

ANNUAL REPORT 2024/25



CHARITABLE INCORPORATED
ORGANISATION (CIO) NO. 1181855
SANCTUARYINCHICHESTER.ORG

Supported by:



INTRODUCTION

Sanctuary in Chichester provides practical, social and pastoral support to refugees and asylum seekers in the Chichester area.

The charity has two strategic aims:

That all beneficiaries are safe and feel welcome and safe in their new, adopted community.

That all beneficiaries develop lives independent of state and charitable support to the extent that they are able.

I'm proud that we have continued to deliver on these aims amid continual increase in demand, through the board, staff and volunteers working together as a close-knit team.

This was the charity's 6th year of operation as a CIO, and it has grown significantly in every aspect since its registration. We currently

support around 550 beneficiaries, although the number changes daily.

I hope this brief report sheds some light on the challenges we faced over the year, the quantity and scope of work we delivered, and the impacts of these efforts on the lives of those we support.



Tony Toynton

CHAIR OF TRUSTEES

2024/ 25 CHALLENGES

! New families arriving every week, often with little or no prior notice, putting a huge strain on volunteers and staff.

! Increased throughput at the asylum hotel and in the community, with families and individuals receiving leave to remain and then being evicted from their Home Office accommodation, in immediate need of new accommodation and to establish some means of financial support or income for themselves.

! This in turn has put significant strain on local housing provision. Whilst Chichester District Council housing service remains a regular and sympathetic provider, it is clear that suitable accommodation cannot always be provided as and when needed for our beneficiaries. A lot of work and funds go into preventing street homelessness, including

for women and families with children.

! Ensuring that all asylum seekers submit paperwork and attend asylum interviews as required to retain Home Office support until a decision on their application is made. This can be a challenge when language barriers and mental health problems, such as PTSD, are present. A small number of individuals fell completely out of the system during the year, due to a paperwork error or similar resulting in them being evicted from their accommodation and without any statutory support whatsoever.

! Securing appropriate legal support for all that need it is often difficult and time consuming, with seemingly every law firm that handles asylum cases already fully committed and often unwilling to take on new clients.

DEVELOPMENT

MIND PARTNERSHIP -

Following a successful pilot project and an increased grant from Chichester District Council, West Sussex Mind is now in a position to recruit a new mental health worker to provide vital support to our beneficiaries and volunteers, for 30 hours per week.

ALLOTMENTS -

Led by trustees Mike Mansergh and Mark Stables, the charity now benefits from taking care of two allotments. A small number of keen volunteers and beneficiaries set about preparing the ground for a bumper crop this growing season. Working outside in the fresh air, together with other likeminded people, is proven to be beneficial to health and wellbeing, and certainly those involved are really enjoying the experience as well as the fruits of their labour.

SCHOOLS SUPPORT PROJECT -

Many refugee and asylum-seeking families have children attending local schools.

Primary-age pupils tend to pick up English quickly and adapt well.

Secondary-age arrivals often

struggle; they sometimes lag behind their peers academically, face language barriers, and some find it hard to navigate school expectations that are new to them.

A lot of the children have endured trauma and all have faced major upheaval with no certainty about their families' future, which can all make learning and social integration very difficult.

To support the sterling work of our local schools, we have recruited a band of Volunteer Teachers (VTs) to provide extra language and integration support.

Our aim is to help these young people feel valued, settle into their new environment, build in confidence, and access the education they need to thrive.

Some 20 VTs spend on average one hour each week in schools, working with around 50 beneficiary children.

There is no ceiling to this work and the VT recruitment drive continues...

SPOTLIGHT ON ALLOTMENTS

We are a group of volunteer gardeners meeting twice a week to weed, water, plant fruit and vegetables, and pick what has ripened. We share the harvest among ourselves and with other friends. Later, we take some time to drink coffee, where the aroma of coffee blends with the scent of soil.

A small allotment in Chichester brings together people who were born in this town decades ago and refugees who arrived only months earlier. The act of gardening erases any differences between us and gently weaves bonds of friendship and familiarity – just as the earth does with its seeds, turning them into strong roots and fruitful plants.

We come to the land thinking we are caring for it, only to find that it is truly the one caring for us.

Ishraq Albitawi

ALLOTMENT PARTICIPANT



PROJECT UPDATES

Visit sanctuaryinchichester.org/blog to see more in-depth updates on our projects, activities and events, as well as beneficiary and volunteer stories, including photos and videos.

CHICHESTER PARK HOTEL

Sanctuary in Chichester was the first charity to work directly with the Chichester Park Hotel when it opened as asylum accommodation in October 2023. The hotel houses up to 200 asylum seekers, all of whom are families or single women.

