

Bristol Hospitality Network

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

31 MARCH 2016

Company Registration Number 7308750
Charity Number 1138498

CONTENTS

PAGE

Reference and administration details of the charity and its advisors

2

Trustees annual report

3 to 5

Independent Examiners Report

6

Statement of financial activities (including income and expenditure account)

7

Balance sheet

8

Notes to the financial statements

9 to 12

Status

Bristol Hospitality Network is a company limited by guarantee (registration number 7308750) incorporated on 8th July 2010 and granted charitable status by the Charity Commission under number 1138498 on the 21st October 2010.

Trustees

The following have served as trustees during the year:

Naomi Millner (Chair)
Malcolm Jenner (Treasurer)
Oona Goldsworthy (Vice-Chair)
Hannah Condry
Benedict Mackay
Steve Watters
Silvia Jiménez Cruz

Registered Office

16 Queens Court
Queens Road
Clifton
Bristol
BS8 1NE

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

ERISA ACCOUNTING LIMITED

Certified Accountants

38 Easton Business Centre
Felix Road
Bristol
BS5 0HE

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2016.

Structure, Governance and Management

Organisation

The Charity is controlled by its governing document, Memorandum and Articles of Association.

Risk Review

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Directors

The Board of Directors, who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Objectives and activities

Objects of the Charity

To relieve financial hardship amongst those seeking asylum, and those granted refugee status, and their dependents who are destitute and living temporarily or permanently in Bristol and the surrounding areas, in particular but not exclusively by the provision of temporary accommodation, advice, information, support and advocacy, for the public benefit.

Such other charitable purposes for the public benefit and the benefit of those seeking asylum, and those granted refugee status, and their dependents who are destitute in such ways as the trustees shall determine.

Achievements and performance

Statistics:

We hosted 41 different people in total this year in our host network and men's house. 34 men and 7 women. They are from Iran, Somalia, Iraq, Syria, Sudan, Algeria, Ethiopia, Eritrea, Afghanistan, Zimbabwe, Sri Lanka, Palestine, Morocco, Guinea, Gambia, Cameroon, Ukraine and St Lucia.

5 members gained refugee status last year through our support and are now moving on with their lives.

Funding

We have been generously supported this year by Brisdoc who gave us a share of their profits, Hilden Charitable Fund, Quartet Community Foundation, The Burden Trust, the Church Urban Fund, Clifton Lido/Glassboat and **many other regular donors**. We would also like to thank the anonymous owner of our men's hostel for continuing his unbending support for BHN at an ever rising cost in repairs and maintenance.

Our future security rests in more people giving regularly to BHN via standing order and we aim to increase this giving by 50% in the coming year to help us grow sustainably.

Activities

We continued to welcome new hosts into our network this year and other host households moved on or had temporary breaks or lodgers for a time. The network of potential host households continued to grow this year so we reached our highest ever number of hosted members: 30 (including men's hostel).

We continued to open our Welcome Centre which was attended by between 50 and 75 people a week and provided English classes, a dedicated destitution advocacy team, a delicious hot lunch, games, art, barbershop etc. Members commented how 'friendly' and 'calm' it is which we loved hearing.

We have strengthened our board of trustees and our volunteer teams and have 75 volunteers (in our 4 teams: host network, welcome centre, social enterprise and mediation) and a board of 8 people with a wide range of skills (co-opted and full members). We hope to improve our administration and volunteer coordination in the coming year along with finance management to cope with our expanding operations.

Social enterprise

We continue to develop our social enterprise and have catered for more public events this year including the 'interculture' launch event, Refugee week Queen's square and football tournament, The Care Forum, a gathering of neighbours that included our new Mayor, our Hospitality of Bristol project with the University of Bristol and other smaller events. We are considering our options going forward and are considering moving to a pop-up restaurant model rather than more sporadic event catering.

Public benefit

The Trustees have complied with their duty under Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Reserves policy

The Trustees aim to have three months total expenditure available in unrestricted reserves.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- 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 enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

..... Date2016

Malcolm Jenner

Director

Independent Examiner's Report to the Trustees of Bristol Hospitality Network

I report on the accounts of Bristol Hospitality Network for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts. The 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

examine the accounts under Section 145 of the 2011 Charities Act.
to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
to state whether particular matters have come to my attention.

Basis of the 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 seeking 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 statements 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 Companies Act 2006, s.386; and
to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement Recommended Practice for the Financial Reporting Standard for Smaller Entities - FRSSSE SORP.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

E.R.I.S.A. ACCOUNTING LIMITED

Certified Accountants

Selman Sheshi MIP MAAT

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Date:

Bristol Hospitality Network

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31 March 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015 ***
	Note	£	£	£	£
Income from:					
Donations	2	29,165		29,165	19,006
Other trading activities		6,981		6,981	3,742
Rent		600	-	600	1,400
Charitable activities			29,000	29,000	20,700
Total incoming resources		36,746	29,000	65,746	44,848
Expenditure on:					
Raising funds		1,176	-	1,176	254
Charitable activities	4	18,206	33,422	51,628	33,888
Other	5	360	-	360	-
Total resources expended		19,742	33,422	53,164	34,142
Net incoming resources		17,004	(4,422)	12,582	10,706
Transfer between Funds		(4,270)	4,270	-	-
Total funds at 1 April 2015		5,372	17,963	23,335	12,629
Total funds at 31 March 2016	7	18,106	17,811	35,917	23,335

