



SANCTUARY HOSTING

Sanctuary Hosting Ltd

**End of Year Financial Statements
and Annual Report**

Period ending 30th April 2020

SANCTUARY HOSTING

UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 30 APRIL 2020

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GENERAL INFORMATION

Registered charity name	Sanctuary Hosting Ltd
Charity number	1173191
Company registration number	10114050
Principal & registered office address	Sanctuary Hosting c/o Emmaus Oxford 171 Oxford Road OX4 2ES
Trustees	Alison Baxter Kathryn Bowen Goytom Fissehay Matt Grainger Rosemary Haines Kenneth King Bebe Speed Theresa Foster Wyon Stansfield (to 20/5/2019)
Independent examiner	Michael Pawley Nelhurst Cottage Copson Lane Stadhampton OX44 7TZ
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

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TRUSTEES' ANNUAL REPORT

The trustees, who are also the directors for the purposes of company law (referred to as trustees throughout), present their report and the unaudited financial statements of the company (referred to as the Charity throughout) for the year ended 30 April 2020.

Reference and Administrative Details

Reference and administrative details are shown in the schedule of general information on page 2 of the financial statements. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

The Trustees

The trustees who served the charity during the year are shown on page 2.

Objectives and Activities

- 1. To relieve the needs of refugees, asylum seekers, people seeking sanctuary and vulnerable migrants in the UK, and their dependents, especially those residing in the Thames Valley region (Oxfordshire, Buckinghamshire & Berkshire).*
- 2. To advance the education of the public in general, especially in the Thames Valley region (Oxfordshire, Buckinghamshire & Berkshire), about the issues relating to refugees and to people seeking asylum or sanctuary.*
- 3. The provision of facilities for recreation or other leisure time occupation with the object of improving the life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.*
- 4. To advance the education and training of those granted refugee status and their dependents in need thereof so as to advance them in life and assist them to adapt within a new community.*
- 5. The promotion of equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds.*

The activities undertaken to achieve the charity's objectives are:

1. The provision of accommodation through a hosting scheme which matches 'hosts' with 'guests'. Hosts are volunteers in the Thames Valley region who have a spare room or sofa bed they are willing to offer, free of charge, for a finite period. Guests are either refugees, asylum seekers or other vulnerable migrants with a reason other than economic for not returning to their home country, and who are either homeless or at imminent risk of this.
2. The promotion of general education around refugees, asylum seekers and other migrants through the provision of training, participation in events, working with the media, and the hosting service itself.
3. The provision of opportunities and funding for guests to take part in recreation and leisure time activities.
4. Facilitating access to formal and informal educational opportunities for guests of the hosting scheme.
5. Fostering understanding through the hosting scheme itself together with regular social events which bring together hosts, guests, staff and volunteers.

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Summary of Main Achievements and Performance

1. Sanctuary Hosting has continued throughout the year to provide accommodation to homeless migrants and refugees in the Thames Valley, mainly in Oxfordshire, Reading, Milton Keynes and Marlow. The organisation grew with the employment of a Marketing and Communications Officer in March 2019 and then a Project Worker in June 2019 focused on developing the hosting service in Reading. Furthermore, with the departure of our long-standing Service Coordinator in January 2020, we employed a new Service Coordinator and a Service Assistant, the latter a post that had previously been filled by a dedicated volunteer. Service continued throughout the Coronavirus pandemic which hit the UK in March 2020 with a rapid set of changes to staff operations and new 'staying safe' guidelines for all guests and volunteers.

Over the year we provided 5,060 nights of accommodation, a 10% increase from the previous year, hosting a total of 26 people, up from 24 in the previous year. We have calculated that it costs us £18.09 per night to host a guest, representing excellent value for money compared with other solutions to homelessness. We remained open throughout 2020, either hosting or advocating with the local authority to ensure people in need of shelter were housed through the *Everyone In* initiative.

