

CARING IN BRISTOL LIMITED

CHARITY REGISTRATION NUMBER: 1151645

COMPANY REGISTRATION NUMBER: 8419424

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD 26 FEBRUARY 2013 TO 31 MARCH 2014

BURTON SWEET
PEMBROKE HOUSE
15 PEMBROKE ROAD
CLIFTON
BRISTOL, BS8 3BA

CARING IN BRISTOL LIMITED

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CARING IN BRISTOL LIMITED

LEGAL AND ADMINISTRATION INFORMATION

Constitution

Caring in Bristol Limited is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association.

Charity number 1151645

Company number 8419424

Trustees and Directors

The trustees of the company who were in office during the year and up to the date of signing the financial statements were:

Phil Summerhayes	Chair
Lindsey Jones	Secretary
John Nelson-Smith	Treasurer (joined May 2014)
Olly Swayne	Trustee
Kat Caldwell	Trustee
Roger Granger	Trustee
Frances Smith	Trustee (joined May 2014)
Lee Willetts	Trustee (joined May 2014)
Robert Keirle	Trustee (resigned Aug 2014)

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham, B1 2HB

HSBC
11 Canford Lane
Westbury-on-Trym
Bristol, BS9 3DE

COIF Charity Funds
80 Cheapside
London, EC2V 6DZ

Registered office

Julian House
Little Bishop Street
St Pauls
Bristol, BS2 9JF

Accountants and Independent Examiner

Jayne Tucker FCCA
Burton Sweet Chartered Accountants
Pembroke House
15 Pembroke Road
Clifton
Bristol, BS8 3BA

Solicitors

Clarke Willmott
1 Georges Square
Bath Street
Bristol, BS1 6BA

CARING IN BRISTOL LIMITED

REPORT OF THE TRUSTEES

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their report and independently examined financial statements for the extended period 26 February 2013 to 31 March 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in 2005, the Companies Act 2006 and the Charities Act 2011 in preparing the annual report and financial statements of the Charity. The legal and administration information on page 3 forms part of this report.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Caring in Bristol is a newly incorporated charity, set up to continue the work that Caring at Christmas, an unincorporated charity, has been delivering for 25 years. The Trustees of Caring in Bristol are the same as those of Caring at Christmas, and the mission and charitable aims remain fundamentally unchanged. The activities and cash assets of Caring at Christmas were transferred to Caring in Bristol on 31 January 2014. On 24 March 2014 Caring in Bristol took receipt of the remaining assets and liabilities following completion of the sale of property by Caring at Christmas (see note 12 in the accounts). The Trustees are now in the process of winding down Caring at Christmas.

The Trustees commissioned Burton Sweet to provide assistance through the incorporation process. Caring at Christmas Limited, a registered charity and a company limited by guarantee was incorporated on 26 February 2013 and is governed by its Memorandum and Articles of the same date. The Trustees elected to change the name to Caring in Bristol Limited on 12 July 2013 in order to better reflect the work that the organisation carries out throughout the year.

BOARD OF TRUSTEES

The Trustees have a wide range of skills and experience. A term is three years and Trustees can serve two consecutive terms after which they must step down for at least two years. The Trustees, together with the Charity Development Lead, identify the skills and experience required of the Trustees to ensure that the board reflects this need. The induction for prospective board members includes documentation, meeting other trustees and staff, and attending a board meeting where the detailed work of the Charity and discussions concerning Trustees' roles and responsibilities are covered.

The Trustees met regularly, approximately every six weeks to review strategy and performance, and to agree operating plans and annual budgets. Management and oversight of specific functions or projects is delegated to three sub-groups of Trustees, staff and volunteers. The Finance Committee, Caring at Christmas Management Group, and Bristol Nightstop Management Group meet regularly as required, and report to the Trustees at each board meeting.

RISK MANAGEMENT

The Trustees have used the original assessment and register as a management tool. Improvements have continued to be made and the register will be updated during the coming period. The nature of our

work implies a certain level of risk arising from the high level of drug dependency amongst our client group. The Trustees seek to manage such risks to an acceptable level and this remains an important area for attention.

The Trustees will continue to review the major risks to which the charity is exposed and systems will continue to be evolved to manage those risks.

