



**Black South West Network**  
**Report and Accounts**  
**for the Year Ended**  
**31st March 2019**

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## LEGAL AND ADMINISTRATIVE INFORMATION

### STATUS

Black South West Network (BSWN) is a charitable company, limited by guarantee. It was incorporated as a company limited by guarantee on 27 April 2005 and registered as a charity on 14 April 2008.

**Registered Company Number** 5437953 (England & Wales)

**Registered Charity Number** 1123633

#### **Registered office**

6 York Court  
Redbrick House  
Wilder Street  
Bristol  
BS2 8QH

#### **Directors & Trustees**

Mrs. Martino Burgess ( Chair )

Mr Abdi O. Mohamed (Treasurer)

Dr Barbara Brown (appointed 15 January 2019)

Mrs. Amanda Chappell (appointed 15 January 2019)

Ms Nadia Chowdhury (appointed 13 March 2019)

Mr Olumide Coker-Dickens (appointed 13 March 2019)

Dr Foluke Adebisi (appointed 21 May 2018)

Mr Afzal Shah (appointed 21 May 2018)

Mr Kevin Simpson (appointed 21 May 2018)

Ms Barbara Witter (appointed 21 May 2018)

Alexandra MacRae (Company Secretary)

## Trustees Report

**The Trustees present their report and their financial statements for the year ended 31 March 2019**

### Chair's statement

On reflection and looking back at our AGM in 2018, we consider that the last 12 months have been a year of progress for BSWN. We have successfully achieved a 50% increase in our paid workforce and an 83% increase in the associates working with us on our various projects. Our financial turnover has increased by 158% this year, despite the economic turbulence and political uncertainty both nationally and internationally.

The current Brexit dilemma and the lack of political certainty in the UK has led to increased challenges for our local black communities, who have now become more increasingly exposed to racist and hostile rhetoric. The black community are continuing to experience higher levels of unemployment and a higher prevalence of long-term unemployment, zero contract hours and increasing experiences of racism in their places of work leading to economical exclusion. The economical exclusion felt by the black community is exacerbated by the fact that the community is disproportionately impacted by discrimination in both the health and social services and also by climate change particularly as the pollution in cities affect inner cities communities more than any other.

In our response to this, and to achieve race equality; economic, social, political and environmental inclusion, our impact report details our key priorities for the coming 12 months in more detail. We will explore how we can position ourselves so we can have more impact within the region and nationally, as we seek to diversify our income streams in order to fund our aspiration of being a fully sustainable organisation. We will continue to strengthen the development of the BAME sector and communities, placing entrepreneurship at the heart of our economic growth strategy for the city and region.

Most importantly, we will continue to provide a platform to ensure that black voices are heard across the city, in the region and nationally by ensuring that we are represented at decision making tables and that we are held accountable to the communities that we serve.



Martino Burgess  
Chair

Date: 19<sup>th</sup> November 2019

## Trustees Report (continued)

### Structure, Governance and Management

#### Governing document

The Company, as a registered charity, takes the form of a company limited by guarantee and is governed by its Memorandum and Articles of Association. The charity has been trading since 27<sup>th</sup> April 2005. It has no share capital and guarantee of each member is limited to £1. The governing document is the Memorandum and Articles of Association and the members of the Board of Trustees are the Directors of the company.

The Trustees are permitted by Company Law to make decisions for, and manage the Trust as they see fit, provided their decisions are in the best interests of the Company.

#### Recruitment and appointment of trustees

Trustees are selected for appointment on the basis that they, as individuals, have a thorough knowledge and understanding of the charity's work, and are aware and accepting of the responsibilities that undertaking, this role entails. At present, most individuals appointed as trustees are already familiar with the practical work of the charity, having had previous involvement with the charity.

As stated in the Articles of Association, the number of trustees shall not be less than three but shall not exceed twelve; *'The Trustees when complete consist of at least three and not more than 12 individuals, all of whom must be members. At least 80% of the Trustees shall be BME individuals'*.