During the year we recruited another 16 approved hosts in the region, bringing the total number to 83 and increasing our capacity to make successful matches. We engaged with hosts in Marlow for the first time, a key location as there is a demand for hosting with frequent referrals from neighbouring High Wycombe. As our geographic scope increases, along with the number of people joining Sanctuary Hosting, we invested in an online case management system in October 2019 which has greatly improved efficiency and GDPR compliance.

The length of each hosting placement varies, depending on the availability of the host, the situation of the guest and the compatibility of the two parties. In total there were 55 separate placements of guests with hosts, made up of guests moving into the scheme for the first time and transfers between hosts. On average, guests stay with one host for 75 days. The shortest stay of a guest in the hosting scheme last year was 2 days, while the longest was 790 days.

In the last year, 26 guests left the scheme, 18 moved from hosting into successful housing solutions, while 3 remain hosted, giving a 70% rate of successful move on. Move on options depend on the person's status with the Home Office. For example, there is accommodation for those in the asylum system but it can take months to materialise. For those granted 'leave to remain' and the right to work, private rented accommodation is an option. During the year, Sanctuary Hosting helped 6 women fleeing domestic abuse. In each of these cases, the woman left hosting to move into a specialist refuge once granted recourse to public funds by the Home Office. In one case, a guest moved from hosting into Council accommodation thanks to the *Everyone In* effort. Three remain hosted and five left the scheme unsuccessfully, into unstable housing. One of these guests could not continue to be hosted because of being sectioned under the mental health act. Three guests left hosting to stay with friends as they were unable to comply with host guidelines, which became of paramount importance during the COVID 19 pandemic. Another guest opted to return to her home country in spite of efforts by Sanctuary Hosting staff and her caseworker to seek alternative options as there was a risk for her to return.

We allocate a volunteer support worker to each guest and each host and we believe this is a key factor in ensuring the success of our placements. The role entails regular communication with hosts and guests, providing assistance with moving in and out of placements, reassurance and signposting to other services and activities. With the COVID 19 pandemic we saw a decline in numbers applying to volunteer with Sanctuary Hosting in early 2020. We have altered the role so that it can be carried out remotely, and only if everyone is comfortable is a socially distanced outdoor meeting arranged.

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In order to ensure equality of access to volunteering, we also offer to pay expenses. Some are reluctant to take this up but over the year £1,057 was paid out to our volunteers. We have calculated that our volunteers, not including our hosts, contribute 63 hours per week of their time. If this was paid at the statutory minimum wage of £8.21 per hour this would equate to £517 per week or £26,896 per year.

No matter what the guest's status with the Home Office, our aim is to work with them, their caseworker, and legal representative to enable them to attain regular status, with the eventual goal of living independently in the UK. Over the year we have given out £3,154 from our 'Move On' fund to help people move into independent living.

During the year, we had a steady flow of referrals and were eventually able to host or find suitable alternatives for all guests who met our criteria. The highest number of guests hosted at any one time was 18, and the lowest 10. We work with each person who is hosted to understand their needs and connect them to education, social opportunities, food banks, counselling and any other support requested. It is well documented that those forced to leave their home countries suffer from depression and anxiety, a normal reaction to their extraordinary experiences, and this can make it more difficult for them to move on into independent living. However, we do find that hosting more often has a positive impact on emotional health and provides real opportunity for integration and gaining skills and understanding about UK life.

