QUARTET COMMUNITY FOUNDATION

England & Wales · Charity number 1080418

Details

Other names	GREATER BRISTOL FOUNDATION, HIGH SHERIFF'S FUND (BRISTOL)
Status	Registered
Legal form	Charitable company
Company number	03981052
Registered	2000-04-25
Register	View on the Charity Commission register

Contact

Address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Phone	01179897700
Email	info@quartetcf.org.uk
Website	www.quartetcf.org.uk

Activities

Objects: A) THE PROMOTION OF ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE SUB-REGION COMPRISING THE AREA IN AND AROUND THE CITY OF BRISTOL (THE AREA OF BENEFIT) AND IN PARTICULAR, THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF GOOD HEALTH, BOTH MENTAL AND PHYSICAL, THE RELIEF OF POVERTY AND SICKNESS AND THE PROVISION AND EQUIPMENT IN THE INTERESTS OF SOCIAL WELFARE AND FOR THE PUBLIC BENEFIT OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF PERSONS FOR WHOM THE FACILITIES ARE PRIMARILY INTENDED AND CONSERVATION OF THE ENVIRONMENT FOR THE BENEFIT OF THE PUBLIC; ANDB) OTHER EXCLUSIVELY CHARITABLE PURPOSES IN THE UNITED KINGDOM AND ELSEWHERE WITH A PREFERENCE FOR THOSE WHICH ARE IN THE OPINION OF THE TRUSTEES BENEFICIAL TO THE COMMUNITY IN THE AREA OF BENEFIT.

Activities: Quartet Community Foundation manages and distributes charitable funds to meet local needs on behalf of individuals, companies, families and other organisations, working across Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire to connect local causes and charities with donors.

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Classification

- **How:** Makes Grants To Organisations
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** CITY OF BRISTOL, BATH & NORTH EAST SOMERSET, NORTH SOMERSET AND SOUTH GLOUCESTERSHIRE.
- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,831,221	£7,049,785	£74,965,942	23
2024-03-31	£5,793,287	£6,292,761	£69,551,391	23
2023-03-31	£9,938,046	£8,114,631	£64,974,637	23
2022-03-31	£6,756,496	£6,651,091	£66,280,405	20
2021-03-31	£16,906,615	£6,479,479	£62,275,591	19

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Trustees

Name	Role	Appointed
Susan Anne Mountstevens OBE	Chair	2020-03-26
Abdulhamid Sheikh		2021-12-08
Daniel Richard Wood		2023-12-06
Diane Joy Robinson		2024-12-04
Edward Christopher Thompson		2024-12-04
Edward Sion Lutley		2024-12-04
Ella Roshin Patel		2023-12-06
Lauren Elizabeth Couch		2023-12-06
Lee John Dineen		2024-12-04
Matthew Crossman		2022-09-28
Matthew Lee		2021-12-08
Nicholas Lee		2020-03-26
Oliver Delany OBE		2021-12-08
Richard Nicholas Tredwin		2025-12-03

Linked charities

- GREATER BRISTOL FOUNDATION PERMANENT ENDOWMENT FUND (1080418-1)

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QUARTET COMMUNITY FOUNDATION

England & Wales - Charity number 1080418

Accounts

Company no: 3981052
Charity no: 1080418

Quartet Community Foundation

Trustees' Annual Report and Accounts

31 March 2025

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Chair's Report

This has been a successful year for Quartet with high levels of income and for the second year in a row we were able to distribute over £5 million in grants across Bristol, Bath and North East Somerset (BANES), North Somerset and South Gloucestershire. We recruited three new board members who brought expertise in fund management, philanthropy and legal skills in property management, as we own our building.

In the charitable and voluntary sector, there is a two pronged challenge: the cost of living continues to impact organisations, as they try to pay wages which attract and retain staff in the sector which is the least well paid and as the people they support need services more than before. They are challenged by increasing levels of food and energy poverty, homelessness and refugee communities face unrest in their communities. Budgets have been challenging for charities since the rise in National Insurance and Living Wage, meanwhile funding from trusts is restricted, some trusts are closing temporarily and/or defining their criteria, often more narrowly, to avoid being oversubscribed. So, it is harder for charities to be successful with their bids. Quartet needs to respond to this flexibly, by ensuring that we are bringing as much funding in, to get much needed grants out to charities. We will also be setting our strategy for the next three years in 2026 and working with donors to respond to the challenges faced by the sector. This will include considering multi-annual funding and acting as a catalyst to support partnerships and collaborate to focus on a particular area or group who need extra support or experience particular disadvantage.

We said goodbye to our former Chief Executive, Suzanne Rolt in the summer of 2024. She moved on to a new role running Bristol's esteemed Arnolfini café and gallery. Suzanne was with Quartet for over three years and oversaw a period of significant growth in our endowment and giving.

We welcomed Anna Smith as our new CEO In January 2025. Anna has a strong background as a former CEO having run a number of front-line services in charities in the women's sector in South Gloucestershire at Survive, London at Advance and in Bristol at One25. She led a government funded system change programme working to provide support to people facing multiple disadvantage through Changing Futures. Her most recent role was as CEO of Bristol Drugs Project, where she successfully secured their commissioning contract for a further five years. Her networks in Bristol, BANES and South Gloucestershire and her experience in the sector across the west, will bring increased knowledge and awareness of Quartet.

Quartet continued to have a genuine commitment to further our Equality Diversity and Inclusion (EDI) setting up an internal working group across the organisation which meets monthly to work towards action. In 2025/6 we will appoint EDI representatives from the board and will continue to hold a range of training opportunities across the full staff team as well as collecting socio-economic data on our staff, committee members and board. This will support us to see where more work can be done to improve the representation of staff across diverse categories.

We continued to be a landlord to five other charities and faced the challenge of the restaurant business on the ground floor leaving due to decreased income. A process was put in place involving a task and finish group with experts from our board and in partnership with an estate agent, Hootons, to determine a long-term rental with a hospitality business, which we are confident will conclude in 2025/6 with a secure tenant in place. Our budget reflected this empty space and gave us sufficient time to find a strong, new tenant in 2025/6.

Nationally our membership of UK Community Foundation (CF) has brought a new CEO to work with the 47 CFs across the UK. Her background in government offers an opportunity to raise the profile of philanthropy and to draw down central funds for distribution by local CFs. Our relationship with the CFs in the west, Cornwall,

Devon, Gloucestershire, Somerset, Wiltshire and Dorset provides opportunities to meet bi-annually, learn from each other and come together to work alongside regional fund opportunities.

We are proud to continue to be seen as a valued and significant funder, bringing the generosity of our donors and partners close to the charities and voluntary organisations which support communities who are disadvantaged. Our Behind the Scenes events, held about eight times a year, continue to provide a forum for donors to see first-hand the impact of their funding. We worked closely with Bristol Council, distributing a grant called the Community Recovery Fund in response to the racist action in Bristol and beyond in summer 2024. We also distributed funds in partnership with Wessex Water and Bank of Ireland. Quartet continues to invest its endowment, building this to offer sustainable funding to the west for as long as it is needed and we work to raise the profile and benefits of giving back to communities.

Sue Mountstevens

Sue Mountstevens
Chair of the Board of Trustees

5/12/25

Reference and Administrative Details

Company number	3981052
Charity number	1080418
Status	The Charity is registered for VAT - number 752791703
Registered office and operational address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Trustees	Trustees, who are also Directors under company law, who served during the year and up to the date of this report were as follows: Sue Mountstevens OBE, Chair of Trustees Nick Lee, Deputy Chair of Trustees and Chair of Finance & Investment Committee Saida Bello (retired June 2024) Sue Blatchford (retired Sep 2024) Lauren Couch Matthew Crossman Oliver Delany OBE, Chair of Governance Committee (to June 2024) Caroline Hagen, Chair of PMG Committee (retired Sep 2024) Matthew Lee Raj Kakar-Clayton (retired Oct 2024) Ella Patel Kristen Pye, Chair of Programmes Committee Junior Sheikh Jo Turner (retired Sep 2024) Dan Wood, Chair of Governance Committee (from June 2024) Siôn Lutley (joined Dec 2024) Edward Thompson (joined Dec 2024) Lee Dineen (joined Dec 2024) Diane Robinson (joined Dec 2024)
Patrons	The Lord-Lieutenant of the City and County of Bristol, Peaches Golding OBE The Lord-Lieutenant of Somerset, Mohammed Saddiq (from Oct 2022)
President	Trevor Smallwood OBE DL
Vice Presidents	Will Bee Gillian Camm DL Chris Curling Geoff Matthews Mary Prior CVO MBE Professor Murray Stewart Sir James Tidmarsh KCVO MBE JP Lady Paula Wills

Principal Officers	Anna Smith, Chief Executive Officer (from January 2025) Suzanne Rolt, Chief Executive Officer (to July 2024) Ronnie Brown, Philanthropy Director and Interim Chief Executive (from July 2024 to January 2025). Retired June 2025. Sarah Crispin, Head of Finance Aidan Woodburn, Head of Operations and Company Secretary
Bankers	**Bank of Scotland** Glass House, Cabot Circus Bristol. BS1 3BX
Investment managers	**Rathbones** 8 Finsbury Circus London, EC2N 7AZ **CCLA** 80 Cheapside London, EC2V 6DZ **Cazenove Capital** (since April 2024) 12 Moorgate London EC2R 6DA
Legal advisors	**Osborne Clarke** 2 Temple Back East Temple Quay Bristol, BS1 6EG **Veale Wasbrough Vizards** Narrow Quay House, Narrow Quay Bristol, BS1 4QA **CMS Cameron McKenna Nabarro Olswang LLP** 2 College Square Anchor Road Bristol, BS1 5UE **Temple Bright LLP** 29 Great George St Bristol BS1 5QT
Independent Auditors	**Bishop Fleming Audit Limited** 10 Temple Back Bristol, BS1 6FL

Trustees Report

Structure

Quartet Community Foundation (Quartet) is the community foundation for the West of England. We exist to champion local philanthropy and place-based giving. Our model centres on building our endowment fund, an independent resource, to support our communities long into the future.

Quartet was incorporated in April 2000 as a company limited by guarantee and registered as a charity with the Charity Commission. It is governed by its Memorandum and Articles of Association, which set out the charitable objects of the Foundation and powers of the Board, its governing body.

