

# ST. CHAD'S SANCTUARY

England & Wales · Charity number 1178728

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-06-11

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

## Contact

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**Address** St. Annes Parish Centre  
Alcester Street  
Birmingham  
B12 0PH

**Phone** 01212333127

**Email** [info@stchadssanctuary.com](mailto:info@stchadssanctuary.com)

**Website** <http://www.stchadssanctuary.com>

## Activities

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**Objects:** (1) TO RELIEVE POVERTY AMONG ASYLUM SEEKERS, REFUGEES AND MIGRANTS IN BIRMINGHAM AND SURROUNDING AREAS, INCLUDING THROUGH THE PROVISION OF TAILORED SUPPORT AND THE PROVISION OF NECESSARY AND PRACTICAL ITEMS TO INDIVIDUALS AND FAMILIES WHO ARE IN NEED OR VULNERABLE DUE TO FINANCIAL OR OTHER DISADVANTAGE;(2) TO ADVANCE EDUCATION AND TRAINING AMONGST ASYLUM SEEKERS, REFUGEES AND MIGRANTS TO ADVANCE THEM IN LIFE AND ASSIST THEM TO ADAPT WITHIN A NEW COMMUNITY;(3) TO PRESERVE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF ASYLUM SEEKERS, REFUGEES AND MIGRANTS;(4) TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL ABOUT THE ISSUES RELATING TO ASYLUM SEEKERS, REFUGEES AND MIGRANTS;(5) THE RELIEF OF UNEMPLOYMENT OF THOSE GRANTED REFUGEE STATUS BY THE PROVISION OF SKILLS TRAINING, ADVICE AND SUPPORT AND TO PROVIDE SIMILAR SUPPORT TO THOSE SEEKING ASYLUM;(6) THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THOSE PERSONS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES.

**Activities:** To relieve poverty and increase well being among asylum seekers and refugees in the Birmingham area through the provision of practical items and education. To offer a warm welcome to those who use our service.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People, Other Defined Groups

## Geography

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- Birmingham City
- Coventry City
- Dudley
- Sandwell
- Solihull
- Walsall
- Wolverhampton

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£204,611	£204,611	-	-
2024-03-31	£166,859	£166,414	-	-
2023-03-31	£113,762	£130,060	-	-
2022-03-31	£140,413	£127,026	-	-
2021-03-31	£147,290	£103,348	-	-

## Trustees

Name	Role	Appointed
David Blower		2019-09-23
Eleanor Deeley		2024-12-03
JAMES JOSEPH SULLIVAN		2022-06-28
James Stewart John Bemand		2023-06-27
MARYAM CHAHARMIR		2018-04-24
ROBERT FRANCIS MILLE		2022-06-28
Rev Brian McGinley		2024-10-15
Rev Timothy Francis Menezes		2019-03-25
SISTER MARGARET WALSH		2018-04-24
Sharon Ann Brown		2024-10-15

**ST. CHAD'S SANCTUARY**

England & Wales - Charity number 1178728

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# Accounts

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# TRUSTEES ANNUAL REPORT & ACCOUNTS



# 2024-2025

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# FOREWORD

On behalf of my fellow Trustees, I am pleased to present our Annual Report and Financial Statements for the year ending 31st March 2025.



Throughout this year, St Chad's Sanctuary has continued to stand alongside some of the most vulnerable members of our society—people seeking asylum and sanctuary—despite the persistent challenges posed by an increasingly complex and hostile asylum system.

We remain deeply proud of our dedicated staff team and the many volunteers who bring compassion, resilience, and adaptability to their work, responding with grace to the evolving needs of those we serve.

This Report offers a snapshot of our activities and impact during 2024–2025, and reflects our ongoing commitment to this vital work—into the coming year and far beyond.

Eleanor Deeley, Chair of Trustees



# WHO WE ARE

## OUR HISTORY

St Chad's Sanctuary was established in 2010 from the desire of Sister Margaret Walsh, IJS, to embrace people neglected by society. The Salvation Army and the Archdiocese of Birmingham supported Sr Margaret's vision of welcoming these strangers and provided financial and practical assistance to start the charity. The desire to provide a cup of tea and a listening ear evolved into a wide-ranging operation, as stories were heard and perspectives were altered. In 2024 - 2025 over 3,500 people accessed our services, showing that after 15 years, the need remains and is ever-increasing.

## OUR VISION

A world in which people seeking sanctuary are treated with dignity, empathy and respect.

## OUR MISSION

To engage with those seeking sanctuary and offer welcome, services and support.

## OUR VALUES

Welcome

Dignity

Compassion

Social Justice

Empowerment

PEOPLE FROM **88**  
DIFFERENT COUNTRIES  
VISITED US  
IN 2024-2025



# WHO WE ARE

## OUR REFERENCE & ADMINISTRATION INFORMATION

St Chad's Sanctuary was registered as a Charitable Incorporated Organisation (CIO) 11th June 2018. Prior to this it was registered as a charity under number 1146151.

Charity name: St Chad's Sanctuary CIO

Charity number: 1178728

Registered address: 72-74 Shadwell Street, Birmingham, B6 4HA

The Trustees of the Charity during the period were:

Trustee	Date of Appointment
Sr. Margaret Walsh	11th June 2018
Maryam Chaharmir	11th June 2018
Bishop Timothy Menezes	25th March 2019
Mr David Blower	23rd September 2019
Mr James Joseph Sullivan	28th June 2022
Mr Robert Mille	28th June 2022
Mr James Bemand	27th June 2023
Ms Sharon Brown	15 <sup>th</sup> October 2024
Canon Brian McGinley	15 <sup>th</sup> October 2024
Ms Eleanor Deeley	3 <sup>rd</sup> December 2024

# WHO WE ARE

## OUR REFERENCE & ADMINISTRATION INFORMATION CONT.

### **Structure, Governance and Management**

The Charity is a Charity Incorporated Organisation (CIO) with a written constitution. The Trustees are the members of the Charity.

### **Appointment of trustees**

The Trustees meet at least quarterly. There must be at least three trustees on the Board at any one time and there is no maximum number. New trustees are appointed by resolution passed by the existing trustees and serve a term of three years which can be renewed. Two trustees may be appointed by the Archbishop of Birmingham (Currently Bishop Timothy Menezes and Rev Fr Brian McGinley), one by the Provincial Leader of the Infant Jesus Sisters (Nicolas Barre) General Trust in England and Ireland (currently Sr Margaret Walsh), and one by the Chief Executive of Father Hudson's Caritas (currently Ms Sharon Brown). One of our trustees is also employed in a role that is wholly separate from the Trustee role.

### **Objectives and Activities**

The primary objective of the CIO can be summarised as relieving poverty and isolation among asylum seekers and refugees in Birmingham and the surrounding areas. Full objectives are available at the Charity Commission. We seek to fulfill our objectives by providing a warm welcome and a dignified process for obtaining practical items and English lessons.

### **Independent Examiner**

BVSC Accounting Services, 138 Digbeth , Birmingham B5 6DR  
Gift Aid: St Chad's Sanctuary CIO is registered for Gift Aid

# WHO WE ARE

## OUR VOLUNTEERS

Our volunteer team are essential to the successful and compassionate delivery of our services. We have approximately 70 volunteers in our distribution service, with an additional 10 who facilitate the informal classes and 12 more who teach the formal classes of English for Speakers of Other Languages (ESOL). Volunteers may offer one session per week whilst others offer three or four. We have volunteers from all walks of life from the local area as well as those who have lived experience of migration, plus those still experiencing the asylum process. We are able to offer informal translation services due to the talents of those volunteers who originate from all over the world; on a typical day of distribution we have at least three languages being spoken in addition to English. We hold biannual training days for our volunteers to keep them up to date on relevant topics like safeguarding and changes in the asylum system.



# WHO WE ARE

## OUR TRUSTEES

Each of the 10 Trustees brings different skills to the Board and each one has been allocated a particular 'link' with the project, a subject in which they have experience and in relation to which they can assist the CEO or staff member. Our aim for this year was to recruit a trustee with business expertise - Eleanor Deeley is now the Chair of the Trustee Board. The Board continues to seek members with lived experience of being an asylum seeker or refugee, as we enjoy having one such person currently and it is crucial to hear their voice at Board level. We are also seeking to appoint a Trustee with a marketing background and interest to strengthen the Board's knowledge and support the work of the CEO and Finance Administrator. To ensure that good quality candidates are recruited, the Trustees continue to use a Trustee Application Form with an associated information pack so that Trustees are fully informed of the expectations and responsibilities of Trusteeship, and they are also invited to visit or even volunteer for a period in the Sanctuary to reach a deeper understanding of the challenges and joys of the work.

## OUR STAFF

Our staff team is dedicated to our mission of welcome. In this period our staff team consisted of:

- CEO (F/T) - role developed from Project Manager this year
- Volunteer and Supporter Coordinator (F/T) - until role ended in February 2025
- ESOL Coordinator & Finance Administrator (25 hr/pw)
- Practical Operations Coordinator (24 hr/pw)
- Young Person's Education Coordinator (6 hr/pw)
- Outreach Development Lead (14 hr/pw initially, increased to 20hrs)
- Administration Assistant - (20 hr/pw) commenced June 2024

All staff are employed on behalf of the Trustees by Father Hudson's Caritas (charity number 512992), who are paid for their HR and Management services. We pay a contract cleaner in addition to this.

# WHO WE ARE

## OUR SUPPORTERS

Our work would not be possible without the support of many individuals, parishes, community groups and schools. We welcome donations of practical items which we then organize and distribute; this negates the need to spend money on items. Some of the donations, like toiletries, are new and some, like clothing, are pre-loved.

Supporters hear about our work through our reputation, as we are a trusted, long-serving organisation. We also visit parishes and schools to share our knowledge and awareness of the asylum system and the experiences of those living in it. Schools and groups are welcome to visit us for a tour of our building to learn about our work and how it fits into the wider asylum system in the UK. We communicate with our supporters via a weekly Mailchimp newsletter and social media channels.



# WHAT WE DO

## Clothing

We offer clothing to people who are living in the asylum system and who are destitute. Many asylum seekers rely on the small amount of money provided by the UK government, which is just under £50 per week in uncatered accommodation or just under £10 per week in catered accommodation. They do not have enough money to buy clothing so we provide it for free. We operate a drop in on Monday, Wednesday and Friday, 1030-1330 where people can visit our dedicated clothing room and choose their items as if from a shop. We believe this agency makes the experience more dignified, which is especially important for those living in the dehumanising asylum system. Whilst they are waiting to visit the clothing room they are invited to have drinks and food, with information, signposting and support available. People tell us not only that they feel better equipped practically after a visit to us, they feel welcomed and respected.

*'It's not easy to be somewhere and to feel relaxed enough to be open with other people because of all the things in my head but I feel supported here and able to open up.'*

*A volunteer, who is living in the asylum system*

In 2024-2025 over 3250 people received clothing from us at least once

## Volunteering opportunities

Asylum seekers are rarely allowed to have paid employment so their many talents go to waste. We welcome them to volunteer with us to use their talents and fill their time, giving valuable shape and structure to their week with the increased opportunity to learn the English language and culture. We in turn reap the benefits of their informal translation skills, their vast array of skills and the benefit of their experiences in the asylum system.

# WHAT WE DO

## 3 Food

When we can we provide food to those asylum seekers who do not have catered accommodation provided by the government. People are able to collect a bag of essential food items every week, the contents of which was developed with service users. The food items we share are either donated by supporters or purchased with restricted grants, especially from Birmingham City Council. We are lucky that Costco allow another charity, St Vincent de Paul Society, to collect food that is close to it's sell by date which they deliver to us to distribute - this way we sometimes receive fresh fruit and vegetables to distribute.

In 2024-2025 we gave out over 3700 food bags.

## 4 Support Services

*'It's brilliant that Brushstrokes are here.'*

from a volunteer who is delighted to be able to refer service users for legal help onsite.

We collaborate with other organizations to offer legal support, run information sessions and offer guidance about life in the asylum system. We continued welcomed Brushstrokes Community Project to provide legal support and also to give talks on public health matters. We also welcome an optician once a month. We employed an Outreach Development Lead to visit one of the hotels being used by the Home Office, where we collaborate with Migrant Help and Red Cross and provide activities, signposting and community support.

# WHAT WE DO

## 5

In 2024-2025 nearly 122 people attended our formal ESOL lessons, plus hundreds more who accessed our drop in classes and hotel language sessions.

Asylum seekers are not able to access free education at college until they have been in the country for six months. Unable to communicate, people feel confused, rejected and frustrated. We provide formal classes of English for Speakers of Other Languages (ESOL) for those new arrivals who are keen to learn as soon as they arrive. Our volunteer teachers provide approximately 15 two hour classes a week for four different levels, opening up opportunities and integration to our students.

## 6

### Friendship and fun

We offer social activities which help people to meet new friends, learn about English culture and learn English in an informal way. We have a games club, play sports, organise theatre trips and have biannual parties. For some sanctuary seekers who do not feel able to commit to regular classes these activities offer a gentle yet warm welcome.



# WHAT WE DO

This year, our Little School team helped more than 60 children from 12 different countries to obtain school places

## 7 Little School

Asylum seeking children are required to attend school in the UK. Finding a school that will understand and accept them however, can be very challenging. Our Young Person's Education Coordinator works with the adults in the family to complete application forms, liaise with schools and understand how the school system works. He maintains close ties with the 'Newly Arrived People' team at the local council, helping to accelerate the process of securing placements. Until a school place becomes available, the children can attend our weekly volunteer-led classes, allowing them to make friends and transition to spending time away from their parents.



## 8 Sharing of knowledge

We share what we learn about the asylum system and the struggles of living within it with interested people in the wider community. Schools and community groups are welcome to visit us for a tour or to host us at their venue to give informative talks. We encourage people to see beyond divisive media headlines to seek the truth of harsh realities of migration.



# 15 YEAR ANNIVERSARY

In March 2025 we were delighted to celebrate the 15<sup>th</sup> anniversary of the opening of St Chad's Sanctuary. We threw a party for people who had supported the Sanctuary along the journey and made it the place of welcome it is today. We welcomed partners, volunteers, staff, trustees, donors, funders and service users spanning the years to enjoy displays of photos, speeches, volunteer awards and of course a cup of tea. It was a really special occasion and a great time to remember all the hard work and great fun that has gone into St Chad's Sanctuary.



# OUR FINANCIAL REVIEW

St Chad's Sanctuary is currently funded with a mixture of private donations from individuals, schools, parishes, grant and trust funding and donations of practical items and volunteer time. The Salvation Army provides a building currently at a peppercorn rent, and Father Hudson's Caritas provides HR, management and governance support, invoicing for part costs and providing a portion in-kind.

The CIO's organisational income during 2024/25 was £203,492 and the expenditure was £204,050. This shows an increase in income of £36,678 and an increase in expenditure of £37,657 compared to 2023/2024. Financial donations from private individuals, schools, groups and parishes increased by £25,649 as a result of a fundraising drive centred on our 15 year anniversary and income from grants increased by £23,596. The increase in expenditure is predominantly due to an increase in levels of salaries; we employed two new members of staff and increased the hours of two others to better address the needs of our service users.

## Summary of grants received:

- Birmingham City Council Sanctuary Grant (restricted) £24,000
- Birmingham City Council Food Fund (restricted) £4,000
- Garfield Weston (unrestricted) £5,000
- Society of the Holy Child Jesus (unrestricted) £15,000
- National Lottery (restricted) £19,996
- Grimmitt Trust £2,500

TOTAL GRANTS £74,496.

## Large private donations

There were 19 donors (individuals and organisations) who donated £1,000 or more during the course of the year, and 5 of these donated between £3,000 and £6,000.

# OUR FINANCIAL REVIEW

## Reserves Policy

The CIO has unrestricted funds of £63,366 which the trustees intend to hold as reserves.

Our unrestricted funds are historically high due to the value of donations we received from individuals and parishes who do not restrict their donations. We have made a strategic decision to utilise unrestricted funds to ensure the level is not above 6 months running costs. We are increasingly using designated funds to allow for accurate budgeting and planning in line with our strategy. We have designated funds which will meet the known liabilities and financial commitments of the charity should there be unforeseen events which negatively impact on our finances. This, combined with the knowledge that our activities can be quickly scaled back if our finances are impacted negatively, means that the Trustees are confident this amount of reserves is sufficient to meet any unexpected costs and deem it prudent to hold the above amount in reserve.

## Public Benefit Statement


The principal activity of the charity is to relieve poverty among asylum seekers, refugees and migrants in Birmingham and surrounding areas. The Trustees have referred to the guidance from the Charities Commission on Charities and Public Benefit. The Trustees are confident that St. Chad's Sanctuary aims and activities are in accordance with the regulations on public benefit.

## Approval

Approved and signed on behalf of the Board of Trustees by:

Name of Trustee: .....Eleanor Deeley.....

