fund, VAS	60,132	166,039	(179,345)	46,826
Tudor Trust	1,618	42,000	(43,618)	-
Asylum Dispersal Grant - Sheffield City Council	-	50,000	(43,455)	6,545
The Scurrah Wainwright Charity	-	4,000	(4,000)	-
The Screwfix Foundation	-	4,960	-	4,960
Freshgate Trust Foundation	-	1,000	-	1,000
Brelms Trust	4,914	-	(4,914)	-
Victoria Hall Methodist Church	1,054	-	(1,054)	-
ICB Drop-in grant, NHS South Yorkshire	6,900	-	(6,900)	-
Gina Clayton	10,747	-	(7,262)	3,485
Laptop Project	6,617	-	(4,050)	2,567
	<u>91,982</u>	<u>267,999</u>	<u>(294,598)</u>	<u>65,383</u>
Total funds	<u>£253,995</u>	<u>£435,857</u>	<u>£(420,573)</u>	<u>£335,032</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
NOTES TO THE FINANCIAL STATEMENTS

12 Analysis of net assets between funds
Total funds are invested as follows:

	General funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	36,922	-	36,922
Net current assets	274,610	81,692	356,302
Net assets	<u>£311,532</u>	<u>£81,692</u>	<u>£393,224</u>
Prior year comparison:			
Net current assets	269,649	65,383	335,032
Net assets	<u>£269,649</u>	<u>£65,383</u>	<u>£335,032</u>
		2025	2024
		£	£

13 Financial commitments
The charity had operating leases for buildings at the year end with total future minimum lease payments as follows:

Not later than 1 year		24,996	24,996
Later than 1 and not later than 5 years		99,984	33,328
Later than 5 years		10,415	-
		<u> </u>	<u> </u>

14 A detailed breakdown of the prior year statement of financial activities between unrestricted and restricted funds is as follows:

	Unrestricted funds	Restricted funds	Total funds
	2024	2024	2024
	£	£	£
Income from:			
Donations and legacies	67,466	-	67,466
Charitable activities	94,900	267,999	362,899
Other trading activities - Room hire	8,899	-	8,899
Total income	<u>171,265</u>	<u>267,999</u>	<u>439,264</u>
Expenditure on:			
Charitable activities	63,629	294,598	358,227
Total expenditure	<u>63,629</u>	<u>294,598</u>	<u>358,227</u>
Net movement in funds	<u>£107,636</u>	<u>£(26,599)</u>	<u>£81,037</u>

CITY OF SANCTUARY SHEFFIELD

England & Wales - Charity number 1172694

Accounts

CITY OF SANCTUARY SHEFFIELD
REGISTERED CHARITY NUMBER 1172694

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

TINGLE ASHMORE LTD
CHARTERED ACCOUNTANTS
SHEFFIELD

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

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CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
LEGAL AND ADMINISTRATIVE INFORMATION

Name and principal address	City of Sanctuary Sheffield 37-39 Chapel Walk, Sheffield, S1 2PD
Charity number	1172694
Trustees	Firas Jabir John Tomlinson Thomas Davies Andrea Antoniou Hasnain Khan Sallyann Turner - appointed May-23 Sophie Parker - appointed Jul-23 Pouya Ali - resigned Apr-24 Mariam Saud - resigned Dec-23 Magid Magid - resigned Nov-23 Nabil AISoufi - resigned Nov-23 Angela Argenzio - resigned Apr-23
Key members of staff	Thomas Martin - Director
Bankers	The Unity Trust Bank Plc Four Brindley Place, Birmingham, B1 2HB
Accountants and independent examiners	Tingle Ashmore Ltd Chartered Accountants Enterprise House, Broadfield Court, Sheffield, S8 0XF

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

The trustees of the charity present their annual report and the unaudited financial statements for the year 31st March 2024.

Structure, Governance and Management

City of Sanctuary Sheffield is a Charitable Incorporated Organisation, registered charity number 1172694 which was registered with the Charity Commission on 24 April 2017. Previously the organisation was an unincorporated association governed by a constitution adopted on 24 August 2011 and registered as a charity in March 2012. On 30 April 2017 the assets and liabilities were transferred to the Charitable Incorporated Organisation of the same name, by the same trustee group. The governing document was amended on 19 June 2019.

The officers and other trustees, who manage the affairs of the organisation, are appointed at ordinary meetings of the trustees, which are held at least 6 times a year. Trustees are subject to reappointment every three years.

Key changes within the organisation

This year we built up our System Change and Advocacy work alongside continuing to develop strong partnerships in the city.

A number of new staff were taken on to fill temporary roles.

We prepared to move out of our offices, The Sanctuary, to make way for transformative building work on the space.

Objectives and activities

Our Vision, and therefore our charitable objective, is for Sheffield to be a place of safety and welcome for people seeking sanctuary.

This year we have been able to deliver excellent services alongside people seeking sanctuary while also developing our capacity to bring about systemic change for this community.

The Sanctuary

The Sanctuary is a beacon of hope that challenges the environment people seeking sanctuary are forced to exist. Since re-opening its doors in October 2021, it has provided social space where hundreds of people seeking sanctuary in Sheffield feel safe and listened to.

The Drop-in

The weekly Drop-in at Victoria Hall brings together organisations supporting people seeking sanctuary into one welcoming and accessible space. The Drop-in is facilitated by City of Sanctuary Sheffield staff and volunteers, who ensure visitors are greeted, listened to and signposted to the right organisation for their needs.

System Change and Advocacy

This year saw the passing of the incredibly hostile, unjust, costly, and ineffective Illegal Migration Act and the Rwanda Act, marking significant rollbacks of refugee rights in the UK. Our mission to build a city that is safe and welcoming for all is not possible under the current asylum and refuge system. Therefore, we cannot work with people seeking sanctuary without striving to change the system they are forced to navigate.

As administrations prioritize hostility and division, our advocacy and system change team fight for long-term system change.

CITY OF SANCTUARY SHEFFIELD
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FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

Sheffield Project for Refugee Integration and Growth (SPRING)

The Sheffield Project for Refugee Integration and Growth (SPRING) is a collaboration of six organisations helping refugees settle into the local community. It has been running since January 2018 and has worked with over 1000 new refugees in that time.

Volunteering

Volunteering is a core part of what we do. It facilitates a huge amount of work and is, in itself, hugely impactful. City of Sanctuary Sheffield couldn't exist without our large, inclusive team of highly competent and compassionate volunteers who are dedicated to our ambition to make Sheffield a city of safety and welcome for people seeking sanctuary.

Citywide Work and Advocacy

This year we have continued our key leadership role in the city; facilitating a collective response to issues that arise in the city; chairing monthly meetings of over 40 service providers; advocating for the rights of people seeking sanctuary; raising up their voices and challenging the injustices of the asylum system on both an individual and systemic level.

The Psychology Team

The Psychology team is a small team of qualified Clinical Psychologists and a Psychotherapist who work voluntarily within City of Sanctuary Sheffield.

The Expert by Experience Team

The Expert by Experience (EbE) Team is made up of 8 members who meet monthly. They are embedded in City of Sanctuary Sheffield, inform our work, and co-lead us in developing strategies, services and policies.

Public benefit statement

The Trustees of City of Sanctuary Sheffield (CoSS) take their responsibilities seriously and are confident that the organisation's activities meet the public guidance of the Charity Commission.

Summary of the main achievements during the year

Below is a summary of the main achievements of each area of City of Sanctuary Sheffield.

The Sanctuary

Despite the challenges facing people seeking sanctuary, The Sanctuary continues to be a place where they feel safe and welcome—a place many describe as their home and a community they consider their family.

Every day, The Sanctuary welcomes over 90 people, with over 1700 new people visiting this year alone. Each has a unique story, a different journey to Sheffield, diverse cultures and religions, all united by a willingness to support, respect and learn from each other.

This year the number of activities taking place at The Sanctuary has grown, made possible by the incredible work of our volunteers and partner organisations. SAVTE continues to empower people through its English

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

The Multi Agency Drop-in

This year, the Drop-In has continued to be a valuable resource, bridging the gap between people seeking sanctuary and the complex support they need in Sheffield.

Every week, an average of 120 people (including up to 40 first-time visitors) are welcomed into the Multi-Agency Drop-in to access advice and support, from City of Sanctuary Sheffield or one of our 18 partner organisations in attendance. This year, we have increased that capacity with the addition of services such as the British Red Cross's Family Reunion Team, domestic abuse support services, Refugee Employability Programme, and more frequent visits from South Yorkshire Refugee Law and Justice. Additionally, we've expanded our volunteer team, who lead services such as the clothes bank, information desk, health and wellbeing desk, barbers, food bank team, and interpreting team

Our impact has extended beyond Sheffield, as we hosted visits from organisations in the process of setting up similar Drop-In services in other cities, including Bradford and Rotherham.

Through sharing our experiences and expertise, we are able to build capacity across the UK to support people seeking sanctuary.

System Change and Advocacy

This year's focus has been visiting the hotels that people seeking asylum are accommodated in and listening to their experiences.

Through collecting information about the issues they are facing, we have been able to escalate human rights violations (with the Home Office, Sheffield City Council and regional/ national stakeholders). As a result, we've prevented people being dispersed to the Bibi Stockholm barge, kept families united, improved living conditions in asylum accommodation and ensured unsuitable accommodation has been permanently closed.

Growing from our advocacy work, and from listening and understanding the issues facing people seeking sanctuary, we are currently focused on three key campaigns:

- Free Bus Travel for People Seeking Asylum
- Sheffield Legal Aid Solidarity Project
- Lift the Ban: Give People Seeking Asylum the Right to Work

Sheffield Project for Refugee Integration and Growth (SPRING)

In 2023/24, the SPRING team at City of Sanctuary Sheffield has:

Supported 701 newly granted refugees; Carried out almost 500 housing and homelessness Interventions; Supported 167 people to access essential items like furniture, children's clothing and food; Worked with/referred clients to more than 35 local and national organisations; Actively prevented homelessness by securing emergency accommodation for an average of 20 people each month and stopping the clock on multiple evictions from MEARS asylum housing.

Alongside this, we have challenged systemic injustices and are building cross-city, creative, sustainable solutions to the housing crisis that brings together a wide range of partners (Including local and national government, people seeking sanctuary, third sector organisations and housing providers.)

CITY OF SANCTUARY SHEFFIELD
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FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

Volunteering

Our volunteer team now has over 130 active volunteers over nine teams:

- The Sanctuary team
- The SPRING team
- The Crafting for Wellbeing group
- The Advocacy and Systems Change team
- The Clothes Bank team
- The Drop-In team
- The Psychology team
- The Interpreter team
- The Experts by Experience team

At least 76 members of our volunteer team have lived experience of migration to the UK, 54 of whom have lived experience of seeking sanctuary. There are an incredible 28 languages spoken across the team!

Citywide Work and Advocacy

This work has included:

Resisting Rwanda Removals - We coordinated a meeting to resist Rwanda removals in our communities under 24 hours after detentions began. In this meeting we both shared accurate information and helped coordinate a community response

Challenging Refugee Homelessness – We galvanised organisations and the public to respond to the increase in new refugees facing homelessness Through SPRING we brought together groups who are now exploring the use of voids, student accommodation and other ideas. We also held public meetings to raise awareness about the issue and offer solutions

Preparing for the General Election – Over the year we met with all Sheffield MPs to highlight key issues facing the community before the upcoming election including the lack of move on support and the ban on the right to work

Beyond this we sit on and chair many groups in the city raising the issues facing people seeking sanctuary and advocating alongside them.

The Psychology Team

This year the team have:

- Developed and delivered reflective support to help build confidence and resilience in CoSS's staff and volunteers
- Worked with partner organisations, such as ASSIST and SAVTE, to develop similar emotional reflective support, aligning with CoSS's mission to facilitate and encourage safe and welcoming spaces across the city
- Supervised an annual Clinical Psychology trainee placement supporting participants to work and learn at The Sanctuary
- Provided NHS staff and trainees with training about the realities of life for refugees and people seeking asylum in the UK, in partnership with people with lived experience
- Raised awareness and advocated for increased support for people seeking sanctuary's mental health needs
- Connected Clinical Psychologists and Psychotherapists, who want to offer their skills voluntarily to help people seeking sanctuary, with charities looking for well-being support
- Conducted a significant community consultation about the redesign of The Sanctuary. Interviewing individuals who use the space, including people seeking sanctuary, staff, volunteers and partner organisations, to ensure design interventions meet actual needs

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

The Expert by Experience Team

This year EbE team members have:

- Contributed to the development of CoSS's strategy, policies and services
- Supported in all recruitments that have taken place this year and provided feedback and recommendations about these experiences to be shared with external organisations
- Delivered a Co-Production workshop at City of Sanctuary UKs national conference
- Participated in events and conferences working to raise awareness of the experiences and challenges faced by people seeking sanctuary, including the EBE Reclaiming Lived Experience national conference
- Sat on the decision-making panel for the University of Sheffield's University of Sanctuary Award
- Remained active members of the Hallam University of Sanctuary Steering Group and the Refugee Integration Forum

Future plans

Over the next year we plan to:

- Redesign The Sanctuary based on deep community research conducted in early 2024
- Move out into the Quaker Meeting House in Sheffield to allow the redesign of The Sanctuary to take place
- Continue to effectively do all of our work while challenging the system within which we work
- Plan and facilitate staffing changes that enable us to deliver our work with more resilience
- Support staff to work in an impactful and sustainable ensuring they remain well and inspired.

