



Caring in Bristol

HELPING HOMELESS PEOPLE 365 DAYS A YEAR

CARING IN BRISTOL LIMITED

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2018

CHARITY REGISTRATION NUMBER: 1151645

COMPANY REGISTRATION NUMBER: 8419424

**BURTON SWEET
THE CLOCK TOWER
5 FARLEIGH COURT
OLD WESTON ROAD
FLAX BOURTON
BRISTOL, BS48 1UR**

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 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:

Paul Hale	Acting Chair (from July 2017)
John Nelson-Smith	Treasurer
Phil Summerhayes	Trustee
Kate Garbers	Trustee
Georgia Horne	Trustee (joined November 2017)
Ellen Segalov	Trustee (joined December 2017)
Lindsey Jones	Trustee (resigned July 2017)
Kat Caldwell	Trustee (resigned April 2018)

Registered address

The Night Shelter
14 Little Bishop Street
St Pauls
Bristol, BS2 9JF

Independent Examiners

Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol, BS48 1UR

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 LIMITED

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 31st March 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities, preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with 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 Limited 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, who, in turn is accountable to the Board.

RISK MANAGEMENT

The Trustees have reviewed the risk management plan with improvements being made, and it will continue to be updated and reviewed 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, adapted and reviewed to manage those risks.

CHARITY GOVERNANCE CODE 2017

Whilst not a legal requirement to be compliant, the Trustees attempt to follow the seven principles of the Code and are committed to good governance and a desire to contribute to the Charity's continued improvement.

During the year, considerable time was spent on governance matters, including:

- Overseeing GDPR compliance;
- Drafting and implementing a governance plan;
- Preparing a Scheme of Delegation;
- Reviewing and updating the remuneration and other policies;
- Changing the management and reporting structure;
- Training for Trustees on their responsibilities;
- Recruitment of new trustees.

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VISION, VALUES AND AIMS

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 vision is for a society where everyone in need has a home, has hope and is part of a community.

The work that we do is based on our values:

- We will stand up for the people that we work with;
- We will remove barriers to make our work accessible to all;
- We will be courageous and heroic in making change happen in the work that we do, and in the world that we live;
- We will empower others through our positive engagement with them;
- We will treat all with honesty, respect and integrity;
- We will invest in our staff, volunteers and the people we work with;
- We will take on challenges;
- We will be open to different ways of doing things; and
- We will be a nimble and flexible organisation in our projects, structures, responses and finances.

Our three long-term core aims reflect our vision and values:

- To deliver effective, accessible projects which inspire change and create opportunities in the lives of beneficiaries;
- To build a skilled and dynamic staff and volunteer team who make a positive difference to the lives of those in need; and
- To create an organisation which can respond to demand and influence its environment.

ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

The Trustees' report for the previous financial year set out our plans for 2017-18 to achieve our core aims. This included immediate and longer terms actions. The following is how we did against those plans:

- i) Deliver effective, accessible projects which inspire change and create opportunities in the lives of beneficiaries.

Our plans were:

- Build on the improvements that we achieved for Caring at Christmas 2016, delivering a better, more guest focussed Caring at Christmas 2017;
 - We made some considerable and measured changes to the project this year including completing a guest survey to help us better shape the project in the future and 24 hour security service, with a full risk management review.