Signature of Trustee .....Date .....30th January 2026.....



**OUR END OF YEAR FINANCIAL  
STATEMENTS  
YEAR ENDING 31<sup>ST</sup> MARCH 2025**

# **St Chad's Sanctuary**

## **End of Year Financial Statements**

**Year ending 31 March 2025**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year
<b>Income and endowments from:</b>					
Donations and legacies	162,272	41,686	—	203,959	165,761
Other trading activities	508	143	—	651	1,087
Other income	—	—	—	—	10
<b>Total income</b>	<b>162,781</b>	<b>41,830</b>	<b>—</b>	<b>204,611</b>	<b>166,859</b>
<b>Expenditure on:</b>					
Raising funds	—	—	—	—	46
Expenditure on charitable activities	152,208	51,280	—	203,488	164,903
Other expenditure	623	—	—	623	1,478
<b>Total expenditure</b>	<b>153,831</b>	<b>51,280</b>	<b>—</b>	<b>204,611</b>	<b>166,428</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>9,949</b>	<b>(9,449)</b>	<b>—</b>	<b>499</b>	<b>431</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	—	—	—	—
Gross transfers between funds - out	—	—	—	—	—
<b>Other recognised gains / losses</b>	<b>54,723</b>	<b>24,818</b>	<b>—</b>	<b>79,541</b>	<b>0</b>
Gains on revaluation, fixed assets, charity's own use	(79,541)	—	—	(79,541)	0
	—	—	—	—	—
<b>Net movement in funds</b>	<b>(14,869)</b>	<b>15,368</b>	<b>—</b>	<b>499</b>	<b>431</b>
<b>Total funds brought forward</b>	<b>79,236</b>	<b>23,538</b>	<b>—</b>	<b>102,775</b>	<b>102,343</b>
<b>Total funds carried forward</b>	<b>64,366</b>	<b>38,907</b>	<b>—</b>	<b>103,274</b>	<b>102,775</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	64,366	—	—	64,366	14,507
<b>Designated</b>					
Garfield Weston grant 2023	—	—	—	—	5,947
IJS Core funding - Outreach	—	—	—	—	10,000
Legacies	—	—	—	—	48,781
<b>Restricted</b>					
BCC Clothing	—	—	—	—	6,554
BCC Contingency	—	9,821	—	9,821	—
BCC Other	—	—	—	—	905
BCC Salaries	—	1,109	—	1,109	10,218
BCC food and hygiene March 2025	—	2,492	—	2,492	—
Clean Air Zone charges	—	1,358	—	1,358	1,098
ESOL Costs	—	60	—	60	0
Family Activity Fund	—	637	—	637	673
Food fund	—	199	—	199	0
Jesuits	—	2,392	—	2,392	3,246
Little School IT fund	—	302	—	302	302
Matt Kendall Foundation	—	174	—	174	174
National Lottery 2025	—	19,996	—	19,996	—

## Balance sheet

Class and code	Description	This year	Last year
<b>Current assets</b>			
CA010	Current account	97,278	97,646
CA020	Petty cash	125	257
CA050	Tesco gift cards	112	112
CA100	Old Barclays account	5,756	4,757
	<b>Total Current assets</b>	<b>103,274</b>	<b>102,775</b>
<b>Reserves</b>			
Z01	Excess / (deficit) to date	499	431
	Starting balances	102,775	102,343
	<b>Total Reserves</b>	<b>103,274</b>	<b>102,775</b>
<b>Represented by funds</b>			
	Unrestricted	64,366	14,507
	Designated	0	64,728
	Restricted	38,907	23,538
	Endowment	—	—
	<b>Total</b>	<b>103,274</b>	<b>102,775</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Current account -	58,731	0	38,907	—	97,278	97,646
Petty cash -	125	—	—	—	125	257
Tesco gift cards -	112	—	—	—	112	112
Old Barclays account -	5,756	—	—	—	5,756	4,757
<b>Totals</b>	<b>64,366</b>	<b>0</b>	<b>38,847</b>	<b>—</b>	<b>102,810</b>	<b>102,775</b>
<b>Grand total</b>	<b>63,962</b>	<b>0</b>	<b>38,907</b>	<b>—</b>	<b>103,274</b>	<b>102,775</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
<b>BCC-CLOTHE - BCC Clothing</b>							
Restricted	6,554	—	15,554	9,000	—	—	—
<b>Sub-total for BCC-CLOTHE</b>	<b>6,554</b>	<b>—</b>	<b>15,554</b>	<b>9,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>BCC-CONT - BCC Contingency</b>							
Restricted	—	9,821	—	—	—	—	9,821
<b>Sub-total for BCC-CONT</b>	<b>—</b>	<b>9,821</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>9,821</b>
<b>BCC-MAR - BCC food and hygiene</b>							
Restricted	—	4,000	1,507	—	—	—	2,492
<b>Sub-total for BCC-MAR</b>	<b>—</b>	<b>4,000</b>	<b>1,507</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,492</b>
<b>BCC-OTHER - BCC Other</b>							
Restricted	905	—	1,810	905	—	—	—
<b>Sub-total for BCC-OTHER</b>	<b>905</b>	<b>—</b>	<b>1,810</b>	<b>905</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>BCC-SAL - BCC salaries</b>							
Restricted	10,218	1,109	24,313	14,095	—	—	1,109
<b>Sub-total for BCC-SAL</b>	<b>10,218</b>	<b>1,109</b>	<b>24,313</b>	<b>14,095</b>	<b>—</b>	<b>—</b>	<b>1,109</b>

<b>BCC-SEP - BCC September food fund</b>								
Restricted		—	4,000	4,000	—	—	—	—
	<b>Sub-total for BCC-SEP</b>	<b>—</b>	<b>4,000</b>	<b>4,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CAZ - Clean Air Zone charge</b>								
Restricted		1,098	260	—	—	—	—	1,358
	<b>Sub-total for CAZ</b>	<b>1,098</b>	<b>260</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,358</b>
<b>CLOTHES - Clothing</b>								
Restricted		—	200	1,018	818	—	—	—
	<b>Sub-total for CLOTHES</b>	<b>—</b>	<b>200</b>	<b>1,018</b>	<b>818</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>DIRECT - for direct client costs</b>								
Restricted		—	900	900	—	—	—	—
	<b>Sub-total for DIRECT</b>	<b>—</b>	<b>900</b>	<b>900</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>ESOL - ESOL costs</b>								
Restricted		0	743	683	—	—	—	60
	<b>Sub-total for ESOL</b>	<b>0</b>	<b>743</b>	<b>683</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>60</b>
<b>FAM-ACT - Family Activity Fund</b>								
Restricted		673	—	36	—	—	—	637
	<b>Sub-total for FAM-ACT</b>	<b>673</b>	<b>—</b>	<b>36</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>637</b>
<b>FOOD - Food fund</b>								
Restricted		0	300	100	—	—	—	199
	<b>Sub-total for FOOD</b>	<b>0</b>	<b>300</b>	<b>100</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>199</b>
<b>GARFIELD23 - Garfield Weston grant</b>								
Designated		5,947	—	5	(5,941)	—	—	—
	<b>Sub-total for GARFIELD23</b>	<b>5,947</b>	<b>—</b>	<b>5</b>	<b>(5,941)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>IJS - IJS Core funding</b>								
Designated		10,000	—	10,000	—	—	—	—
	<b>Sub-total for IJS</b>	<b>10,000</b>	<b>—</b>	<b>10,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>JESUITS - Jesuits</b>								
Restricted		3,246	—	854	—	—	—	2,392
	<b>Sub-total for JESUITS</b>	<b>3,246</b>	<b>—</b>	<b>854</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,392</b>
<b>LEGACIES - Legacies</b>								
Designated		48,781	—	—	(48,781)	—	—	—
	<b>Sub-total for LEGACIES</b>	<b>48,781</b>	<b>—</b>	<b>—</b>	<b>(48,781)</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>LS-IT - Little School IT fund</b>								
Restricted		302	—	—	—	—	—	302
	<b>Sub-total for LS-IT</b>	<b>302</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>302</b>
<b>MKF - Matt Kendall Foundation</b>								
Restricted		174	—	—	—	—	—	174
	<b>Sub-total for MKF</b>	<b>174</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>174</b>
<b>NL25 - National Lottery</b>								
Restricted		—	19,996	—	—	—	—	19,996
	<b>Sub-total for NL25</b>	<b>—</b>	<b>19,996</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>19,996</b>
<b>SERCO-CL - SERCO Clothing</b>								
Restricted		—	500	500	—	—	—	—
	<b>Sub-total for SERCO-CL</b>	<b>—</b>	<b>500</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>SONG - English Through Song</b>								
Restricted		366	—	—	—	—	—	366
	<b>Sub-total for SONG</b>	<b>366</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>366</b>
<b>SUM-PAR-24 - Summer Party 2024</b>								
Designated		—	500	500	—	—	—	—
	<b>Sub-total for SUM-PAR-24</b>	<b>—</b>	<b>500</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>General - General fund</b>								
Unrestricted		14,507	162,281	142,326	29,904	—	—	64,366
	<b>Sub-total for General</b>	<b>14,507</b>	<b>162,281</b>	<b>142,326</b>	<b>29,904</b>	<b>—</b>	<b>—</b>	<b>64,366</b>
	<b>Grand total</b>	<b>102,775</b>	<b>204,611</b>	<b>204,112</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>103,274</b>

## Analysis of income and expenditure

Total  
Unrestricted Designated Restricted Endowment This year Last year

### INCOME AND ENDOWMENTS

#### Donations and legacies

IN001 - Donations	89,543	500	2,760	—	92,803	66,080
IN002 - Grants	46,500	—	38,926	—	85,426	50,900
IN003 - Gift Aid	25,714	—	—	—	25,714	—
IN007 - Legacies	15	—	—	—	15	48,781
Total	161,772	500	41,686	—	203,959	165,761

#### Other trading activities

IN004 - Sales of donated goods	508	—	—	—	508	740
IN005 - Fundraising events	—	—	—	—	—	159
IN006 - Sales of merchandise	—	—	143	—	143	187
Total	508	—	143	—	651	1,087

#### Other income

INREF - Refunds	—	—	—	—	—	10
Total	—	—	—	—	—	10

<b>INCOME TOTAL</b>	162,280	500	41,830	—	204,611	166,859
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### EXPENDITURE

#### Raising funds

EX2160 - Fundraising	—	—	—	—	—	46
Total	—	—	—	—	—	46

#### Expenditure on charitable activities

EX0100 - Office and stationery	433	—	—	—	433	494
EX0110 - Printing and copying	266	—	—	—	266	343
EX0200 - ICT	1,004	—	—	—	1,004	989
EX0250 - ICT hardware	48	—	854	—	902	65
EX0300 - Utilities	—	—	—	—	—	—
EX0400 - Waste and recycling	1,437	—	—	—	1,437	1,755
EX0500 - Housekeeping	735	—	—	—	735	537
EX0600 - Repairs and maintenance	167	—	—	—	167	11
EX0700 - Furniture and fittings	198	—	—	—	198	130
EX0800 - Groceries	1,278	—	4,195	—	5,473	11,270
EX0900 - Clothing purchases	6,307	—	14,999	—	21,307	9,241
EX0950 - Other practical items	29	—	2,973	—	3,003	3,213
EX0980 - Service user travel costs	2	—	—	—	2	—
EX1000 - Hygiene purchases	577	—	1,413	—	1,991	2,952
EX1200 - ESOL student travel costs	4,624	—	329	—	4,954	7,330
EX1210 - ESOL student data costs	—	—	—	—	—	—
EX1250 - ESOL other	628	257	353	—	1,239	1,158
EX1300 - Little School travel costs	—	—	—	—	—	36
EX1500 - Cultural events and trips	1,495	242	36	—	1,773	1,495
EX1510 - Family activities and trips	—	—	—	—	—	119
EX1520 - Non-ESOL activities	91	—	—	—	91	—
EX1600 - Volunteer expenses - travel	1,079	—	—	—	1,079	1,538
EX1610 - Volunteer expenses - other	86	—	—	—	86	31

EX1620 - Volunteer training - general	1,203	—	—	—	1,203	289
EX1630 - Volunteer training - ESOL	—	—	—	—	—	50
EX1700 - Hospitality	31	—	—	—	31	53
EX1810 - Staff costs - salaries	107,508	10,000	24,314	—	141,823	107,113
EX1850 - Staff costs - expenses	201	5	—	—	207	498
EX1860 - Staff costs - training	115	—	—	—	115	215
EX1900 - Cleaning services	6,634	—	—	—	6,634	6,405
EX2000 - Accountancy services	—	—	—	—	—	900
EX2100 - HR services	5,516	—	1,810	—	7,326	6,660
Total	141,703	10,505	51,280	—	203,488	164,903

**Other expenditure**

EX1640 - Volunteer events	55	—	—	—	55	972
EX2150 - Insurance	330	—	—	—	330	330
EX2200 - Misc	237	—	—	—	237	175
Total	623	—	—	—	623	1,478

	142,326	10,505	51,280	—	204,112	166,428
<b>EXPENDITURE TOTAL</b>	19,954	(10,005)	(9,449)	—	499	431

<b>GRAND TOTAL</b>						
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# ACCOUNTANTS CERTIFICATE





**Section A Independent Examiner's Report**

**Report to the trustees/ members of** St Chad's Sanctuary CIO

**On accounts for the year ended** 31 March 2025

**Charity no** 1178728

**Set out on pages** 1-9

(remember to include the page numbers of additional pages)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

**Responsibilities and basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

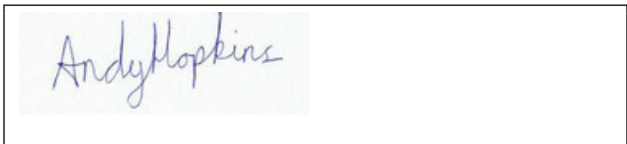
My report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:** 

**Date:** 30 Jan 2026

**Name:** Andrew Hopkins

**Address:** BVSC Accountancy services

Latham House, 33-34 Paradise Street  
Birmingham  
B1 2AJ

**ST. CHAD'S SANCTUARY**

England & Wales - Charity number 1178728

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# Accounts

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# TRUSTEES ANNUAL REPORT & ACCOUNTS



# 2023-2024

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14 Our financial review of 2023-2024

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# FOREWORD

My fellow Trustees and I are delighted to present our report and the financial statements for the year ending 31st March 2024. This year we have continued to reach out to and work with some of the most vulnerable people in our society, asylum seekers and refugees, despite the ongoing challenges of the complex and ever-evolving asylum system. We are proud that our small staff team and many volunteers are committed to their work and willingly adapt to the ever-changing circumstances of our service users.

This Report provides a snapshot of the work of St Chad's Sanctuary over the year 2023 - 2024 and which we look forward to continuing into next year and well beyond.

Rev Timothy Menezes, Chair



# WHO WE ARE

## OUR HISTORY

St Chad's Sanctuary was born in 2010 from the desire of Sister Margaret Walsh, IJS, to embrace people who were neglected by society. The Salvation Army and the Archdiocese of Birmingham supported Sr Margaret's vision of welcoming these strangers and provided financial and practical assistance to start the charity. The desire to provide a cup of tea and a listening ear evolved into a wide-ranging operation, as stories were heard and perspectives were altered. In 2023 - 2024 over 2,500 people accessed our services, showing that after nearly 14 years, the need remains and is ever-increasing.

## OUR VISION

A world in which people seeking sanctuary are treated with dignity, empathy and respect.

## OUR MISSION

To engage with those seeking sanctuary and offer welcome, services and support.

## OUR VALUES

Welcome

Dignity

Compassion

Social Justice

Empowerment

PEOPLE FROM  
**66**  
DIFFERENT COUNTRIES  
VISITED US  
IN 2023-2024



# WHO WE ARE

## OUR REFERENCE & ADMINISTRATION INFORMATION

St Chad's Sanctuary was registered as a Charitable Incorporated Organisation (CIO) 11th June 2018. Prior to this it was registered as a charity under number 1146151.

Charity name: St Chad's Sanctuary CIO

Charity number: 1178728

Registered address: 72-74 Shadwell Street, Birmingham, B6 4HA

The Trustees of the Charity during the period were:

<b>Trustee</b>	<b>Date of Appointment</b>
Sr. Margaret Walsh	11th June 2018
Ms Joanne Watters	11th June 2018
Maryam Chaharmir	11th June 2018
Rev Fr Timothy Menezes	25th March 2019
Mr David Blower	23rd September 2019
Mr James Joseph Sullivan	28th June 2022
Mr Robert Mille	28th June 2022
Mr James Bemand	27th June 2023

# WHO WE ARE

## OUR REFERENCE & ADMINISTRATION INFORMATION CONT.

### **Structure, Governance and Management**

The Charity is a Charity Incorporated Organisation (CIO) with a written constitution. The Trustees are the members of the Charity.