Financial Review

As in previous years our core activities have been supported by key funders, who have previously supported our work. The SPRING funding from the European Union came to an end in December 2023, however Sheffield City Council and other partners have committed to funding the work initially until the end of December 2024 and beyond.

Grant Aid provided by Sheffield City Council continues to be important and facilitates our running of City of Sanctuary Sheffield. To this the local authority has also committed to further funding for at least two years through the Asylum Dispersal Grant, testimony to the increased need and the increased number of new arrivals in the country.

We have also continued to receive funding from the AB Charitable Trust which is unrestricted and helps with our core costs. We also continue to be supported by the Tudor Trust which provides funding for our System Change and Advocacy and Communication and Fundraising work.

As ever, we also benefitted from additional support from smaller trusts and foundations and statutory funding bodies. The continued support of individual donors with both one off and regular donations is also crucial to our financial stability.

Going concern

We continue to keep an eye on the long-term sustainability of our expenditure. We are aware of pressures on council budgets and the ever-changing international picture that will have implications for our finances going forwards. We are pleased that we ended the year with a healthy surplus and we continue to improve our fundraising strategy to strengthen our financial position.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
TRUSTEES' ANNUAL REPORT

Internal Financial Controls

Bank signatories are approved by the Board. All bank transfers require double signing or authorisation. Petty cash outgoings above £50 require two staff to check.

Reserves policy

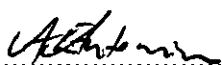
City of Sanctuary Sheffield (CoSS) is working towards long-term financial stability by reducing its dependence on restricted grant income, by increasing income from voluntary donations and service provision, and by keeping close control on budget expenditure, while building up a prudent level of free reserves.

The free reserves of CoSS are intended to help ensure the charity's long term financial stability, by mitigating income loss or unexpected expenditure. It comprises unrestricted funds less any designated funds. A reasonable target for the future in view of various perceived risks is considered to be 75% to 100% of annual income.

In the event of anticipated insolvency, or closure for other reasons, free reserves provide for a preparatory period before actual closure. The Finance and Premises trustee sub-group will keep the policy and the requirements for the free reserves under review and report to trustees annually, and whenever major financial changes occur.

The free reserves of the charity as of 31 March 2024 were £269,649 (2023 - £162,013).

The Annual Report was approved by the trustees on18/11/2024..... and signed on their behalf by


.....
Andrea Antoniou

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CITY OF SANCTUARY SHEFFIELD

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2024 which are set out on pages 9 to 17

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 charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

B.P. Ashmore

.....
Brendan Ashmore ACA
Tingle Ashmore Ltd
Chartered Accountants
Enterprise House
Broadfield Court
Sheffield
S8 0XF

Dated: 19/11/24

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies		67,466	-	67,466	69,409
Charitable activities	2	94,900	267,999	362,899	214,343
Other trading activities - Room hire		8,899	-	8,899	8,649
TOTAL INCOME		171,265	267,999	439,264	292,401
Expenditure on:					
Charitable activities	3	63,629	294,598	358,227	316,841
TOTAL EXPENDITURE		63,629	294,598	358,227	316,841
Net income/(expenditure) for the year		107,636	(26,599)	81,037	(24,440)
Reconciliation of funds:					
Total funds brought forward		162,013	91,982	253,995	278,435
Total funds carried forward		£269,649	£65,383	£335,032	£253,995

The Statement of Financial Activities includes all gains and losses recognised in the period.
All income and expenditure derive from continuing activities.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
BALANCE SHEET

	Notes	2024	2023
		£	£
Current assets			
Debtors	8	35,232	32,070
Cash at bank and on hand		397,680	248,654
		<u>432,912</u>	<u>280,724</u>
Creditors - amounts falling due within one year	9	(97,880)	(26,729)
Net current assets		<u>335,032</u>	<u>253,995</u>
Net assets		<u>£335,032</u>	<u>£253,995</u>
Charity funds			
General funds	11	269,649	162,013
Restricted funds	11	65,383	91,982
Total funds	12	<u>£335,032</u>	<u>£253,995</u>

These financial statements were approved and authorised for issue by the Board on 18/11/2024 and signed on their behalf by



 Thomas Davies

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

(a) General information and basis of preparation

City of Sanctuary Sheffield is a Charitable Incorporated Organisation registered in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard application in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Going concern

The financial statements have been prepared on the going concern basis as the trustees believe that there are no material uncertainties. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the approval of these financial statements and consider the going concern basis appropriate.

(c) Income

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount can be measured.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of the related expenditure, as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Donations and legacies are accounted for when they receivable.

Donated goods are included in the Statement of Financial Activities when receivable at their fair value.

(d) Resources expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies (continued)

(e) Fixed assets and depreciation

Individual items costing less than £500 are not treated as fixed assets.

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of fixed assets over their expected useful lives on a straight line basis.

(f) Debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of activities.

Debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

- (g) Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the year, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme for its employees. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(i) Leases

Rentals payable and receivable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

(j) Funds

Funds held by the charity are either:-

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes, imposed by the donor or through the terms of an appeal.

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
2 Charitable activities				
Asylum and Migration Integration Fund, VAS	-	166,039	166,039	127,417
Core Service Grant - Sheffield City Council	61,100	-	61,100	37,453
The AB Charitable Trust	22,000	-	22,000	20,000
Tudor Trust	-	42,000	42,000	17,606
Asylum Dispersal Grant - Sheffield City Council	-	50,000	50,000	-
South Yorkshire Community Foundation	10,000	-	10,000	-
The Scurrah Wainwright Charity	-	4,000	4,000	-
The Screwfix Foundation	-	4,960	4,960	-
HARC	1,300	-	1,300	-
Freshgate Trust Foundation	-	1,000	1,000	-
The Emily Weircroft Charitable Trust	500	-	500	-
Brelms Trust	-	-	-	4,967
ICB Drop-in Grant, NHS South Yorkshire	-	-	-	6,900
	<u>£94,900</u>	<u>£267,999</u>	<u>£362,899</u>	<u>£214,343</u>
3 Expenditure on charitable activities				
Wages and salaries	25,460	208,682	234,142	178,823
Staff expenses and training	876	1,958	2,834	3,882
Staff wellbeing	5	3,029	3,034	1,635
Volunteer expenses	369	10,828	11,197	8,660
Volunteer training	-	1,457	1,457	1,167
Events	1,078	-	1,078	-
Food and hospitality	640	8,805	9,445	6,845
Rent, room hire and security	646	34,721	35,367	30,446
Telephone and internet	671	2,566	3,237	3,603
Postage, stationery and office	4,677	3,972	8,649	2,905
Insurance	895	-	895	1,434
Rates	6,632	-	6,632	8,098
Consumables	1,767	-	1,767	1,372
IT support and equipment	2,155	5,120	7,275	4,198
Accountancy and independent examination	1,655	-	1,655	1,470
Legal and professional fees	3,120	1,890	5,010	37,953
Interpreting and translation	-	1,346	1,346	2,007
Premise development	299	-	299	6,460
Sanctuary conversion and building costs	622	-	622	3,505
Legal Drop-in	2,100	-	2,100	4,900
Utilities	5,552	8,237	13,789	6,443
Other expenses	3,826	97	3,923	871
Bank charges	584	-	584	164
Governance	-	1,890	1,890	-
	<u>£63,629</u>	<u>£294,598</u>	<u>£358,227</u>	<u>£316,841</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

	2024	2023
	£	£
4 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel		
Salaries	205,058	160,297
Employer's national insurance	9,700	6,384
Employer's pension contributions	16,619	12,142
Agency Staff	2,765	-
	<u>£234,142</u>	<u>£178,823</u>

No employees received total employee benefits in excess of £60,000 in either year.
The average number of staff employed was 12 (2023 - 10).

The key management personnel of the charity comprise the Trustees and the Director.
The total employee benefits of the key management were £41,936 (2023 - £39,354).

The trustees received no remuneration, benefits or expenses in the year except expenses paid in connection with their duties as volunteers (2023 - £nil).

- 5 Related party transactions
£7,007 (2023 - £3,720) was paid to Open Kitchen for catering services. One trustee helps to run this small, not-for-profit catering organisation which caters for the same clientele as our own. He does not participate in discussions or in the award of this contract.

- 6 Donated goods
During the year the charity received a number of laptops from The University of Sheffield. The fair value of £1,881 has been recognised in both income from donations and expenditure on IT support and equipment.

	2024	2023
	£	£
7 Independent examiner's fee and other payments		
Accountancy and independent examination - Voluntary Action Rotherham	(205)	1,095
Accountancy and independent examination - Tingle Ashmore Ltd	1,860	-
	<u>1,655</u>	<u>1,095</u>
8 Debtors		
Trade debtors	8,896	7,545
Grants receivable	1,000	-
Prepayments	10,336	6,053
Accrued income	15,000	18,472
	<u>£35,232</u>	<u>£32,070</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

	2024	2023
	£	£
9 Creditors - amounts falling due within one year		
Trade creditors	12,780	18,169
Other taxation and social security	1,690	3,236
Accruals	9,016	5,324
Deferred income	74,394	-
	<u>£97,880</u>	<u>£26,729</u>
10 Deferred income		
Balance at 1st April 2023	-	-
Amount deferred in the year	74,394	-
Balance at 31st March 2024	<u>£74,394</u>	<u>£-</u>

Deferred income relates to grants received in the year for expenditure which the donor has specified must take place in future years.

11 Analysis of charity funds	Balance at 1st April 2023	Movement in resources Incoming	Outgoing	Balance at 31st March 2024
	£	£	£	£
Unrestricted funds:				
General funds	<u>162,013</u>	<u>171,265</u>	<u>(63,629)</u>	<u>269,649</u>
Restricted funds:				
Asylum and Migration Integration Fund, VAS	60,132	166,039	(179,345)	46,826
Tudor Trust	1,618	42,000	(43,618)	-
Asylum Dispersal Grant - Sheffield City Council	-	50,000	(43,455)	6,545
The Scurrah Wainwright Charity	-	4,000	(4,000)	-
The Screwfix Foundation	-	4,960	-	4,960
Freshgate Trust Foundation	-	1,000	-	1,000
Brelms Trust	4,914	-	(4,914)	-
Victoria Hall Methodist Church	1,054	-	(1,054)	-
ICB Drop-in grant, NHS South Yorkshire	6,900	-	(6,900)	-
Gina Clayton	10,747	-	(7,262)	3,485
Laptop Project	6,617	-	(4,050)	2,567
	<u>91,982</u>	<u>267,999</u>	<u>(294,598)</u>	<u>65,383</u>
Total funds	<u>£253,995</u>	<u>£439,264</u>	<u>£(358,227)</u>	<u>£335,032</u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

Purpose of restricted funds:

Asylum and Migration Integration Fund, VAS - To support the Sheffield Project for Refugee Integration and Growth Project across ourselves and six different partner organisations,

Tudor Trust - To support the costs of an Experts by Experience group and the System Change and Advocacy Coordinator and Communications and Fundraising Officer posts

Asylum Dispersal Grant - Sheffield City Council - To facilitate the running of the Multi Agency Drop-In and associated Core Costs.

The Scurrah Wainwright Charity - To support the costs of the System Change and Advocacy Coordinator and Communications and Fundraising Officer posts

The Screwfix Foundation - To support the planned building work at The Sanctuary during the 2024-25 financial year.

Freshgate Trust Foundation - To support the planned building work at The Sanctuary during the 2024-25 financial year

Brelms Trust - To fund the redesign and ongoing upkeep of the Sanctuary.

Victoria Hall Methodist Church - To support the ongoing development of the Sanctuary.

ICB Drop-in grant, NHS South Yorkshire - To run the refugee/asylum seeker drop-ins at Victoria Hall which provide the framework for people seeking sanctuary to access the support provided by Citizens Advice Sheffield.

