



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2021 to 31 March 2022

Annual Report & Accounts

1 April 2021 to 31 March 2022

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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:

Christina Mary Stokes, Chair

Trish Mensah, Deputy Chair

Judith Irene Brown, BOPF Ambassador

Ian McDowell Bickerton

David Elson

Sarwat Manzur (appointed 2 July 2021)

Taramati Mistry

Gloria Morris

Lyn Mitchell Porter

Trustee resigned since 31 March 2021

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

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

Jenny Smith (appointed 12 November 2016, resigned 17 March 2022)

Bankers

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

Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Yolanda Pot, BOPF Finance & Administration Manager

Ian Patrick Quaife, BOPF Development & Engagement Manager

Report of the Trustees for the period 1 April 2021 to 31 March 2022

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2021 to 31 March 2022.

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 2019) - (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:

Achievements and performance

CONTENTS

1. BOPF PROJECTS

1.1. Voice & Influence Partnership (VIP)

1.2. BCC Bristol Impact Fund 2

1.2.1. BOPF Open Forum Meetings

1.2.2. BOPF Challenging Ageism Workshops

1.2.3. BOPF Meetup Mornings

1.2.4. BOPF Digital Inclusion Project workshops

1.2.5. BOPF & BCC Newsletter

1.2.6. Platform60 Project

1.2.7. The BOPF Advisory Group

1.2.8. BOPF Consultations

2. BOPF Membership

1. BOPF PROJECTS

2022 has been a challenging and exciting year for us. We were successful in obtaining the Bristol Impact Fund 2, four-year core funding from the Bristol City Council, which means we are able to continue all our main services and develop new ones as well. We have also been working on projects from other sources of funding.

We have a small staff team of two, strongly supported by our Board of Trustees and deliver a wide range of services on behalf of the BOPF members.

All our work is based on the principle that older people should be at the centre of decision and policy making. This for us is the best way of challenging ageism, age discrimination, negative ageist stereotyping and promoting civic responsibility.

'We speak **as** older people not **for** older people.'

1.1. Voice & Influence Partnership (VIP)

Our work with the Voice and Influence Partnership (VIP) was for the period May 2018 to September 2021. The Partnership was funded by the Bristol City Council and was 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 was 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.

In September 2021 we completed our three and a half-year contract with Bristol City Council, to carry out formal consultation and ensure that the voice of older people was heard.

1.2. BCC Bristol Impact Fund 2

1.2.1. BOPF Open Forum Meetings

Our Bi-Monthly Open Forum meetings, post-Covid have so far been via Zoom and we continue to attract healthy numbers. We have again this year attracted speakers who can both inspire and inform, with a focus on issues raised by our BOPF members.

SPEAKERS at our Open Forum Meetings and AGM

1) BOPF Open Forum 1, 29 April 2021. Zoom Registration: 51

- **Moving Bristol Forward Campaign - Clean Air, Better Transport, Emilia Melville**
<https://www.movingbristolforward.co.uk/>
- **Liveable Neighbourhoods for Bristol Campaign, Alan Morris, hello@liveablebristol.org.uk**
- **Black Lives Matter, Rob Mitchell, Creative Media Producer and Ros Martin**
- **GoJauntly Walking App and the Bristol Walk Festival, Claudette Anderson**
<https://www.gojauntly.com/>

2) BOPF Open Forum 2, 24 June 2021, Zoom Registration: 118

- **Marvin Rees, Mayor of Bristol, Marvin sets out his vision for the next 3 years in Bristol, focusing on 3 THEMES: Inclusion, Sustainability, Biodiversity and Delivery**
- **Digital Inclusion - How do we get more older people on Zoom?**
Facilitator: Ian Quaife, BOPF Development and Engagement Manager
- **Diabetes Type 2 Peer Support Service, Brigstowe, Robyn Taylor, Peer Support Coordinator, www.brigstowe.org**

3) BOPF AGM & Open Forum 3, 23 September 2021, Zoom Registration: 67

- **Brunelcare Service, Help When You Need It - Support Within the Community**
Femi Robinson, Support Services Manager
- **The Bristol Impact Fund - Our Vision for the next Four Years**
Ian Quaife, BOPF Development and Engagement Manager spoke about:
BOPF's 4 Year Work Programme including: BOPF Open Forums, BOPF and BCC Covid-19 Newsletter, Digital Champions Project, BOPF Meetup Mornings, BOPF Challenging Ageism Workshops and the BOPF Advisory Group.
- **Election of BOPF Trustees**