The Board is able to have up to 15 Directors. The Directors are also the charity's Trustees for the purposes of charity law and are generally referred to as the Trustees. The latter are also the sole Members of Quartet. The liability of the Members for the debts and liabilities of the company is limited and in the event of the company being wound up would not exceed £1 per Member. The Trustees have no beneficial interest in the charity.

Trustees are elected for a maximum of two consecutive three-year terms. In special circumstances, and to meet the needs of the organisation, appointments may, at the discretion of the Board, be further extended.

In line with the seven principles of the Charity Commission's Charity Governance Code, the Board provides strategic leadership and ensures that Quartet's charitable aims are being delivered in an effective and sustainable way. It has ultimate responsibility for the conduct and financial stability of Quartet and for ensuring that there are effective processes in place around grant making, decision-making, risk and control. The Board annually elects a Chair and Vice Chair and meets four times a year with the Chief Executive Officer (CEO) and senior staff in attendance. It also meets annually for an Away Day to review and refresh strategy.

The Board delegates activity and authority to four Committees: Governance; Finance & Investments; Philanthropy, Marketing & Growth; and Programmes. They meet three to four times a year, are guided by Terms of Reference, clearly defined delegated authorities and areas of responsibility. The committees are all supported by a volunteer membership with relevant expertise, but no formal responsibility for the management of the charity. Decisions and recommendations made by Committees go to the Board for approval. The Board also appoints Grant panels, made up of trustees, volunteer members and executive staff, to inform the decision-making process around individual grant programmes. The Grant panels have a delegated authority to make grants of a maximum individual value of £24,999. All grant awards in excess of that figure, other than those directed by fund holders, have to be ratified by the Board.

Patrons, Presidents and Vice Presidents are appointed in recognition of their outstanding contribution both to Quartet and to the local community. These are honorary positions with no formal duties or responsibilities. We are very grateful for their continued support and advocacy.

Quartet is a member of UK Community Foundations (UKCF). UKCF supports and promotes good practice amongst UK community foundations and manages a formal accreditation process every three years. On occasion Quartet manages funding programmes on contract from UKCF but it is not subject to any governance arrangements or responsibilities.

Governance

Our trustees are drawn from a wide variety of walks of life and from across our communities, across age groups and represent our region. Quartet is committed to ensuring that we have the representation on our Board and in our committees that reflects the constituency we support. Moreover, there is the requisite level of skills, knowledge and experience. The skills and protected characteristics of our trustees are recorded and updated

through an annual audit which helps to identify gaps in knowledge and representation. Trustees are then recruited through an open application and interview process.

On joining the Board, trustees are expected to work as part of an effective team and to conduct themselves according to the values of Quartet; this includes a commitment to equality, diversity and inclusion and to openness and accountability.

To this end, the Governance Committee oversees a structured programme of trustee professional development that begins with trustee induction. On appointment, new trustees meet with the CEO and Senior Management Team in order to understand the history, working practices and organisational procedures. New trustees are given access to a comprehensive pack of information, including key policies and documents and a current Business Plan, a bespoke guide entitled '*What to Expect as a Quartet Trustee*', as well as referral to '*The Essential Trustee Guide*' published by the Charity Commission. Trustees have the opportunity to be paired with a trustee colleague in a 'buddy' style system. All trustees are expected to make visits to local organisations in order to learn more about Quartet's work and the impact of our grant making activity.

The Board provides strategic oversight and direction; it agrees an annual operating budget, annual organisational objectives, and monitors performance within agreed targets and considers risk. All operational matters including the day to day running of Quartet is delegated to the CEO and executive team.

At the end of 2024/25 we had 23 staff (equating to 18 FTE staff). We said goodbye to our former Chief Executive, Suzanne Rolt in June 2024, at which point Quartet's Philanthropy Director stepped in as Interim Chief Executive during the recruitment of a new CEO. We welcomed Anna Smith as our new CEO in January 2025, following a successful recruitment campaign delivered by Moon Executive Search.

Our Vision

Our vision is of a West of England where local communities are well resourced, confident and strong, and where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and far into the future.

Our Mission

We seek to inspire people through philanthropy to help transform our local communities so that they become fairer, greener and a place for all to thrive. We do this by:

- Encouraging local giving and providing tailored philanthropy services for donors, including the public sector;
- Investing in local communities through year-round grant programmes and the brokering of pro-bono professional services for the voluntary sector; and
- Fostering civic collaboration and using our influence to shine a light on the most pressing issues of the day for the benefit of our communities and VCSE sector.

Quartet works across four key areas: Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire. We take a whole 'West of England' approach to our work, but we continue to be mindful of the four areas' particular needs and the importance of proportionate grant-making in each. While our office is based in central Bristol, we also have a satellite office and team members in Bath; this recognises the importance for Quartet of maintaining a prominent presence for its work across BANES and North Somerset.

Charitable Objects

Our charitable objects as set out in our Articles of Association (as adopted by written special resolution passed on 5th April 2024) are:

- The promotion of any charitable purpose for the benefit of the community in and around: Bristol; Bath and North-East Somerset, North Somerset, and South Gloucestershire; and
- In particular, the advancement of education, the protection of good health, both mental and physical, the relief of poverty and sickness and the provision of equipment in the interests of social welfare and for the public benefit of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of persons for whom the facilities are primarily intended and conservation of the environment for the benefit of the public; and
- Other exclusively charitable purposes in the UK and elsewhere with a preference for those which are in the opinion of the Trustees beneficial to the community in the area of benefit.

We achieve our charitable objectives through:

- Endowment & Revenue Funds: growing these as essential community assets in the immediate and long term, matching funds with community needs and priorities
- Grant Making: managing a year-round programme of grants
- Civic Engagement: joining up activities wherever possible, shining a light on the most pressing issues of the day and convening and participating in discussions where we can add our experience and understanding of the local voluntary sector.

Endowment and Revenue Funds

Quartet provides a high quality, tailored philanthropy service for a wide range of individuals and organisations and is always seeking to promote the value of philanthropic giving as widely as possible. We have a Fund Development Plan, reviewed on an annual basis, that helps guides how we balance endowment building with immediate grant-making needs while expanding our future donor base.

We provide advice and guidance for anyone seeking to know more about local philanthropic giving during, or beyond, their lifetime. Once a commitment to setting up a Fund is made, either Endowment or Revenue, Quartet manages the respective funds in a flexible way that meets the needs and interests of the Fund holder.

While the financial support of philanthropists is vital to enable Quartet to continue its work, we recognise that people can also give of their time, talents, knowledge and contacts. Our ProHelp service connects business and people with local voluntary and community groups to share their skills, professional advice and services, and help to strengthen the vital services that they deliver for our local communities.

Grant making

Quartet makes grants to individuals, registered charities and organisations that can demonstrate that they have charitable purposes. Grants are primarily made within Quartet's geographic areas of benefits; however, the charity may make grants anywhere in the UK and internationally, in accordance with its charitable aims. Quartet strives to be as open and accessible as possible to local groups and organisations that need grant funding. A grant making policy is reviewed on a regular basis by the Programme Committee (most recently in June 2024) and sets out:

- The principles underlying Quartet's Grant making decisions;
- The principles governing assessment and award of grants; and
- How successful Grants are monitored.

Civic Engagement

Quartet exists to champion local philanthropy and to support the voluntary sector through thoughtful grant-making. This community approach gives us an important role to play in connecting people, sharing ideas and helping to create common agendas for positive change. We recognise that our own contributions are enhanced when the funding we distribute is aligned with wider initiatives in our area and with the resources of others. This requires an ongoing commitment to strong networks, expert knowledge and open collaboration.

Equality, Diversity & Inclusion

Our Equality, Diversity and Inclusion (EDI) work continues and is embedded into our governance - with each committee having a clear indication of actions needed- as well as our culture. An internal EDI group, chaired by the CEO, meets on a six-weekly basis to review and refresh our actions against our EDI objectives, to provide a forum for discussion on all matters relating to EDI, and to foster and inclusive workplace.

We continue to work to the "9 Pillars" framework produced by the Association of Charitable Foundations, aimed at supporting grant-making foundations' work to strengthen diversity, equity and inclusion. This means we are committed, amongst other things to:

- Invest time and resources in understanding and defining equity, diversity and inclusion
- Have a diverse Trustee and staff team, both in terms of demographics and experience
- Reflect and implement EDI practices in our funding activities
- Express our EDI commitment, policies and practices publicly
- Use our own power to advocate for and advance EDI practices.

Safeguarding

Safeguarding remains a significant priority not only for Quartet but also for the organisations to which we make grants. We carried out a full review of Quartet's safeguarding policy and practices, and are continuing a programme of safeguarding training and awareness for our workforce.

Climate Emergency

Quartet aims to help secure a better and more sustainable future for all and believes that a place-based model is an important way of achieving this. In line with the Paris Agreement and the environmental goals set by the local authorities across the West of England, we support the ambition for carbon neutrality in all of our operations by 2030. Our ability to achieve this target will be driven by a series of both internal and external actions, with the most impactful relating to our responsible investment policy, an area we are already making significant improvements within. Quartet carry out Carbon Footprint Assessments each year in order to measure our carbon impact, measure progress in our efforts to reduce our impact, and identify opportunities for further improvements. The findings of these assessments are reported to the board and are used in setting agreed action plans going forward.

Complaint Management

We maintain a register of Comments, Compliments and Complaints. As in the previous year, we did not receive any complaints during the year about any aspect of our fundraising activities.

Quartet Community Foundation is registered with the Fundraising Regulator, committing to fundraising in line with the Code of Fundraising Practice in a way that is legal, open, honest and respectful.

Review of Year - Achievements, Performance & Significant Activities

In 2024/25 we continued to deliver on our core business plan objectives:

- To be here for the long term by continuing to grow our permanent endowment fund
- To help our donors to make a difference by providing a high-quality philanthropy advice service
- To respond to the needs and aspirations of our communities through equitable grant making
- To listen and to add our voice through civic collaboration and sharing our research & learning

Achievements and performance 2024/25:

- £5.1m paid out in over 1,000 grants.
- Endowed funds totalled £69.8 million
- Total income for the year was £13.8million
- Total donations received was £12.5m, of which £8.5m in endowment donations (including a legacy provision sum of £5m) and £4m in Revenue funds.
- 15 new named funds established bringing in 14 new fund holders
- Quartet has 254 endowed funds including 8 building funds, and 54 flow-through funds under management.

