

**THE CARE FORUM**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**THE CARE FORUM**  
**(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Trustees**

D Cottam  
J Allen  
G Barnes  
R Butcher  
A Bragg (appointed 26 April 2021)  
A Roberts (resigned 5 July 2021)

**Company registered number**

03170666

**Charity registered number**

1053817

**Registered office**

The Vassall Centre  
Gill Avenue  
Bristol  
BS16 2QQ

**Company secretary**

Kevin Peltonen-Messenger

**Accountants**

Bishop Fleming LLP  
Chartered Accountants  
10 Temple Back  
Bristol  
BS1 6FL

**Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Solicitors**

Quality Solicitors Buroughs Day  
18-21 Queen Square  
Bristol  
BS1 5PT

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**OBJECTIVES AND ACTIVITIES**

**a. Main activities undertaken to further the charity's purposes for public benefit**

The Care Forum (TCF) is an independent not for profit organisation working predominantly in Bristol, South Gloucestershire, Bath & North East Somerset, Swindon and North Somerset.

**Mission:** TCF works to promote health and wellbeing for all and to challenge inequalities in health and social care policy and services.

**Vision:** TCF's vision is that local, diverse communities can achieve and maintain good health and wellbeing, and care for themselves and each other.

**Charitable Objects:** TCF's charitable objectives are as follows:

1. To promote, protect and preserve the health and social welfare of all people, principally but not exclusively within the south west region.
2. To build the capacity of health and social care groups and organisations and to provide them with the support, information and services to participate in the development and planning of local health, social and community services.
3. To support individuals to access services promoting health and wellbeing, by the provision of information, advocacy, brokerage and similar activities.
4. To promote, organise and facilitate co-operation and partnership working between the social sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

For the purposes of this:

- a) "all people" means everyone in a community regardless of disability, race, religion or belief, gender, age, sexual orientation or socio-economic status,
- b) "social sector" means charities, voluntary organisations, social enterprises and not for profit organisations

The Care Forum aims to be an effective, innovative and responsive organisation, which brings evidence-based intelligence and best practice together to empower our members, communities and individuals, to tackle inequality and influence improvement in the planning and delivery of health and social care services.

The key facets of TCF's work are:

- Effectiveness
- Quality assurance
- Partnership working

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**OBJECTIVES AND ACTIVITIES (CONTINUED)**

The Trustees have had due regard to the guidance published by The Charity Commission on Public Benefit when deciding the activities that the organisation should undertake.

The Care Forum specialises in the field of health and social care, providing services to individuals, representing the views of communities and diverse groups of users, and supporting the voluntary and community sector to provide and influence health and social care interventions. TCF activities fall into four broad categories:

- Direct provision of services to individuals; primarily through information and signposting, advocacy and social prescribing.
- Involving and promoting the opinions, views, needs and aspirations of local people in the development and delivery of health and social care, with a view to improving service delivery and meeting the needs of those communities most affected by health inequalities; primarily through Healthwatch.
- Facilitating, supporting and developing the voluntary and community sector's involvement in and influence of service delivery within health and social care; primarily through our membership offer and voluntary sector support services.
- Provision of volunteer opportunities for local people, with a view to increasing personal self-esteem and wellbeing, skills, confidence and readiness to work.

**b. Strategies for achieving objectives**

Our strategy for achieving our objectives is to measure the impact of the work we deliver, by talking to service users and partners and improving based on what we learn. We also report against key performance indicators agreed with funders such as Local Authorities, the National Lottery and Clinical Commissioning Groups.

**ACHIEVEMENTS AND PERFORMANCE**

**a. Review of activities**

The Care Forum has continued to work to promote health and wellbeing and reduce inequalities. We have delivered these aims by continuously improving the delivery of our portfolio of projects. During the past year we have focussed on ensuring inclusion and co-production are at the heart of our work and the systems we support and work within.

