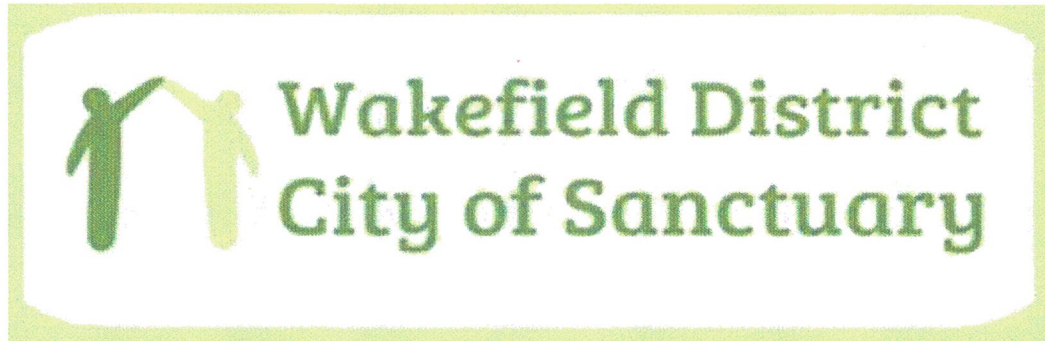


# **Wakefield District City of Sanctuary**

Charity number 1187477

## **Annual Report and Financial Statements for the year ended 31 March 2025**



# **Wakefield District City of Sanctuary**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Receipts and payments account	8
Statement of assets and liabilities	9
Notes to the accounts	10 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# Wakefield District City of Sanctuary

## Trustees' report for the year ended 31 March 2025

### 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	Position	Dates
Peter Baldwin	Chair	Appointed 8 August 2024
Richard Davies		
Siegfried Breuning		
Bryan Mucheriwa		
Susan Sanderson		
John Fitzsimons		Appointed 19 July 2025 Resigned December 2025
Susan Ayton		Appointed 8 April 2025
Dr David Belford		Deceased 1 September 2024

**Charity number** 1187477 Registered in England and Wales

Registered and principal address	Bankers	
St Michaels Welcome Centre	Co-operative Bank	Lloyds Bank
Westgate Common	P O Box 250	17 Westgate
Wakefield	Skelmersdale	Wakefield
WF2 9RW	WN8 6WT	WF1 1JZ

### Independent examiner

Alan Dodd 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

# **Wakefield District City of Sanctuary**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **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.

#### **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.

#### **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
- (c) the advancement of health or the saving of lives
- (d) the advancement of citizenship or community development
- (e) the advancement of the arts, culture, heritage or science
- (f) the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- (g) the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.



# Wakefield District City of Sanctuary

## Trustees' report (continued) for the year ended 31 March 2025

### Achievements and performance

#### Context

Year ended 31 March 2025 was our fifth year as a CIO and a turbulent one. The Development Plan committed us to developing the core activities of the Sanctuary, maintaining the English teaching programme and administering the Asylum Seekers Support Fund. Our Chair, David Belford, set about securing funding that would enable us to cover the costs of the Sanctuary. In July he met with the Leader of the Council who gave her support for a funding award that would cover running costs and pay for our keyworker. Sadly, David did not see the fruits of his hard work and devotion to our cause. He was taken ill and died on 1<sup>st</sup> September, not long before the funding award was approved. Peter Baldwin, a relatively new trustee, stepped up into the role, to help steer the trustee body through this difficult period. Unfortunately, Ian was diagnosed with a serious health problem and has had to step back temporarily. We hope to welcome him back once he has recovered from major surgery. Sue Ayton joined the trustee body, bringing her business experience to the role. She has updated the WDCoS website and ensured that donations can be more easily made via the site and in person via updated 'tap and go' equipment.