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

The charitable purposes of the Charity are the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

Our mission is to improve the wellbeing of homeless and vulnerable people in the Bristol area.

Our objectives are:

- To provide a safe and welcoming shelter, food and support for homeless people over Christmas;
- To provide emergency accommodation and support for young people throughout the year;
- To provide practical information to homeless people and other stakeholders in the Survival Guide; and
- To tackle the causes of homelessness through working with other charities and associations.

ACTIVITIES AND ACHIEVEMENTS

This is the first annual report and accounts for Caring in Bristol which has been operational since 1 February 2014. However, as stated above the Charity is continuing the work that has been delivered by Caring at Christmas for 25 years and therefore details of activities and achievements throughout the period 26 February 2013 to 31 March 2014, referring to both organisations, is provided below.

To deliver our objectives in the period ending 31 March 2014 our activities included:

- Delivery of a successful Christmas Shelter project including a smooth handover to the new Project Lead;
- Developing our provision for homeless young people in the Bristol area and secure continuation funding;
- Updating and improving our Survival Handbook;
- Completion of the sale of the Charity's property and transfer of business to the new incorporated charity Caring in Bristol Limited;
- Implementation of identified improvements to the IT infrastructure, banking and financial procedures, working conditions for staff, and salary and benefits review;
- Creation of a number of committees with a focus on specific areas to improve the efficiency of the board; and
- Launch of our new website to improve accessibility, raise awareness of the charity, of homelessness and how volunteers and the wider public can contribute.

CHRISTMAS SHELTER 2013

The Christmas shelter opened at 3pm on 23 December 2013 and closed on New Year's Day 2014. During this time the Christmas Shelter was open 24 hours a day and provided food, shelter and support for hundreds of guests. As in previous periods, the Christmas Shelter involved approximately 450 volunteers who cooked, helped out in the office, entertained and gave commitment and compassion to our guests. Our volunteer family supports our paid staff to deliver the Christmas Shelter, providing supervisors, chefs, cleaners, helpers and befrienders. Our Christmas Shelter is driven by the commitment of our volunteers and as ever we are deeply indebted for their time and dedication.

Our small staff team work hard to organise and plan the Christmas Shelter with the support of numerous volunteers in the run-up and during Christmas. Our new project lead did a fantastic job and delivered their first, and the Charity's busiest ever, successful Christmas shelter to support homeless and vulnerable people in Bristol.

During the run-up to Christmas we ran training sessions for volunteers covering Kitchen Training, Drugs Awareness (with Bristol Drugs Project), Mental Health (with Bristol MIND) and Managing Difficult Behaviour. We also ran training for new volunteers ensuring that they were well inducted before their first shift at the Christmas Shelter.

We provided 2,639 hot meals and over 4,000 sandwiches over the 10 days and 9 nights, and provided safe and warm accommodation for up to 50 people each night. Our dormitory was at capacity almost every night.

BRISTOL NIGHTSTOP

Following delivery of a successful 6 month pilot project, funded by a Small Grant from the Homelessness Transition Fund, the Bristol Nightstop project has gone from strength to strength. With three full-time staff in post from July 2013 and a clear and growing demand for the service, the Charity supported the project through a funding transition period using a donation from the Cold Weather Group, and a limited designation of Charity reserves.

During this period, the Charity applied for and was awarded a Homelessness Transition Fund Main Grant of £115,000. This funding will enable Bristol Nightstop to deliver a full-time project in the city of Bristol from January to December 2014.

Bristol Nightstop is a Caring in Bristol project that works directly with young homeless people aged 16-25, all year round, in the City of Bristol. The project arranges temporary and emergency accommodation for young homeless people in the homes of trained and vetted individuals. We call these volunteers Bristol Nightstop Hosts. Additionally, the project provides emergency Key Worker support to give expert advice, help young people to return home where possible, support them when and where they need it and secure a safe place to stay through our Bristol Nightstop Host Network when no other accommodation or options are available.

The project is accredited by Depaul Nightstop UK and works closely with other organisations in the city to ensure that young people can break free from the cycle of homelessness at the earliest opportunity.