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- Secure the improvements that we have made with Bristol Nightstop, increasing the number of hosts that we recruit and meeting all outcomes in 2018;
 - Nightstop had another successful year with an increase in the number of hosts, strengthened partnership working across the city and met all noted outcomes, apart from one, where we are making good progress.
- Establish and maintain our 365 day-a-year shelter and make it sustainable both operationally and financially within 12 months;
 - Our shelter was open for 364 nights in the year; receiving 195 referrals and provided 3,466 bednights, and currently has over 58 active volunteers, who regularly donate their time.
- Deliver our 16/17 year old Short Term Supported Lodgings project from October 2017 in partnership with Bristol City Council – Caring in Bristol's first commissioned project from the local authority;
 - Our Room 45 project went live in November 2017; by March 2018 we had successfully recruited a host and provided 58 bednights. Efficiently using over 40% of the bednights available to us through recruited volunteer hosts.
- Continue to develop and deliver our volunteer led projects (Growing in Bristol) and those that we are developing with partners (Helping Hounds);
 - Efforts have been focussed on Growing in Bristol with around 10 volunteers working with Salvation Army guests to grow fruit, vegetables and flowers. We ended our Helping Hounds project as it was not felt to be meeting need effectively.
- Creating new opportunities and provide outstanding services for our beneficiaries;
 - Get to Know is a new area of work designed to educate and empower people to understand homelessness and how they can help address it. Get To Know visited seven large and established Bristol organisations and had a positive influence on over 240 employees.
 - The Bristol Homeless Connect website was launched in early 2018 providing a single reference point for anyone who needs help in Bristol, or anyone who wants to find out more and get involved.

ii) Build a skilled and dynamic staff and volunteer team who make a positive difference to the lives of those in need.

Our plans were:

- Employ staff to deliver challenging fundraising delivery targets;
 - We employed a dedicated Fundraising and Communications Co-ordinator in June 2017.
- Increase operational capacity to keep our structure flexible and connected;
 - An Assistant Director role was appointed in October 2017 with an operational and structural focus to add capacity across the organisation.
- Improve our volunteer recruitment, training and engagement across all our projects;
 - We have recruited and trained several hundred volunteers during the year, without whom we couldn't deliver our work.
- Improve our internal communications and review our IT infrastructure;

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- We created a plan to move our server to the cloud and to purchase laptops to enable flexible office working.

iii) Create an organisation which can respond to demand and influence its environment.

Our plans were:

- Deliver on our fundraising targets for FY18 in unrestricted donations, grants and trust funding supported through investment from our reserves;
 - We achieved our ambitious fundraising target, doubling our unrestricted donations and increasing our grant income by 50%, an outstanding result.
- Explore and propose longer term fundraising approaches to increase income year on year;
 - We invested in new donor software to enable us to focus our fundraising activities and have set ourselves another challenging target for FY19.
- Create a single Caring in Bristol brand which reflects on our history and looks to the future so that we can establish a strong marketing and fundraising profile;
 - Our new brand was launched in June 2017 and has proved a great success with positive feedback across the board.
- Seeking new revenue streams and expanding our existing donor base;
 - New grant funding was secured from a range of sources including the Waterloo Foundation, the Sunrise Foundation and the Pret Foundation Trust.
- Placing our staff in meetings that matter in Bristol and improve our in-house coordination to promote collaboration and innovation;
 - Our staff are playing an increasingly key role in the city as demonstrated by collaborations including the Bristol Homelessness Connect website, and the Safer Off the Streets campaign.

CARING AT CHRISTMAS 2017

The Caring at Christmas shelter opened at 3pm on 24th December 2017 and closed at 10am on 1st January 2018. 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 725 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, the project provides a vital service supporting homeless and vulnerable people in Bristol at a time when many other services are closed.

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. These training sessions began in September 2017 in response to feedback from our volunteers.

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We provided 3,900 hot meals over the nine days and eight nights and provided safe and warm accommodation for an average of 60 people each night.

The number of persons sleeping rough continues to rise; 2017 was another challenging year for the Christmas project with increased demand and problems with anti-social behavior. We will be carrying out a thorough review for 2018 Christmas; looking to redesign the project to ensure we meet the needs of the most vulnerable and work with other organisations across Bristol.

We are very grateful for the support from the local community, both individuals and businesses, on whom we are very reliant. In 2017, we were fortunate again to have the use of the local junior school's catering facilities, which was of considerable assistance for the preparation of food.

BRISTOL NIGHTSTOP

Bristol Nightstop is a Big Lottery funded project, which works directly with young homeless people aged 16-25. 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.

