

Charity Number: 1181817



Gravesham Sanctuary CIO

**Gravesham Sanctuary CIO
Trustees' Report and Financial Statements
for the Year Ended 30 April 2021**

Contents

	Page
Reference and Administrative Information, Trustees etc	1
Trustees' Report	2 - 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Statement of Cash Flow	10
Notes to the Financial Statement	11 - 14

Gravesham Sanctuary CIO

Reference and administrative details of the charity, its Trustees etc for the Year Ended 30 April 2021

Trustees

Peter John Field
Michael Coveney – Resigned Oct 2020
Eric Andrew Davis
Vicki Clarke
Carol Webster
Dr Adrain Hopkins MBE – Appointed Oct 2020

Principal Office

City Praise Centre
9-11 Lower Higham Road
Gravesend
Kent DA12 2LY

**Key Management
Personnel**

Stephen Nolan – Project Manager

Bankers

CAF Bank Limited
25 Kings Hill Ave
Kings Hill
West Malling
Kent ME19 4JQ

Gravesham Sanctuary CIO

Trustees' Report

Introduction

Gravesham Sanctuary is a registered Charity (No.1181817 in England & Wales) whose objective is to support and befriend the homeless community living in Gravesend. Currently we do this by providing an overnight shelter during the coldest months of the year where we also provide:

- Hot food and drinks
- Showers
- Help in getting paperwork identification.
- Pointing them to the relevant agencies who can help with their individual situations.

We do this in partnership with Gravesham Council who provide us with our overnight venue and where we are a part of the Council's Severe Weather Emergency Protocol (SWEP), Churches Together in Gravesham and the amazing support of our many volunteers.

We also work closely with various local agencies including Porchlight (housing charity), DGS (mental health), House of Mercy (temporary hostel accommodation), Change, Grow, Live (West Kent drug and alcohol wellbeing Service), Gravesend Job Centre (employment opportunities), NHS Services (health) and The Home Office (documents and repatriation to a home country).

Review of Activities

Because of the COVID-19 Pandemic, we were not entirely sure if we could operate the Winter Night Shelter due to social distancing concerns. It was quite late in the season that we found a way to do so with the help of Gravesham Council. As a consequence, our planning and training was delayed which put the management team under pressure to offer an overnight service at short notice.

Essentially, Covid-19 changed everything, as it did for so many people worldwide. Last season, the Covid 19 pandemic closed us down early in March 2020, as the risk from communal sleeping and difficulties with social distancing in a confined space meant we were unable to use Tenants Hall at Longferry Court.. At the start of this winter season, in October/November, we faced the same problems and needed to make changes on how to operate safely, if indeed at all.

We opened at the end of November with evening meals at Longferry Court after which guests were transferred to the overnight sleeping venue provided by Gravesham Borough Council. Initially, ten rooms were available for guests, a much smaller number than in the past, with each guest sharing the five showers/bathrooms. Both venues presented their own challenges in staying Covid-19 safe, due to the limited space offered.

To even consider opening, a lot of work went into creating procedures and policies that would allow us to work within the COVID-19 pandemic legislation. This included the purchase of a substantial amount of Personal Protective Equipment and strict procedures to be followed at both venues.

Working in Partnership

We continued our partnership with Gravesham Borough Council, within the National Government's Scheme to reduce rough sleeping in the United Kingdom and working within the Rough Sleeper Initiative (RSI) programme. Factoring in the Pandemic meant a slightly different way of working with our guests. Those contacting Sanctuary had to be directed to the council in the first instance for triage assessment on how acute their need was, their local connection to the borough, and a verification of their rough sleeping status. Once this was established, we worked with the Housing Options team at the council, trying to accommodate those living on the street, and in the short-term, staying at the winter shelter.

In addition, we continued working with homeless charities such as Porchlight, Look Ahead, Riverside.org, House of Mercy and CGL the drug/alcohol addiction service, We also linked into DGS for support for those with mental health and other known medical conditions.

Opening Hours

We were asked to provide an overnight shelter for seven days each week between November and end of March, which was extended to the middle of April at the Council's request. As a result of the restricted space at both buildings for social distancing, it was decided to hold the evening meal at the Tenants Hall, Longferry Court between 7pm and 9pm. Following this, guests transferred to the sleeping venue by 10pm with the overnight shift operating between 10pm and 7.30am. We were unable to create a team of volunteers to cover the early morning shift as in previous years, which meant guests were woken at 7am and ask them to leave by 7.30am. This was not popular on cold winter mornings, as guests had to be outside for the rest of the day.