Gina Clayton - To fund the work undertaken by the Expert by Experience team co-ordinator.

Laptop Project - To provide IT access for asylum seeking families and their dependants.

Prior year comparison:

	Balance at 1st April 2022	Movement in resources		Balance at 31st March 2023
	£	Incoming	Outgoing	£
Unrestricted funds:				
General funds	168,849	121,211	(128,047)	162,013
Restricted funds:				
Sheffield City Council:				
Core service grant	30,676	-	(30,676)	-
Covid response fund	9,735	-	(9,735)	-
Tackling inequalities	5,500	-	(5,500)	-
Brelms Trust	7,355	4,967	(7,408)	4,914
South Yorkshire Community Foundation	4,862	-	(4,862)	-
Victoria Hall Methodist Church	1,054	-	-	1,054
Asylum and Migration Integration Fund, VAS	34,144	127,417	(101,429)	60,132
The Maud Ellis Charitable Trust	4,500	-	(4,500)	-
Covid Vaccination fund, NHS England	4,107	-	(4,107)	-
ICB Drop-in grant, NHS South Yorkshire	-	6,900	-	6,900
Gina Clayton	-	14,300	(3,553)	10,747
Todor Trust	-	17,606	(15,988)	1,618
Laptop Project	7,653	-	(1,036)	6,617
	<u>109,586</u>	<u>171,190</u>	<u>(188,794)</u>	<u>91,982</u>
Total funds	<u><u>£278,435</u></u>	<u><u>£342,455</u></u>	<u><u>£(252,423)</u></u>	<u><u>£253,995</u></u>

CITY OF SANCTUARY SHEFFIELD
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
NOTES TO THE FINANCIAL STATEMENTS

12 Analysis of net assets between funds

Total funds are invested as follows:

	General funds	Restricted funds	Total funds
	£	£	£
Net current assets	269,649	65,383	335,032
Net assets	<u>£269,649</u>	<u>£65,383</u>	<u>£335,032</u>
Prior year comparison:			
Net current assets	162,013	91,982	253,995
Net assets	<u>£162,013</u>	<u>£91,982</u>	<u>£253,995</u>
		2024	2023
		£	£

13 Financial commitments

The charity had operating leases for buildings at the year end with total future minimum lease payments as follows:

Amount falling due:

Within 1 year	24,996	24,996
Within 2 to 5 years	<u>33,328</u>	<u>58,324</u>

14 A detailed breakdown of the prior year statement of financial activities between unrestricted and restricted funds is as follows:

	Unrestricted funds	Restricted funds	Total funds
	2023	2023	2023
	£	£	£
Income from:			
Donations and legacies	55,109	14,300	69,409
Charitable activities	57,453	156,890	214,343
Other trading activities - Room hire	8,649	-	8,649
Total income	<u>121,211</u>	<u>171,190</u>	<u>292,401</u>
Expenditure on:			
Charitable activities	128,047	188,794	316,841
Total expenditure	<u>128,047</u>	<u>188,794</u>	<u>316,841</u>
Net movement in funds	<u>£(6,836)</u>	<u>£(17,604)</u>	<u>£(24,440)</u>

CITY OF SANCTUARY SHEFFIELD

England & Wales - Charity number 1172694

Accounts

**Annual Report and Financial statements
for the year ended 31 March 2023**



City of Sanctuary Sheffield

Creating a Culture of Welcome

Charity number: 1172694



The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk

**City of Sanctuary Sheffield
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**City of Sanctuary Sheffield
Legal and Administrative Information**

Charity number

1172694

Directors (Trustees)

Craig Barnett (Co-chair) - resigned 15 February 2023
Magid Magid (Co-chair)
Angela Argenzio - Treasurer - appointed 17 January 2022
Firas Jabar
John Tomlinson
Shaylla Shabbir - resigned 31 December 2022
Thomas Davies
Nabil ALSoufi
Marlam Saud
Andrea Antoniou
Hasnain Kahn
Pouya Ali - appointed 22 April 2022

List of key members of staff, job titles and any date of changes:

Thomas Martin - Director
Anna Altken - Welcoming Spaces Manager
Alexi Dimond – SPRING project Volunteer Coordinator
Blessan K Babu – SPRING Front of House Welcome and Support Worker
Andrew Jeffrey - Finance Officer and Information Co-ordinator
Michele Davison - Administrator
ibtissam Al Farah - Expert by Experience Team Co-ordinator,
Roberto Mendez - Cleaner
Thierno Macka Diallo - Drop In Front of House Support and Security,
Melinda Mo Martinez – System Change and Advocacy Coordinator – Start - 4th Jul 2022
Rabla Nasar – Refugee Support Worker – SPRING – Start – 9th Jan 2023
Annie Feetham – Communications and Fundraising Officer - Start – 6th Dec 2022

Registered office

37-39 Chapel Walk
Sheffield
S1 2PD

Bankers

The Unity Trust Bank PLC
Four Brindley place
Birmingham
B1 2HB

Independent examiner

Simon Brook FCCA
Voluntary Action Rotherham
The Spectrum
Coke Hill
Rotherham
S60 2HX

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Structure, governance and management

City of Sanctuary Sheffield is a Charitable Incorporated Organisation, registered charity number 1172694 which was registered with the Charity Commission on 24 April 2017. Previously the organisation was an unincorporated association governed by a constitution adopted on 24 August 2011 and registered as a charity in March 2012. On 30 April 2017 the assets and liabilities were transferred to the Charitable Incorporated Organisation of the same name, by the same trustee group. The governing document was amended on 19 June 2019.

The officers and other trustees, who manage the affairs of the organisation, are appointed at ordinary meetings of the trustees, which are held at least 6 times a year. Trustees are subject to reappointment every three years.

Key changes within the organisation

The main change in the 2022-23 financial year has been the recruitment of 4 additional members of staff following the increase of funding received from one key funder and the securing of funding from another large funder.

We conducted a organisation wide pay review to bring salaries in line with both standards in the sector and what we believed was fair pay for our staff members.

We responded to the invasion of Ukraine by expanding our offer and working closely with Sheffield City Council to ensure the rights of all people seeking sanctuary was upheld.

Objectives and Activities

The main activities, projects or services carried out by the charity, and how they meet its objective

Charitable objects

Our Vision, and therefore our charitable objective, is for Sheffield to be a place of safety and welcome for people seeking sanctuary.

We go about this in three ways. We:

- **Create safe, welcoming spaces for people seeking sanctuary.**

Safe and welcoming spaces challenge the unjust constraints placed on people seeking sanctuary. We facilitate and encourage safe and welcoming spaces across the city. We do this by starting at The Sanctuary and the Drop In and expanding outwards.

- **Work in solidarity with people seeking sanctuary to promote their safety and wellbeing.**

Safety and wellbeing are a right of everyone. We provide people seeking sanctuary with greater access to networks of support to exercise their agency and find safety. We do this through providing our own services and by facilitating the services of others.

- **Strengthen, develop and diversify the movement for the rights of people seeking sanctuary in Sheffield.**

Amplifying the voices of people seeking sanctuary and developing strong working partnerships across the movement are vital to our success. We facilitate the development of the movement across the city and support people seeking sanctuary to have their voices heard. We are a trusted and skilled organisation in the city and use our position to defend the rights of people seeking sanctuary.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Objectives and Activities continued

Public benefit statement

The Trustees of City of Sanctuary Sheffield (CoSS) take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission.

Over the 2022-23 financial year we have reestablished ourselves after the pandemic. We took the first steps to expanding our remit to focus more clearly on impacting the systems that people seeking sanctuary are forced to navigate. This new work is done alongside helping people navigate these systems as they stand and building safe and welcoming spaces in the city. Below is described the work we have conducted in the last year:

1. The Sanctuary

The Sanctuary continues to thrive as 'a unique place in the world'. Over 90 people per day visit The Sanctuary during its opening hours to attend English classes, take part in creative and social activities, use the IT, or simply relax with a cup of tea.

2. The Drop-In

The Drop-In brings together a huge range of organisations working alongside refugees and people seeking asylum every week. The space is facilitated by our volunteers who welcome over 100 people each week, direct them to the support they need, and offer additional support through our health and wellbeing desk, our foodbank desk, our clothes bank, and our hairdressers.

3. Communications and campaigning

This year we have begun to further strengthen this work – building capacity so that we can engage in long term and strategic work to change the system and better communicate our vision of hope and welcome across the city.

4. The Sheffield Project for Refugee Integration and Growth (SPRING)

SPRING is a collaboration of six organisations helping refugees settle into the local community. It supports new refugees to open a bank account and access housing, benefits, and healthcare. Once these urgent needs have been addressed, SPRING supports individuals with their longer-term integration and empowerment through education, employment, mental health support and more.

5. The Experts by Experience Team

The EbE team is a team of 9 people with lived experience of seeking sanctuary and migration to the UK. Led by Dr Ibtissam Al-Farah, the team is embedded in City of Sanctuary Sheffield to inform the organisation's work and co-lead in developing strategies, services, and policies. The team's aim is to increase the participation and agency of people with lived experience of seeking sanctuary in decision-making and leadership of the organisation, while also developing transferable skills and knowledge to enable them to take up leadership opportunities in the sector, or elsewhere.

6. The Sanctuary Redesign

This year we saw how people used and interacted with The Sanctuary after the extensive groundfloor redesign.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Objectives and activities continued

7. Volunteering

The volunteer team continues to go from strength to strength. This year we have been focusing on team building through volunteer socials and improving our offer for volunteers with lived experience of seeking sanctuary in Sheffield.

8. Organisational Wellbeing

Over the past three years, the CoSS team have worked hard to build resilience within the organisation, in the face of hostile and ever-changing policies and systems. This has taken the form of a "joyful resistance". Staff and volunteers have found that taking the time to work on our own wellbeing has been crucial in ensuring that we have the resilience, and capacity, to support others in a bounded and compassionate way.

Achievements and Performance

Below is a summary of the main achievements of each area of City of Sanctuary Sheffield:

1. The Sanctuary

This year we have seen existing partnerships go from strength to strength and welcomed new organisations into the space. SAVTE have expanded their offer of English classes to suit all levels. Open Kitchen now serve over 100 people at their community lunch and Side by Side have established a new women's drama and wellbeing group. We are particularly pleased that The Sanctuary is now open on a Friday for women-only activities including English conversation, drama, and LGBTQ+ support.

We have had 1200 to 1400 people visiting each month with between 150 and 250 new visitors each month.

2. The Drop In

This year we have 2510 visits to the Drop-In over 46 sessions. This involved 1162 individuals. At each session people were able to visit the following organisations:

ASSIST; Barber; Conversation Club (at the Sanctuary); Clothes Bank; Health & Wellbeing (COSS); CoSS Information Desk (Foodbank, Signposting); Paul Blomfield MP's office; Parker Rhodes Hickmott Solicitors; South Yorkshire Refugee Law and Justice; New Beginnings (Education, employment, volunteering); Shelter (Housing advice); Citizens Advice Sheffield; SPRING (refugee move-on support); Sexual Health Sheffield; SAVTE (Sheffield English Language Support)

Alongside this people attending were able to socialise and access a hot meal once a month. The Drop-In remains a crucial space for people seeking sanctuary in Sheffield and those working alongside them.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Achievements and Performance continued

3. Communications and Campaigning

This year our system change and advocacy coordinator has been focusing my work on developing strategic coalitions and partnerships with different organisations, faith and community groups to see how we can work together to create a fairer and dignified system for people seeking sanctuary in the UK.

Our Communications and Fundraising Officer has worked to develop and deliver communications that support the work of City of Sanctuary Sheffield, working to share our vision of safety and welcome across Sheffield. I will share communications that support our community and challenges the negative language and hostile narratives that exist in the mainstream media today.

4. The Sheffield Project for Refugee Integration and Growth (SPRING)

In 2022/2023, the SPRING team at City of Sanctuary Sheffield has:

- Supported more than 680 newly recognised refugees
- Played an integral role in welcoming 450 Ukrainian refugees to Sheffield
- Supported more people than ever before to access essential services like food banks, hardship funds and Baby Basics
- Given out more than 100 SIM cards to help lift people out of digital poverty
- Developed strong partnerships to minimise homeless cases. 'Stopped the clock' on multiple eviction cases and challenged many systemic injustices.
- Provided volunteering for many people with lived experience of seeking sanctuary. We have 15 regular volunteers, 7 of whom have lived experience of seeking sanctuary. In total the SPRING team can speak 9 different languages!