Grant making:

The effects of the rising cost of living that we reported last year have persisted throughout this year. Quartet has continued to support community-based activities that address the impact on communities, including issues around food insecurity, poor mental health and wellbeing, and limited access to essential goods and services. Also, there has been much activity to increase cohesion in our local communities following violent disorder across the country in August 2024. Quartet has supported activity that aims to bridge cultural divides, rebuild community safety, and empower those who were most affected.

Demand for our grants remained high, with the total requested amount for several of our grant programme being three times more than what was available. For some, it was over four times more. Unfortunately, this meant we've had to decline a significant number of applications or offer only partial funding. For instance, our Megawatt Community Energy programme had a success rate of just 32% compared to the overall average of approximately 55% across all our open grant programmes.

We are working hard to address the continued high demand for our grants by undertaking several ongoing actions. This includes refining the criteria and priorities for our grant programmes and being transparent about the application success rates in our communications. In addition, we are exploring other ways to engage with potential applicants, ensuring our programmes are well understood and accessible to a range of grant seekers. We aim to continue holding regular meetings with our donors to hear how they might align their funding priorities with the need in the sector and we regularly hear back from charities we fund about the challenges they face.

Fund Development:

Thanks to the generosity of our fund holders and donors, we distributed £5.1m in over 1,000 grants. The Cost of Living crisis, persistent inflation, the rising cost of energy and the increase in National Insurance contributions since October 2024 continue to provide challenges for the VCSE sector. Our fund holders have responded positively to these pressures, continuing to add to their funds to increase their giving, and where possible increasing their grant sizes to take these external pressures into account. We are grateful for their continued generosity, with 97 donations of £5k+ by both new and existing donors. We welcomed 14 new fund holders from a range of different backgrounds. These included two new avenues of statutory funding: Bristol City

Council's Community Recovery Fund, that helped us to support community cohesion work in light of the violent disorder in the summer of 2024, and Haywood Village Fund through Section 106 developer contributions within Planning Regulations. A long standing fund holder transferred their family trust to us so it can continue to provide support to our communities.

Research and learning:
This year we undertook some joint research with Bristol Climate and Nature Partnership (BCNP) to scope out the level of support for funding community climate action locally and explore ways this might be enhanced. We interviewed philanthropists, funders and local businesses. Our results revealed an appetite among some business to support community climate action work, an openness among some funders for more collaborative working and a desire among some philanthropists for strategic funding conversations. We're continuing to work with BCNP to identify the project's next steps.

We also recently partnered with Tech4Good South West on a digital skills survey for the local VCSE sector. The survey provided insights into the sector's existing level of digital skills and the barriers organisations face to making the most of the digital world. The results are helping inform the advice we provide and our grant-making priorities. Key findings from the survey are published in our latest social needs report, In View, which this year focused on digital inclusion and the ways philanthropy helps to bring the digital divide.

Collaboration and partnership:
Our external collaborations continue to be a key element of Quartet's approach and impact, benefiting us through opportunities to position our work, enhance our influence and work strategically to get better outcomes for our area. As usual, this year our staff and trustees have been part of a range of partnerships, forums and working groups. These help us collaborate with other organisations to listen, learn and take collective action. In May, we jointly convened a session with Tech4Good South West for Bath Digital Festival on bridging Bath's digital divide, and in October we co-led an event exploring the role of women in tech and philanthropy. Other examples this year include the West of England Impact Alliance, and funding surgeries with infrastructure organisations Black South West Network and Voluntary Action North Somerset. Our collaborative funding initiatives remain active, including Bristol Funders Group, Bristol Older People's Funding Alliance, and the Youth Sector Development Fund.

Our Pro Bono brokerage programme, ProHelp, has continued to expand across all areas of our region and in 2024/25 it brokered bespoke, 1:1 professional time and expertise for 60 local voluntary sector organisations, conservatively estimated at 600 hours of professional volunteering time, with a recorded value to date of £125,000.

Future Plans and Objectives

Grant making:
Signing up to IVAR commitments to open and grant-making provides us with a framework for continuous improvement and development of our grant-making. This will help us to continue reviewing and ensuring we are accessible, and our requirements are proportionate for grant seekers and grant holders.

We will continue to assess ourselves against these IVAR commitments to make sure we are:

- clear and transparent on our funding priorities for each grants programme we're delivering
- asking only relevant questions of grant seekers
- being reasonable with how we assess risk in our funding decisions
- clear on our grant application decision timescales
- open about our decisions, giving feedback to unsuccessful applicants and publishing information on our success rates
- making our funding as flexible as possible and being flexible to a grant holder's changing needs and priorities
- clear about our relationship with a grant holder from the start and work in partnership with them, showing respect, interest and confidence.
- being proportionate with our reporting requirements for grant holders.

We continue to reach into our communities and explore new opportunities to meet grant seekers face-to- face, have conversations with them, and learn more about each other. Additionally, we receive continuous feedback from our applicants via an anonymous survey, which further refines our practices.

We continue to grow and maintain diversity in our grant-making decisions. We have always aimed to include people external to Quartet on our various grant decision-making panels. We will continue doing this through our panel pool of volunteers with relevant experience and ensure that the people helping us to make decisions have relevant lived and learned experiences.

Underpinning this work we need to be diligent and show humility and respect to those seeking a grant and in receipt of our funding.

Fund development:
We continue to respond to current needs with an eye to future security and growth. Our fund development plan, adopted last year, points us in the direction of future growth areas within our region and we are already making significant inroads in those. With the tech sector, we have built new positive relationships in Bristol and Bath and grown their awareness of our work organically. We have delivered two partnership events with Tech4Good South West as part of this goal. With the local health authorities, we have successfully attracted and delivered quick-response, flow-through funding that demonstrates our strengths of community connections and grant-making. With changes due to the health authorities in the next FY, we will be working closely with our South West community foundations to strengthen our offer. We continue to expand the breadth of professional advisors who know us. We recognise that all this work relies on slow and steady process of building trusting relationships with those new to philanthropy and the community foundation. We also recognise the importance of telling compelling stories of the impact of local giving, and amplifying these through our communications channels and our staff, committee members, fund holders and trustees.

Financial Review:
As indicated above, with the support of our philanthropic community, Quartet have continued to thrive with another good year with income received over £13.8m (£5.7m: 2023-24). This included £8.5m of new donations to the Endowment Fund. With continued volatility in global markets the portfolio performance was below expectations. Since the year end, performance has improved. Our flow through funding of £2.8m helped us to distribute £5.1 million, thereby maintaining the grant making levels we aspire to in our strategy. All this activity has helped Quartet to cover 100% of our budgetary costs and again return a modest surplus.

As of 31 March 2025 Quartet held £69.8m in total endowment funds held, split between permanent endowment of £6.81 m and expendable endowment of £63.02m of which £8.9m is held under the Dormant Assets Scheme. These funds have come from bank and savings accounts which have been inactive for over 15 years. Should the owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2024-5 was £501k. Quartet holds within our £69.8m a total of £8.6m of donor directed funds – please see note 24 for further details.

Going Concern:
Quartet trustees are satisfied that Quartet is a going concern. Quartet accounts indicate an operating surplus of 94% which is well within the range of our Reserves Policy which recommends that the charity should hold up to 9 months of operating costs. With this in mind, Quartet trustees have approved a deficit budget for 2025/26 with a projected deficit of £33.9k, but even taking this deficit into consideration we would still be operating well within our reserves policy.

In reaching this conclusion, we have made the following assumptions:

- Quartet holds, as of 31st March 2025, endowment funds to the value of £69.8m. The annual levy from this amount covers 55.8% of associated 2025/26 budgetary expenditure.
- Interest on our cash deposit funds will provide approximately 9.3% of associated 2025/26 budgetary expenditure.
- Core income generated from incoming endowment donations and revenue grant programmes combined for 2025/26 has been budgeted at £399k. To date we have received in total £1.8m, generating £115k core income which represents 38% of the £302k budgetary income for 2025/26.

In total from the July 25 Management accounts, we have already secured 32% of core income totalling £457k against the full budgetary target of £1.407m. With expenditure at £430k year to date against a full budget of £1.441m, Quartet trustees are confident we can maintain our reserves policy for 2025/26.

The only other consideration affecting our going concern status relates to the possibility of a global stock market failure. While this would be damaging to our balance sheet and investment holdings, Quartet would nonetheless be able to continue to operate within its reserves and through revaluations of its cost base.

Reserves:
As a general principle, Quartet aims to retain a minimal balance of unrestricted funds. Accordingly, the reserves policy was reviewed during the year. Having assessed the attendant risks (such as the failure of investment markets to produce sufficient income, unexpected building costs or contractual commitments that would have to be met in the case of closure of the charity or the requirement to fund a new opportunity that might arise), the conclusion is held to reserve up to 9 months of operating costs. At the year end, our free reserves were £1.37m, representing 96% of the original annual staffing and support costs.

Investment Policy:
Quartet holds a major investment portfolio of endowed funds. Together with revenue funds from statutory, individual and corporate sources, the investment returns fund our grant-making and make a significant contribution to our core costs. We view the investment market through a long-term lens, recognising that there will be periods of volatility that may erode our investment values. It can be difficult to predict income in any single year, so Quartet actively develops pipelines of philanthropic support for the medium as well as immediate term.

Fund performance rests with our investment managers, currently CCLA, Cazenove and Rathbones. It is the responsibility of our Finance & Investment Committee to monitor the performance of these funds against our investment policy and agreed benchmark and performance criteria. Within Quartet's investment policy we have our investment criteria which, states 'we will not invest in companies deemed to be 'ESG laggards'(as measured by investment managers' proprietary or third party ESG systems) unless there is good reason, and we expect the overall ESG rating of our portfolio to be better than that of the wider equity market. As well as broad ESG risk, we expect our investment managers to factor carbon, reputational and governance risk into their analysis.

The active challenge for the Board, in relation to its investment policy, is fulfilment of the stated ambition to reach Net Zero. There is the ubiquitous conflict between the compulsion to maximize returns in the face of burgeoning need and the recognition that the imperative of climate change demands a proactive approach to investment that minimises our carbon footprint. The latter has the attendant impact, in the short term at least, of a decline in returns and our ability to support those seeking help. Quartet's ability to resolve this dilemma is compounded by the necessity also to consider the diverse views of our fund holders.