### **Appointment of trustees**

The Trustees meet at least quarterly. There must be at least three trustees on the Board at any one time and there is no maximum number. New trustees are appointed by resolution passed by the existing trustees. Two trustees may be appointed by the Archbishop of Birmingham (Currently Rev Fr Timothy Menezes with the opportunity for one more appointment), one by the Provincial Leader of the Infant Jesus Sisters (Nicolas Barre) General Trust in England and Ireland (currently Sr Margaret Walsh), and one by the Chief Executive of Father Hudson's Care (currently Ms Joanne Watters).

### **Objectives and Activities**

The primary objective of the CIO can be summarised best as relieving poverty and isolation among asylum seekers and refugees in Birmingham and the surrounding areas. Full objectives are available at the Charity Commission. We seek to fulfill our objectives by providing a warm welcome and a dignified process for obtaining practical items and English lessons.

### **Independent Examiner**

BVSC Accounting Services, 138 Digbeth, Birmingham B5 6DR

Gift Aid: St Chad's Sanctuary CIO is registered for Gift Aid

# WHO WE ARE

## OUR VOLUNTEERS

Our volunteer team are essential to the successful and compassionate delivery of our services. We have approximately 70 volunteers in our distribution service, with an additional 12 who facilitate the informal classes and 12 more who teach the formal classes of English for Speakers of Other Languages (ESOL). Volunteers may offer one session per week whilst others offer three or four. We have volunteers from all walks of life from the local area as well as those who have lived experience of migration, plus those still experiencing the asylum process. We are able to offer informal translation services due to the talents of those volunteers who originate from all over the world; on a typical day of distribution we have at least three languages being spoken in addition to English. We hold biannual training days for our volunteers to keep them up to date on relevant topics like safeguarding and changes in the asylum system.



# WHO WE ARE

## OUR TRUSTEES

Each of the 7 Trustees brings different skills to the Board and each one has been allocated a particular 'link' with the project, a subject in which they have experience and in relation to which they can assist the Project Manager or staff member. Our aim for this year was to recruit a trustee with financial expertise -James Bemand is now the link Trustee for finance and has meetings about financial matters with the Manager and Financial Administrator. The Board continues to seek members with lived experience of being an asylum seeker or refugee, as we enjoy having one such person currently and it is crucial to hear their voice at Board level. We are also seeking to appoint a Trustee with a marketing background and interest to strengthen the Board's knowledge and support the work of the Project Manager and Finance Administrator. To ensure that good quality candidates are recruited, the Trustees continue to use a Trustee Application Form with an associated information pack so that Trustees are fully informed of the expectations and responsibilities of Trusteeship, and they are also invited to visit or even volunteer for a period in the Sanctuary to reach a deeper understanding of the challenges and joys of the work.

## OUR STAFF

Our staff team is dedicated to our mission of welcome. In this period our staff team consisted of:

- Manager (F/T)
- Volunteer and Supporter Coordinator (F/T)
- ESOL Coordinator & Finance Administrator (25 hr/pw)
- Practical Operations Coordinator (24 hr/pw)
- Young Person's Education Coordinator (6 hr/pw)
- Outreach Development Lead (new role, commenced October 2023, funded via Brushstrokes Community Project) (14 hr/pw)

All staff are employed on behalf of the Trustees by Father Hudson's Care (charity number 512992), who are paid for their HR and Management services. We pay a contract cleaner in addition to this.

# WHO WE ARE

## OUR SUPPORTERS

Our work would not be possible without the support of many individuals, parishes, community groups and schools. We welcome donations of practical items which we then organize and distribute; this negates the need to spend money on items. Some of the donations, like toiletries, are new and some, like clothing, are pre-loved.

Supporters hear about our work through our reputation, as we are a trusted, long-serving organisation. We also visit parishes and schools to share our knowledge and awareness of the asylum system and the experiences of those living in it. Schools and groups are welcome to visit us for a tour of our building to learn about our work and how it fits into the wider asylum system in the UK.

We communicate with our supporters via a weekly Mailchimp newsletter and social media channels.



# WHAT WE DO

## Clothing

We offer clothing to people who have recently requested asylum and who are destitute. Many asylum seekers rely on the small amount of money provided by the UK government, which is just under £50 per week in uncatered accommodation or just under £10 per week in catered accommodation. They do not have enough money to buy clothing so we provide it for free. We operate a drop in on Monday, Wednesday and Friday, 1030-1330 where people can visit our dedicated clothing room and choose their items as if from a shop. We believe this agency makes the experience more dignified, which is especially important for those living in the dehumanising asylum system. Whilst they are waiting to visit the clothing room they are invited to have drinks and food, with information available. People tell us not only that they feel better equipped practically after a visit to us, they feel welcomed and respected.

In 2023-2024 nearly 2400 people received clothing from us at least once

*'It's not easy to be somewhere and to feel relaxed enough to be open with other people because of all the things in my head but I feel supported here and able to open up.'*

*A volunteer, who is living in the asylum system*

## Volunteering opportunities

Asylum seekers are rarely allowed to have paid employment so their many talents go to waste. We welcome them to volunteer with us to use their talents and fill their time, giving valuable shape and structure to their week with the increased opportunity to learn the English language and culture. We in turn reap the benefits of their informal translation skills, their vast array of skills and the benefit of their experiences in the asylum system.

# WHAT WE DO

## 3 Food

We provide food to those asylum seekers who do not have catered accommodation provided by the government. People are able to collect a bag of essential food items every week, the contents of which was developed with service users. The food items we share are either donated by supporters or purchased with restricted grants. We are lucky that Costco allow another charity, St Vincent de Paul Society, to collect food that is close to it's sell by date which they deliver to us to distribute - this way we receive fresh fruit and vegetables to distribute.

In 2023-2024 713 people received food for them and their families.

## 4 Support Services

*'It's brilliant that Brushstrokes are here.'*

from a volunteer who is delighted to be able to refer service users for legal help onsite.

We collaborate with other organizations to offer legal support, run information sessions and offer guidance about life in the asylum system. In 2023-2024 we welcomed Brushstrokes Community Project to provide legal support and also to give talks on public health matters. We employed an Outreach Development Lead to visit a hotel being used by the Home Office, where we collaborate with Migrant Help and Red Cross and provide activities and community support.

# WHAT WE DO

## 5 English lessons

In 2023-2024 nearly 100 people attended our formal ESOL lessons

Asylum seekers are not able to access free education at college until they have been in the country for six months. Unable to communicate, people feel confused, rejected and frustrated. We provide formal classes of English for Speakers of Other Languages (ESOL) for those new arrivals who are keen to learn as soon as they arrive. Our volunteer teachers provide approximately 15 two hour classes a week for four different levels, opening up opportunities and integration to our students.

## 6 Friendship and fun

We offer social activities which help people to meet new friends, learn about English culture and learn English in an informal way. We have a games club, play sports, organise theatre trips and have biannual parties. For some sanctuary seekers who do not feel able to commit to regular classes these activities offer a gentle yet warm welcome.



# WHAT WE DO

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## Little School

This year, our Little School team helped 40 children from 11 different countries to obtain school places

Asylum seeking children are required to attend school in the UK. Finding a school that will understand and accept them however, can be very challenging. Our staff member works with the adults in the family to complete application forms, liaise with schools and understand how the school system works. Until a school place becomes available, the children can attend our weekly volunteer-led classes, allowing them to make friends and transition to spending time away from their parents.

8

## Sharing of knowledge

We share what we learn about the asylum system and the struggles of living within it with interested people in the wider community. Schools and community groups are welcome to visit us for a tour or to host us to give informative talks. We encourage people to see beyond divisive media headlines to seek the truth of harsh realities of migration. This year, the role of our Volunteer Coordinator was developed into that of Volunteer and Supporter Coordinator to better serve the people who are interested in learning more about our vital work.



# OUR FINANCIAL REVIEW

St Chad's Sanctuary is currently funded with a mixture of private donations from individuals, schools, parishes and businesses, grant and trust funding and donations of practical items and volunteer time. The Salvation Army provides a building currently at a peppercorn rent, and Father Hudson's Care provides HR, management and governance support, invoicing for part costs and providing a portion in-kind.

The CIO's organisational income during 2023/24 was £166,859 and the expenditure was £166,414. This shows an increase in income of £53,097 and an increase in expenditure of £36,354 compared to 2022/2023. As expected, financial donations from private individuals, schools, groups and parishes decreased by £12,465 and income from grants increased by £16,500. We gratefully received two legacies totaling £48,781 which accounts for the majority of the increase in income.

The increase in expenditure is due to an increase in levels of salaries; specifically a percentage increase for all staff, in line with inflation plus an increase in the number of hours and therefore salary of one member of staff. The increase is also due to our accounts being prepared on a cash basis which resulted in this year showing 13 months of salary payments, as opposed to 11 in the previous year. We also responded to the need of our service users by spending more money on toiletries and food to meet their essential needs, as well as on bus passes to ensure that our students could attend our classes.

## **Summary of grants received:**

- Birmingham City Council food fund (Apr - Jun 2023) £2,400
- Weston Charity Award £6,500
- Lord Mayor's Charity £3,000
- Birmingham City Council Winter Food Fund (Nov 2023) £5,000
- Sanctuary Grant via Birmingham City Council £24,000
- Infant Jesus Sisters £10,000

TOTAL GRANTS £50,900

## **Large private donations**

There were 15 donors (individuals and organisations) who donated £1,000 or more during the course of the year, and 3 of these donated between £3,000 and £5,000.

# OUR FINANCIAL REVIEW

## Reserves Policy

The CIO has unrestricted funds of £79,150 which the trustees intend to hold as reserves.

Our unrestricted funds are historically high due to the value of donations we received from individuals and parishes who do not restrict their donations. This year we have made use of designated funds to allow for accurate budgeting and planning in line with our strategy. We have designated funds which will meet the known liabilities and financial commitments of the charity should there be unforeseen events which negatively impact on our finances. This, combined with the knowledge that our activities can be quickly scaled back if our finances are impacted negatively, means that the Trustees are confident this amount of reserves is sufficient to meet any unexpected costs and deem it prudent to hold the above amount in reserve.

## Public Benefit Statement

The principal activity of the charity is to relieve poverty among asylum seekers, refugees and migrants in Birmingham and surrounding areas. The Trustees have referred to the guidance from the Charities Commission on Charities and Public Benefit. The Trustees are confident that St. Chad's Sanctuary aims and activities are in accordance with the regulations on public benefit.

## Approval

Approved and signed on behalf of the Board of Trustees by:

Name of Trustee: .....Reverend Timothy Menezes.....

Signature of Trustee ..........Date .....30th September 2024.....



# OUR END OF YEAR FINANCIAL STATEMENTS



# St Chad's Sanctuary

## End of Year Financial Statements

Year ending 31st March 2024

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year	
Income and endowments from:						
Donations and legacies	131,211	34,550	—	—	165,761	112,945
Other trading activities	1,087	—	—	—	1,087	816
Other income	10	—	—	—	10	—
<b>Total income</b>	<b>132,309</b>	<b>34,550</b>			<b>166,859</b>	<b>113,762</b>
Expenditure on:						
Raising funds	46	—	—	—	46	—
Expenditure on charitable activities	134,660	30,243	—	—	164,903	129,551
Other expenditure	1,478	—	—	—	1,478	509
<b>Total expenditure</b>	<b>136,185</b>	<b>30,243</b>			<b>166,428</b>	<b>130,060</b>
Gains / losses on investment assets	—	—	—	—	—	—
Net income / (expenditure) resources before transfer	(3,875)	4,306	—	—	431	(16,298)
Transfers						
Gross transfers between funds - in	—	0	—	—	0	6,035
Gross transfers between funds - out	—	—	—	—	—	(6,035)
Other recognised gains / losses	—	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>(3,875)</b>	<b>4,306</b>			<b>431</b>	<b>(16,298)</b>
<b>Total funds brought forward</b>	<b>83,111</b>	<b>19,232</b>			<b>102,343</b>	<b>118,642</b>
<b>Total funds carried forward</b>	<b>79,236</b>	<b>23,538</b>			<b>102,775</b>	<b>102,343</b>
Represented by						
Unrestricted						
General fund	14,507	—	—	—	14,507	82,611
Designated						
Garfield Weston grant 2023	5,947	—	—	—	5,947	—
IJS Core funding - Outreach	10,000	—	—	—	10,000	—
Legacies	48,781	—	—	—	48,781	—
Party	—	—	—	—	—	500
Restricted						
Access to Sanctuary services	—	—	—	—	—	2,690
BCC Clothing	—	6,554	—	—	6,554	—
BCC Other	—	905	—	—	905	—
BCC salaries	—	10,218	—	—	10,218	—
Bus passes	—	—	—	—	—	—
Direct client costs	—	—	—	—	—	—
Clean Air Zone charges	—	1,098	—	—	1,098	792
Clothing	—	—	—	—	—	250
EH Smith Charitable Trust	—	—	—	—	—	675
ESOL costs	—	0	—	—	0	126
English Through Song	—	366	—	—	366	366
Family Activity Fund	—	673	—	—	673	792
Food fund	—	—	—	—	—	2,660
Green Choices	—	0	—	—	0	27
Gubay - food and food delivery	—	—	—	—	—	44
Handsworth Charity	—	—	—	—	—	2,505
Jesuits	—	—	—	—	—	3,441
Little School	—	3,246	—	—	3,246	456
Little School IT fund	—	—	—	—	—	302
Lord Mayor's Charity	—	302	—	—	302	3,085
Matt Kendall Foundation	—	—	—	—	—	174
National Lottery	—	174	—	—	174	843

## Balance sheet

Class and code	Description	This year	Last year
<b>Current assets</b>			
CA010	Current account	97,646	98,964
CA020	Petty cash	257	111
CA050	Gift cards	112	—
CA100	Old Barclays account	4,757	3,267
	<b>Total Current assets</b>	<b>102,775</b>	<b>102,343</b>
<b>Reserves</b>			
Z01	Excess / (deficit) to date	431	(16,298)
	Starting balances	102,343	118,642
	<b>Total Reserves</b>	<b>102,775</b>	<b>102,343</b>
<b>Represented by funds</b>			
	Unrestricted	14,507	82,611
	Designated	64,728	500
	Restricted	23,538	19,232
	Endowment	—	—
	<b>Total</b>	<b>102,775</b>	<b>102,343</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand	9,379	—	—	—	—	98,964
Current account -	257	64,728	23,538	—	97,646	111
Petty cash -	112	—	—	—	257	—
Gift cards -	4,757	—	—	—	112	—
Old Barclays account -	—	—	—	—	4,757	3,267
<b>Totals</b>	<b>14,507</b>	<b>64,728</b>	<b>23,538</b>	<b>—</b>	<b>102,775</b>	<b>102,343</b>
<b>Grand total</b>	<b>14,507</b>	<b>64,728</b>	<b>23,538</b>	<b>—</b>	<b>102,775</b>	<b>102,343</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
BCC-CLOTHE - BCC Clothing							
Restricted	—	9,000	2,445	—	—	—	6,554
Sub-total for BCC-CLOTHE	—	9,000	2,445	—	—	—	6,554
BCC-OTHER - BCC Other							
Restricted	—	905	—	—	—	—	905
Sub-total for BCC-OTHER	—	905	—	—	—	—	905
BCC-SAL - BCC salaries							
Restricted	—	14,095	3,875	—	—	—	10,218
Sub-total for BCC-SAL	—	14,095	3,875	—	—	—	10,218
BUSPASS - Bus passes							
Restricted	—	15	15	—	—	—	—
Sub-total for BUSPASS	—	15	15	—	—	—	—
CAZ - Clean Air Zone charge							
Restricted	792	338	32	—	—	—	1,098
Sub-total for CAZ	792	338	32	—	—	—	1,098