#### Trustee induction and training

Upon acceptance of the position, all new trustees are sent a comprehensive information pack to brief them on their legal obligations, drawing information from the Charity Commission's guide CC3 – **'The Essential Trustee'**. In addition to this, they are also sent information specific to the charity including:

- The obligations of the Trustees to the charity
- The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association and the Policy Document
- The current financial position of the charity as set out in the latest prepared accounts

#### Trustees' Responsibilities

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 surplus or deficit of the charitable company for that period. In preparing those financial statements, the Board of Trustees has:

- Selected suitable accounting policies and applied them consistently;
- Made judgments and estimates that are reasonable and prudent;
- Followed applicable accounting standards and statements of recommended practice without any material departures
- Prepared the financial statements on a going concern basis.



## **Trustees Report (continued)**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2015). 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.

Members of the Board, who are directors for the purpose of company law and 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 2. In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and,
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

In preparing the above report the Trustees have taken advantage of special exemptions applicable to small companies. 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.

## **Risk management**

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 Board of Directors has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities towards self-generation of income and contracts. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity

## Trustees Report (continued)

### Objectives and Activities

The objectives of the Charity are:

To promote the Voluntary Sector in the South West Region of England for the benefit of the public in general and in particular people of African, African-Caribbean, Asian, Chinese and other minority groups, especially those who are discriminated against on the basis of colour, race or nationality, by means of:

- Providing a platform through which charities, voluntary organisations, government agencies and other groups can engage and meet to discuss relevant issues including those that affect minority groups;
- Carrying out research to identify needs of the BME voluntary sector with a specific focus on young and establishing projects or policies to address them;
- providing information on latest policy development, or problems encountered by the voluntary sector in general and minority groups in particular;
- acting as a representative of the voluntary sector especially on behalf of members of minority groups in relation to government policies and legislation;
- supporting the development of diaspora voice to enable contribution to development back home

### Key achievements - we have:

- Successfully initiated two new networks in the city and region: Black & Asian Business network for local BAME business owners, entrepreneurs and social entrepreneurs, and BAME VCSE Network for local Black-led sector organizations, both with the aim to foster connectivity and facilitate access to information.
- Successfully delivered Year 1 of 2 of the Social Investment Connect project from Barrow Cadbury Trust, through the Connect fund, which included conducting mapping of the Social enterprise sector through mixed-method research and understanding the barriers the sector faces.
- Concluded research titled 'A corridor of closed doors': BAME Business Sector review' funded by Bristol City Council, to inform BSWN's economic inclusion strategy to include local BAME led business perspective
- Concluded research titled "We want to change and they have the power": Bristol BAME Sector review' funded by Power to Change into the state of the BAME VCSE organizations in the region.
- Secured funding for Stage 2 of Sector Development work from Power to Change, to pilot targeted support for 6 local BAME organizations in the region.
- Advanced our Economic Inclusion strategy through cross-sector partnership working with City, Regional and National partners from Business, community and civil society organizations.
- Secured funding for realization of next stage of the Enterprise Hub - Business planning
- Successfully hosted a Civil Society Meeting with the UN Special Rapporteur on contemporary forms of racism, racial discrimination, xenophobia and related intolerance, Prof. E. Tendayi Achiume to inform her findings and policy recommendations for UK.

- Reviewed all internal organisational policies and HR processes in preparation for upcoming recruitment for project delivery.
- Appeared as witnesses before the House of Commons Women & Equalities Committee on the issue of the Race Disparity Audit ( Report published 12 June 2018) and also invited to give written evidence to the same committee on the issue of enforcing the Equalities Act 2010, the Law and the Equalities & Human Rights Commission ( Report published 17 July 2019)
- Continued to deliver community based consultation and events to engage and give the community a platform to get their voices heard.

