

# **Wakefield District City of Sanctuary**

Charity number 1187477

## **Annual Report and Financial Statements**

**for the period 21 January 2020 to 31 March 2021**



# **Wakefield District City of Sanctuary**



West Yorkshire Community Accounting Service

# **Wakefield District City of Sanctuary**

## **Annual Report and Financial Statements for the period ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Wakefield District City of Sanctuary**

## **Trustees' report for the period ended 31 March 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Dates</b>
Richard Davies	
Claire Way	
Peter Fielding	
Siegfried Breuning	
Bryan Mucheriwa	
Catherine Emery	
Brian Hamill	Resigned 2nd June 2020
Laura King	Resigned 6th October 2020

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 1187477, on 21 January 2020.

### **Principal address**

c/o Quaker Meeting House  
Thornhill Street  
Wakefield  
WF1 1NQ

### **Bankers**

Co-operative Bank  
P O Box 250  
Skelmersdale  
WN8 6WT

Lloyds Bank  
17 Westgate  
Wakefield  
WF1 1JZ

### **Independent examiner**

E J Beverley FCCA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 21 January 2020, governed by an association model constitution.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Wakefield District City of Sanctuary**

## **Trustees' report (continued) for the period ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

- (a) The promotion of equality and diversity for the public benefit by educating and informing about the issues relating to asylum-seekers and refugees.
- (b) To promote social inclusion for the public benefit, by encouraging and supporting voluntary, community and faith organisations to welcome asylum-seekers and refugees enabling them to access community facilities, enabling them to participate more effectively within the wider community, and so aid their integration within the community.
- (c) To relieve poverty and hardship among those who are seeking or have sought asylum, refugees, and their dependants, by providing financial and other material support, interpreting / translating / advocacy / health / housing advice and education.
- (d) To help asylum-seekers and refugees adapt to life in the UK by: advancing their education and training, and helping them to access facilities for recreation or other leisure time occupations.

#### **The charity's main activities**

Wakefield District City of Sanctuary (WDCoS) offers welcome, inclusion and friendship to asylum seekers passing through Wakefield and to asylum seekers and refugees living in Wakefield. In line with the national vision, we endeavour to offer a place of welcome and safety to people fleeing violence and persecution. We keenly encourage organisations, networks and all faith groups to be inclusive; we also promote and value the varied contributions asylum seekers and refugees make to society. WDCoS aims to enable people from all backgrounds to confidently take part in community activities and celebrate the richness of diversity. We positively promote good neighbourliness and actively challenge hostility and discrimination. Before Covid-19 pandemic, the support we offered included many social activities, drop-ins, English classes, crafts, general advice and signposting. At a very practical level we ran a clothing store, food store and an Asylum Seekers Support Fund (ASSF) which provided food and financial support for asylum seekers and refugees suffering poverty and hardship, particularly those with no recourse to public funds.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular

- (a) the prevention or relief of poverty
- (b) the advancement of education
- (d) the advancement of health or the saving of lives
- (e) the advancement of citizenship or community development
- (f) the advancement of the arts, culture, heritage or science
- (h) the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- (j) the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

#### **Achievements and performance**

When the pandemic resulted in lockdown in March 2020, WDCoS was a newly established CIO. All social activities had to cease but we continued to provide the essential services of the Food Store and Clothing Store on a 'request and delivery' basis. It has been wonderful to continue to offer such practical help at this difficult time.

During the pandemic demand for the Food Store increased and Wakefield Council provided emergency funding. Given the demonstrated need for the Food Store the trustee group has requested and obtained permission from the Charity Commission to amend our charitable objectives to enable the Food Store to serve the wider community. This permission was received in June 2021, the next step is passing a resolution to make the change. Several funders provided money to supply new clothes and shoes.

# **Wakefield District City of Sanctuary**

## **Trustees' report (continued) for the period ended 31 March 2021**

### **Achievements and performance continued**

WDCoS also obtained funding from Nova to establish a Resource Centre and establish a computerised request and deliver system for the Clothing Store. The Resource Centre is equipped with computers and is used to signpost asylum seekers and refugees to specialist areas of help via the internet. The Resource Centre opening times have been limited but, as pandemic restrictions are lifted, the capacity will be increased to four workstations available three times per week.

Other major projects which have received funding are a Digital Inclusion Project and a Media Project.

Using Digital Inclusion funds WDCoS currently has provided 62 managed tablet computers to the initial accommodation centre for loan to asylum seekers during their stay there. This has given them access to digital information, education and entertainment. We will continue to develop this provision to other groups of sanctuary seekers in our area.

We have received £20,000 funding from Wakefield Council over 2 years to work on a project called "Welcome to Wakefield." A small group, mostly comprising sanctuary seekers, is working on several media products. This group will learn by building their own websites and go on to produce a "Welcome to Wakefield" website aimed at asylum seekers arriving in Wakefield which will be a central point for information for them. The group will also produce some art postcards expressing the welcome that they have found. A number of video pieces will also be produced by the group.