5. The Expert by Experience Team

This year BbE team members have:

- Contributed to the development of CoSS's strategy, policies and services
- Supported in all recruitments that have taken place
- Attended training and workshops to improve their skills and knowledge
- Participated in events and conferences to raise awareness of the experiences and challenges faced by people seeking sanctuary
- Sat on the decision-making panel for Sheffield College's College of Sanctuary award in April 2022
- Been invited to be on the decision-making panel for the University of Sanctuary award

6. The Sanctuary Redesign

Our vision for The Sanctuary is for it to be a place that is safe, welcoming, beautiful, and joyful. In the redesign we listened closely to the community we work alongside, gathering their user stories, and, a year in, we can see the impact that this redesign has had. Details of this can be found in our annual impact report.

7. Volunteering

Our volunteer team now has just shy of 100 active volunteers over eight teams:

The Sanctuary Team; The EbE Team; The Drop-In Team; The SPRING Team; The Open Kitchen

And nearly half of these volunteers have experience of seeking sanctuary, a significant increase

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Achievements and Performance continued

Highlights from the year include:

- the launch of the Drop-In and The Sanctuary Interpreter team
- the progression of one of our volunteers with lived experience of seeking sanctuary into paid employment as the SPRING Project support worker
- supporting volunteers with lived experience to gain skills, knowledge and improve agency through regular internal and external training
- a visit to the Town Hall to meet the Lord Mayor and an exquisite volunteer trip to Bridlington
- Many social events including a pizza and table tennis night, a film night, a bring-and-share lunch, and Christmas meal for over 60 people at Kurdistan Restaurant

Volunteers are the bedrock of much of our work and their skill and dedication hugely amplifies what we are able to do together.

8. Organisational Wellbeing

This work has included:

- Staff wellbeing sessions
- A focus on well-being and connection within team away days
- Re-grouping as a team – regularly re-visiting our vision, and collaboratively setting our organisational goals
- Group supervision sessions for volunteers, facilitated by psychologists
- Access to external counselling
- The presence of trained and trainee psychologists within the team - attending team meetings and events, and volunteering at the Sanctuary one day a week
- Psychology consultation during the redesign to make the Sanctuary a "trauma-informed" space
- Training for both staff and volunteers around boundaries, mental health, and trauma-informed practice

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Plans for Future Periods

Over the next year we have the following organisational goals:

Goal 1 - Listening

Build in regular and thoughtful feedback to our key 'services' (SPRING, The Sanctuary, The Drop-In) to ensure the highest quality delivery done in solidarity with those seeking sanctuary.

Goal 2 - Advocacy and System Change

Identify and pursue key advocacy goals (inc lifting the ban and challenging housing standards) centering the voices of people with lived experience in the formation and pursuit of those goals.

Goal 3 - Communications

Build our external communication so that it effectively supports our work and establish strategic relationships within the local media which will amplify our impact.

Goal 4 - Partnerships

Cultivate effective relationships with existing and new partners, who are allies in our strategic mission, ranging from a local to a national scale.

Goal 5 - Volunteering

Develop volunteer communication and increase volunteer training to help establish and strengthen existing and new teams that maintain/improve the representation of people with lived experience of seeking sanctuary.

Goal 6 - Staffing

Consolidate staffing in all areas of City of Sanctuary Sheffield so that, in working towards our vision, staffing levels reflect the work we have committed to, and staff are well equipped and well looked after as they do this work.

Goal 7 - Fundraising

Improve the individual donor journey, and secure sufficient statutory funding that supports City of Sanctuary Sheffield's core functions; SPRING; and core partner organisations to further establish their work.

Financial review

Most of our core activities for April 2022 to March 2023 have been supported by the key funders who have supported our work previously. The funding received through the SPRING project has continued to be instrumental in providing stability for the organisation. This has been further increased to support an increase in numbers of people arriving. Grant Aid provided from Sheffield City Council continues to be important and facilitates our running of City of Sanctuary Sheffield. We also now receive multiyear funding from the AB Charitable Trust which is unrestricted and makes a big difference to our bottom line. We have also been successful in an application to the Tudor Trust which provides the key funding for our System Change and Advocacy, Communications, and Fundraising work. This funding began in earnest in January of 2022.

Again, as in 2021-22, we have benefitted from the additional support both from smaller trusts and foundations and statutory funding bodies. We also benefitted from an upsurge in individual donations as a consequence of both the invasion of Ukraine by Russia and improved communications and outreach.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2023**

Going concern

We continue to keep an eye on the long-term sustainability of our expenditure. We are aware of pressures on council budgets and the imminent end to funding from the AMIF fund, both of which will have implications for our finances going forwards. We are also working in an increasingly difficult policy environment with the passing of the Illegal Migration Act and expect this to impact the work we need to deliver and the overall expenditure of the organisation.

A one-off legal expense meant that our expenditure was greater than our income in the 2022-23 financial year. Without this expenditure we would have ended the year with a slight surplus.

Internal Financial Controls

Bank signatories are approved by the board. All bank transfers require double signing or authorisation. Petty cash outgoings above £50 require two staff to check.

Reserves Policy

City of Sanctuary Sheffield (CoSS) is working towards long-term financial stability by reducing its dependence on restricted grant income, by increasing income from voluntary donation and service provision, and by keeping close control on budget expenditure, while building up a prudent level of free reserves.

The free reserves of CoSS is intended to help ensure the charity's long term financial stability, by mitigating income loss or unexpected expenditure. It comprises unrestricted funds less any designated funds. A reasonable target for the future in view of various perceived risks is considered to be 75% to 100% of annual turnover.

In the event of anticipated insolvency, or closure for other reasons, free reserves provides for a preparatory period before actual closure. The Finance and Premises trustee sub-group will keep the policy and the requirements for the free reserves under review and report to trustees annually, and whenever major financial changes occur.

The free reserves of the charity as of 31 March 2023 were £162,013 (2022: £168,849).

Approved by the board of trustees:

Signed: _____

Name and position: Pouya Ali (trustee) Date: 20/11/2023

**Independent examiner's report to the trustees of
City of Sanctuary Sheffield ("the Charity")**

I report to the charity trustees on my examination of the accounts of City of Sanctuary Sheffield ("the Charity") for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of City of Sanctuary 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the application Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Date:

27 Nov '23

Simon Brook FCCA
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum, Coke Hill
Rotherham
S60 2HX

**City of Sanctuary Sheffield
Statement of Financial Activities
for the year ended 31 March 2023**

		Unrestricted Funds £	Restricted Funds £	2023 Total £	Unrestricted Funds £	Restricted Funds £	2022 Total £
Income from:							
Donations and Legacies	2a	55,109	14,300	69,409	58,092	-	58,092
Income from charitable activities	2b	57,453	156,890	214,343	65,814	161,970	227,784
Services provided: Room hire		8,649	-	8,649	5,857	-	5,857
Other charitable income		-	-	-	11,787	-	11,787
TOTAL INCOME		121,211	171,190	292,401	141,550	161,970	303,520
Expenditure on:							
Charitable Activities	3	128,047	188,794	316,841	128,210	109,978	238,188
TOTAL EXPENDITURE		128,047	188,794	316,841	128,210	109,978	238,188
Net income/expenditure		(6,836)	(17,604)	(24,440)	13,340	51,992	65,332
Transfers between funds		-	-	-	-	-	-
Net movement in funds		(6,836)	(17,604)	(24,440)	13,340	51,992	65,332
Total funds brought forward		168,849	109,586	278,435	155,509	57,594	213,103
Total funds carried forward		162,013	91,982	253,995	168,849	109,586	278,435

This Statement of Financial Activities includes all gains and losses recognised in the year.

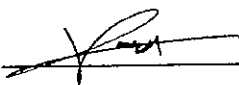
All the activities of the charity are classed as continuing.

**City of Sanctuary Sheffield
Balance Sheet
as at 31 March 2023**

	Notes	2023 £	2022 £
Current Assets			
Debtors	6	32,070	27,306
Cash at bank and In hand		<u>248,654</u>	<u>264,600</u>
		280,724	291,906
Creditors - amounts due within one year	7	(26,729)	(13,471)
Net current assets		<u>253,995</u>	<u>278,435</u>
Net assets		<u>253,995</u>	<u>278,435</u>
Represented by:			
General funds		162,013	168,849
Restricted funds	8	91,982	109,586
Total funds		<u>253,995</u>	<u>278,435</u>

Approved by the board of trustees on:

Signed on their behalf by:

Signed:  _____

Date: 20, 11, 2023

Name: Pouya Ali trustee

Position:

**City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023**

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going Concern note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Incoming Resources

All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income, when any performance conditions attached are met, when it is probable that the income will be received and when the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Grant income is deferred if the period the monies relate to is specified or indicated by the funder.

Donations and legacies are accounted for when they are receivable.

Resources Expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of tangible fixed assets over their expected useful lives on a straight line basis.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and all deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Funds

Incoming resources that may be applied for the charity's general purposes are treated as unrestricted incoming resources and are credited to the unrestricted funds. Where a donation or grant is required to be used for a specific purpose, the amount concerned is treated as restricted income and is credited to the appropriate restricted fund.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Pensions

The organisation has a defined contribution pension scheme for all employees. Pension costs charged to the Statement of Financial Activities represent the contributions payable by the charity in the year.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2a Donations and Legacies				
Donations & fundraising	55,109	14,300	69,409	58,092
	<u>55,109</u>	<u>14,300</u>	<u>69,409</u>	<u>58,092</u>

Prior year income (2022) received from donations and legacies was all unrestricted

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2b Income from Grants and Donations				
Big Lottery Fund/ Chillypap - RUBIC	-	-	-	3,180
Core service grant, Sheffield City Council	37,453	-	37,453	52,303
Device loan grant, Sheffield City Council	-	-	-	6,000
Covid response fund, Sheffield City Council	-	-	-	4,950
Covid recovery fund, Sheffield City Council	-	-	-	44,814
Tackling Inequalities, Sheffield City Council	-	-	-	5,500
The AB Charitable Trust	20,000	-	20,000	15,000
Brelms Trust	-	4,967	4,967	4,870
South Yorkshire Community Foundation	-	-	-	4,862
Asylum and Migration Integration Fund, VAS	-	127,417	127,417	71,805
Maud Ellis Charitable Trust	-	-	-	4,500
COVID vaccination fund, NHS England	-	-	-	10,000
ICB Drop-In Grant, NHS South Yorkshire	-	6,900	6,900	-
Tudor Trust	-	17,606	17,606	-
	<u>57,453</u>	<u>156,890</u>	<u>214,343</u>	<u>227,784</u>

Income received from charitable activities is £214,343 (2022: £227,784) of which £57,453 (2022: £65,814) was attributable to unrestricted funds and £156,890 (2022: £161,970) was attributable to restricted funds.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023

3 EXPENDED RESOURCES	Unrestricted	Restricted	2023	2022
	Funds	Funds	Total	Total
	£	£	£	£
Charitable activities				
Wages and Salaries	4 61,173	117,650	178,823	134,510
Staff expenses & training	91	3,791	3,882	3,301
Staff Wellbeing	-	1,635	1,635	1,439
Volunteer expenses	550	8,110	8,660	2,860
Volunteer training	-	1,167	1,167	475
Food and hospitality	6,723	122	6,845	1,655
Rent and room hire and security	12,097	18,349	30,446	34,833
Telephone and internet	352	3,251	3,603	3,201
Postage stationery and office	1,175	1,730	2,905	632
Insurance	-	1,434	1,434	1,017
Business rates	7,588	510	8,098	7,378
Consumables	639	733	1,372	757
Homeschool project costs	-	-	-	568
IT support and equipment	-	4,198	4,198	3,247
Accountancy fee	1,470	-	1,470	1,095
Legal and professional fees	23,236	14,717	37,953	12,861
Interpreting and translation	-	2,007	2,007	10,767
Premise development	1,960	4,500	6,460	6,326
Sanctuary conversion and building costs	1,028	2,477	3,505	5,273
Legal Drop-in	4,900	-	4,900	-
Utilities	4,872	1,571	6,443	4,823
Other expenses	29	842	871	770
Bank charges	164	-	164	400
	<u>128,047</u>	<u>188,794</u>	<u>316,841</u>	<u>238,188</u>

Expenditure on charitable activities was £316,841 (2022: £238,188) of which £128,047 (2022: £128,210) was attributable to unrestricted funds and £188,794 (2022: £109,978) was attributable to restricted funds.

4 Staff Costs	2023	2022
	Total	Total
	£	£
Salaries	160,297	121,099
Employers National Insurance	11,384	8,328
Employers allowance	(5,000)	(4,000)
Pension costs	12,142	9,083
Redundancy costs	-	-
	<u>178,823</u>	<u>134,510</u>

No employee received emoluments of more than £60,000. The average number of employees during the period was 10 (2022: 7).

**City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023**

5 Trustees remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period except expenses paid in connection with their duties as volunteers (2022: £nil).