However, as the Pandemic worsened with an ever- increasing infection rate, it became clear to the management team that we needed to move to a 24/7 service. This was to protect our guests, staff, and volunteers, as the lockdown meant our guests could not find shelter during very cold days.

To accommodate this, it was decided to operate exclusively out of the sleeping venue 24/7, which greatly increased staff costs and the need to find volunteers to work during the day, including weekends.

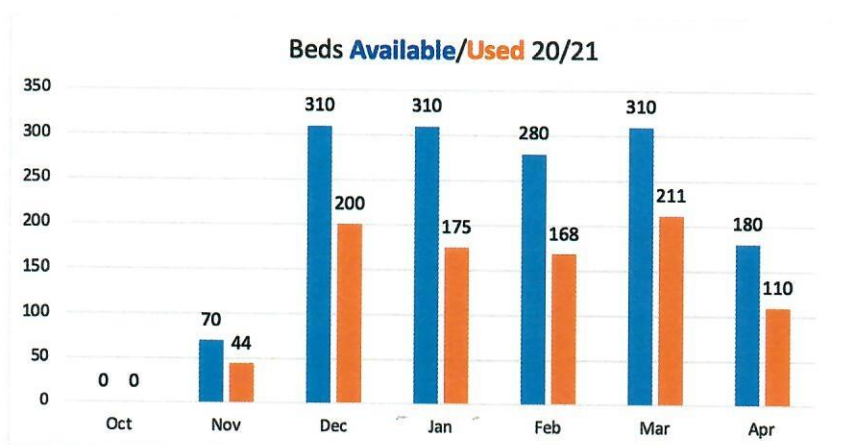
Maintaining social distancing in a limited communal space meant we had to reduce our volunteer numbers in the evenings to three. Sadly, this limited the opportunity to share time with guests. However, on the positive side, we had no Covid infections within the shelter itself, proving that the measures implemented worked well. The guests were very appreciative of what was provided and so pleased they were not being asked to leave at 7:30am to spend the rest of the day in the cold.

We continued to use Tenant's Hall, Longferry Court as the Admin Office and Day Centre for appointments with our guests in the morning. Again, this was only possible with support from our volunteers.

Statistics

Much of our data came from our partnership with **CampaignKent CIC**, www.campaignkent.co.uk who have produced a detailed report for which we are very grateful. To give you an idea of what was achieved, we can share some of that information.

Between 23 November 2020 and 18 April 2021, we were able to prevent **908** nights spent on the street. 38 of these took place in hotel accommodation paid by Sanctuary through the Winter Transformation Fund given by the government. This helped us achieve a 62% take up of available beds (see graph below).

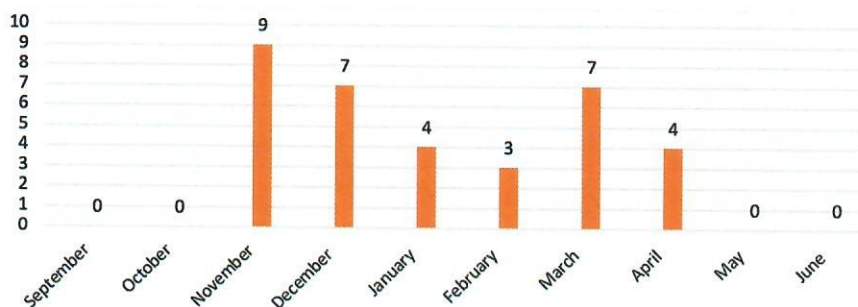


Of the 1460 beds on offer, 367 nights remained vacant. This shortfall in take up of rooms was due to :

- Delays caused in verifying potential guest status – a process that took longer than we realised,
- Covid deep cleaning and defects that made some of the rooms unusable for a period of time
- On occasions we needed a room to maintain cover overnight for our staff/volunteers
- There were 186 occasions where guests stayed out, rather than using the room they had been allocated.

We only had ten rooms available, so guest numbers were limited compared to previous years. Our sleep numbers though were quite high as we were open seven nights each week.

Sanctuary had **34** individual guests registered. Not all of those chose to use the shelter but **25** individuals used the sleeping venue with a further **4** placed in other accommodation for limited periods.