Activities include: Local Healthwatch, Advocacy Services, Networking and Research via our Dialogue Service, information, advice and guidance (Well Aware), other charitable groups through the Bristol Join Up project. We have further developed our insight and engagement functions and delivered work for the NHS and local clinical commissioning teams and delivered a multitude of insight and research projects in Swindon, B&NES and Wiltshire.

We continue to invest in the regions in which we work, by procuring from local providers wherever possible and ensuring that the climate emergency is embedded in our planning decision making and operational delivery.

Highlights of our achievements include:

- An increase in the number of people in both of our Healthwatch services being provided information, advice and guidance.
- Our Well Aware service leading the conversation about the need for assured directories of services at a national level
- Engaging with people who have never had the opportunity to have their voices represented at decision making processes for health and care services.

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**ACHIEVEMENTS AND PERFORMANCE (CONTINUED)**

- The development of a staff forum
- Facilitated away days to support organisational learning and develop strategy, vision and renew our mission.

Whilst we have accepted the need to work remotely, we also accept that for some staff having an accessible office is very important. Throughout the pandemic we have successfully acquired new premises and ensured desk space, break out space and equipment is accessible, up to date and fit for purpose.

The Trustees would like to take this opportunity to thank Staff and volunteers for their hard work and dedication to the organisation in what has been a challenging time.

**FINANCIAL REVIEW**

**a. Review**

The organisation has performed in accordance with its strategic and financial plan. In the year we have continued to review the organisational structure to ensure the efficient allocation of resources to achieve the charity's objectives.

**b. Reserves policy**

Reserves are the resources the charity has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- To provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- To cover three to six months' operating costs
- To protect it from insolvency
- To prevent serious disruption to its charitable work
- To meet any shortfall between the anticipated income of the charity and its budgeted outgoings and its unforeseen expenditure.
- To replace assets as necessary

The reserves required at current operating levels would amount to between £349,000 and £697,000. The level of unrestricted reserves at the end of the financial year was £479,792.

The level of reserves is monitored and reviewed by the Trustees and reported as part of The Care Forum Annual Report.

**c. Investment powers**

Under the Memorandum and Articles of Association, the Charity has the power to make any investment which Trustees see fit.

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Status**

The Care Forum is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association and the Companies Act 2006. Its company registration number is 3170666, and its charity number is 1053817.

**b. Methods of appointment or election of Trustees**

As set out in the Memorandum and Articles of Association, the Board of Trustees (who are directors for the purpose of company law) consists of no less than five members.

At every Annual General Meeting of the company one third of the Trustees must retire from office. The Trustees to retire are those who have been longest in office since their last election or re-election.

A retiring member is eligible for re-election.

The charitable company may, by ordinary resolution, elect a person to act as an additional Trustee and may also determine the rotation in which any additional Trustees are to retire. The Board of Trustees have power at any time to appoint any person to be a Trustee. A Trustee so appointed may only hold office until the next Annual General Meeting and, if not re-elected at that meeting, ceases to hold office.

**c. Policies adopted for the induction and training of Trustees**

All new Trustees undertake an induction process, including an awareness of their governance responsibilities. Trustees are also offered the opportunity to attend other relevant training courses.

**d. Risk management**

Internal risks are minimised by the implementation of effective internal control procedures which ensure appropriate authorisation of all transactions and projects, and consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed for their continuing effectiveness. A formal review of external and internal business risks is carried out by the senior management team on an ongoing basis during the financial year, with mitigation procedures then being proactively implemented.

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of the charity 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. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 adequate accounting records that are sufficient to show and explain the charity's transactions and 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 order of the members of the board of Trustees and signed on their behalf by:

**D Cottam**  
Trustee

Date:



**THE CARE FORUM  
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Independent Examiner's Report to the Trustees of The Care Forum ('the charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

**Responsibilities and Basis of Report**

As the Trustees of the charity (and 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 charity 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 the charity's accounts 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

David Butler FCA DChA  
**Bishop Fleming LLP**  
Chartered Accountants  
10 Temple Back  
Bristol  
BS1 6FL

