



CHARITY REGISTRATION NUMBER: 1151645

COMPANY REGISTRATION NUMBER: 8419424

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2016**

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

# CARING IN BRISTOL

## INDEX TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

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# CARING IN BRISTOL

## 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
Olly Swayne	Trustee (resigned November 2015)
Kat Caldwell	Trustee
Frances Smith	Trustee (resigned January 2016)
Pippa Bailey	Trustee
Gemma Short	Trustee (joined April 2015)
Nick Oakley-Smith	Trustee (joined March 2016)
Paul Hale	Trustee (joined July 2016)

### Registered address

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

### Independent Examiners

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

### Solicitors

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

### Bankers

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham, B1 2HB

The Affirmative  
9 Bonhill Street  
London, EC2A 4PE

Bath Building Society  
15 Queen Square  
Bath, BA1 2HN

Julian Hodge Bank Limited  
29 Windsor Place  
Cardiff, CF10 3BZ

# CARING IN BRISTOL

## REPORT OF THE TRUSTEES

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and independently examined financial statements for the year ended 31<sup>st</sup> March 2016. The Trustees have adopted the provisions of the Charity Statement of Recommended Practice (FRS 102) updated in February 2016, 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 an incorporated charity.

#### 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 Director, 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. Whilst the Trustees are responsible for governance, they have delegated day-to-day running of the Charity to the Charity Director (formerly Charity Development Lead).

#### RISK MANAGEMENT

The Trustees have reviewed the risk management plan with improvements being made, and it will continue to be updated during the coming period. 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 by striving for a society where everyone in need has a home, has hope and is part of a community.

To achieve our mission we aim to:

- Create a network of support facilitated by a central hub;
- Stand up for and challenge perceptions of people who are homeless; and
- Connect and link people in need with services and communities that can help them.

## **ACTIVITIES AND ACHIEVEMENTS**

Details of activities and achievements for the year ended 31<sup>st</sup> March 2016 are provided below:

- Improvement of the new volunteer database and on-line application system for Caring at Christmas, which continues to greatly improve the administration process and management of volunteers engaged with the Charity;
- Began the implementation of a donor management database so that we can communicate with our donors more effectively;
- Delivered a successful Caring at Christmas project and have initiated a planning review to ensure that the project meets the increased demand that was experienced this year;
- Continued to deliver Bristol Nightstop, a project for young people at risk of homelessness in the Bristol area, successfully completing the first year of four years for this Big Lottery funded project;
- Updated and improved our Survival Handbook, designing and publishing with Bristol City Council, so as to include more detailed information for people seeking help;
- Implemented performance management and annual reviews for all staff to improve retention and performance;
- Created a number of workstream planning groups made up of staff and Trustees to steer the development of new projects;
- Employed a new member of staff to take forward the development of new projects, creating planning and implementation frameworks to turn our mission into reality;
- Created the post of Charity Researcher and completed an interim evaluation report focusing on the work for Bristol Nightstop;
- Gained funding to employ a team of three part time specialists to gather evidence for a consultation report entitled 'See Me', focusing on unmet need in the city of Bristol and outlining the case for a city centre drop-in for young people who are unable to access support through traditional routes. The importance of this work, to identify a group of young people who are at risk of social exclusion and therefore ultimately becoming more vulnerable and needing help, cannot be underestimated. Caring in Bristol plans to seek funding to achieve the recommendations outlined in the report (available on our website);

### **CARING AT CHRISTMAS 2015**

The Caring at Christmas shelter opened at 3pm on 23<sup>rd</sup> December 2015 and closed at 10am on 2<sup>nd</sup> January 2016. During this time the shelter was open 24 hours a day and provided food, shelter and support for hundreds of guests. As in previous years, operation of the shelter involved approximately 817 volunteers who cooked, helped with administration, entertained and gave commitment and compassion to our guests. Our volunteer family supports our paid staff to deliver Caring at Christmas, providing supervisors, chefs, cleaners, helpers and befrienders. The project 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 Caring at Christmas with the support of numerous volunteers in the run-up and during Christmas. With a dedicated project lead and the benefit of office staff (in addition to the warehouse role), the project was very successful in supporting homeless and vulnerable people in Bristol.

During the run-up to Christmas we ran training sessions for new and existing volunteers covering Kitchen Training, Health and Safety, safety tips and shift run-through, ensuring that they were well inducted before their first shift at the shelter.