2. Throughout the year we have promoted general education around refugees, asylum seekers and other migrants in a variety of different ways:
 - a. All new volunteers, hosts and support workers receive in-house training that outlines the UK immigration and asylum system, addresses ways of managing cultural difference and reviews issues that can arise from hosting placements. In July 2019, we brought together 30 members of the Sanctuary Hosting community to celebrate welcome and sanctuary in the garden of one of our trustees. This event was attended by volunteers, guests, trustees and staff. In September 2019, we ran a training on Boundaries, Ethics and Power for the Sanctuary Hosting community in conjunction with a therapist working at Refugee Resource.
 - b. On a quarterly basis, all members of the Sanctuary Hosting community are invited to attend a peer support session facilitated by a psychotherapist who has extensive experience in supporting those working in forced migration. This session serves to support but also help us to learn best practice from one another's experiences. Initially, these sessions were run in person but have moved online since spring 2020 with the added advantage of being easy for all to access.
 - c. Participating in events and talks across the Thames Valley. These initiatives attract new volunteers, new host applicants, and people willing to support us financially with standing orders. During the year we attended the East Reading Festival, Refugees Welcome Milton Keynes Refugee Week celebration, Milton Keynes Homeless Partnership meetings, NACCOM Conference in Amnesty London, Bicester Big Lunch, CCOW Conference in Oxford, and Oxfordshire Anti-Slavery Initiative among others.
 - d. In March 2019, Sanctuary Hosting employed a Marketing and Communications officer thanks to a grant from the *Guardian* newspaper to our umbrella body NACCOM (No Accommodation Network). The postholder made great strides in linking with local and national media outlets, and establishing a social media presence for the organisation. Sanctuary Hosting attended 4 local radio interviews and saw 2 articles published in the Oxford Times. Furthermore, our social media following on Twitter and Facebook rose significantly. These communication efforts resulted in an increase in volunteer applications and a better engagement with members of the Thames Valley community around asylum and immigration issues.

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- e. The hosting process itself fosters a greater understanding between people from diverse backgrounds. Our hosts and support workers have been invited to share their experiences of hosting via blogs posted to the Sanctuary Hosting website. These have been engaging and have helped to give people a better understanding of the hosting service and its lasting impact.
3. By providing accommodation to those who are homeless, or at risk of homelessness, we have opened up opportunities for guests to take part in leisure time activities that they could previously not afford or were too stressed to participate in. Guests have been able to watch TV and use the internet, and have joined hosts in family and seasonal celebrations. Three guests participated in the art therapy group Making Space Safe at Modern Art Oxford, which became particularly important during the national lockdown in spring 2020. Three volunteered with the award winning Multaka project at Oxford's Pitt Rivers museum, which trained volunteers to become guides and talk about certain sections of the anthropological collections. Guests are connected to activities in the local communities such as football, cooking, gardening, performing music, and playing chess with their hosts. All of this helps our guests to feel that they are at last beginning to lead a more normal life and can begin to envisage a safe future.

Apart from providing free accommodation, the majority of hosts also offered free food, and many also provided other benefits such as use of telephone, wifi and a spare laptop where available. Sanctuary Hosting makes regular subsistence payments of £20 weekly and provides a bus pass to those guests who are destitute and not entitled to public funds. Together with occasional discretionary expenses, these payments to guests amounted to £13,546 over the year, a substantial increase on the previous year. We also paid transport expenses for guests needing to travel to nearby towns or cities to access essential services and support amounting to £11,269 over the year, another significant increase due to an increase in nights of hosting provided and engaging with hosts in rural areas where bus travel is costly.

4. During the year we have enabled many guests to return to study. Most are highly motivated to do so and have achieved good results in English, access courses and so on. One guest left the hosting scheme in January 2020 to stay with friends. In June 2020, he achieved three science A levels and a place at university to study biomedical science. He was hosted with Sanctuary Hosting for 3.5 years while he awaited a decision on his asylum application. It is certain that without hosts such a remarkable academic achievement would have been near impossible. Two guests left the scheme to study at Ruskin College and this enabled access to student accommodation.
5. We believe our model is an ideal way of promoting understanding between people from diverse backgrounds. Since Sanctuary Hosting began, people from 27 different countries have been hosted in British households across the Thames Valley. Thanks to our support worker system and staff involvement, we are careful to safeguard against any risk of exploitation, ensuring that any cleaning, shopping, cooking, childcare, house minding is done fairly and at the guest's volition. From experience, hosting has led to the creation of bonds of friendship between guests, volunteer support workers and hosts some of which last well beyond the placement.

Financial Review

The charity has grown substantially over the year. Total expenditure was £94,724 as compared to £62,163 in the previous year, an increase of £32,561. Total income decreased slightly with £87,823 raised, compared to £93,720 the previous year. After planned spending from our reserves, the year ends with the charity carrying forward total funds of £71,850, compared with £78,751 in the previous year.