Charlie Skinner

The Trustees would like to pay tribute to Charlie Skinner who died suddenly and unexpectedly in May 2014. Charlie joined the Charity in July 2013 as Bristol Nightstop project lead, having worked in the sector in Bristol for many years. Charlie's passion and experience were instrumental in establishing and delivering a project that, to date has provided 440 nights of safe and welcoming accommodation for young people at risk of homelessness in Bristol.

The Board would also like to thank the staff team for the professional and compassionate manner in which they dealt with this incredibly difficult situation; and our partner organisations and volunteers for their support.

THE SURVIVAL HANDBOOK

The publication of the 12th annual edition of the Survival Handbook in 2013 provides written information which can be used as a first point of support and information for anyone finding themselves homeless or at risk of becoming homeless in the Bristol area. It provides information on many of the services available to homeless people in the central areas of the city. The Survival Handbook is widely distributed throughout the city and is used by many support services and support workers as well as homeless and vulnerable people themselves. In 2013, Caring in Bristol published 6,000 copies of the Survival Handbook. The publication was supported by the Zurich Community Trust through their 'Zurich Cares' Programme.

SALE OF PROPERTY

Caring at Christmas owned the property in the St Paul's area of Bristol from which the Christmas Shelter is operated. During the year the majority of the building was leased to the Julian Trust which operates a Night Shelter five nights a week. This landlord-tenant arrangement has been a frustration for both organisations for some time. Caring in Bristol had the financial burden and risk of owning and maintaining the property, and the responsibility of being a landlord. The Julian Trust had limited ability to manage the property from which it operates for the majority of the year.

The Trustees are committed to growing the work of the Charity but have been constrained by the Charity's reserves being invested in this property. Therefore, after careful consideration including taking legal and professional advice, and consensus by the Board, the sale of the property to the Julian Trust was agreed in May 2013. Professional valuations were obtained by both organisations and the sale price was negotiated and agreed at £165,000. This valuation was considerably less than the net book value of the property in the accounts of Caring at Christmas which was based on the historic cost. The Trustees took all required steps to satisfy themselves that the best sale price was achieved and that the sale of the building is in the best interests of the Charity and its beneficiaries.

The sale was completed on 24 March 2014 and the proceeds transferred from Caring at Christmas to Caring in Bristol.

Caring in Bristol is the tenant of the Julian Trust, renting office space throughout the year and taking over the whole shelter for the Christmas period as usual. The sale of the property will not impact on the Charity's ability to deliver its vital Christmas project and both charities will continue to work closely together.

CONTINUOUS IMPROVEMENT

The Trustees recognise the requirement for continuous review of the Charity's structure, policies and procedures to enable it to achieve its purposes and mission and deliver its services efficiently. As the scope of work delivered by Caring in Bristol has increased, predominately through the Bristol Nightstop project, the Trustees have taken steps to ensure that the set-up of the Charity is appropriate for the growing team and its work.

The Trustees and staff team are reviewing a number of internal elements including but not limited to: the staffing structure including job descriptions, the IT infrastructure, the office and working conditions, the banking and financial procedures, and the salary and benefits policy. A number of improvements have been implemented by 31 March 2014 with many more planned for 2014-15.

PUBLIC BENEFIT

The Trustees have complied with their legal duty under the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. All our charitable activities focus on relief of poverty and distress and are undertaken to further our charitable purposes for the public benefit.

FINANCIAL REVIEW

Total incoming resources for the period were £322,735 which includes the transfer from Caring at Christmas of its assets and liabilities of £313,755. Resources expended totaled £32,988 giving a balance of total charity reserves of £289,747 at 31 March 2014.

The transfer from Caring at Christmas includes £49,237 which is the remaining balance of restricted funds from the first installment of the Homelessness Transition Fund grant for the Bristol Nightstop Project.

Due to the incorporation of Caring in Bristol and the transfer of activities, assets and liabilities from Caring at Christmas, in order to provide a meaningful comparison, it is necessary to look at Caring in Bristol and Caring at Christmas combined income and expenditure for the 8 months 1 August 2013 to 31 March 2014.

General donations in the period were £84,579 which is roughly in line with the same period in the previous year. Unrestricted expenditure totaled £113,566 which includes £36,165 from the Charity reserves that was designated as transition funding for Bristol Nightstop. The balance of unrestricted expenditure of £77,401 is broadly in line with previous years and expectations; the majority of donations are received during the October to January months so this is the usual pattern of income and expenditure.