**THE CARE FORUM**  
**(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|                                    | Note | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ | Total<br>funds<br>2021<br>£ |
|------------------------------------|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                  |                                    |                             |                             |
| Charitable activities              | 3    | 520,273                          | 73,496                             | 593,769                     | 713,922                     |
| Other trading activities           | 4    | -                                | 248                                | 248                         | 1,251                       |
| Investments                        | 5    | -                                | 41                                 | 41                          | 1,989                       |
| <b>Total income</b>                |      | <b>520,273</b>                   | <b>73,785</b>                      | <b>594,058</b>              | <b>717,162</b>              |
| <b>Expenditure on:</b>             |      |                                  |                                    |                             |                             |
| Charitable activities              | 6    | 564,036                          | 7,231                              | 571,267                     | 814,686                     |
| <b>Total expenditure</b>           |      | <b>564,036</b>                   | <b>7,231</b>                       | <b>571,267</b>              | <b>814,686</b>              |
| <b>Net (expenditure)/income</b>    |      | <b>(43,763)</b>                  | <b>66,554</b>                      | <b>22,791</b>               | <b>(97,524)</b>             |
| Transfers between funds            | 14   | 23,695                           | (23,695)                           | -                           | -                           |
| <b>Net movement in funds</b>       |      | <b>(20,068)</b>                  | <b>42,859</b>                      | <b>22,791</b>               | <b>(97,524)</b>             |
| <b>Reconciliation of funds:</b>    |      |                                  |                                    |                             |                             |
| Total funds brought forward        |      | 66,271                           | 469,667                            | 535,938                     | 633,462                     |
| Net movement in funds              |      | (20,068)                         | 42,859                             | 22,791                      | (97,524)                    |
| <b>Total funds carried forward</b> |      | <b>46,203</b>                    | <b>512,526</b>                     | <b>558,729</b>              | <b>535,938</b>              |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 22 form part of these financial statements.

**THE CARE FORUM**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REGISTERED NUMBER:03170666**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

|  | Note | 2022<br>£             | 2021<br>£             |
|--|------|-----------------------|-----------------------|
| <b>Current assets</b>                          |      |                       |                       |
| Debtors  | 12   | 49,120                | 84,802                |
| Cash at bank and in hand                       |      | 564,458               | 564,828               |
|  |      | <u>613,578</u>        | <u>649,630</u>        |
| Creditors: amounts falling due within one year | 13   | (54,849)              | (113,692)             |
| <b>Net current assets</b>                      |      | <u>558,729</u>        | <u>535,938</u>        |
| <b>Total net assets</b>                        |      | <u><u>558,729</u></u> | <u><u>535,938</u></u> |
| <b>Charity funds</b>                           |      |                       |                       |
| Restricted funds                               | 14   | 46,203                | 66,271                |
| Unrestricted funds                             | 14   | 512,526               | 469,667               |
| <b>Total funds</b>                             |      | <u><u>558,729</u></u> | <u><u>535,938</u></u> |

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**D Cottam**  
(Trustee)

Date:

The notes on pages 11 to 22 form part of these financial statements.

**THE CARE FORUM**  
**(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

|   | <b>2022</b>    | 2021             |
|---|----------------|------------------|
|   | <b>£</b>       | <b>£</b>         |
| <b>Cash flows from operating activities</b>             |                |                  |
| Net cash used in operating activities                   | <b>(411)</b>   | (105,351)        |
| <b>Cash flows from investing activities</b>             |                |                  |
| Bank interest received                                  | <b>41</b>      | 1,989            |
| <b>Net cash provided by investing activities</b>        | <b>41</b>      | <b>1,989</b>     |
| <b>Cash flows from financing activities</b>             |                |                  |
| <b>Net cash provided by financing activities</b>        | <b>-</b>       | <b>-</b>         |
| <b>Change in cash and cash equivalents in the year</b>  | <b>(370)</b>   | <b>(103,362)</b> |
| Cash and cash equivalents at the beginning of the year  | <b>564,828</b> | 668,190          |
| <b>Cash and cash equivalents at the end of the year</b> | <b>564,458</b> | 564,828          |

The notes on pages 11 to 22 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**1. General information**

The Care Forum is a company limited by guarantee and a charity, registered at the Charity Commission in England and Wales. The principal office is The Vassall Centre, Gill Avenue, Bristol, BS16 2QQ.