The trustees believe this to be a satisfactory position, provided we can continue to raise the necessary funds in future years. The Big Lottery is committed to continuing its grant to the charity through our partners at the Red Cross until August 2020, with further payments amounting to £11,497 in total

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expected over the period. The charity will also continue to fundraise for grants from other sources, including Oxford City Council and other grant giving bodies known to support similar projects. Our medium-term fundraising strategy is to replace reliance on grants with a supporter base of regular donors paying by standing order. Significant progress has already been made with this with 51 donors giving a total of £14,412 over the year but we have had to lower our expectations of further increases in the short term because of restrictions on public gatherings where we can raise awareness of our work.

Of the £71,850 total assets at the year end, £28,393 is unrestricted, £17,978 is restricted and £25,480 is designated as reserves. In the course of the year the additional designated fund of £6,725 to employ a project worker tasked with building up the number of hosts, guests and volunteers in the Reading area was spent as planned.

The charity has a reserves policy in place which divides designated reserves into the five categories of:

- a) Programme reserves (in mitigation of grant non-renewal – set at three months of the largest annual grant received);
- b) Operating reserves (in mitigation of unexpected non-budgeted expenses – set at 10% of unrestricted income for one year);
- c) Insolvency reserves (in mitigation of the charity needing to be wound up in good order – two months of operating costs);
- d) Capital Assets reserves (in mitigation for the loss of equipment, premises or other operational necessities – equivalent to the depreciation of fixed assets as given in the charities accounts);
- e) Opportunity Reserves (to enable the charity to meet special targets of opportunity – as set by the trustees).

The designated funds are divided between these five categories, in the amounts £6,250, £2,830, £14,000, £400, and £2,000 respectively. The trustees believe that overall reserves held are satisfactory to the age and position of the charity and that the year finishes with the charity in sound financial health.

Structure, Governance and Management

Sanctuary Hosting is a registered Charity and a Charitable Company Limited by Guarantee. The trustees are also its directors and members, with no other classes of membership. New trustees are appointed by the majority vote of existing trustees, following the rules in our Articles of Association and with a view to the needs of the charity at the time. A third of the trustees are required to retire each year on a rotating basis according to who has stood longest. If these trustees choose to stand again they may be re-appointed through a majority vote of the remaining trustees. The executive management of the charity during the year was carried out by a part-time employee Service Manager.

Political and Charitable Donations

None

Small Company Special Provisions

None

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RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Sanctuary Hosting for the purposes of Company Law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company Law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that year.

In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINATION

Michael Pawley will be considered for re-appointment at the next trustees' meeting as independent examiner for the ensuing year.

Signed on behalf of the trustees



Alison Baxter (Chair of Trustees)

Date 18/11/2020

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INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SANCTUARY HOSTING

FOR THE YEAR ENDED 30 APRIL 2020

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2020 as set out on pages 10-17.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").


Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

1. accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
2. the accounts do not accord with such records; or
3. the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.


Date 25 October 2020

Michael Pawley
Nelhurst Cottage
Copson Lane
Stadhampton
OX44 7TZ

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 APRIL 2020

		Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	3	28,355	4,200	32,555	25,597	4,200	29,797
Charitable activities	4	-	55,268	55,268	-	63,923	63,923
Investments		-	-	-	-	-	-
Total income		<u>28,355</u>	<u>59,468</u>	<u>87,823</u>	<u>25,597</u>	<u>68,123</u>	<u>93,720</u>
Expenditure on:							
Raising funds		-	-	-	-	-	-
Charitable activities	5	20,566	74,158	94,724	6,122	56,041	62,163
Other		-	-	-	-	-	-
Total expenditure		<u>20,566</u>	<u>74,158</u>	<u>94,724</u>	<u>6,122</u>	<u>56,041</u>	<u>62,163</u>
Net income / -expenditure		7,789	- 14,690	- 6,901	19,475	12,082	31,557
Transfers between funds		-	-	-	-	-	-
Net movement in funds		<u>7,790</u>	<u>- 14,690</u>	<u>- 6,901</u>	<u>19,475</u>	<u>12,082</u>	<u>31,557</u>
Reconciliation of funds:							
Total funds brought forwards		46,083	32,668	78,751	26,608	20,586	47,194
Total funds carried forward		<u>53,872</u>	<u>17,978</u>	<u>71,850</u>	<u>46,083</u>	<u>32,668</u>	<u>78,751</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 17 form part of these financial statements.