***Our impact this year in numbers:***

- **182** Strategic meetings attended
- **49** New network members
- **8** Events organised
- **3** Volunteers trained and equipped
- **344** Network members and attendees
- **1,094** partners and community members reached through our newsletter
- **661** Social media profile visits per month
- **23,500** Twitter impressions per month
- **5,817** Website visitors



## **Trustees Report (continued)**

### **Financial Review**

#### **Principal Funding Sources**

Principal funding sources for the year were:

Barrow Cadbury Trust  
Bristol City Council  
Power to Change  
Heritage Lottery Fund

**Results for the year** - The Charity made a surplus of £3,177 on unrestricted funds for the year.

#### **Reserves Policy**

The Trust has an established policy whereby general unrestricted funds not committed, held by the Charity should amount to three to six months of resources expended. At present, the free reserves are £5,136 which is below the policy. Trustees expect to achieve the required level of reserves within four years.

#### **Small Company Exemptions**

This report is prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies and following the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice 2005

#### **ON BEHALF OF THE BOARD:**

Signature:



Date: 19<sup>th</sup> November 2019

Chair, Martino Burgess



## Examiners' Report to the Trustees of Bristol South West Network Limited

Our report is given on the unaudited accounts for the year ended 31st March 2019 and set out in pages 10 and 11.

### Respective Responsibilities of Trustees and Reporting Accountant

As described on Page 4, the Trustees are responsible for the preparation of the accounts. It is our responsibility to carry out procedures designed to enable us to give the opinion, as set out below, to the Trustees.

#### BASIS OF OPINION

We have carried out procedures that are in accordance with the appropriate standards for reporting accountants. These procedures consisted of a limited comparison of the accounts with the accounting records kept by the company and making such limited enquiries of the officers of the company we considered necessary for the purposes of this report.

The procedures do not constitute an audit. Accordingly, we do not express an audit opinion on the accounts. Therefore, we do not necessarily provide assurance that the accounting records and the accounts are free from material misstatement.

#### OPINION

On this basis, it is our opinion that:

- a) The accounts are in agreement with the accounting records kept by the company;
- b) Having regard only to, and on the basis of, the information contained in those accounting records,
  - i) The accounts have been drawn up in manner consistent with the accounting requirements for small companies exempt from audit specified in the Act; and
  - ii) The company satisfied the condition for exemption from audit of the accounts for the year and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption

Signed



Mark Hitchins

Finance & Accountancy Services

Date: 19<sup>th</sup> November 2019

## Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2019	2019	2019	2018
		£	£	£	£
<b>Incoming resources</b>					
Income from activities		11,108		11,108	6,715
<b>Incoming resources from charitable activities</b>					
Grants receivable			180,562	180,562	67,672
<b>Total Incoming Resources</b>	<b>1</b>	<b>11,108</b>	<b>180,562</b>	<b>191,670</b>	<b>74,387</b>
<b>Resources expended</b>					
Costs of generating funds					
Fundraising and publicity		349	6,474	6,823	1,140
Charitable activities		4,346	81,238	85,584	69,374
Governance costs		3,236	0	3,236	2,250
<b>Total Resources Expended</b>	<b>5</b>	<b>7,931</b>	<b>87,712</b>	<b>95,643</b>	<b>72,764</b>
Net incoming resources					
before transfers		3,177	92,850	96,027	1,623
Transfers between funds		0	(14,462)	(14,462)	-18,538
<b>Net movements in funds</b>					
<b>after transfers</b>		<b>3,177</b>	<b>78,388</b>	<b>81,565</b>	<b>-16,915</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,959	14,462	16,421	33,336
Total funds carried forward	<b>6</b>	<b>5,136</b>	<b>92,850</b>	<b>97,986</b>	<b>16,421</b>

