



THE SANCTUARY

ST THOMAS LANCASTER

Annual Report and Accounts for Period Ending 31st December 2023

St Thomas, Lancaster Housing Projects
Registered Charity 1200112

St Thomas Church, Marton Street, Lancaster LA1 1XX
housing@st.tees.org.uk

Purposes of the Charity

St Thomas, Lancaster Housing Projects is a registered charity, legally structured as a Charitable Incorporated Organisation (CIO Foundation), and registered with the Charity Commission for England and Wales on 18th August 2022.

Our stated charitable objectives are as follows:

FOR THE PUBLIC BENEFIT, THE RELIEF OF THOSE IN NEED BECAUSE OF FINANCIAL HARDSHIP OR OTHER DISADVANTAGE INCLUDING, BUT NOT EXCLUSIVELY, REFUGEES, VULNERABLE PEOPLE AND OTHERS AT RISK OF BECOMING HOMELESS IN LANCASTER AND THE SURROUNDING AREA, IN PARTICULAR BUT NOT LIMITED TO PROVIDING ACCOMMODATION AND OTHER SUPPORT AND ASSISTANCE.

Public Benefit

The Charity Commission issues guidance on delivering public benefit, which in summary requires that our activities

1. deliver benefits that outweigh any potential detrimental effects
2. benefit the public in general, or a sufficient section of the public, rather than providing excessive personal benefit to individuals or organisations

The Trustees have had regard to this guidance in managing the activities of the Charity and believe our activities meet these requirements. Specifically, our activities provide benefit to those who live in the area administered by Lancaster City Council.

Our activities in the period from formation to the end of 2023 have been preparatory in nature, with all project efforts dedicated to securing the purchase of a property from which to offer the supported accommodation in our stated objectives.

Unfortunately, we were unable to complete our original plan of purchasing 23 Yealand Drive early in 2023, and at the end of 2023 were close to completion on an alternative property elsewhere in Lancaster. The vision and objectives remain the same, and we expect to begin to deliver on these late in 2024 once the property purchase and refurbishment project have been completed.

Mr Richard Eglese	PCO Treasurer
Mr Robert Holdbrook	STLHP Trustee and PCO Representative
Mr Sim Lane-Dixon	Property Maintenance Lead
Mr John Stephens	STLHP Treasurer and Trustee

This committee was disbanded in February 2023, when it became apparent that our planned purchase of the property at 23 Yealand Drive was unable to proceed. It has since been re-instated with a number of changes now that the property at St Luke's Vicarage has been successfully purchased.

Governance

St Thomas, Lancaster Housing Projects is a registered charity, legally structured as a Charitable Incorporated Organisation (CIO Foundation), and registered with the Charity Commission for England and Wales on 18th August 2022.

Board of Trustees

The constitution specifies there must be a minimum of three Trustees, but no maximum number. Trustees are appointed for a term of three years, and can serve a maximum of three terms consecutively, but may be appointed again after a break of at least one year. All Trustee appointments must be approved by the PCC of St Thomas Lancaster, and no Trustee receives remuneration.

There are currently five Trustees, all of whom served from the formation of the CIO through to the end of the period of this report.

Dr Philip Gager	Chair of Trustees
Mr Chris Gibbons	Trustee
Mr Robert Holdbrook	Trustee
Dr Robyn Remke	Trustee
Mr John Stephens	Trustee and Treasurer

Formal and informal Trustee meetings are held frequently, and at least monthly – either in person or virtually.

Management Committee

In addition, a Management Committee has been formed, ostensibly to oversee the day-to-day running of the property and to support the host couple in their responsibilities. The committee reports to the Board of Trustees, and members do not receive remuneration.

The initial composition of the committee was

Mr Robert Peck	Chair
Mrs Angela Letchford	Clergy Representative
Mr Richard Eglese	PCC Treasurer
Mr Robert Holdbrook	STLHP Trustee and PCC Representative
Mr Sim Lane-Dixon	Property Maintenance Lead
Mr John Stephens	STLHP Treasurer and Trustee

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Banking and Finance

Our main business banking facility is with National Westminster Bank, Barrow-in-Furness branch at 113 Dalton Road, Barrow-in-Furness, Cumbria. LA14 1WY.

Capital funding for our activities has mainly been sourced through loans and gifts from the members of St Thomas Church Lancaster, and associated parties.

Accounting and Audit

For the period of this report, audit and accounting services have been provided by single residents – initially international students, and latterly refugees with leave to remain.

CWR Chartered Accountants Ltd

Mannin Way, Lancaster Business Park, Caton Road, Lancaster. LA1 3SW

Legal

During the period of this report, legal services have been provided by the following in connection with the creation of the CIO, the drawing-up of loan agreements, and the conveyancing work necessary for the purchase of freehold property.

