

Wakefield District City of Sanctuary

Charity number 1187477

Annual Report and Financial Statements

for the year ended 31 March 2022



Wakefield District City of Sanctuary



West Yorkshire Community Accounting Service

Wakefield District City of Sanctuary

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

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:

Name	Dates
Richard Davies	
Claire Way	
Peter Fielding	Resigned 28 July 2021
Siegfried Breuning	
Bryan Mucheriwa	
Catherine Emery	Resigned 28 July 2021
Susan Sanderson	Appointed 28 July 2021
Zeraslasie Shiker	Appointed 28 July 2021

Charity number	1187477	Registered in England and Wales
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Registered and principal address	Bankers
c/o Quaker Meeting House	Co-operative Bank
Thornhill Street	P O Box 250
Wakefield	Skelmersdale
WF1 1NQ	WN8 6WT
	Lloyds Bank
	17 Westgate
	Wakefield
	WF1 1JZ

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

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 as amended on 17 August 2021.

Method of recruitment and appointment of trustees

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

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, and people suffering poverty and hardship in the wider community, 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.

Wakefield District City of Sanctuary

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities (continued)

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. Some areas of support, which had to be revised or curtailed during periods of Covid restrictions, are now being resumed.

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

Year ended 31 March 2022 was our second year as a CIO. It was not without its challenges as the continuing Covid pandemic meant that varying social restrictions were in place for 11 months of the year and Covid cases continued to affect the help our volunteers were able to provide.

In June 2021 the trustee group obtained permission from the Charity Commission to amend our charitable objectives to enable the Food Store to serve the wider community as well as our target groups. This change, and the subsequent amendment to our charitable objects, was approved at the AGM. Our broader objects mean that WDCoS can access food funds from Wakefield Council. We have continued to receive regular food donations from Wakefield Street Kitchen and Morrisons on a weekly basis and significant donations from Wrenthorpe Assist.

WDCoS ran a computerised request and deliver system for the Clothing Store. Our winter appeal for clothes following the evacuation of Afghanistan was successful and we have ongoing financial support for the Clothing Store. We have continued to improve the layout and service provided by the Clothing Store throughout the year.

The Resource Centre is equipped with computers and is used to signpost asylum seekers and refugees to specialist areas of help via the internet. Sadly, the Resource Centre opening times have been limited during the year due to the availability of specialist advice from outside agencies and Covid regulations and cases. Plans are being developed to relaunch the Resource Centre.

Wakefield District City of Sanctuary

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Using Digital Inclusion funds from Wakefield Council and elsewhere WDCoS currently has provided 137 managed tablet computers to the initial accommodation centre for loan to asylum seekers during their stay there. We were also able to donate 10 tablets to asylum seekers who are living in Wakefield whilst their claims for asylum are proceeding. 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 are producing a "Welcome to Wakefield" website aimed at asylum seekers arriving in Wakefield which is 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. Using the "Welcome to Wakefield" design we are now working to help sanctuary seekers access local services using a 'loyalty card' scheme.

The English teaching classes and conversations groups have continued to run online throughout the year. This has been helped by funding received in March 2021 to provide 24 months of free unlimited mobile data to regular attendees, enabling them to stay in contact even after relocation. By year end English teaching was in a different situation to when the country was in lockdown, when the same learners attended every day. With the lifting of covid restriction and the coming of Spring weather, online classes became more fluid and unpredictable. Despite this, a cohesive online community has formed. Some learners have become trusted teachers and colleagues, allowing us to extend our programme to offer sessions mornings and afternoons, Mondays to Saturdays. Face-to-face teaching has now resumed at Urban House and is doing well.

A group of volunteers have provided activities and creative craft packs for Creative Craft Sessions. In addition, some local asylum seekers have met for informal sewing and handicraft sessions. One of the long term benefits of our craft activities is that volunteers and participants benefit emotionally, physically and socially through being involved. Our 'Walk and Talk' group is similarly beneficial.

