

Bristol Hospitality Network

ANNUAL REPORT AND

FINANCIAL STATEMENTS

31 MARCH 2017

Company Registration Number 7308750
Charity Number 1138498

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Bristol Hospitality Network

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 until 23.08.16)
John Stephen Watters (Chair from 23.08.16)
Oona Goldsworthy (Vice-Chair)
Benedict Mackay (Secretary)
Silvia Jiménez Cruz
Leila Nicholas (appointed 01.03.2017)
Malcolm Jenner (Treasurer) (resigned 17.08.2017)

The following were appointed as trustees since 31 March 2017:
Laura Barrow (Treasurer) (appointed 17.08.2017)

Registered Office

Bristol Hospitality Network
c/o ECFC
Beaufort Street
Easton
Bristol
BS5 0SQ

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

Bristol Community Accountancy Project
The Park
Daventry Road
Knowle
Bristol
BS4 1DQ

Bristol Hospitality Network

Trustees Annual Report

YEAR ENDED 31 March 2017

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 March 2017.

Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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

Core Activities

Bristol Hospitality Network (BHN) continued to work to support people who find themselves destitute while seeking asylum. In order to provide accommodation to people who would otherwise be homeless, BHN continued to operate a 10 bed men's hostel throughout the year, as well as co-ordinating a network of host households.

49 people were provided accommodation during the year, and a total of 10,134 'person-nights' of accommodation was provided. The length of time that people were placed in accommodation varied, but continued to average several months.

Of those receiving support from BHN, 9 people gained refugee status during the year. A further 12 people submitted fresh claims for asylum to the UK Government.

The weekly 'Welcome Centre' drop-in session was attended by an average of 95 people. The support offered included a hot lunch, the chance to socialise in a safe environment, ESOL teaching, games, art, and free haircuts.

The specialist destitution Help Team developed throughout the year, with increased volunteers able to provide advocacy support to 48 people during the year. An average of 11 people each week received support sessions from the Help team.

BHN employed a second part time member of staff during the year, in order to increase capacity to meet the volume of work. Volunteers continued to play a key role in the organisation, with volunteering opportunities offered to nearly 100 people during the year.

Catering Social Enterprise

BHN continued to provide catering for a number of public and private events, which provided opportunities to raise awareness about our charitable activities.

Public Benefit

The trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to the guidance on public benefit published by the Charity Commission.

Financial Position

The organisation finished the year in a good financial position with a net surplus for the year of £7,836. Total income increased by 14% compared to 2015/16. More than half of the income during the year came from donations and the total amount of donations represented a significant increase against 2015/16. Over 50% of these donations came from regular donors, whose support provides a solid foundation for the BHN's activities.

Expenditure increased by 25%, reflecting the growth in the activities of the charity in response to the need. The amount given in solidarity payments to relieve hardship nearly doubled when compared with 2015/16. The salary costs also rose as a result of recruiting an additional member of staff.

BHN envisions significant increases in costs in the next financial year as the organisation enters a period of much needed expansion. As such the financial outlook for the organisation is challenging with an anticipated budget shortfall of circa £30,000 in the next financial year. To achieve a sustainable financial position the trustees are targeting increases in regular donations and other funding, with funds designated from unrestricted reserves to cover the immediate committed expenditure.

Reserves Policy

The Trustees aim to have three months total expenditure available in unrestricted reserves. At the year end, £30,120 of unrestricted reserves were designated to fund new staff posts in the next financial year, leaving unrestricted funds of £12,989 which would cover c.2.5 months of expenditure at 2016/17 levels.

Bristol Hospitality Network

Trustees' Responsibilities in relation to the Financial Statements

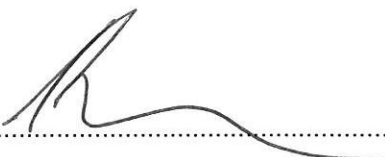
The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company 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:

 Date 21 December 2017

Laura Barrow
Director

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

I report on the unaudited accounts for the year ended 31st March 2017 set out on pages 7 -13.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Joanne Trowbridge MAAT

Bristol Community Accountancy Project

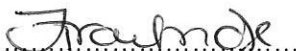
The Park,

Daventry Road,

Knowle,

Bristol,

BS4 1DQ



21/12/2017

Bristol Hospitality Network

Statement of Financial Activities (including Income and Expenditure Account)

YEAR ENDED 31 March 2017

		Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	Note	£	£	£	£
Income from:					
Donations	2	46,093	-	46,093	29,165
Other Trading Activities		4,370	-	4,370	6,981
Rent		-	-	-	600
Charitable Activities	3	-	24,200	24,200	29,000
Total Incoming Resources		50,463	24,200	74,663	65,746
Expenditure on:					
Raising Funds		1,616	-	1,616	1,176
Charitable Activities	4	19,177	41,759	60,936	51,628
Other	5	4,275	-	4,275	752
Total Resources Expended		25,068	41,759	66,827	53,556
Net Incoming Resources		25,395	(17,559)	7,836	12,190
Total Funds at 1st April 2016		17,714	17,811	35,525	23,335
Total Funds at 31st March 2017	6	43,109	252	43,361	35,525

