

Bristol City of Sanctuary

Assisi Centre, Lawford's Gate, Bristol BS5 0RE

Trustees' Annual Report for the period from 1 April 2020 to 31 March 2021

Charity name: Bristol City of Sanctuary
Charity registration number: 1177122

Objectives and Activities

For the public benefit:

(1) The promotion of social inclusion for the public benefit among people who are refugees and asylum seekers, socially excluded on the grounds of their social and economic position, by promoting and/or co-ordinating services and facilities to assist them to adapt within a new community.

(2) The relief of financial hardship among asylum seekers and refugees living or working in Bristol and surrounding areas by acting as an umbrella and resource for local refugee support services.

(3) The advancement of the education of the public in general about the issues relating to refugees and those seeking asylum and human rights.

(4) The promotion of equality and diversity for the public benefit by promoting activities to foster understanding and good relations between the general public and people seeking sanctuary.

Public Benefit

In fulfilling the above objectives the Trustees at all times have regard to the Charity Commission's guidance on Public Benefit.

Chairs' report

During this year we have had staff changes within Bristol City of Sanctuary. Forward Maisokwadzo, the original coordinator of Bristol City of Sanctuary before it acquired CIO status in 2018, and BCoS first formally employed Manager, left the organisation in December 2020. Anna Wardell, our Office Administrator and Campaigns Manager has stepped in to the role of Manager un-

til we recruit a permanent replacement. Trustees have engaged fully in a process of training and proper oversight of BCoS activities and financial position, and we are very grateful to all fellow trustees for their time and expertise over this year. We especially wish to thank the painstaking work of our Treasurer, Paul Hazelden, and our independent examiner Ruth Nott for bringing the financial records of BCoS up to date and on track. We thank Forward for his major contribution to the development of the organisation between 2008 and 2020, and wish him well in the future. Finally we owe a huge thanks to Anna for stepping up so ably into Forward's large shoes, and keeping the focus of BCoS firmly on its vision of public welcome and support for people seeking sanctuary in Bristol.

The above significant changes within the organisation, together with the pandemic and successive lockdowns, have inevitably had an impact on the work of BCoS. Nevertheless BCoS has maintained its profile and message throughout the year as the report below indicates. We are delighted to join the new Bristol Refugee and Asylum Seeker Partnership (BRASP), bringing together the service delivery concerns of Bristol's refugee support organisations, and have been much encouraged by the cooperation and shared endeavour which have developed over the year between the voluntary sector and the local authority.

Caroline Beatty, Susana Askew, co-chairs

Activities:

1. Campaigns and Advocacy

Much of BCoS' activities focused around campaigning during this period. Seeing the unequal impact of the pandemic on people seeking sanctuary our Co-Chair, Caroline Beatty, drafted a letter with others in the refugee support sector to local politicians calling on them work with us to create a fairer society. It resulted in a sector meeting with Thangam Debbonaire MP to discuss our asks and how to action them.

BCoS also spearheaded campaigns against new legislation which allowed for people to be deported for rough sleeping, along with campaigning for an end of in-person reporting at Patchway Police Station during the pandemic. At the end of this period, the New Plan for Immigration was announced, which BCoS are now actively campaigning against.

2. Transport Fund

The Transport Fund was partially suspended during the pandemic as tickets were not required. However, discussions between the sector were ongoing to ensure that tickets were available when needed. BCoS took this opportunity to revisit allocation, expand who could receive tickets and ensure a formal written agreement was established with First Bus.

3. Schools and Colleges of Sanctuary

Despite the school closures, our Schools and Colleges of Sanctuary sub-group have been busy behind the scenes. They worked with several schools and colleges to seek accreditation/re-accreditation and also to re-engage schools who had previously been accredited.

4. Work with BRASP and Bristol City Council during the Pandemic

We worked closely with Bristol City Council and the refugee support sector during the pandemic, making sure that we were part of all key discussions, including those around the “everyone in” initiative.

5. Website and Social Media

We have continued to develop our website, keeping it up to date with local news and events. We have also continued to develop our social media, creating an Instagram account to engage with a younger audience.

6. Fundraising

In response to the pandemic, we organised a joint fundraiser between ourselves and five other local charities called “Building a City of Welcome, Safety and Hope.” We also carried out several call-outs for smartphones, raising awareness of the digital divide for many seeking sanctuary.

Structure, Governance and Management

BCoS is a Charitable Incorporated Organisation with voting members other than trustees. The governing document of BCoS is its constitution last updated on 7th July 2019. It does not have any trusts.