CLOTHES - Clothing								
Restricted	250	440	690	—	—	—	—	—
Sub-total for CLOTHES	250	440	690	—	—	—	—	—
DIRECT - for direct client costs								
Restricted	—	1,100	1,100	—	—	—	—	—
Sub-total for DIRECT	—	1,100	1,100	—	—	—	—	—
EHSMITH - E H Smith Charitable								
Restricted	675	—	675	—	—	—	—	—
Sub-total for EHSMITH	675	—	675	—	—	—	—	—
ESOL - ESOL costs								
Restricted	126	657	783	—	—	—	—	0
Sub-total for ESOL	126	657	783	—	—	—	—	0
FAM-ACT - Family Activity Fund								
Restricted	792	—	119	—	—	—	—	673
Sub-total for FAM-ACT	792	—	119	—	—	—	—	673
FOOD - Food fund								
Restricted	2,660	3,000	5,660	—	—	—	—	0
Sub-total for FOOD	2,660	3,000	5,660	—	—	—	—	0
GARFIELD23 - Garfield Weston grant								
Designated	—	6,500	552	—	—	—	—	5,947
Sub-total for GARFIELD23	—	6,500	552	—	—	—	—	5,947
GREEN - Green Choices								
Restricted	27	—	27	—	—	—	—	—
Sub-total for GREEN	27	—	27	—	—	—	—	—
GUBAY - Gubay - food								
Restricted	44	—	44	—	—	—	—	—
Sub-total for GUBAY	44	—	44	—	—	—	—	—
HAKE - Access to Sanctuary								
Restricted	2,690	—	2,690	—	—	—	—	—
Sub-total for HAKE	2,690	—	2,690	—	—	—	—	—
HC - Handsworth Charity								
Restricted	2,505	—	2,505	—	—	—	—	—
Sub-total for HC	2,505	—	2,505	—	—	—	—	—
IJS - IJS Core funding								
Designated	—	10,000	—	—	—	—	—	10,000
Sub-total for IJS	—	10,000	—	—	—	—	—	10,000
JESUITS - Jesuits								
Restricted	3,441	—	195	—	—	—	—	3,246
Sub-total for JESUITS	3,441	—	195	—	—	—	—	3,246
LEGACIES - Legacies								
Designated	—	48,781	—	—	—	—	—	48,781
Sub-total for LEGACIES	—	48,781	—	—	—	—	—	48,781
LORD MAYOR – Lord Mayor’s Charity								
Restricted	3,085	—	3,085	—	—	—	—	—
Sub-total for LORD MAYOR	3,085	—	3,085	—	—	—	—	—
LS - Little School								
Restricted	456	—	456	—	—	—	—	—
Sub-total for LS	456	—	456	—	—	—	—	—
LS-IT - Little School IT fund								
Restricted	302	—	—	—	—	—	—	302
Sub-total for LS-IT	302	—	—	—	—	—	—	302
MKF - Matt Kendall Foundation								
Restricted	174	—	—	—	—	—	—	174
Sub-total for MKF	174	—	—	—	—	—	—	174

NATIONAL LOTTERY							
Restricted	843	—	843	—	—	—	—
Sub-total for NATIONAL LOTTERY	843	—	843	—	—	—	—
PARTY - Party							
Designated	500	—	500	—	—	—	—
Sub-total for PARTY	500	—	500	—	—	—	—
SONG - English Through Song							
Restricted	366	—	—	—	—	—	366
Sub-total for SONG	366	—	—	—	—	—	366
WFF - BCC Winter Food Fund							
Restricted	—	5,000	5,000	0	—	—	—
Sub-total for WFF	—	5,000	5,000	0	—	—	—
General - General fund							
Unrestricted	82,611	67,028	135,132	0	—	—	14,507
Sub-total for General	82,611	67,028	135,132	0	—	—	14,507
Grand total	102,343	166,859	166,428	—	—	—	102,775

## Analysis of income and expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year

### INCOME AND ENDOWMENTS

#### Donations and legacies

IN001 - Donations	62,930	—	3,150	—	66,080	78,545
IN002 - Grants	3,000	16,500	31,400	—	50,900	34,400
IN003 - Gift Aid	—	—	—	—	—	—
IN007 - Legacies	—	48,781	—	—	48,781	—
Total	65,930	65,281	34,550	—	165,761	112,945

#### Other trading activities

IN004 - Sales of donated goods	740	—	—	—	740	816
IN005 - Fundraising events	159	—	—	—	159	—
IN006 - Sales of merchandise	187	—	—	—	187	—
Total	1,087	—	—	—	1,087	816

#### Other income

INREF - Refunds	10	—	—	—	10	—
Total	10	—	—	—	10	—
<b>INCOME TOTAL</b>	<b>67,028</b>	<b>65,281</b>	<b>34,550</b>	<b>—</b>	<b>166,859</b>	<b>113,762</b>

### EXPENDITURE

#### Raising funds

EX2160 - Fundraising	46	—	—	—	46	—
Total	46	—	—	—	46	—

Expenditure on charitable activities

EX0100 - Office and stationery	467	—	27	—	494	297
EX0110 - Printing and copying	343	—	—	—	343	196
EX0200 - ICT	989	—	—	—	989	809
EX0250 - ICT hardware	—	—	65	—	65	1,558
EX0300 - Utilities	—	—	—	—	—	—
EX0400 - Waste and recycling	1,755	—	—	—	1,755	630
EX0500 - Housekeeping	537	—	—	—	537	358
EX0600 - Repairs and maintenance	11	—	—	—	11	—
EX0700 - Furniture and fittings	130	—	—	—	130	—
EX0800 - Groceries	1,977	—	9,292	—	11,270	1,816
EX0900 - Clothing purchases	4,616	—	4,625	—	9,241	12,241
EX0950 - Other practical items	1,646	—	1,567	—	3,213	4,675
EX0980 - Service user travel costs	—	—	—	—	—	93
EX1000 - Hygiene purchases	863	—	2,089	—	2,952	1,182
EX1200 - ESOL student travel costs	3,947	—	3,382	—	7,330	3,522
EX1210 - ESOL student data costs	—	—	—	—	—	—
EX1250 - ESOL other	—	—	—	—	—	—
EX1300 - Little School travel costs	417	—	741	—	1,158	816
EX1500 - Cultural events and trips	36	—	—	—	36	37
EX1510 - Family activities and trips	1,495	—	—	—	1,495	973
EX1600 - Volunteer expenses - travel	—	—	119	—	119	49
EX1610 - Volunteer expenses - other	1,466	—	72	—	1,538	1,316
EX1620 - Volunteer training - general	31	—	—	—	31	—
EX1630 - Volunteer training - ESOL	289	—	—	—	289	—
EX1700 - Hospitality	50	53	—	—	50	118
EX1810 - Staff costs - salaries	—	—	—	—	53	6
EX1850 - Staff costs - expenses	98,852	—	8,260	—	107,113	84,215
EX1860 - Staff costs - training	—	498	—	—	498	—
EX1900 - Cleaning services	215	—	—	—	215	169
EX2000 - Accountancy services	6,405	—	—	—	6,405	5,805
EX2100 - HR services	900	—	—	—	900	—
	6,660	—	—	—	6,660	—
<b>Total</b>	<b>134,107</b>	<b>552</b>	<b>30,243</b>	<b>—</b>	<b>164,903</b>	<b>129,551</b>

Other expenditure

EX1640 - Volunteer events	472	500	—	—	972	—
EX2150 - Insurance	330	—	—	—	330	330
EX2200 - Misc	175	—	—	—	175	178
<b>Total</b>	<b>978</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>1,478</b>	<b>509</b>
<b>EXPENDITURE TOTAL</b>	<b>135,132</b>	<b>1,052</b>	<b>30,243</b>	<b>—</b>	<b>166,428</b>	<b>130,060</b>
	<b>(68,104)</b>	<b>64,228</b>	<b>4,306</b>	<b>—</b>	<b>431</b>	<b>(16,298)</b>
<b>GRAND TOTAL</b>						

# ACCOUNTANTS REPORT





Section A

Independent Examiner's Report

Report to the St Chad's Sanctuary CIO  
trustees/  
members of

On accounts for 31 March 2024  
the year ended

Charity no 1178728

Set out on pages

1-9

(remember to include the page numbers of additional

Responsibilities  
and basis of  
report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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

Independent  
examiner's  
statement

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

*Andy Hopkins*

Date: 30 Jan 2025

Name: Andrew Hopkins

Address: BVSC Accountancy services

Latham House, 33-34 Paradise Street  
Birmingham  
B1 2AJ

**ST. CHAD'S SANCTUARY**

England & Wales - Charity number 1178728

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# Accounts

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**St Chad's Sanctuary CIO**  
**Trustee's Annual Report and Accounts**  
**For the Year 1st April 2022 - 31st March 2023**

Foreword by the Chair, Monsignor Reverend Fr Timothy Menezes

My fellow Trustees and I are delighted to present our report and the financial statements for the year ending 31st March 2023. This year we have continued to reach out to and work with some of the most vulnerable people in our society, asylum seekers and refugees, despite the ongoing challenges of the complex and ever-evolving asylum system. We are proud that our small staff team and many volunteers are committed to their work and willingly adapt to the ever-changing circumstances of our service users. This Report gives a flavour of the work of St Chad's Sanctuary over the past year and which we look forward to continuing into next year and well beyond.

**Reference and Administrative Information**

**Status:** St Chad's Sanctuary was registered as a Charitable Incorporated Organisation (CIO) 11th June 2018. Prior to this it was registered as a charity under number 1146151.

**Charity name:** St Chad's Sanctuary CIO

Charity number: 1178728

**Registered address:** 72-74 Shadwell Street, Birmingham, B6 4HA

**Trustees:**

The Trustees of the Charity during the period were:

Name	Date of appointment
Sr. Margaret Walsh	11th June 2018
Ms Joanne Watters	11th June 2018
Ms Maryam Chaharmir	11th June 2018
Rev Fr Timothy Menezes	25th March 2019
Mr David Blower	23rd September 2019
Mr James Joseph Sullivan	28th June 2022
Mr Robert Mille	28th June 2022

**Independent Examiner:** BVSC Accounting Services

138 Digbeth

Birmingham B5 6DR

**Gift Aid:** St Chad's Sanctuary CIO is registered for Gift Aid

### **Structure, Governance and Management**

#### **Constitution.**

The Charity is a Charity Incorporated Organisation (CIO). The Trustees are the members of the Charity.

#### **Appointment of trustees**

The Trustees meet at least quarterly. There must be at least three trustees on the Board at any one time and there is no maximum number. New trustees are appointed by resolution passed by the existing trustees. Two trustees may be appointed by the Archbishop of Birmingham (Currently Rev Fr Timothy Menezes with the opportunity for one more appointment), one by the Provincial Leader of the Infant Jesus Sisters (Nicolas Barre) General Trust in England and Ireland (currently Sr Margaret Walsh), and one by the Chief Executive of Father Hudson's Care (currently Ms Joanne Watters).

## **Objectives and Activities**

The primary objective of the CIO can be summarised best as relieving poverty and isolation among asylum seekers and refugees in Birmingham and the surrounding areas. Full objectives are available at the Charity Commission. We seek to fulfil our objectives by providing a warm welcome and a dignified process for obtaining practical items and English lessons.

## **Staff**

We have a staff team of five, one full time and four part time staff members;

- Manager (F/T)
- Volunteer Coordinator
- ESOL Coordinator & Finance Administrator
- Practical Operations Coordinator
- Young Person's Education Coordinator.

Our Volunteer Coordinator retired at the end of July 2022 therefore we recruited a new person who began in the role on 3rd October 2022. All staff are employed on behalf of the Trustees by Father Hudson's Care (charity number 512992), who are paid for their HR and Management services. We pay a contract cleaner in addition to this. We have nearly one hundred volunteers across the week who enable the charitable objectives to be met and without whom the charity could not succeed.

## **Services**

We distribute practical items such as clothing, food, toiletries, backpacks, luggage, bedding and other household items. We open our doors for distribution of these items at 1030 until 1330 every Monday, Wednesday and Friday over 45 weeks of the year. We have given essential practical items to 2296 people this year from 66 different countries who made 5015 individual visits. We host advisers from Brushstrokes Community Project in Smethwick once a week to meet with and support our service with health and immigration queries. Our service users originate from across the world including Sudan, Eritrea, Iran, Syria, Pakistan, Congo, Ethiopia, Zimbabwe, Somalia and Iraq. Once in the UK our service users

travel from across Birmingham, the Black Country, Solihull, Coventry and even further to access our services. We support individuals and families of all ages, and all faiths and none.

We offer ESOL (English for Speakers of Other Languages) classes for asylum seekers and refugees to improve their English, focussing our classes on those people who cannot access college courses or other provision, such as asylum seekers who have been in the UK for less than 6 months and those who have fallen out of the 'system' and as a result are destitute and have no recourse to public funds. Our ESOL classes provide an essential service to people seeking asylum in Birmingham. In the academic year September 2022 - July 2023 we ran face to face classes at four levels, with each class having a 2-hour lesson twice a week. We also had one hybrid class for our higher-level students, which met once a week with the teacher joining us via Zoom. We also ran 2 informal drop-in English sessions each week, plus an online Conversation group which allowed for people who were unable to attend in person, for example due to childcare issues. Through learning English our students not only learn the language, but they increase their social support networks, interact with different types of people and have a shape and structure to their week, which has mental health benefits.

We have offered separate Young Persons Educational support and classes for the last few years, for children who have not yet secured school places which focus on 'school readiness' whilst our team helps their parents navigate the school application process. We worked with the families and schools to obtain school places as well as supporting those who we had previously found places with home/school communication. Those children who had to wait for a school place to become available attended weekly classes at St Chad's Sanctuary to learn some English and make friends. It was lovely to welcome these families again and to move them on successfully into schools or colleges.

We work closely with many schools, parishes and community groups who support us by holding events to collect money, food items, toiletries and other items. We are so grateful for their input and we encourage their interest in our work and in the wider issues faced by people seeking asylum by hosting visits and tours, and giving talks and assemblies in schools and churches and online. We love to

encourage interest and engagement in the wider issues of the asylum system and refugee crisis. Although campaigning is not our main purpose, we are grateful to be members of the Together With Refugees coalition which as a body of charities and organisations seeks to campaign for a kinder, more fair approach to refugees in this country.

## **Volunteers**

Our volunteers are at the heart of our work, and we are delighted to have a dedicated team of over 90 people who volunteer across our services. Our volunteers contribute a variety of tasks and skills. Some help in our distribution service by sorting clothing donations, helping service users find the items they need, registering visitors and their items on our database, serving hot drinks and chatting. Other people, such as those with teaching and ESOL qualifications, teach our ESOL classes which are known for their high quality and flexible provision. Other people volunteer on an ad-hoc basis as drivers to collect and deliver donations. We have a Volunteer Coordinator who organises the recruitment, induction, scheduling and ongoing training of the volunteers, and we are happy to invest in this role to benefit the volunteers on whom we so heavily rely and who we appreciate so much.

## **Trustees**

Our Trustees continue to demonstrate commitment and dedication to the charity. This year we welcomed two new Trustees, James Sullivan and Robert Mille, who brought experience of volunteering and languages to the board. Each Trustee brings different skills to the Board and each one has been allocated a particular 'link' with the project, a subject in which they have experience and in relation to which they can assist the Project Manager or staff member. For example, David Blower is the link Trustee for volunteers and James Sullivan is the link for the Volunteer Coordinator as he is a volunteer in the distribution activities at St Chad's Sanctuary. There are also links for safeguarding, finances and HR, for example. The Board continues to seek new members who can add value and experience to the Board. We are especially seeking those with lived experience of being an asylum seeker or refugee, as we enjoy having one such person currently and it is

crucial to hear their voice at Board level. We are also seeking to appoint a Trustee with a financial background and interest to strengthen the Board's knowledge and support the work of the Project Manager and Finance Administrator. To ensure that good quality candidates are recruited, the Trustees continue to use a Trustee Application Form with an associated information pack so that Trustees are fully informed of the expectations and responsibilities of Trusteeship, and they are also invited to visit or even volunteer for a period in the Sanctuary to reach a deeper understanding of the challenges and joys of the work.

### **Financial Review**

St Chad's Sanctuary is currently funded with a mixture of private donations from individuals, schools, parishes and businesses, grant and trust funding and donations of practical items and volunteer time. The Salvation Army provides a building currently at a peppercorn rent, and Father Hudson's Care provides HR, management and governance support, invoicing for part costs and providing a portion in-kind.

The CIO's organisational income during 2022/23 was £113,762 and the expenditure was £130,060. This shows a decrease in income of £16,651 and a marginal increase in expenditure of £2,964 compared to 2021/2022. Private donations from individuals, schools and parishes were in line with the previous year (-£640) and while grant funding decreased by £15,620 this reflected the Trustees plan to commit our unrestricted funds to our services rather than applying for more, and that we had received a grant from Garfield Weston for £15,000 in 2021/2022 which was not repeated. Where expenditure on a specific area has increased, such as with ESOL 'Student Travel Costs' and 'Other Practical Items', this is due to us receiving some specific, restricted funding that enabled us to invest in that area.

### **Summary of grants received:**

Handsworth Charitable Trust £14,000 (£10,000 grant plus a partial payment of £4,000 from the previous year's grant of £10,000 total)

Birmingham County Council Emergency Food Fund £2,400 (remaining £2,400 to be paid in 2023/2024)

Eveson Trust £2,000

National Lottery £10,000

Lord Mayor of Birmingham £6,000

TOTAL GRANTS £34,400

### **Large private donations**

There were 15 donors (individuals and organisations) who donated £1,000 or more during the year, and 4 of these donated between £5,000 and £10,000.

### **Reserves Policy**

The CIO has unrestricted funds of £81,083.