Bristol Nightstop continues to deliver a vital service in our city. The project is based at The Station in the city-centre; a youth hub developed for the delivery of specialist services for young people in Bristol. Since the beginning of the project, we have supported approximately 321 young people who are or were at risk of homelessness and have provided over 1,000 nights of emergency accommodation through our Host network.

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

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

Bristol Nightstop 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.

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.

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365 SHELTER

Running since March 2017; open for 364 days in the first year; recruited and trained 126 volunteers; successfully receiving and helping 224 referrals from partner organisations; provided short term accommodation for 192 people; and totalling an amazing 3,466 bednights for those in crisis situations.

In March 2017, working in partnership with Bristol City Council, St Mungo's and the Central Bristol Quakers, Caring In Bristol took over the day-to-day running and future funding of a homeless shelter in the centre of Bristol. The newly named 365 Night Shelter is staffed every night of the week by volunteers who are recruited and trained by Caring in Bristol, with the whole project coordinated by a member of Caring in Bristol's staff.

The aim of the shelter is to provide a safe place to sleep for people who find themselves homeless and on the streets of the city. The shelter has 15 temporary beds which are allocated by the St Mungo's Outreach Team on a night by night basis. Guests are booked in to the shelter by their outreach worker.

The provision is basic, but warm and welcoming, providing night-by-night emergency accommodation, which is significantly safer than sleeping rough. This project is a direct result of our aim to work in partnership with organisations in the city and to provide help and hope to those most in need.

Currently the project has 58 active volunteers – a key challenge is engaging and retaining volunteers in the longer term. We are working hard on innovative ways to do this and continue recruiting new volunteers.

ROOM 45

After carrying out a feasibility study in 2016, we sought funding and secured this in 2017. The aim of the funding was to develop and deliver a short term supported lodgings project, providing emergency accommodation for 16-19 year olds, who leave home in an unplanned way, and approached the City Council for support. This project is based on the model of Nightstop Hosting and is being delivered as a pilot through the new Bristol Youth Housing Hub in 2017, in partnership with Bristol City Council and other youth and supported housing providers.

The aim of the project is to reduce the number of young people accessing supported accommodation, provide support at a critical time to avoid unsafe choices and, where possible, enable a young person to return home.

Room 45 was launched in November 2017 and already has two engaged hosts. The target for the project is to have five hosts in place by December 2018. This is a particularly challenging project in terms of host recruitment and engaging with young people in partnership with the newly formed MAPS.

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GET TO KNOW

This is a new project for us over the past year, inspired by our core value of: “Creating an organisation which can respond to demand and influence its environment”.

Our Get To Know workshops are designed to stimulate and inspire understanding of homelessness and the best ways we can help as a community and as individuals. One of our core values is “stand up”. We want to inform people about the truth behind the rise in homelessness in Bristol. Empower people to understand the root causes and how homelessness can best be tackled.

Workshops delivered this year were at: Dolphin Primary School (30 students), Colston’s Girls (80 students), Hayes Parson (15 employees), Aviva (18 employees), Bristol Hippodrome (8 supervisors), M&S (two floor teams of 50+ employees each), Feed Bristol’s Homeless (16 volunteers), totaling about 240 people.

GROWING IN BRISTOL

Continued this year in partnership with the Logos House (Salvation Army) and the Station (Creative Youth Network and The Kitchen), this project has delivered growing and gardening opportunities for volunteers and hostel residents, as well as offering tangible benefits for every day users of these spaces. The project has developed a large and committed group of volunteers and presents us with exciting development and partnership opportunities in the future.

The project has 10 active volunteers and regularly recruits others via social media as well as updates supporters digitally on progress.

This year we have successfully grown onions, potatoes and raspberries.

THE COMMON

Another key focus for our development work this year was a new drop-in for 19-25 year olds, previously known as SafePlace. In 2016, 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 aims 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. This service fills an important gap in provision for young persons in the city.

