

Charity Number: 1181817



Gravesham Sanctuary CIO



Department for Levelling Up,
Housing & Communities



homeless link



Housing
Justice

**Gravesham Sanctuary CIO
Trustees' Report and Financial Statements
for the Year Ended 30 April 2022**

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Gravesham Sanctuary CIO

Reference and administrative details of the charity, its Trustees etc for the Year Ended 30 April 2022

Trustees	Peter John Field Eric Andrew Davis Vicki Clarke Carol Webster Dr Adrian Hopkins MBE
Principal Office	Tenants Hall Longferry Court The Terrace Gravesend Kent DA12 2DF
Key Management Personnel	Stephen Nolan – Project Manager Samuel Griffiths
Bankers	CAF Bank Limited 25 Kings Hill Ave Kings Hill West Malling Kent ME19 4JQ

Gravesham Sanctuary CIO

Trustees' Report

1. Introduction

Gravesham Sanctuary is a Christian-based, registered Charity (No.1181817 in England & Wales) whose objective is to support and befriend people facing homelessness in Gravesham. Currently, we do this by providing accommodation during the coldest months of the year as well as providing:

- A first point of contact for people facing homelessness
- Seasonal evening meals
- Day centre drop-in for appointments, advice, laundry, and showers for rough sleepers
- Help in getting paperwork, identification
- Signposting to and liaison with relevant agencies who can help with their individual situations.

We do this in partnership with Gravesham Council who provide us with our daytime venue, Churches Together in Gravesham, and the amazing support of our many volunteers.

We work closely with Gravesham Council's Housing and Rough Sleeping teams as well as various local agencies including North Kent MIND (mental health), 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).

This document contains our review of the year from May 2021 until the end of April 2022.

2. Overview

As late as October 2021, we were still unsure what accommodation we would be able to provide for the coming winter. Government guidelines meant communal sleeping was permissible if approved by the local health team but not recommended. The Sanctuary management team felt that going back to communal sleeping at Longferry Court was not the way to go and our decision was proved correct with the arrival of the Covid Omicron variant.

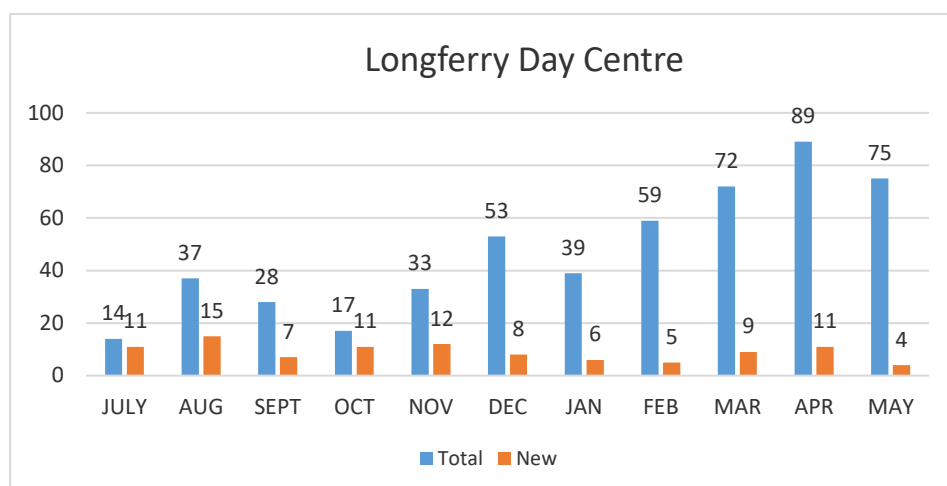
The uncertainty meant a delay in organising volunteers and training which would normally start in early September. As always, our volunteers have been exceptional, but it is fair to say the uncertainty made it difficult to find as many as in previous years.

Without a building to use, we decided, with government funding and support from the council, to place a limited number of rough sleepers into guesthouse accommodation from 1st November through to early April. We placed 14 guests into accommodation and, while that may not sound a lot, it did prevent 991 sleeps on the streets of our borough at a cost of around £37,000. Most of our guests have moved on to other temporary or permanent accommodation.

3. Longferry Court

This operates as our year-round administration office and principal office and, from July 2021, has been open as a daytime centre. We have had over 515 visits for various reasons: including support, community, food, tea/coffee, showers, advice and seasonal evening meals. Although starting later

than intended, from January 10th, eight hundred and ten (810) evening meals were served.



