



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2020 to 31 March 2021

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1 April 2020 to 31 March 2021

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO

Registered charity number: 1162616

Registered office and operational address:

c/o Age UK Bristol, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Ian McDowell Bickerton, Chair (appointed 25th July 2019)

Trish Mensah, Deputy Chair (appointed AGM 25th July 2019)

Judith Irene Brown, BOPF Ambassador (appointed 25th July 2019)

Christina Mary Stokes, Treasurer (appointed 28th March 2019)

David Elson (appointed 30th June 2015)

Taramati Mistry (appointed 5th November 2020)

Gloria Morris (appointed 30 June 2015)

Lyn Mitchell Porter (appointed AGM 25th July 2019)

Jenny Smith (appointed 12 November 2016)

Trustee resigned since 31 March 2020

Alun Davies (appointed 5th November 2020, resigned 4 February 2021)

Pat Gregory (appointed 23rd January 2020, resigned 1 June 2021)

Tony Wilson (appointed 30 June 2015, resigned 23 September 2021)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Finance & Administration Manager: Yolanda Pot

Engagement and Development Manager: Ian Patrick Quaife

Report of the Trustees for the period 1 April 2020 to 31 March 2021

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2020 to 31 March 2021.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the City.
- d. Promote activities that support the health and well-being of older people in Bristol.

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

1. COMMUNICATIONS

1.1. BOPF & BCC Covid-19 Newsletter

1.2. BOPF Website

1.3. BOPF Facebook

1.4. Zoom

2. BOPF PROJECTS

2.1. Voice & Influence Partnership (VIP)

2.2. BOPF Age Friendly Transport and Housing Projects

2.3. BOPF Challenging Ageism Workshops

2.4. BOPF Meetup Mornings

2.5. Bristol Join-up Project

2.6. BOPF Health Care Research

2.7. BOPF Consultation

2.8. Other BOPF Work

3. BOPF Membership

4. BOPF Open Forum Meetings

Achievements and performance

1. COMMUNICATIONS

1.1. BOPF & BCC Covid-19 Newsletter

In partnership with Bristol City Council (BCC), we have continued to produce a series of Covid information and advice newsletters throughout the year, both in hard copy and electronic formats. The publication and distribution costs are kindly funded by BCC. The newsletters have also included contributions from other organisations, in particular from the Bristol Support Hub, a partnership of charities and groups led by Age UK Bristol, of which BOPF is a member.

A significant proportion of our 3000 members are digitally excluded – i.e., not online - and some rely heavily on hard copy information to keep updated and in touch. The newsletters are specifically designed with this in mind, and have enabled BCC to provide our members with key information particularly about Covid-19, for example, on shielding, wearing face coverings, and testing sites. Through the newsletters, BOPF has been able to inform members about important projects and research we have been undertaking, including Life under Lockdown, the Housing Survey, and the Carers Survey. We have run articles on other topics such as Covid scams and claiming pension credit.

1.2. BOPF Website (www.bopf.org.uk)

In 2019, BOPF received grant funding from St Monica Trust and the John James Bristol Foundation to develop a new website, which was launched at the Open Forum in February 2020. A new website had been recommended in a consultant's report on transforming BOPF as a way of significantly developing our communications strategy.

The website has proved popular, with positive feedback received. The website has been particularly important during the Covid crisis, as it has enabled us to provide crucial information and links to our online members, and the outside world. The challenge throughout has been our capacity to keep the website as regularly updated as we would wish, and we unsuccessfully advertised for a volunteer to help us with website support. We will continue to explore every possible opportunity to find this support, including through grant applications.

1.3. BOPF Facebook

The Facebook Page has again been a vital way of communicating with our members and others, during the Covid pandemic. We have been able to post articles and snippets of information at short notice, and have also encouraged our members and Trustees to write articles of interest to our audience.

1.4. Zoom

As with many organisations, Zoom has become a crucial means of communication throughout the pandemic. For our bi-monthly Open Forum, we used to physically meet at Broadmead Baptist Church in the city centre. It became clear early on that this would be completely unviable, so we started using Zoom instead from September 2020. The first meeting attracted about 40 members, but it has steadily increased since then. We are very conscious that, as mentioned earlier, many of our members are not online and we are currently exploring ways to be increasingly inclusive, such as live streaming. Our Trustee Board has been meeting through Zoom since summer 2020, and it's now regularly used for many other meetings and get togethers, both internally and externally.

