

# Wakefield District City of Sanctuary

Charity number 1187477

## Annual Report and Financial Statements

for the year ended 31 March 2023



# 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 2023**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Receipts and payments account	7
Statement of assets and liabilities	8
Notes to the accounts	9 to 11

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

# Wakefield District City of Sanctuary

## Trustees' report for the year ended 31 March 2023

### 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
Richard Davies	Chair	
Claire Way	Treasurer	
Siegfried Breuning		
Bryan Mucheriwa		
Susan Sanderson		
Zeraslasie Shiker		Resigned 19 June 2023

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

Registered and principal address	Bankers	
71 Howden Way	Co-operative Bank	Lloyds Bank
Eastmoor	P O Box 250	17 Westgate
Wakefield	Skelmersdale	Wakefield
WF1 4PL	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 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 2023

### 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 2023 was our third year as a CIO and another busy year.

WDCoS continued to run a computerised request and delivery system for the Clothing Store. We have improved the layout and service provided by the Clothing Store throughout the year. We continue to seek and establish links with other charities and donors to help replenish low clothing stocks on an ongoing basis. Assisted by funding from The Church of Latter-Day Saints, we provide new underwear through our request system and a set of clothes for asylum seekers when they first arrive at the Initial Accommodation Centres (IACs). A large proportion of available funding has been spent on provision of new shoes. Additionally, this year backpacks containing educational materials and a water bottle were provided to the IACs.

During the year, WDCoS reverted to a Food Store for refugees and asylum seekers only. Post pandemic, Wakefield Council has decided not to finance food banks or food stores in the area on an ongoing basis. WDCoS is unable to provide food support for those outside the target groups, especially given the rising cost of food. WDCoS has been granted £1500 from Wakefield District Housing Food Bank Fund to spend on milk for the next year. The Church of Latter-Day Saints has also made another substantial food donation.

# Wakefield District City of Sanctuary

## Trustees' report (continued) for the year ended 31 March 2023

### Achievements and performance (continued)

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 lack of availability of specialist advice from outside agencies. We still plan to get specialist advisors onsite at St Michael's as soon as we are able.

Using Digital Inclusion funds WDCoS currently has provided 127 managed tablet computers at the initial accommodation centres 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 including the provision of planned internet café type facilities in IACs.

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, has worked on several media products. The group has built a "Welcome to Wakefield" website to act as a central point of information for asylum seekers arriving in Wakefield. New arrivals receive a Welcome to Wakefield postcard and loyalty card to direct them to the website and help them access local facilities. The group has also produced some art postcards expressing the welcome that they have found and are learning how to make websites for their own use.

English teaching classes and conversation groups have continued to run online throughout the year. They are run by two joint lead volunteers plus 10 further volunteer teachers. Teaching is every morning and afternoon, Monday to Friday. We are continuing this online work, after the pandemic, as we have observed friendships forming online, better language learning progress due to more frequent and more regular attendance, and also because online contact provides an opportunity for emotional and practical support, in particular at times when our learners go through a crisis such as being moved from IACs to dispersed accommodation with very little notice. The fact that some learners have also become trusted teachers and colleagues even after they have left Wakefield underlines the strong bonds that have grown between us and the contribution to integration.

Face-to-face teaching continues at Urban House and management at the IAC has requested WDCoS sets up a second session each week. The seven teachers are in the process of establishing this additional session.

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 handcraft 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, which has met several times, is similarly beneficial, promoting wellbeing, integration and new learners for our English classes.

A new venture this year was a partnership with The Art House, Wakefield and local musicians to run a Garden Jubilee Jam, funded by The Leeds Community Foundation. This innovative project aimed at bringing music to refugees and asylum seekers who do not have access to participation in musical activity, promoted learning musical skills and provided performance and sharing opportunities. The Garden Jubilee Jam ran in the period up to and over the weekend of the Queen's Golden Jubilee in 2022. It was culturally inspiring, allowing participants to learn about the Queen, her service, local and national history, and traditional English customs in the form of afternoon tea!