4) BOPF Open Forum 4, 18 November 2021, Zoom Registration: 60

- **A One City Food Equality Strategy 2022 - 2032, Bristol City Council Consultation**
Lucy Jackman, <https://feedingbristol.org/>
- **Dan Norris, Mayor of West of England Combined Authority (WECA)**
- **BOPF Bristol Older People's new Advisory Group**, Ian Quaife, BOPF Development and Engagement Manager

5) BOPF Open Forum 5, 10 February 2022, Zoom Registration: 70

- **BOPF Work Update - The Bristol Impact Fund (BIF2) and *Our Vision for the Next Four Years***, Ian Quaife, BOPF Development and Engagement Manager
- **Bristol Walking Alliance, '*50 Ways to Better Walking*'**
Dr Suzanne Audrey, Executive member, Bristol Walking Alliance, Senior Research Fellow in Public Health, University of Bristol.
- **Launch of Bristol Older People's Forum Advisory Group, Marvin Rees, Elected Mayor of Bristol, Pre-recorded introduction, *How will it work? & Q&A***, Ian Quaife, BOPF Development and Engagement Manager.

6) BOPF Open Forum 6, 24 March 2022, Zoom Registration: 60

- **Police & Crime Commissioner (PCC), Mark Shelford, *Economic and Cyber Crime and the ROLE of the PCC***
- **Continence Care, Nikki Cotterill (NC), Professor in Continence Care, Centre for Health and Clinical Research, UWE**
- **BOPF Work Update** - Ian Quaife, BOPF Development and Engagement Manager.

1.2.2. BOPF Challenging Ageism Workshops

Our monthly Challenging Ageism Workshops continue to be well attended. The focus is on people's lived and professional experiences of age discrimination. We explore how we can work collectively and individually to challenge ageist assumptions of older people based on negative stereotypes.

1.2.3. BOPF Meetup Mornings

The monthly Meetup Mornings Discussion Group has been running throughout the year, with invited guests leading discussions on a diverse range of subjects, from local wildlife, phone and internet scamming and the challenges of Osteoporosis.

1.2.4. BOPF Digital Inclusion Project workshops

Working with a number of partners including NHS Health Watch, the BOPF Digital Inclusion Project workshops are now under way, with sessions taking place across the city. This initiative is aimed at older people who are looking for one-to-one support to improve their skills on their own phones, tablets or laptops.

1.2.5. BOPF & BCC Newsletter

Our BOPF Newsletter, in partnership with Bristol City Council, has continued with a focus on the Covid pandemic and the recovery. Moving forward, as part of a City-wide approach, we will be featuring news and information to help offset some of the worst effects of the cost-of-living crisis.

The newsletter comes out three times a year and is available as a hard-copy posted out or as an on-line version.

1.2.6. Platform60 Project

Platform 60 is a new project we are working on. This is based around the development of a website providing information on issues affecting older people and local and national campaigns, as well as a focus on culture and identity. We are working towards Platform 60 becoming a fully independent organisation, with a national focus.

1.2.7. The BOPF Advisory Group

The **BOPF Advisory Group** is part of a formal arrangement with Bristol City Council, which enables us to advise, consult and offer expertise around key issues, such as housing, transport and social care. We now have members of our BOPF board in key positions on the Homes & Communities Board and the Transport Board, which forms part of the One-City Plan vision for Bristol.

1.2.8. BOPF Consultations

We continue to deliver a range of commissioned consultation and advice work to other organisations. These include **Ad Infinitum - Creative Chats** (workshops), **Nuffield Council on Bioethics** (Workshop), **BCC Extra Care Housing Consultation** (workshop),

We also continue to advise a number of other local projects, including the **Women in Property South West**, **BCC Bristol Harbour Festival Consultation** and **Turning Silver to Gold**. 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. BOPF Membership

BOPF Membership remains at just under 3000 but we are striving to attract more older people to join. This will be a main focus over the coming year.

Financial Review

At the end of this financial year there was a total of £24,845 in unrestricted funds compared to £24,328 in the previous year, so we had a surplus of £517 in total unrestricted funds. Of the £24,844 unrestricted funds, £18,000 are designated funds and £6,845 are general funds. The total restricted funds carried forward stood at £3,105.

