

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
CHARITY ASSOCIATION**

**Trustees' report and Financial Statements for the year ended
30th September 2021**

Registered Charity number 1181282

Trustees at AGM 2020

Sam Allan
Sahar Elkhansaa
Caro Kelly
Zia Khan
Diane Lamb
Jane Lippitt
Angela Onek
Jean O'Neill, Treasurer
Elizabeth Roberts, Chair
Helen Roe

Principle Address

105 BARTON ROAD, LANCASTER, UK_LA1 4EN

Independent Examiner

**James Eddington
Brynmawr, Westbourne Drive, Lancaster, LA1 5EE**

Bankers

Cumberland Building Society, Lancaster Branch

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
CHARITY ASSOCIATION**

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LANCASTER AND MORECAMBE CITY OF SANCTUARY

CHARITY ASSOCIATION

Trustees Annual Report

The trustees present their report with the financial statements of the charity for the year ended 30th September 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

The objects of the charity are “for the public benefit for the relief of poverty among Refugees and Asylum Seekers living in Lancaster and Morecambe by providing them with grants, items and services. “

The charity's main activities for the public benefit have been raising money to be able to pay for Welcome Packs for newly arrived Asylum Seekers, pay for destitution grants for Asylum Seekers who have been granted leave to remain but who have to wait for the payment of their Universal Credit after the ending of their allowances paid by SERCO.

This year has seen a significant expansion of our responsibilities. Since the first days of the City of Sanctuary, there has always been an ESOL programme run in conjunction with the Lancaster and Morecambe College. This programme was organised and run by a volunteer. In the year 2019-2020 it was supported by a Lottery Fund grant which had been secured by one of our partner organisations. In the year 2020-2021 the ESOL programme became an integral part of our work and of our fund raising. Part of our object is “providing services “and we regard the provision of the ESOL programme to be an essential service. Without an ability to speak, read and write English the chances of a refugee's integration with our local community are poor.

The ESOL programme was supported by a grant of £2000 from the City Council's local integration fund and by a grant of £6322 from Lancashire County Council.

We also administer grants given by Lancaster City Council as part of their local integration programme and also Lancashire County Council from their District Community Wellbeing Fund.

Policy on Grant making

Our agreed areas of expenditure are Welcome packs, Destitution Grants, unavoidable travel costs. and the costs of the ESOL programme. Other grants may be made as agreed by Trustees at a Trustees meeting or by the three signatories agreeing the grant. Destitution grants are paid only on receipt of a form in which the request for grant is clearly supported by one of our partner organisations. This is counter signed by our chair and recipients must sign a receipt which is attached to the original claim form.

Contributions made by volunteers.

Lancaster and Morecambe City of Sanctuary consists of its Trustees, plus members of partner organisations most of whom are volunteers. Two non-Trustees attend Trustees meetings in an advisory capacity. Both individuals are responsible for partner projects.

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City of Sanctuary support from public bodies

Lancaster City Council has provided invaluable support to our partner organisation through local integration grants. City of Sanctuary administers these on behalf of our partner organisations. These currently are the violins project, the golf project, and our ESOL programme. We also administer a grant for the Bikes project made by Lancashire County Council.

Main achievements

- We have provided 60 Welcome Packs. Currently these contain toiletries, socks, a document folder and snacks.
- We have given 10 Destitution Grants of £80 to 10 adults and of £40 to 1 child.
- We have provided ESOL provision for 60 students. There are different grades from beginners to GCSE level. These classes are run in conjunction with and are complementary to the work done by Lancaster and Morecambe College. When the College has been closed, they were the only ESOL provision.
- We have not given as much money for essential travel. This is considerably different from the position in previous years as COVID-19 restrictions have meant Asylum Seekers have had to travel much less than in former years.
- We have spent £4,919 on laptops for students. These were an essential part of our ESOL provision when students were doing all their lessons on line. They continue to play a vital part in students' learning.
- We have paid for Wi-Fi boosts for SERCO houses. This enables Asylum Seekers to have more communications via the What's App link.