Our Trustee Recruitment Policy was adopted in July 2018. Adverts encouraging people considering becoming a trustee are circulated; people who express an interest are invited to two board meetings; potential trustees present a short statement about themselves to the AGM and potentially answer questions; the AGM elects trustees. If there are not enough trustees from a refugee or asylum seeker background, the trustees can appoint a suitable person, who may serve until the next AGM. We are particularly concerned to recruit trustees with lived experience of being refugees. We have developed a process for trustee induction and training

The charity employs a part-time manager and a part-time administrator for the day to day operations. It is an independent member of the national City of Sanctuary network. There are no structural legal or financial connections with the national organisation, but they provide our Internet sub-domain, email and website.

There are no persons or bodies entitled to appoint any trustees. There were no corporate trustees. There were no trustees holding title to property belonging to the charity. There were no funds held as custodian trustees on behalf of others

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Susana Askew	Co-Chair	
2	Katie Bales		
3	Caroline Beatty	Co-Chair	
4	Eleanor Combley		
5	Paul Hazelden	Treasurer	
6	Nathalie Jaifar		
7	Helen Kidan		
8	Richard McKay		
9	Souvik Saha		

Financial Review

Review of the charity's financial position at the end of the period

The charity had income of £41,747. The majority of the income came from a grant (£30,000) from R H Southern Trust and loan repayment (£6,450).

Total expenditure was £22,534. The largest expense was staffing (£17,639), followed by Administration (£1,929).

Along with many charities, our activities were significantly impacted by the Covid-19 pandemic, which affected both both our income and expenditure.

Reserves

During this period, the trustees did not discuss a policy for holding reserves. This was partly because other matters were more urgent and more important, and it was partly a pragmatic recognition that establishing an interest-paying account to hold the reserves was not worth the effort due to the extremely low interest rates available to us.

No funds were identified as being reserves because we had not yet determined a policy for deciding on the reserves level.

Additional information

At the start of the period, the Transport Fund was in deficit to the general funds but, as anticipated, this was rectified within 3 months. This did not cause any problems because the Transport Fund was significantly in credit, and was not paying out because the pandemic restricted travel.

There are no uncertainties about the charity continuing as a going concern, as long as funds become available.

Over the past few years, our principal sources of funds have been grants: two larger grants from R H Southern Trust and several smaller grants from Bristol City Council and Quartet. We fundraise separately on an ongoing basis for the Transport Fund, and this year we also engaged in joint fundraising for a group of related charities, of which we are a member.

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Caroline Beatty	Susana Askew
Position (eg Secretary, Chair, etc)	Co-Chair	Co-Chair
Date	5 January 2022	

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Location: /home/paul/C/Groups/CoS/Governance/Annual/2020-21/BCoS_Trustees_Report_202021.doc

Bristol City of Sanctuary 2020-21 Management Accounts R&P Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Bristol City of Sanctuary

1177122

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/20

To

Period end date
31/03/21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Earned	480	-	-	480	720
Membership Fees	238	-	-	238	585
Grants	30,000	-	-	30,000	4,750
Unrestricted Gifts	2,472	-	-	2,472	1,136
Transport Fund	-	751	-	751	7,844
Other Restricted	-	1,356	-	1,356	421
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,190	2,107	-	35,297	15,456
A2 Asset and investment sales, (see table).					
Loan Repayment	6,450	-	-	6,450	6,250
	-	-	-	-	-
Sub total	6,450	-	-	6,450	6,250
Total receipts	39,640	2,107	-	41,747	21,706
A3 Payments					
Transport Fund	-	1,200	-	1,200	3,350
Other events	-	1,356	-	1,356	925
Workers	17,639	-	-	17,639	9,228
Administration	1,929	-	-	1,929	2,730
Governance	410	-	-	410	847
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	19,978	2,556	-	22,534	17,079
A4 Asset and investment purchases, (see table)					
Loan	-	-	-	-	3,900
	-	-	-	-	-
Sub total	-	-	-	-	3,900
Total payments	19,978	2,556	-	22,534	20,979
Net of receipts/(payments)	19,662	- 449	-	19,213	727
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	- 4,731	6,429	-	1,698	971
Cash funds this year end	14,931	5,980	-	20,911	1,698

Bristol City of Sanctuary 2020-21 Management Accounts R&P Accounts

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	In Bank	14,931	5,980	-
		-	-	-
		-	-	-
	Total cash funds	14,931	5,980	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
	Loan	13,950	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Paul Hazelden		

There was no remuneration or expenses paid to any trustee or related party

BCoS

Independent examiner's report on the accounts

Charity Name
Bristol City of Sanctuary CIO

31/03/21	Charity no (if any)	1177122
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(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above CIO for the year ended **31 March 2021** DD / MM / YYYY.

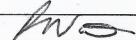
As the charity's trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 22nd September 2021

Ruth Nott

IER

Oct 2018

2 Filwood Broadway
Bristol
BS4 1JN



Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

IER

Oct 2018

1/11