Going concern

We were successful this year in attracting £35,253 in grants, £1,540 in donations and legacies and £4009 in other trading activities.

We were successful with our **Bristol Impact Fund 2 (BIF)** bid to the Bristol City Council for **£195,940** for the period October 2021 to September 2025, broken down as follows:

October 2021 - September 2022: £47,231; October 2022 - September 2023: £48,971

October 2023 - September 2024: £49,867; October 2024 - September 2025: £49,871

For this period, we received **£23,616** of our **BCC Bristol Impact Fund grant**.

Our 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, was extended until 30 September 2021 with an additional **£8192**.

We received an additional **£2445** from the **Care Forum** for the Bristol Join-up Project for the Life Under Lockdown work until December 2021.

We received a **£1000** grant from **Tudor Trust** for the Platform60 project.

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

We received a **£2000** grant from **BCC Neighbourhoods & Communities Service** in December 2020 for the Future Parks Project carried out during April to November 2021.

We brought forward **£4800** received from **Age UK Bristol** to produce 4x *BOPF & BCC Covid-19 Newsletters* to during the 2021-22 period.

We brought forward **£4280** of the £5000 grant received from **Quartet** to **deliver 14x Meetup Mornings until December 2021**.

We brought forward **£774** of the £3000 grant received from the **BCC Adult and Social Care Commissioning Team** for work on the Informal Carers Research Project.

We received **£845** from **Nuffield Council on Bioethics** for BOPF Consultancy and a membership engagement workshop during July-August 2021.

We received **£500** from **Ad Infinitum** for a Creating Arts Project which took place during March to May 2021.

We received **£1037** from **BCC Adult Social Care** for the BCC Extra Care Housing Consultation Zoom Workshop 15 July 2021.

We received **£500** from **Curam Care** for an advert in the *BOPF & BCC Covid-19 Newsletter*.

We received **£770** for **Miscellaneous workshops**

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 (CIO) 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 2716 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 Finance and Administration Manager and the 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 Trustee Board meetings and at the 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 and the agendas for future Open Forum meetings. Reports to the Board were also made by the BOPF Development and Engagement 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, due to the Covid pandemic.

As at the end of March 2022, there were 9 Trustees on the Board, including the Chair, Vice-Chair, and BOPF Ambassador. Induction sessions were provided to new Trustees. During summer 2021, Trustees updated The Staff and Trustee Induction Policies and the BOPF Financial Management and Controls Policy; these were agreed at the July 2021 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.

Our BOPF Ambassador sits on the following boards: The NHS Ageing Well Board, Bristol City Council One City Home and Communities Board, Bristol City Council People Scrutiny, Bristol City Council One City Board, BCC One City Living Rent Commission.

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 (Statement of Recommended Practice);
- 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 21 July 2022 and signed on their behalf by:



Christina Stokes
BOPF Chair



Trish Mensah
BOPF Deputy Chair

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

I report to the charity trustees on my examination of the accounts of the above charity for the year ended 31st March 2022 which are set out on pages 13 to 22.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

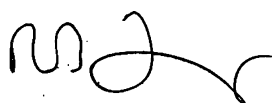
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



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

24 August 2022

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2021 to 31 March 2022

	Note	Unrestricted funds 2021-22	Restricted funds 2021-22	Total funds 2021-22	Total funds 2020-21
		£	£	£	£
Income					
Donations and legacies	3	1,540	-	1,540	588
Grants		-	35,253	35,253	54,702
Charitable activities	4	-	35,253	35,253	54,702
Other trading activities	5	4009	-	4009	3,120
Investments	6	9	-	9	46
Total Income		5,558	35,253	40,811	58,456
Expenditure on:					
Charitable activities	7				
BOPF Management		1,540	-	1,540	1,916
BCC Bristol Impact Fund 2		-	22,911	22,911	-
Voice & Influence Partnership		-	11,526	11,526	23,667
BOPF Age Friendly Transport Project (BAB)		-	-	-	5,295
BOPF Age Friendly Housing Project (BAB)		-	-	-	2,068
BOPF & BCC Covid Newsletter		292	2,400	2,692	2,100
BOPF Challenging Ageism Workshops		-	920	920	8,481
BOPF Meetup Mornings		-	4,280	4,280	720
Bristol Join-up Project		-	2,445	2,445	9,586
BOPF Health Care Research		-	774	774	2,226
Tudor Trust - Platform60		-	1,000	1,000	-
BOPF Consultation		3,209	2,000	5,209	970
Celebrating Age Festival		-	-	-	500
Total charitable activities		5,041	48,255	53,296	57,528
Total Expenditure		5,041	48,255	53,296	57,528
Net income/expenditure		517	- 13,002	- 12,485	928
Transfers between funds		-	-	-	-
Net movement in funds		517	- 13,002	- 12,485	928
Reconciliation of funds		-	-	-	-
Total funds brought forward		24,328	16,107	40,435	39,507
Total funds carried forward		24,845	3,105	27,950	40,435