**2. Accounting policies**

**2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Care ForumThe Care Forum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 GOING CONCERN**

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The Trustees make this assessment in respect of a period one year from the date of approval of the financial statements.

After making appropriate enquiries, the Board of Trustees has a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**2.3 INCOME**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**2.4 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.5 INTEREST RECEIVABLE**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.7 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.8 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.9 PENSIONS**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.10 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**3. Income from charitable activities**

|                                  | <b>Restricted<br/>funds<br/>2022<br/>£</b> | <b>Unrestricted<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2021<br/>£</b> |
|----------------------------------|--|--|---------------------------------------|---------------------------------------|
| Grants receivable                | 310,412                                    | 1,500  | <b>311,912</b>                        | 453,278                               |
| Service level agreements         | 209,861                                    | -  | <b>209,861</b>                        | 221,428                               |
| Members subscriptions            | -  | 2,270  | <b>2,270</b>                          | 195                                   |
| Additional commissioned services | -  | 69,726                                       | <b>69,726</b>                         | 39,021                                |
|                                  | <u>520,273</u>                             | <u>73,496</u>                                | <u><b>593,769</b></u>                 | <u>713,922</u>                        |
| <b>TOTAL 2021</b>                | <u>674,706</u>                             | <u>39,216</u>                                | <u>713,922</u>                        |                                       |

**4. Income from donations**

**Income from fundraising events**

|           | <b>Unrestricted<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2021<br/>£</b> |
|-----------|--|---------------------------------------|---------------------------------------|
| Donations | <u>248</u>                                   | <u><b>248</b></u>                     | <u>1,251</u>                          |

**5. Investment income**

|                   | <b>Unrestricted<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2021<br/>£</b> |
|-------------------|--|---------------------------------------|---------------------------------------|
| Interest received | <u>41</u>                                    | <u><b>41</b></u>                      | <u>1,989</u>                          |

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

|                                 | <b>Restricted<br/>funds<br/>2022<br/>£</b> | <b>Unrestricted<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---------------------------------|--|--|-----------------------------|-----------------------------|
| Central Costs                   | 1,500                                      | 7,231  | <b>8,731</b>                | 16,172                      |
| Voluntary Sector Services       | 90,098                                     | -  | <b>90,098</b>               | 81,524                      |
| Advocacy Services               | 30,576                                     | -  | <b>30,576</b>               | 96,114                      |
| Ways to Wellbeing               | 27,016                                     | -  | <b>27,016</b>               | 48,044                      |
| Healthwatch                     | 228,634                                    | -  | <b>228,634</b>              | 240,952                     |
| Well Aware                      | 82,259                                     | -  | <b>82,259</b>               | 97,220                      |
| Bristol Join Up                 | 31,582                                     | -  | <b>31,582</b>               | 69,295                      |
| Voice and influence partnership | 72,658                                     | -  | <b>72,658</b>               | 165,253                     |
| Blue Sky                        | (287)                                      | -  | <b>(287)</b>                | 112                         |
|                                 | <u>564,036</u>                             | <u>7,231</u>                                 | <u><b>571,267</b></u>       | <u>814,686</u>              |
| TOTAL 2021                      | <u>741,331</u>                             | <u>73,355</u>                                | <u>814,686</u>              |                             |