Principal sources of funds

- i. We have received a grant from the Southall Trust of £5000 for emergency grants.
- ii. We have received £2000 from the Allen Lane Foundation for the 2021-2022 ESOL programme.
- iii. The City Council gave a grant of £2000 and the County Council a grant of £6322 for the 2020-2021 ESOL programme.
- iv. We have received donations from individuals. These donations plus the standing orders are a vital part of our funding, totalling £4,719 this year for our unrestricted funds.
- v. Local parishes donated £ 4,373 for the purchase of laptops.
- vi. Fund raising by the City of Sanctuary. We have made two special appeals via our email list and social media. We raised £603 for boosting Wi-Fi in Asylum Seekers houses and £1000 for one family's reunion costs.
- vii. Lancaster Quakers donated £540 for Welcome Packs.
- viii. Just Connect donated £800 for a new group, an offshoot of the ESOL programme, called BoB (Band of Brothers, a social group for men)

Governance of the City of Sanctuary

We are a Charity Association and our constitution was adopted on 3:12:18

The Constitution states that we are to have a minimum of 6 Trustees and a maximum of 12. In September 2021 we had 9 Trustees.

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
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Three new Trustees were elected at the AGM in December. They are Sahar Elkhansaa, Angela Onok and Zia Khan

During the year three Trustees resigned, Diane Lamb, Sam Allan and Zia Khan.

One Trustee was co-opted, Mary Sharples.

Trustees meet once a month on zoom.

We invited nominations for Trustees from the supporters of City of Sanctuary at our AGM. These supporters are linked by emails which gives news about all matters pertaining to the City of Sanctuary. Normally this wide group of about 120 is also invited to two Forums each year and to the AGM. However, because of Covid restrictions, we have relied on circulating reports from our partner organisations. We have recently developed a newsletter which we hope to issue each month.

Reserves Policy

City of Sanctuary has no paid staff and does not rent office space. All income is passed on to the beneficiaries as set out in the objectives. On this basis no reserves are held by the Charity.

Risk assessment

The trustees recognise that they have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. No such issues have arisen and therefore none have been reported to the charity Commission.

Approved by order of the board of trustees on13th December..... and signed on its behalf

by:Elizabeth Roberts - Trustee

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
CHARITY ASSOCIATION**

Independent examiner's report to the trustees of Lancaster and Morecambe City of Sanctuary

I report to the charity trustees on my examination of the accounts of the Lancaster and Morecambe City of Sanctuary for the year ended 30th September 2021.

Responsibilities and basis of report

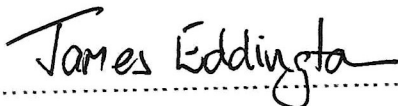
As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



James Eddington
Brynmawr
Westbourne Drive
Lancaster
LA1 5EE

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
CHARITY ASSOCIATION**

Statement of Financial Activities for the year ended 30th September 2021

		Unrestricted	Restricted	Total Funds	2019/2020
Incoming resources					
Incoming resources from generated resources					
Voluntary income/grants		4,719	0	4,719	4,436
Activities for generating resources		0	0	0	1,210
Investment Income		4	0	4	12
Incoming resources from charitable activities		0	16,774	0	0
Other incoming resources		5000	4,830	26,603	12,584
Total incoming resources		9,723	21,603	31,326	18,242
RESOURCES EXPENDED					
Costs of generating voluntary income					
costs of generating voluntary income	6	0	0	0	6
Costs of generating resources	7	0	0	0	56
Investment management costs	8	0	0	0	0
Charitable activities	9	6,003	19,859	25,861	21,108
Governance costs	10	345	0	345	0
Other resources expended	11	0	0	0	0
		6,349	19,859	26,207	20,171
Net incoming / outgoing resources before transfers		3,374	1,745	5,119	-1,929
Transfers	12	0	0	0	0
Gross transfers between funds					
Net incoming resources before other recognised gains & losses		3,374	1,745	5,119	-1,929
Other recognised gains/losses	13	0	0	0	0
Gains on revaluation of fixed assets for charities own use	14	0	0	0	0
Gains/Losses on investment assets	15	0	0	0	0
Actuarial gain/losses on defined benefit pension schemes	16	0	0	0	0
		3,374	1,745	5,119	-1,929
Total funds brought forward		5,201	9,923	15,124	17,054
Total funds carried forward		8,575	11,668	20,243	15,125