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. Agencies and organisations with whom we have mutually supportive links include: RETAS, The Art House, Asylum Action, WEA, WLC, Citizen's Advice Bureau, Ackworth Howard School, Turning Point, Solace, Prince of Wales Hospice, British Red Cross, LASSN, My Eco Baby, Community Give Box and many more. A number of regular volunteers at St Michael's took up the NHS Peer Leadership scheme online course, following a visit from the Personalised Care Project Manager.

# Wakefield District City of Sanctuary

## Trustees' report (continued) for the year ended 31 March 2023

### Objectives and activities

#### Achievements and performance (continued)

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 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.

WDCoS would not be able to operate without the continued support of its volunteers. 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. During the year we bade farewell to a few retiring volunteers and welcomed new ones.

At the end of June 2022, Linda Fielding, a founding member of WDCoS, retired from the organisation. Linda was known for her drive, enthusiasm and sheer hard work. She was, and still is, respected throughout the Wakefield district. Linda's inherent knowledge and her time commitment to WDCoS are sorely missed. Typically, Linda was adamant that she wanted no fuss or personal gifts so, by way of thanking Linda for her wonderful contribution, a set of dual language books were donated to Wakefield library in Linda's name. A small and very low-key presentation marked the event.

All the help received from our volunteers and supporters, whether in person, over the internet or of a financial nature, has been wonderful.

#### Financial review

The net receipts for the year were £5,566, including net receipts of £9,508 on unrestricted funds and net expenditure of £3,942 on restricted funds after transfers.

During the year ended 31 March 2023 WDCoS has continued to help asylum and seekers through a variety of existing and new activities and projects.

At the time of signing these accounts 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, at the year end were £16,915.

The trustees do not currently have a formal reserves policy, as resources are only expended out of known income and core operating costs are relatively low, but will be giving this further consideration shortly.

Approved by the board of trustees on 6th October 2023

Signed:  (Trustee)

Name: Richard Willis 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 2023, 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 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

17/10/2023

### 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 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	15,773	52,244	68,017	94,999
Room hire and refreshment income		-	-	-	1,000
Other income		49	202	251	66
WMDC emergency assistance food aid		-	2,358	2,358	1,500
<b>Total receipts</b>		<b>15,822</b>	<b>54,804</b>	<b>70,626</b>	<b>97,565</b>
<b>Payments</b>					
Cash to asylum seekers		-	18,560	18,560	19,846
Website costs		-	1,793	1,793	3,844
Food		22	6,699	6,721	5,358
Clothes and shoes		37	3,816	3,853	7,585
Fixtures and fittings		-	-	-	321
Freelance workers		1,095	5,685	6,780	10,560
Rent		1,000	380	1,380	12,344
Volunteer expenses		5	200	205	33
Utilities		680	833	1,513	-
Telephone and broadband		664	933	1,597	1,107
Printing, postage and stationery		76	50	126	15
Repairs and maintenance		197	63	260	5,861
Cleaning materials		41	-	41	82
Insurance		490	33	523	504
Administration costs		-	-	-	123
Activity equipment		-	184	184	313
Arts and crafts		255	56	311	276
IT equipment		151	4,211	4,362	16,371
Refreshments for events and projects		-	871	871	-
Training		825	-	825	-
Independent examination		660	60	720	720
Beneficiary legal assistance		-	75	75	-
Miscellaneous		116	26	142	317
Emergency accommodation for asylum seekers		-	737	737	-
Promotional items		-	1,696	1,696	-
Musical sessions and equipment		-	6,340	6,340	-
Photography and videoing of events		-	1,005	1,005	-
Nursery care		-	4,440	4,440	-
<b>Total payments</b>		<b>6,314</b>	<b>58,746</b>	<b>65,060</b>	<b>85,580</b>
<b>Net receipts / (payments)</b>		<b>9,508</b>	<b>(3,942)</b>	<b>5,566</b>	<b>11,985</b>
<b>Fund balances brought forward</b>		<b>7,407</b>	<b>60,029</b>	<b>67,436</b>	<b>55,451</b>
<b>Fund balances carried forward</b>	(3)	<b>16,915</b>	<b>56,087</b>	<b>73,002</b>	<b>67,436</b>