Shakespeare Martineau LLP

Waterfront House, Waterfront Plaza, Nottingham. NG2 3DQ

Arnold Greenwood LLP

Exchange Chambers, 8 & 10 Highgate, Kendal, Cumbria. LA9 4SX

Phase 2

After much prayer and discussion, the Trustees and the project team regrouped and agreed to continue to pursue the project. Soon afterwards, we received substantial offers of financial support – loans and gifts – which allowed the Trustees to believe that an outright property purchase (of a different property) might be possible, thereby avoiding the need to provide trading history to source commercial funding.

Within a few weeks, we found that the Diocese of Blackburn were marketing the former St Luke's Vicarage in Skerton, Lancaster for sale, as it was no longer needed for clergy accommodation. Whilst the property was un-modernised and in need of renovation, it was a suitable size and location to be able to provide the kind of accommodation we intended to offer, and so initial enquiries were made of the Diocese with a view to purchasing the property.

A purchase was agreed, and the remainder of 2023 was spent pursuing legal and financial works to enable the completion of the purchase, and preparation for renovations to convert the property into an HMO suitable for up to four guests in addition to a host couple/family.

As an addendum, the property purchase was completed on 22nd February 2024.

Review of Activities

The period from CIO formation through to December 2023, as covered by this report, comprised two very different phases in our activities.

Phase 1

The charity was formed with the intention of purchasing the property 23 Yealand Drive in Lancaster from the current owners, who had already converted the property into an HMO and were successfully running it to provide accommodation for a number of single residents – initially international students, and latterly refugees with leave to remain.

The owners were due to relocate elsewhere in the UK, and wanted the church to be able to carry on the work of providing refugee accommodation after their departure. As a result, a project team was formed in October 2021, and the CIO was formed in August 2022 as a vehicle through which to purchase and run the property.

Commercial funding was sought and offered, along with several church members agreeing to support the purchase financially with gifts and loans, and legal work was commenced to formalise the purchase.

Unfortunately, in January 2023, when the commercial funding drawdown was requested, it became clear that the loan offer agreed in principle was going to be withdrawn by the bank, and as a result the purchase of 23 Yealand Drive became unachievable.

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Financial Review

Going Concern

After making appropriate enquiries, the board of Trustees has a reasonable expectation that the CIO has adequate resources to continue operational existence for the foreseeable future. For this reason, it has adopted the going concern basis in preparing the financial statements.

Financial Report

The CIO's accounts have been inspected by our accountants CWR for approval by the board of Trustees at its meeting in October 2024

As noted in the review of activities above, the period from formation to December 2023 as covered within this report was spent in pre-operational activity. There was no 'trading' activity, and all financial transactions related to setup of the CIO, the aborted purchase of 23 Yealand Drive and the preparations for the purchase of St Luke's Vicarage.

We are grateful to God for the generous donations of the church members and other associated parties at St Thomas Lancaster, who have kindly given and lent substantial funds to enable the project to continue.

Much of the initial funding was received late in 2022, at which point we expected to purchase 23 Yealand Drive early in 2023. Some £20,000 in gifts and £130,000 in loans had been received at that point.

Total expenses during 2022 of some £10,000 relate largely to legal and professional fees for the setup of the CIO (£5,000) and expenditure on the setup and short-term running of 23 Yealand Drive under a temporary agreement with the owners, prior to the purchase being aborted.

Moving into 2023, despite the aborted purchase, almost all the lenders and donors agreed to continue their support for the project. As a result, our liquid funds remained in the bank ready for purchase of an alternative property.

Some further gifts (£4000 in total) were received during 2023 and only a small balance of expenditure (£1250) on the aborted 23 Yealand Drive property was needed.

As a result, we closed 2023 with substantial funds in the bank, mainly as a result of loans from church members, ready to complete the purchase of St Luke's Vicarage early in 2024.

The outlook for 2024 remains positive as we look to complete renovations of the property and welcome guests for the first time.

Philip Baker, Chair of Trustees

Reserves Policy

As an interim arrangement, the Trustees have agreed to retain £5000 as a reserves fund to allow for emergency expenditure if required whilst the refurbishment project is underway. It is agreed that this policy will be reviewed once the property is actively hosting guests and generating income and expense more consistently.

Investment Policy

Any investments are agreed by the Trustees, which has regard to the Charity Commission guidance in relation to Charity investment policy.

Risk Management

The Trustees examine the major risks that the Charity faces and incorporate these into the budgeting and financial planning activities. At this stage of the charity's development, formal policies and risk mitigation systems have yet to be implemented but will be put in place as the charity becomes financially operational.