#### The Sanctuary

Weronika, our paid keyworker and first official employee, ensured that the Sanctuary continued to thrive. A new volunteer transformed our social media profile and cash donations began to rise. The drop-in opened every Wednesday and Friday from 10.00 to 15.00, providing a friendly welcome for asylum seekers and refugees, offering a safe space, practical support, signposting and help with problem-solving. We typically welcomed around 60 visitors a week.

Our clothing store volunteers continued to process requests for clothing from the two initial asylum accommodation centres and also directly to asylum seekers and refugees in need. Typically, around 40 people per week requested at least one item of clothing, and sometimes this number would exceed 80. The food store operated throughout the year, with the number of recipients almost doubling over the year.

Generous funding from the Church of Latter Day Saints was approved and enabled us to buy new underwear and footwear, as well as weekly groceries for the food store. The continued operation of the food store has only been made possible with support from the Church of the Latter-Day Saints, Wakefield Street Kitchen, George Street Morrisons' Fresh Produce department, and Wakefield District Council.

In January, The Art House let us know that the bursary for Studio 3 must come to an end, but the new leadership continues to be supportive. The well established craft group that has been meeting in Studio 3 for years has donated profits from the sale of their hand-crafted goods to purchase much-needed warm coats for the clothing store.

The table below shows attendance at The Sanctuary over 2024/2025.

2024	Enquiry- Total per month	Enquiry- Average per drop in	Food- Total per month	Food- Average per drop	Total Attendance per month	Average attendance per drop in
Apr	79	9	157	17	325	36
May	59	5	175	17	360	36
Jun	95	10	166	18	403	44
Jul	45	4	190	21	372	41
Aug	46	5	165	18	430	47
Sept	53	7	141	20	397	56
Oct	85	9	179	19	470	52
Nov	107	13	214	26	527	58
Dec	63	10	151	25	328	54
Jan	495	49.5	216	21.5	121	12
Feb	412	51.5	218	27	98	12
Mar	619	77	240	30	193	24



# **Wakefield District City of Sanctuary**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Achievements and performance (continued)**

#### **English Teaching Programme**

We provided both on-line classes and face-to-face classes. Teaching English to this group of learners has its challenges as ability can vary from quite advanced English to some who have had little schooling and may not be literate in their own language. The classes also provide a safe space for learners to share experiences together in a relaxed atmosphere.

One-hour on-line classes take place Monday to Friday at 10.00 and 14.00, delivered by 10 volunteer teachers. Average attendance is 5 learners. Feedback clearly shows that these lessons are regarded by learners as an enjoyable social experience in addition to improving basic English. Not bound by geography, it is possible for asylum seekers to maintain contact with the group through on-line classes, even if they are moved to another part of the country, so helping to mitigate the negative effects on mental health when familiar routines and relationships are abruptly severed.

Face-to-face classes take place at Urban House reception centre once a week. Volunteer teachers run beginners, intermediate and advanced groups. A second weekly session was started in 2023, divided into lower and higher level. The classes are well attended up to 30+ but fluctuate with the number of residents at Urban House.

Project funding has been gained from Prosper Small Grants, allowing us to run a Talking Tuesdays programme over a 6 month period, including improvised games and English teaching.

#### **Asylum Seekers' Support Fund**

An early and essential function of WDCoS has been to offer direct financial support to a limited number of asylum seekers who have no recourse to public funds, through the Asylum Seeker Support Fund and this has continued through the past year. Most of the people helped by this fund cannot legally leave the country, are not allowed legally to work and have no recourse to Public Funds, they are trapped by the system. They endure difficult times in poverty and are living in fear of indefinite detention or deportation. The fund has three administrators who make decisions collectively. Each week a small payment, typically £30, is made to an average of 10 individuals to cover their basic needs. They are also given a bag of groceries each week, tailored to their particular requirements. Toiletries, clothes and household items are shared as appropriate when available. These individuals and their families are known to the administrators of the fund, who follow their progress and seek to ensure their ongoing well-being. There is an expectation that these individuals will live within the law and will progress their legal cases. In many cases support is only required for a limited time before they are granted leave to remain and gain the right to work. The fund can also be used for one-off purposes, such as emergency accommodation, travel expenses to solicitors' appointments, or temporary support for new refugees setting up home in the UK for the first time.