We provided 5,481 hot meals and approximately 5,000 sandwiches over the 11 days and 10 nights, and provided safe and warm accommodation for over 70 people each night. Our dormitory was at capacity every night. The project was awarded a grant of £5,000 by the Zurich Community Fund. This is the first year of a three year grant. In addition, a grant of £6,000 was received from the John James Bristol Foundation.

In 2015, Caring at Christmas faced unprecedented demand and new challenges from those who came to us for help. We experienced first-hand the increasing demand and levels of street homelessness in our city, which is shaping our plans for the future.

## **BRISTOL NIGHTSTOP**

Bristol Nightstop continues to go from strength to strength. It 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 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.

There are three full-time staff members who assess and help the young people with whom we work.

The project is currently funded by the Big Lottery Fund: Reaching Communities Grant, until February 2019.

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.

Since the beginning of the Big Lottery Fund: Reaching Communities Grant in February 2015, the project has supported approximately 180 young people who are or were at risk of homelessness and has provided over 700 nights of emergency accommodation through our Host network.

Our hosts are outstanding individuals who provide a safe place to sleep, an evening meal, breakfast and companionship for young people in crisis on a night-by-night basis. Without these hosts, many young people would face the danger of sleeping rough or in unsafe places, with the ever present risk of slipping in to a cycle of homelessness, along with the inherent risks that this brings.

## **THE SURVIVAL HANDBOOK**

The publication of the 15<sup>th</sup> annual edition of the Survival Handbook in 2015 provided written information which can be used as a first point of support for anyone who is 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 2015, Caring in Bristol published 10,000 copies of the Handbook. The handbook was published in partnership with Bristol City Council and in this edition

contained detailed information about services for people concerned about alcohol and drugs and looking to access free and confidential support.

## **DEVELOPMENT AND RESEARCH**

Caring in Bristol is committed to developing new projects, which respond to the needs of the community in which we work, and which are effective in improving the lives of people that need help. It is for this reason the Charity has invested funds from its reserves in development and research, to ensure that we develop new and effective projects and that Caring in Bristol becomes a truly a 365-days-a-year organisation.

Over the past 12 months we have made notable progress:

In August, we successfully appointed to the new role of Charity Development Worker. Together with existing staff and Trustees, this role has already made good progress in the development of new project ideas, many of which will become operational in 2016/17. Staff and Trustees have also worked together in workstream planning groups to steer the development of new projects and to ensure that we are using all of the skills, knowledge, experience and enthusiasm that we have in the organisation, to good effect.

Caring in Bristol continues to focus on research and in 2015/16 employed a part time professional Charity Researcher. In January 2016, we published an interim report of our research about Bristol Nightstop, which included the views of some of the young people that use the project. A full report will be published during the summer of 2016. Additionally, our Charity Researcher, supported by the Research Committee, has worked closely with project staff to:

- Improve our recording of progression and change;
- Create questionnaires for volunteers; and
- Refine the consultation work that we have done with beneficiaries, specifically the questions we ask and how we ask them.

The benefit of this expertise has been felt across all of our existing and developing projects.

There are a number of new projects in development:

### 1. A Drop-In for 19-25 year olds

Following a successful grant application to the Quartet Catalyst fund, Caring in Bristol undertook a consultation project with young people and professionals in Bristol to gather evidence and insights into the need for a Drop-In for 19-25 year olds. The Drop-In would aim to support those young people who find it difficult to access support through conventional routes, who often survive without family or state support and who are vulnerable to homelessness, poverty and isolation. We will use this consultation to inform our project delivery and practice, once the project is funded. During the year we employed three part-time members of staff, supported by our Development Worker and Charity Researcher, to run the consultation and plan for the delivery of this new project. Our aim for 2016/17 is to raise funds to facilitate the Drop-In, employing two staff in a suitable location in the city and providing a day time service, which is accessible to all young people who need support. The results of the consultation report and the resulting recommendations will be available in a reported titled 'See Me', which will be published during 2016/17.