2. BOPF PROJECTS

All our work is based on the principle that older people should be centrally involved in all aspects of decision and policy making. This we believe is the best way of challenging ageism and ageist practices.

This year has been challenging in many ways but also rewarding as many of our diverse projects are making a real difference to BOPF members across the city. We hope this will continue over the next year and beyond.

2.1. Voice & Influence Partnership (VIP)

Our work with the Voice and Influence Partnership (VIP) is for the period May 2018 to September 2021. The Partnership is funded by the Bristol City Council and is made up of The Care Forum (the leading partner), Bristol Older People's Forum, Centre for Deaf and Hard of Hearing People, OTR LGBTQ+ (Off The Record), SARI (Stand Against Racism & Inequality) and WECIL (The West of England Centre for Inclusive Living).

The VIP has been created to help make sure that individuals, groups and communities whose voices aren't always heard are listened to, and are part of shaping Bristol's future.

We have now completed our third year of our three-year contract with Bristol City Council, to carry out formal consultation and ensure that the voice of older people is being heard. We are part of a group of organisations representing those who are disadvantaged in society (as set out in the 2010 Equalities Act).

With the pandemic the nature of this work has changed. The formal consultation work with Bristol City Council (BCC) (via our Open Forum) ceased in 2020. Face-to-face work with local projects and groups has also been curtailed. In response we have been able to continue to deliver Open Forum meetings to our online-members, supporters and other organisations via video conferencing (Zoom).

As part of VIP work, Ian Quaife, our Engagement and Development Manager, chairs the **Adult and Social Care Equalities Group** - comprising senior officers and councillors from BCC, voluntary sector organisations and officers from the Clinical Commissioning Group (CCG) and leading health providers Sirona. This is an important piece of work and enables BOPF to be at the centre of decision and policy making within this service.

VIP work also includes the current development of the **BOPF Advisory Group** as a formal structure to **Bristol's One-City Plan** (this is an over-arching strategy for the development of Bristol until 2050, made up of the voluntary, public and private sectors and other local interest groups). As part of this, we are working closely with the **BCC City Office** and **Bristol Ageing Better (BAB)** to establish BOPF as a key mechanism of future decision-making. Our members will, via the Advisory Group be able to influence, advise, design and deliver new policy and services that meet the main themes of the One-City Plan, including input into the Six Boards (including Transport, Housing and Health & Wellbeing) that sit within its structure. This will include a core involvement in the plan's annual 'refresh' (the yearly update of the plan).

This development has been shaped around Bristol is an **Age Friendly City** status and we will continue to work with BAB, ensuring that the recently developed Age Friendly Action Plan is reflected in the way the Council delivers its services to older people. Key to this is to ensure that **Ageism** (treating older people unfavourably) and age discrimination is eradicated from policy and service delivery.

2.2. BOPF Age Friendly Transport and Housing Projects

The funding for our transport and housing projects came to an end in the last year. We have however, continued to pick some of the important elements of this work through our VIP funding. Christina Stokes, BOPF board Trustee and Treasurer, now sits on the BCC Transport Board, and will represent our members at this important decision-making level. This year also saw the launch of our Housing Documentary Film, reflecting the lives of five of our members in their homes and communities. This built upon the themes identified in last year's housing research survey. Going forward, we plan to continue the work of our Housing Action Group over the next year.

2.3. BOPF Challenging Ageism Workshops

In the last year we have delivered 9 Challenging Ageism Workshops to 135 participants. These have been successful and demand is high, with numbers of people from Bristol (and even across the world!) increasing month by month. The sessions include an exploration of ageism, age discrimination in the work place and ageist stereotypes (younger and older), using the knowledge and experiences of the participants to highlight the realities of age inequality.

2.4. BOPF Meetup Mornings

In March 2021 we were successful in obtaining funding from Quartet for our *BOPF Meet-up Mornings* to be delivered during the period March to December 2021. This project has been set up to give on-line members a chance to get together for a social chat about memories from the past, as well discussing current issues. The sessions are hosted by Pat Gregory a longstanding member and BOPF Trustee and Ambassador Judith Brown. It's informal and relaxed and has proven to be a great success.