	2023	2022
	£	£
6 Debtors		
Trade debtors	7,544	2,420
Prepayments	6,053	8,337
Accrued Income	18,472	16,549
	<u>32,069</u>	<u>27,306</u>
	2023	2022
	£	£
7 Creditors		
Accruals	8,560	2,807
Trade creditors	18,170	10,664
	<u>26,730</u>	<u>13,471</u>

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023

8 Movement in funds

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
Restricted funds					
Core service grant, Sheffield City Council	30,676		30,676	-	-
Covid response fund, Sheffield City Council	9,735		9,735	-	-
Tackling Inequalities, Sheffield City Council	5,500		5,500	-	-
Brelms Trust	7,355	4,967	7,408	-	4,914
South Yorkshire Community Foundation	4,862		4,862	-	-
Victoria Hall Methodist Church	1,054			-	1,054
Asylum and Migration Integration Fund, VAS	34,144	127,417	101,429	-	60,132
The Maud Eills Charitable Trust	4,500		4,500	-	-
COVID vaccination fund, NHS England	4,107		4,107	-	-
ICB Drop-In Grant, NHS South Yorkshire		6,900		-	6,900
Gina Clayton		14,300	3,553	-	10,747
Tudor Trust		17,606	15,988	-	1,618
Laptop project	7,653		1,036	-	6,617
	<u>109,586</u>	<u>171,190</u>	<u>188,794</u>	<u>-</u>	<u>91,982</u>

Covid Resonse Fund, Sheffield City Council

This fund was to support us to restart face-to-face work at The Sanctuary, including the Sheffield Project for Refugee Integration and Growth (SPRING), and the Drop-In and adding additional health support to the Drop-In.

Tackling Inequalities Fund, Sheffield City Council

The Tackling Inequalities Fund was used for staff salaries to facilitate the running of The Sanctuary

Brelms Trust

The Brelms Trust Funding was used for both the redesign and the ongoing upkeep of The Sanctuary

South Yorkshire Community Foundation

Funding from the South Yorkshire Community Foundation supported our Centre Manager to reopen The Sanctuary and Drop-In safely and effectively.

Victoria Hall Methodist Church

This fund is to support the ongoing development of The Sanctuary.

Asylum and Migration Integration Fund (AMIF), Voluntary Action Sheffield

The Asylum and Migration Integration Fund supports the Sheffield Project for Refugee Integration and Growth project across ourselves and six different partner organisations

The Maud Eills Charitable Trust

The Edith M Eills grant allowed us to work alongside experts in the field of social architecture to take a critical look at 'contingency' accommodation in and around Sheffield

NHS England: Covid Vaccination Grant

The Covid Vaccination Grant was used to raise awareness of the covid booster vaccine and flu vaccine, particularly for those people who are hesitant or where barriers exist

NHS South Yorkshire ICB Drop-In Grant

The South Yorkshire ICB Drop-In Grant was used to run the 3 hour Refugee/Asylum Seeker Drop-In at Victoria Hall, providing the framework for people seeking sanctuary to access the support provided by Citizens Advice Sheffield (funded via a separate grant).

Gina Clayton

The Gina Clayton Legacy Fund was used to fund the work that will be undertaken by Ibtissam Al Farah in her role as Expert by Experience Team Coordinator

Tudor Trust

Funding from the Tudor Trust supports the costs of an Experts by Experience group and two new posts (a Campaigning and Advocacy worker and a Communications and Fundraising Worker).

Laptop fund

The Laptop Fund was used to provide IT access for asylum seeking families and their dependents

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2023

9 Net assets by fund

2023	Unrestricted Funds	Restricted Funds	Total 2023
Current assets	187,401	93,323	280,724
Current liabilities	(25,388)	(1,341)	(26,729)
	<u>162,013</u>	<u>91,982</u>	<u>253,995</u>

2022	Unrestricted Funds	Restricted Funds	Total 2022
Current assets	181,290	110,616	291,906
Current liabilities	(12,441)	(1,030)	(13,471)
	<u>168,849</u>	<u>109,586</u>	<u>278,435</u>

10 Financial commitments

At the year end, the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases on building which expire:	2023	2022
	£	£
Within one year	24,996	24,996
Within two to five years	58,324	10,415
	<u>83,320</u>	<u>35,411</u>

11 Related party transactions

£3,720 (2022: £690) was paid to Open Kitchen for catering services. One trustee helps to run this small non-for-profit catering organisation which caters for the same clientele as our own. He does not participate in discussions or in the award of this contract.

12 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £1,095 (2022: £1,095).

CITY OF SANCTUARY SHEFFIELD

England & Wales - Charity number 1172694

Accounts

**Annual Report and Financial statements
for the year ended 31 March 2022**



City of Sanctuary Sheffield

Creating a Culture of Welcome

Charity number: 1172694



The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk

**City of Sanctuary Sheffield
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**City of Sanctuary Sheffield
Legal and Administrative Information**

Charity number 1172694

Directors (Trustees)

Craig Barnett (Co-chair)
Magid Magid (Co-chair)
Ketina Shamu -Treasurer - resigned 15 December 2021
Angela Argenzio - Treasurer - appointed 17 January 2021
Firas Jabar
Robin Jolyon Miskin - resigned 21 March 2022
Anne Hollows - resigned 15 December 2021
John Tomlinson
Shaylla Shabbir
Thomas Davies
Nabil AlSoufi
Mariam Saud
Andrea Antoniou
Hasnain Kahn
Pouya Ali - appointed 22 April 2022

List of key members of staff, job titles and any date of changes:

Thomas Martin - Director
Jan Thompson - Centre Manager, end date 31 August 2021
Anna Aitken - Welcoming Spaces Manager, start date 20 September 2021
Andrew Jeffrey - Finance Officer and Information Co-ordinator
Michelle Davison - Administrator
Alexi Dimond – SPRING project Volunteer Coordinator
Blessan K Babu – SPRING Front of House Welcome and Support Worker
Ibtissam Al Farah - Expert by Experience Team Co-ordinator,
start date 1 October 2021
Roberto Mendez - Cleaner, start date 1 October 2021
Thierno Macka Diallo - Drop in Front of House Support and Security,
start date 1 October 2021

Registered office 37-39 Chapel Walk
Sheffield
S1 2PD

Bankers The Unity Trust Bank PLC
Four Brindley place
Birmingham
B1 2HB

Independent examiner F Hazlehurst employee of
Voluntary Action Rotherham
The Spectrum
Coke Hill
Rotherham
S60 2HX

**City of Sanctuary Sheffield
Trustees` annual report continued
for the year ended 31 March 2022**

Key changes within the organisation

We began the 2021 financial year still in pandemic response mode and ended the year with our work being fully face-to-face. This involved a slow winding down of pandemic response work and a slow build-up of face-to-face work running in parallel.

A number of new staff were hired either to take on new roles or to fill existing posts.

We completely redesigned The Sanctuary, our welcome centre for people seeking sanctuary.

Methods used to recruit and appoint new charity trustees

Advertised through Voluntary Action Sheffield

Applications by email, followed by interview with co-chairs and 3-month probation period.

Objectives and Activities

The last year we have continued to adapt to the new post pandemic reality while also bringing back face to face work where we can. Below is described the work we have conducted in the last year

1. The Sanctuary Redesign

Between January and September 2021, we conducted an innovative and thoughtful redesign of the entire ground floor of The Sanctuary using emergent processes from the field of social architecture.

2. Sheffield Project for Refugee Integration and Growth (SPRING)

The Sheffield Project for Refugee Integration and Growth (SPRING) is a collaboration of six organisations helping refugees settle into the local community. It has been running since January 2018 and has worked with over 1000 new refugees in that time.

3. The Sanctuary

The Sanctuary is a beacon of hope that challenges the environment people seeking sanctuary are forced to exist. Since re-opening its doors in October 2021, it has provided social space where hundreds of people seeking sanctuary in Sheffield feel safe and listened to.

4. The Drop-in

The weekly Drop-in at Victoria Hall brings together organisations supporting people seeking sanctuary into one welcoming and accessible space. The Drop-in is facilitated by City of Sanctuary Sheffield staff and volunteers, who ensure visitors are greeted, listened to and signposted to the right organisation for their needs.

City of Sanctuary Sheffield
Trustees` annual report continued
for the year ended 31 March 2022

Objectives and Activities continued

5. Volunteering

CoSS' amazing volunteer team has had a challenging and successful year. During the pandemic volunteers remained engaged, supporting people seeking sanctuary remotely before returning to The Sanctuary and Drop-In from July 2021 when we first reopened. We have restored dedicated teams of volunteers working on the SPRING Project, The Drop-In, The Sanctuary, and back-office activities. This year we held our first volunteer team review and also launched our Experts by Experience Team, drawn from volunteers with lived experience of seeking sanctuary.

6. Citywide Work and Advocacy

This year we have continued our key leadership role in the city; chairing fortnightly meetings of over 40 service providers; advocating for the rights of people seeking sanctuary; raising up their voices and challenging the injustices of the asylum system on both an individual and systemic level.

7. Connections and Outreach Teams

The Connections Team was established during the summer of 2020 in order to promote mental wellbeing among isolated sanctuary seekers in the city.

8. The Expert by Experience Team

The Expert by Experience (EbE) Team is a new and exciting part of our work aimed at increasing the participation of people with lived experience of seeking sanctuary in decision making and leadership of the organisation. It was established by Ibtissam Al Farah and Alexi Dimond, working with the director and trustees, and with the help of a 4-month incubation hub facilitated by Refugee Action. The team is now up and running and is made up of 8 members who meet fortnightly. They are embedded in City of Sanctuary Sheffield, inform our work, and co-lead us in developing strategies, services and policies.

Achievements and Performance

A summary of the main achievements of the charity for the period, including the difference the charity's work has made to the circumstances of its beneficiaries and, where relevant, any wider benefits to society as a whole

Below is a summary of the main achievements of each area of The Virtual Sanctuary

1. The Sanctuary Redesign

The whole process was a truly collaborative venture. We worked alongside architects Louis Pohl and Studio White Haus with additional support and expertise from both Universities, trauma-informed working experts, and people with lived experience of seeking sanctuary. The iterative nature of the process means that this work continues as the community uses and responds to the new space.

City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2022

Achievements and Performance continued

2. Sheffield Project for Refugee Integration and Growth (SPRING)

In our work for SPRING, City of Sanctuary Sheffield has: supported over 1500 new refugees since January 2019:

- supported 441 individuals since April 2021
- conducted over 50 hrs of interpreted advocacy phone calls in 30 in different languages
- written to MPs on many occasions to challenge decisions and stand up for refugee rights
- prevented multiple homelessness cases
- made multiple referrals to food banks, Baby Basics and the Red Cross hardship funds
- become a key part of support for Ukrainian refugees arriving in Sheffield

3. The Sanctuary

The Sanctuary is now open four days a week with a range of social and English-based activities including Conversation Club, a crafting group, a popular community meal cooked by Sanctuary volunteers, job clubs, and computer classes.

We work with partners across the city to offer engaging, inclusive and accessible activities. These include SAVTE, Open Kitchen, Side by Side Theatre, Sheffield University, New Beginnings, Chilypep and Hope School of English. The space also hosts many community groups including migrant LGBTQI+ advocacy groups and a youth group for young unaccompanied asylum seekers among others.

4. The Drop-in

The Drop-in welcomes on average 50 people per session and provides an essential opportunity for people with complex needs to receive in-person support from expert organisations. By bringing partners together in the same space, it also allows organisations to share information and collaborate to better meet the needs of people seeking sanctuary.

5. Volunteering

2021-22 has been another strong year for volunteer recruitment with 62 volunteers (and 7 student placements) successfully inducted over 10 sessions. We currently have around 75 volunteers; 25% have lived experience of seeking sanctuary, while 45% have migrated to the UK. Over the course of the year CoSS held more than 20 volunteer training sessions, delivered internally and by partner organisations which were attended by 132 people including staff.

6. City-Wide Work and Advocacy

This year we have:

- Galvanized city-wide support for all refugees during both the fall of Afghanistan and the war in Ukraine.
- Successfully lobbied for SCC to make a public stance against the Nationality and Borders Bill
- Supported many local and national campaigns for justice including Lift the Ban, Justice for Simba, and numerous ongoing challenges to the Nationality and Borders Bill.

City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2022

Achievements and Performance continued

- Worked tirelessly to help partner organisations and large institutions better understand the needs of people seeking sanctuary and escalated priority issues neglected by key institutions.

7. Connections and Outreach Teams

From January to July 2021 approximately 356 calls were made by the Connections team to sanctuary seekers. As services re-opened post-lockdowns the Connections Team transitioned to the "Outreach Team", which began in September 2021. The Outreach Team called 28 people over three months until late November 2021.