However, the Board recognises the compelling need to align Quartet's Net Zero ambition with our investment policy and portfolio. Our investment managers have been given a clear mandate. This has involved as an evaluating our priorities in relation to investment reallocation -divestment, active ownership and supporting companies that provide climate change solutions. We continue to refine our baseline and markers against which performance can be measured. There is further work to be done with our stakeholders to ensure that all is aligned with our Net Zero ambitions.

Having conducted a full review of our investment management, the trustees introduced a third investment manager to invest our endowment. Quartet introduced and transferred £20m from our existing Investment managers to Cazenove Capital. This is now invested in their SUTL Cazenove Charity Sustainable Multi-Asset fund, this fund operates within our responsible investment policy.

The F&I committee conducted a full review of our responsible investment policy in line with our climate change ambitions in 2024-25.

Remuneration policy:
Our fund holders and donors demand – and deserve – a thoroughly professional service, as efficient and reliable as the leading advisers with which they deal. We must therefore continue to invest in our staff to provide unrivalled philanthropy advice, grant-making and civic influence.

Trustees, who are all unpaid volunteers, set the overall pay and remuneration during the annual budget round, taking into account the drive to keep costs down, the extra work taken on by team members during the year and noting pay in comparable roles in the local area. The process for setting remuneration is the same for all staff, with pay set at the appropriate rate to attract and retain professional, dedicated staff. In addition the

Governance Committee recommends to the Board the pay for any member of staff paid. The charity does not make any performance related payments. The staff pay award set in the 2024/5 budget was 3% and some further individual adjustments were made in addition to this.

Quartet offers a stakeholder pension scheme to staff and contributes 6% to this or direct to staff members' individual pensions. In addition we offer a NEST pension scheme to comply with the government's auto enrolment pensions legislation. During the year we continued to provide and contribute, on behalf of all staff, to an employee benefit scheme with the Hospital Saturday Fund.

Risk:
Trustees actively manage the risks that the organisation faces and have appropriate systems and procedures in place to mitigate risks. Quartet underwent a comprehensive review of risk management in 2024-25, resulting in an organisational risk management framework that is now being embedded across the foundation.

Risk Management Statement:
As a charity committed to good governance, ultimate accountability for the charity's management and control of Quartet rests with the trustees. Led by the CEO, the trustees appoint a suitably qualified and experienced staff team to deliver the work of the charity, and this work includes the identification of risk, and the implementation and management of risk management as part of its strategy, and as part of its everyday work. Therefore, board involvement with key aspects of risk management process is an important and essential part of each board meeting, with this matter featuring as part of the standing agenda.

The board ensures that the identification, assessment and management of risk is linked to the achievement of the charity's objectives. As such, the board approves and monitors the risk management policy, reviews the results, and considers whether the charity is being effective in the overall management and control, and mitigation methods of this matter.

The board maintains good governance of the charity, and delegates the governance committee to establish governance frameworks, and support and advise the board in governance areas. The governance committee operates an integrated risk and assurance approach; prioritising higher risks, so that the levels of monitoring and time spent on governance is suitable and proportionate to the size and nature of the organisation. Furthermore, the board delegates authority to its four committees, according to the defined terms of reference for each committee; to oversee matters of risk according to these different functions of the organisation, ensuring risks are properly identified, assessed and mitigated and supporting the Board to ensure the risk management/ assurance framework is operating effectively.

Risk registers are used as a tool to record the results of the risk management process, evaluate the likelihood of each risk's occurrence and the impact should that event occur, and also record the control and mitigation systems that have been established to manage those risks. Day to day the staff, led by the CEO, are responsible for applying the risk management procedures to identify, assess and mitigate risk. Each committee works with relevant staff to contribute to, challenge and review risks in relation to the remit of each committee on a regular basis, with risk featuring as part of the standing agenda for each committee meeting. Adopting a prioritised risk approach, each committee identifies 'major' risks that could have a significant impact on the charity, and reviews these risks and the agreed actions and mitigations, before reporting them back to the board. In turn, the board reviews the results of this risk review process, with particular scrutiny applied to identified major risks, and periodically evaluate and monitor both the controls in place to manage these specific major risks, and

also the effectiveness of the processes in place to identify risk. This process ensures that risk management is ongoing, and embedded in management and operational procures.

The Trustees have identified the following key risks faced by Quartet, which are considered and mitigated against in line with our operational and strategic objectives.

- Fraud and Cyber Crime – due to fraudsters increasingly targeting charities during recent years, we continue to ensure we enhance our measures in place to mitigate against this and ongoing risk of fraud and cyber crime in all its forms. An ongoing staff training and awareness programme is in place – supported by professional consultants - to help prevent and identify fraud and cyber crime activity and attempts and follow best practice. We have robust cyber insurance in place.
- Costs could outstrip income – This has been another extremely good year for income but nevertheless we continue to maintain close monitoring and control of costs, routinely reporting monthly management accounts including variance analysis to track any budget variance.
- Investment values fall significantly – resulting in less income for grant making and core support. Mitigated by close liaison with our investment managers and regular reviews of our distribution rate. Our work is funded by income from investing our permanent endowment funds as well as through the efficient management of the programme funding. To mitigate against the event of poor performance in any financial year we have tasked our investment managers to provide returns on a five-year rolling basis, providing stability in the income for our core activities and for much of our grant-making.
- Our reputation could be damaged in a variety of ways. The risk register, regularly reviewed by the Board and sub-committees as well as by the Senior Management Team, ensures that we take proactive steps to mitigate these risks associated with organisational reputation.
- Our people – as an employer we strive to support, retain and develop our team as well as we can. We provide an annual training plan, an employee health cash back scheme and an employee assistance programme to all staff, and support flexible working and encourage a healthy work-life balance. Mitigations are in place for the impact of losing key personnel.

Public Benefit:
The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. In reviewing the charity's aims and activities, planning future activities and setting and regularly reviewing its grant making policy, the Board refers to Charity Commission guidance.

In the fulfilment of its purposes, as detailed above, Quartet has provided a public benefit. Specifically, included amongst the 1,000 grants made by Quartet, is support given for the purposes of the following themes (with examples of 2024/25 grants):

Prevention and relief of poverty:

- South Bristol Advice Services - £35,000 Catalyst grant towards welfare benefits and debt projects supporting older people in South Bristol.
- The Grace Period Project CIC - £2,800 Express grant to provide period product bags in the North Somerset and Bristol
- Clean Slate Training & Employment - £4,695 Express grant to run a monthly two hour drop-in at The Hive in Peasdown St John, offering support around financial resilience to local residents.
- Aishah's Food Charity - £5,000 Express grant for the Hot Meals Food Bank, providing free meals in Weston-super-Mare for people experiencing homelessness.

Advancement of health:

- Wellspring Counselling - £900 Express grant to provide group courses for young people called "It's OK not to be OK", designed for 11-18-year-olds to understand their emotions and talk about their feelings.
- West of England Rural Network - £15,000 Catalyst grant to expand the Village Agent service, connecting older people in rural communities with their fellow residents, developing new social activities to reduce social isolation and enhance wellbeing.
- Evolve Music - £4,725 Express grant towards the Dads Rock project, a community music programme in B&NES providing creative support for fathers/male caregivers and young children to improve wellbeing, bond, and improve family relationships.

Advancement of community development:

- Wellspring Settlement - £1,000 Express grant for a Community Celebration for Barton Hill, marking the 20th anniversary of Wellspring Healthy Living Centre.
- Oasis Hub South Bristol - £5,000 Catalyst grant for a project bringing the communities of three South Bristol academies together, exploring the root causes of knife crime, culminating in a co-designed film.
- Southern Brooks Community Partnership - £9,500 Catalyst grant towards a Community Development Coordinator for the Little Stoke Area of South Gloucestershire.

Advancement of education:

- Bristol Music Trust - Bristol Beacon - £10,000 Catalyst grant for 'Young Companies in Residence', two flagship ensembles that give talented young musicians who face economic barriers a world-class music education to encourage a professional music career.
- Dovetail Orchestra - £5,000 Express grant toward musical learning and social integration activities to improve the lives, skills and prospects of refugees and asylum-seekers.
- ACTA - £4,940 Express grant free weekly theatre group for young carers aged 10-18 living in Bristol; where they will use their ideas and imaginations to devise and perform an original live theatre performance.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Quartet for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires Quartet to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the 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 and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The trustees are responsible for the maintenance and integrity of the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statements on disclosure of information to the auditors

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware. Each trustee has taken all the steps (such as making enquires of other trustees and the auditors and any other steps required by the trustee's duty to exercise due care, skill and diligence) that they ought to have taken in this duty as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The members of the charity undertake to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

At our 2025 AGM we were delighted to confirm the re-appointment of our auditors Bishop Fleming Audit Limited.

Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report, was approved by the Trustees, in their capacity as company directors and signed on their behalf by:

Sue Mountstevens

Sue Mountstevens
Chair of Trustees
Quartet Community Foundation

Date: 5/12/25

Independent Auditors' Report to the Members of Quartet Community Foundation

Opinion:
We have audited the financial statements of Quartet Community Foundation (the 'Charity') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2025 and of the Charity's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for Opinion:
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern:
In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information:
The members are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception:
In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.

We have nothing to report in respect of the following matters in relation to which we to report to you if, in our opinion:

- the Charity has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' report and from the requirement to prepare a Strategic report.

Responsibilities of members:
As explained more fully in the member's responsibilities statement, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements:
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

- We have considered the nature of the sector, control environment and financial performance;

- We have considered the results of enquiries with management and members in relation to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.
- we have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, FRS 102 and the terms and conditions attaching to material grants and donations received by and made by the Charity.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Performing detailed transactional testing in relation to the recognition of revenue, with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments.