2.5. Bristol Join-up Project

This period has also seen the continuation of our Life Under Lockdown research project (funded by the National Lotteries Community Fund via The Care Forum as part of the Bristol Join Up Partnership – five projects supporting older people). This work has focussed on the challenges facing older people during the first two lockdowns. Our first survey report was published last year and the second of three reports, includes individual and group interviews, conducted at the tail end of last year through to February 2021. It also includes research into the effects of Covid-19 on the care home sector.

2.6. BOPF Health Care Research

During the year we were commissioned by Bristol City Council Adult and Social Care Commissioning Team to look into the challenges for carers and those they care for. **The Carers Report** was a major piece of research, established to inform the council's new strategy for services that support unpaid carers (a majority being older people), responsible for looking after husbands, wives, partners, siblings and sometimes friends. This work was completed in April 2021, and BCC are now taking the findings forward into their future planning.

2.7. BOPF Consultation

We continue to deliver a range of commissioned consultation and advice work to other organisations. These include an age activism project called **Platform 60**. This is a developing network of UK wide older activists looking to address nationwide and local issues affecting older people. Working through the Tudor Trust and with support from Independent Age, BOPF are

advising on Platform 60's organisational structure, communications plan and future project management.

We also continue to advise a number of other local projects, including the **Campaign for Liveable Neighbourhoods Feeding Bristol**, **Wessex Water** and the **Voi E-scooter** trials in Bristol. Indeed, approaches from outside organisations requesting our support and guidance on working with older people are increasing, reflecting BOPF's reputation and professionalism as an organisation.

Much of this work is focussed on how projects can improve their communications and development work to ensure that older people are not portrayed or treated in a stereotypical or negative light.

2.8. Other BOPF Work

We have hosted with Age UK Bristol, two **Open Mic Night Events** (On Zoom), featuring the many creative singing and poetic talents of older people across Bristol. These have been well-attended and enjoyable fun events. Another arts-based project has also recently been completed, featuring five of our members working in partnership with a project called **Ad Infinitum**. Each participant used writing, poetry and art to explore how they were meeting ever-day personal challenges, such as the current pandemic.

We also continue to answer any questions or concerns from our members via the office phone or on email. Sometimes this is specific queries, which we can deal with in the office, or just a member phoning for a chat. Whichever, every one of these calls is important to us and we are always available throughout the week to help out where we can.

3. BOPF Membership

BOPF has almost 3000 members over 55 years old, and can therefore legitimately claim to speak for a significant number of older people in the city. As part of the Voice and Influence Partnership, we have had a sustained drive to sign up more members over the last three years.

It remains a clear goal to continue to increase both BOPF membership and also attendance at Open Forum meetings, particularly amongst minority communities, as these are seen as two key ways of extending the influence of BOPF with decision-makers and strengthening the voice of older people in the city.

People over 55 years living in Bristol can sign up to become members via the BOPF Website:

<https://www.bopf.org.uk/about/become-a-member/>

Table - Number of BOPF Members

	2020-21	2019-20	2018-19	2017-18	2016-17
Total members	31 Mar 21: 2830	31 Mar 20: 2792	31 Mar 19: 2675	31 Mar 18: 2707	31 Mar 17: 2747
New BOPF members	276	205	130	67	69
Ceased BOPF members	238	88	162	107	67
Members on email	688	616	464	365	294

4. BOPF Open Forum Meetings

Our bi-monthly BOPF Open Forum Meetings are an opportunity for people to come together and meet others, listen to speakers and get involved. They are very much about socialising, learning, participating and campaigning. We have again this year brought to the Open Forum speakers who can both inspire and inform, and topics covered have included: living with Covid-19 and *Life Under Lockdown*, challenging ageism, tackling climate change, living with diabetes and walking for health. You will find a list of our speakers below.

During 2020-2021 we held 5 Open Forum Zoom Meetings: Our AGM, 3 Open Forum meetings and the BOPF Housing Film Screening. These attracted a total of 304 attendees.