Since opening, 375 individuals have passed through the hotel or currently live there. We employ a full-time coordinator at the hotel, who works with hotel management and security staff to coordinate the support offered, not only through our volunteers but also by other charities, local churches and other organisations keen to help.

Support includes provision of clothes, toiletries, and items needed for new mothers and babies. English tutoring, and

guidance on form-filling and understanding the asylum system are also significant supports at the hotel.

Note: a more detailed report on our work at the hotel is available to members of the charity on request.

ENGLISH TUTORING

28 beneficiaries received regular one-to-one English tuition. We have a long waiting list of keen learners, so recruitment of qualified volunteer tutors is ongoing.

LEAVE TO REMAIN

Our staff and volunteers also give help and advice to those seeking asylum, to help prepare them for when they are evicted from the hotel or other accommodation provided by the Home Office in our local area.

Once people are notified that the Home Office has granted them leave to remain they have only 56 days, recently reduced to 28 days, to find themselves somewhere to live and a source of income.

Our team therefore provides guidance on finding work, gaining skills, enrolling in education and training, applying for benefits and securing affordable rented housing.

These are all key elements of our Pathways to Independence programme.

PATHWAYS TO INDEPENDENCE

94 individuals were active participants in our central programme, Pathways to Independence (PTI), designed to ensure people can successfully build their new lives to the point that they no longer need our support. (122 participated since PTI launched in 2023.) We are working on expanding access to this effective and impactful programme.

“Rolls-Royce has finally accepted me, and I officially started work two days ago. Thank you so much for your kind support and encouragement - it has been invaluable to me.”

- PTI participant

WEEKLY WOMEN'S GROUP

Attendance ranged between 12 and 41, with up to 12 children making use of the crèche provided. A lot of the women we support speak little or no English to start with, and some are illiterate in their own languages, so we provide specialist language tuition at the weekly Women's Group, alongside creative activities and information sharing sessions. Women find connection and build friendships in this safe and welcoming space.

WEEKLY DROP-IN

Average attendance at these lively social events for the period 1st June '24 to 31st May '25, was 75 attendees in total, comprising an average of 46 beneficiaries (including 14 children) and 20 volunteers.

HEADLINE STATS

Total beneficiaries:
550 - 600 (changes daily)

200 asylum seekers housed at the hotel, including around 50 children, awaiting Home Office decisions.

32 asylum seekers housed in the community, including 10 children, awaiting decisions.

257 refugees on Government resettlement schemes, including 150 children.

77 refugees, including 32 children, who received leave to remain and chose to settle in the Chichester area.

Below: creations from the children's art table at the weekly drop-in.



NATIONS UNITED FOOTBALL

Between 30 and 35 players joined us throughout the year, for our weekly practice sessions and regular match fixtures. Supported by four dedicated volunteers and the University of Chichester, we also welcomed our first female players.



Photo: Nations United (turquoise kit) tackling Southampton FC's refugee team in May 2025

COMING UP...

CO-CREATION DRIVES STRATEGY AND MORE

Staff and trustees found that due to Sanctuary in Chichester's constant rapid growth, our systems and policies had not kept up with the organisation's needs. We were also keen to ensure participation of the whole SiC community in every aspect of our organisation's ongoing development, through co-creation. So we set up a task force - the Policy Review & Development Group, consisting of trustees, staff and volunteers, which will also draw in beneficiaries where appropriate. The group began work in June, systematically examining our existing policies, procedures and documentation, and amending or replacing anything that needs updating.

In addition, Sanctuary Chair Tony Toynton has led a highly participatory and collaborative process for developing our

2026/ '27 Strategic Plan, involving stakeholders from across our organisation, including beneficiaries, as well as from local partner organisations.

The Strategic Plan will be launched at our AGM in October, and will be available to view on our website along with details of the planning process.

Huge thanks to our beneficiaries, partners, staff and volunteers who contributed their insights, time and energy into helping us improve our operations and develop our strategy. This work has ensured our organisation is in a strong position for delivering on our strategic aims going into 2026.

FINANCIALS

Independent examiner's report on the accounts to the trustees of Sanctuary in Chichester

Charity no. 1181855

On accounts for the year ended 31 May 2025

Set out on pages 11 to 21

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/05/2025**.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of Scotland.