Our unrestricted funds are historically high due to the value of donations we received from individuals and parishes who do not restrict their donations. We anticipate that this type of donation will decrease next year given the expected economic downturn and going forward, as it has this year. Of the unrestricted fund, the Trustees believe it necessary to hold £66,000 in reserve to meet the following needs. We are in negotiations with our landlord, The Salvation Army to take over responsibility for our utility bills in the not-too-distant future and estimate this will cost us in the region of £10,000 pa. This leaves us with approximately £60,000 which is approximately 6 months expenditure. It is sensible to keep 6 months running costs in reserve to use for salaries and essential charitable activities should our finances be negatively impacted in the next financial year. We anticipate our monthly expenditure to be approximately £10,000, so we will keep £60,000 for this plus £10,000 for the potential utility bills in reserve; the Trustees therefore deem it prudent to keep £70,000 in reserve.

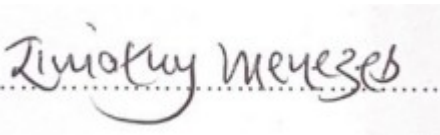
### **Public Benefit Statement**

The principal activity of the charity is to relieve poverty among asylum seekers, refugees and migrants in Birmingham and surrounding areas. The Trustees have

referred to the guidance from the Charities Commission on Charities and Public Benefit. The Trustees are confident that St. Chad's Sanctuary aims and activities are in accordance with the regulations on public benefit.

Approved and signed on behalf of the Board of Trustees by:

Name of Trustee: .....Reverend Timothy Menezes.....

Signature of Tr .....

Date .....5th January 2024.....



## **St Chad's Sanctuary**

### **End of Year Financial Statements**

**Year ending 31<sup>st</sup> March 2023**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	82,357	30,588	—	112,945	129,205
Other trading activities	816	—	—	816	1,208
Other income	—	—	—	—	—
<b>Total income</b>	<b>83,174</b>	<b>30,588</b>	<b>—</b>	<b>113,762</b>	<b>130,413</b>
<b>Expenditure on:</b>					
Raising funds	—	—	—	—	—
Expenditure on charitable activities	92,112	37,439	—	129,551	126,799
Other expenditure	451	57	—	509	297
<b>Total expenditure</b>	<b>92,564</b>	<b>37,496</b>	<b>—</b>	<b>130,060</b>	<b>127,096</b>
Gains / losses on investment assets	—	—	—	—	—
<b>Net income / (expenditure) resources before transfer</b>	<b>(9,390)</b>	<b>(6,908)</b>	<b>—</b>	<b>(16,298)</b>	<b>3,317</b>
<b>Transfers</b>					
Gross transfers between funds - in	—	6,035	—	6,035	6,529
Gross transfers between funds - out	(6,000)	(35)	—	(6,035)	(6,529)
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>(15,390)</b>	<b>(908)</b>	<b>—</b>	<b>(16,298)</b>	<b>3,317</b>
<b>Total funds brought forward</b>	<b>98,502</b>	<b>20,140</b>	<b>—</b>	<b>118,642</b>	<b>115,325</b>
<b>Total funds carried forward</b>	<b>83,111</b>	<b>19,232</b>	<b>—</b>	<b>102,343</b>	<b>118,642</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	82,611	—	—	82,611	98,002
<b>Designated</b>					
Party	500	—	—	500	500
<b>Restricted</b>					
Access to Sanctuary services	—	2,690	—	2,690	5,000
Bus passes	—	—	—	—	424
Clean Air Zone charges	—	792	—	792	494
Clothing	—	250	—	250	—
E H Smith Charitable Trust	—	675	—	675	1,137
ESOL costs	—	126	—	126	309
English Through Song	—	366	—	366	366
Eveson	—	—	—	—	—
Family Activity Fund	—	792	—	792	841
Food fund	—	2,660	—	2,660	1,340
Green Choices	—	27	—	27	102
Gubay - food and food delivery	—	44	—	44	573
Handsworth Charity	—	2,505	—	2,505	(125)
Jesuits	—	3,441	—	3,441	5,000
Little School	—	456	—	456	4,000
Little School IT fund	—	302	—	302	302
Lord Mayor's Charity	—	3,085	—	3,085	—
Matt Kendall Foundation	—	174	—	174	174
National Lottery	—	843	—	843	—
for direct client costs	—	—	—	—	200

## Balance sheet

Class and code	Description	This year	Last year
<b>Current assets</b>			
CA010	Current account	98,964	116,389
CA020	Petty cash	86	155
CA030	Little School cash tin	21	86
CA040	Emergency travel cash box	4	4
CA100	Old Barclays account	3,267	2,007
	<b>Total Current assets</b>	<b>102,343</b>	<b>118,642</b>
<b>Reserves</b>			
Z01	Excess / (deficit) to date	(16,298)	3,317
	Starting balances	118,642	115,325
	<b>Total Reserves</b>	<b>102,343</b>	<b>118,642</b>
<b>Represented by funds</b>			
	Unrestricted	82,611	98,002
	Designated	500	500
	Restricted	19,232	20,140
	Endowment	—	—
	<b>Total</b>	<b>102,343</b>	<b>118,642</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Current account -	78,928	500	19,535	—	98,964	116,389
Petty cash -	390	—	(303)	—	86	155
Little School cash tin -	21	—	—	—	21	86
Emergency travel cash box -	4	—	—	—	4	4
Old Barclays account -	3,267	—	—	—	3,267	2,007
<b>Totals</b>	<b>82,611</b>	<b>500</b>	<b>19,232</b>	<b>—</b>	<b>102,343</b>	<b>118,642</b>
<b>Grand total</b>	<b>82,611</b>	<b>500</b>	<b>19,232</b>	<b>—</b>	<b>102,343</b>	<b>118,642</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
<b>BUSPASS - Bus passes</b>							
Restricted	424	—	459	35	—	—	—
<b>Sub-total for BUSPASS</b>	<b>424</b>	<b>—</b>	<b>459</b>	<b>35</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CAZ - Clean Air Zone charge</b>							
Restricted	494	338	40	—	—	—	792
<b>Sub-total for CAZ</b>	<b>494</b>	<b>338</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>792</b>
<b>CLOTHES - Clothing</b>							
Restricted	—	250	—	—	—	—	250
<b>Sub-total for CLOTHES</b>	<b>—</b>	<b>250</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>250</b>
<b>DIRECT - for direct client co</b>							
Restricted	200	1,000	1,200	—	—	—	—
<b>Sub-total for DIRECT</b>	<b>200</b>	<b>1,000</b>	<b>1,200</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>EHSMITH - EH Smith Charitable Trust</b>							
Restricted	1,137	—	427	(35)	—	—	675
<b>Sub-total for EHSMITH</b>	<b>1,137</b>	<b>—</b>	<b>427</b>	<b>(35)</b>	<b>—</b>	<b>—</b>	<b>675</b>

<b>ESOL - ESOL costs</b>							
Restricted	309	600	782	—	—	—	126
<b>Sub-total for ESOL</b>	<b>309</b>	<b>600</b>	<b>782</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>126</b>
<b>NATIONAL LOTTERY</b>							
Restricted	—	10,000	9,156	—	—	—	843
<b>Sub-total for NATIONAL LOTTERY</b>	<b>—</b>	<b>10,000</b>	<b>9,156</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>843</b>
<b>EVESON - Eveson</b>							
Restricted	—	2,000	2,000	—	—	—	—
<b>Sub-total for EVESON</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>FAM-ACT - Family Activity Fund</b>							
Restricted	841	—	49	—	—	—	792
<b>Sub-total for FAM-ACT</b>	<b>841</b>	<b>—</b>	<b>49</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>792</b>
<b>FOOD - Food fund</b>							
Restricted	1,340	2,400	1,080	—	—	—	2,660
<b>Sub-total for FOOD</b>	<b>1,340</b>	<b>2,400</b>	<b>1,080</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,660</b>
<b>GREEN - Green Choices</b>							
Restricted	102	—	75	—	—	—	27
<b>Sub-total for GREEN</b>	<b>102</b>	<b>—</b>	<b>75</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>27</b>
<b>GUBAY - Gubay - food and foo</b>							
Restricted	573	—	528	—	—	—	44
<b>Sub-total for GUBAY</b>	<b>573</b>	<b>—</b>	<b>528</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>44</b>
<b>HAKE - Access to Sanctuary</b>							
Restricted	5,000	—	2,309	—	—	—	2,690
<b>Sub-total for HAKE</b>	<b>5,000</b>	<b>—</b>	<b>2,309</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,690</b>
<b>HC - Handsworth Charity</b>							
Restricted	(125)	14,000	11,370	—	—	—	2,505
<b>Sub-total for HC</b>	<b>(125)</b>	<b>14,000</b>	<b>11,370</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,505</b>
<b>JESUITS - Jesuits</b>							
Restricted	5,000	—	1,558	—	—	—	3,441
<b>Sub-total for JESUITS</b>	<b>5,000</b>	<b>—</b>	<b>1,558</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,441</b>
<b>LS - Little School</b>							
Restricted	4,000	—	3,543	—	—	—	456
<b>Sub-total for LS</b>	<b>4,000</b>	<b>—</b>	<b>3,543</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>456</b>
<b>LS-IT - Little School IT fun</b>							
Restricted	302	—	—	—	—	—	302
<b>Sub-total for LS-IT</b>	<b>302</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>302</b>
<b>MKF - Matt Kendall Foundat</b>							
Restricted	174	—	—	—	—	—	174
<b>Sub-total for MKF</b>	<b>174</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>174</b>
<b>PARTY - Party</b>							
Designated	500	—	—	—	—	—	500
<b>Sub-total for PARTY</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>500</b>
<b>LORD MAYOR – Lord Mayor’s Charity</b>							
Restricted	—	—	2,914	6,000	—	—	3,085
<b>Sub-total for LORD MAYOR</b>	<b>—</b>	<b>—</b>	<b>2,914</b>	<b>6,000</b>	<b>—</b>	<b>—</b>	<b>3,085</b>
<b>SONG - English Through Song</b>							
Restricted	366	—	—	—	—	—	366
<b>Sub-total for SONG</b>	<b>366</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>366</b>
<b>General - General fund</b>							
Unrestricted	98,002	83,174	92,564	(6,000)	—	—	82,611
<b>Sub-total for General</b>	<b>98,002</b>	<b>83,174</b>	<b>92,564</b>	<b>(6,000)</b>	<b>—</b>	<b>—</b>	<b>82,611</b>
<b>Grand total</b>	<b>118,642</b>	<b>113,762</b>	<b>130,060</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>102,343</b>

## Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
IN001 - Donations	76,357	—	2,188	—	78,545	79,185
IN002 - Grants	6,000	—	28,400	—	34,400	50,020
IN003 - Gift Aid	—	—	—	—	—	—
IN007 - Legacies	—	—	—	—	—	—
Total	82,357	—	30,588	—	112,945	129,205
<b>Other trading activities</b>						
IN004 - Sales of donated goods	816	—	—	—	816	1,208
IN005 - Fundraising events	—	—	—	—	—	—
IN006 - Sales of merchandise	—	—	—	—	—	—
Total	816	—	—	—	816	1,208
<b>Other income</b>						
INREF - Refunds	—	—	—	—	—	—
Total	—	—	—	—	—	—
<b>INCOME TOTAL</b>	<b>83,174</b>	<b>—</b>	<b>30,588</b>	<b>—</b>	<b>113,762</b>	<b>130,413</b>

## EXPENDITURE

### Raising funds

EX2160 - Fundraising	—	—	—	—	—	—
Total	—	—	—	—	—	—

### Expenditure on charitable activities

EX0100 - Office and stationery	221	—	75	—	297	108
EX0110 - Printing and copying	196	—	—	—	196	399
EX0200 - ICT	809	—	—	—	809	831
EX0250 - ICT hardware	—	—	1,558	—	1,558	—
EX0300 - Utilities	—	—	—	—	—	—
EX0400 - Waste and recycling	630	—	—	—	630	924
EX0500 - Housekeeping	358	—	—	—	358	278
EX0600 - Repairs and maintenance	—	—	—	—	—	—
EX0700 - Furniture and fittings	—	—	—	—	—	—
EX0800 - Groceries	91	—	1,724	—	1,816	1,809
EX0900 - Clothing purchases	5,000	—	7,240	—	12,241	12,667
EX0950 - Other practical items	567	—	4,107	—	4,675	2,722
EX0980 - Service user travel costs	—	—	93	—	93	—
EX1000 - Hygiene purchases	76	—	1,106	—	1,182	379
EX1050 - Welfare	—	—	—	—	—	—
EX1200 - ESOL student travel costs	459	—	3,063	—	3,522	496
EX1210 - ESOL student data costs	—	—	—	—	—	185
EX1250 - ESOL other	94	—	722	—	816	1,665
EX1300 - Little School travel costs	37	—	—	—	37	3
EX1310 - Little School student IT costs	—	—	—	—	—	398

EX1400 - Children's resources	—	—	—	—	—	—
EX1500 - Cultural events and trips	973	—	—	—	973	625
EX1510 - Family activities and trips	—	—	49	—	49	—
EX1600 - Volunteer expenses - travel	1,244	—	72	—	1,316	647
EX1610 - Volunteer expenses - other	—	—	—	—	—	29
EX1620 - Volunteer training - general	—	—	—	—	—	—
EX1630 - Volunteer training - ESOL	58	—	60	—	118	63
EX1700 - Hospitality	6	—	—	—	6	—
EX1800 - Staff costs - sessional staff	—	—	—	—	—	—
EX1810 - Staff costs - salaries	66,650	—	17,564	—	84,215	91,006
EX1860 - Staff costs - training	169	—	—	—	169	390
EX1900 - Cleaning services	5,805	—	—	—	5,805	3,470
EX2000 - Accountancy services	—	—	—	—	—	360
EX2100 - HR services	8,659	—	—	—	8,659	7,337
Total	92,112	—	37,439	—	129,551	126,799

**Other expenditure**

EX2150 - Insurance	330	—	—	—	330	330
EX2200 - Misc	120	—	57	—	178	55
EX2300 - BANK ERRORS	—	—	—	—	—	(89)
Total	451	—	57	—	509	297

<b>EXPENDITURE TOTAL</b>	92,564	—	37,496	—	130,060	127,096
<b>GRAND TOTAL</b>	(9,390)	—	(6,908)	—	(16,298)	3,317

Approved and signed on behalf of the Board of Trustees by:

Name of Trustee: ..... Reverend Timothy Menezes.....

Signature of Trustee 

Date ..... 5th January 2024.....

**ST. CHAD'S SANCTUARY**

England & Wales - Charity number 1178728

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# Accounts

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**St Chad's Sanctuary CIO**  
**Trustee's Annual Report and Accounts**  
**For the Year 1st April 2021 - 31st March 2022**

Foreword by the Chair, Monsignor Timothy Menezes

My fellow Trustees and I are delighted to present our report and the financial statements for the year ending 31st March 2022. This year we have continued to reach out to and work with some of the most vulnerable people in our society, asylum seekers and refugees, despite the ongoing challenges of the pandemic and the complex asylum system. We are proud that our small staff team and many volunteers are committed to their work and willingly adapt to the ever-changing circumstances of our service users. This Report gives a flavour of the work of St Chad's Sanctuary over the past year and which we look forward to continuing into next year and well beyond.

**Reference and Administrative Information**

**Status:** St Chad's Sanctuary was registered as a Charitable Incorporated Organisation (CIO) 11th June 2018. Prior to this it was registered as a charity under number 1146151.

**Charity name:** St Chad's Sanctuary CIO

**Charity number:** 1178728

**Registered address:** 72-74 Shadwell Street, Birmingham, B6 4HA

## Trustees

The Trustees of the Charity during the period were:

<b>Name</b>	<b>Date of appointment</b>
Sr. Margaret Walsh	11th June 2018
Rev. Fr. Gerard Patrick Lennon	11th June 2018 - resigned 22nd April 2021
Ms Joanne Watters	11th June 2018
Ms Maryam Chaharmir	11th June 2018
Rev Fr Timothy Menezes	25th March 2019
Mr Robert Maloney	25th February 2019 - resigned 22nd April 2021
Ms Carol Phelan	23rd September 2019 - resigned 29th September 2021
Mr David Blower	23rd September 2019

**Independent Examiner:** BVSC Accounting Services  
138 Digbeth  
Birmingham B5 6DR

**Gift Aid:** St Chad's Sanctuary CIO is registered for Gift Aid

## Structure, Governance and Management

### Constitution

The Charity is a Charity Incorporated Organisation (CIO). The Trustees are the members of the Charity.

### Appointment of trustees

The Trustees meet at least quarterly. There must be at least three trustees on the Board at any one time and there is no maximum number. New trustees are appointed by resolution passed by the existing trustees. Two trustees may be appointed by the Archbishop of Birmingham ( Rev Fr Gerald Lennon until resignation and Rev Fr Timothy Menezes), one by the Provincial Leader of the Infant Jesus Sisters (Nicolas Barre) General Trust in

England and Ireland (currently Sr Margaret Walsh), and one by the Chief Executive of Father Hudson's Care (currently Ms Joanne Watters).