Table – Open Forum attendance

Open Forum (OF) attendance	2020-21	2019-20	2018-19
No of meetings	5	6	6
Attendance	304	334	226

SPEAKERS at our Open Forum Meetings and AGM

1. **BOPF AGM 1**, 24 September 2020. Zoom Panellists: 10; Attendees: 22, Total: 32
 - **Karin Smyth MP - *My work as a Bristol Member of Parliament***
 - **David Saunders, *Solar on Our Roofs - How We Can Tackle Climate Change***
 - **BOPF Project update, Ian Quaife, BOPF Engagement & Development Manager**
2. **BOPF Open Forum 2**, 26 November 2020, Zoom Meeting Registration: 55
 - **Cllr Asher Craig, Bristol Deputy Mayor and Cabinet Member for Communities, Equalities and Public Health**
 - ***Contents of Asher's presentation:***
 1. *Covid-19 update in Bristol and its impact on vulnerable communities*
 2. *Bristol's response to the Black Lives Matter movement*
 3. *Disability Equality Commission*
 - **Activist Memories Project** - BOPF Trustees: Tony Wilson and Trish Mensah
 - **Walking for Health** - Ian Bickerton, BOPF Chair and Julie Boston, Campaigner
 - **Life under Lockdown Research - Interactive Session** led by Ian Quaife, BOPF Engagement & Development Manager
3. **BOPF Open Forum 3**, 25 February 2021, Zoom Meeting Registration: 85
 - **National Pensioners Convention <https://www.npcuk.org>**
Jan Shortt, General Secretary, *The Impact of Ageism on Older People's Rights*
 - **Diabetes UK www.diabetes.org.uk**, Verity McLelland, Regional Volunteering and Outreach Manager (South West)
 - **BOPF New Project: *Meetup Mornings 2021 - Initial Ideas*** led by Ian Quaife, BOPF Engagement and Development Manager
4. **BOPF Housing Film Screening**, 5 March 2021, Zoom Meeting Registration: 132
 - **Film background & Role of the Funders: BOPF**, Ian Quaife;
Bristol Ageing Better, Laura Thacker and **Care & Repair England**, Elly Hopkins
 - **Panel Discussion: *How can we ensure that older people are meaningfully involved in the design, development and delivery of housing policy?***
 - **Paul Smith:** CEO Elim Housing Association (previously cabinet member for housing at Bristol City Council)
 - **Tony Wilson:** BOPF Housing Action Group member and Brunel Housing Board Member
 - **Oona Goldsworthy:** CEO of Brunel Housing
 - **Cllr Helen Godwin:** Chair of Bristol Homes & Communities Board
 - **Neil Maggs:** Film Maker, Maggs Smart Media Director

Financial Review

At the end of this financial year there was a surplus of £1168 in unrestricted funds and a deficit of £240 in restricted funds. Unrestricted reserves are £24,328 and restricted reserves are £16,107.

Going concern

We were successful this year in attracting £58,456 in grants, donations and charitable and other activities.

We had a contract worth £60,000 with The Care Forum for the Bristol City Council's **Voice & Influence Partnership** commissioning equality work, for the 3-year period, May 2018 to May 2021. This has been extended until 30 September 2021.

We have £920 remaining of the grant received from Bristol Ageing Better to run 3 more **Challenging Ageism Workshops** during April to June 2021.

We also received a £2000 grant from Bristol City Council for the **Future Parks Project** to be carried out during April to November 2021.

We have £4800 from Age UK (Bristol) to produce **4x BOPF & BCC Covid-19 Newsletters** to be published during the 2021-22 period.

We have £4280 from Quartet to deliver **14x Meet-Up Mornings** which will continue through until December 2021.

There is a small amount of money paid to us by Bristol City council Adult and Social Care Commissioning Team for one more month of work on **Our Informal Carers Research Project**.

We will receive an additional £2445 from the Care Forum for the **Bristol Join-up Project** for the Life Under Lockdown work which will continue until December 2021

In April 2021 we will receive £500 from **Ad Infinitum** for a Creating Arts Project taking place during March to May 2021.

We also collect donations from members via our website and newsletter, and attract income from advertising in the newsletter.