DEVELOPMENT AND PARTNERSHIPS

Our development, partnerships and research work has made great progress. In February 2017 we established a 3-year future plan, with vision and values, which is steering the work we do now and in the future.

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As reported above, several new projects have been developed and set up in the last year and are now up and running, delivering vital services across 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.

FINANCIAL REVIEW

Total income for the year was £463,307. Expenditure totaled £397,365, giving a surplus for the year of £65,942 and a balance of total Charity reserves of £335,628 at 31st March 2018. Of the surplus, £22,054 is restricted and so is ringfenced for specific projects. £43,888 is unrestricted surplus bringing the unrestricted funds balance to £250,234.

2017-18 was a hugely successful year in financial terms. Our ambitious fundraising target was met and exceeded. Unrestricted donations were more than doubled from £119,781 to £268,359. Grant funding increased from £163,000 to £241,000 with successful bids to several new funders.

This has been matched by an increase in activity with several new projects launched and in development. The Charity Director and Trustees have prepared a budget for 2018-19 that builds on the success of this year and utilises the income raised, whilst ensuring financial stability and security.

RESERVES POLICY

The reserves policy was reviewed by the Trustees taking into account the Charity's requirements for reserves and consideration 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 between three and six months' running costs should be held. At 31st March 2018 free reserves were £249,000, which equates to five months' of budgeted expenditure for 2018-19, which is in line with our policy. Any unrestricted income received in excess of this reserves policy, will be used for furthering the aims and objectives of the Charity.

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PLANS FOR FUTURE YEARS

2018-19 is already set to be a big year for Caring in Bristol. On the back of successes last year: increased fundraising and communications capacity to enable us to reach our targets; increased brand awareness; and building further relationships with partner businesses and corporate sponsors, all of these help to create new opportunities for us. These also help to increase operational capacity so we can build on the success of our existing and new projects.

The new GDPR legislation came into effect in May 2018. Lots of work has been done to ensure that we operate in compliance. This has given us an opportunity to re-engage with our donors, volunteers and supporters and to reassure them that we take data privacy seriously.

We will continue to ensure that our governance framework adequately supports the Charity's activities.

The main activities planned for 2018-19 are to:

- i) Deliver effective, accessible projects which inspire change and create opportunities in the lives of beneficiaries.

Our immediate focus will be to:

- Deliver a substantially re-designed Caring at Christmas 2018 project, using multi-sites, addressing client's needs and filling gaps;
- Deliver 4th year of lottery funded Bristol Nightstop project; learning from project; securing new funding;
- Continue our 365 day-a-year shelter; focus on retaining volunteers;
- Continue Room 45 project in partnership with MAPS; focus on young person referral and host recruitment;
- Launch our new drop-in for young people, The Common; deliver a successful pilot project and secure continuation funding; and
- Deliver a new day-time provision in St Anne's in partnership with St Mungo's; we will provide a full time key worker

Over the next three years, our work will include:

- Creating new opportunities and provide outstanding services for our beneficiaries;
- Developing new partnerships with a broad range of stakeholders;
- Ensuring that all our projects meet appropriate benchmarking standards and lead best practice in the city.

- ii) Build a skilled and dynamic staff and volunteer team who make a positive difference to the lives of those in need.

Our immediate focus will be to:

- Employ staff to deliver challenging fundraising delivery targets;
- Increase operational capacity to keep our structure flexible and connected;

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- Improve our volunteer recruitment, training and engagement across all our projects;
- Encouraging continuous professional development, provide progression opportunities and participation in planning and decision making for staff; and
- Improve our internal communications and review our IT infrastructure.

Over the next three years, our work will include:

- Delivering an effective volunteer training programme, which empowers and informs across all our projects;
- Developing and retaining our key staff.

iii) Create an organisation which can respond to demand and influence its environment.

Our immediate focus will be to:

- Deliver on our fundraising targets for FY19 in unrestricted donations, grants and trust funding supported through investment from our reserves;
- Explore and propose longer term fundraising approaches to increase income year-on-year; and
- Review our youth provision services and secure funding for Bristol Nightstop, The Common and Room 45.