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
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SOFA Balance Sheet for period ended 30th September 2021				2019/2020
	Unrestricted	Restricted	Total Funds	
	£	£	£	
Fixed Assets				
Intangible assets	0	0	0	0
Tangible Assets	0	0	0	0
Heritage Assets	0	0	0	0
Investments	0	0	0	0
Total Fixed Assets	0	0	0	0
Current Assets				
Stock and work in progress	0	0	0	0
Debtors	0	0	0	0
Investments	0	0	0	0
Cash at bank and in hand	8,575	11,668	20,243	15,125
Total Current Assets	8,575	11,668	20,243	15,125
Liabilities				
Creditors falling due within one year	0	0	0	0
Net current assets or liabilities	8,575	11,668	20,243	15,125
Creditors falling due in more than one year.	0	0	0	0
Provisions for liabilities and charges	0	0	0	0
Defined pension scheme asset or liability	0	0	0	0
The funds of the Charity				
Endowment funds	0	0	0	0
Restricted income funds		11,668	11,668	9,923
Unrestricted income funds	8,575	0	8,575	5,201
Share capital			0	0
revaluation reserve	0	0	0	0
Pension reserve	0	0	0	0
Total charity funds	8,575	11,668	20,243	15,125

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
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The financial statements were approved by the Board of Trustees on 13th December 2021
and were signed on its behalf by:

..... Elizabeth Roberts -Trustee

..... Jean O'Neill -Trustee

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
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Notes to the Accounts

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)',

Financial Reporting Standard 102

'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities on a historical basis once the transaction has been completed.

Expenditure

Liabilities are recognised as expenditure on a historical basis as soon as transaction is completed.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

LANCASTER AND MORECAMBE CITY OF SANCTUARY CHARITY ASSOCIATION

2. Income

The Charities sources of income are set out in table 1. It has been another good year with particular support from organisations giving restricted grants. We very much appreciate donations from individuals that are unrestricted and need to work in the next year to increase this form of income.

Table 1

Individual donations	£4,719
Organisation donations	£11,830
Lancaster City Council restricted	£6,322
Restricted grants	£8,451
Fundraising	£0
Interest	£4
TOTAL	£31,326

3. Charitable Activity Costs - Expenditure

Table 2 sets out the expenditure by category. Bikes are an important part of supporting refugees and thanks to a new source of funding this has been able to continue this year.

Table 2

	Source	Unrestricted	Restricted
<i>Bike (LIF - restricted)</i>	Lancaster City Council	£1,701	£318
<i>Other Grants</i>		£71	
<i>Travel - Grants</i>		£490	
<i>Destitution Grants</i>		£1,915	
<i>Laptops/WIFI</i>			£4,220
<i>Stationary/admin</i>		£345	
<i>WP Welcome Packs</i>		£632	£540
<i>Football</i>	Lancaster City Council	£230	£55
<i>Summer programme</i>	Lancaster City Council		£253
<i>Golf</i>	Lancaster City Council		£730
<i>Family Learning Project</i>			£1,308
<i>ESOL</i>	LCC and Allen Lane foundation	963	£7,050
<i>BOB</i>			£405
<i>Acting as agent</i>	Barrow Cadbury		£4,980
		£6,349	£19,859

**LANCASTER AND MORECAMBE CITY OF SANCTUARY
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4. Trustees' remuneration and benefits

There was no trustees' remuneration or other benefits for the year ended 30th September 2019.

5. Restricted Funds

Table 3 provides a breakdown of the restricted funds granted to the Charity and their expenditure. £11,165 has been received in year.

Table 3

Restricted Fund		Available Funds b/f	Grant in 2020/21	Expenditure in 2020/21	Available Funds c/f
Lancaster City Council	Football	£5.27	£50.00	£52.27	£0
	Bikes	£1,499.40	0	£318.10	£1,181.30
	Violins	£889.00	£0	£0	£ 889.00
	Summer	£945.00	£0	£253.42	£691.58
	Golf	£1,580.00	£0	£730.00	£850.00
	ESOL	£2,000.00	8,322	£7,050	£3,272.29
Lottery	Transferred to ESOL	£737.82	£0	£737.82	£0
Bikes 2		£0	£2,673.00	£1,701.19	£971.81
Family Learning		£2,659.00	£1,052.65	£1,307.68	£1,403.97
Go Fund Me	Transferred to FLP	£52.65	£0	£52.65	£0
Barrow Cadbury		£0	£4,830	£4,830	£0
Welcome Packs		£0	£540.00	£540.00	£0
BOB		£0	£815.00	£404.57	£410.43
Laptops/ WIFI		£0	£4,373.59	£4,219.92	£153.67
TOTALS		£10,368	£21,656	£22,200	£9,824