The Trustees are therefore confident that the charity is a going concern and will remain so for the coming financial year.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, Governance and Management

Governing document

BOPF is a Charitable Incorporated Organisation governed by its constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on the 31st March 2021, there were 2830 members.

Organisation

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the BOPF Project and Finance Manager, and BOPF Engagement and Development Manager, in conjunction with the BOPF Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Trustees can claim public transport or petrol travel expenses to Trustee Meetings and Open Forum meetings. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

Trustees

The Trustees continued to meet regularly throughout the year at Zoom Trustee Board meetings and at the new Informal Trustee Get Togethers. The Board, the formal decision-making body, regularly considered a range of reports on, for example, the latest financial position of BOPF including grants updates, the Chair's report, the BOPF Ambassador's report, progress on the consultant's Transformation Action Plan, Voice and Influence Partnership feedback, and the agendas for future Open Forum meetings. Reports to the Board were also made by the Engagement and Development Manager and the Finance and Administration Manager.

The Informal Trustee Get Togethers were introduced to enable Trustees to have a more informal and relaxed wide-ranging discussion. There are no agendas or minutes for these Get Togethers, and they have no decision-making powers. The Terms of Reference were agreed at the Trustee Board. They have proved successful, particularly at a time when Trustees have been physically unable to meet.

As at the end of March 2021, there were 11 Trustees on the Board, including the Chair, Vice-Chair, Treasurer, and Ambassador. Induction sessions were provided new Trustees. During summer 2020, Trustees updated all BOPF policies and, together with the Manifesto, these were agreed at the September 2020 Trustee Board. The Chair very frequently sends out Trustee Updates, so Trustees are kept informed of key developments in between meetings. Trustees represent BOPF on a wide range of external organisations and bodies, and this is kept under regular review by the Board.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

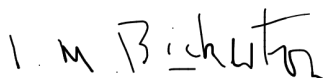
The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 2nd July 2021 and signed on their behalf by:



Ian Bickerton
BOPF Chair



Christina Stokes
Treasurer

Independent Examiner's Report to the Trustees of Bristol Older People's Forum CIO

I report the accounts of the charity for the period from 1 Apr 2020 to 31 March 2021 which are set out on pages 16 to 25.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination was carried out in accordance with 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 seeking explanations from the 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Rupert Taylor
Easton Business Centre, Felix Road, Bristol, BS5 0HE

5th July 2021

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

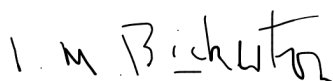
1 April 2020 to 31 March 2021

	Note	Unrestricted funds 2020-21	Restricted funds 2020-21	Total funds 2020-21	Total funds 2019-20
		£	£	£	£
Income					
Donations	3	588	-	588	838
Total Grants		-	54,702	54,702	70,528
Total charitable activities	4	-	54,702	54,702	70,528
Other trading activities	5	2,450	670	3,120	1,105
Investments	6	46	-	46	79
Total Income		3,084	55,372	58,456	72,549
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	7				
BOPF Management		1,916	-	1,916	1,597
Voice & Influence Partnership		-	23,667	23,667	20,125
BOPF Website		-	-	-	3,500
BAB Participating Network		-	-	-	2,250
BOPF Age Friendly Transport Project (BAB)		-	5,295	5,295	14,705
BOPF Age Friendly Housing Project (BAB)		-	2,068	2,068	13,332
BOPF & BCC Covid Newsletter		-	2,100	2,100	-
BOPF Challenging Ageism Workshops		-	8,481	8,481	-
BOPF Meetup Mornings		-	720	720	-
Bristol Join-up Project		-	9,586	9,586	1,101
BOPF Health Care Research		-	2,226	2,226	-
BOPF Consultation		-	970	970	-
Celebrating Age Festival		-	500	500	-
Other Group Projects		-	-	-	2,185
Total charitable activities		1,916	55,612	57,528	58,796
Total Expenditure		1,916	55,612	57,528	58,796
Net income/expenditure		1,168	(240)	928	13,754
Transfers between funds		-	-	-	-
Net movement in funds		1,168	(240)	928	13,754
Reconciliation of funds		-	-	-	-
Total funds brought forward		23,160	16,347	39,507	25,753
Total funds carried forward		24,328	16,107	40,435	39,507