Over the next three years our work will include:

- Developing sufficient long-term financial security to support our aspirations;
- Seeking new revenue streams and expand our existing donor base;
- Placing our staff in meetings that matter in Bristol and improve our in-house coordination to promote collaboration and innovation; and
- Refining our messages so that partners, volunteers, donors and beneficiaries know what we do and are clear about our values and position.

Approved by the Trustees on 23rd July 2018 and signed on their behalf by

Paul Hale

Acting Chair of Trustees
Caring in Bristol Limited

CARING IN BRISTOL LIMITED

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

I report on the accounts of the Company for the year ended 31st March 2018, which are set out on pages 15 to 25.

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 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 2015) 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
The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton, Bristol BS48 1UR

Date:

CARING IN BRISTOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31st MARCH 2018

		Unrestricted	Restricted	Total Funds	Total Funds
	Note	Funds	Income	2018	2017*
		£	£	£	£
Income					
Donations and legacies	4	268,359	193,430	461,789	281,393
Investments	4	1,518	-	1,518	2,131
Total income		<u>269,877</u>	<u>193,430</u>	<u>463,307</u>	<u>283,524</u>
Expenditure					
Raising funds	5	9,815	-	9,815	5,474
Charitable activities	5	216,174	171,376	387,550	300,188
Total expenditure		<u>225,989</u>	<u>171,376</u>	<u>397,365</u>	<u>305,662</u>
Net income/(expenditure)	6	43,888	22,054	65,942	(22,138)
Total funds brought forward		206,346	63,340	269,686	291,824
Total funds carried forward	14	<u>250,234</u>	<u>85,394</u>	<u>335,628</u>	<u>269,686</u>

* Details of the allocation of 2017 total funds between unrestricted and restricted are shown in Note 3.

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

The notes on pages 17 to 25 form part of these financial statements

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BALANCE SHEET AS AT 31st MARCH 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	9	<u>1,210</u>	<u>1,199</u>
Current assets			
Debtors and prepayments	10	13,859	9,387
Cash at bank	11	<u>357,816</u>	<u>263,267</u>
Total current assets		<u>371,675</u>	<u>272,654</u>
Creditors: Amounts due within one year	12	(37,257)	(4,167)
Net current assets		<u>334,418</u>	<u>268,487</u>
Total net assets		<u>335,628</u>	<u>269,686</u>
Funds of the Charity			
Restricted income funds	14	85,394	63,340
Unrestricted funds	14	<u>250,234</u>	<u>206,346</u>
Total funds		<u>335,628</u>	<u>269,686</u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Company to obtain an audit of its accounts in accordance with section 144(2) of the Charities Act 2011 (the 2011 Act) ;

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts; and

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The Company's registration number is 8419424.

These financial statements were approved by the Trustees on 19th July 2018, and are signed on their behalf by:

P Hale
Acting Chair of Trustees

J Nelson-Smith
Treasurer

The notes on pages 17 to 25 form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

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

1.2 Going concern

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

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

2 Accounting policies

2.1 INCOME

a) Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- i) The Charity becomes entitled to the resources;
- ii) It is more likely than not that the Trustees will receive the resources;
- iii) The monetary value can be measured with sufficient reliability.

b) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102

c) Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met

d) Government grants

The Charity has received a local government grant in the reporting period.

e) Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

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NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

2 Accounting policies (continued)

2.1 INCOME (continued)

f) Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Gifts in kind for use by the Charity are included in the SoFA as income from donations when receivable.

g) Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

h) Income from interest

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 EXPENDITURE AND LIABILITIES

a) Expenditure and liability recognition

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Expenditure is allocated to the identified charitable activities and the costs of generating income directly, where applicable.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

b) Support costs have been allocated between charitable activities undertaken and expenditure on raising funds. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and have been included within support costs.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage.

c) Redundancy costs

The Charity made no redundancy payments during the reporting period.

d) Deferred income

An amount of £25,000 in respect of deferred income has been included in the accounts. This relates to an amount received from Bristol City Council in March 2018 in respect of funding of the Bristol Homelessness Connect project for the year ending 31 March, 2019.

e) Creditors

The Charity has creditors which are measured at settlement amounts less any trade discounts.