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BALANCE SHEET AS AT 30 APRIL 2020

		2020	2019
		£	£
	Notes		
FIXED ASSETS			
Tangible Assets	8	757	626
CURRENT ASSETS			
Debtors	9	-	3,366
Cash at bank	10	72,038	74,759
		<u>72,038</u>	<u>78,125</u>
CREDITORS: Amounts falling due within one year	11	945	-
NET CURRENT ASSETS		71,093	78,125
NET ASSETS		<u>71,850</u>	<u>78,751</u>
FUNDS			
INCOME FUNDS			
Unrestricted Income funds	12	28,292	13,878
Designated income funds		25,480	32,205
Restricted Income funds	13	17,978	32,668
TOTAL INCOME FUNDS		<u>71,850</u>	<u>78,751</u>

For the year ended 30 April 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

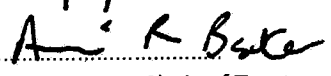
Trustees responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the members of the committee and authorised for issue

on 18/11/2020 and are signed on their behalf by:


Alison Baxter, Chair of Trustees

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2020**

1. COMPANY STATUS

Sanctuary Hosting is a company limited by guarantee.

The liability of each member is limited to £1 on a winding up of the company.

2. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The Trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern. The impact of Covid-19 is being managed carefully in 2020-21 but is not expected to reduce reserves to an unsustainable level.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

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 subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Designated funds are created at the discretion of the Trustees for such purposes as they see fit.

Income

All income is included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donations and legacies income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £50 are not capitalised.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2020

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer equipment – 33% straight line

Training equipment – 33% straight line

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure represents amounts invoiced, including value added tax.

Taxation

The Charity is exempt from corporation tax on its charitable activities.

3. DONATIONS AND LEGACIES

	Unrestricted	Restricted	Total Funds	Total Funds
			2020	2019
	£	£	£	£
Donations	28,190	4,200	32,390	29,797
Gift Aid	165	-	165	-
Total Donations	<u>28,355</u>	<u>4,200</u>	<u>32,555</u>	<u>29,797</u>

4. CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds	Total Funds
			2020	2019
	£	£	£	£
Grants	-	55,268	55,268	63,923
Total Charitable activities	<u>-</u>	<u>55,268</u>	<u>55,268</u>	<u>63,923</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2020

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds	Total Funds
			2020	2019
	£	£	£	£
Charity Management and Administration				
DBS Checks	463	167	630	908
Bank Charges	80	124	204	90
Depreciation	549	-	549	273
Governance Costs	13	260	273	13
Insurance	-	1,493	1,493	1,250
Office Costs	1,389	976	2,365	1,828
Employee Costs				
Employer's Pension Contributions	51	661	712	844
Employer's NI	- 440	440	-	-
Payroll Services	2,259	2,704	4,963	601
Recruitment	42	506	548	975
Staff Gross Pay	12,099	36,849	48,948	35,643
Staff Other Costs	554	35	589	308
Staff Training	-	317	317	32
Staff Travel	438	2,621	3,059	1,891
Guest Support				
Guest Discretionary Expenses	804	168	972	578
Guest Move On Costs	-	3,154	3,154	4,370
Guest Subsistence	120	12,454	12,574	5,700
Guest Travel Costs	1,327	9,904	11,231	4,524
Interpreting	160	-	160	10
Publicity	179	-	179	74
Volunteer Support				
Volunteer Other Expenses	479	-	479	538
Volunteer Training Costs	-	747	747	388
Volunteer Travel Costs	-	578	578	754
Total charitable activities	20,566	74,158	94,724	61,592

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 APRIL 2020

6. NET OUTGOING/INCOMING RESOURCES FOR THE YEAR

	2020 £	2019 £
Directors' remuneration	-	-
Depreciation	549	273

7. STAFF COSTS AND EMOLUMENTS

	2020 £	2019 £
Wages	48,948	35,645
Social security costs	-	-
Pension contributions	712	843
	<u>49,659</u>	<u>36,488</u>

None of the employees of the company earned £60,000 or more during the periods ended 30 April 2020.

