

**Bristol Hospitality Network**  
**ANNUAL REPORT AND**  
**FINANCIAL STATEMENTS**

**31 MARCH 2018**

**Company Registration Number 07308750**  
**Charity Number 1138498**

**Bristol Hospitality Network**  
**Annual Report and Financial Statements**  
**Year Ended 31 March 2018**

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**Bristol Hospitality Network**  
**Annual Report and Financial Statements**  
**Year Ended 31 March 2018**

**Status**

Bristol Hospitality Network is a company limited by guarantee (registration number 07308750) 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:

John Stephen Watters (Chair)  
Oona Goldsworthy (Vice-Chair)  
Benedict Mackay (Secretary) (resigned 30.08.2018)  
Malcolm Jenner (Treasurer) (resigned 17.08.2017)  
Laura Barrow (Treasurer) (appointed 17.08.2017)  
Silvia Jiménez Cruz  
Leila Nicholas  
Naomi Millner

**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 2018**

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 March 2018.

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 11 bed men's hostel throughout the year, as well as coordinating a network of host households.

## **Bristol Hospitality Network**

### **Trustees Annual Report**

#### **Year Ended 31 March 2018**

45 people were provided accommodation during the year, and a total of 9808 '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 22 people submitted fresh claims for asylum to the UK Government.

The weekly 'Welcome Centre' drop-in session was attended by an average of 101 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 under the supervision of its first paid manager, with increased volunteers able to provide advocacy support to 59 people during the year. An average of 20 people each week received support sessions from the Help team.

BHN employed a further 2 staff members during the year (taking the total to 4 staff), in order to increase capacity to meet the volume of work. We recruited a Host Network and Volunteer Coordinator and a HELP Team Manager, both working 3 days a week. Volunteers continued to play a key role in the organisation, with volunteering opportunities offered to over 100 people during the year, this includes most of our beneficiaries volunteering in one role or another.

#### ***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 and raise funds for the charity.

#### ***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 strong financial position. Total income had increased by 91% compared to 2017. Around one third of the income during the year came from non-grant donations and the total amount of donations represented a significant increase against 2017. Around 75% of these donations came from regular donors, whose support provides a solid foundation for BHN's activities. A further 5% of income was generated by fundraising through our catering group Moveable Feast. The remainder of our income in the year came from grant funding, around half of which was restricted for projects which will commence in the following year 2018/19.

Expenditure increased by 49%, reflecting the growth in the activities of the charity in response to need. The amount given in solidarity payments to relieve hardship grew by nearly 50% when compared with 2017. The salary costs also rose as a result of recruiting additional members of staff.

#### ***Reserves Policy***

The Trustees aim to have three - six months total expenditure available in unrestricted reserves. At the end of the year unrestricted reserves represented 5 months expenditure. Restricted reserves at the end of the year included c£40,000 of grant funding restricted to specific project activity that will take place during 2018/19 financial year.

**Bristol Hospitality Network**  
**Year Ended 31 March 2018**

**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 *20<sup>th</sup> December* .....2018

Laura Barrow  
Director/Treasurer

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

I report on the unaudited accounts for the year ended 31<sup>st</sup> March 2018 set out on pages 8 -15.

### 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').

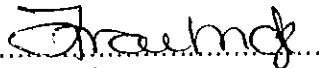
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

..... 20/12/2018

## Bristol Hospitality Network

### Statement of Financial Activities (including Income and Expenditure Account)

Year Ended 31 March 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Income from:</b>					
Donations	2	48,740	14,881	63,621	46,093
Other Trading Activities		6,546	-	6,546	4,370
Charitable Activities	3	-	72,343	72,343	24,200
<b>Total Incoming Resources</b>		<b>55,286</b>	<b>87,224</b>	<b>142,510</b>	<b>74,663</b>
<b>Expenditure on:</b>					
Raising Funds		2,344	-	2,344	1,616
Charitable Activities	4	54,084	39,670	93,754	60,936
Other	5	2,079	1,091	3,170	4,275
<b>Total Resources Expended</b>		<b>58,507</b>	<b>40,761</b>	<b>99,268</b>	<b>66,827</b>
<b>Net Incoming Resources</b>		<b>(3,221)</b>	<b>46,463</b>	<b>43,242</b>	<b>7,836</b>
<b>Total Funds at 01 April 2017</b>		<b>43,109</b>	<b>252</b>	<b>43,361</b>	<b>35,525</b>
<b>Total Funds at 31 March 2018</b>	6	<b>39,888</b>	<b>46,715</b>	<b>86,603</b>	<b>43,361</b>

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

The notes on pages 10 - 15 form part of these financial statements



## Bristol Hospitality Network

### Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
<b>CURRENT ASSETS</b>			
Cash at Bank		80,013	44,568
Cash Held		57	1,462
Debtors	12	<u>7,241</u>	<u>3,709</u>
		<b>87,311</b>	<b>49,739</b>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year			
PAYE		-	(4,000)
Accruals		<u>(708)</u>	<u>(2,378)</u>
	13	<b>(708)</b>	<b>(6,378)</b>
<b>Net Current Assets</b>		<u>86,603</u>	<u>43,361</u>
<b>Total Assets less Current Liabilities</b>		<u>86,603</u>	<u>43,361</u>
Represented by :			
<b>CAPITAL AND RESERVES - Charitable Funds</b>			
Restricted Fund		46,715	252
Unrestricted Fund		<u>39,888</u>	<u>43,109</u>
<b>Total Charitable Funds</b>	6	<u>86,603</u>	<u>43,361</u>