**7. Analysis of expenditure by activities**

|                                 | <b>Activities<br/>undertaken<br/>directly<br/>2022<br/>£</b> | <b>Support<br/>costs<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2021<br/>£</b> |
|---------------------------------|--|---|---------------------------------------|---------------------------------------|
| Central Costs                   | -  | 8,731                                   | <b>8,731</b>                          | 16,172                                |
| Voluntary Sector Services       | 70,046   | 20,052                                  | <b>90,098</b>                         | 81,524                                |
| Advocacy Services               | 16,763   | 13,813                                  | <b>30,576</b>                         | 96,114                                |
| Ways to Wellbeing               | 17,952   | 9,064                                   | <b>27,016</b>                         | 48,044                                |
| Healthwatch                     | 153,117  | 75,517                                  | <b>228,634</b>                        | 240,952                               |
| Well Aware                      | 60,547   | 21,712                                  | <b>82,259</b>                         | 97,220                                |
| Bristol Join Up                 | 28,286   | 3,296                                   | <b>31,582</b>                         | 69,295                                |
| Voice and influence partnership | 72,658   | -                                       | <b>72,658</b>                         | 165,253                               |
| Blue Sky                        | -  | (287)                                   | <b>(287)</b>                          | 112                                   |
|                                 | <u>419,369</u>   | <u>151,898</u>                          | <u><b>571,267</b></u>                 | <u>814,686</u>                        |
| TOTAL 2021                      | <u>649,466</u>   | <u>165,220</u>                          | <u>814,686</u>                        |                                       |



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**7. Analysis of expenditure by activities (continued)**

**8. Independent examiner's remuneration**

|   | <b>2022</b><br>£  | 2021<br>£         |
|---|-------------------|-------------------|
| Fees payable to the charity's independent examiner for the independent examination of the charity's annual accounts | <b>4,000</b>      | -                 |
| Fees payable to the charity's external audit for the independent audit of the charity's annual accounts             |                   |                   |
| Fees payable to the charity's external audit for the independent audit of the charity's annual accounts             | -                 | 5,100             |
|   | <u>          </u> | <u>          </u> |

**9. Staff costs**

|  | <b>2022</b><br>£  | 2021<br>£         |
|--|-------------------|-------------------|
| Wages and salaries                                   | <b>304,959</b>    | 447,104           |
| Social security costs                                | <b>19,684</b>     | 21,088            |
| Contribution to defined contribution pension schemes | <b>16,065</b>     | 22,621            |
|  | <u>          </u> | <u>          </u> |
|  | <b>340,708</b>    | 490,813           |
|  | <u>          </u> | <u>          </u> |

The average number of persons employed by the charity during the year was as follows:

|  | <b>2022</b><br>No. | 2021<br>No.       |
|--|--------------------|-------------------|
| Administrative staff                         | <b>4</b>           | 4                 |
| Management and direct service delivery staff | <b>9</b>           | 17                |
|  | <u>          </u>  | <u>          </u> |
|  | <b>13</b>          | 21                |
|  | <u>          </u>  | <u>          </u> |

No employee received remuneration amounting to more than £60,000 in either year.

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Total remuneration in respect of senior employees is £110,367 (2021: £116,939).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**10. Trustees' remuneration and expenses (continued)**

During the year ended 31 March 2022, expenses totalling £91 were reimbursed or paid directly to 4 Trustees (2021 - £Nil). These expenses related to membership and travel expenses.

**11. Tangible fixed assets**

|                          | Fixtures and<br>fittings<br>£ | Office<br>equipment<br>£ | Total<br>£ |
|--------------------------|-------------------------------|--------------------------|------------|
| <b>COST OR VALUATION</b> |                               |                          |            |
| At 1 April 2021          | 1,156                         | 14,513                   | 15,669     |
| At 31 March 2022         | 1,156                         | 14,513                   | 15,669     |
| <b>DEPRECIATION</b>      |                               |                          |            |
| At 1 April 2021          | 1,156                         | 14,513                   | 15,669     |
| At 31 March 2022         | 1,156                         | 14,513                   | 15,669     |
| <b>NET BOOK VALUE</b>    |                               |                          |            |
| At 31 March 2022         | -                             | -                        | -          |
| At 31 March 2021         | -                             | -                        | -          |