Through the Creative Craft Group, volunteers and supporters made face coverings, play mats and offered a wide variety of activity, writing and creative crafts for people in initial and dispersed accommodation.

The English teaching classes and conversation groups had to stop when the first lockdown began. The English tutors turned this into an opportunity and have successfully developed a range of online classes from very basic listening to spoken English and to the study of English grammar. Currently there are 10 teachers, teaching 11 full hour classes with an average class attendance of 60 pupils/week (6-12/day) and a further 9 classes for a shorter duration, aimed at beginners. As there were issues for some students accessing online classes the English teaching group successfully won funding to continue teaching regular attendees who are having problems with the internet or have moved area. Thus, the emotional shock asylum seekers experience of losing everything again when they are moved on to dispersed accommodation, after they have made friends locally, can be bridged. It also means we can offer help to connect them to their new location through our links to other supporting organisations

WDCoS has a broad base of support and good relationships with those third sector agencies which also offer support to asylum seekers and refugees, Wakefield Council, and other agencies. We have also for many years worked alongside the government contractors who provide initial accommodation and dispersed accommodation for asylum seekers in the district. The contractor's welfare officers currently ensure that WDCoS information is in their welcome packs and actively encourage their clients to contact WDCoS.

WDCoS is able to call on a broad cross-section of community backing. We have cooperative and supportive relationships with local community groups, local businesses, faith groups, churches and mosques. We are actively supported by the Council's Communities and Public Health Service and by individual elected members. For several years The Art House has held a national Studio of Sanctuary Award and has supported WDCoS by providing Studio 3 as a work base. They have also provided innovative and inspirational leadership. We have a strong volunteer and community base and an enthusiastic network of supporters who respond to a wide variety of needs. We have strong links with refugees within Wakefield, particularly those who have been and are active in our community.

# Wakefield District City of Sanctuary

## Trustees' report (continued) for the period ended 31 March 2021

### Achievements and performance continued

The pandemic highlighted the benefit of having all practical elements of WDCoS in one place. In April 2021 the Resource Centre, the Clothing Store and the Food Store moved to St Michael's Church, Westgate Common. With a more secure base WDCoS is looking forward to working in partnership with St Michael's to develop the 'Welcome Centre' into a community resource. This move will present many exciting opportunities and enable WDCoS to work in partnership with other agencies and facilitate a range of activities for all the community.

WDCoS would not be able to operate without the continued support of its volunteers. The past year has been a terribly difficult year for volunteering, with many people having to shield and everyone having to social distance. WDCoS's Lead Coordinators have set up private social media groups to maintain contact and support with fellow volunteers. Some volunteers have been able to continue to offer hands-on support. All the help received from our volunteers and supporters, whether in person, over the internet or of a financial nature, has been wonderful. Though the pandemic has been a very difficult time, WDCoS volunteers and community has continued to offer support to asylum seekers, refugees and each other. We thank each and every one for their resourcefulness, generosity and their commitment to friendship and welcome.

### Financial review

The net receipts for the year were £55,451, including net receipts of £15,172 on unrestricted funds and net receipts of £40,279 on restricted funds.

WDCoS was a very new CIO when the Covid-19 pandemic began in March 2020. WDCoS has responded to the plight of asylum and seekers during the pandemic by applying for, and receiving grants for clothing, food, to run a Resource Centre and commence Digital Inclusion and Media projects. This has substantially increased the size of WDCoS operations.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

### Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £15,172.

There is no reserves policy. At present the trustees feel there is not a need for a reserves policy.

Signed on behalf of the board of trustees on ..... 07-07-2021

Signed: .....  ..... (Trustee)

Name: ..... Richard Willis Davies

# **Wakefield District City of Sanctuary**

## **Independent examiner's report to the trustees of Wakefield District City of Sanctuary Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 7 to 11.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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**

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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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:



Name: E J Beverley FCCA

09/07/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Wakefield District City of Sanctuary**  
**Receipts and payments account**  
**for the period 21 January 2021 to 31 March 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £
<b>Receipts</b>				
Grants and donations	(2)	19,626	126,371	145,997
Room hire and refreshment income		740	-	740
Other income		264	-	264
WMDC emergency assistance food aid		-	500	500
<b>Total receipts</b>		<b>20,630</b>	<b>126,871</b>	<b>147,501</b>
<b>Payments</b>				
Cash to asylum seekers		-	23,400	23,400
Website costs		-	4,318	4,318
Food		3	1,663	1,666
Clothes and shoes		-	25,729	25,729
Fixtures and fittings		1,297	1,571	2,868
Freelance workers		1,166	11,244	12,410
Rent		799	-	799
Volunteers expenses		-	1,708	1,708
Utilities		15	-	15
Telephone and broadband		369	73	442
Printing, postage and stationery		92	316	408
Repairs and maintenance		47	400	447
Cleaning materials		527	106	633
Insurance		490	91	581
Administration costs		48	18	66
Activity equipment		-	2,777	2,777
Arts and crafts		147	324	471
IT equipment		234	12,795	13,029
Van hire and costs		-	59	59
Licences and subscriptions		174	-	174
Accounts		50	-	50
<b>Total payments</b>		<b>5,458</b>	<b>86,592</b>	<b>92,050</b>
<b>Net receipts / (payments)</b>		<b>15,172</b>	<b>40,279</b>	<b>55,451</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(3)	<b>15,172</b>	<b>40,279</b>	<b>55,451</b>