The notes on pages 10 - 15 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 20/12/18 and are signed on their behalf by:

  
..... Laura Barrow, Director/Treasurer

# Bristol Hospitality Network

## Notes to the Financial Statements

Year Ended 31 March 2018

### 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 costs 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.

## **Bristol Hospitality Network**

### **Notes to the Financial Statements**

**Year Ended 31 March 2018**

#### **1 Accounting policies continued**

- h) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value, with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
  
- i) The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

# Bristol Hospitality Network

## Notes to the Financial Statements continued

Year Ended 31 March 2018

### 2 Voluntary Income

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Donations	48,740	14,881	63,621	46,093
Social Enterprise	6,546	-	6,546	4,370
	<b>55,286</b>	<b>14,881</b>	<b>70,167</b>	<b>50,463</b>

### 3 Incoming Resources from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Grants	-	72,343	72,343	24,200
	<b>-</b>	<b>72,343</b>	<b>72,343</b>	<b>24,200</b>

### 4 Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
BHN House	19,985	-	19,985	18,439
Welcome Centre	813	13,602	14,415	8,688
Solidarity Payments	8,620	3,000	11,620	8,037
Host Network	3,368	4,598	7,966	-
Syria Project	-	4,365	4,365	4,563
Other Training	30	-	30	-
Volunteer Co-ordination	5,931	-	5,931	-
Help Team	-	13,740	13,740	-
Core Salaries	14,277	365	14,642	19,178
Asylum Seekers Allotment Project	-	-	-	1,293
Insurance	1,060	-	1,060	738
	<b>54,084</b>	<b>39,670</b>	<b>93,754</b>	<b>60,936</b>

## Bristol Hospitality Network

### Notes to the Financial Statements continued

Year Ended 31 March 2018

#### 5 Other Costs

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Governance	619	-	619	738
Office Costs	1,460	-	1,460	3,537
Communications	-	1,091	1,091	-
	<b>2,079</b>	<b>1,091</b>	<b>3,170</b>	<b>4,275</b>

#### 6 Movement in Funds

Project	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balance £
Syrla Project	252	5,000	(4,365)	887
Communications	-	6,000	(1,456)	4,544
Solidarity Fund	-	3,000	(3,000)	-
Welcome Centre	-	13,602	(13,602)	-
Host Network	-	4,598	(4,598)	-
BHN House	-	2,100	-	2,100
Help Team	-	22,931	(13,740)	9,191
Moveable Feast Project	-	14,993	-	14,993
Database Project	-	15,000	-	15,000
Total Restricted Funds	252	87,224	(40,761)	46,715
Total Unrestricted Funds	43,109	55,286	(58,507)	39,888
Total Funds	<b>43,361</b>	<b>142,510</b>	<b>(99,268)</b>	<b>86,603</b>

In these accounts, grants and donations which the donor or grant-maker has intended for specific project activity have been treated as restricted income, along with restricted grant income. The funds have been allocated to the relevant projects which have taken place during the year, with the corresponding project expenditure treated as restricted. Of income treated as restricted in the year, £38,961 is for activity which will commence in the next financial year 2018/19.

#### 7 Taxation

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

## Bristol Hospitality Network

### Notes to the Financial Statements continued

#### Year Ended 31 March 2018

#### 8 Trustee expenses

No trustees received remuneration or payment for goods or services 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.

#### 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 £
<b>Income from:</b>			
Donations	46,093	-	46,093
Other Trading Activities	4,370	-	4,370
Charitable Activities	-	24,200	24,200
<b>Total Incoming Resources</b>	<b>50,463</b>	<b>24,200</b>	<b>74,663</b>
<b>Expenditure on:</b>			
Raising Funds	1,616	-	1,616
Charitable Activities	19,177	41,759	60,936
Other	4,275	-	4,275
<b>Total Resources Expended</b>	<b>25,068</b>	<b>41,759</b>	<b>66,827</b>
<b>Net Incoming Resources</b>	<b>25,395</b>	<b>(17,559)</b>	<b>7,836</b>
<b>Transfer between Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funds brought forward</b>	<b>17,714</b>	<b>17,811</b>	<b>35,525</b>
<b>Total Funds carried forward</b>	<b>43,109</b>	<b>252</b>	<b>43,361</b>

## Bristol Hospitality Network

### Notes to the Financial Statements continued

Year Ended 31 March 2018

11	Staff costs and numbers	2018 £	2017 £
	Wages and salaries	46,568	19,178
		<u>46,568</u>	<u>19,178</u>

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

The average monthly headcount was 4 members of staff (1 - 2017).

12	Debtors	2018 £	2017 £
	Debtors	7,241	3,709
		<u>7,241</u>	<u>3,709</u>

13	Creditors	2018 £	2017 £
	PAYE	-	(4,000)
	Accruals	(708)	(2,378)
		<u>(708)</u>	<u>(6,378)</u>

#### 14 Related Parties

Throughout the financial year two related parties have made infrequent small loans to the charity in the form of short-term top ups of petty cash, which in most instances have been repaid within days to the individuals concerned. In the financial year, Linda Nunns and Rachael Bee (both members of staff) made a number of short terms loans with a total value of £2,140 and £250 respectively.

There have been no other related party transactions.