#### **The Future**

Trustees are dedicated to maintaining and developing our support and friendship to asylum seekers and refugees in our area. Our immediate priority is to secure additional financial support through core funding, and progressively extend the opening times and range of activities of The Sanctuary at St Michael's Church Hall.

Our Supporters: WDCoS has continued to have good working relationships both with other third sector agencies supporting asylum seekers and refugees, as well as with Wakefield Council. We continue to work well alongside the government contractors who provide IACs 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 are actively supported by Wakefield Council's Communities and Public Health teams and by individual elected members. We have cooperative and supportive relationships with local community groups, local businesses, and local faith groups.

# **Wakefield District City of Sanctuary**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Achievements and performance (continued)**

#### **The Future (continued)**

WDCoS would not be able to operate without the continued support of its volunteers. WDCoS volunteers have continued to offer support to asylum seekers, refugees and to each other. We thank everyone for their resourcefulness, generosity and commitment to the cause. This support is greatly appreciated.

### **Financial review**

The net receipts for the year were £15,662, including net payments of £3,012 on unrestricted funds and net receipts of £18,674 on restricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £6,718.

The trustees have agreed to a formal reserves policy, to maintain unrestricted funds of 3 months of general overheads.

Approved by the board of trustees on 13/1/2026

Peter Baldwin (Trustee)

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke, followed by a small downward tick.

## **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 2025, which are set out on pages 8 to 12.

#### **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 charity as required by section 130 of the Charities Act;
- 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: Alan Dodd FCCA

15/1/2026

#### **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 2025**

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	5,460	59,119	64,579	29,670
Room hire and refreshment income		389	-	389	65
Other income		-	-	-	380
Bank interest		151	-	151	-
<b>Total receipts</b>		<b>6,000</b>	<b>59,119</b>	<b>65,119</b>	<b>30,115</b>
<b>Payments</b>					
Salaries NI and pensions		-	2,958	2,958	-
Cash to asylum seekers		-	15,090	15,090	17,587
Website costs		-	-	-	1,334
Food		513	4,811	5,324	5,964
Clothes and shoes		214	4,669	4,883	2,498
Freelance workers		-	7,510	7,510	6,465
Rent		3,000	3,000	6,000	10,000
Volunteer expenses		-	-	-	171
Utilities		1,946	1,303	3,249	1,870
Telephone and broadband		1,050	-	1,050	1,615
Printing, postage and stationery		46	-	46	227
Repairs, maintenance and cleaning		132	-	132	28
Insurance		355	-	355	344
Event costs		-	48	48	255
Arts and crafts		-	27	27	55
IT equipment		252	120	372	4,964
Independent examination		786	600	1,386	1,386
Miscellaneous		-	309	309	282
Emergency accommodation for asylum seekers		-	-	-	250
Promotional items		-	-	-	905
Trustee expenses		-	-	-	150
Waste collection		718	-	718	674
<b>Total payments</b>		<b>9,012</b>	<b>40,445</b>	<b>49,457</b>	<b>57,024</b>
<b>Net receipts / (payments)</b>		<b>(3,012)</b>	<b>18,674</b>	<b>15,662</b>	<b>(26,909)</b>
<b>Fund balances brought forward</b>		<b>9,730</b>	<b>36,363</b>	<b>46,093</b>	<b>73,002</b>
<b>Fund balances carried forward</b>	(3)	<b>6,718</b>	<b>55,037</b>	<b>61,755</b>	<b>46,093</b>