**12. Debtors**

|                                | 2022<br>£ | 2021<br>£ |
|--------------------------------|-----------|-----------|
| <b>DUE WITHIN ONE YEAR</b>     |           |           |
| Trade debtors                  | -         | 4,755     |
| Other debtors                  | 29,736    | 50,609    |
| Prepayments and accrued income | 19,384    | 29,438    |
|                                | 49,120    | 84,802    |

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

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13. Creditors: Amounts falling due within one year

|                                    | 2022<br>£     | 2021<br>£      |
|------------------------------------|---------------|----------------|
| Other taxation and social security | 5,797         | 16,109         |
| Other creditors                    | 12,476        | 21,155         |
| Accruals and deferred income       | 36,576        | 76,428         |
|                                    | <u>54,849</u> | <u>113,692</u> |

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

14. Statement of funds

Statement of funds - current year

|                                    | Balance at 1<br>April 2021<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2022<br>£ |
|------------------------------------|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| <b>UNRESTRICTED FUNDS</b>          |                                 |                |                  |                          |                                     |
| General Funds                      | 469,667                         | 73,785         | (7,231)          | (23,695)                 | 512,526                             |
| <b>RESTRICTED FUNDS</b>            |                                 |                |                  |                          |                                     |
| Healthwatch                        | 67,909                          | 191,122        | (228,634)        | -                        | 30,397                              |
| Voluntary Sector Services          | 4,894                           | 108,095        | (90,098)         | (15,585)                 | 7,306                               |
| Voice and Influence<br>Partnership | (7,070)                         | 60,042         | (72,658)         | 19,686                   | -                                   |
| Ways to Wellbeing                  | 538                             | 20,590         | (27,016)         | 5,888                    | -                                   |
| Advocacy                           | -                               | 25,914         | (30,289)         | 4,375                    | -                                   |
| Central                            | -                               | -              | (1,500)          | -                        | (1,500)                             |
| Bristol Join Up                    | -                               | 33,334         | (31,582)         | (1,752)                  | -                                   |
| Information Services               | -                               | 81,176         | (82,259)         | 11,083                   | 10,000                              |
|                                    | 66,271                          | 520,273        | (564,036)        | 23,695                   | 46,203                              |
| <b>TOTAL OF FUNDS</b>              | <b>535,938</b>                  | <b>594,058</b> | <b>(571,267)</b> | <b>-</b>                 | <b>558,729</b>                      |

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**14. Statement of funds (continued)**

Healthwatches Bath and North East Somerset, Bristol, Swindon and South Gloucestershire are the local consumer champions for people to have their say about health and social care services.

The Voluntary Sector Service enables voluntary and community organisations to participate in the strategic planning and improvement of health and social care services, by the provision of information, representation and networking.

Advocacy Services at The Care forum provides support to people who wish to make a complaint about social services, NHS complaints, victims of crime, drugs and alcohol and mental health.

Information Services offer information about local and national services and organisations relating to health and well-being by the provision of Well Aware, an online database, and freephone telephone support.

The Voice and Influence Partnership (V & I) exists to help make sure that individuals, groups and communities whose voices are not always heard listened to and are part of shaping Bristol's future.

Bristol Ageing Better (BAB) involves building capacity in local communities to develop and support an Age Friendly City. The project works with and for people over 50 in the City of Bristol and is funded by the Big Lottery Fund.

Ways to Wellbeing social prescribing services provide a non-medical "prescription" enabling clients to access community based facilities, groups and activities that can contribute to improving mental health and well-being.