RESERVES POLICY

The reserves policy was reviewed by Trustees considering the Charity's requirements for reserves in light of the main risks to the organisation. Following the decision to sell the property, the key financial risks facing the Charity are decreasing donations and not securing grants to continue existing projects.

To address the risk of a decrease in donations, the Trustees believe free reserves equivalent to 6 months' running costs should be maintained; this equates to approximately £75,000 for the financial

year 2014-15. At 31 March 2014 free reserves are approximately £230,000 which clearly exceeds the amount required which is due to the sale of the property by Caring at Christmas.

The balance of designated funds set up in Caring at Christmas has been transferred to Caring in Bristol. This includes a charity development & infrastructure fund and a research fund. Further details are provided in note 9.

In order to decide how best to utilise the charitable funds under their care whilst ensuring the long-term financial stability of the Charity, the Trustees are investigating all possible options, including potential collaborations with other charities and organisations. To maximise the investment income for the Charity during this process the Trustees have decided to invest a substantial amount of the cash in The Affirmative Deposit Fund for Charities after the end of this reporting period.

PLANS FOR FUTURE PERIODS

The main activities planned for 2014-15 to deliver the objectives set out above are:

- Review and improvement of our Christmas Shelter project with a focus on training and development of volunteers;
- Delivering an excellent Bristol Nightstop project and developing research to support a funding application to the Big Lottery Fund to turn this into a full multi-year project;
- Reviewing how the Survival Handbook is produced, working closely with partner organisations, and trying to secure external funding;
- Developing research to raise awareness and support expansion of the provision for homeless people in Bristol;
- Enhancing our external communications, specifically with our 'family' of volunteers, to ensure that we harness the skills and experience of this extended community throughout the year;
- Continued review and implementation of improvements to the operational management of the Charity;
- Reviewing our sources of funding and improving our fundraising profile and activity to drive awareness, income and public relations; and
- Strategic planning for the investment of funds from the sale of the Charity's property.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees of Caring in Bristol Limited (who are directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

- make judgments 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2006. They are also 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.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on _____ 2014 and signed on their behalf:

Phil Summerhayes
Chair of Trustees
Caring in Bristol

Independent examiner's report to the Trustees of Caring in Bristol Limited

I report on the accounts of the company for the period ended 31 March 2014, which are set out on pages 12 to 19.

Respective responsibilities of Trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, 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 the seeking of 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

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jayne Tucker FCCA

Burton Sweet Chartered Accountants
Pembroke House
15 Pembroke Road
Clifton
Bristol BS8 3BA

Date:

CARING IN BRISTOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

		Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £
Incoming resources	Note			
Incoming resources from generated funds				
<i>Voluntary income</i>				
<i>Donations</i>	2	8,919	-	8,919
<i>Transfer of assets and liabilities from Caring at Christmas</i>	2	264,518	49,237	313,755
<i>Investment income</i>		61	-	61
Total incoming resources		<u>273,498</u>	<u>49,237</u>	<u>322,735</u>
Resources expended				
Costs of generating voluntary income	3	3,237	-	3,237
Charitable activities	3	10,486	17,826	28,312
Governance costs	3	1,439	-	1,439
Total resources expended		<u>15,162</u>	<u>17,826</u>	<u>32,988</u>
Net incoming/(outgoing) resources				
- Net income/(expenditure)				
for the period	4	258,336	31,411	289,747
Total funds at 31 March	9	<u>258,336</u>	<u>31,411</u>	<u>289,747</u>

The charity has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charity are classed as continuing.

Although the length of the accounting period is 13 months, the Statement of Financial Activities only includes 2 months of activity. The donation of funds from Caring at Christmas were received in two stages on 31 January 2014 and 24 March 2014, with Caring in Bristol commencing activities on 1 February 2014.