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

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

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

Signed:

Anthony Corkett

Date:

26/01/26

Name:

Anthony Corkett

Relevant professional
qualification(s) or body:

Member of Institute of Chartered Accountants of Scotland

Address:

Copperfields, Crooked Lane, Birdham, PO20 7HB

SANCTUARY IN CHICHESTER CiO - Charity No. 1181855

ANNUAL ACCOUNTS

for the period 01/06/24 to 31/05/2025

STATEMENT OF FINANCIAL ACTIVITIES

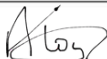
	Notes	Unrestricted funds £	Restricted funds £	Total 2024/5 £	Total 2023/4 £
Income	3				
Donations and legacies		30,551	-	30,551	34,739
Charitable activities		29,583	216,156	245,739	129,184
Other (bank interest)		381	-	381	-
Total		60,515	216,156	276,671	163,923
Expenditure	4				
Raising funds		14,764	-	14,764	13,151
Charitable activities		20,678	213,772	234,450	198,479
Governance		1,882	-	1,882	1,356
Total		37,324	213,772	251,096	212,986
Net income/(expenditure)		23,191	2,384	25,575	- 49,063
Net movement in funds		23,191	2,384	25,575	- 49,063
Reconciliation of funds	2.1				
Total funds brought forward		75,403	-	75,403	124,466
TOTAL FUNDS CARRIED FORWARD		98,594	2,384	100,978	75,403

BALANCE SHEET

	Notes	Unrestricted funds £	Restricted income funds £	Total 2024/5 £	Total 2023/4 £
Fixed assets	2.4	-	-	-	-
Total		-	-	-	-
Current assets					
Debtors	7	1,769	24,548	26,317	15,172
Cash at bank and in hand	9	113,801	4,363	118,164	79,637
Total		115,570	28,911	144,481	94,810
Creditors falling due within one year	8	19,074	24,429	43,503	16,750
Net current assets/(liabilities)		96,496	4,482	100,978	78,060
Total		96,496	4,482	100,978	78,060
Creditors falling due after one year		-	-	-	2,657
Total net assets		96,496	4,482	100,978	75,403
Funds of the Charity					
Restricted income funds			4,482	4,482	1,878
Unrestricted funds		96,496		96,496	73,525
TOTAL FUNDS		96,496	4,482	100,978	75,403

Notes 1 to 10 form part of these accounts

These financial statements were approved by the Board of Trustees and authorised for issue on

Signed	Name	Position	Date
	Tony Toynton	Chair of Trustees	26/01/26

NOTES TO THE ACCOUNTS

1 - Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts 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; the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102); and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

No material prior year errors have been identified in the reporting period.

2 - Accounting Policies

2.1 Change of Accounting Policy

There has been a change in accounting policy in 24/25 to accruals from receipts and payments.

This change is due to annual income exceeding £250,000 for the first time and Charity Commission reporting requirements. It provides more accurate information in relation to allocation of grants income.

The 23/24 published accounts have also been adjusted to include accruals.

Total funds brought forward from 23/4 have been adjusted by -£4,234.

Reconciliation of funds

	Start of period - 23/24 £	End of period - 23/24 £
Fund balances as previously stated	124,015	79,637
Adjustments	451	- 4,234
Fund balance as restated	124,466	75,403

Reconciliation of Net Income/(Net Expenditure)

	End of period - 23/24 £
Net income/(expenditure) as previously stated	- 44,378
Adjustments:	- 4,685
Previous period net income/(expenditure) as restated	- 49,063

2.2 Income

Recognition of Income - Income is included in the Statement of Financial Activities when the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP)

The charity has received government grants in the reporting period (Note 3.3)

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

The charity has incurred expenditure on support costs.

The value of any voluntary help received is not included in the accounts.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably

2.3 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

The charity made no redundancy payments during the reporting period.

No material item of deferred income has been included in the accounts.

The charity has creditors which are measured at settlement amounts..

2.4 Assets

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £750.

The charity currently has no tangible or intangible fixed assets, heritage assets, investments or stocks.

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3 - Income

3.1 Analysis of Income

		Unrestricted funds £	Restricted funds £	2024/5 Total £	2023/4 Total £
Donations and legacies	Donations and gifts	28,782	-	28,782	31,094
	Gift Aid	1,769	-	1,769	3,645
	Total	30,551	-	30,551	34,739
Charitable activities	Government grants	5,000	79,787	84,787	48,514
	Trusts and Foundation grants	24,583	136,369	160,952	80,670
	Total	29,583	216,156	245,739	129,184
Income from investments	Interest income	381	-	381	-
	Total	381	-	381	-
TOTAL INCOME		60,515	216,156	276,671	163,923

Government grants of £48,514 and Trusts and Foundation grants of £80,670 in 2023/4 were restricted income.

3.2 Material Items

Within the income above the following items were over 10% of total annual income and are considered material.