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

The notes on pages 9 - 13 form part of these financial statements

Bristol Hospitality Network

Balance Sheet as at 31 March 2017

	Note	2017 £	2016 £
CURRENT ASSETS			
Cash at Bank		44,568	36,609
Cash Held		1,462	-
Debtors	12	3,709	-
		<u>49,739</u>	<u>36,609</u>
CURRENT LIABILITIES			
Creditors falling due within one year			
Salaries		-	(1,084)
PAYE		(4,000)	-
Accruals		(2,378)	-
	13	<u>(6,378)</u>	<u>(1,084)</u>
Net Current Assets		<u>43,361</u>	<u>35,525</u>
Total Assets less Current Liabilities		<u>43,361</u>	<u>35,525</u>
Represented by :			
CAPITAL AND RESERVES - Charitable Funds			
Restricted Fund		252	17,811
Unrestricted Fund		43,109	17,714
Total Charitable Funds	6	<u>43,361</u>	<u>35,525</u>

The notes on pages 9 - 13 form part of these financial statements

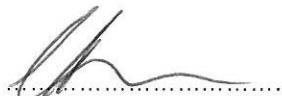
Directors' Statements

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 21.12.17 and are signed on their behalf by:



Laura Barrow, Director

Bristol Hospitality Network
Notes to the Financial Statements
YEAR ENDED 31 March 2017

1 Accounting policies

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

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 SORP 2015, shall continue to be followed.

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

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The charity meets the definition of a public benefit entity as defined by FRS 102.

- b) Income from donations is included in income when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until such conditions have been met.
- c) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- d) Most expenditure is directly attributable to specific activities, and has 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 and designated for specific purposes as determined by the trustees from time to time.
- g) Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Notes to the Financial Statements continued

2 Voluntary Income

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Donations	46,093	-	46,093	29,165
Social Enterprise	4,370	-	4,370	-
	50,463	-	50,463	29,165

3 Incoming resources from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Donations	-	24,200	24,200	29,000
	-	24,200	24,200	29,000

4 Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
House Maintenance	4,528	-	4,528	3,034
Insurance	738	-	738	711
Council Tax	2,104	-	2,104	2,029
Water	864	-	864	957
Gas and Electric	6,448	-	6,448	7,888
Food etc	3,513	-	3,513	3,130
TV	565	-	565	457
Miscellaneous	417	-	417	-
Solidarity Payments	-	8,037	8,037	4,270
Welcome Centre	-	8,688	8,688	7,044
Salaries	-	19,178	19,178	14,960
ASAP	-	1,293	1,293	7,148
Syria Project	-	4,563	4,563	-
	19,177	41,759	60,936	51,628

Notes to the Financial Statements continued

5 Other Costs

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Governance	738	-	738	360
Office Costs	3,537	-	3,537	-
	4,275	-	4,275	360

6 Movement in Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Opening balance	17,714	17,811	35,525	23,335
Total Incoming Resources	50,463	24,200	74,663	66,190
Total Resources Expended	25,068	41,759	66,827	54,000
(Deficit) / Surplus for Year	25,395	(17,559)	7,836	12,190
Balance at 31st March 2017	43,109	252	43,361	35,525

Of the £43,109 Unrestricted Funds at the year end, £30,120 was designated by trustees to fund three new staff posts for 12 months. Leaving £12,989 in Unrestricted Funds equating to c2.5 months expenditure.

7 Taxation

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

8 Trustee expenses

No trustees received remuneration or reimbursement for expenses within this or the prior period.

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.

Notes to the Financial Statements continued

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 £
Income from:			
Donations	29,165	-	29,165
Other Trading Activities	6,981	-	6,981
Rent	600	-	600
Charitable Activities	-	29,000	29,000
Total Incoming Resources	36,746	29,000	65,746
Expenditure on:			
Raising Funds	1,176	-	1,176
Charitable Activities	18,206	33,422	51,628
Other	752	-	752
Total resources expended	20,134	33,422	53,556
Net incoming resources	16,612	(4,422)	12,190
Transfer between Funds	(4,270)	4,270	-
Total funds brought forward	5,372	17,963	23,335
Total funds carried forward	17,714	17,811	35,525

11 Staff costs and numbers

	2017 £	2016 £
Wages and salaries	19,178	14,960

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

The average monthly headcount was 1 member of staff.

Notes to the Financial Statements continued

12 Debtors

	2017 £	2016 £
Debtors	3,709	-
	<u>3,709</u>	<u>-</u>

13 Creditors

	2017 £	2016 £
Salary Creditors	-	(1,084)
PAYE	(4,000)	-
Accruals	(2,378)	-
	<u>(6,378)</u>	<u>(1,084)</u>