8. The Expert by Experience Team

This year the team has:

- Led on the adjustment of a number of vital policies including HR and volunteering policies
- Developed their knowledge of the organisation and the sector
- Attended training on emergency first aid, developing SMART goals and SWOT analysis, health and safety, policy development and presentation skills.
- Shared best practice at the annual City of Sanctuary AGM and through the team coordinator's role on the Yorkshire and Humber-wide Refugee Integration Forum.
- Supported Sheffield College to become a college of Sanctuary

Plans for Future Periods

Over the next year we plan to:

- Build our advocacy, communications and fundraising capacity using multiyear funding from the Tudor Trust
- Rationalise our organisational structures as City of Sanctuary Sheffield grows
- Continue to effectively do all of our work while challenging the system within which we work
- Develop our Multiagency Drop-In to further support people seeking sanctuary
- Further develop the work of the Expert by Experience Team
- Support staff to work in an impactful and sustainable ensuring they remain well and inspired.

Financial review

Our core activities for April 2021 to March 2022 have been supported by the key funders who have supported our work previously. The funding received through the SPRING project has continued to be instrumental in providing stability for the organisation. This has been further increased to support an increase in numbers of people arriving. Grant Aid provided from Sheffield City Council continues to be important and facilitates our running of the multi-agency Drop-In and, to a limited extent, The Sanctuary. We also now receive multiyear funding from the AB Charitable Trust which is unrestricted and makes a big difference to our bottom line.

Again, as in 2020-21, we have benefitted from the additional support both from trusts and foundations and statutory funding bodies. We also benefitted from an upsurge in individual donations as a consequence of the fall of Afghanistan. This has meant that we end the year with an increase in our free reserves.

City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2022

Going concern

In spite of this fundraising success, we continue to keep an eye on the long-term sustainability of our expenditure. We are aware of pressures on council budgets and the imminent end to funding from the EU, both of which will have implications for our finances going forwards. We are also working in an increasingly difficult policy environment with the passing of the Nationality and Borders Bill and expect this to impact the work we need to deliver and the overall expenditure of the organisation.

Internal Financial Controls

Bank signatories are approved by the board. All bank transfers require double signing or authorisation. Petty cash outgoings above £30 require two staff to check.

Reserves Policy

City of Sanctuary Sheffield (CoSS) is working towards long-term financial stability by reducing its dependence on restricted grant income, by increasing income from voluntary donation and service provision, and by keeping close control on budget expenditure, while building up a prudent level of reserve.

The Reserve fund of CoSS is intended to help ensure the charity's long term financial stability, by mitigating income loss or unexpected expenditure. It comprises the general fund of unrestricted income, less any designated funds and after supplying any current shortfall in funding. Its value is stated in the annual published report and accounts. A reasonable target for the future in view of various perceived risks is considered to be 75% to 100% of annual turnover.

In the event of anticipated insolvency, or closure for other reasons, the Reserve provides for a preparatory period before actual closure. A separate designated Dissolution Fund exists to cover actual winding-up costs and liabilities. This is reviewed annually to include liabilities and costs of three months essential activity.

The Finance and Premises trustee sub-group will keep the policy and the requirements for the Reserve under review and report to trustees annually, and whenever major financial changes occur.

The general reserves of the charity as of 31 March 2022 were £168,849 (2021: £155,509). £35,000 of this was designated by trustees as a dissolution contingencies reserve, leaving a free reserve of £133,849. The latter is available to cushion shortfalls in funding or to fund new developments.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2022**

Structure, governance and management

City of Sanctuary Sheffield is a Charitable Incorporated Organisation, registered charity number 1172694 which was registered with the Charity Commission on 24 April 2017. Previously the organisation was an unincorporated association governed by a constitution adopted on 24 August 2011 and registered as a charity in March 2012. On 30 April 2017 the assets and liabilities were transferred to the Charitable Incorporated Organisation of the same name, by the same trustee group. The governing document was amended on 19 June 2019.

The officers and other trustees, who manage the affairs of the organisation, are appointed at ordinary meetings of the trustees, which are held at least 6 times a year. Trustees are subject to reappointment every three years.

Approved by the board of trustees on: 19/12/2022

Signed:  _____

Name and position: TOM DAVIES Date: 19/12/22
Chair of Finance & Premises
Committee

**Independent examiners report to the trustees of
City of Sanctuary Sheffield ("the Charity")**

I report to the charity trustees on my examination of the accounts of City of Sanctuary Sheffield ("the Charity") for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of City of Sanctuary 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the application Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Date: 20 December 2022

Faye Hazlehurst FMAAT
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum, Coke Hill
Rotherham
S60 2HX

City of Sanctuary Sheffield
Statement of Financial Activities
for the year ended 31 March 2022

		Unrestricted Funds £	Restricted Funds £	2022 Total £	Unrestricted Funds £	Restricted Funds £	2021 Total £
Income from:							
Donations and Legacies	2a	58,092	-	58,092	20,481	15,904	36,385
Income from charitable activities	2b	65,814	161,970	227,784	3,540	251,739	255,279
Services provided: Room hire		5,857	-	5,857	17,224	-	17,224
Other charitable income		11,787	-	11,787	-	-	-
TOTAL INCOME		141,550	161,970	303,520	41,245	267,643	308,888
Expenditure on:							
Charitable Activities	3	128,210	109,978	238,188	(875)	214,886	214,011
TOTAL EXPENDITURE		128,210	109,978	238,188	(875)	214,886	214,011
Net income/expenditure		13,340	51,992	65,332	42,120	52,757	94,877
Transfers between funds		-	-	-	-	-	-
Net movement in funds		13,340	51,992	65,332	42,120	52,757	94,877
Total funds brought forward		155,509	57,594	213,103	113,389	4,837	118,226
Total funds carried forward		168,849	109,586	278,435	155,509	57,594	213,103

This Statement of Financial Activities includes all gains and losses recognised in the year.

All the activities of the charitable company are classed as continuing.

The comparative figures for each fund are shown in notes to the accounts.

**City of Sanctuary Sheffield
Balance Sheet
as at 31 March 2022**

	Notes	2022 £	2021 £
Current Assets			
Debtors	6	27,306	44,569
Cash at Bank and in hand		<u>264,600</u>	<u>183,041</u>
		291,906	227,610
Creditors - amounts due within one year	7	(13,471)	(14,507)
Net current assets		<u>278,435</u>	<u>213,103</u>
Net assets		<u>278,435</u>	<u>213,103</u>
Represented by:			
General Funds		168,849	155,509
Restricted Funds	8	109,586	57,594
Total funds		<u>278,435</u>	<u>213,103</u>

Approved by the board of trustees on: 19/12/2022

Signed on their behalf by:

Signed: 

Date: 19/12/22

Name: TOM DAVIES

Position: Chair of Finance & Premises
Committee

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going Concern Note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Incoming Resources

All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income, when any performance conditions attached are met, when it is probable that the income will be received and when the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Grant income is deferred if the period the monies relate to is specified or indicated by the funder.

Donations and legacies are accounted for when they are receivable.

Resources Expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and all deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Funds

Incoming resources that may be applied for the charities general purposes are treated as unrestricted incoming resources and are credited to the unrestricted funds. Where a donation or grant is required to be used for a specific purpose, the amount concerned is treated as restricted income and is credited to the appropriate restricted fund.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Pensions

The organisation has a defined contribution pension scheme for all employees. Pension costs charged to the Statement of Financial Activities represent the contributions payable by the charity in the year.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2a Donations and Legacies				
Donations & fundraising	58,092	-	58,092	36,385
	<u>58,092</u>	<u>-</u>	<u>58,092</u>	<u>36,385</u>

Prior year income received from donations and legacies includes restricted income of £15,904. All other prior year income in unrestricted.

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2b Income from Grants and Donations				
Big Lottery Fund/ Chillypep - RUBIC	-	3,180	3,180	5,458
Sheffield City Council - Core service grant	-	52,303	52,303	52,453
Sheffield City Council - Device loan grant	6,000	-	6,000	-
Sheffield City Council - C19 hub	-	-	-	2,983
Sheffield City Council - Covid response	-	4,950	4,950	12,750
Sheffield City Council - Covid recovery fund	44,814	-	44,814	-
Sheffield City Council - Hate crime	-	-	-	9,637
Sheffield City Council - Tackling Inequalities	-	5,500	5,500	7,000
The AB Charitable Trust	15,000	-	15,000	-
Brelms Trust	-	4,870	4,870	4,774
The Big Lottery Fund - covid response	-	-	-	77,266
South Yorkshire Community Foundation	-	4,862	4,862	5,000
The Fore Raft Fund	-	-	-	5,000
The Cutlers Company Charitable Trust	-	-	-	550
AMIF - Voluntary Action Sheffield	-	71,805	71,805	69,418
Yorkshire Bank - C19 response fund	-	-	-	1,990
Cadent Foundation	-	-	-	1,000
Maud Ellis Charitable Trust	-	4,500	4,500	-
NHS England - COVID Vac	-	10,000	10,000	-
	<u>65,814</u>	<u>161,970</u>	<u>227,784</u>	<u>255,279</u>

Income received from charitable activities is £227,784 (2021: £255,279) of which £65,814 (2021: £3,540) was attributable to unrestricted funds and £161,970 (2021: £251,739) was attributable to restricted funds.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

3 EXPENDED RESOURCES	Unrestricted	Restricted	2022	2021
	Funds	Funds	Total	Total
	£	£	£	£
Charitable activities				
Wages and Salaries	4 44,008	90,502	134,510	135,137
Staff expenses & training	2,509	792	3,301	935
Staff Wellbeing	674	765	1,439	1,253
Volunteer expenses	2,860	-	2,860	-
Volunteer training	475	-	475	-
Food and hospitality	965	690	1,655	1,376
Rent and room hire and security	29,786	5,047	34,833	25,398
Telephone and internet	3,029	172	3,201	3,188
Postage stationery and office	632	-	632	969
Publicity	-	-	-	180
Insurance	1,017	-	1,017	972
Business rates	7,378	-	7,378	7,868
Consumables	757	-	757	325
Homeschool project costs	406	162	568	14,473
It support and equipment	2,875	372	3,247	6,746
Events	-	-	-	10
Accountancy fee	1,095	-	1,095	950
Legal and professional fees	12,861	-	12,861	7,795
Interpreting and translation	874	9,893	10,767	1,288
Premise development	4,743	1,583	6,326	1,254
Sanctuary conversion and building costs	5,273	-	5,273	-
Utilities	4,823	-	4,823	3,402
Sundry expenses	770	-	770	303
Bank charges	400	-	400	189
	<u>128,210</u>	<u>109,978</u>	<u>238,188</u>	<u>214,011</u>

Expenditure on charitable activities was £238,188 (2021: £214,011) of which £128,210 (2021: £875 deficit) was attributable to unrestricted funds and £109,978 (2021: £214,886) was attributable to restricted funds.

4 Staff Costs

	2022	2021
	Total	Total
	£	£
Salaries	121,099	112,149
Employers National Insurance	8,328	8,636
Employers allowance	(4,000)	(4,000)
Pension costs	9,083	9,514
Redundancy costs	-	8,838
	<u>134,510</u>	<u>135,137</u>

No employee received emoluments of more than £60,000. The average number of employees during the period was 7 (2021: 5).

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

5 Trustees and key management remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period except expenses paid in connection with their duties as volunteers (2021: £nil).