### **Objectives and Activities**

The objective of the CIO can be summarised best as relieving poverty and isolation among asylum seekers and refugees in Birmingham and the surrounding areas. Full objectives are available at the Charity Commission. We seek to fulfil our objectives by providing a warm welcome and a dignified process for obtaining practical items and English lessons.

We distribute practical items such as clothing, food, toiletries, backpacks, luggage, bedding and other household items. We open our doors for distribution of these items at 1030 until 1330 every Monday, Wednesday and Friday over 40 weeks of the year. We have given essential practical items to 1547 people this year from 63 different countries who made 3750 visits. We also offer ESOL (English for Speakers of Other Languages) classes for asylum seekers and refugees to improve their English, focussing our classes on those people who cannot access college courses or other provision, such as asylum seekers who have been in the UK for less than 6 months and those who have fallen out of the 'system' and as a result are destitute and have no recourse to public funds.

Our service users are those labelled as asylum seekers and refugees who originate from across the world including Sudan, Eritrea, Iran, Syria, Pakistan, Congo, Ethiopia, Zimbabwe, Somalia and Iraq. Once in the UK our service users travel from across Birmingham, the Black Country, Solihull, Coventry and surrounds to access our service. We support men, women and families; over the last few years the number of families with young children and/or pregnant women who are settled in the area is increasing, and new arrivals tend to be young single men, reflecting the general population of asylum seekers in Birmingham.

At the start of the year we had a staff team of four, as the Volunteer and Centre Coordinator had left in March 2021 at the end of her one year contract. In April 2021 after 6 years with St Chad's Sanctuary our Resources Worker resigned when she relocated to another part of the country. Mindful of our limited financial resources we reorganised the workload and did not replace our Resources Worker. We were keen to demonstrate our commitment to our volunteer wellbeing and so recruited a Volunteer Coordinator at the beginning of August 2021. After receiving some targeted funding we were delighted to further recruit a Young Person's Education Coordinator to oversee our Little School for six hours per week; they joined us in March 2022. All five staff are employed on behalf of the Trustees by Father Hudson's Care (charity number 512992), who are paid for their HR and Management services. We pay a contract cleaner in addition to this. We have approximately fifty volunteers across the week who enable the charitable objectives to be met and without whom the charity could not succeed.

Our ESOL classes provide an essential service to people seeking asylum in Birmingham.

In March 2021 we maintained our online offering of ESOL classes, which we initiated during the pandemic, to enable people to continue learning English whilst remaining safe from coronavirus exposure. We taught four online classes at different levels, with each class meeting two or three times a week for one to two hours at a time. Alongside these classes we offered two online 'drop in' classes of one and a half hours each, called 'Faith, History and Culture' and 'Conversation Club'. Through learning English our students not only learn the language but they increase their social support networks, interact with different types of people and have a shape and structure to their week, which has mental health benefits, therefore we were keen to find ways to continue our classes in the face of the pandemic. At the beginning of the academic year in September 2021 we were excited to teach our students face to face once again, however as our learning spaces were too small for social distancing we hired two larger external venues in Birmingham to allow for us to in-person classes, which was welcomed by volunteers and students alike. We supplied the students and teachers with coronavirus testing kits and monitored their use so that we knew that everyone attending the classes was free of the virus. We taught four in-person classes per week of different ability levels, each class having an average of two lessons a week of two hours. We were pleased in addition to this, to continue one online class twice a week and one drop in class online to allow for people who were unable to attend the venues due to childcare issues or feelings of medical vulnerability.

We have offered separate 'Little School' classes for the last few years, for children who have not yet secured school places which focus on 'school readiness' whilst our team helps their parents navigate the school application process. During this year full of Coronavirus lockdowns we had a decreased need for this service as fewer new children were moving into the area, necessitating the need for a school place. For those who did, we worked with the families and schools to obtain school places as well as supporting those who we had previously found places as they navigated lockdown school or online learning in difficult home environments. As movement started again and new families started to arrive in the area the Little School team of volunteers were happy to assist in applying for school places for the children and college places for the older teens. Those children who had to wait for a school place to become available attended weekly classes at the Sanctuary to learn some English and make friends. It was lovely to welcome these families again and the need was such that we were able to appoint our Young Person's Education Coordinator to work for 6 hours per week planning lessons and communicating with the schools and families.

We work closely with many schools, parishes and community groups who support us by holding events to collect money, food items, toiletries and other items. We are so grateful for their input and we encourage their interest in our work and in the wider issues faced by people seeking asylum by hosting visits and tours, and giving talks and assemblies in schools and online. We love to encourage interest and engagement in the wider issues of the asylum system and refugee crisis. Although campaigning is not our main purpose we are grateful to have joined the Together With Refugees coalition this year which as a body of charities and organisations seeks to campaign for a kinder, more fair approach to refugees in this country.

Our volunteers are at the heart of our work and we were delighted that about fifteen continued to volunteer as ESOL tutors online during the height of the pandemic allowing our classes to continue. We also had a handful of volunteers who came into the building to help with the distribution of items during the pandemic, whilst adhering to our strict social distancing and testing procedures. We were delighted to invite more volunteers back gradually to volunteer in the building once we and they felt safe to do so - many returned once they had received their vaccinations. Some people did not return to volunteering after the pandemic as they had either moved away or had taken on great care-giving roles within their family.

Three Trustees resigned this year for personal reasons. The remaining Trustees are grateful to them for their years of dedicated service to the vision of St Chad's Sanctuary. Each Trustee brings different skills to the Board and each one has been allocated a particular 'link' with the project, a subject in which they have experience and in relation to which they can assist the Project Manager or staff member. For example, David Blower is the link Trustee for volunteers and for the Volunteer Coordinator as he is a volunteer in the distribution activities at St Chad's Sanctuary. There are also links for safeguarding, finances and HR, for example. The Board continues to seek new members who can add value and experience to the Board. We are especially seeking those with lived experience of being an asylum seeker or refugee, as we enjoy having one such person currently and it is crucial to hear their voice at Board level. To ensure that good quality candidates are recruited, the Trustees developed a Trustee Application Form with an associated information pack so that Trustees are fully informed of the expectations and responsibilities of Trusteeship, and they are also invited to volunteer for a lengthy period in the Sanctuary to reach a deeper understanding of the challenges and joys of the work.

## **Financial Review**

St Chad's Sanctuary is currently funded with a mixture of private donations from individuals, schools, parishes and businesses, grant and trust funding and donations of practical items and volunteer time. The Salvation Army provides a building currently at a peppercorn rent, and Father Hudson's Care provides HR, management and governance support, invoicing for part costs and providing a portion in-kind.

The CIO's organisational income during 2021/22 was **£130,413** and the expenditure was **£127,026**. This shows a decrease in income of £16,877 and an increase in expenditure of £23,678 compared to 2020/21. However, in 2020/21, we reclaimed several years' worth of Gift Aid amounting to £14,216, and we did not submit a Gift Aid claim in 2021/22. If we disregard the Gift Aid figures, the income level is quite similar. The increase in expenditure is largely due to £6,615 extra on clothing purchases and about £18,000 extra on staff costs (partly due to our accounts being prepared on a cash basis, and the period including 13 sets of salaries). Private donations from individuals, schools and parishes were down on the previous year by around £22,000 while grant funding increased by a similar amount.

### **Summary of grants received:**

Garfield Weston Foundation	£15000
EH Smith Charitable Trust	£10220
Handsworth Charity	£10000
HoE Coronavirus fund	£5000
Jesuits	£5000
Cole Trust	£2000
Leathersellers	£1800
Cathedral Poor Fund	£1000
<b>TOTAL GRANTS</b>	<b>£50,020</b>

### **Large private donations**

There were 14 donors (individuals and organisations) who donated £1000 or more during the course of the year, and 4 of these donated between £4000 and £10,000. The collective value of these donations was £40,318.

### **Reserves Policy**

The CIO has unrestricted funds of **£98,046**.

Our unrestricted funds are historically high due to the value of donations we received from individuals and parishes who do not restrict their donations. We anticipate that this type of donation will decrease next year given the expected economic downturn and going forward, as it has this year. This year we also received a large grant from Garfield Weston which was unrestricted. Of the unrestricted fund, the Trustees believe it necessary to hold £66,000 in reserve to meet the following needs. We are in negotiations with our landlord, The Salvation Army to take over responsibility for our utility bills in the not-too-distant future, and estimate this will cost us in the region of £10,000 pa. This leaves us with approximately £60,000 which is approximately 6 months expenditure. It is sensible to keep 6 months running costs in reserve to use for salaries and essential charitable activities should our finances be negatively impacted in the next financial year. We anticipate our monthly expenditure to be approximately £10,000, so we will keep £60,000 for this plus £10,000 for the potential utility bills in reserve; the Trustees therefore deem it prudent to keep £70,000 in reserve.

### **Public Benefit Statement**

The principal activity of the charity is to relieve poverty among asylum seekers, refugees and migrants in Birmingham and surrounding areas. The Trustees have referred to the guidance from the Charities Commission on Charities and Public Benefit. The Trustees are confident that St. Chad's Sanctuary aims and activities are in accordance with the regulations on public benefit.

**Future Plans**

It is the intention of the Trustee's to serve the asylum seekers and refugees of the West Midlands by continuing to employ the current staff. In order to do this we intend to continue our focus on securing more funding from grants and foundations. We believe that in the near future the Salvation Army will need to charge us rent and utilities for the building therefore we will seek to diversify and increase our income streams to meet this increased demand.

The trustees intend to appoint more trustees to strengthen the skills set of the Board. Father Hudson's Care has agreed to help in this recruitment by passing on enquiries that they receive for consideration by the Board. Any prospective trustees will be invited to experience the work of the Sanctuary prior to being considered for appointment by the Board.

Approved by the Trustees and signed on their behalf by:

Name of Trustee... REVEREND TIMOTHY MENEZES

Signature of Trustee... Timothy Menezes

Date... 2.12.2022

# **St Chad's Sanctuary**

## **End of Year Financial Statements**

**Year ending 31<sup>st</sup> March 2022**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	74,185	55,020	—	129,205	144,687
Other trading activities	1,208	—	—	1,208	2,603
Other income	—	—	—	—	—
<b>Total income</b>	<b>75,393</b>	<b>55,020</b>	<b>—</b>	<b>130,413</b>	<b>147,290</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	75,240	51,563	—	126,804	103,102
Other expenditure	297	—	—	297	246
<b>Total expenditure</b>	<b>75,538</b>	<b>51,563</b>	<b>—</b>	<b>127,101</b>	<b>103,348</b>
Gains / losses on investment assets	—	—	—	—	—
<b>Net income / (expenditure) resources before transfer</b>	<b>(144)</b>	<b>3,456</b>	<b>—</b>	<b>3,312</b>	<b>43,942</b>
<b>Transfers</b>					
Gross transfers between funds - in	329	6,200	—	6,529	3,676
Gross transfers between funds - out	(5,000)	(1,529)	—	(6,529)	(3,676)
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>(4,814)</b>	<b>8,126</b>	<b>—</b>	<b>3,312</b>	<b>43,942</b>
<b>Total funds brought forward</b>	<b>103,311</b>	<b>12,013</b>	<b>—</b>	<b>115,325</b>	<b>71,383</b>
<b>Total funds carried forward</b>	<b>98,497</b>	<b>20,140</b>	<b>—</b>	<b>118,637</b>	<b>115,325</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	97,997	—	—	97,997	102,811
<b>Designated</b>					
Party	500	—	—	500	500
<b>Restricted</b>					
Access to Sanctuary services	—	5,000	—	5,000	—
Bus passes	—	424	—	424	351
Clean Air Zone charges	—	494	—	494	—
Clothing	—	—	—	—	700
E H Smith Charitable Trust	—	1,137	—	1,137	1,137
ESOL costs	—	309	—	309	—
Edward & Dorothy Cadbury Trust	—	—	—	—	942
English Through Song	—	366	—	366	366
Family Activity Fund	—	841	—	841	841
Food fund	—	1,340	—	1,340	2,599
Green Choices	—	102	—	102	102
Gubay - food and food delivery	—	573	—	573	921
Handsworth Charity	—	(125)	—	(125)	352
Jesuits	—	5,000	—	5,000	—
Little School	—	4,000	—	4,000	—
Little School IT fund	—	302	—	302	—
Management & HR (FH)	—	—	—	—	1,300
Matt Kendall Foundation	—	174	—	174	174
Staff salaries	—	—	—	—	2,062
for direct client costs	—	200	—	200	160

## Balance sheet

Class and code	Description	This year	Last year
<b>Current assets</b>			
CA010	Current account	116,384	100,297
CA020	Petty cash	155	71
CA030	Little School cash tin	86	214
CA040	Emergency travel cash box	4	14
CA100	Old Barclays account	2,007	14,728
	<b>Total Current assets</b>	<b>118,637</b>	<b>115,325</b>
<b>Reserves</b>			
Z01	Excess / (deficit) to date	3,312	43,942
	Starting balances	115,325	71,383
	<b>Total Reserves</b>	<b>118,637</b>	<b>115,325</b>
<b>Represented by funds</b>			
	Unrestricted	97,997	102,811
	Designated	500	500
	Restricted	20,140	12,013
	Endowment	—	—
	<b>Total</b>	<b>118,637</b>	<b>115,325</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Current account -	95,662	500	20,221	—	116,384	100,297
Petty cash -	235	—	(80)	—	155	71
Little School cash tin -	86	—	—	—	86	214
Emergency travel cash box -	4	—	—	—	4	14
Old Barclays account -	2,007	—	—	—	2,007	14,728
<b>Totals</b>	<b>97,997</b>	<b>500</b>	<b>20,140</b>	<b>—</b>	<b>118,637</b>	<b>115,325</b>
<b>Grand total</b>	<b>97,997</b>	<b>500</b>	<b>20,140</b>	<b>—</b>	<b>118,637</b>	<b>115,325</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
<b>BOOKS - Books for ESOL stude</b>							
Restricted	—	—	—	—	—	—	—
<b>Sub-total for BOOKS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>BUSPASS - Bus passes</b>							
Restricted	351	554	481	—	—	—	424
<b>Sub-total for BUSPASS</b>	<b>351</b>	<b>554</b>	<b>481</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>424</b>
<b>CADBURY - Edward &amp; Dorothy Cad</b>							
Restricted	942	—	942	—	—	—	—
<b>Sub-total for CADBURY</b>	<b>942</b>	<b>—</b>	<b>942</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>CAZ - Clean Air Zone charg</b>							
Restricted	—	510	16	—	—	—	494
<b>Sub-total for CAZ</b>	<b>—</b>	<b>510</b>	<b>16</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>494</b>
<b>CLOTHES - Clothing</b>							
Restricted	700	1,640	2,340	—	—	—	—
<b>Sub-total for CLOTHES</b>	<b>700</b>	<b>1,640</b>	<b>2,340</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