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

2 Accounting policies (continued)

2.3 ASSETS

a) Tangible fixed assets for use by the Charity

New items are capitalised if they can be used for more than one year and cost more than £500.

Fixed assets are stated at cost less accumulated depreciation. 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%

b) Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash or other consideration expected to be received.

c) Cash at bank

Cash at bank includes all cash and 90-day notice deposit accounts.

d) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

e) Funds

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.

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.

3 Statement of Financial Activities for year ended 31st March 2017 (for comparative purposes)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Income			
Donations and legacies	119,781	161,612	281,393
Investments - interest on cash deposits	2,131	-	2,131
Total income	121,912	161,612	283,524
Expenditure			
Raising funds	5,474	-	5,474
Charitable activities	152,643	147,545	300,188
Total expenditure	158,117	147,545	305,662
Net income	(36,205)	14,067	(22,138)
Total funds brought forward	242,551	49,273	291,824
Total funds carried forward	206,346	63,340	269,686

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

4 Income				
Donations and legacies				
	Unrestricted Funds	Restricted Income Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Donations and gifts	237,696	193,430	431,126	258,235
Gift Aid	12,613	-	12,613	6,658
Donated goods	18,050	-	18,050	16,500
	<u>268,359</u>	<u>193,430</u>	<u>461,789</u>	<u>281,393</u>
Donated goods reflect the fair value to the Charity of stores and equipment donated by the public.				
Income from investments				
	Unrestricted Funds	Restricted Income Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Interest income	1,518	-	1,518	2,131
TOTAL INCOME	<u>269,877</u>	<u>193,430</u>	<u>463,307</u>	<u>283,524</u>
5 Expenditure				
Expenditure on raising funds				
	Unrestricted Funds	Restricted Income Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Incurred seeking donations	2,554	-	2,554	1,006
Direct expenditure	1,892	-	1,892	3,098
Support staff costs	5,369	-	5,369	1,370
Total expenditure on raising funds	<u>9,815</u>	<u>-</u>	<u>9,815</u>	<u>5,474</u>
Expenditure on charitable activities				
<u>Costs directly allocated to activities</u>				
Staff costs	43,745	128,828	172,573	175,341
Service user expenses	41,806	10,559	52,365	23,180
Volunteer costs	3,258	3,686	6,944	5,967
Publicity and promotion	14,826	8,995	23,821	9,376
Research	-	-	-	7,543
Total costs directly allocated to activities	<u>103,635</u>	<u>152,068</u>	<u>255,703</u>	<u>221,407</u>
<u>Support costs allocated to activities</u>				
Staff costs	82,030	6,371	88,401	38,099
Premises costs	5,153	7,126	12,279	14,374
Office expenses	16,765	3,772	20,537	14,458
Insurance	2,364	2,039	4,403	3,392
Bookkeeping fees	4,051	-	4,051	4,415
Depreciation	1,176	-	1,176	3,083
Governance costs	1,000	-	1,000	960
Total support costs allocated to activities	<u>112,539</u>	<u>19,308</u>	<u>131,847</u>	<u>78,781</u>
Total expenditure on charitable activities	<u>216,174</u>	<u>171,376</u>	<u>387,550</u>	<u>300,188</u>
TOTAL EXPENDITURE	<u>225,989</u>	<u>171,376</u>	<u>397,365</u>	<u>305,662</u>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

5 Expenditure (continued)

Expenditure on charitable activities can be analysed as follows:

<u>Activity</u>	Undertaken Directly £	Support Costs £	Total 2018 £
Caring at Christmas	36,437	32,685	69,122
Bristol Nightstop	105,693	14,955	120,648
365 Shelter	52,257	1,305	53,562
Room 45	19,186	928	20,114
Safeplace	-	8,568	8,568
	213,573	58,441	272,014
Caring in Bristol core Development	3,560	50,394	53,954
	-	61,582	61,582
	217,133	170,417	387,550

Basis of allocation of support costs:

Support costs have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage

Prior year expenditure on charitable activities can be analysed as follows:

<u>Activity</u>	Undertaken Directly £	Support Costs £	Total 2017 £
Caring at Christmas	51,362	14,446	65,808
Bristol Nightstop	111,161	15,195	126,356
365 Shelter and Safeplace	2,535	25	2,560
	165,058	29,666	194,724
Caring in Bristol core Development	16,831	45,552	62,383
	39,518	3,563	43,081
	221,407	78,781	300,188

6 Net income for the year

This is stated after charging:

	2018 £	2017 £
Independent examiner's fees	1,000	960
Other financial services	4,051	3,981
Depreciation	1,176	3,083

7 Paid employees

7.1 Staff costs

	2018 £	2017 £
Salaries and wages	240,886	203,942
Social security costs	21,577	17,989
Pension costs	5,979	2,933
	268,442	224,864

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

Total employee benefits paid to key management personnel during the year were £26,336 (2017:

£25,285). There were no employee benefits paid to Trustees during the year.

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

7.2 Average head count in the year

The average number of employees during the year was as follows:

	2018	2017
	No.	No.
Charitable activities	5.7	4.9
Support	2.6	2.4
	8.3	7.3

8 **Defined contribution pension scheme**

	2018	2017
	£	£
Contributions recognised in the SOFA as an expense	5,979	2,933

The liability and expense of the defined contribution pension scheme is allocated between activities according to the employee's role within the Charity.

9 **Tangible fixed assets**

	Computer equipment £	Other equipment £	2018 Total £
9.1 Cost			
As at 31st March 2017	7,750	1,500	9,250
Additions	1,187	-	1,187
As at 31st March 2018	8,937	1,500	10,437
9.2 Depreciation (on a straight line basis)			
As at 31st March 2017	6,551	1,500	8,051
Charge for the period	1,176	-	1,176
As at 31st March 2018	7,727	1,500	9,227
9.3 Net book value			
As at 31st March 2018	1,210	-	1,210
As at 31st March 2017	1,199	-	1,199

10 **Debtors and prepayments**

	2018	2017
	£	£
Prepayments and accrued income	10,959	4,216
Other debtors	2,900	5,171
	13,859	9,387

11 **Cash at bank and in hand**

	2018	2017
	£	£
Short term deposits	247,812	181,299
Cash at bank and on hand	110,004	81,968
	357,816	263,267

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

12 Creditors and accruals: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	8,542	2,809
Accruals	2,826	960
Other creditors	889	398
Deferred income	25,000	-
	<u>37,257</u>	<u>4,167</u>

13 Movement in funds

	At 31 March 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Unrestricted funds					
General funds	206,346	269,877	(223,735)	(2,254)	250,234
Restricted funds					
Bristol Nightstop					
- BIG Lottery Fund Grant	45,686	128,494	(121,254)	-	52,926
Caring at Christmas					
- Zurich Community Fund	-	5,000	(5,000)	-	-
365 Shelter					
- Bristol City Council	15,540	-	(15,540)	-	-
- Peter Herve Benevolent Foundation	-	10,000	(10,000)	-	-
- Sunrise Foundation	-	24,986	(6,247)	-	18,739
- Pret Foundation	-	7,000	(1,750)	-	5,250
The Common					
- Waterloo Foundation	-	15,000	(6,521)	-	8,479
- Seedling Foundation	-	1,000	(1,000)	-	-
Development					
- Quartet	2,114	-	(2,114)	-	-
Research					
- University of Bristol	-	1,950	(4,204)	2,254	-
	<u>63,340</u>	<u>193,430</u>	<u>(173,630)</u>	<u>2,254</u>	<u>85,394</u>
Total Funds	<u>269,686</u>	<u>463,307</u>	<u>(397,365)</u>	<u>-</u>	<u>335,628</u>

Designated Funds:

The Trustees did not designate specific funds to any particular activity during the year.