BALANCE SHEET

31 March 2021

Note ref.		Total funds 31 Mar 2021	Total funds 31 Mar 2020
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	Current assets:		
13	Debtors	-	107
	Cash at bank and in hand		
	Unity Trust Bank	20,492	19,545
	Triodos bank	19,939	19,893
	PayPal	93	-
	Petty cash	61	66
	<i>Total current assets</i>	40,585	39,612
	Liabilities:		
14	Creditors: Amounts falling due within one year	150	105
	Prepaid Income	-	-
	Total current liabilities	150	105
	<i>Net current assets</i>	40,435	39,507
	<i>Total assets less current liabilities</i>	40,435	39,507
	Total net assets	40,435	39,507
	The funds of the charity:		
15	Restricted income funds	16,107	16,347
	Unrestricted funds		
	General fund	6,328	5,160
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	24,328	23,160
	Total charity funds	40,435	39,507

Approved by the Trustees on 2nd July 2021 and signed on their behalf by:

Ian Bickerton
BOPF Chair

Christina Stokes
Treasurer

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, for Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £300 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:

IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

	2021	2020
Gifts and donations	£	£
Website donations	95	-
Open forum donations	-	136
Newsletter donations	220	332
Newsletter donations Gift Aid	-	100
Other Donations	273	270
Total Gifts & donations	588	838

4. Income from charitable activities

Grants	2021	2020
	£	£
Voice & Influence Partnership	24,500	20,000
Bristol Join-up Project (Covid-19 Research)	7,702	2,985
Quartet (Meetup Mornings)	5,000	-
Age UK Bristol (Newsletter)	5,100	-
BAB Challenging Ageism Workshops	4,400	5,000
BCC Adult & Social Care (ASCCT) (Research)	3,000	-
BCC Neighbourhoods & Communities (Parks Project)	2,000	-
Bristol City Council (Newsletter)	1,200	-
Tudor Trust (Consultation)	500	-
Wessex Water (Consultation)	400	-
Celebrating Age Festival (Open Mic Night Event)	500	-
BAB Participating Network	-	2,250
St Monica Trust (website)	-	3,000
John James Bristol Foundation	-	500
BAB Age Friendly Transport Project	-	20,000
BAB Age Friendly Housing Project	400	15,000
LinkAge Network	-	1,500
BAB Kickstart	-	293
Total income from charitable activities	54,702	70,528

5. Income from other trading activities

	2021	2020
	£	£
Newsletter Adverts	3050	-
Stalls	-	40
Mailout Income	-	1065
Consultancy	70	-
Total income earned from other trading activities	3120	1,105

6. Investment income

Investment income of £46 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities

1 April 2020 - 31 March 2021

		BOPF Unrestricted funds	Total Restricted	Total 2020 -21	Total 2019-20
	Basis of apportionment	Total Unrestricted £	Total Restricted	Total 2020 -21	Total 2019-20
Direct costs					
Salaries, NI & pension	75% of staff time	-	32,644	32,644	-
Freelance fees		-	824	824	26,893
Consultation fees		-	-	-	2,079
Staff expenses		-	-	-	2,600
Grants		-	3,025	3,025	198
Newsletter Printing		-	735	735	1,927
Newsletter Mailing		-	273	273	446
Newsletter Postage		-	1,110	1,110	2,365
Venue costs		-	-	-	787
Event costs		-	-	-	-
Transport costs		-	-	-	63
Meeting costs		-	-	-	92
Trustee expenses		-	-	-	163
Project expenses		-	984	984	1,571
Communications costs		-	1,080	1,080	1,709
Other expenses		-	-	-	-
Total direct costs		-	40,674	40,674	40,892
Indirect costs (Overheads)					
Salaries	25% of staff time	-	10,881	10,881	8,964
Freelance fees		-	-	-	693
Governance (see note 8)		288	-	288	593
Office costs (see note 8)		1,628	4,056	5,685	7,654
Total overheads (indirect costs)		1,916	14,937	16,854	17,903
Total charitable activity costs		1,916	55,612	57,528	58,795