The notes on pages 14 to 19 form part of these financial statements

CARING IN BRISTOL LIMITED

BALANCE SHEET

AS AT 31 MARCH 2014

	Note	2014 £
Fixed Assets		
Tangible fixed assets	6	2,684
Current Assets		
Debtors	7	8,772
Cash at bank		285,110
		<u>293,882</u>
Creditors : Amounts falling due within one year	8	<u>(6,819)</u>
Net Current Assets		287,063
Net assets		<u><u>289,747</u></u>
Funds		
Unrestricted Funds	10	258,336
Restricted Funds	10	31,411
		<u><u>289,747</u></u>

For the period ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities

The members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Companies Act 2006,

The directors 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 Trustees on 2014, and are signed on their behalf by:

P Summerhayes
Chairperson

J Nelson-Smith
Treasurer

Company registration number: 8419424

The notes on pages 14 to 19 form part of these financial statements

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (FRSSE), effective April 2008, the Companies Act 2006, the Statement of Recommended Practice, Accounting and Reporting by Charities, issued in March 2005 (SORP 2005).
- b) Income from donations is included in incoming resources when these are receivable, except as follows:
- I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
- II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- c) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts, in accordance with the Statement of Recommended Practice.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Expenditure is allocated to the identified charitable activities and the costs of generating voluntary income directly, where applicable. Support costs are allocated on the following basis:

<u>Support cost</u>	<u>Basis of allocation</u>
Staff costs	Estimated staff time
Premises costs	Estimated staff time
Office expenses	Estimated staff time
All other costs	Estimated usage

- f) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include any costs associated with the strategic management of the charity's activities.
- g) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees. Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- h) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- i) Fixed assets are stated at cost less accumulated depreciation and new items costing more than £500 are capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, on a straight line basis, as follows:-

Computer equipment	33%
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CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £
Donations	8,919	-	8,919
Transfer of assets and liabilities from Caring at Christmas (see note 12)	264,518	49,237	313,755
	<u>273,437</u>	<u>49,237</u>	<u>322,674</u>

3 Resources expended

	Basis of allocation	Costs of generating voluntary income	Caring at Christmas	Bristol Nightstop £	Deposit Scheme £	Total Funds 2014 £
Costs directly allocated to activities						
Staff costs	Direct	-	5,584	13,499	-	19,083
Service user expenses	Direct	-	-	404	480	884
Volunteer costs	Direct	-	-	1,124	-	1,124
Publicity & fundraising	Direct	1,717	-	-	-	1,717
Support costs allocated to activities						
Staff costs	Staff time	675	1,350	1,181	169	3,375
Premises costs	Staff time	151	302	869	38	1,360
Office expenses	Staff time	646	1,295	1,661	162	3,764
Insurance	Staff time	48	97	85	12	242
		<u>3,237</u>	<u>8,628</u>	<u>18,823</u>	<u>861</u>	<u>31,549</u>

Governance costs

	Total Funds 2014 £
Independent examiner's fee	1,275
Trustee indemnity insurance	164
	<u>1,439</u>
Total resources expended	<u>32,988</u>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

4 Net incoming/(outgoing) resources - net income/(expenditure) for the period

This is stated after charging:

	2014
	£
Independent examiner's fee :	
- for independent examination	765
- for preparation of statutory accounts	510
Trustees' expenses	-
Trustees' remuneration	-
Depreciation	-
	<u><u> </u></u>

5 Staff costs and numbers

	2014
	£
The aggregate payroll costs were:	
Wages and salaries	20,022
Social security costs	1,777
	<u><u>21,799</u></u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the period, calculated on the basis of full time equivalents, was as follows:

	2014
	No.
Project delivery staff	4.0
Support staff	2.0
	<u><u>6.0</u></u>

Although the length of the accounting period is 13 months, the Statement of Financial Activities only includes 2 months of activity. The aggregate payroll costs of £21,799, therefore, represent six full time equivalent staff for this two month period.

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

6 Tangible fixed assets

	Computer equipment	Total
	£	£
Cost		
Additions	2,684	2,684
As at 31 March 2014	<u>2,684</u>	<u>2,684</u>
Depreciation		
Charge for the period	-	-
As at 31 March 2014	<u>-</u>	<u>-</u>
Net book value		
As at 31 March 2014	<u>2,684</u>	<u>2,684</u>

The additions were purchased near the period end and therefore no depreciation has been charged in the period.