# Wakefield District City of Sanctuary

## Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021
	Unrestricted	Restricted	Total
	£	£	£
<b>Cash funds</b>			
Cash at bank	15,127	40,279	55,406
Cash in hand	45	-	45
<b>Total cash funds</b>	<u>15,172</u>	<u>40,279</u>	<u>55,451</u>

### Assets retained for the charity's own use

	£
62 x Yestel 10" tablets for use by asylum seekers in initial accommodation	8,619
Media equipment	6,425
Clothing store PC	439
Resource centre PC's	2,069
	<u>17,552</u>

### Liabilities

	£
Independent examination	720
	<u>720</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on 07-07-2021 .....

Signed: .....  ..... (Trustee)

Name: Richard Willis Davies  
.....

# **Wakefield District City of Sanctuary**

## **Notes to the accounts**

### **for the period ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

**Wakefield District City of Sanctuary**  
**Notes to the accounts continued**  
**for the period ended 31 March 2021**

<b>2 Grants and donations</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £
Wakefield and District Health and Comm.Support	-	3,060	3,060
Wakefield Metropolitan District Council (WMDC)	-	28,997	28,997
Leeds Community Foundation	-	9,451	9,451
Anonymous York donor	-	4,500	4,500
ARM	-	1,200	1,200
NOVA	-	15,622	15,622
The Mears Foundation	-	10,000	10,000
Groundwork/Comic Relief	-	4,000	4,000
Latter-day Saints	-	5,127	5,127
Barrow Cadbury	-	4,700	4,700
Morgan GL&HM BPO	-	1,082	1,082
Donations	11,884	26,941	38,825
Donations from unincorporated association	7,742	11,691	19,433
	<u>19,626</u>	<u>126,371</u>	<u>145,997</u>

<b>3 Restricted funds</b>	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Wakefield and District Health	-	3,060	-	-	3,060
WMDC - tablets for Urban House	-	10,000	9,743	-	257
Leeds Community Foundation	-	9,451	9,451	-	-
Anonymous York donor	-	4,500	4,500	-	-
ARM	-	1,200	1,200	-	-
WMDC - Urban House	-	3,500	3,079	-	421
Nova Clothing Store	-	8,270	6,985	-	1,285
Nova Resource Centre	-	7,352	3,159	-	4,193
WMDC - food grant	-	6,000	463	-	5,537
The Mears Foundation	-	10,000	-	-	10,000
Groundwork/Comic Relief	-	4,000	3,652	-	348
Asylum Seekers Support Fund	-	27,491	23,400	-	4,091
Latter-day Saints	-	5,127	3,928	-	1,199
Barrow Cadbury	-	4,700	4,700	-	-
Anonymous York donor	-	494	-	-	494
Morgan GL&HM BPO	-	1,082	-	-	1,082
WMDC - media project	-	9,997	4,318	-	5,679
General clothing store	-	741	-	-	741
Awards 4 All	-	9,906	8,014	-	1,892
	<u>-</u>	<u>126,871</u>	<u>86,592</u>	<u>-</u>	<u>40,279</u>

**Wakefield District City of Sanctuary**  
**Notes to the accounts continued**  
**for the period ended 31 March 2021**

**3 Restricted funds (continued)**

<b>Fund name</b>	<b>Purpose of restriction</b>
Wakefield and District Health	To provide English classes.
WMDC - tablets for Urban House	To provide tablets for use by the asylum seekers while in initial accommodation.
Leeds Community Foundation	To provide clothes and shoes.
Anonymous York donor	To provide clothes and shoes.
ARM	For the Food Store.
WMDC - Urban House	For outdoor equipment at Urban House.
Nova Clothing Store	To computerise and run the Clothing Store.
Nova Resource Centre	To set up and run the Resource Centre.
WMDC - food grant	For the Food Store.
The Mears Foundation	For a Digital Inclusion Project.
Groundwork/Comic Relief	To provide clothes and shoes.
Asylum Seekers Support Fund	The Asylum Seekers Support Fund.
Latter-day Saints	To provide clothes and shoes.
Barrow Cadbury	To provide clothes and shoes.
Anonymous York donor	To provide shoes.
Morgan GL&HM BPO	For the Food Store.
WMDC - media project	For the Media Project.
General clothing store	To provide clothes and shoes.
Awards 4 All	For the Clothing Store.

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Related party transactions**

During the year a relative of a trustee received freelance worker payments amounting to £6,090. Retrospective permission for the payments is being sought from the Charity Commission.