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs			Basis of apportionment
	unrestricted	restricted	Total 2020-21	
	£	£	£	
Governance				
Salaries, NI & Pension	-	2,394	2,394	Staff time
Freelance fees	-	-	-	Freelance time
Independent Examination	150	-	150	Governance
Trustee expenses	-	-	-	Governance
Info Commissioners Office (ICO)	40	-	40	Governance
Trustee meetings refreshments	-	-	-	Governance
Trustee training	-	-	-	Governance
Membership (Voscur, NPC)	65	-	65	Governance
PR (cards)	33	-	33	Governance
Total Governance	288	2,394	2,682	
Office costs				
Salaries, NI & Pension	-	8,487	8,487	staff time
Freelance fees	-	-	-	Freelance time
Staff CPD	159	-	159	Office costs
Insurance	427	-	427	Office costs
Rent	159	3,925	4,084	Office costs
Telephone	293	131	424	Office costs
Bank charges	74	-	74	Office costs
Printing	-	-	-	Office costs
Postage	5	-	5	Office costs
Stationary	-	-	-	Office costs
Depreciation	-	-	-	Office costs
Hardware	-	-	-	Office costs
IT Maintenance	291	-	291	Office costs
Website hosing	120	-	120	Office costs
IT Software	101	-	101	Office costs
Total Office costs	1,628	12,544	14,172	
Total Support costs	1,916	14,937	16,854	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2019-20 £	Restricted funds 2019-20 £	Total funds 2019-20 £	Total funds 2019-20 £
Salaries	-	42,621	42,621	37,740
Social Security costs	-	-	-	-
NEST Pension contributions	-	904	904	888
Total staff costs	-	43,525	43,525	38,628

No employees had employee benefits in excess of £60,000 (2020 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

No Trustees received expenses during the year (2019-20 £311). In the previous year Trustee expenses were for travel and parking costs for the furtherance of the CIO's charitable objects. However due to Covid-19 this year no travel or parking expenses have been incurred.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 1.5 staff (2020 1.5). This equates to an average of 0.9 full-time member of staff (2020 0.9).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol. The total of such grants in 2020-21 was £6,200 (2019-20 nil).

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2020	1,334	1,334
Additions	-	-
As at 31 March 2021	1,334	1,334
Depreciation		
As at 1 April 2020	1,334	1,334
Charge for the year	-	-
As at 31 March 2021	1,334	1,334
Net book value	-	-
As at 1 Apr 2020	-	-
As at 31 March 2021	-	-
<i>Balance at 31 March 2020</i>	-	-

13. Debtors

	2021 £	2020 £
Trade debtors	-	107
Prepayments	-	-
	-	107

14. Creditors: amount falling due within one year

	2021 £	2020 £
Sundry creditors	-	5
Accruals	150	100
	150	100

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 March 2021
	£	£	£	£	£
General fund	5,160	3,084	1916	-	6328
Designated fund	18,000	-	-	-	18,000
Total	23,160	3,084	1916	-	24,328

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

16. Analysis of movements in restricted funds

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 March 2021
	£	£	£	£	£
Voice & Influence Partnership	2,500	24,500	23,667	-	3,333
Bristol Join-up Project	1,884	7,702	9,586	-	-
Quartet (Meetup Mornings)	-	5,000	720	-	4,280
Bristol City Council (Newsletter)	-	1,200	1,200	-	-
Age UK Bristol (Newsletter)	-	5,100	300	-	4,800
South Gloucestershire CCG (Newsletter)	-	600	600	-	-
BAB Challenging Ageism Workshops	5,000	4,400	8,481	-	919
BCC Adult & Social Care (ASCCT)	-	3,000	2,226	-	774
BCC Neighbourhoods & Communities (Parks Project)	-	2,000	-	-	2,000
Tudor Trust (Age Activism Peer Learning Group)	-	500	500	-	-
Blue Marble Research (Wessex Water Consultation)	-	400	400	-	-
Voi Technology UK Ltd (eScooters Consultation)	-	70	70	-	-
Age UK Bristol (Celebrating Age Festival)	-	500	500	-	-
BAB Age Friendly Transport	5,295	-	5,295	-	-
BAB Age Friendly Housing	1,668	200	1,868	-	-
Care & Repair (Housing Project)	-	200	200	-	-
Total	16,347	55,372	55,612	-	16,107

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