Transfers out of restricted funds represent project which have been completed and delivered a surplus.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**14. Statement of funds (continued)**

**Statement of funds - prior year**

|                                    | Balance at<br>1 April 2020<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2021<br>£ |
|------------------------------------|---------------------------------|-------------|------------------|--------------------------|-------------------------------------|
| <b>UNRESTRICTED FUNDS</b>          |                                 |             |                  |                          |                                     |
| General Funds                      | 498,054                         | 42,456      | (67,642)         | (3,201)                  | 469,667                             |
| <b>RESTRICTED FUNDS</b>            |                                 |             |                  |                          |                                     |
| Healthwatch                        | 86,694                          | 221,046     | (239,831)        | -                        | 67,909                              |
| Voluntary Sector Services          | 7,348                           | 79,911      | (82,365)         | -                        | 4,894                               |
| Advocacy                           | 6,211                           | 33,549      | (42,353)         | 2,593                    | -                                   |
| Information Services               | 1,788                           | 92,096      | (98,008)         | 4,124                    | -                                   |
| Voice and Influence<br>Partnership | 22,655                          | 136,874     | (166,599)        | -                        | (7,070)                             |
| BAB                                | 3,420                           | -           | -                | (3,420)                  | -                                   |
| Ways to Wellbeing                  | 7,292                           | 41,786      | (48,540)         | -                        | 538                                 |
| Bristol Join Up                    | -                               | 69,444      | (69,348)         | (96)                     | -                                   |
|                                    | 135,408                         | 674,706     | (747,044)        | 3,201                    | 66,271                              |
| <b>TOTAL OF FUNDS</b>              | 633,462                         | 717,162     | (814,686)        | -                        | 535,938                             |

**15. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

|                               | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Current assets                | 46,203                           | 567,375                            | 613,578                     |
| Creditors due within one year | -                                | (54,849)                           | (54,849)                    |
| <b>TOTAL</b>                  | 46,203                           | 512,526                            | 558,729                     |

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

|                               | Restricted<br>funds<br>2021<br>£ | Unrestricted<br>funds<br>2021<br>£ | Total<br>funds<br>2021<br>£ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Current assets                | 66,271                           | 583,359                            | 649,630                     |
| Creditors due within one year | -                                | (113,692)                          | (113,692)                   |
| <b>TOTAL</b>                  | <b>66,271</b>                    | <b>469,667</b>                     | <b>535,938</b>              |

16. Reconciliation of net movement in funds to net cash flow from operating activities

|  | 2022<br>£       | 2021<br>£ |
|--|-----------------|-----------|
| Net income/expenditure for the year (as per Statement of Financial Activities) | <b>22,791</b>   | (97,524)  |
| <b>ADJUSTMENTS FOR:</b>  |                 |           |
| Interest received  | (41)            | (1,989)   |
| Decrease/(Increase) in debtors   | <b>45,682</b>   | (31,889)  |
| (Decrease)/Increase in creditors   | <b>(58,843)</b> | 26,052    |
| <b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>                     | <b>9,589</b>    | (105,350) |

17. Analysis of cash and cash equivalents

|  | 2022<br>£      | 2021<br>£ |
|--|----------------|-----------|
| Cash in hand                           | <b>487,221</b> | 487,591   |
| Notice deposits (less than 3 months)   | <b>77,237</b>  | 77,237    |
| <b>TOTAL CASH AND CASH EQUIVALENTS</b> | <b>564,458</b> | 564,828   |

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**18. Analysis of changes in net debt**

|                          | At 1 April<br>2021 | Cash flows   | At 31 March<br>2022 |
|--------------------------|--------------------|--------------|---------------------|
|                          | £                  | £            | £                   |
| Cash at bank and in hand | 564,828            | (370)        | 564,458             |
|                          | <u>564,828</u>     | <u>(370)</u> | <u>564,458</u>      |

**19. Pension commitments**

The company operates a defined contribution pension scheme. The pension cost charge represents contributions payable by the charity to the fund and amounted to £16,065 (2021: £22,621). Contributions totalling £2,218 (2021: £3,087) were payable to the fund at the Balance Sheet date and are included in other creditors.

**20. Related party transactions**

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel. Remuneration of key management personnel and remuneration and expenses of Trustees is detailed in 9.

**21. Acknowledgements**

The Trustees gratefully acknowledge funding received from:

Bath and North East Somerset Council, Bristol City Council, National Lottery Community Fund, NHS Bristol North Somerset and South Gloucestershire CCG, South Gloucestershire Council, Swindon Borough Council and The Advocacy People