	2022	2021
	£	£
6 Debtors		
Prepayments	8,337	278
Trade debtors	2,420	3,510
Accrued income	16,549	40,781
	<u>27,306</u>	<u>44,569</u>
	2022	2021
	£	£
7 Creditors		
Accruals	2,807	2,204
Trade creditors	10,664	12,303
	<u>13,471</u>	<u>14,507</u>

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

8 Movement in funds

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
Restricted funds					
Core service grant: Sheffield City Council	879	52,303	22,506	-	30,676
Big Lottery - RUBIC	-	3,180	3,180	-	-
Sheffield City Council: Covid response	8,000	4,950	3,215	-	9,735
Sheffield City Council: Hate Crime	7,227	-	7,227	-	-
Sheffield City Council: Tackling inequalities	-	5,500	-	-	5,500
Brelms Trust	4,774	4,870	2,289	-	7,355
South Yorkshire Community Foundation	-	4,862	-	-	4,862
Victoria Hall Methodist Church	1,054	-	-	-	1,054
AMIF: Voluntary Action Sheffield	27,845	71,805	65,506	-	34,144
The Maud Ellis Charitable Trust	-	4,500	-	-	4,500
NHS England - COVID Vaccination	-	10,000	5,893	-	4,107
Donation & fundraising: Laptop project	7,815	-	162	-	7,653
	57,594	161,970	109,978	-	109,586

<u>2021</u>	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
Core service grant: Sheffield City Council	(880)	52,453	50,694	-	879
The Fore - Raft fund	-	5,000	5,000	-	-
Evan Cornish Foundation	1,751	-	1,751	-	-
Big Lottery - RUBIC	347	5,458	5,805	-	-
Sheffield City Council: C19 hub	-	2,983	2,983	-	-
Sheffield City Council: Covid response	-	12,750	4,750	-	8,000
Sheffield City Council: Hate Crime	-	9,637	2,410	-	7,227
Sheffield City Council: Tackling inequalities	-	7,000	7,000	-	-
Brelms Trust	-	4,774	-	-	4,774
The Big Lottery fund: Covid 19 response	-	77,266	77,266	-	-
South Yorkshire Community Foundation	-	5,000	5,000	-	-
Victoria Hall Methodist Church	1,054	-	-	-	1,054
AMIF: Voluntary Action Sheffield	-	69,418	41,573	-	27,845
AFA: Asylum journey	2,565	-	2,565	-	-
Donation & fundraising: Laptop project	-	15,904	8,089	-	7,815
	4,837	267,644	214,886	-	57,594

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2022

9 Net assets by fund

<u>2022</u>	Unrestricted Funds	Restricted Funds	Total 2021
Current assets	181,290	110,616	291,906
Current liabilities	(12,441)	(1,030)	(13,471)
	<u>168,849</u>	<u>109,586</u>	<u>278,435</u>

<u>2021</u>	Unrestricted Funds	Restricted Funds	Total 2020
Current assets	157,051	70,559	227,610
Current liabilities	(1,801)	(12,706)	(14,507)
	<u>155,250</u>	<u>57,853</u>	<u>213,103</u>

10 Financial commitments

At the year end, the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases on building which expire:	2022	2021
	£	£
Within one year	24,996	24,996
Within two to five years	10,415	35,411
	<u>35,411</u>	<u>60,407</u>

11 Related party transactions

£690 (2021: £1,376) was paid to Open Kitchen for catering services. One trustee helps to run this small non-for-profit catering organisation which caters for the same clientele as our own. He does not participate in discussions or in the award of this contract.

12 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £1,095 (2021: £950).

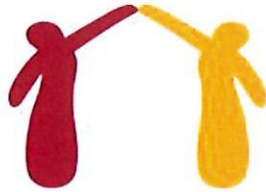
CITY OF SANCTUARY SHEFFIELD

England & Wales - Charity number 1172694

Accounts

City of Sanctuary Sheffield

**Annual Report and Financial statements
for the year ended 31 March 2021**



City of Sanctuary Sheffield

Creating a Culture of Welcome

Charity number: 1172694



The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk

VAR Community Accountancy

**City of Sanctuary Sheffield
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**City of Sanctuary Sheffield
Legal and Administrative Information**

Charity number 1172694

Directors (Trustees) Craig Barnett (Co-chair)
Magid Magid (Co-chair - appointed 20 October 2020)
Tina Ball (Co-chair) - resigned
Richard Hoare (Treasurer) - resigned 21 April 2021
Ketina Shamu (Treasurer from April 2020)
Firas Jabar
Angela Argenzio
Robin Jolyon Miskin
Anne Hollows
John Tomlinson
Shaylla Shabbir
Thomas Davies
Nabil AlSoufi
Mariam Saud
Andrea Antoniou – appointed 21 October 2021
Hasnain Kahn – appointed 21 October 2021

List of key members of staff, job titles and any date of changes:

Thomas Martin - Director
Jan Thompson - Centre Manager
Andrew Jeffrey - Finance Officer and Information Co-ordinator
Michelle Davison - Administrator
Rodrigo Edema - Awareness Raising Coordinator – end date 30 June 2020
Alexi Dimond - Front of House Coordinator – end date 1 January 2021
Alexi Dimond – SPRING project Volunteer Coordinator – start date 1 January 2021
Blessan K Babu – SPRING Front of House Welcome and Support Worker
– start date 1 January 2021

Registered office 37-39 Chapel Walk
Sheffield
S1 2PD

Bankers The Unity Trust Bank PLC
Four Brindley place
Birmingham
B1 2HB

Independent examiner F Hazlehurst employee of
Voluntary Action Rotherham
The Spectrum
Coke Hill
Rotherham
S60 2HX

City of Sanctuary Sheffield
Trustees` annual report continued
for the year ended 31 March 2021

Key changes within the organisation

The Virtual Sanctuary, our response to the COVID 19 pandemic, has run from April 2020 through to March 2021 and beyond. It has ensured that people seeking sanctuary are included, connected and supported during the pandemic.

Through The Virtual Sanctuary City of Sanctuary Sheffield have provided information, services and advocacy throughout the pandemic for people seeking sanctuary. This work has evolved as the pandemic has evolved, meeting need as and when it arises.

After securing additional funding from the SPRING project we were able to create a Volunteer Coordinator Role and bring in a new Front of House Coordinator in January 2021.

Redevelopment of our welcome centre, The Sanctuary, began in January 2020 and will be completed by the summer 2021.

Methods used to recruit and appoint new charity trustees

Advertised through Voluntary Action Sheffield

Applications by email, followed by interview with co-chairs and 3-month probation period.

Objectives and Activities

The objective of City of Sanctuary Sheffield (COSS) is to create welcoming spaces that challenge the asylum system while also empowering people to navigate the system as it stands.

The last year has been a year like no other. Below is described the work conducted through The Virtual Sanctuary. Please understand that it captures only a fraction of the work at City of Sanctuary Sheffield which, in itself, is only a fraction of the work done by so many incredible organisations working in solidarity with those coming to Sheffield in search of safety and welcome.

1. The Connections Team

The Connections Team was established during the summer in order to promote mental wellbeing among isolated sanctuary seekers in the city, with a focus on individuals and families who may not be embedded within formal or informal support networks.

2. The Home school Project

The aim of the Home school Project is to provide equipment, internet access and on-going tech support to all refugee and asylum-seeking families with school- age children in the area throughout the pandemic. The Project has existed in two forms: 1) an initial period of fundraising and distribution of new equipment and data packages, and 2) a follow-up period, in which recipients of laptops and phones are given direct access to a Digital Inclusion Officer, who provides on-going support.

3. The Migrant Covid19 Support Group

The Migrant COVID-19 Support Group provided mutual aid to refugees and asylum seekers in Sheffield. The project is co-ordinated by experienced and trained volunteers, many of whom are experts by experience of the immigration system. The primary role of the Migrant COVID-19 Support Group is to provide practical assistance to individuals and families who have found themselves unable to

**City of Sanctuary Sheffield
Trustees` annual report continued
for the year ended 31 March 2021**

Objectives and Activities continued

4. The Information Project

The Information Project provided up-to-date service and public health information to people seeking sanctuary and organisations working with them across the city.

5. Citywide Coordination

During the pandemic City of Sanctuary Sheffield have worked with many organisations to coordinate a response to the pandemic that ensures people seeking sanctuary are included, connected and supported.

6. The SPRING Project

The Sheffield Project for Refugee Integration and Growth (SPRING) is a collaboration of six organisations helping refugees settle into the local community. It has been running since January 2018 and has worked with over 1000 new refugees in that time.

7. Volunteer Development

Volunteers have continued to be active and engaged throughout the pandemic, developing new skills in order to support the work of CoSS.

Achievements and Performance

A summary of the main achievements of the charity for the period, including the difference the charity's work has made to the circumstances of its beneficiaries and, where relevant, any wider benefits to society as a whole

Below is a summary of the main achievements of each area of The Virtual Sanctuary

1. The Connections Team

Between June 2020 and April 2021 563 wellbeing phone calls were made to 72 individuals in Sheffield. Sanctuary seekers were given practical support with a wide range of issues, including health concerns, food bank referrals, clothes bank requests, assistance with technology, advice regarding workplace issues, but by far the most significant area in which support was provided was to do with mental health and the alleviation of loneliness.

2. The Home school Project

This year we have provided 120 laptops to over 100 households across South Yorkshire, successfully providing necessary equipment to every school-age child across our demographic. This is over 400 children. Follow-up support from the Digital Inclusion Officer has been provided to 39 families in Sheffield who received laptops, mostly regarding assistance setting up devices and continued funding of data packages.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2021**

Achievements and Performance continued

3. The Migrant Covid19 Support Group

Over the past year over 940 individuals and families have received support from the project, with an emphasis on the provision of food and supplies and assistance with navigating the immigration system. Many of these people have received multiple types of support from the group, and have contacted the Migrant Covid-19 Support Group numerous times.

4. The Information Project

Through the information project we distributed leaflets giving up-to-date details about how to access essential services for people seeking Sanctuary in Sheffield three times. Each time, this leaflet was circulated to asylum accommodation within Sheffield (approx. 900 households) and via partner organisations. We also provided information responding to the need for accurate public health information in community languages. We provided information delivered through partner organisations about Covid regulations (3 times), self-isolation advice, potential scams relating to COVID and a beginner's guide to Zoom. We made sure that this material was available in community languages. This information was delivered in partnership with SAVTE via mobile phone through the community and to people housed in asylum accommodation.

Over the last year we recorded 3,612 unique users of the Asylum Journey website; a 31% increase. Our number of hits to pages (including repeat users) went up from 11,512 to 13,432; a 17% increase.

5. Citywide Coordination

In this area we chaired and facilitated the Service Providers Group; a collection of around 48 people from 21 organisations supporting people seeking sanctuary.

We have challenged government, both local and national, throughout the pandemic on their treatment of people seeking sanctuary and been strong advocates for the rights of those individuals.

6. The SPRING Project

Between the start of the first lockdown at the end of March and up until the end of 2020, 129 new people have accessed SPRING. Since January 2021 City of Sanctuary Sheffield has managed to support 111 people to register onto SPRING. CoSS has conducted over 125 hrs of phone calls including 30 in different languages with the help of an interpreting service.

SPRING volunteers managed to provide at least one phone call to over 1000 people accessing

7. Volunteer Development

Across numerous roles, our dedicated volunteers have contributed an estimated average of 80 hours per week to support CoSS and our members.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2021**

Plans for Future Periods

Over the next year we plan to:

- Continue to run the Virtual Sanctuary as required, responding to the evolution of the pandemic and being ready to pivot back to virtual support if required.
- Redesign our Welcome centre, The Sanctuary, so that we can reopen after the pandemic in a space that is more functional, more safe and more beautiful.
- Run a process to redevelop our strategy, looking at what is needed in the movement and responding accordingly
- Reopen the drop-in and the Sanctuary when lockdown rules are eased and ensure that we do so in a way that is safe and meets the needs of the community we are working with.
- Support staff to work in an impactful and sustainable environment ensuring they remain well and inspired.

Financial review

Our core activities for April 2020 to March 2021 have been supported by the key funders who have supported our work previously. The funding received through the SPRING project have been instrumental in providing stability for the organisation and in September 2020 this was increased after an additional application. Grant Aid provided from Sheffield City Council continues to be important and facilitates our running of the multi-agency Drop-In and, to a limited extent, The Sanctuary.

We, like many frontline organisations, benefitted from the additional support both from both trusts and foundations and local people that arose as a consequence of the coronavirus pandemic. This, coupled with reduced running costs has meant that we end the year with an increase in our free reserves.

Going concern

In spite of this we remain wary of two things. Firstly, the pandemic is continuing and we are prepared to use these increased reserves if required to ensure we remain stable and sustainable through the pandemic and beyond. Secondly, we are aware of pressures on council budgets and the imminent end to funding from the EU, both of which will have implications for our finances going forwards.

Internal Financial Controls

Bank signatories are approved by the board. All bank transfers require double signing or authorisation. Petty cash outgoings above £30 require two staff to check.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2021**

Reserves Policy

City of Sanctuary Sheffield (CoSS) is working towards long-term financial stability by reducing its dependence on restricted grant income, by increasing income from voluntary donation and service provision, and by keeping close control on budget expenditure, while building up a prudent level of reserve.

The Reserve fund of CoSS is intended to help ensure the charity's short to medium term financial stability, by mitigating income loss or unexpected expenditure. It comprises the general fund of unrestricted income, less any designated funds and after supplying any current shortfall in funding. Its value is stated in the annual published report and accounts. A reasonable target for the future in view of various perceived risks is considered to be 37.5% of annual turnover (50% of total for nine months).

In the event of anticipated insolvency, or closure for other reasons, the Reserve provides for a preparatory period before actual closure. A separate designated Dissolution Fund exists to cover actual winding-up costs and liabilities. This is reviewed annually to include liabilities and costs of three months essential activity.