### 2. 'Home' Programme

Since September 2015, our Development Worker has been creating a feasibility study looking at the possibility of:

- Setting up a shared community house for young people who have been, or are, at risk of homelessness;

- Setting up a small-scale long term hosting project, which is based on the model of Nightstop Hosting; and
  - Setting up a project based on alternative models of housing, investigating social investment and working with partners to achieve this.
3. Side-by-Side Mentoring Project
- Our Side-by-Side mentoring project has been developed to support residents at a supported housing service for homeless and vulnerable adults based in East Bristol. These residents need help with move-on, as well as general befriending and assistance with day-to-day tasks. We are currently working to recruit interested volunteers and set up a training programme so that this project is operational by the end of the summer 2016.
4. Helping Hounds
- Helping Hounds is a volunteer driven project which was initiated by a Christmas Volunteer. Now in its development, training and pilot phase the project involves vets and veterinary nurses who want to support homeless dog owners to have better access to expert advice about their animals and better access to housing experts and support workers. We are working with the RSPCA and St Mungo's to make this project a reality.
5. Growing in Bristol
- In the early stages of development, this project aims to provide: allotment growing opportunities for people who use our projects; volunteers and staff to grow food for Caring at Christmas; and for other projects that feed vulnerable and homeless people in Bristol.

## **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 homelessness, poverty and distress and are undertaken to further our charitable purposes for the public benefit.

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## **FINANCIAL REVIEW**

Total income for the year was £257,874. Expenditure totalled £272,273, giving a deficit for the year of £14,399 and a balance of total Charity reserves of £291,824 at 31<sup>st</sup> March 2016.

Unrestricted funds received in the year were £120,122 (2015: £105,408). Unrestricted expenditure totalled £150,315 (2015: £99,001). The majority of donations are received during the months of October to January.

## **RESERVES POLICY**

The reserves policy was reviewed by the Trustees considering the Charity's requirements for reserves in light of the main risks to the organisation. The key financial risks facing the Charity are decreasing donations and not securing grants to continue existing projects. To address this risk of a decrease in donations, to provide seed funding for new projects and to have a contingency in the event of delays in receiving external funding, the Trustees believe free reserves equivalent to nine months' running costs should be maintained.



This equates to approximately £227,000 for the financial year 2016-17. At 31<sup>st</sup> March 2016 free reserves were approximately £235,000, which is felt to be acceptable. To maximise the investment income for the Charity, the Trustees invested a substantial amount of the free reserves in The Affirmative Deposit Fund for Charities, The Bath Building Society and Julian Hodge Bank.

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## **PLANS FOR FUTURE YEARS**

The main activities planned for 2016-17 to deliver the objectives set out above are:

- Review and improve our Caring at Christmas project with a focus on training and development of volunteers as well as working with other agencies who support homelessness in Bristol;
- Deliver an excellent Bristol Nightstop project, meeting the outcomes targets set by the Big Lottery;
- Continual improvement of the Survival Handbook and the information that it offers;
- Create a Development and Partnerships Lead role with primary responsibility to develop new projects, increase donations and raise awareness of the Charity across the city;
- Developing research to raise awareness and to support expansion of the provision for homeless and vulnerable people in Bristol;
- Enhancing our external communications, reviewing and improving our website and social media;
- Continue to develop new projects such as Side-by-Side befriending, Helping Hounds and Growing in Bristol and;
- Reviewing our sources of funding and improving our fundraising profile and activity to drive awareness, income and public relations; and
- Ensure that the Charity is flexible and responsive to the increased demand that is anticipated in the coming year as homelessness increases and the pressure on services rises.

Approved by the Trustees on 20<sup>th</sup> July 2016 and signed on their behalf by

---

**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 year ended 31<sup>st</sup> March 2016, which are set out on pages 11 to 17.

### ***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 did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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, Financial Reporting Standard 102 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.

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

Date: .....

# CARING IN BRISTOL LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31<sup>st</sup> MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015* £
<b>Income</b>					
Donations and legacies	3	120,122	136,386	256,508	232,804
Investments - interest on cash deposits		1,366	-	1,366	1,041
<b>Total income</b>		<u>121,488</u>	<u>136,386</u>	<u>257,874</u>	<u>233,845</u>
<b>Expenditure</b>					
Raising funds	4	7,176	-	7,176	5,208
Charitable activities	4	143,139	121,958	265,097	212,161
<b>Total expenditure</b>		<u>150,315</u>	<u>121,958</u>	<u>272,273</u>	<u>217,369</u>
<b>Net (expenditure)/income</b>	5	(28,827)	14,428	(14,399)	16,476
Total funds brought forward		265,784	40,439	306,223	289,747
<b>Total funds carried forward</b>	10	<u>236,957</u>	<u>54,867</u>	<u>291,824</u>	<u>306,223</u>

\* Details of the allocation of 2015 total funds between unrestricted and restricted are shown in Note 2.