# Wakefield District City of Sanctuary

## Statement of assets and liabilities

as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	16,861	56,087	72,948	67,258
Cash in hand	54	-	54	178
<b>Total cash funds</b>	<u>16,915</u>	<u>56,087</u>	<u>73,002</u>	<u>67,436</u>

### Amounts due to the charity

	2023
	£
Gift aid claimed to 31 March 2021	1,392
Gift aid claimed to 31 March 2022	1,745
Gift aid to be claimed to 31 March 2023	1,883
	<u>5,020</u>

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

	Initial cost
	£
127 x Yestel 10" tablets for use by asylum seekers in initial accommodation	18,678
Media equipment	7,059
Clothing store PCs	546
Resource centre PCs	2,179
	<u>28,462</u>

### Liabilities

	2023
	£
Independent examination	1,386
	<u>1,386</u>

The financial statements were approved by the board of trustees on 6th October 2023

Signed: Richard Davies (Trustee)

Name: Richard Willis Davies

# **Wakefield District City of Sanctuary**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **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 2023**

**2 Grants and donations**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Latter-day Saints	-	1,539	1,539	5,890
Leeds Community Foundation	-	9,794	9,794	-
NOVA	-	3,840	3,840	10,438
Urban Housing	-	1,000	1,000	1,000
Wakefield District Housing	-	1,500	1,500	-
Wakefield Metropolitan District Council	12,000	9,440	21,440	19,120
Awards for All	-	-	-	9,360
The Mears Foundation	-	-	-	900
Welcome to the World	-	-	-	420
Anonymous York donor	-	-	-	5,000
Other donations	3,773	25,131	28,904	42,871
	<u>15,773</u>	<u>52,244</u>	<u>68,017</u>	<u>94,999</u>

**3 Restricted funds**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Anonymous York Donor	4,430	-	3,769	-	661
Asylum Seekers' Support Fund	20,233	24,715	19,297	-	25,651
Awards 4 All	332	-	-	-	332
Awards 4 All Top Up grant	5,760	-	5,685	-	75
Beneficiary legal assistance	410	-	75	-	335
Latter-day Saints and general clothing store	2,689	1,866	1,591	-	2,964
Leeds Community Foundation	-	9,794	9,794	-	-
Nova - Live Well Wakefield	4,271	3,929	-	-	8,200
Nova Clothing Store and Resource Centre	2,291	-	-	-	2,291
Nova- Digital Inclusion	2,098	-	1,727	-	371
The Mears Foundation	637	-	311	-	326
Urban Housing LLP	-	1,000	-	-	1,000
Wakefield and District Health	1,925	-	1,191	-	734
Wakefield District Housing food	-	1,500	148	-	1,352
WMDC - Digital Inclusion	-	5,000	2,693	-	2,307
WMDC - food grant	2,771	2,358	5,007	-	122
WMDC - media project	11,835	202	3,018	-	9,019
WMDC - post-covid recovery	-	4,440	4,440	-	-
WMDC - Urban House	347	-	-	-	347
	<u>60,029</u>	<u>54,804</u>	<u>58,746</u>	<u>-</u>	<u>56,087</u>

**Wakefield District City of Sanctuary**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**3 Restricted funds (continued)**

<b>Fund name</b>	<b>Purpose of restriction</b>
Anonymous York Donor	To provide clothes and shoes and food.
Asylum Seekers' Support Fund	The Asylum Seekers Support Fund.
Awards 4 All	For the Clothing Store.
Awards 4 All Top Up grant	To 'top up' weekly shopping for food store recipients.
Beneficiary legal assistance	Donations towards legal assistance.
Latter-day Saints and general clothing store	To provide clothes and shoes.
Leeds Community Foundation	Garden Jubilee Jam preparation and event.
Nova - Live Well Wakefield	The Welcome Hub
Nova Clothing Store/Resource Centre	To run the Clothing Store, and Resource Centre.
Nova- Digital Inclusion	For a Digital Inclusion Project.
The Mears Foundation	For a Digital Inclusion Project.
Urban Housing LLP	For a Digital Inclusion Project.
Wakefield and District Health	To provide English classes.
Wakefield District Housing food	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 - post-covid recovery	An art and childcare project.
WMDC - Urban House	For outdoor equipment at Urban House.

**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.