New Guest 2020/21

Compared to previous years, the number of sleeps prevented on the street decreased. This is down to the fact that last year we were able to accommodate many more guests. However, the total number of guests was down due in part to government initiatives created during the pandemic.

Guest sleeps prevented on street



The cost of putting those individuals into a guest house at a rate of £35/night, would have been £31,780.

When it came to food, our amazing cooks provided **1783 meals**, which included breakfast, lunch and evening meals. This would have been more but for the limited guest numbers.

Volunteers

There is very little we could do without our volunteers. These are the people who are the real backbone of what makes Sanctuary work - selfless and compassionate people who give of their time to serve those less fortunate than themselves. We applaud and thank them.

For this year, 3,431 hours were given by our volunteers - a huge number that was cut short by the enforced late start and reduced evening numbers. At a minimum wage, if paid, this would amount to £28,168, a sum well beyond what we could ever envisage paying. Are they worth that sum? Yes, because what they give is priceless and they cannot begin to imagine the difference they have made to these people's lives.

Running Costs

We had to employ more staff this year, to ensure that we could operate 24/7. Some were to oversee the overnight and daytime sessions, and some who could assist in the operational running of Sanctuary. To operate the Winter Night Shelter this year cost over £95,000 and was in part funded by grants from Gravesham Council and the Government. However, we had many donations from Churches and individuals, both of which make a huge difference to our annual income.

Independent Examiner's Report
TO THE TRUSTEES OF Gravesham Sanctuary CIO, Charity No 1181817

On the Accounts for the Year Ended 30 April 2021

Set out on Pages 8 to 14

I report to the charity trustees on my examination of the accounts of the Gravesham Sanctuary Charitable Incorporated Organisation (CIO) for the Year Ended 30 April 2021

Respective responsibilities of Trustees and Basis of Report

As the charity's trustees (who are also the directors of the company for purposes of company law) you are responsible for the preparation of the accounts in accordance with Charities Act 2011 ("the Act")

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed all the applicable Directions given by the Charities Commission (under section 145(5)(b) of the 2011 Act

Basis of Independent Examiner's Report

The company's gross income *does not* exceed £250,000

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

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

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

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



30 JUN 2021

Kwamena Beecham MSc Fin Mgt

ACCOUNTANT
Broomfields Consulting
37 Broomfield Road, Swanscombe
Kent DA10 0LU

GRAVESHAM SANCTUARY CIO

Statement of Financial Activities for the Year Ended 30 April 2021

	Note	2021	15mths to 2020
Income from:			
Donations & Legacies	2	£120,254	£88,010
Other Trading Activities		£0	£0
Investments		£0	£0
Total Income		£120,254	£88,010
Expenditure on:			
Charitable Activities	3	£96,123	£60,983
Total Expenditure		£96,123	£60,983
<i>Net Income / (Expenditure) before other recognised Gains & Losses</i>		£24,131	£27,027
Net Movement of Funds		£24,131	£27,027
Reconciliation of Funds			
Total Funds Brought Forward		£27,027	£0
Total Funds Carried Forward		£51,158	£27,027

GRAVESHAM SANCTUARY CIO

Balance Sheet as 30 April 2021

	Note	Apr-21	Apr-20
Fixed Assets			
Intangible Assets			
Tangible Assets			
Investments			
<i>Total Fixed Assets</i>		<u>£0</u>	<u>£0</u>
Current Assets			
Debtors	5	£4,594	£2,055
Current Account with CPC		£0	£1,021
Cash at Bank and In Hand		£47,227	£23,951
<i>Total Current Assets</i>		<u>£51,821</u>	<u>£27,027</u>
Creditors: Amts Falling Due within One Year	6	£(663)	
<i>Net Current Assets / (Liabilities)</i>		<u>£51,158</u>	<u>£27,027</u>
<i>Total Assets less Current Liabilities</i>		<u>£51,158</u>	<u>£27,027</u>
Creditors: Amounts falling Due after more than one Year		£0	£0
Total Net Assets or (Liabilities)		<u>£51,158</u>	<u>£27,027</u>
Funds of the Charity			
Unrestricted Funds		<u>£51,158</u>	<u>£27,027</u>