The Finance and Premises trustee sub-group will keep the policy and the requirements for the Reserve under review and report to trustees annually, and whenever major financial changes occur.

The general reserves of the charity as of 1st April 2021 were £155,509. £35,000 of this was designated by trustees as a dissolution contingencies reserve, leaving a free reserve of £120,509. The latter is available to cushion shortfalls in funding or to fund new developments.

**City of Sanctuary Sheffield
Trustees' annual report continued
for the year ended 31 March 2021**

Structure, governance and management

City of Sanctuary Sheffield is a Charitable Incorporated Organisation, registered charity number 1172694 which was registered with the Charity Commission on 24 April 2017. Previously the organisation was an unincorporated association governed by a constitution adopted on 24 August 2011 and registered as a charity in March 2012. On 30 April 2017 the assets and liabilities were transferred to the Charitable Incorporated Organisation of the same name, by the same trustee group. The governing document was amended on 19 June 2019.

The officers and other trustees, who manage the affairs of the organisation, are appointed at ordinary meetings of the trustees, which are held at least 6 times a year. Trustees are subject to reappointment every three years.

Approved by the board of trustees on:

17/1/2022

Signed:

Angela Argenzio

Name and position:

Treasurer - Angela Argenzio

Date:

18/1/2022

**Independent examiners report to the trustees of
City of Sanctuary Sheffield ("the Charity")**

I report to the charity trustees on my examination of the accounts of City of Sanctuary Sheffield ("the Charity") for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of City of Sanctuary 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the application Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:



Date: 24/11/2022

Faye Hazlehurst FMAAT
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum, Coke Hill
Rotherham
S60 2HX

**City of Sanctuary Sheffield
Statement of Financial Activities
for the year ended 31 March 2021**

		Unrestricted Funds £	Restricted Funds £	2021 Total £	Unrestricted Funds £	Restricted Funds £	2020 Total £
Income from:							
Donations and Legacies	2a	20,481	15,904	36,385	17,419	3,310	20,729
Income from charitable activities	2b	3,540	251,739	255,279	15,000	140,087	155,087
Services provided: Room hire		17,224	-	17,224	23,861	70	23,931
TOTAL INCOME		41,245	267,643	308,888	56,280	143,467	199,747
Expenditure on:							
Charitable Activities	3	(875)	214,886	214,011	24,653	198,541	223,193
TOTAL EXPENDITURE		(875)	214,886	214,011	24,653	198,541	223,193
Net income/expenditure		42,120	52,757	94,877	31,627	(55,074)	(23,446)
Transfers between funds		-	-	-	(3)	3	-
Net movement in funds		42,120	52,757	94,877	31,624	(55,071)	(23,446)
Total funds brought forward		113,389	4,837	118,226	81,765	59,908	141,673
Total funds carried forward		155,509	57,594	213,103	113,389	4,837	118,226

This Statement of Financial Activities includes all gains and losses recognised in the year.

All the activities of the charitable company are classed as continuing.

The comparative figures for each fund are shown in notes to the accounts.

**City of Sanctuary Sheffield
Balance Sheet
as at 31 March 2021**

	Notes	2021 £	2020 £
Current Assets			
Debtors	6	44,569	28,567
Cash at Bank and in hand		<u>183,041</u>	<u>90,539</u>
		227,610	119,106
Creditors - amounts due within one year	7	(14,507)	(880)
Net current assets		<u>213,103</u>	<u>118,226</u>
Net assets		<u>213,103</u>	<u>118,226</u>
Represented by:			
General Funds		155,509	113,389
Restricted Funds	8	57,594	4,837
Total funds		<u>213,103</u>	<u>118,226</u>

Approved by the board of trustees on: 17/1/2022

Signed on their behalf by:

Signed: *Angela Argenzio*
Name: ANGELO ARGENZIO

Date: 18/1/2022
Position: Treasurer

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going Concern Note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Incoming Resources

All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income, when any performance conditions attached are met, when it is probable that the income will be received and when the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Grant income is deferred if the period the monies relate to is specified or indicated by the funder.

Donations and legacies are accounted for when they are receivable.

Resources Expended

All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and all deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Funds

Incoming resources that may be applied for the charities general purposes are treated as unrestricted incoming resources and are credited to the unrestricted funds. Where a donation or grant is required to be used for a specific purpose, the amount concerned is treated as restricted income and is credited to the appropriate restricted fund.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Pensions

The organisation has a defined contribution pension scheme for all employees. Pension costs charged to the Statement of Financial Activities represent the contributions payable by the charity in the year.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2a Donations and Legacies				
Donations & fundraising	20,481	15,904	36,385	20,729
	<u>20,481</u>	<u>15,904</u>	<u>36,385</u>	<u>20,729</u>

Income received from donations and legacies was £36,385 (2020: £20,729) of which £20,481 (2020: £17,419) was attributable to unrestricted funds and £15,904 (2020: £3,310) was attributable to restricted funds.

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2b Income from Grants and Donations				
Big Lottery Fund/ Chillypep - RUBIC	-	5,458	5,458	19,878
Evan Cornish Foundation	-	-	-	7,000
Sheffield City Council - Core service grant	-	52,453	52,453	38,070
Sheffield City Council - Social Cohesion	-	-	-	3,000
Sheffield City Council - Move on	-	-	-	8,283
Sheffield City Council	-	-	-	5,779
Sheffield City Council - Advisory Service	-	-	-	3,000
Sheffield City Council - C19 hub	-	2,983	2,983	-
Sheffield City Council - Covid response	-	12,750	12,750	-
Sheffield City Council - Hate crime	-	9,637	9,637	-
Sheffield City Council - Tackling Inequalities	-	7,000	7,000	-
The AB Charitable Trust	-	-	-	15,000
Brelms Trust	-	4,774	4,774	-
The Big Lottery Fund - covid response	-	77,266	77,266	-
South Yorkshire Community Foundation	-	5,000	5,000	-
The Fore Raft Fund	-	5,000	5,000	-
The Cutlers Company Charitable Trust	550	-	550	-
AMIF - Voluntary Action Sheffield	-	69,418	69,418	45,205
Yorkshire Bank - C19 response fund	1,990	-	1,990	-
Cadent Foundation	1,000	-	1,000	-
AFA - Asylum journey	-	-	-	9,872
	<u>3,540</u>	<u>251,739</u>	<u>255,279</u>	<u>155,087</u>

Income received from charitable activities was £255,279 (2020: £155,087) of which £3,540 (2020: £15,000) was attributable to unrestricted funds and £251,739 (2020: £140,087) was attributable to restricted funds.

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

3 EXPENDED RESOURCES	Unrestricted	Restricted	2021	2020
	Funds	Funds	Total	Total
Charitable activities	£	£	£	£
Wages and Salaries	4 (2,056)	137,193	135,137	142,442
Staff Expenses	-	935	935	870
Staff Wellbeing	-	1,253	1,253	-
Volunteer expenses	-	-	-	4,007
Volunteer training	-	-	-	217
Food and hospitality	-	1,376	1,376	2,292
Rent and room hire and security	39	25,359	25,398	32,097
Cleaning	-	-	-	1,088
Telephone and internet	52	3,136	3,188	1,736
Postage stationery and office	-	969	969	1,663
Publicity	-	180	180	2,775
Insurance	(7)	979	972	857
Business rates	233	7,635	7,868	7,756
Consumables	-	325	325	577
Homeschool project costs	-	14,473	14,473	-
It support and equipment	-	6,746	6,746	6,706
Events	-	10	10	2,109
Accountancy fee	950	-	950	1,030
Governance	-	-	-	5
Legal and professional fees	375	7,420	7,795	6,707
Interpreting and translation	-	1,288	1,288	-
Premise development	-	1,254	1,254	-
Sanctuary building and start up costs	-	-	-	159
Utilities	(504)	3,906	3,402	6,832
Depreciation	-	-	-	625
Bad debt	-	-	-	60
Sundry expenses	-	303	303	425
Bank charges	43	146	189	158
	<u>(875)</u>	<u>214,886</u>	<u>214,011</u>	<u>223,193</u>

Expenditure on charitable activities was £214,011 (2020: £223,193) of which £875 deficit (2020: £24,653) was attributable to unrestricted funds and £214,886 (2020: £198,541) was attributable to restricted funds.

4 Staff Costs	2021	2020
	Total	Total
	£	£
Salaries	112,149	126,002
Employers National Insurance	8,636	10,339
Employers allowance	(4,000)	(3,000)
Pension costs	9,514	9,101
Redundancy costs	8,838	-
	<u>135,137</u>	<u>142,442</u>

No employee received emoluments of more than £60,000. The average number of employees during the period was 5 (2020: 6).

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

5 Trustees and key management remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period except expenses paid in connection with their duties as volunteers (2020: £nil).

	2021	2020
6 Debtors	£	£
Prepayments	278	503
Trade debtors	3,510	17,261
Accrued income	40,781	10,803
	<u>44,569</u>	<u>28,567</u>
	2021	2020
7 Creditors	£	£
Accruals	2,204	880
Trade creditors	12,303	-
	<u>14,507</u>	<u>880</u>

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

8 Movement in funds

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
Restricted funds					
Core service grant: Sheffield City Council	(880)	52,453	50,694	-	879
The Fore - Raft fund	-	5,000	5,000	-	-
Evan Cornish Foundation	1,751	-	1,751	-	-
Big Lottery - RUBIC	347	5,458	5,805	-	-
Sheffield City Council: C19 hub	-	2,983	2,983	-	-
Sheffield City Council: Covid response	-	12,750	4,750	-	8,000
Sheffield City Council: Hate Crime	-	9,637	2,410	-	7,227
Sheffield City Council: Tackling inequalities	-	7,000	7,000	-	-
Brelms Trust	-	4,774	-	-	4,774
The Big Lottery fund: Covid 19 response	-	77,266	77,266	-	-
South Yorkshire Community Foundation	-	5,000	5,000	-	-
Victoria Hall Methodist Church	1,054	-	-	-	1,054
AMIF: Voluntary Action Sheffield	-	69,418	41,573	-	27,845
AFA: Asylum journey	2,565	-	2,565	-	-
Donation & fundraising: Laptop project	-	15,904	8,089	-	7,815
	<u>4,837</u>	<u>267,643</u>	<u>214,886</u>	<u>-</u>	<u>57,594</u>

<u>2020</u>	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
Core service grant: Sheffield City Council	(516)	38,070	38,434	-	(880)
Sheffield City Council	-	5,779	5,779	-	-
Evan Cornish Foundation	-	7,000	5,249	-	1,751
Rainbow Heron	659	-	659	-	-
Big Lottery - RUBIC	1,917	19,878	21,447	-	347
Welcome Centre appeal	16,944	3,380	20,324	-	-
Roisin	765	-	765	-	-
Social Cohesion: Sheffield City Council	-	3,000	3,000	-	-
Sheffield City Council: Move on	-	8,283	8,283	-	-
Sheffield City Council: Advice Services	-	3,000	3,000	-	-
Postcode Lottery	16,852	-	16,855	3	-
Lloyds Enable: Volunteer service	5,883	-	5,883	-	-
LUSH	4,000	-	4,000	-	-
Big Lottery Fund - Peoples Project	11,160	-	11,160	-	-
Healthwatch: Voluntary Action Sheffield	565	-	565	-	-
Victoria Hall Methodist Church	1,054	-	-	-	1,054
AMIF: Voluntary Action Sheffield	625	45,205	45,830	-	-
AFA: Asylum journey	-	9,872	7,307	-	2,565
	<u>59,908</u>	<u>143,467</u>	<u>198,541</u>	<u>3</u>	<u>4,837</u>

City of Sanctuary Sheffield
Notes to the financial statements
for the year ended 31 March 2021

9 Net assets by fund

<u>2021</u>	Unrestricted Funds	Restricted Funds	Total 2021
Current assets	157,051	70,559	227,610
Current liabilities	(1,801)	(12,706)	(14,507)
	155,250	57,853	213,103

<u>2020</u>	Unrestricted Funds	Restricted Funds	Total 2020
Current assets	114,269	4,837	119,106
Current liabilities	(880)	-	(880)
	113,389	4,837	118,226

10 Financial commitments

At the year end, the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases on building which expire:	2021	2020
	£	£
Within one year	24,996	24,996
Within two to five years	35,411	60,407
	60,407	85,403

11 Related party transactions

£1,376 (2020: £2,202) was paid to Open Kitchen for catering services. One trustee helps to run this small non-for-profit catering organisation which caters for the same clientele as our own. He does not participate in discussions or in the award of this contract.

12 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £950 (2020: £880).