We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report:
This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Chris Trantham FCA
for and on behalf of

Bishop Fleming Audit Limited
Chartered Accountants
Statutory Auditors
10 Temple Back
Bristol
BS1 6FL

Date: 15 December 2025

Quartet Community Foundation

Statement of financial activities

For the year ended 31 March 2025

	Note	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	**2025 Total £**	2024 Total £
Income and endowments from:						
Donations and legacies						
Donations and gifts	3	1,183,045	2,776,681	8,582,529	**12,542,255**	5,145,520
Gifts in kind	4	4,000		-	**4,000**	27,000
Other trading activities						
Consultancy and other income		56,201	-	-	**56,201**	22,359
Investments						
Investment properties	5	43,296	41,762	-	**85,058**	78,166
Investment income	6	244,422	899,285	-	**1,143,707**	520,242
Total income and endowments		1,530,964	3,717,728	8,582,529	**13,831,221**	5,793,287
Expenditure on:						
Raising funds						
City Funds		8,105	-	-	**8,105**	7,180
Civic Influence/Community Leadersh		48,629	-	-	**48,629**	40,681
Communications and publicity		234,792	-		**234,792**	241,718
Consultancy		27,016	-	-	**27,016**	26,324
Donor services		286,372	-	-	**286,372**	263,233
Employer Engagement		54,032	-	-	**54,032**	47,860
Fund development		79,645	-	-	**79,645**	79,576
Investment management costs		27,016	-	119,776	**146,792**	158,723
Investment properties		13,140	-	4,387	**17,527**	17,817
Charitable activities						
Draw-downs		-		75,000	**75,000**	60,000
Grants payable	11	-	5,174,433		**5,174,433**	4,683,121
Support costs of grants programme		659,236	238,206	-	**897,442**	666,528
Total expenditure	7	1,437,983	5,412,639	199,163	**7,049,785**	6,292,761
Net (expenditure) / income before gains and losses		92,981	(1,694,911)	8,383,366	**6,781,436**	(499,474)
Net gains / (losses) on investments	13,14	-	-	(1,366,885)	**(1,366,885)**	5,076,228
Net income		92,981	(1,694,911)	7,016,481	**5,414,551**	4,576,754
Transfers between funds	23	(54,141)	1,165,340	(1,111,199)	-	-
Net movement in funds	8	38,840	(529,571)	5,905,282	**5,414,551**	4,576,754
Reconciliation of funds:						
Total funds brought forward		1,566,443	4,049,867	63,935,081	**69,551,391**	64,974,637
Total funds carried forward		1,605,283	3,520,296	69,840,363	**74,965,942**	69,551,391

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 and 25 to the financial statements.

Quartet Community Foundation

Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Fixed assets				
Tangible fixed assets	12		**180,014**	190,471
Investments				
Property	13		**552,000**	625,600
Other	14		**62,024,805**	61,960,810
			62,756,819	62,776,881
Current assets				
Debtors	15	**5,437,133**		858,800
Cash at bank and in hand		**7,911,730**		6,860,255
		13,348,863		7,719,055
Liabilities				
Creditors: amounts falling due within	16	**(1,139,740)**		(944,545)
Net current assets			**12,209,123**	6,774,510
Net assets	18		**74,965,942**	69,551,391
Funds				
Capital funds				
Endowment funds	24		**69,840,363**	63,935,081
Revenue funds	25			
Restricted funds			**3,520,296**	4,049,867
Unrestricted funds			**1,605,283**	1,566,443
Total charity funds			**74,965,942**	69,551,391

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

Approved by the trustees on 5/12/25 and signed on their behalf by

Sue Mountstevens - Chair of Trustees

Nicholas Lee - Trustee

Quartet Community Foundation

Summary income and expenditure account

For the year ended 31 March 2025

	All income funds 2025 £	All income funds 2024 £
Income from:		
Donations and legacies		
Donations and gifts	**3,959,726**	3,729,538
Gifts in kind	**4,000**	27,000
Other trading activities		
Consultancy and other income	**56,201**	22,359
Investments		
Investment properties	**85,058**	78,166
Investment income	**1,143,707**	520,242
Gains on investments	**-**	1,573,855
Gross income in the financial year	**5,248,692**	5,951,160
Expenditure on:		
Raising funds		
City Funds	**8,105**	7,180
Civic Influence/Community Leadership	**48,629**	40,681
Communications and publicity	**234,792**	241,718
Consultancy	**27,016**	26,324
Donor services	**286,372**	263,233
Employer Engagement	**54,032**	47,860
Fund development	**79,645**	79,576
Investment management costs	**27,016**	26,326
Investment properties	**13,140**	17,817
Charitable activities		
Draw-downs	**-**	-
Grants payable	**5,174,433**	4,683,121
Support costs of grants programme	**897,442**	666,528
Gross expenditure in the financial year	**6,850,622**	6,100,364
Net (expenditure) / income before tax for the financial year	**(1,601,930)**	(149,204)
Tax payable	**-**	-
Net (expenditure) / income for the financial year	**(1,601,930)**	(149,204)

The income and expenditure account is derived from the Statement of Financial Activities which, together with the accounting policies and notes, provides information of the movements during the year on all the funds of the Foundation.

Quartet Community Foundation

Statement of cash flows

For the year ended 31 March 2025

	Note	2025 £	2024 £
Cash generated by operating activities:			
Net cash generated by operating activities	23	**271,034**	(521,070)
Cash flows from investing activities:			
Dividends, interest and rents from investments		**1,228,765**	598,408
Purchase of tangible fixed assets		**(17,045)**	(17,757)
Proceeds from the sale of investments		**27,648,480**	8,866,948
Cash movement on investments		**358,834**	(250,815)
Purchase of investments		**(28,438,593)**	(8,184,725)
Net cash used by investing activities		**780,441**	1,012,060
Increase in cash and cash equivalents in the year		**1,051,475**	490,990
Cash and cash equivalents at the beginning of the year		**6,860,255**	6,369,265
Cash and cash equivalents at the end of the year		**7,911,730**	6,860,255

1. **General information**

Quartet Community Foundation is a grant-making charitable company. It is part of a network of 46 quality accredited Community Foundations that match those who want to give money locally to charities and organisations that are working to improve local communities.

Quartet Community Foundation is a private company limited by guarantee and a registered charity. It is registered in England and Wales. The address of the registered office is Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Statement of compliance

The financial statements of Quartet Community Foundation have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102"), the Charities SORP FRS 102 and the Companies Act 2006. The disclosure requirements of Section 1A of FRS102 have been applied other than where additional disclosure is required to show a true and fair view.

Summary of significant accounting policies

a) **Basis of preparation**

These financial statements have been prepared on a going concern basis, under the historical cost convention, as modified by the revaluation of investments and investment properties which have been measured at fair value through the profit and loss.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the charitable company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1 (o).

Quartet Community Foundation 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 notes.

b) **Company status**

The Charity is a company limited by guarantee. The members of the company are the trustees named on pages 5 and 6. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

c) **Funds 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. However all general funds relating to grant giving have now been classified as restricted.

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.

Endowment funds are funds which are held on trust to be retained for the benefit of Quartet as a capital fund. Where the trustees must permanently maintain the whole of the fund it is referred to as permanent endowment and such a fund cannot normally be spent as if it were income. Where the trustees have a power of discretion to convert endowed capital into income, it is referred to as expendable endowment.

c) Funds accounting (continued)

With the exception of the Community First endowment funds, the Charity's endowment funds are invested equally between CCLA Ethical Investment Fund , Cazenove,and Rathbones, the Rathbones element is invested in a bespoke portfolio. In relation to these funds, the trustees operate a "informal total return" policy (capital growth and yield) and approve 4.5% to be transferred from the endowment fund to the grant making funds. Where the income yields fell short of 4.5%, a top-up was made by reducing the capital gains or increasing the capital losses (as appropriate) of the share portfolio.

The Community First endowment funds are held in a unitised investment fund managed by CCLA. CCLA in January 2018 have taken the decision to operate the Community First funds on a total return policy (Capital Growth and Yield). The remit of the fund is to achieve an income return of approximately 4% while still maintaining the capital value of the fund.

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

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party. A corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are accounted for on a receivable basis. Pecuniary legacies are recognised following formal notification from the estate. Residuary legacies are recognised only when Quartet's interest can be measured, which is normally on grant of probate.

e) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Discretionary grants awarded within this financial year are shown as restricted expenditure - a change from previous years where shown as unrestricted expenditure.

All resources expended are inclusive of irrecoverable VAT.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. The basis of allocation of support and governance costs is shown in note 7.

g) Going concern basis of accounting

The Charity produces annual budgets which take into account expected changes in the funding streams and which demonstrate that the charity will be able to continue to operate. We have produced forecasts and cash flows to demonstrate to the trustees that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements were approved.

h) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

i) Investment Properties

Royal Oak House, is mixed use property which is primarily held for investment purposes but also provides head office accommodation for the charitable company. In line with FRS 102, the owner-occupied portion of the building is classified as a tangible fixed asset and the tenant-occupied portion is classified as an investment property. Depreciation is charged on the owner-occupied portion in line with the charitable company's accounting policy in note 1 (j). The investment portion of the property is not depreciated. A formal revaluation of Royal Oak House is undertaken annually by appointed commercial real estate advisors, currently appointed are Colliers International, and investment method of valuation used is Fair Value of the property.

j) Tangible fixed assets and depreciation

Expenditure on the acquisition, enhancement and installation of tangible fixed assets is capitalised and included in the balance sheet at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, on a monthly basis as follows:-

Freehold buildings	2% pa
Fixtures and fittings	20% pa
Computer equipment	33% pa

Fixed assets are capitalised if the cost exceeds £500 per item.

k) Debtors

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

l) Cash at bank and in hand

Cash at bank and cash 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

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) 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.

o) Critical accounting judgements in applying the entity's accounting policies

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

p) Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Prior year comparatives

	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	2024 Total £
Income and endowments from:				
Donations and legacies				
Donations and gifts	1,094,059	2,635,479	1,415,982	5,145,520
Gifts in kind	27,000	-	-	27,000
Other trading activities				
Consultancy and other income	22,359	-	-	22,359
Investments				
Investment properties	35,301	42,865	-	78,166
Investment income	257,775	262,467	-	520,242
Total income and endowments	1,436,494	2,940,811	1,415,982	5,793,287
Expenditure on:				
Raising funds				
Communications and publicity	241,718	-	-	241,718
Consultancy	26,324	-	-	26,324
Civic Influence/Community Leadership	40,681	-	-	40,681
Employer Engagement	47,860	-	-	47,860
Philanthropy services	263,233	-	-	263,233
City Funds0	7,180	-	-	7,180
Fund development	79,576	-	-	79,576
Investment management costs	26,326	-	132,397	158,723
Investment properties	17,817	-	-	17,817
Charitable activities				
Draw-downs	-	-	60,000	60,000
Grants payable	-	4,683,121	-	4,683,121
Support costs of grants programme	430,745	235,783	-	666,528
Total expenditure	1,181,460	4,918,904	192,397	6,292,761
Net (expenditure) / income before gains and losses	255,034	(1,978,093)	1,223,585	(499,474)
Net gains on investments	19,548	1,554,307	3,502,373	5,076,228
Net income	274,582	(423,786)	4,725,958	4,576,754
Transfers between funds	-	677	(677)	-
Net movement in funds	274,582	(423,109)	4,725,281	4,576,754

3. Donations and gifts

Material donations from institutions (greater than 5% of the total) have been received from:

	2025 Total £	2024 Total £
1 in 4 People	**-**	108,627
Bank of Ireland	**(58,338)**	(265,488)
Bristol Local Food Fund	**120,342**	-
Community Investment Fund - BNES	**-**	100,000
Hutchen Charitble Trust	**-**	63,903
Lark Trust	**1,051,924**	-
Osborne Clarke	**337,000**	305,000
Pople Charitable Trust Revenue Fund	**20,000**	30,000
Redcliffe Parish Charity	**210,557**	-
Thrings Solicitors Fund	**-**	19,073
Wessex Water	**729,524**	575,121

*Bank of Ireland value is net of returned unclaimed assets.