7 Debtors

	2014
	£
Prepayments	2,156
Other debtors	6,616
	<u>8,772</u>

8 Creditors : amounts falling due within one year

	2014
	£
Trade creditors	3,019
Accruals	3,800
	<u>6,819</u>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

9 Movement in funds

	Transfer of assets from Caring at Christmas £	Incoming resources £	Outgoing resources £	Transfers £	At 31 Mar 2014 £
Unrestricted Funds					
General Funds	240,123	8,980	(6,748)	(12,000)	230,355
Designated Funds					
- Charity Development & Infrastructure	14,395	-	(7,934)	-	6,461
- Research Fund	10,000	-	-	-	10,000
- Deposit Bond Scheme	-	-	(480)	12,000	11,520
	<u>264,518</u>	<u>8,980</u>	<u>(15,162)</u>	<u>-</u>	<u>258,336</u>
Restricted Funds					
Bristol Nightstop	49,237	-	(17,826)	-	31,411
	<u>49,237</u>	<u>-</u>	<u>(17,826)</u>	<u>-</u>	<u>31,411</u>
Total Funds	<u>313,755</u>	<u>8,980</u>	<u>(32,988)</u>	<u>-</u>	<u>289,747</u>

Designated Funds:

Charity development & infrastructure: the Trustees have set aside funds to employ a Charity Development Lead for one year through to July 2014 to develop new projects and secure new funding; there will also be investment in new IT infrastructure and in training for staff over the next 3 years. At 31 March 2014 the remaining balance is £6,461 which will be spent during 2014-15.

Research fund: the Trustees have allocated £10,000 for research to support the Charity's existing projects and provide information and direction for future work. There is a woeful lack of research into homelessness in the Bristol area so the Trustees believe this is an important strategic investment not only for Caring in Bristol but for the wider charitable community. Discussions with potential research partners are ongoing and the intention is to start using these funds by March 2015.

Deposit Bond Scheme: the Trustees have designated £12,000 to be used as a rent deposit for young people that have engaged with the Bristol Nightstop project and require financial assistance in order to secure a tenancy arrangement. A strict assessment process has been developed and only young people meeting the criteria will be considered. The expectation is for the young people to repay the deposit via monthly direct debit however the Trustees recognise the risk involved and have therefore designated a balance of £12,000 which equates to 24 deposits of £500. At 31 March 2014, one deposit had been approved.

Restricted Funds:

Caring in Bristol were awarded a Homelessness Transition Fund Main Grant of £115,000 to fully fund the Bristol Nightstop project for the year ending 31 December 2014. The first installment of £57,538 was received by Caring at Christmas in December 2013, and the remaining balance at 31 January 2014 was transferred to Caring in Bristol. Bristol Nightstop is a project working with young homeless and vulnerable people in and around Bristol.

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 26 FEBRUARY 2013 TO 31 MARCH 2014

10 Analysis of net assets between funds

	Tangible fixed assets £	Other net assets £	Total £
Unrestricted funds			
General funds	2,684	227,671	230,355
Designated Funds			
<i>Charity development & infrastructure</i>	-	6,461	6,461
<i>Research fund</i>	-	10,000	10,000
<i>Deposit ond scheme</i>	-	11,520	11,520
	<u>2,684</u>	<u>255,652</u>	<u>258,336</u>
Restricted Funds			
Bristol Nightstop	-	31,411	31,411
	<u>2,684</u>	<u>287,063</u>	<u>289,747</u>

11 Taxation

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

12 Transfer of assets and liabilities from Caring at Christmas

On 31 January 2014, the charity took receipt of the cash assets, as donated by Caring at Christmas. This was to provide continuation of the activities of Caring at Christmas, but in a new legal form and with a new name. Caring in Bristol took receipt of the remaining assets and liabilities after Caring at Christmas completed the sale of its property.

The assets and liabilities transferred were:

	31 Jan 2014 £	24 Mar 2014 £	Total £
Net assets			
Cash at bank	<u>146,852</u>	<u>166,903</u>	<u>313,755</u>
Funds			
Unrestricted funds			
General funds	73,220	166,903	240,123
Designated funds	24,395	-	24,395
Restricted funds	49,237	-	49,237
Total funds	<u>146,852</u>	<u>166,903</u>	<u>313,755</u>