BALANCE SHEET

31 March 2022

Note ref.		Total funds 31 Mar 2022	Total funds 31 Mar 2021
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	Current assets:		
13	Debtors	-	-
	Cash at bank and in hand		
	Unity Trust Bank	7,799	20,492
	Triodos Bank	19,949	19,939
	PayPal	301	93
	Petty cash	51	61
	<i>Total current assets</i>	28,100	40,585
	Liabilities:		
14	Creditors: Amounts falling due within one year	150	150
	Prepaid Income	-	-
	Total current liabilities	150	150
	<i>Net current assets</i>	27,950	40,435
	<i>Total assets less current liabilities</i>	27,950	40,435
	Total net assets	27,950	40,435
	The funds of the charity:		
15	Restricted income funds	3,105	16,107
	Unrestricted funds		
	General fund	6,845	6,328
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	24,845	24,328
	Total charity funds	27,950	40,435

Approved by the Trustees on 21 July 2022 and signed on their behalf by:


Christina Stokes
BOPF Chair

Trish Mensah
BOPF Deputy Chair

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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 2019) - (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 £500 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

	2022	2021
Gifts and donations	£	£
Website donations	-	95
Newsletter donations	25	220
Other Donations	515	273
Legacies	1000	-
Total Gifts & donations	1,540	588

4. Income from charitable activities

Grants	2022	2021
	£	£
BCC Bristol Impact Fund 2	23,616	-
Voice & Influence Partnership	8,192	24,500
Bristol Join-up Project (Covid-19 Research)	2,445	7,702
Quartet (Meetup Mornings)	-	5,000
Age UK Bristol (Newsletter)	-	5,100
BAB Challenging Ageism Workshops	-	4,400
BCC Adult & Social Care (ASCCT) (Research)	-	3,000
BCC Neighbourhoods & Communities (Parks Project)	-	2,000
Bristol City Council (Newsletter)	-	1,200
Tudor Trust (Consultation)	1,000	500
Wessex Water (Consultation)	-	400
Celebrating Age Festival (Open Mic Night Event)	-	500
BAB Age Friendly Housing Project	-	400
Total income from charitable activities	35,253	54,702

5. Income from other trading activities

	2021	2021
	£	£
Newsletter adverts	650	3050
BOPF Consultancy	3,359	70
Total income earned from other trading activities	4,009	3120

6. Investment income

Investment income of £9 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities
1 April 2021 - 31 March 2022

		Unrestricted funds	Restricted funds	Total 2021 -22	Total 2020-21
	Basis of apportionment	Total Unrestricted £	Total Restricted	Total 2020 -21	Total 2020-21
Direct costs					
Salaries, NI & pension	75% staff time	2,296	31,689	33,986	32,644
Freelance fees		-	774	774	824
Consultation fees		-	-	-	-
Staff expenses		-	16	16	-
Grants		-	-	-	3,025
Newsletter Printing		-	-	-	735
Newsletter Mailing		-	-	-	273
Newsletter Postage		-	-	-	1,110
Trustee expenses		11	-	11	-
Project expenses		-	-	-	984
Communications costs		-	408	408	1,080
Total direct costs		2,307	31,887	35,194	40,674
Indirect costs (Overheads)					
Salaries	25% staff time	765	10,563	11,329	10,881
Other staff costs (CPD, training)		542	-	542	-
Governance (see note 8)		296	40	336	288
Office costs (see note 8)		1,130	4,765	5,896	5,685
Total overheads (indirect costs)		2,733	15,368	18,102	16,854
Total charitable activity costs		5,040	48,255	53,296	57,528