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

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

The notes on pages 13 to 17 form part of these financial statements

# CARING IN BRISTOL LIMITED

## BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2016

	Note	2016 £	2015 £
<b>Fixed assets</b>			
Tangible fixed assets	7	<u>3,025</u>	<u>4,606</u>
<b>Current assets</b>			
Debtors	8	9,657	5,294
Cash at bank		284,499	305,124
Total Current assets		<u>294,156</u>	<u>310,418</u>
<b>Liabilities</b>			
Creditors : Amounts falling due within one year	9	(5,357)	(8,801)
Net Current Assets		<u>288,799</u>	<u>301,617</u>
<b>Total net assets</b>		<u>291,824</u>	<u>306,223</u>
<b>Funds of the charity</b>			
Unrestricted funds	11	242,551	265,784
Restricted income funds	11	49,273	40,439
		<u>291,824</u>	<u>306,223</u>

For the year ended 31<sup>st</sup> March 2016, 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 year 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; and
- The directors believe that the Charity is a public benefit entity and that there are no material uncertainties regarding its ability to continue operating.

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 20<sup>th</sup> July 2016, and are signed on their behalf by:

\_\_\_\_\_  
P Summerhayes  
Chairperson

\_\_\_\_\_  
J Nelson-Smith  
Treasurer

**The notes on pages 13 to 17 form part of these financial statements**

# CARING IN BRISTOL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2016

### 1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Charity Statement of Recommended Practice (FRS 102), updated in February 2016.
- b) Income from donations is included in income 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; and
  - 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 goods, facilities and services are included at the fair value to the Charity on receipt, 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. General volunteers play an important role for Caring at Christmas, providing help with interaction with guests, catering for guests and administration.
- d) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- e) Expenditure is allocated to the identified charitable activities and the costs of generating income directly, where applicable.
- 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% |
| Other equipment    | 33% |
- j) Cash at bank includes all cash and 90-day notice deposit accounts

# CARING IN BRISTOL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2016

### 2 Statement of Financial Activities for year ended 31<sup>st</sup> March 2015 (for comparative purposes)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>Income</b>			
Donations and legacies	105,408	127,396	232,804
Investments - interest on cash deposits	1,041	-	1,041
<b>Total income</b>	<u>106,449</u>	<u>127,396</u>	<u>233,845</u>
<b>Expenditure</b>			
Raising funds	5,208	-	5,208
Charitable activities	93,793	118,368	212,161
<b>Total expenditure</b>	<u>99,001</u>	<u>118,368</u>	<u>217,369</u>
<b>Net income</b>	7,448	9,028	16,476
Total funds brought forward	258,336	31,411	289,747
<b>Total funds carried forward</b>	<u>265,784</u>	<u>40,439</u>	<u>306,223</u>

### 3 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations and legacies	98,622	136,386	235,008	219,804
Gifts in kind	21,500	-	21,500	13,000
	<u>120,122</u>	<u>136,386</u>	<u>256,508</u>	<u>232,804</u>

Gifts in kind reflect the fair value to the Charity of stores and equipment donated by the public.

### 4 Expenditure

	Caring in Bristol £	Caring at Christmas £	Bristol Nightstop £	Development £	Total Funds 2016 £	Total Funds 2015 £
<b>Raising funds</b>						
Direct expenditure	7,044	-	-	-	7,044	3,041
Support staff costs	132	-	-	-	132	2,167
	<u>7,176</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,176</u>	<u>5,208</u>
<b>Costs directly allocated to activities</b>						
Staff costs	10,755	33,444	88,006	22,956	155,161	115,238
Service user expenses	115	28,839	3,073	217	32,244	25,534
Volunteer costs	55	1,430	5,740	294	7,519	5,183
Publicity and promotion	381	82	3	48	514	2,067
Research	-	-	-	5,868	5,868	807
<b>Support costs allocated to activities</b>						
Staff costs	3,878	1,872	10,617	3,095	19,462	20,144
Premises costs	2,867	2,233	7,152	15	12,267	8,315
Office expenses	12,981	3,391	4,896	71	21,339	26,596
Insurance	1,742	-	1,045	-	2,787	2,667
Governance costs	6,478	-	-	1,458	7,936	5,610
<b>Total expenditure</b>	<u>46,428</u>	<u>71,291</u>	<u>120,532</u>	<u>34,022</u>	<u>272,273</u>	<u>217,369</u>

# CARING IN BRISTOL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2016

### 5 Net (expenditure)/income for the year

This is stated after charging:

	2016	2015
	£	£
Independent examiner's fee	960	800
Other financial services	3,720	-
Depreciation	2,664	2,304
	<u>2,664</u>	<u>2,304</u>

### 6 Staff costs and numbers

	2016	2015
	£	£
The aggregate payroll costs were:		
Wages and salaries	156,427	124,007
Social security costs	13,646	11,551
Pension costs	2,212	1,352
	<u>172,285</u>	<u>136,910</u>

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

Total employee benefits paid to Trustees and key management personnel during the year were £25,530.