	2024/5 £	2023/4 £
National Lottery Community Fund		
Employment of the Charity Manager, Caseworker and Pathways to Independence Manager	81,997	80,464
National Lottery Community Fund		
Employment of a hotel-based Volunteer Coordinator to provide support to asylum seekers arriving in Chichester	46,738	0
West Sussex County Council		
Integration of refugees into the local community including language and practical support and guidance.	30,000	0
Chichester District Council		
Support of asylum seekers in the Chichester hotel and their move to independent living in the community.	39,167	40,033

3.3 Government Grants

The following government grants were received within the accounting period:

		2024/5 £	2023/4 £
West Sussex County Council	Integration support and activities	30,000	-
West Sussex County Council	Women's Group - creche	8,328	8,481
Chichester District Council	Asylum dispersal support	39,167	40,033
Chichester District Council	Setting up home costs	2,292	-
Chichester City Council	Beneficiary support	5,000	-
Total		84,787	48,514

4 - Expenditure

4.1 Analysis of Expenditure

	2024/5			2023/4		
	Unrestricted funds £	Restricted income funds £	Total funds £	Unrestricted funds £	Restricted income funds £	Total funds £
Raising funds:						
Incurring seeking donations	2,777	-	2,777	2,751	-	2,751
Advertising, marketing, direct mail and publicity	11,987	-	11,987	10,400	-	10,400
Total	14,764	-	14,764	13,151	-	13,151
Charitable activities:						
Beneficiary Support	5,408	48,850	54,258	31,704	10,612	42,316
Salaries and on costs	8,972	164,922	173,894	142,193	10,721	152,914
Administration and support	6,298	-	6,298	3,248	-	3,248
Total	20,678	213,772	234,450	177,146	21,333	198,479
Other:						
Governance	1,882	-	1,882	1,356	-	1,356
Total	1,882	-	1,882	1,356	-	1,356
TOTAL EXPENDITURE	37,324	213,772	251,096	191,652	21,333	212,986

6 - Paid Employees

6.1 Staff Costs

	2024/5 £	2023/4 £
Salaries and wages	162,879	147,707
Social security costs	16,984	11,922
Pension costs (defined contribution scheme)	2,362	1,541
Total staff costs	182,225	161,170

Costs (included above) for key management personnel	58,360	35,945
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6.2 Average Head Count

	2024/5	2023/4
Fundraising	1	1
Charitable Activities	5	4
Governance	-	-
Total	6	5

No employees received employee benefits (excluding employer pension costs) of more than £60,000 for the reporting period.

There were no ex gratia, redundancy or dismissal costs paid during the reporting period.

6.3 Defined Contribution Pension Scheme

	2024/5 £	2023/4 £
Amount of contributions recognised in the SOFA as an expense	2,362	1,541

All staff with pensionable salaries are engaged solely on charitable activities and their salaries are funded by restricted grants.

7 - Debtors and Prepayments

	2024/5 £	2023/4 £
Prepayments and accrued income	26,317	15,172
Other debtors	-	-
Total	26,317	15,172

8 - Creditors and Accruals

Amounts falling due within one year

	2024/5 £	2023/4 £
Accruals for grants payable	32,158	16,750
Accruals - other	6,000	-
Taxation and social security	5,345	-
Other creditors	-	-
Total	43,503	16,750

9 - Cash at Bank and in Hand

	2024/5 £	2023/4 £
Short term deposits (reserves)	40,000	-
Cash at bank and on hand	78,164	79,637
Other	-	-
Total	118,164	79,637

10 - Trustee Remuneration and Benefits

One trustee is employed by the charity on a part time basis. There is clear differentiation between their paid role and their unpaid trustee duties.

The trustee's skills and experience are essential to the operation of the charity. They were initially employed on a freelance basis prior to becoming a trustee and are now fully employed through the payroll.

The legal authority for this employment is the charity's governing document and minuted full Board approval.

The trustee's salary is included in Note 6.

10.1 Trustee remuneration Details

Name	2024/5			2023/4		
	Remuneration	Pension contribution	TOTAL	Remuneration	Pension contribution	TOTAL
	£	£	£	£	£	£
Gemma Driver	8,331	-	8,331	8,256	-	8,256

10.2 Trustee Expenses

The following expenses were paid to trustees for the purposes of fulfilling their duties.

	2024/5 £	2023/4 £
Travel	1,019	650
Other (meeting refreshments):	154	-
TOTAL	1,173	650

Number of trustees reimbursed	3	1
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INTRODUCTION OF RESERVES

Trustees carried out a risk assessment exercise, whereby known risks were assessed against likelihood and potential impact. The board concluded that the single biggest risk to the charity's finances on that basis is the Home Office identifying a second hotel in our area for asylum seeker accommodation.

Trustees therefore decided to mitigate the impact of that risk by creating a separate reserve of £40,000 that would cover the majority of the cost of a paid staff member to coordinate hotel support, similar to the provision at Chichester Park hotel.

This risk assessment will be repeated as part of the 2025/ 26 budget-setting.

A handwritten signature in black ink, appearing to read 'Tony Toynton', with a stylized arrow pointing upwards and to the right.

Tony Toynton
CHAIR OF TRUSTEES