*** See Note 10 for a full comparative for 2015

All of the activities of the charity are classed as continuing

The notes on pages 9 to 12 form part of these financial statements

Bristol Hospitality Network

BALANCE SHEET

YEAR ENDED 31 March 2016

	Note	£	2016 £	2015 £
Current assets				
Debtors		-		
Cash at bank and in hand		36,609	23,914	
		<u>36,609</u>	<u>23,914</u>	
Creditors : Amounts falling due within one year				
		(1,084)	(579)	
Net current assets		<u> </u>	<u>35,525</u>	<u>23,335</u>
Net assets		<u> </u>	<u><u>35,525</u></u>	<u><u>23,335</u></u>
Funds				
Restricted funds	7	17,811	17,963	
Unrestricted funds	7	17,714	5,372	
		<u> </u>	<u>35,525</u>	<u>23,335</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the trustees on and are signed on their behalf by:

.....
Malcolm Jenner

The notes on pages 9 to 12 form part of these financial statements

Bristol Hospitality Network

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 March 2016

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the FRSSE Statement of Recommended Practice 2015 (the SORP 2015), and in accordance with all applicable law in the charity's

Under the SORP 2015, where there is no specific requirement to adopt a specific accounting requirement a charity may follow their existing accounting policies provided that the policies and disclosures made are consistent with accepted accounting practice. This charity has decided that the accounting policies set out below, which it followed prior to SORP2015, shall continue to be followed.,

- b) Income from donations is included incoming resources when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to us such income, the income is deferred until the pre-condition have been met.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- d) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- e) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- f) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- g) 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.
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Bristol Hospitality Network

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 March 2016

2 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations	27,763		27,763	18,742
Gift Aid	1,402	-	1,402	264
	<u>29,165</u>	<u>-</u>	<u>29,165</u>	<u>19,006</u>

3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Grants	-	29,000	29,000	20,700
	<u>-</u>	<u>29,000</u>	<u>29,000</u>	<u>20,700</u>

Bristol Hospitality Network
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 March 2016

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
House maintenance	3,034	-	3,034	9,018
Insurance	711	-	711	692
Council Tax	2,029	-	2,029	1,990
Water	957	-	957	938
Gas & Electricity	7,888	-	7,888	5,187
Food, etc	3,130	-	3,130	3,255
TV	457	-	457	225
Solidarity Payments	-	4,270	4,270	4,560
Miscellaneous	-	-	-	735
Drop-in	-	7,044	7,044	-
Development (Salaries)	-	14,960	-	5,986
ASAP	-	7,148	7,148	1,302
	<u>18,206</u>	<u>33,422</u>	<u>51,628</u>	<u>33,888</u>

5 Other costs

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
Governance	360	-	360	-
	<u>360</u>	<u>-</u>	<u>360</u>	<u>-</u>

6 Taxation

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

7 Movement in funds

	At 01.Apr 2015 £	Incoming resources £	Outgoing resources £	Transfers £	At 31.Mär 2016 £
Restricted funds					
Development	10,000	5,000	(14,960)	-	40
ASAP	7,398	-	(7,148)	-	250
Solidarity	-	-	(4,270)	4,270	-
Drop-in	-	24,000	(7,044)	-	16,956
LUSH	565	-	-	-	565
	<u>17,963</u>	<u>29,000</u>	<u>(33,422)</u>	<u>4,270</u>	<u>17,811</u>
Unrestricted funds					
General funds	5,372	37,190	(20,578)	(4,270)	17,714
	<u>5,372</u>	<u>37,190</u>	<u>(20,578)</u>	<u>(4,270)</u>	<u>17,714</u>
Total funds	<u>23,335</u>	<u>66,190</u>	<u>(54,000)</u>	<u>-</u>	<u>35,525</u>

Purpose of restricted funds:

Development	Development Manager
ASAP	Asylum Seekers Allotment Project
Drop-in	Running Drop-in on Mondays
LUSH	Purchase of equipment for fundraising activities
Solidarity	Hardship Payments

8 Trustee expenses

No trustees received reimbursement for expenses during the year

	£
Governance	
Miscellaneous	
	<u> </u>
	<u> </u>
	<u> </u>
	-

9 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital.

In the event of the company being wound up the liability of the members is limited to £1 each.

10 Analysis of prior year funds, as required by paragraph 4.2 of SORP 2015

	Prior Year Unrestricted Funds	Prior Year Restricted Funds	Prior Year Total Funds 2015
	£	£	£
Income from:			
Donations	19,006		19,006
Other trading activities activities	3,742		3,742
Rent	1,400	-	1,400
Charitable activities		20,700	20,700
Total incoming resources	<u>24,148</u>	<u>20,700</u>	<u>44,848</u>
Expenditure on:			
Raising funds	254	-	254
Charitable activities	22,040	11,848	33,888
Other	-	-	-
Total resources expended	<u>22,294</u>	<u>11,848</u>	<u>34,142</u>
Net incoming resources	1,854	8,852	10,706
Transfer between Funds	(8,546)	8,546	-
Total funds brought forward	12,064	565	12,629
Total funds carried forward	<u>5,372</u>	<u>17,963</u>	<u>23,335</u>

11 Staff costs and numbers

	2016	2015
Wages and salaries	14,960	5,986

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

The average monthly headcount was 1 member of staff.