The charity received the following government grants:

	2025 Total £	2024 Total £
Bristol City Council	**509,303**	635,252
Commissioners Crime Prevention Fund	**220,874**	114,442
Bath & NES Supporting Communities and Welness	**-**	10,000
	730,177	759,694

There are no unfulfilled conditions in respect of the government grants disclosed above (2024: none).
The charity did not benefit from any other forms of government assistance during the year (2024: none).

4. Gifts in kind

We are grateful to the following organisations for their support during the year:

- Bank of Scotland for banking services;
- Business West - Membership

We estimate that the costs saved by Quartet of providing these services amounts to £4,000 (2024: £27,000).

We are grateful for the help provided by our volunteers, especially members of our committees, grants advisory panels and task groups.

5. Investment properties

	Unrestricted £	Restricted £	Endowment £	2025 Total £
Income				
Tenants' contributions to future maintenance and repairs		1,000		**1,000**
Investment income	43,296	41,762		**85,058**
	43,296	42,762	-	**86,058**
Expenditure				
Depreciation of fixtures and fittings	3,160			**3,160**
Running costs	4,387			**4,387**
	7,547	-	-	**7,547**
Net income	35,749	42,762	-	**78,511**

During the year, sundry costs were incurred in respect of the maintenance of the buildings.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2024 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	1,000
Investment income	35,301	42,865	-	78,166
	35,301	43,865	-	79,166
Expenditure				
Depreciation of fixtures and fittings	7,860	-	-	7,860
Running costs	6,860	-	-	6,860
	14,720	-	-	14,720
Net income	20,581	43,865	-	64,446

6. Investment income

	Unrestricted £	Restricted £	Endowment £	**2025 Total £**
Allocation of investment income from endowment	-	899,285	-	**899,285**
Interest on current accounts	244,422	-	-	**244,422**
Total investment income	244,422	899,285	-	**1,143,707**

Quartet takes 4.5% total return from capital gain and reinvest the dividend earned into the investment.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2024 Total £
Allocation of investment income from endowment	-	(262,467)	-	(262,467)
Interest on current accounts	257,775	-	-	257,775
Total investment income	257,775	(262,467)	-	(4,692)

7. Analysis of total expenditure

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2025 Total £
City Funds	-	-	8,105	**8,105**
Civic Influence/Community Leadership	-	-	48,629	**48,629**
Communications and publicity	-	-	234,792	**234,792**
Consultancy	-	-	27,016	**27,016**
Donor services	-	-	286,372	**286,372**
Employer Engagement	-	-	54,032	**54,032**
Fund development	-	-	79,645	**79,645**
Investment management costs	119,776	-	27,016	**146,792**
Investment properties	4,387	-	13,140	**17,527**
Grants payable	-	5,174,433	-	**5,174,433**
Support costs of grants programme Direct	-	238,206	659,236	**897,442**
Draw-downs	75,000	-	-	**75,000**
Total resources expended	199,163	5,412,639	1,437,983	**7,049,785**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	2025 Total £
Investment properties	Specific	-	-	-	-	13,140	-	**13,140**
Communications and publicity	15.87%	184,750	9,466	17,669	13,680	2,279	6,948	**234,792**
Fund development	6.09%	56,451	3,631	6,777	5,247	874	2,665	**75,645**
Philanthropy Services	23.04%	213,708	13,745	25,657	19,863	3,310	10,089	**286,372**
Consultancy	2.17%	20,161	1,297	2,420	1,874	312	952	**27,016**
Investment management costs	2.17%	20,161	1,297	2,420	1,874	312	952	**27,016**
Support costs of grants programme	41.74%	387,094	24,896	46,472	176,505	5,995	18,274	**659,236**
Civic Influence (Community Leadershi	2.61%	24,193	1,556	2,905	2,249	375	1,142	**32,420**
Employer Engagement	4.35%	40,322	2,593	4,841	3,748	624	1,904	**54,032**
City Funds	0.65%	6,048	389	726	562	94	286	**8,105**
Community Leadership	1.30%	12,095	779	1,452	1,124	188	571	**16,209**
Total		964,983	59,649	111,339	226,726	27,503	43,783	**1,433,983**

7. Analysis of total expenditure (prior period comparative)

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2024 Total £
Communications and publicity	59,848	-	181,870	**241,718**
Consultancy	-	-	26,324	**26,324**
Civic Influence/Community Leadership	-	-	40,681	**40,681**
Employer Engagement	-	-	47,860	**47,860**
Philanthropy services	-	-	263,233	**263,233**
Draw-downs	60,000	-	-	**60,000**
City Funds	-	-	7,180	**7,180**
Fund development	3,000	-	76,576	**79,576**
Grants payable	-	4,683,121	-	**4,683,121**
Investment management costs	132,397	-	26,326	**158,723**
Investment properties	6,860	-	10,957	**17,817**
Support costs of grants programme	-	235,783	430,745	**666,528**
Total resources expended	262,105	4,918,904	1,111,752	**6,292,761**

7. Analysis of total expenditure (prior period comparative) con't

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	2024 Total £
Communications and publicity	16.52%	139,327	7,926	14,509	9,315	2,235	8,558	**181,870**
Consultancy	2.39%	20,166	1,147	2,100	1,348	324	1,239	**26,324**
Civic Influence (Community Leadersh	3.70%	31,163	1,774	3,246	2,083	501	1,914	**40,681**
Employer Engagement	4.35%	36,665	2,086	3,818	2,451	588	2,252	**47,860**
Philanthropy services	23.91%	201,657	11,472	21,001	13,482	3,235	12,386	**263,233**
Draw-downs	Specific	-	-	-	-	-	-	-
Fund development	6.96%	58,664	3,337	6,109	3,922	941	3,603	**76,576**
Grants payable	Specific	-	-	-	-	-	-	-
Investment management costs	2.39%	20,167	1,147	2,100	1,348	325	1,239	**26,326**
Investment properties	Specific	-	-	-	-	10,957	-	**10,957**
City Funds	0.65%	5,500	313	573	368	88	338	**7,180**
Support costs of grants programme	39.13%	329,984	18,772	34,365	22,062	5,294	20,268	**430,745**
Total		843,293	47,974	87,821	56,379	24,488	51,797	**1,111,752**

7. Analysis of total expenditure (continued)

Staffing and support costs: Quartet receives some donations in support of its running costs. In addition, some donors to Quartet's endowment have specified that the investment income from their funds should be used to support Quartet's running costs. All such income has been treated as unrestricted.

The costs are allocated to the following activities mainly according to the staff time spent:

- **Communications and publicity:** Promoting Quartet's services as an effective vehicle to manage local charitable giving. Raising awareness of Quartet's services (grant-making and fund management) and the needs of local communities.
- **Fund development:** Activities to increase the funding available for charities in the West of England.
- **Philanthropy services:** Providing advice to donors and managing funds on their behalf, including investment of endowment funds. During the year Quartet managed 254 endowment funds including 8 building funds, and 54 flow through funds.
- **Consultancy:** Costs incurred in relation to the provision of consultancy services provided to Gloucestershire Community Foundation and others.
- **Investment management costs:** Checking and monitoring investment performance and reviewing effect of total return policy.
- **Support costs of grant programme:** Includes staff time spent in assessing, allocating and monitoring grants made together with appropriate administrative backing. Outreach activities, to promote the grants programme and support organisations applying for funds. Details of grants made are provided in note 26.

8. Net movement in funds

This is stated after charging:

	2025	2024
	£	£
Depreciation	27,502	24,487
Operating lease rentals - plant and machinery	8,043	
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	15,900	15,600
▪ Other services	2,850	1,375

9. Staff costs and numbers

Staff costs were as follows:

	2025	2024
	£	£
Salaries and wages	**777,485**	739,110
Social security costs	**74,195**	69,243
Pension costs	**67,343**	27,331
HSF Health Plan	**3,216**	2,978
Total employment costs	**922,239**	838,662
Consultants and secondees	**5,174**	4,631
	927,413	843,293

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Senior Management Team. The total employee benefits of the key management personnel of the charity were £248,889 (2024: £235.286).

One employee earned £60,000 - £70,000 during the year (2024: None).

No employee earned £70,000 - £80,000 during the year (2024: One).

The average head count during the reporting year was 22 (2024:23). The average number of full time equivalent employees during the year was 21 (2024:20).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11. Grants payable

The amount payable in the year comprises:

	Unrestricted funds £	Restricted funds £	Endowment funds £	**2025 Total £**
Foundation grants:				
Quartet's grants programme	-	3,586,867	-	**3,586,867**
Sub-total	-	3,586,867	-	**3,586,867**
Donor directed grants	-	1,661,237	-	**1,661,237**
Lapsed and returned grants	-	(73,671)	-	**(73,671)**
Total grants payable	-	5,174,433	-	**5,174,433**

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2024 Total £
Foundation grants:				
Quartet's grants programme	-	3,718,974	-	3,718,974
Sub-total	-	3,718,974	-	3,718,974
Donor directed grants	-	1,096,084	-	1,096,084
Lapsed and returned grants	-	(131,937)	-	(131,937)
Total grants payable	-	4,683,121	-	4,683,121

Quartet's grants programme
Quartet's grants programme provides various levels of support as follows:

Express
Grants up to £5,000 for small local voluntary and community organisations where a small amount of funding can make a difference.

