

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



City of Sanctuary Sheffield

Creating a Culture of Welcome

Charity number: 1172694



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**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 Ibtisam 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

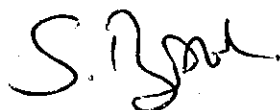
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

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.

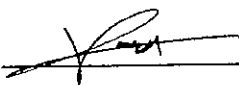
All the activities of the charity are classified as continuing.

**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: Penny 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 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 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/ Chillypep - 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

		Unrestricted Funds	Restricted Funds	2023 Total	2022 Total
		£	£	£	£
3 EXPENDED RESOURCES					
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 Total	2022 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	1,034			-	1,034
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
Tudor Trust		17,606	15,988	-	1,618
Laptop project	7,653		1,036	-	6,617
	109,586	171,190	188,794	-	91,982

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 Ellis Charitable Trust

The Edith M Ellis 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

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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).