The Notes to the Accounts form part of these Financial Statements

Signed by TRUSTEE

Name

PETER JOHN FIELD

Signature



Date of Approval

29 - 6 - 2021

Gravesham Sanctuary CIO

**Statement of Cash Flows
for the Year Ended 30 April 2021**

	Notes	2021	15 MTHS 2021
Cash Flow from Operating Activities			
Net Cash Flow (used in)/provided by Operating Activities	7	<u>£47,227</u>	<u>£23,951</u>
Cash Flow from Investing Activities			
Purchase of Tangible Fixed Assets		<u>£0</u>	<u>£0</u>
<i>Net Cash Used in Investing Activities</i>		<u>£0</u>	<u>£0</u>
Change in Cash and Cash Equivalents		£23,276	£23,951
Cash & Cash Equivalents from last year		<u>£23,951</u>	<u>£0</u>
Cash and Cash Equivalents Carried Forward	8	<u>£47,227</u>	<u>£23,951</u>

The Notes to the Accounts form part of these Financial Statements.

Gravesham Sanctuary CIO

**Notes to the Financial Statements
For Year Ended 30 April 2021**

1. Accounting Policies

1.1 Basis of Preparing the Financial Statements

The Financial Statements have been prepared to give a 'true and fair' view and only depart from the Charities (Accounts and Reports) Regulation 2008 to the extent required to provide a 'true and fair' view.

The Financial Statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless specifically stated in the Notes to the Accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011

Gravesham Sanctuary CIO constitutes a public entity as defined by FRS 102

1.2 Fund Accounting

All the charity's funds are unrestricted and are available for use at the discretion of the Trustees for any particular purpose.

1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Charitable activities are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

1.5 Going Concern

The Trustees do not consider there to be any known issues in respect of the going concern status of the Charity and adopt this in the preparation of the Accounts.

The Trustees have also assessed the impact of COVID-19 of its operations and believe the Charity can continue in operational existence for the foreseeable future.

1.6 Tangible Fixed Assets and Depreciation

There are no tangible fixed assets

1.7 Cash at Bank and in Hand

Cash at bank and in hand includes cash at bank

1.8 Pensions

The charity operates a defined contribution pension scheme, and the pension charge represents the amounts payable to the fund in respect of the period.

1.9 Government Grants

Government and any other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2. Income from Donations

	2020	15 MTHS 2020
Donations and Gift Aid	£41,587	£51,612
Grants	£78,448	£11,877
Transfer from CPC	£219	£24,521
	<u>£120,254</u>	<u>£88,010</u>

All Income and Legacies are Unrestricted

3. Analysis of Expenditure

		Activity Undertaken Directly	Grant Funding of Activities	Support Cost	TOTAL
Charitable Activities	2021	<u>19,409</u>	<u>£78,448</u>	<u>£2,766</u>	<u>£100,623</u>
	2020	<u>£45,345</u>	<u>£11,877</u>	<u>£3,761</u>	<u>£60,983</u>

4. Staff Cost

Staff Costs were as follows

	2021	Prior Year
Wages and Salaries	£69,234	£35,336
Social Security Cost	£4,212	£6,304
Pension Costs	£1,700	£1,627
	<u>£75,148</u>	<u>£43,267</u>

The average number of persons employed by the charity during the period are

2021	Prior Year
7	4

No employee received remuneration amounting to more than £60,000.

The remuneration received by the key management personnel in the period amounted to £17,119 (2020 - £24,997) including employer's national insurance contributions of £1,010 (2020 - £1,731).

5. Debtors

Due within one Year

	2020	2021
Gift Aid Recoverable	£94	£2,055
Current Account with CPC	£4,500	£1,021
	<u>£4,594</u>	<u>£5,096</u>

6. Creditors: Amount falling due within one year

	2021	2020
Accruals and Deferred Income	£663	0

7. Reconciliation of Net Movement in Net Cash Flow from Operating Activities

	2021	2020
Net (Expenditure) / Income for year	£51,158	£27,027
Adjustment for:		
Depreciation	£0	£0
(increase)/ Decrease in Debtors	£(4,594)	£(3,076)
Decrease / (Increase) in Creditors	£663	£0
Net Cash (used) / Provided by Operating Activities	<u>47,227</u>	<u>23,951</u>

8. Analysis of Cash

	2021	2020
Cash in Hand & at Bank	<u>£47,227</u>	<u>£23,951</u>

9. Pension Commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

10. Related Party Transactions

There is no related party disclosure nor any expenditure as such