<b>COLE - Cole Charitable Trus</b>								
Restricted		—	2,000	2,000	—	—	—	—
	<b>Sub-total for COLE</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>DIRECT - for direct client co</b>								
Restricted		160	250	210	—	—	—	200
	<b>Sub-total for DIRECT</b>	<b>160</b>	<b>250</b>	<b>210</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>200</b>
<b>EHSMITH - E H Smith Charitable</b>								
Restricted		1,137	—	—	—	—	—	1,137
	<b>Sub-total for EHSMITH</b>	<b>1,137</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,137</b>
<b>ESOL - ESOL costs</b>								
Restricted		—	500	190	—	—	—	309
	<b>Sub-total for ESOL</b>	<b>—</b>	<b>500</b>	<b>190</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>309</b>
<b>FAM-ACT - Family Activity Fund</b>								
Restricted		841	—	—	—	—	—	841
	<b>Sub-total for FAM-ACT</b>	<b>841</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>841</b>
<b>FH - Management &amp; HR (FH)</b>								
Restricted		1,300	—	2,500	1,200	—	—	—
	<b>Sub-total for FH</b>	<b>1,300</b>	<b>—</b>	<b>2,500</b>	<b>1,200</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>FOOD - Food fund</b>								
Restricted		2,599	—	1,259	—	—	—	1,340
	<b>Sub-total for FOOD</b>	<b>2,599</b>	<b>—</b>	<b>1,259</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,340</b>
<b>GARFIELD - Garfield Weston</b>								
Restricted		—	15,000	15,000	—	—	—	—
	<b>Sub-total for GARFIELD</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>GREEN - Green Choices</b>								
Restricted		102	—	—	—	—	—	102
	<b>Sub-total for GREEN</b>	<b>102</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>102</b>
<b>GUBAY - Gubay - food and foo</b>								
Restricted		921	—	348	—	—	—	573
	<b>Sub-total for GUBAY</b>	<b>921</b>	<b>—</b>	<b>348</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>573</b>
<b>HAKE - Access to Sanctuary</b>								
Restricted		—	—	—	5,000	—	—	5,000
	<b>Sub-total for HAKE</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>—</b>	<b>5,000</b>
<b>HC - Handsworth Charity</b>								
Restricted		352	10,000	10,477	—	—	—	(125)
	<b>Sub-total for HC</b>	<b>352</b>	<b>10,000</b>	<b>10,477</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(125)</b>
<b>HYGIENE - Hygiene products</b>								
Restricted		—	100	100	—	—	—	—
	<b>Sub-total for HYGIENE</b>	<b>—</b>	<b>100</b>	<b>100</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>JESUITS - Jesuits</b>								
Restricted		—	5,000	—	—	—	—	5,000
	<b>Sub-total for JESUITS</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,000</b>
<b>LS - Little School</b>								
Restricted		—	4,000	—	—	—	—	4,000
	<b>Sub-total for LS</b>	<b>—</b>	<b>4,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>4,000</b>
<b>LS-IT - Little School IT fun</b>								
Restricted		—	700	398	—	—	—	302
	<b>Sub-total for LS-IT</b>	<b>—</b>	<b>700</b>	<b>398</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>302</b>
<b>MKF - Matt Kendall Foundat</b>								
Restricted		174	—	—	—	—	—	174
	<b>Sub-total for MKF</b>	<b>174</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>174</b>
<b>PARTY - Party</b>								
Designated		500	—	—	—	—	—	500
	<b>Sub-total for PARTY</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>500</b>
<b>SONG - English Through Song</b>								
Restricted		366	—	—	—	—	—	366

Sub-total for SONG	366	—	—	—	—	—	366
<b>SALARIES – Staff salaries</b>							
Restricted	2,062	14,764	15,297	(1,529)	—	—	—
<b>Sub-total for SALARIES</b>	<b>2,062</b>	<b>14,764</b>	<b>15,297</b>	<b>(1,529)</b>	—	—	—
<b>General - General fund</b>							
Unrestricted	102,811	75,393	75,538	(4,670)	—	—	97,997
<b>Sub-total for General</b>	<b>102,811</b>	<b>75,393</b>	<b>75,538</b>	<b>(4,670)</b>	—	—	<b>97,997</b>
<b>Grand total</b>	<b>115,325</b>	<b>130,413</b>	<b>127,101</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>118,637</b>

## Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total Last year</u>
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### INCOME AND ENDOWMENTS

#### Donations and legacies

IN001 - Donations	72,385	—	6,800	—	79,185	101,980
IN002 - Grants	1,800	—	48,220	—	50,020	28,491
IN003 - Gift Aid	—	—	—	—	—	14,216
<b>Total</b>	<b>74,185</b>	<b>—</b>	<b>55,020</b>	<b>—</b>	<b>129,205</b>	<b>144,687</b>

#### Other trading activities

IN004 - Sales of donated goods	1,208	—	—	—	1,208	2,414
IN005 - Fundraising events	—	—	—	—	—	—
IN006 - Sales of merchandise	—	—	—	—	—	189
<b>Total</b>	<b>1,208</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,208</b>	<b>2,603</b>

#### Other income

INREF - Refunds	—	—	—	—	—	—
<b>Total</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>INCOME TOTAL</b>	<b>75,393</b>	<b>—</b>	<b>55,020</b>	<b>—</b>	<b>130,413</b>	<b>147,290</b>

### EXPENDITURE

#### Expenditure on charitable activities

EX0100 - Office and stationery	108	—	—	—	108	187
EX0110 - Printing and copying	399	—	—	—	399	274
EX0200 - ICT	836	—	—	—	836	819
EX0250 - ICT hardware	—	—	—	—	—	—
EX0300 - Utilities	—	—	—	—	—	—
EX0400 - Waste and recycling	924	—	—	—	924	924
EX0500 - Housekeeping	278	—	—	—	278	421
EX0600 - Repairs and maintenance	—	—	—	—	—	—
EX0700 - Furniture and fittings	—	—	—	—	—	—
EX0800 - Groceries	67	—	1,742	—	1,809	1,335
EX0900 - Clothing purchases	1,366	—	11,301	—	12,667	6,052
EX0950 - Other practical items	641	—	2,080	—	2,722	2,408
EX1000 - Hygiene purchases	15	—	363	—	379	310

EX1050 - Welfare	—	—	—	—	—	—
EX1100 - Bike repairs and accessories	—	—	—	—	—	—
EX1200 - ESOL student travel costs	10	—	486	—	496	17
EX1210 - ESOL student data costs	—	—	185	—	185	478
EX1250 - ESOL other	1,474	—	190	—	1,665	1,376
EX1300 - Little School travel costs	3	—	—	—	3	1,357
EX1310 - Little School student IT costs	—	—	398	—	398	716
EX1400 - Children's resources	—	—	—	—	—	—
EX1500 - Cultural events and trips	625	—	—	—	625	—
EX1510 - Family activities and trips	—	—	—	—	—	—
EX1600 - Volunteer expenses - travel	631	—	16	—	647	134
EX1610 - Volunteer expenses - other	29	—	—	—	29	44
EX1620 - Volunteer training - general	—	—	—	—	—	—
EX1630 - Volunteer training - ESOL	63	—	—	—	63	15
EX1700 - Hospitality	—	—	—	—	—	—
EX1800 - Staff costs - sessional staff	—	—	—	—	—	—
EX1810 - Staff costs - salaries	58,707	—	32,298	—	91,006	72,816
EX1820 - Staff costs - NI	—	—	—	—	—	1,181
EX1830 - Staff costs - pensions	—	—	—	—	—	994
EX1850 - Staff costs - expenses	—	—	—	—	—	—
EX1860 - Staff costs - training	390	—	—	—	390	—
EX1900 - Cleaning services	3,470	—	—	—	3,470	4,375
EX2000 - Accountancy services	360	—	—	—	360	360
EX2100 - HR services	4,837	—	2,500	—	7,337	6,500
<b>Total</b>	<b>75,240</b>	<b>—</b>	<b>51,563</b>	<b>—</b>	<b>126,804</b>	<b>103,102</b>

**Other expenditure**

EX2150 - Insurance	330	—	—	—	330	—
EX2200 - Misc	55	—	—	—	55	156
EX2300 - BANK ERRORS	(89)	—	—	—	(89)	89
<b>Total</b>	<b>297</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>297</b>	<b>246</b>

<b>EXPENDITURE TOTAL</b>	<b>75,538</b>	<b>—</b>	<b>51,563</b>	<b>—</b>	<b>127,101</b>	<b>103,348</b>
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<b>GRAND TOTAL</b>	<b>(144)</b>	<b>—</b>	<b>3,456</b>	<b>—</b>	<b>3,312</b>	<b>43,942</b>
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Approved and signed on behalf of the Board of Trustees by:

Name of Trustee... *REV. TIMOTHY MENEZES* .....

Signature of Trustee... *Timothy Menezes* .....

Date of signing ... *2.12.2022* .....



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St Chad's Sanctuary CIO

**On accounts for the year  
ended**

31 March 2022

**Charity no  
(if any)**

1178728

**Set out on pages**

1-7

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

**Responsibilities and  
basis of report**

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

**Independent  
examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

Dec 2022

**Name:**

Paul Bowater

**Relevant professional  
qualification(s) or body  
(if any):**

ACA

**Address:**

BVSC Accountancy services

First Floor  
Livery Place  
35 Livery Street  
Birmingham  
B3 2PB

**ST. CHAD'S SANCTUARY**

England & Wales - Charity number 1178728

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# Accounts

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**St Chad's Sanctuary CIO**

**1178728**

**Trustees Annual Report and  
Accounts**

**For the Year ending 31st March 2021**

72-74 Shadwell Street,

Birmingham. B4 6HA

Tel: 01212333127

Facebook: stchadsanctuary

Twitter: @stchadsanctuary

Foreword by the Chair, Monsignor Timothy Menezes

My fellow Trustees and I are delighted to present our report and the financial statements for the year ending 31st March 2021. The CIO was registered 11th June 2018 and therefore this is the third Annual Report - the organisation previously operated as a charity since 2010, under number 1146151. We have continued to reach out to and work with some of the most vulnerable people in our society, despite the challenges of the pandemic and our reduced income. We are proud that our small staff team and many volunteers are committed to their work and willingly adapt to the ever-changing circumstances of our service users. This Report gives a flavour of the work of St Chad's Sanctuary over the past year and which we look forward to continuing into next year and well beyond.

**Reference and Administrative Information**

**Status:** St Chad's Sanctuary was registered as a CIO (Charitable Incorporated Organisation) on 11<sup>th</sup> June 2018. Prior to this it was a registered charity operating under charity number 1146151.

**Charity name:** St Chad's Sanctuary CIO

**Charity number:** 1178728

**Registered address:** 72-74 Shadwell Street, Birmingham, B6 4HA

**Trustees**

The Trustees of the Charity during the period were:

<b>Name</b>	<b>Date of appointment</b>
Sr. Margaret Walsh	11th June 2018
Rev. Fr. Gerard Patrick Lennon	11th June 2018 *resignation effective 20/04/21
Ms Joanne Watters	11th June 2018
Ms Maryam Chaharmir	11th June 2018
Rev Fr Timothy Menezes	25th March 2019
Mr Robert Maloney	25th February 2019 *resignation effective 20/04/21
Ms Carol Phelan	23rd September 2019 *resignation effective 29/09/21
Mr David Blower	23rd September 2019

**Independent Examiner:** BVSC Accounting Services  
138 Digbeth  
Birmingham B5 6DR

**Gift Aid:** St Chad's Sanctuary CIO is registered for Gift Aid.

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## **Structure, Governance and Management**

### **Constitution**

The Charity is a Charitable Incorporated Organisation (CIO). The Trustees are the members of the Charity.

### **Appointment of trustees**

The Trustees meet at least quarterly. There must be at least three trustees appointed and there is no maximum number. New trustees are appointed by resolution passed by the existing trustees. Two trustees may be appointed by the Archbishop of Birmingham (Rev Fr Gerard Lennon and Rev Fr Timothy Menezes), one by the Provincial Leader of the Infant Jesus Sisters (Nicolas Barre) General Trust in England and Ireland ( Sr Margaret Walsh), and one by the Chief Executive of Father Hudson's Society (Ms Joanne Watters).

### **Objectives and Activities**

The objective of the CIO can be summarised best as relieving poverty and isolation among asylum seekers and refugees in Birmingham and the surrounding areas. Full objectives are available at the Charity Commission.

We seek to fulfill our objectives by distributing practical items such as clothing, food, hygiene products, bedding and other household items between 1030 until 1330 every Monday, Wednesday and Friday over 40 weeks of the year. We have given essential practical items to over 1,000 people this year from 64 different countries, who made over 2,500 visits. We also offer ESOL (English for Speakers of Other Languages) classes for asylum seekers and refugees to improve their English, focussing our classes on those people who cannot access college courses or other provision, such as asylum seekers who have been in the UK for less than 6 months and those who have fallen out of the 'system' and as a result are destitute and have no recourse to public funds. We offered 18 classes a week for adults, with some being formal ESOL classes and others being informal classes based on learning English through games, art, and singing. We helped people to access English and football lessons at Aston Villa Foundation and our students loved our 'English Through Song' at a weekly drop in session with Birmingham Opera. Through learning English our students meet others and increase their social support networks in the wider community. We also provided twice weekly welfare support sessions, where a team of volunteers assist people to navigate life in the UK. We offered separate 'Little School' classes for children who have not yet

secured school places which focused on 'school readiness' and our team helped their parents navigate the school application and negotiation process. We also offered a class for parents with their toddler children to sing, play and learn English alongside the Welsh National Opera Company. We welcomed approximately 300 people a week to our various activities.

At the beginning of the financial year, we, like the rest of the country, responded to the news that Covid-19 was spreading through the world. We were very worried about our service users, as it was quickly apparent that the virus would mostly adversely affect the poorest in society and also that people of ethnic minorities would be at greater risk. We were also concerned for the safety of our volunteers, many of whom are older people. Many of our service users are asylum seekers who are not allowed to have bank accounts and others do not have reliable access to the internet. This meant that at a time when people were being told by the government to stay at home and order food and essentials online, our service users were not able to do so. We remained open on Mondays, Wednesdays and Fridays, with staff only as we sent the volunteers home, to serve those people who were desperate enough to venture out. We carried out and constantly reviewed risk assessments so that we could continue to offer food, clothing, toiletries safely. For the first time we offered a delivery service for people who were ill, isolating or unable to visit us for another reason. We developed an online order form so that they could easily let us know what they needed and we could arrange delivery to them. We added masks and hand sanitizer to our food and toiletries packages. We increased the availability of our food packages to those who receive asylum support money (previously restricted to those who were entirely destitute) as the demands on their small income of £39.60 per week increased. Our ESOL lessons had to stop being held in person but we quickly got them established online, using WhatsApp, Telegram and Zoom. Our visitor numbers fluctuated greatly during this year, according to the developments with the pandemic and the guidance from the government, however we provided food, clothing and other practical items to around 1083 service users over the course of 2573 visits, either at the Sanctuary or through our delivery service.

Our service users originate from across the world including Sudan, Eritrea, Iran, Syria, Pakistan, Congo, Ethiopia, Zimbabwe, Somalia, Afghanistan and Iraq. Once in the UK our service users travel from across Birmingham, the Black Country, Solihull, Coventry and surrounds to access our service. We support men, women and families; over the last few

years the number of families with young children and/or pregnant women is increasing, reflecting a general change in the population of asylum seekers to families in Birmingham.

We had a staff team of five (1 full time and 4 part time) for the majority of the year, with one person leaving us in March 2021, at the end of her one year employment contract. All staff are employed on behalf of the Trustees by Father Hudson's Care, who are paid for their HR and Management services. We pay a contract cleaner in addition to this, we made use of the Government's Corona Virus Job Retention Scheme at different points in the year according to the change in demand for our services.

Before the pandemic we had approximately 120 volunteers, however we requested that the volunteers stop coming for their own safety for a number of months at the start of the financial year. When circumstances and government allowed, the volunteers who felt able to return in a controlled manner, in limited numbers to allow for social distancing around the building. The ESOL volunteers taught from their own homes and quickly learnt how to use various forms of technology in order to continue teaching their students online. Instead of funding bus passes for our students as we had done previously we began to contribute to their data costs to enable them to access the classes.

### **Financial Review**

The CIO's organisational income during 2020/2021 was £147,290 and the expenditure was £103,348. This shows an increase of income and a decrease of expenditure from last year. St Chad's Sanctuary is funded with a mixture of individual donations including gift aid, grant and trust funding and donations of practical items and volunteer time. The increase in income was due to a small increase in grant funding, as well as the Gift Aid we claimed for the period April 2016 – Jan 2019, which was just over £14,000. The biggest increase in income was in private donations, which were up by over £46,000. These private donations were due to a concerted effort by the Trustees to generate financial support and the fact that people were moved to support us during the Corona Virus lockdown and we expect this surge not to be repeated. We also were delighted to receive a one-off anonymous donation of \$25,000 (£17,630.64). The apparent reduction in expenditure is an artefact of using a cash accounting system – the 2019/20 salary figures actually included 13 months of payments, while the 2020/21 figures only include 11 months of payments. The remaining difference is largely accounted for by the furlough scheme which reduced our expenditure on salaries by £5,821.

The Salvation Army provides a building currently at a peppercorn rent, Father Hudson's Care provides HR, management and governance support, invoicing for part costs and providing a portion in-kind. Our annual income has been sustained due to donations from schools and parishes; our reserves mainly derive from individual donations. This year we were successful in obtaining funding from :

**Summary of grants received 2020/21**

Handsworth Charity	£9,000
Newby Trust	£10,000
Heart of England Co-op	£4,998
Matt Kendall Foundation	£840
Urban Housing	£500
Masonic Charitable	£2,000
Gubay Foundation	£1,153
<b>TOTAL</b>	<b>£28,491</b>

**Large private donations**

There were 17 donors (individuals, parishes and organisations) who donated over £1000 during the course of the year, and 5 of these donated between £3000 and £5000. The collective value of these donations was £40,620. These were one-off donations which we do not expect to be repeated.