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			Total 2020-21	Basis of apportionment
	Unrestricted	Restricted	Total 2021-22		
	£	£	£	£	
Governance					
Salaries, NI & Pension	168	2,324	2,492	2,394	Staff time
Independent Examination	150	-	150	150	Governance
Trustee expenses	27	-	27	-	Governance
Info Commissioners Office (ICO)	-	40	40	40	Governance
Membership (Voscur, NPC)	-	-	-	65	Governance
PR (cards)	119	-	119	33	Governance
Total Governance	464	2,364	2,828	2,682	
Office costs					
Salaries, NI & Pension	597	8,239	8,836	8,487	staff time
Staff CPD	167	-	167	159	Office costs
Staff Training and Mentoring	375	-	375	-	
Insurance	431	-	431	427	Office costs
Rent	333	3,751	4,084	4,084	Office costs
Telephone	102	463	566	424	Office costs
Bank charges	76	-	76	74	Office costs
Printing	-	8	8	-	Office costs
Postage	-	-	-	5	Office costs
Stationary	137	-	137	-	Office costs
Hardware	-	23	23	-	
IT Maintenance	-	-	291	291	Office costs
Website hosing	-	-	-	120	Office costs
IT Software	50	230	280	101	Office costs
Total Office costs	2,269	13,005	15,274	14,172	
Total Support costs	2,733	15,368	18,102	16,854	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2021-22 £	Restricted funds 2021-22 £	Total funds 2021-22 £	Total funds 2020-21 £
Salaries	3,018	41,340	44,358	42,621
Social Security costs	-	-	-	-
NEST Pension contributions	44	913	956	904
Total staff costs	3,062	42,253	45,314	43,525

No employees had employee benefits in excess of £60,000 (2022 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.

One Trustee received £11 for travel expenses for the furtherance of the CIO's charitable objects during the year (2020-21 £0). In the previous year no Trustee received expenses due to the Covid-19 lockdown.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 2 staff (2021 1.5). This equates to an average of 1.5 full-time member of staff (2021 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 2021-22 was £32,845 (BIF: £23,616, VIP: £8,192 and BCC Extra Care Housing Consultation: £1037). In 2020-21 the total was £6,200.

12. Tangible fixed assets

	IT equipment	Total
Cost:	£	£
As at 1 April 2021	1,334	1,334
Additions	-	-
As at 31 March 2022	1,334	1,334
Depreciation		
As at 1 April 2021	1,334	1,334
Charge for the year	-	-
As at 31 March 2022	1,334	1,334
Net book value	-	-
As at 1 Apr 2021	-	-
As at 31 March 2022	-	-
<i>Balance at 31 March 2021</i>	<i>-</i>	<i>-</i>

13. Debtors

	2022 £	2021 £
Trade debtors	-	-
Prepayments	-	-
	-	-

14. Creditors: amount falling due within one year

	2022 £	2021 £
Sundry creditors	-	5
Accruals	150	150
Total	150	150

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

	Balance 1 Apr 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
General fund	6,328	5,558	5,041	-	6,845
Designated fund	18,000	-	-	-	18,000
Total	24,328	5,558	5,041	-	24,845

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2021
	£	£	£	£	£
General fund	5,160	3,084	1,916	-	6,328
Designated fund	18,000	-	-	-	18,000
Total	23,160	3,084	1,916	-	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 2021	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 2022
	£	£	£	£	£
BCC Bristol Impact Fund 2	-	23,616	22,911	-	705
Voice & Influence Partnership	3,333	8,192	11,526	-	-
Bristol Join-up Project	-	2,445	2,445	-	-
Quartet (Meetup Mornings)	4,280	-	4,280	-	-
Age UK Bristol (Newsletter)	4,800	-	2,400	-	2,400
BAB Challenging Ageism Workshops	920	-	920	-	-
BCC Adult & Social Care (ASCCT)	774	-	774	-	-
BCC Neighbourhoods & Communities (Parks Project)	2,000	-	2,000	-	-
Tudor Trust (Age Activism Peer Learning Group)	-	1,000	1,000	-	-
Total	16,107	35,253	48,255	-	3,105

	Balance 1 Apr 2020	Incoming resources	Resources expended	Transfers	Funds at 31 Mar 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	-	-
BAB Age Friendly Transport	5,295	-	5,295	-	-
BAB Age Friendly Housing	1,668	200	1,868	-	-
Other restricted funds	-	1,170	1,170	-	-
Total	16,347	55,372	55,612	-	16,107

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