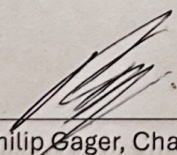
Trustees Responsibility in Relation to the Financial Statements

Law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the Charity will continue in business

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees report was approved by the board of Trustees on 14th October 2024 and signed on its behalf by:



Philip Gager, Chair of Trustees

ST THOMAS, LANCASTER HOUSING PROJECTS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST DECEMBER 2023

	Note	Unrestricted Funds	Restricted Funds	Total 2023 £
INCOME AND ENDOWMENTS				
Voluntary Income	2	-	25,706	25,706
TOTAL INCOME		<u>-</u>	<u>25,706</u>	<u>25,706</u>
EXPENDITURE				
Charitable Activities	3	-	11,720	11,720
Support and Governance Costs	3	-	420	420
TOTAL EXPENDITURE		<u>-</u>	<u>12,140</u>	<u>12,140</u>
NET INCOME FOR THE PERIOD AND NET MOVEMENT IN FUNDS		-	13,566	13,566
TOTAL FUNDS CARRIED FORWARD AT 31ST DECEMBER 2023		<u>-</u>	<u>13,566</u>	<u>13,566</u>

Creditors

NET ASSETS

FUNDS

Restricted

Unrestricted

TOTAL FUNDS

Approved by the Board of Trustees and signed on its behalf by:

Philip Onger

Chair of Trustees

17th October 2024

Date

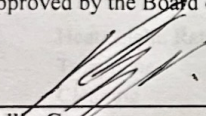
ST THOMAS, LANCASTER HOUSING PROJECTS

BALANCE SHEET

AS AT 31ST DECEMBER 2023

	Note	2023
		£
FIXED ASSETS		-
CURRENT ASSETS		
Debtors and Prepayments	4	300
Cash at Bank		152,687
TOTAL CURRENT ASSETS		<u>152,987</u>
CURRENT LIABILITIES		
Creditors	5	<u>420</u>
NET CURRENT ASSETS		152,567
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>152,567</u>
AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
Creditors	6	139,001
NET ASSETS		<u><u>13,566</u></u>
FUNDS		
Restricted		13,566
Unrestricted		-
TOTAL FUNDS		<u><u>13,566</u></u>

Approved by the Board of Trustees and signed on its behalf by:


 Philip Gager
 Chair of Trustees

14th October 2024

Date

ST THOMAS, LANCASTER HOUSING PROJECTS

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST DECEMBER 2023

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and have been prepared in accordance with the Charities Act 2011 and in compliance with the provisions of FRS102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

Incoming resources

Voluntary income is accounted for on receipt.

Resources expended

Expenditure is included on an accruals basis. Costs of Charitable Activities and Governance comprise primarily costs arising in connection with fulfilling the objects and statutory obligations of the Charity.

2 ANALYSIS OF INCOMING RESOURCES

No related party transactions took place in the year.

Voluntary Income

Restricted

Donations

Total
2023
£

25,706

25,706

3 ANALYSIS OF RESOURCES EXPENDED

Charitable Activities

Heat, Light, Rates and Water

3,901

Telephone

301

Cleaning

288

Legal and Professional Fees

5,370

Other Expenses

1,860

11,720

Support and Governance Costs

Accountancy and Independent Examiners Fee

420

ST THOMAS, LANCASTER HOUSING PROJECTS

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST DECEMBER 2023 (continued)

4	<u>DEBTORS</u>	2023
		<u>£</u>
	Prepayments	300
		<u>300</u>
5	<u>CREDITORS</u>	
	Repayable within one year	
	Accruals	420
		<u>420</u>
6	<u>CREDITORS</u>	
	Repayable after more than one year	
	Loans	<u>139,001</u>
7	<u>RELATED PARTY TRANSACTIONS</u>	
	No related party transactions took place in the year.	

INDEPENDENT EXAMINER'S STATEMENT

I have given the accounts for the year ended the subject provided to section 145(3) of the Act. I am not qualified to act as independent Examiner under the provisions of that section of the Act and that my contribution is shown below:

In connection with my examination, no claim has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which agree with the accounting records and comply with the accounting requirements of the 2011 Act, have not been met; or
- in which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip Davidson

10/12/23

Philip Davidson ACA FCCA Date:
CWR
Chartered Accountant
29-31 Market Way
Lancaster Business Park
Garstang Road
LANCASTER
LA1 1YR

ST THOMAS, LANCASTER HOUSING PROJECTS

INDEPENDENT EXAMINER'S REPORT TO ST THOMAS, LANCASTER HOUSING PROJECTS FOR THE PERIOD ENDED 31ST DECEMBER 2023

I report on the accounts of the St Thomas, Lancaster Housing Projects for the period ended 31st December 2023, which are set out on pages 9 to 12.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

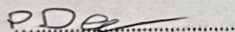
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

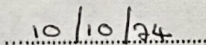
INDEPENDENT EXAMINER'S STATEMENT

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is shown below.

In connection with my examination, no matter has come to my attention:

- a. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, have not been met; or
- b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.





Phillip Dennison ACA FCCA
C W R
Chartered Accountants
20 Mannin Way
Lancaster Business Park
Caton Road
LANCASTER
LA1 3SW

Date