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

	2016	2015
	No.	No.
Project delivery staff	4.7	4.4
Support staff	1.6	0.6
	<u>6.3</u>	<u>5.0</u>

### 7 Tangible fixed assets

	Computer equipment £	Other equipment £	2016 Total £
<b>Cost</b>			
As at 31 <sup>st</sup> March 2015	5,410	1,500	6,910
Additions	1,083	-	1,083
As at 31 <sup>st</sup> March 2016	<u>6,493</u>	<u>1,500</u>	<u>7,993</u>
<b>Depreciation</b>			
As at 31 <sup>st</sup> March 2015	1,804	500	2,304
Charge for the period	2,164	500	2,664
As at 31 <sup>st</sup> March 2016	<u>3,968</u>	<u>1,000</u>	<u>4,968</u>
<b>Net book value</b>			
As at 31 <sup>st</sup> March 2016	<u>2,525</u>	<u>500</u>	<u>3,025</u>
As at 31 <sup>st</sup> March 2015	<u>3,606</u>	<u>1,000</u>	<u>4,606</u>

# CARING IN BRISTOL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2016

### 8 Debtors

	2016	2015
	£	£
Prepayments	4,042	2,673
Other debtors	5,615	2,621
	<u>9,657</u>	<u>5,294</u>

### 9 Creditors : amounts falling due within one year

	2016	2015
	£	£
Trade creditors	3,475	6,385
Accruals	960	1,786
Other creditors	922	630
	<u>5,357</u>	<u>8,801</u>

### 10 Movement in funds

	At 31 March 2015 £	Income £	Expenditure £	Transfers £	At 31 March 2016 £
<b>Unrestricted funds</b>					
General funds	244,653	121,488	(138,852)	11,131	238,420
Designated funds					
- Research	10,000	-	(5,869)	-	4,131
- Deposit Bond Scheme	11,131	-	-	(11,131)	-
	<u>265,784</u>	<u>121,488</u>	<u>(144,721)</u>	<u>-</u>	<u>242,551</u>
<b>Restricted funds</b>					
Bristol Nightstop					
- BIG Lottery Fund					
Grant	40,439	121,386	(116,077)	-	45,748
Caring at Christmas					
- Zurich Community					
Fund	-	5,000	(5,000)	-	-
- John James Trust	-	6,000	(6,000)	-	-
Development					
- Quartet	-	10,000	(6,475)	-	3,525
	<u>40,439</u>	<u>142,386</u>	<u>(133,552)</u>	<u>-</u>	<u>49,273</u>
<b>Total Funds</b>	<u>306,223</u>	<u>263,874</u>	<u>(278,273)</u>	<u>-</u>	<u>291,824</u>



# CARING IN BRISTOL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31<sup>st</sup> MARCH 2016

### Designated Funds:

Research: the Trustees 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.

Deposit Bond Scheme: the Trustees set aside funds for a project to facilitate young homeless people to find accommodation by lending them money to put down a deposit on rented property. The project experienced logistical difficulties and has been closed down.

### Restricted Funds:

In December 2014 Caring in Bristol was successful in its application to the Big Lottery Reaching Communities Fund and received an award of almost £500,000 to deliver a full time Nightstop project over the next four years. This grant started on 1<sup>st</sup> February 2015.

## 11 Analysis of net assets between funds

	Tangible fixed assets £	Other net assets £	2016 Total £	2015 Total £
<b>Unrestricted funds</b>				
General funds	3,025	235,395	238,420	244,653
Designated Funds				
- Research	-	4,131	4,131	10,000
- Deposit bond scheme	-	-	-	11,131
	3,025	239,526	242,551	265,784
<b>Restricted Funds</b>				
Bristol Nightstop				
- BIG Lottery Fund Grant	-	45,748	45,748	40,439
Caring at Christmas				
- Zurich Community Fund	-	-	-	-
- John James Trust	-	-	-	-
Development				
- Quartet	-	3,525	3,525	-
	3,025	288,799	291,824	306,223

## 12 Taxation

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