**Reserves Policy**

St Chad's Sanctuary has unrestricted funds of £103,311. We have higher unrestricted funds this year due to an increased number and value of private donations, which were made due to a fundraising push by Trustees; the Gift Aid claim; and Corona Virus specific donations, as described above. We anticipate that we will spend a large proportion of this money on direct delivery of services over the initial half of the next financial year. Of this unrestricted fund, the Trustees deem it prudent to hold £60,000 in reserve to meet the following needs. We are in negotiations with our landlord, The Salvation Army, to take over responsibility for our utility bills in the not-too-distant future - the implementation has been delayed by Corona Virus - and estimate this will cost us in the region of £6,000 pa. It is sensible to keep 6 months running costs in reserve to use for salaries and essential charitable activities should our finances be negatively impacted in the next financial year. We anticipate the monthly expenditure to be approximately £9,000, so we will keep £54,000 for this, plus the £6,000. Therefore the Trustees deem it prudent to keep £60,000 in reserve.

**Public Benefit Statement**

The principal activity of the charity is to relieve poverty among asylum seekers, refugees and migrants in Birmingham and surrounding areas. The Trustees have referred to the guidance from the Charities Commission on Charities and Public Benefit. The Trustees are confident that St. Chad's Sanctuary aims and activities are in accordance with the regulations on public benefit.

**Future Plans**

It is the intention of the Trustee's to serve the asylum seekers and refugees of the West Midlands by continuing to employ the current staff. In order to do this we intend to focus our efforts to secure more funding from a variety of grants and foundations for our core costs. We believe that in the near future the Salvation Army will need to charge us rent and utilities for the building we use therefore we will seek to diversify and increase our income streams to meet this increased demand.

Allowing for the unfolding Covid-19 situation, we will conduct necessary risk assessments with the aim of restarting our face to face ESOL lessons, distribution and indoor hospitality and welcome sessions. We will stay up to date with the changing landscape of the asylum sector so that we can respond and adapt our offering, working strategically with other statutory and voluntary organisations in the sector. We will carry out an evaluation of our services with all stakeholders to ensure we are meeting the current need in the most effective possible way and start to adapt our services in response to any findings.

The trustees intend to finalise the draft Strategic Plan in the coming year. They also intend to recruit more trustees to strengthen the skills set of the Board. Father Hudson's Care have agreed to help in this recruitment by referring relevant enquiries that they receive for consideration by the Board. Any prospective trustees will be invited to experience the work of the Sanctuary prior to being considered for appointment by the Board.

Approved by the Trustees and signed on their behalf by Rev. Fr. Timothy Menezes

*Timothy Menezes*  
.....  
Rev. Fr. Timothy Menezes

*7.12.2021*  
.....  
Date

**St Chad's Sanctuary CIO**

**End of Year Financial Statements**

**Year ending 31<sup>st</sup> March 2021**

## Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	115,872	28,814	—	144,687	79,946
Other trading activities	2,603	—	—	2,603	4,606
Other income	—	—	—	—	45
<b>Total income</b>	<b>118,475</b>	<b>28,814</b>	<b>—</b>	<b>147,290</b>	<b>84,598</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities	70,720	32,382	—	103,102	128,430
Other expenditure	246	—	—	246	109
<b>Total expenditure</b>	<b>70,966</b>	<b>32,382</b>	<b>—</b>	<b>103,348</b>	<b>128,539</b>
Gains / losses on investment assets	—	—	—	—	—
<b>Net income / (expenditure) resources before transfer</b>	<b>47,509</b>	<b>(3,567)</b>	<b>—</b>	<b>43,942</b>	<b>(43,941)</b>
<b>Transfers</b>					
Gross transfers between funds - in	1,011	2,664	—	3,676	1,093
Gross transfers between funds - out	(2,361)	(1,314)	—	(3,676)	(1,093)
<b>Other recognised gains / losses</b>					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>46,159</b>	<b>(2,217)</b>	<b>—</b>	<b>43,942</b>	<b>(43,941)</b>
<b>Total funds brought forward</b>	<b>57,152</b>	<b>14,231</b>	<b>—</b>	<b>71,383</b>	<b>115,325</b>
<b>Total funds carried forward</b>	<b>103,311</b>	<b>12,013</b>	<b>—</b>	<b>115,325</b>	<b>71,383</b>
<b>Represented by</b>					
<b>Unrestricted</b>					
General fund	102,811	—	—	102,811	56,652
<b>Designated</b>					
Party	500	—	—	500	500
<b>Restricted</b>					
Books for ESOL students	—	—	—	—	—
Bus passes	—	351	—	351	550
Clothing	—	700	—	700	200
E H Smith Charitable Trust	—	1,137	—	1,137	1,697
Edward & Dorothy Cadbury Trust	—	942	—	942	1,103
English Through Song	—	366	—	366	366
Family Activity Fund	—	841	—	841	841
Food fund	—	2,599	—	2,599	—
Green Choices	—	102	—	102	102
Gubay - food and food delivery	—	921	—	921	—
Handsworth Charity	—	352	—	352	(630)
Little School	—	—	—	—	—
Little School IT fund	—	—	—	—	—
Management & HR (FH)	—	1,300	—	1,300	—
Matt Kendall Foundation	—	174	—	174	—
Practical Organisation Co-ordinator salary	—	—	—	—	10,000
Resource Worker salary	—	533	—	533	—
Volunteer and Centre Co-ord salary	—	1,529	—	1,529	—
for direct client costs	—	160	—	160	—

## Balance sheet

Class and code	Description	This year	Last year
<b>Current assets</b>			
CA010	Current account	100,297	66,636
CA020	Petty cash	71	66
CA030	Little School cash tin	214	1,011
CA040	Emergency travel cash box	14	32
CA100	Old Barclays account	14,728	3,637
	<b>Total Current assets</b>	<b>115,325</b>	<b>71,383</b>
<b>Reserves</b>			
Z01	Excess / (deficit) to date	43,942	(43,941)
	Starting balances	71,383	115,325
	<b>Total Reserves</b>	<b>115,325</b>	<b>71,383</b>
<b>Represented by funds</b>			
	Unrestricted	102,811	56,652
	Designated	500	500
	Restricted	12,013	14,231
	Endowment	—	—
	<b>Total</b>	<b>115,325</b>	<b>71,383</b>

## Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
<b>Current assets - Cash at bank and in hand</b>						
Current account -	87,783	500	12,013	—	100,297	66,636
Petty cash -	71	—	—	—	71	66
Little School cash tin -	214	—	—	—	214	1,011
Emergency travel cash box -	14	—	—	—	14	32
Old Barclays account -	14,728	—	—	—	14,728	3,637
<b>Totals</b>	<b>102,811</b>	<b>500</b>	<b>12,013</b>	<b>—</b>	<b>115,325</b>	<b>71,383</b>
<b>Grand total</b>	<b>102,811</b>	<b>500</b>	<b>12,013</b>	<b>—</b>	<b>115,325</b>	<b>71,383</b>

## Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>BOOKS - Books for ESOL stude</b>						
Restricted	—	654	958	303	—	—
<b>Sub-total for BOOKS</b>	<b>—</b>	<b>654</b>	<b>958</b>	<b>303</b>	<b>—</b>	<b>—</b>
<b>BUSPASS - Bus passes</b>						
Restricted	550	600	496	(303)	—	351
<b>Sub-total for BUSPASS</b>	<b>550</b>	<b>600</b>	<b>496</b>	<b>(303)</b>	<b>—</b>	<b>351</b>
<b>CADBURY - Edward &amp; Dorothy Cad</b>						
Restricted	1,103	—	161	—	—	942
<b>Sub-total for CADBURY</b>	<b>1,103</b>	<b>—</b>	<b>161</b>	<b>—</b>	<b>—</b>	<b>942</b>
<b>CLOTHES - Clothing</b>						
Restricted	200	500	—	—	—	700
<b>Sub-total for CLOTHES</b>	<b>200</b>	<b>500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>700</b>
<b>DIRECT - for direct client co</b>						
Restricted	—	160	—	—	—	160
<b>Sub-total for DIRECT</b>	<b>—</b>	<b>160</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>160</b>

<b>EHSMITH - E H Smith Charitable</b>						
Restricted	1,697	—	559	—	—	1,137
Sub-total for EHSMITH	1,697	—	559	—	—	1,137
<b>FAM-ACT - Family Activity Fund</b>						
Restricted	841	—	—	—	—	841
Sub-total for FAM-ACT	841	—	—	—	—	841
<b>FH - Management &amp; HR (FH)</b>						
Restricted	—	—	—	1,300	—	1,300
Sub-total for FH	—	—	—	1,300	—	1,300
<b>FOOD - Food fund</b>						
Restricted	—	3,639	1,039	—	—	2,599
Sub-total for FOOD	—	3,639	1,039	—	—	2,599
<b>GREEN - Green Choices</b>						
Restricted	102	—	—	—	—	102
Sub-total for GREEN	102	—	—	—	—	102
<b>GUBAY - Gubay - food and foo</b>						
Restricted	—	1,153	231	—	—	921
Sub-total for GUBAY	—	1,153	231	—	—	921
<b>HC - Handsworth Charity</b>						
Restricted	(630)	9,000	8,016	—	—	352
Sub-total for HC	(630)	9,000	8,016	—	—	352
<b>LS - Little School</b>						
Restricted	—	—	—	—	—	—
Sub-total for LS	—	—	—	—	—	—
<b>LS-IT - Little School IT fun</b>						
Restricted	—	—	50	50	—	—
Sub-total for LS-IT	—	—	50	50	—	—
<b>MKF - Matt Kendall Foundat</b>						
Restricted	—	840	666	—	—	174
Sub-total for MKF	—	840	666	—	—	174
<b>PARTY - Party</b>						
Designated	500	—	—	—	—	500
Sub-total for PARTY	500	—	—	—	—	500
<b>POC - Practical Organisati</b>						
Restricted	10,000	—	10,000	—	—	—
Sub-total for POC	10,000	—	10,000	—	—	—
<b>RESWORK - Resource Worker sala</b>						
Restricted	—	2,268	1,734	—	—	533
Sub-total for RESWORK	—	2,268	1,734	—	—	533
<b>SONG - English Through Song</b>						
Restricted	366	—	—	—	—	366
Sub-total for SONG	366	—	—	—	—	366
<b>VOLCENCO - Volunteer and Centre</b>						
Restricted	—	10,000	8,470	—	—	1,529
Sub-total for VOLCENCO	—	10,000	8,470	—	—	1,529
<b>General - General fund</b>						
Unrestricted	56,652	118,475	70,966	(1,350)	—	102,811
Sub-total for General	56,652	118,475	70,966	(1,350)	—	102,811
Grand total	71,383	147,290	103,348	—	—	115,325

## Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>INCOME AND ENDOWMENTS</b>						
<b>Donations and legacies</b>						
IN001 - Donations	97,206	—	4,773	—	101,980	55,648
IN002 - Grants	4,450	—	24,041	—	28,491	24,000
IN003 - Gift Aid <sup>1</sup>	14,216	—	—	—	14,216	297
Total	115,872	—	28,814	—	144,687	79,946
<b>Other trading activities</b>						
IN004 - Sales of donated goods <sup>2</sup>	2,414	—	—	—	2,414	4,606
IN005 - Fundraising events	—	—	—	—	—	—
IN006 - Sales of merchandise <sup>3</sup>	189	—	—	—	189	—
Total	2,603	—	—	—	2,603	4,606
<b>Other income</b>						
INREF - Refunds	—	—	—	—	—	45
Total	—	—	—	—	—	45
<b>INCOME TOTAL</b>	<b>118,475</b>	<b>—</b>	<b>28,814</b>	<b>—</b>	<b>147,290</b>	<b>84,598</b>

## EXPENDITURE

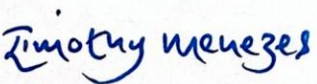
	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
<b>Expenditure on charitable activities</b>						
EX0100 - Office and stationery	187	—	—	—	187	632
EX0110 - Printing and copying	274	—	—	—	274	253
EX0200 - ICT	819	—	—	—	819	701
EX0300 - Utilities <sup>4</sup>	—	—	—	—	—	—
EX0400 - Waste and recycling	924	—	—	—	924	978
EX0500 - Housekeeping	421	—	—	—	421	279
EX0600 - Repairs and maintenance	—	—	—	—	—	—
EX0700 - Furniture and fittings	—	—	—	—	—	94
EX0800 - Groceries <sup>5</sup>	12	—	1,323	—	1,335	244
EX0900 - Clothing purchases	7	—	6,045	—	6,052	5,006
EX0950 - Other practical items <sup>6</sup>	639	—	1,768	—	2,408	—
EX1000 - Hygiene purchases	—	—	310	—	310	105
EX1050 - Welfare	—	—	—	—	—	—
EX1100 - Bike repairs and accessories <sup>7</sup>	—	—	—	—	—	—
EX1200 - ESOL student travel costs	—	—	17	—	17	5,464
EX1210 - ESOL student data costs <sup>8</sup>	—	—	478	—	478	—
EX1250 - ESOL other <sup>9</sup>	418	—	958	—	1,376	238
EX1300 - Little School travel costs <sup>10</sup>	797	—	559	—	1,357	1,506
EX1310 - Little School student IT costs <sup>11</sup>	—	—	716	—	716	—
EX1400 - Children's resources	—	—	—	—	—	53
EX1500 - Cultural events and trips	—	—	—	—	—	1,619
EX1510 - Family activities and trips	—	—	—	—	—	978
EX1600 - Volunteer expenses - travel	134	—	—	—	134	1,444
EX1610 - Volunteer expenses - other	44	—	—	—	44	12
EX1620 - Volunteer training - general	—	—	—	—	—	16
EX1630 - Volunteer training - ESOL	15	—	—	—	15	126
EX1700 - Hospitality	—	—	—	—	—	52
EX1800 - Staff costs - sessional staff	—	—	—	—	—	23,775
EX1810 - Staff costs - salaries	52,923	—	19,892	—	72,816	67,125
EX1820 - Staff costs - NI	1,046	—	135	—	1,181	4,479
EX1830 - Staff costs - pensions	817	—	176	—	994	3,066
EX1850 - Staff costs - expenses	—	—	—	—	—	4
EX1860 - Staff costs - training	—	—	—	—	—	299
EX1900 - Cleaning services	4,375	—	—	—	4,375	3,010
EX2000 - Accountancy services	360	—	—	—	360	360
EX2100 - HR services	6,500	—	—	—	6,500	6,500
<b>Total</b>	<b>70,720</b>	<b>—</b>	<b>32,382</b>	<b>—</b>	<b>103,102</b>	<b>128,430</b>
<b>Other expenditure</b>						
EX2150 - Insurance	—	—	—	—	—	—
EX2200 - Misc	156	—	—	—	156	109
EX2300 - BANK ERRORS	89	—	—	—	89	—
<b>Total</b>	<b>246</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>246</b>	<b>109</b>
<b>EXPENDITURE TOTAL</b>	<b>70,966</b>	<b>—</b>	<b>32,382</b>	<b>—</b>	<b>103,348</b>	<b>128,539</b>
<b>GRAND TOTAL</b>	<b>47,509</b>	<b>—</b>	<b>(3,567)</b>	<b>—</b>	<b>43,942</b>	<b>(43,941)</b>

## Notes to the accounts

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- <sup>1</sup> This is the Gift Aid reclaimed on donations made between April 2016 and January 2019.
- <sup>2</sup> From sale of unusable donated clothing.
- <sup>3</sup> In December 2020 we sold some Christmas cards designed by one of our service users.
- <sup>4</sup> All our utilities and landline are currently paid for by the Salvation Army, who also provide our premises free of charge.
- <sup>5</sup> During the lockdown many donors chose to give money for us to buy food rather than bringing in food donations themselves.
- <sup>6</sup> Backpacks and shopping trolleys.
- <sup>7</sup> We no longer give out bicycles and accessories, but we are able to refer service users who want a bike to the Bike Project.
- <sup>8</sup> During the 2020/21 financial year all our classes were online so there was no need for bus passes, but some students needed help with data costs to access the online classes.
- <sup>9</sup> For Christmas 2020 we decided to give all of our students a new grammar book or photo dictionary so they had something physical to look at that was bigger than a tiny phone screen. Many of these were delivered in person over the Christmas break by our ESOL Co-ordinator, resplendent in her Santa hat!
- <sup>10</sup> Nearly all the transactions in this category relate to journeys made prior to 1st April 2020 that were not correctly allocated in the previous accounts.
- <sup>11</sup> Laptops and wifi hotspot for Little School students.

Approved on behalf of the board of Trustees:

Signature: 

Trustee Name: **MONSIGNOR TIMOTHY MENEZES**

Date: 7 December 2021



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** St Chad's Sanctuary CIO

**On accounts for the year  
ended** 31 March 2021 **Charity no  
(if any)** 1178728

**Set out on pages** 1-7  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021.

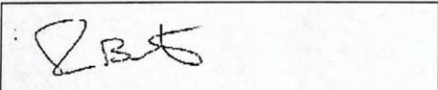
**Responsibilities and  
basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent  
examiner's statement** 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**  **Date:** 8 December 2021

**Name:** Paul Bowater

**Relevant professional  
qualification(s) or body  
(if any):** ACA

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