

Bristol Hospitality Network

ANNUAL REPORT AND

FINANCIAL STATEMENTS

31 MARCH 2019

Company Registration Number 7308750
Charity Number 1138498

Bristol Hospitality Network
Annual Report and Financial Statements
Year Ended 31 March 2019

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Bristol Hospitality Network

Annual Report and Financial Statements

Year Ended 31 March 2019

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:

John Stephen Watters (Chair)
Oona Goldsworthy (Vice-Chair)
Benedict Mackay (Secretary) (resigned 30 August 2018)
Laura Barrow (Treasurer)
Silvia Jiménez Cruz (resigned 25 January 2019)
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

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park
Daventry Road
Knowle
Bristol
BS4 1DQ

Bristol Hospitality Network

Trustees Annual Report

Year Ended 31 March 2019

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 March 2019.

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 trustees monitor risk on an ongoing basis and have appropriate frameworks in place for risk management.

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 3.

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 (BHN House) throughout the year, as well as coordinating a network of host households.

46 people from 19 countries were provided accommodation during the year, with a total of 10,037 'person-nights' of hosting in the year to March 2019 (vs 9,808 in 17/18). The length of time that people were placed in accommodation varied and continued to average several months.

The weekly 'Welcome Centre' drop-in session was attended by an average of 106 people (101 – 2018). 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 continued to provide advocacy support to members during the year, with up to 20 individuals receiving support sessions from the Help team in any given week.

BHN employed a further 2 staff members during the year, in order to increase capacity to meet the demands of services we continue to offer. We recruited another Volunteer Coordinator and a Moveable Feast Coordinator, both working 1 day a week, taking the total to 6 part-time staff (3 FTE). Volunteers continued to play a key role in the organisation, with volunteering opportunities offered to a significant number of individuals, including most of our beneficiaries in some capacity in the year.

During the year we formed the speakers' group, where a group of c10 members and volunteers meet regularly and go in small teams to speak to communities and at events with the messages we want to share about asylum-seekers, destitution, and BHN. This year we've spoken at occasions such as pop-up food events, as part of Refugee Week, in churches and at university events, and are always looking for new opportunities to speak.

BHN continued to provide catering via 'Moveable Feast' for a number of public and private events, including weddings, birthdays, pop-up events, meetings and conferences. Income from Moveable Feast is split out in the accounts between trading income from events and donations received at events. Moveable Feast contributes to our charitable objectives by empowering member volunteers, providing training and skills development, an opportunity for community engagement, and for members to contribute by raising awareness about our charitable activities and raising funds for the charity. We invested in the year to develop this activity and have seen a significant increase in both the related expenditure and income as a result.

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 satisfactory financial position, albeit with a slight overall deficit of £1.9k for the period. Total income increased by 1% compared to 2017/18. Around 60% of the income during the year came from non-grant donations and the total amount of donations increased by 30% compared to the previous year. Around two-thirds of these donations came from regular donors, whose support provides a solid foundation for BHN's activities. A further 8% of income was generated by trading income through Moveable Feast, which generated 70% more income than the previous year. The remainder of our income in the year came from grant funding, some of which is raised in advance for projects in the next financial year.

Expenditure increased by 46% (vs 49% increase in 17/18), reflecting the ongoing growth in the activities of the charity in response to need. Additional expenditure in the year included c£15,000 on much needed maintenance and improvements at our men's hostel BHN House, and c£10,000 on a database project which will improve our resilience and enable us to better monitor outcomes for our members. Further increases in expenditure are as a result of our growing staff team, which increased from four to six members of staff during the year.

We expect costs to continue to increase next year with additional staff members, while income is budgeted to increase only slightly, resulting in a deficit forecast for 19/20, which we intend to fund from reserves.

Reserves Policy

The Trustees aim to have 3 - 6 months total expenditure available in unrestricted reserves. Total free reserves at year-end correspond to unrestricted reserves of £50.2k, which represents 4 months expenditure, based on 18/19 actual spend. Total reserves (including restricted) represent 5-6 months expenditure, based on 19/20 budget. Our reserves have increased over the last two years, in line with the increased levels of expenditure. As noted above, we are forecasting a deficit for 2019/20 which will be funded from reserves, keeping them within the target range next year.

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:

..... Date2019

Laura Barrow
Director/Treasurer

Bristol Hospitality Network

Year Ended 31 March 2019

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

I report on the unaudited accounts for the year ended 31st March 2019 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.

..... 2019

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road,
Knowle,
Bristol,
BS4 1DQ

Bristol Hospitality Network

Statement of Financial Activities (including Income and Expenditure Account)

Year Ended 31 March 2019

		Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	Note	£	£	£	£
Income from:					
Voluntary Income	2	58,910	23,825	82,735	63,621
Other Trading Activities	3	10,997	-	10,997	6,546
Charitable Activities	4	10,000	39,500	49,500	72,343
Total Incoming Resources		79,907	63,325	143,232	142,510
Expenditure on:					
Charitable Activities	5	68,765	73,956	142,721	97,558
Other	6	841	1,583	2,424	1,710
Total Resources Expended		69,606	75,539	145,145	99,268
Net Incoming Resources		10,301	(12,214)	(1,913)	43,242
Total Funds at 01 April 2018		39,888	46,715	86,603	43,361
Total Funds at 31 March 2019	6	50,189	34,501	84,690	86,603