A new project run this year is the 'Winter Wonderland' Garden Project. It is helping adult and particularly child asylum seekers from initial accommodation sites in Wakefield and the local community, to work together with a common purpose and aim. Herb and flower planters have been made for families to take with them when they are dispersed, and to make decorative planters for Urban House, St Michael's and The Art House. Part of the project has encouraged people to be aware of the environment and recycled materials such as plastic plant pots and plant cuttings. Wakefield Friends of the Earth and Just Transition are doing a wonderful job of providing environmental information. WDCoS has funding to run six Saturday afternoon session from December 2021.

In January 2022 Wakefield libraries were presented with the Library of Sanctuary award at a well-attended ceremony at Wakefield One. Volunteers have also been involved in advancing Schools of Sanctuary status in the Wakefield area.

During the year, WDCoS promoted and ran Covid vaccination sessions at St Michael's. WDCoS volunteers have also supported The Art House at its Draw and Talk sessions.

WDCoS has good working relationships both with other third sector agencies supporting asylum seekers and refugees, as well as with Wakefield Council, and other government agencies. We continue to work well 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.

Wakefield District City of Sanctuary

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

Achievements and performance

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, and local faith groups. We are actively supported by Wakefield Council's Communities and Public Health teams 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 and worked with us on projects. 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.

Since April 2021 the Resource Centre, the Clothing Store and the Food Store at St Michael's Church, Westgate Common are becoming well established. 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 couple of years have been difficult 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. WDCoS volunteers and community has continued to offer support to asylum seekers, refugees and to each other. We thank everyone for their resourcefulness, generosity and their commitment to friendship and welcome.

Financial review

The net receipts for the year were £11,985, including net payments of £7,765 on unrestricted funds and net receipts of £19,750 on restricted funds, after transfers.

The Covid pandemic has impacted WDCoS during the year ended 31 March 2022 but we have continued to help asylum and seekers during the pandemic through a variety of existing and new activities and projects.

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 £7,407.

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 on4th October 2022...

Signed:  (Trustee)

Name: ...Richard Davies.....

Wakefield District City of Sanctuary

Independent examiner's report to the trustees of Wakefield District City of Sanctuary

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, 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: E J Beverley

Name: E J Beverley FCCA

18/10/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Wakefield District City of Sanctuary

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	2,385	92,614	94,999	145,997
Room hire and refreshment income		1,000	-	1,000	740
Other income		66	-	66	264
WMDC emergency assistance food aid		-	1,500	1,500	500
Total receipts		3,451	94,114	97,565	147,501
Payments					
Cash to asylum seekers		-	19,846	19,846	23,400
Website costs		-	3,844	3,844	4,318
Food		10	5,348	5,358	1,666
Clothes and shoes		-	7,585	7,585	25,729
Fixtures and fittings		321	-	321	2,868
Freelance workers		4,420	6,140	10,560	12,410
Rent		3,703	8,641	12,344	799
Volunteers expenses		33	-	33	1,708
Utilities		-	-	-	15
Telephone and broadband		-	1,107	1,107	442
Printing, postage and stationery		-	15	15	408
Repairs and maintenance		261	5,600	5,861	447
Cleaning materials		82	-	82	633
Insurance		504	-	504	581
Administration costs		80	43	123	66
Activity equipment		-	313	313	2,777
Arts and crafts		-	276	276	471
IT equipment		919	15,452	16,371	13,029
Van hire and costs		-	-	-	59
Licences and subscriptions		-	-	-	174
Independent examination		720	-	720	50
Miscellaneous		163	154	317	-
Total payments		11,216	74,364	85,580	92,050
Net movement in funds		(7,765)	19,750	11,985	55,451
Fund balances brought forward		15,172	40,279	55,451	-
Fund balances carried forward	(3)	7,407	60,029	67,436	55,451

Wakefield District City of Sanctuary

Statement of assets and liabilities

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	7,229	60,029	67,258	55,406
Cash in hand	178	-	178	45
Total cash funds	7,407	60,029	67,436	55,451

Amounts owed to the charity

Venue hire prepaid to 30 September 2022	£
Gift aid to 31 March 2021 to claim	2,080
	1,535
	<u>3,615</u>

Assets retained for the charity's own use

Purchased 2021:	Initial cost
62 x Yestel 10" tablets for use by asylum seekers in initial accommodation	£
Media equipment	8,619
Clothing store PC	6,425
Resource centre PC's	439
	2,069

Purchased 2022:

86 x Yestel T5 tablets for use by asylum seekers in initial accommodation	12,978
	<u>30,530</u>

Liabilities

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

The financial statements were approved by the board of trustees on4th October 2022.