# Wakefield District City of Sanctuary

## Statement of assets and liabilities

as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	6,663	55,037	61,700	46,080
Cash in hand	55	-	55	13
<b>Total cash funds</b>	<u>6,718</u>	<u>55,037</u>	<u>61,755</u>	<u>46,093</u>

### Amounts due to the charity

	2025
	£
Prepayments	287
Gift aid to be claimed to 31 March 2025	1,345
	<u>1,632</u>

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

Yestel 10" tablets for use by asylum seekers in initial accommodation  
Media equipment  
Clothing store PCs  
Resource centre PCs

### Liabilities

	2025
	£
Accruals	3,040
Taxation and social security	36
Other creditors	1,139
	<u>4,215</u>

The financial statements were approved by the board of trustees on 13/1/2026

Peter Baldwin (Trustee)



# **Wakefield District City of Sanctuary**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **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 2025**

<b>2 Grants and donations</b>	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Latter Day Saints	-	10,950	10,950	-
Nova	-	199	199	-
Prosper Together	-	10,825	10,825	1,150
Wakefield Metropolitan District Council (WMDC)	-	23,250	23,250	3,000
Age UK	-	-	-	2,000
Wakefield District Housing	-	-	-	700
Other donations	5,460	13,895	19,355	22,820
	<u>5,460</u>	<u>59,119</u>	<u>64,579</u>	<u>29,670</u>

<b>3 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Age UK	8	-	-	-	8
Asylum Seekers' Support Fund	20,398	10,325	15,296	-	15,427
Awards 4 All	161	-	-	-	161
Beneficiary legal assistance	335	-	-	-	335
Latter Day Saints	1,118	10,950	6,797	-	5,271
Prosper Together	653	-	309	-	344
The Mears Foundation	326	-	-	-	326
Urban Housing LLP	1,000	-	-	-	1,000
Wakefield District Housing	577	-	-	-	577
WMDC - Digital Inclusion	93	-	-	-	93
WMDC - Food grant	396	3,320	2,537	-	1,179
WMDC - Media project	6,850	-	120	-	6,730
WMDC - Urban House	347	-	-	-	347
Nova - Live Well Wakefield	4,101	199	3,840	-	460
Private donation	-	1,000	-	-	1,000
New Prosper Together	-	8,525	2,898	-	5,627
New Prosper Together 2	-	2,300	273	-	2,027
WMDC - Running costs	-	22,500	8,375	-	14,125
	<u>36,363</u>	<u>59,119</u>	<u>40,445</u>	<u>-</u>	<u>55,037</u>

For fund descriptions see next page.

# Wakefield District City of Sanctuary

## Notes to the accounts continued

### for the year ended 31 March 2025

#### 3 Restricted funds (continued)

<b>Fund name</b>	<b>Purpose of restriction</b>
Age UK	For a social digital inclusion project.
Asylum Seekers' Support Fund	The Asylum Seekers Support Fund.
Awards 4 All	For the clothing store.
Beneficiary legal assistance	Donations towards legal assistance.
Latter Day Saints	To provide clothes and shoes.
Prosper Together	To support households on the edge.
The Mears Foundation	For a Digital Inclusion project.
Urban Housing LLP	For a Digital Inclusion project.
Wakefield District Housing	Provision of milk.
WMDC - Digital Inclusion	For a Digital Inclusion project.
WMDC - Food grant	For the Food Store.
WMDC - Media project	For the Media Project.
WMDC - Urban House	For outdoor equipment at Urban House.
Nova - Live Well Wakefield	For key worker sessional payments.
Private donation	For key worker sessional payments.
New Prosper Together	Support for asylum seekers.
New Prosper Together 2	Outreach support.
WMDC - Running costs	Support for the charity's running costs.

#### 4 Related party transactions

##### **Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £1,830 (2024: £749).

##### **Trustee expenses**

During the year no trustees were paid expenses in respect of travel (previous year: 1 trustee and £150).

##### **Trustee remuneration and benefits**

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