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 2019

	Note	2019 £	2018 £
CURRENT ASSETS			
Debtors	13	2,358	7,241
Cash at Bank		82,706	80,013
Cash Held		918	57
		<u>85,982</u>	<u>87,311</u>
CURRENT LIABILITIES			
Creditors falling due within one year			
Accruals	14	<u>(1,292)</u>	<u>(708)</u>
		(1,292)	(708)
Net Current Assets		<u>84,690</u>	<u>86,603</u>
Total Assets less Current Liabilities		<u>84,690</u>	<u>86,603</u>
Represented by:			
CAPITAL AND RESERVES - Charitable Funds			
Restricted Fund		50,189	46,715
Unrestricted Fund		<u>34,501</u>	<u>39,888</u>
Total Charitable Funds	6	<u>84,690</u>	<u>86,603</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 on2019 and are signed on their behalf by:

..... Laura Barrow, Director/Treasurer

Bristol Hospitality Network

Notes to the Financial Statements

Year Ended 31 March 2019

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) effective on 1st January 2015, 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 this is receivable, except as follows:
- a. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
 - b. 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) Financial Instruments: 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.

- g) Pension Scheme: 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.
- h) 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.
- i) Restricted funds can only be used for particular restricted purposes within the objects of the charity.

2 Voluntary Income

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Donations - General	55,508	23,825	79,333	63,621
Donations – Moveable Feast	3,402	-	3,402	-
	58,910	23,825	82,735	63,621

3 Other Trading Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Movable Feast Events	10,981	-	10,981	6,449
Merchandise Sales	16	-	16	97
	10,997	-	10,997	6,546

4 Incoming Resources from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Grants	10,000	39,500	49,500	72,343
	10,000	39,500	49,500	72,343

Bristol Hospitality Network
Notes to the Financial Statements continued
Year Ended 31 March 2019

5 Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
BHN House	22,049	13,915	35,964	19,985
Welcome Centre	17,611	-	17,611	14,415
Solidarity Payments	13,020	220	13,240	11,620
Host Network	812	10,751	11,563	7,966
Syria Project	-	4,015	4,015	4,365
Moveable Feast	1,196	12,674	13,870	2,344
Training and Supervision	746	-	746	30
Volunteer Co-ordination	-	3,566	3,566	5,931
Help Team	-	17,287	17,287	13,740
Database Project	-	10,228	10,228	-
Core Salaries	8,885	-	8,885	14,642
Office Costs	3,368	-	3,368	1,460
New Roots	-	1,300	1,300	-
Insurance	1,078	-	1,078	1,060
	68,765	73,956	142,721	97,558

6 Other Costs

	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£	£
Governance	841	-	841	619
Communications	-	1,583	1,583	1,091
	841	1,583	2,424	1,710

Bristol Hospitality Network
Notes to the Financial Statements continued
Year Ended 31 March 2019

7 Movement in Funds

Project	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balance £
BHN House	2,100	19,000	(13,915)	7,185
Solidarity Fund	-	300	(220)	80
Host Network	-	14,735	(10,751)	3,984
Syria Project	887	7,000	(4,015)	3,782
Moveable Feast Project	14,993	-	(12,674)	2,319
Volunteer Co-ordination	-	10,000	(3,566)	6,434
Help Team	9,191	10,790	(17,287)	2,694
Database Project	15,000	-	(10,228)	4,772
Communications	4,544	-	(1,583)	2,961
New Roots	-	1,500	(1,300)	200
Total Restricted Funds	46,715	63,325	(75,539)	34,501
Total Unrestricted Funds	39,888	79,907	(69,606)	50,189
Total Funds	86,603	143,232	(145,145)	84,690

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.

8 Taxation

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

9 Trustee expenses

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

10 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.

Bristol Hospitality Network
Notes to the Financial Statements continued
Year Ended 31 March 2019

11 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	48,740	14,881	63,621
Other Trading Activities	6,546	-	6,546
Charitable Activities	-	72,343	72,343
Total Incoming Resources	55,286	87,224	142,510
Expenditure on:			
Raising Funds	2,344	-	2,344
Charitable Activities	54,084	39,670	93,754
Other	2,079	1,091	3,170
Total Resources Expended	58,507	40,761	99,268
Net Incoming Resources	(3,221)	46,463	43,242
Transfer between Funds	-	-	-
Total Funds brought forward	43,109	252	43,361
Total Funds carried forward	39,888	46,715	86,603

Bristol Hospitality Network

Notes to the Financial Statements continued

Year Ended 31 March 2019

12 Staff costs and numbers	2019	2018
	£	£
Wages and salaries	65,787	46,568
	<u>65,787</u>	<u>46,568</u>

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

The average monthly headcount was 6 members of staff (4 - 2018) equivalent to 3 FTE.

13 Debtors	2019	2018
	£	£
Debtors	2,358	7,241
	<u>2,358</u>	<u>7,241</u>

14 Creditors	2019	2018
	£	£
Accruals	(1,292)	(708)
	<u>(1,292)</u>	<u>(708)</u>

15 Related Parties

Throughout the financial year a related party made infrequent small loans to the charity in the form of short-term top ups of petty cash, which in most instances were repaid within days to the individual concerned. In the financial year, Linda Nunns (member of staff) made a number of short-term loans with a total value of £1,890. These were all fully repaid within the financial year.

There have been no other related party transactions.