4. Partnership Working

We have continued our excellent working partnership with Gravesham Borough Council, and we work closely with the council's Rough Sleeping team. Through this team and beyond, we work with agencies such as CGL the drug/alcohol addiction service, Serveco, North Kent Mind, the daytime hub at Gravesend Methodist Church, police and probation and many others to achieve the same aim - to support and help those rough sleeping in the borough.

5. Statistics

Our data systems are well established and comply with GDPR; some of our data will come from our partnership working with Campaign Kent, who have some input into producing a detailed report for which we are very grateful.

Between 1st November and 31st March, we worked within a budget for 6 beds each night in guesthouse accommodation. However, there were times when we provided 7 rooms, given individuals' circumstances. We also placed three people in accommodation for short periods from August. These facts make it harder to give an accurate percentage of available beds used. Given the monthly fluctuations, in total there was a 100% take up on the beds offered, preventing 991 rough sleeps on the streets of the borough (see graph below).

As shown below, compared to previous years, the number of sleeps prevented on the street shows an increase. This may seem surprising, considering in 2020/2021 we had a 9 to 10 bed house, compared to 6 to 7 rooms this year. This discrepancy is due to several "No Shows" in 2020/2021, where guests decided not to use their rooms. The sharp rise for the year 2019/2020 is due to the fact that we were sleeping between 12 and 15 guests over a five- night, later six-night period, in a communal sleeping area.



Since we started in September 2015, Sanctuary has helped 968 Individual guests and been able to help prevent 5,568 sleeps on the streets of our borough. While this is a great achievement for Sanctuary and all those involved with our charity, it is none the less a sad set of statistics to have to report regarding the plight of the homeless.

6. Volunteers

Volunteers are the real backbone of what makes Sanctuary work - selfless and compassionate people who give their time to serve those less fortunate than themselves. We applaud them and thank them.

Even with the late start, our amazing cooks have served up over 750 meals and our volunteers have given nearly 1000 hours since January, interacting with guests during daytime sessions and evening meals, cleaning, doing laundry and providing support and community. The difference they have made to these people's lives is incalculable.

7. Funding: how do we manage the budget?

We are supported by Gravesham Churches together and we are very thankful for financial gifts received from local churches and their members. We also have a number of individual supporters; their donations, along with gift aid, are vital to sustain the charity's work.

We received substantial government funding from the Homelessness Winter Transformation Fund through homeless charities Homeless Link and Housing Justice. This was used for guesthouse accommodation, salaries for some staff and towards work and furnishings at 56 Windmill Street. We also received money for accommodation costs from the Housing Support Fund via Gravesham Council and towards staff salaries for the coming year from the Philip and Connie Phillips Foundation. This funding has made it possible for us to provide effective help and support for our guests to move out of homelessness and rebuild their lives.

8. And the Future? A new and exciting adventure.

Gravesham Sanctuary are now the owners of our new property at 56 Windmill Street in Gravesend, which we plan to open for the next winter season and beyond. This has been made possible by a most generous loan offered to Sanctuary with favourable interest-free payment terms. The house needs work to maximise its capacity, linking the basement with the rest of the house and dividing a large bedroom. We have appointed an architect to draw up plans and apply for change of use and listed building consent. Our hope is that we will be able to accommodate 7 guests on a 24/7 basis, not just through the winter season but all year round. This will mean employing new daytime support and overnight staff as well as building our volunteer base. We aim to open to guests towards the end of 2022.

There are financial challenges but also wonderful opportunities. The house will provide a short-term home where people can experience stability and community and learn resilience and skills to rebuild their lives. It will provide opportunities for our volunteers to use their own skills and interests for the benefit of our guests. We hope many will join us on this new adventure.

9. Focus on how we support our guests.

As with all projects working with homeless people, Gravesham Sanctuary needs to identify who is homeless and why. We have seen an increase as new homeless guests report and register for our services at our day centre, where we now operate Monday to Friday. As a Gravesham Borough Council officer from the Rough Sleeping Team said,

“It seems incredibly busy everywhere and more so to yourselves as you are continually on the front line. We know we can rely on you always to respond to enquiries, because we know you care so much about the service and its clients.”

We welcome genuine rough sleepers who need our help, engaging with them to see what support they require so that we can signpost them to the appropriate agency whilst caring for them in a non-judgmental way. Many rough sleepers lack a phone and internet access, often essential for accessing relevant services. We can provide this as well as being an advocate or intermediary to obtain support from the relevant services. Our volunteers at the Day Centre are able to sit with any guest who may be feeling apprehensive about doing this.