## Balance sheet as at 31st March 2019

	Note	2019	2018
		£	£
<b>Tangible assets</b>			
Fixed assets	2	0	0
<b>Current assets</b>			
Cash at bank and in hand		93,618	17,286
Debtors		7,500	0
Prepayments		670	0
		<b>101,788</b>	<b>17,286</b>
<b>Current liabilities</b>			
Creditors:	3	3,802	865
<b>Net Current assets</b>		<b>97,986</b>	<b>16,421</b>
<b>Net assets</b>			
Unrestricted funds	4	5,136	1,959
Restricted funds		92,850	14,462
		<b>97,986</b>	<b>16,421</b>

For the year ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Board approved these financial statements on the 19<sup>th</sup> November 2019. Signed on behalf of the Board:



Chair, Martino Burgess

Date: 19<sup>th</sup> November 2019



## NOTES TO THE ACCOUNTS

### 1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

#### (a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005

#### (b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### (c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified.
- The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

## Notes to the Accounts (continued)

### (d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

### (2) Tangible Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at the following rates. Fixtures and fittings, & computers 20% straight line. Items costing over £1,500 are capitalised.

### (3) Creditors

Falling due within 12 months:

Accruals	2019	2018
	£865	£865

### (4) Movement in funds

	Balance at 01 Apr 2018	Incoming	Outgoing	Balance at 31 Mar 2019
<b>Restricted funds</b>	£	£	£	£
Heritage Lottery Fund	462	92,850	462	92,850
Bristol City Council	0	51,322	51,322	0
Cadbury Trust	14,000	24,000	38,000	0
Power to change	0	9,750	9,750	0
Quartet	0	2,500	2,500	0
	<b>14,462</b>	<b>180,422</b>	<b>102,034</b>	<b>92,850</b>
<b>General funds</b>	1,959	11,108	7,931	5,136
<b>Total funds</b>	<b>16,421</b>	<b>191,530</b>	<b>109,965</b>	<b>97,986</b>

**Notes to the Accounts (continued)**

<b>(5) Resources expended</b>	<b>Charitable Activities</b>	<b>Governance Costs</b>	<b>Total 2019</b>	<b>Total 2018</b>
Staff costs	39,222	2,250	41,472	38,567
Travel	3,397		3,397	2,098
Training	2,425		2,425	0
Associates	29,095		29,095	20,480
Events	6,474		6,474	3,001
Meeting costs	2,004		2,004	384
Publicity	349		349	1,140
Office costs	3,872		3,872	4,284
Accounts	650		650	450
Printing & postage	957		957	893
Telephone & internet	2,562		2,562	800
Bank charges	158		158	175
Insurance	129		129	175
Subscriptions	198		198	39
Equipment	0		0	169
Legal	915	986	1,901	48
Other	0		0	61
	<b>92,407</b>	<b>3,236</b>	<b>95,643</b>	<b>72,764</b>

**(7) Trustees information**

Trustee's remuneration and expenses: The trustees received no remunerations.



**Notes to the Accounts (continued)**

<b>(5) Resources expended</b>	<b>Charitable Activities</b>	<b>Governance Costs</b>	<b>Total 2019</b>	<b>Total 2018</b>
Staff costs	39,222	2,250	41,472	38,567
Travel	3,397		3,397	2,098
Training	2,425		2,425	0
Associates	29,095		29,095	20,480
Events	6,474		6,474	3,001
Meeting costs	2,004		2,004	384
Publicity	349		349	1,140
Office costs	3,872		3,872	4,284
Accounts	650		650	450
Printing & postage	957		957	893
Telephone & internet	2,562		2,562	800
Bank charges	158		158	175
Insurance	129		129	175
Subscriptions	198		198	39
Equipment	0		0	169
Legal	915	986	1,901	48
Other	0		0	61
	<b>92,407</b>	<b>3,236</b>	<b>95,643</b>	<b>72,764</b>

**(7) Trustees information**

Trustee's remuneration and expenses: The trustees received no remunerations.