Catalyst
Grants of up to £60,000 available from charitable funds managed by Quartet which have been solicited by the donor.

Special advised
Grants of varying amounts up to £50,000 from charitable funds managed by Quartet which have to comply with criteria set by the donor.

Donor directed funds
Quartet also manages funds which give donors the flexibility to support national and international charities of their choice as well as local causes.

12. Tangible fixed assets

	Freehold property £	Royal Oak House fixtures & fittings £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2024	158,021	111,189	53,583	322,792
Additions in year	-	10,975	6,070	17,045
Disposals in year	-			-
At 31 March 2025	**158,021**	**122,164**	**59,653**	**339,837**
Accumulated Depreciation				
At 1 April 2024	21,774	73,719	36,829	132,321
Charge for the year	3,160	13,140	11,202	27,502
Disposals				-
At 31 March 2025	**24,934**	**86,859**	**48,031**	**159,823**
Net book value				
At 31 March 2025	**133,087**	**35,305**	**11,622**	**180,014**
At 31 March 2024	136,247	37,470	16,754	190,471

Freehold property consists the owner-occupied element of Royal Oak House.

13. Investment properties

Royal Oak House was purchased by the Foundation in 1998 and was refurbished during 1999-2000. Royal Oak House is a mixed use investment property. 20% of the property is occupied by Quartet for operational use an increase from 13.6% in 2020. In line with FRS 102 this portion of the property is classified as a tangible fixed asset and depreciated at 2% per annum. The remaining 80% is classified as an investment property and carried at fair value.

A formal revaluation of Royal Oak House was undertaken in September 2025 by commercial real estate advisors Hootons, Bristol, RICS registered valuer. Hootons used the investment method of valuation and in their opinion the Fair Value of the property was £690,000 (of which 80%, or £552,000 relates to use as an investment property).

	2025 £	2024 £
Market value at 1 April 2024	**625,600**	632,000
Transfers	**-**	-
Unrealised investment gain / (loss)	**(73,600)**	(6,400)
Market value at 31 March 2025	**552,000**	625,600
Cost at 31 March 2025	**847,691**	847,691

14. Other investments

	2025	2024
	£	£
Quoted investments:		
Market value at 1 April 2024	**61,960,810**	57,272,664
Acquisitions at cost	**28,438,593**	8,184,725
Gift of shares	**926,001**	36,930
Disposals proceeds	**(27,648,480)**	(8,866,948)
Cash movements	**(358,834)**	250,815
Net gain/(loss) in the year	**(1,293,285)**	5,082,624
Market value at 31 March 2025	**62,024,805**	61,960,810
Cost at 31 March 2024	**53,224,214**	50,798,486
Analysis by geographical sector:		
Investment assets in the UK	**21,966,900**	25,277,157
Investment assets outside the UK	**40,057,905**	36,683,653
	62,024,805	61,960,810

15. Debtors

	2025	2024
	£	£
Gift aid receivable	**18,826**	37,144
Other debtors and prepayments	**5,418,307**	821,656
	5,437,133	858,800

16. Creditors : amounts falling within 1 year

	2025	2024
	£	£
Trade creditors	**33,428**	10,255
Taxation and social security	**19,358**	18,953
Other creditors	**52,872**	57,182
Accruals and deferred income	**93,325**	93,110
Grants payable	**940,757**	765,045
	1,139,740	944,545

17. Deferred income

	2025 £	2024 £
At 1 April 2024	**24,961**	16,150
Deferred during the year	**12,142**	24,961
Released during the year	**(24,961)**	(16,150)
At 31 March 2025	**12,142**	24,961

Deferred income relates to Royal Oak House rent demanded in advance.

18. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Permanent endowment funds £	Expendable endowment funds £	**Total funds** £
Fixed assets	46,928		133,086		**180,014**
Investments - property	58,520		493,480		**552,000**
Investments - other			6,191,360	55,833,445	**62,024,805**
Debtors	160,541	276,592		5,000,000	**5,437,133**
Cash at bank and in hand	1,502,192	4,184,461		2,225,077	**7,911,730**
Creditors	(162,898)	(940,757)		(36,085)	**(1,139,740)**
Net assets at 31 March 2025	**1,605,283**	**3,520,296**	**6,817,926**	**63,022,437**	**74,965,942**

Prior year comparatives	Unrestricted funds £	Restricted funds £	Permanent endowment funds £	Expendable endowment funds £	**Total funds** £
Fixed assets	54,224	-	136,247	-	**190,471**
Investments - property	61,681	-	563,919	-	**625,600**
Investments - other	-	-	7,077,662	54,883,149	**61,960,810**
Debtors	159,058	434,108	-	265,634	**858,800**
Cash at bank and in hand	1,436,632	4,380,804	-	1,042,819	**6,860,255**
Creditors	(145,151)	(765,045)	-	(34,349)	**(944,545)**
Net assets at 31 March 2024	**1,566,444**	**4,049,867**	**7,777,828**	**56,157,253**	**69,551,391**

Sufficient resources are held to enable each fund to be applied in accordance with the restrictions imposed on it.

19. Share capital

Quartet is a company limited by guarantee and does not have share capital. The liability of members in the event of winding up is limited to an amount not exceeding £1 per member.

20. Other financial commitments

At the year end the charity had operating leases with total future minimum lease payments as follows:

	Plant & machinery	
	2025	2024
	£	£
Amount falling due:		
Within 1 year	**2,802**	3,149
Within 2 - 5 years	**7,581**	9,754
	10,383	12,903

21. Related party transactions

A number of trustees, and/or parties/organisations connected to them, have made donations to Quartet during the year. These donations amounted to £3,000 in the year (2024: £525). None of the individual donations were material to the individual/organisation or to Quartet. In addition, some trustees are connected to organisations that have benefited from grants distributed by Quartet during the year, but do not have any involvement in any grant panels or grant decisions, details as follows:

Connected organisation	Grant awarded	Connected trustee	Position held
Society of Merchant Venturers	4,500	Nicholas Lee	Member
First Steps (Bath)	6,175	Sion Lutley	Spouse
Southside Family Project	18,860	Sion Lutley	Spouse
Society of Merchant Venturers	4,500	Susan Blatchford	Member

Consultancy income amounting to £2,550 was charged to the Society of Merchant Venturers during the year (2024: £3,400)

Donations received through organisations connected with two of our Trustees totalled £19,166 from SMV £10,500 / Thrings LLP £8,666.

22. Connected charities

During the year, Quartet undertook a contract to provide financial administration to Gloucestershire Community Foundation (GCF). The services provided, and the agreed fee for these services, are detailed in a service level agreement signed by both organisations. A patron of Quartet, Dame Janet Trotter DBE, is also the president of GCF but the two organisations do not have any trustees, or affiliated members, in common. Both organisations are members of UK Community Foundation.

Under guidelines of the Charities SORP, GCF is a "connected charity" as 2 members of Quartet's staff now have responsibility for delivering services on behalf of GCF.

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

	2025	2024
	£	£
Net movement in funds	**5,414,551**	4,576,754
Adjustments for:		
Depreciation charges	**27,502**	24,487
Gift of shares	**(926,001)**	(36,930)
(Gains) / losses on investments	**1,366,885**	(5,076,228)
Dividends, interest and rents from investments	**(1,228,765)**	(598,408)
Decrease / (increase) in debtors	**(4,578,333)**	571,867
Decrease / (increase) in creditors	**195,195**	17,388
Net cash generated by operating activities	**271,034**	(521,070)

24. Endowment funds

	At 1 April 2024 £	Net movement in funds £	(Losses) / gains on investments £	Transfers between funds £	**At 31 March 2025 £**
Permanent endowment					
Unrestricted endowment funds					
Discretionary (a)	1,153,801	(2,159)	(28,672)	(12,736)	**1,110,234**
Restricted endowment funds					
Field of interest (b)	1,745,390	(3,965)	(62,628)		**1,678,797**
Donor directed (c)	2,274,256	5,279	(82,679)		**2,196,856**
Foundation (d)	1,904,215	(4,298)	(67,878)		**1,832,039**
Total permanent endowment	**7,077,662**	**(5,143)**	**(241,857)**	**(12,736)**	**6,817,926**
Expendable endowment funds					
Unrestricted endowment funds					
Discretionary (e)	1,437,595	49,806	(31,661)	4,047	**1,459,787**
Restricted endowment funds					
Field of interest (f)	32,435,417	1,112,090	(428,215)	(788,966)	**32,330,326**
Donor directed (g)	6,659,193	2,218,680	(127,296)	(161,628)	**8,588,949**
Grassroots Endowment Challenge (h)	5,791,730	(3,470)	(130,572)	(83,440)	**5,574,248**
Community First Programme (i)	7,360,546	-	(312,133)	(111)	**7,048,302**
Foundation (j)	2,207,141	277,034	(21,551)	(68,365)	**2,394,259**
Royal Oak House (k)	700,166	-	(73,600)		**626,566**
Legacy Provision	265,630	4,734,370			**5,000,000**
Total expendable endowment funds	56,857,418	8,388,510	(1,125,028)	(1,098,463)	**63,022,437**
Total endowment funds	**63,935,080**	**8,383,367**	**(1,366,885)**	**(1,111,199)**	**69,840,363**

Named endowment funds are at the heart of Quartet's work. These funds are invested to maintain their real value and generate income which is spent in accordance with the donors' wishes. Grants are made in the name of the donor if required. Quartet offers various types of named funds.

(a) and (e) Discretionary
Grants are allocated at the trustees' discretion to meet current community needs. All grants allocated are from general grantmaking funds which are classified as restricted.

(b) and (f) Field of interest
The donor specifies a field of interest to support work such as work with young people or a particular geographical area within the West of England.

(c) and (g) Donor directed
The donor chooses which projects to support.

24. Endowment funds (continued)

(d) and (j) Foundation
Income from the fund is used to support Quartet's core activities and contribute to its development.

(h) Grassroots Endowment Challenge
The government introduced the Grassroots Endowment Challenge during 2008-9 to encourage local people and companies to give to their local communities. For a 3 year period the government matched all new endowment donations by 50% up to an agreed annual level. The funds will be used to provide grants of up to £5,000 to local voluntary and community groups with income of less than £20,000.