Restricted income 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 1st February 2015.

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

- 13 The Zurich Community Fund awarded an annual grant of £5,000 for three years from 2017 to 2019 for our Caring at Christmas project.

In March 2017, Caring in Bristol took over the day-to-day running of a homeless shelter in the centre of Bristol (365 Shelter). An amount of £18,713 was received from Bristol City Council to fund the first six months of operation, to the end of August 2018. Thereafter, the project has been financed with funding from the Peter Herve Benevolent Foundation, the Sunrise Foundation and the Pret Foundation.

We were awarded a grant of £75,000 over four years from the Waterloo Foundation in August 2017 for our new project The Common. The first installment of £15,000 funded the development work for the new drop-in centre for young people. Additional grant funding has since been secured and the project is due to launch in mid-2018.

Movement in funds - Prior Year

	At 31 March 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
Unrestricted funds					
General funds	238,420	120,912	(154,716)	1,730	206,346
Designated funds					
- Research	4,131	1,000	(5,131)	-	-
	<u>242,551</u>	<u>121,912</u>	<u>(159,847)</u>	<u>1,730</u>	<u>206,346</u>
Restricted funds					
Bristol Nightstop					
- BIG Lottery Fund Grant	45,748	124,899	(123,231)	(1,730)	45,686
Caring at Christmas					
- Zurich Community Fund	-	5,000	(5,000)	-	-
- John James Trust	-	6,000	(6,000)	-	-
365 Shelter					
- Bristol City Council	-	18,713	(3,173)	-	15,540
Development					
- Quartet	3,525	5,000	(6,411)	-	2,114
Safeplace					
- Raby Family Trust	-	2,000	(2,000)	-	-
	<u>49,273</u>	<u>161,612</u>	<u>(145,815)</u>	<u>(1,730)</u>	<u>63,340</u>
Total Funds	<u>291,824</u>	<u>283,524</u>	<u>(305,662)</u>	<u>-</u>	<u>269,686</u>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31st MARCH 2018

14 Analysis of net assets between funds	Tangible fixed assets £	Other net assets £	2018 Total £	2017 Total £
Unrestricted funds				
General funds	1,210	249,024	250,234	206,346
Restricted funds				
Bristol Nightstop				
- BIG Lottery Fund Grant	-	52,926	52,926	45,686
365 Shelter				
- Bristol City Council	-	-	-	15,540
- Sunrise Foundation	-	18,739	18,739	-
- Pret Foundation	-	5,250	5,250	-
The Common				
- Waterloo Foundation	-	8,479	8,479	-
Development				
- Quartet	-	-	-	2,114
Total restricted funds	-	85,394	85,394	63,340
	1,210	334,418	335,628	269,686

Analysis of net assets between funds - Prior Year

	Tangible fixed assets £	Other net assets £	2017 Total £	2016 Total £
Unrestricted funds				
General funds	1,199	205,147	206,346	238,420
Designated funds				
- Research	-	-	-	4,131
	1,199	205,147	206,346	242,551
Restricted funds				
Bristol Nightstop				
- BIG Lottery Fund Grant	-	45,686	45,686	45,748
365 Shelter				
- Bristol City Council	-	15,540	15,540	-
Development				
- Quartet	-	2,114	2,114	3,525
Total restricted funds	-	63,340	63,340	49,273
	1,199	268,487	269,686	291,824

15 Transactions with trustees and related parties

None of the Trustees have been paid any remuneration or benefits during the year.
Reimbursements to Trustees in respect of expenses for fulfilling their duties were not material.
Total donations to the Charity by Trustees during the year were £nil (2017: £285).

16 Taxation

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