The average number of employees during the period was 4.1. All employees are involved in the provision of the Company's objects.

8. TANGIBLE FIXED ASSETS

	Computer Equipment £	Training equipment £	Total £
COST			
At 1 May 2019	963	159	1,122
Additions	680	-	680
Disposals			-
At 30 April 2020	<u>1,643</u>	<u>159</u>	<u>1,802</u>
DEPRECIATION			
At 1 May 2019	381	115	496
Charge for the year	505	44	549
Disposals			-
At 30 April 2020	<u>886</u>	<u>159</u>	<u>1,045</u>
NET BOOK VALUE			
At 30 April 2020	<u>757</u>	<u>-</u>	<u>757</u>
At 1 May 2019	<u>582</u>	<u>44</u>	<u>626</u>

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9. DEBTORS

	2020	2019
	£	£
Other debtors	-	3,266
	-	3,266

10. BANK AND CASH

	2020	2019
	£	£
Current account	68,514	73,401
Petty Cash (Sarah)	10	350
Petty Cash (Elaine)	-	800
Petty Cash (Kelly)	-	100
Petty Cash (Isabella)	27	-
Petty Cash (Fiona)	14	-
PayPal	1,866	108
Soldo account	1,606	-
	72,038	74,759

11. CREDITORS

	2020	2019
	£	£
Trade creditors	405	-
Other creditors	540	-
	945	-

12. UNRESTRICTED INCOME FUNDS

	Balance at 1 May 2019	Income	Expenditure	Capital expenditure from restricted funds	Transfers	Balance as at 30 April 2020
	£	£	£	£	£	£
General funds	13,878	28,356	- 12,572	159	- 1,428	28,393
Designated funds:						
Assets	400	-	-	-	-	400
Insolvency	14,000	-	-	-	-	14,000
Opportunity	2,000	-	-	-	-	2,000
Operations	2,830	-	-	-	-	2,830
Programme	6,250	-	-	-	-	6,250
Reading	6,725	-	- 7,994	- 159	1,428	-
	46,083	28,356	- 20,566	-	-	53,872

SANCTUARY HOSTING

13. RESTRICTED INCOME FUNDS

	Balance at 1 May 2019	Income	Expenditure	Capital expenditure from restricted funds	Transfers	Balance as at 30 April 2020
	£	£	£	£	£	£
Tolkien Trust 2018-19	21,127	-	- 21,127	-	-	-
Tolkien Trust 2019-20	-	15,000	- 7,648	-	-	7,352
Big Lottery	1,978	22,268	- 25,055	-	-	- 809
Oxford City Council 2019-20	-	10,000	- 10,000	-	-	-
Oxford City Council 2020-21	-	8,000	- 800	-	-	7,200
NACCOM	6,374	-	- 6,374	-	-	-
Move On Fund	3,189	4,200	- 3,154	-	-	4,235
Total restricted funds	32,668	59,468	- 74,158	-	-	17,978

Restricted funds:

- Tolkien Trust: grant towards general running costs, including employment of Service Coordinator and payment of guest expenses.
- Big Lottery: grant for work in partnership with British Red Cross and Citizens Advice Reading, including employment of Service Manager and guest and volunteer expenses.
- Oxford City Council: grant towards general running costs, including employment of Service Coordinator.
- NACCOM: grant from our umbrella body to employ Marketing and Communications Officer.
- Move On Fund: donations towards assisting guests to move on from hosting.

14. TRUSTEE REMUNERATION, KEY MANAGEMENT PERSONNEL & RELATED PARTY TRANSACTIONS

No trustees received any remuneration or received any other benefits from an employment with the charity.

The key management personnel of the charity comprise the trustees and so there were no associated costs.

Apart from that, no trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.