Providing guest house accommodation offered guests stability and security alongside personalised support at our day centre; getting to know the guests well helped build good relationships. Other services have commented that we continue to care for and support our guests long after other agencies have closed their case down. Why do we operate this way? We believe there is a need for the consistency that Gravesham Sanctuary can offer with our volunteers as a listening ear. We continue engagement, always seeking a new way of thinking around how to help and support them. As a Christian charity, we believe that second chances should be available for guests who wish to move on and are serious about changing their lives.

Our partnership with other agencies is effective in supporting guests in their steady climb out of homelessness. We work closely with the housing authority to determine who has a ‘Duty

of Care' for each individual. We work alongside colleagues at drug and alcohol addiction services, where guests are offered opportunities to attend sessions for therapy, counselling, and support.

Mental health and well-being are a huge factor in the journey out of homelessness. Our links to North Kent Mind and the Community Mental Health Team have enabled referrals, ongoing support, and counselling sessions to be arranged, making a huge difference to our many guests who experience mental health issues, whether separation, bereavement, loneliness, depression, anxiety or other diagnosis.

Offering the guest community and a friendly, safe place to relax and engage with others can provide a haven, a single point of access, a safe place to call home even for a few hours.

Art Therapy, board games and gym membership gave guests an opportunity to enhance their well-being and to be engaged during daytime hours. The Alpha Course gave those who wished to do so an opportunity to explore the Christian faith.

We will continue to support through the summer months with the emphasis on finding suitable accommodation for those guests ready to move on. We will also plan for the coming winter's accommodation and continue to register any rough sleeper, advocating for them and helping them navigate the many pathways of housing dilemmas.

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

On the Accounts for the Year Ended 30 April 2022

Set out on Pages 10 to 18

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 2022

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

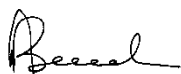
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect,

- 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.



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 to 30 April 2022

	Note	Restricted Funds	Unrestricted Funds	2022	2021 RESTATED
Income from:					
Donations, Grants & Legacies	3	£72,692	£78,560	£151,252	£115,754
Other Trading Activities				£0	£0
Investments				£0	£0
Total Income		£72,692	£78,560	£151,252	£115,754
Expenditure on:					
Charitable Activities	4	£77,186	£49,447	£126,633	£95,462
Total Expenditure		£77,186	£49,447	£126,633	£95,462
Net (Expenditure) / Income		(£4,494)	£29,113	£24,619	£20,292
Transfers between Funds		£5,901	(£5,901)	£0	£0
Net Movement of Funds		£1,407	£23,212	£24,619	£20,292
Reconciliation of Funds					
Total Funds Brought Forward		£9,703	£37,616	£47,319	£27,027
Net Movement in Funds		£1,407	£23,212	£24,619	£20,292
Total Funds Carried Forward		£11,110	£60,828	£71,938	£47,319

GRAVESHAM SANCTUARY CIO

Balance Sheet as 30 April 2022

	Note	Apr-22	Apr-21 Restated
Fixed Assets			
Tangible Assets	6	£375,000	£0
Current Assets			
Debtors	7	£1,081	£92
Other Current Accounts	7	£23,845	£0
Cash at Bank and In Hand	9	£76,572	£47,227
Total Current Assets		£101,498	£47,319
Creditors: Amts Falling Due within One Year	10	(£4,560)	£0
Net Assets / (Liabilities)		£96,938	£47,319
Total Assets less Current Liabilities		£471,938	£47,319
Creditors : Amounts falling Due after more than one Year	10	(£400,000)	£0
Total Net Assets or (Liabilities)		£71,938	£47,319
Funds of the Charity			
Restricted Funds		£11,110	£9,703
Unrestricted Funds		£60,828	£37,616
TOTAL FUNDS		£71,938	£47,319

The Notes to the Accounts form part of these Financial Statements

Signed by TRUSTEE

Name

PETER JOHN FIELD

Signature



Date of Approval

28th July

2022

Gravesham Sanctuary CIO

**Statement of Cash Flows
for the Year Ended 30 April 2022**

	Notes	2022	2021
Cash Flow from Operating Activities			
Net Cash Flow (used in)/provided by Operating Activities	8	<u>£22,203</u>	<u>£47,227</u>
Cash Flow from Investing Activities			
Purchase of Tangible Fixed Assets		<u>(£375,000)</u>	<u>£0</u>
<i>Net Cash Used in Investing Activities</i>		<u>(£375,000)</u>	<u>£0</u>
Change in Cash and Cash Equivalents		£29,345	£23,276
Cash & Cash Equivalents from last year		<u>£47,227</u>	<u>£23,951</u>
Cash and Cash Equivalents Carried Forward	9	<u>£76,572</u>	<u>£47,227</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. General Information

Gravesham Sanctuary CIO is a charitable incorporated organisation and an exempt charity, incorporated in England and Wales. The registered office is Tenants Hall, Long Ferry Court, The Terrace, Gravesend, Kent DA12 2DF. The principal activities of the charity are to support and befriend the homeless and those re-entering accommodation by helping them become part of a community, looking after their needs in providing a safe place to sleep.