Signed:  (Trustee)

Name: Richard Davies

Wakefield District City of Sanctuary

Notes to the accounts

for the year ended 31 March 2022

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 year ended 31 March 2022

2 Grants and donations	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Awards for All	-	9,360	9,360	-
Welcome to the World	-	420	420	-
Latter-day Saints	-	5,890	5,890	5,127
NOVA	500	9,938	10,438	15,622
The Mears Foundation	-	900	900	10,000
Urban Housing	-	1,000	1,000	-
Wakefield Metropolitan District Council (WMDC)	-	19,120	19,120	28,997
Wakefield and District Health and Comm.Support	-	-	-	3,060
Leeds Community Foundation	-	-	-	9,451
Anonymous York donor	-	5,000	5,000	4,500
ARM	-	-	-	1,200
Groundwork/Comic Relief	-	-	-	4,000
Barrow Cadbury	-	-	-	4,700
Morgan GL&HM BPO	-	-	-	1,082
Donations	1,885	40,986	42,871	38,825
Donations from unincorporated association	-	-	-	19,433
	<u>2,385</u>	<u>92,614</u>	<u>94,999</u>	<u>145,997</u>

3 Restricted funds	Balance b/f	Receipts	Payments	Balance c/f
	£	£	£	£
Wakefield and District Health	3,060	-	1,135	1,925
WMDC - tablets for Urban House	257	-	257	-
WMDC - Urban House	421	-	74	347
Nova Clothing Store	1,285	-	-	1,285
Nova Resource Centre	4,193	-	3,187	1,006
WMDC - food grant	5,537	1,500	4,266	2,771
The Mears Foundation	10,000	-	10,000	-
Groundwork/Comic Relief	348	-	348	-
Asylum Seekers Support Fund	4,091	35,988	19,846	20,233
Latter-day Saints	1,199	5,890	4,400	2,689
Shoes from York	494	-	494	-
Morgan GL&HM BPO	1,082	-	1,082	-
WMDC - media project	5,679	10,000	3,844	11,835
General clothing store	741	1,032	1,773	-
Awards 4 All	1,892	-	1,560	332
Anonymous York Donor	-	5,000	570	4,430
WMDC - digital inclusion	-	3,520	3,520	-
Premises rent	-	3,961	3,961	-
Nova - Live Well Wakefield	-	7,840	3,569	4,271
Awards 4 All Top up grant	-	9,360	3,600	5,760
WMDC - boiler	-	5,600	5,600	-
The Mears Foundation	-	900	263	637
Nova - Digital inclusion	-	2,098	-	2,098
Urban Housing - Digital Inclusion	-	1,000	1,000	-
Beneficiary legal assistance	-	425	15	410
	<u>40,279</u>	<u>94,114</u>	<u>74,364</u>	<u>60,029</u>

Wakefield District City of Sanctuary

Notes to the accounts continued

for the year ended 31 March 2022

3 Restricted funds (continued)

Fund name	Purpose of restriction
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.
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.
Shoes from York	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.
Anonymous York Donor	To provide clothes and shoes.
WMDC - digital inclusion	For a Digital Inclusion Project.
Premises rent	Towards rent costs
Nova - Live Well Wakefield	For a Craft, Walk and Talk Project.
Awards 4 All Top up grant	To 'top up' weekly shopping as required for food store recipients.
WMDC - boiler	New boiler for WDCoS premises.
The Mears Foundation	Towards a gardening project
Nova - Digital inclusion	For a Digital Inclusion Project.
Urban Housing - Digital Inclusion	For a Digital Inclusion Project.
Beneficiary legal assistance	Donations towards legal assistance.

4 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties			2022 £	2021 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Linda Fielding	Relative of a trustee	Freelance work	-	6,090
			-	6,090