2. Accounting Policies

2.1 Basis of Preparing the Financial Statements

The Financial Statements have been prepared in accordance with Charities SORP (FRS 102) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Gravesham Sanctuary CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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

2.2 Fund Accounting

General Funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for specific purposes. The aim and use of each designated fund, where applicable, is set out in the notes to the financial statements.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for

particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements

2.3 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.

Grants are included in the Statement of Financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds in the Balance Sheet. Where income is received in advance of entitlement of receipts, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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

2.4 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.

Grants payable are charged in the year when the offer is made except in those cases where the is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.5 Going Concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions

that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements

Whilst the impact of the COVID-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future

2.6 Government Grants are credited to the Statement of financial activities as the related expenditure is occurred.

2.7 Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed assets into its intended working condition should be included in measurement of cost.

At each reporting date, the Charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be higher of its fair value less cost to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds recoverable amount.

Depreciation is charged as to allocate the cost of tangible fixed assets less their residue value over their estimated useful lives on the following bases

Freehold Property	- 2% straight line
Fixtures and Fitting	- 25% straight line
Property Improvement	- 10% straight line

No depreciation is charged on Freehold property this year as the purchase was

2.8 Debtors and Prepayments

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due

2.9 Cash at Bank and in Hand

Cash at bank and in hand includes cash deposit at bank

2.10 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

3. Income from Donations

	Restricted	Unrestricted	Total 2022	2021 Restated
Donations and Gift Aid		£44,060	£44,060	£41,587
Grants	£72,692	£34,500	£107,192	£73,948
Transfer from CPC			£0	£219
	<u>£72,692</u>	<u>£78,560</u>	<u>£151,252</u>	<u>£115,754</u>
TOTAL 2021 Restated	£73,948	£41,806	£115,754	

4. Analysis of Expenditure

		Activity Undertaken Directly	Grant Funding of Activities	Support Cost	TOTAL
Charitable Activities	2022	<u>16,416</u>	<u>£107,192</u>	<u>£3,025</u>	<u>£126,633</u>
	2021	<u>£18,748</u>	<u>£73,948</u>	<u>£2,766</u>	<u>£95,462</u>

5. Staff Cost

Staff Costs were as follows

	2022	2021
Wages and Salaries	£47,885	£69,234
Social Security Cost	£2,901	£4,212
Pension Costs	£1,001	£1,700
	<u>£51,787</u>	<u>£75,148</u>

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

2022	Prior Year
3	6

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

The remuneration received by the key management personnel in the period amounted to £29,830 (2021 - £17,119) including employer's national insurance contributions of £2,205 (2021 - £1,010).

6. Tangible Fixed Assets

	Freehold Property
Cost or Valuation	
At 1 May 2021	-
Additions	£375,000
Disposal	-
At 30 April 2022	<u>£375,000</u>
Depreciation	
At 1 May 2021	-
Additions	-
Disposal	-
At 30 April 2022	<u>£0</u>
Net Book Value	
At 30 April 2022	<u>£375,000</u>
At 30 April 2021	<u>-</u>

7. Debtors

Due within one Year

	2021	2022
Gift Aid Recoverable	£92	£81
Other Current Accounts		£23,845
Grant Receivable		£1,000
	<u>£92</u>	<u>£24,926</u>

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

	2022	2021
Net (Expenditure) / Income for year	£24,619	£51,158
Adjustment for:		
Depreciation	£0	£0
(increase)/ Decrease in Debtors	(£22,856)	£(4,594)
Decrease / (Increase) in Creditors	£20,440	£663
Net Cash (used) / Provided by Operating Activities	<u>22,203</u>	<u>47,227</u>

9. Analysis of Cash

	2022	2021
Cash in Hand & at Bank	<u>£76,572</u>	<u>£47,227</u>

10. Creditors

	2021	2022
Due Within One Year		£4,560
Due in Over One Year		£400,000
	<u></u>	<u>£404,560</u>

11. 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.

12. Related Party Transactions

There is no related party disclosure nor any expenditure as such