(i) Community First Programme
The government introduced the Community First Programme during 2011-12 to encourage local people who want to make change possible and who want to support their local community. Up to 31 March 2012, the government matched all new endowments by 100% and from 1 April 2012 until 31 March 2015, the government matched all new endowment donations by 50%. Thereafter the government matched funding will be at an agreed annual level. The funds will be used to provide grants to local voluntary and community groups which reflect the donor's priorities.

(k) Royal Oak House
Expendable endowments have been invested in property owned by Quartet.

(l) Legacy provision
Legacy provision in the accounts value £5m awaiting payment from the Jarman Trust. £265k 2023/24 Buston Trust Deed was received during this Financial year.

Unclaimed Assets - At 31 March 2025 Quartet held £9m of endowment funds which have been received under the Dormant Assets scheme. These funds have come from bank and savings accounts which have been inactive for over 15 years. Should the rightful owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2024/25 was £354k.

The permanent endowment funds are those of a separate charity, The Greater Bristol Foundation Permanent Endowment Fund. The Charity Commission has given a Uniting Direction under section 96(5) of the Charities Act 1993 which enables the Greater Bristol Foundation Permanent Endowment Fund to be treated as part of the main charity, Quartet Community Foundation. Accordingly the two charities have been linked under the same charity registration number.

The purposes of the funds, as well as the detailed composition of the endowment funds balances, are shown below.

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £25,455 (2024: £667)

Permanent endowment

	Number of funds	Purpose of fund	2025 £	2024 £
(a) Discretionary	10	Discretionary grant-making	1,110,234	1,153,801
(b) Field of interest	2	Disability	415,908	432,401
	4	Education and training	412,194	428,540
	1	Elderly people	25,803	26,827
	4	Homelessness	459,660	477,899
	5	Young people	365,231	379,723
(b) Field of interest	16		1,678,797	1,745,390
(c) Donor directed	10	Donor directed	2,196,856	2,274,256
(d) Foundation	8	Quartet staffing & support costs	1,832,039	1,904,215

24. Endowment funds (continued)

Expendable endowment

	Number of funds	Purpose of fund	2025 £	2024 £
(e) Discretionary	21	Discretionary grant-making	1,459,787	1,437,595
(f) Field of interest	10	Education and training	2,108,272	2,189,221
	14	Environment	703,286	730,753
	3	Homelessness	99,460	103,353
	1	Safer community environments	52,741	54,833
	8	North Somerset	9,087,890	9,262,394
	11	Bath & North East Somerset	577,534	578,629
	3	Elderly people	957,410	995,022
	27	Young people	5,232,072	4,459,250
	26	Other field of interest	13,511,660	14,061,962
(f) Field of interest	103		32,330,325	32,435,417
(g) Donor directed	30	Donor directed	8,588,949	6,659,193
(h) Grassroots Challenge	49	Small/local voluntary groups	5,574,248	5,791,730
(i) Community First Programme	71	Small/local voluntary groups	7,048,302	7,360,546
(j) Foundation	5	Quartet staffing & support costs	2,394,259	2,207,140
(k) Royal Oak House	1	Donor directed and Quartet staffing & support costs	626,566	706,566
(l) Legacy Provision	1	Jarman Legacy	5,000,000	265,631

25. Revenue funds

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2024	1,566,443	4,049,867	5,616,310
Net movement in funds	92,981	(1,694,911)	(1,601,930)
Realised and unrealised investment gains	-	-	-
Transfers	(54,141)	1,165,340	1,111,199
Balance at 31 March 2025	**1,605,283**	**3,520,296**	**5,125,579**

25. Revenue funds (continued)

The revenue fund movements during the year can be analysed as follows:

	At 1 April 2024 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	**At 31 March 2025 £**
Unrestricted income funds					
Staffing and support costs	1,266,443	92,981		12,736	**1,372,160**
Designated Fund	300,000	-		(66,877)	**233,123**
Total unrestricted income funds	**1,566,443**	**92,981**	**-**	**(54,141)**	**1,605,283**

	At 1 April 2024 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	**At 31 March 2025 £**
Restricted income funds					
Discretionary (a)	244,839	(264,659)		122,085	**102,265**
Donor directed (b)	478,637	(111,802)		146,907	**513,742**
Field of interest (c)	2,913,426	(1,079,248)		743,704	**2,577,882**
Foundation (j)	2,150	(66,103)		68,365	**4,412**
Grassroots Endowment (h)	178,614	(121,131)		84,168	**141,651**
Community First Programme (i)	199,803	(53,521)		111	**146,393**
Royal Oak House maintenance fund	32,398	1,553		-	**33,951**
Total restricted revenue funds	**4,049,867**	**(1,694,911)**	**-**	**1,165,340**	**3,520,296**
Total revenue funds	**5,616,310**	**(1,601,930)**	**-**	**1,111,199**	**5,125,579**

Transfers

During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £1,111,199 (2024: £677)

The detailed revenue grants fund balances are as follows:

Restricted grant funds

	Number of funds	Purpose of fund	2025 £	2024 £
(a) Discretionary	47	Discretionary grant-making	**102,265**	244,839
(b) Donor directed	47	Donor directed	**513,742**	478,637

25. Revenue funds (continued)

(c) Field of interest	46	Young people	**817,589**	797,435
	23	Education	**124,026**	103,198
	16	Bristol	**87,877**	106,610
	8	North Somerset	**148,198**	124,135
	3	Sport	**4,153**	3,311
	8	Homelessness	**54,999**	68,497
	12	Bath & North East Somerset	**15,857**	122,737
	18	Environment	**14,334**	32,516
	4	Disability	**14,391**	46,961
	11	Elderly people	**100,962**	151,669
	44	Other field of interest	**1,195,495**	1,356,357
(c) Field of interest	193		**2,577,882**	2,913,426
(h) Grassroots Endowment Challenge	37	Small & local voluntary groups	**141,651**	178,614

	Number of funds	Purpose of fund	2025 £	2024 £
(i) Community First Programme	19	Small & local voluntary groups	**146,393**	199,803

Donor directed grants - certain donors have reserved the right to instruct Quartet how to distribute the income from their funds. A total of £778.3k of our grants were "donor Directed" and of that amount £334.6k went to organisations outside our geographic area.

26. Grants payable

The total number and value of grants payable, analysed by grant beneficiary, is as follows:

Payable by primary beneficiary	Number	**2025** **£**	2024 £
Carers	8	**53,121**	51,664
Children and young people	25	**52,914**	-
Ex-offenders/Offenders & People at risk of offending	15	**97,277**	87,418
Families	71	**325,693**	210,880
LGBTQ+	8	**27,190**	27,896
Local Residents	211	**1,178,430**	1,220,869
Long term health or life-limiting condiation	68	**118,666**	122,024
Long term unemployed	3	**17,000**	9,980
Older people	5	**57,250**	-
People experiencing homelessness	24	**109,197**	149,707
People from a particular minority ethnic or racial origin	1	**25,000**	550
People living in poverty / disadvantage	297	**1,548,141**	1,471,229
People living in rural areas	11	**96,359**	38,685
People living in urban areas	29	**338,553**	125,810
People living with alcohol / drug additions	5	**21,306**	18,596
People living with mental health problems	51	**270,458**	342,597
People living with physical or sensory disabiliities	31	**120,048**	195,009
People who are serving/have served in the Armed Forces and/or their families	1	**5,000**	-
People with learning disabilities	74	**267,454**	184,543
Refugees / asylum seekers / vulnerable migrants	62	**284,205**	260,787
Victims or survivors of crime / violence / abuse	23	**108,966**	107,000
Women and/or girls	3	**1,775**	-
Young people not in education, employment & training (NEET)	13	**50,429**	57,877
	1,039	**5,174,433**	4,683,121

27. Financial instruments

	2025	2024
	£	£
Financial assets that are debt instruments measured at amortised cost comprise the following:		
Gift aid receivable	**18,826**	37,144
Other debtors and prepayments	**5,418,307**	821,656
Total	**5,437,133**	858,800
Financial liabilities measured at amortised cost comprise the following:		
Trade creditors	**33,428**	10,255
Taxation and social security	**19,358**	18,953
Other creditors	**52,872**	57,182
Accruals and deferred income	**93,325**	93,110
Grants payable	**940,757**	765,045
	1,139,740	944,545

The company has no foreign currency or interest rate derivative financial instruments.

QUARTET COMMUNITY FOUNDATION

England & Wales - Charity number 1080418

Accounts

Company no: 3981052
Charity no: 1080418

Quartet Community Foundation

Report and Audited Financial Statements

31 March 2024

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Company number	3981052
Charity number	1080418
Status	The Charity is registered as an Environmental Body - number 689972 The Charity is registered for VAT - number 752791703
Registered office and operational address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Trustees	Trustees, who are also Directors under company law, who served during the year and up to the date of this report were as follows: Sue Mountstevens OBE, Chair of Trustees Nick Lee, Deputy Chair of Trustees and Chair of Finance & Investment Committee Jonathon Baker (retired Sept 2023) Saida Bello (retired June 2024) Sue Blatchford Lauren Couch (joined Dec 2023) Matthew Crossman Oliver Delany OBE, Chair of Governance Committee (to June 2024) Caroline Hagen, Chair of PMG Committee (to June 2024) Matthew Lee Chris Johnson (retired Sept 2023) Raj Kakar-Clayton Ella Patel (joined Dec 2023) Kristen Pye, Chair of Programmes Committee Junior Sheikh Ben Silvey (retired Sept 2023) Jo Turner Dan Wood (joined Dec 2023)
Patrons	The Lord-Lieutenant of the City and County of Bristol, Peaches Golding OBE The Lord-Lieutenant of Somerset, Mohammed Saddiq (from Oct 2022)
President	Trevor Smallwood OBE DL
Vice Presidents	Will Bee Gillian Camm DL Chris Curling Geoff Matthews Mary Prior CVO MBE Professor Murray Stewart Sir James Tidmarsh KCVO MBE JP Lady Paula Wills
Principal Officers	Suzanne Rolt, Chief Executive (to July 2024) Ronnie Brown, Philanthropy Director and Interim Chief Executive (from July 2024) Sarah Crispin, Head of Finance Aidan Woodburn, Head of Operations and Company Secretary (from Feb 2024)

Bankers	Bank of Scotland Glass House, Cabot Circus Bristol. BS1 3BX
Investment managers	Rathbones 8 Finsbury Circus London, EC2N 7AZ CCLA 80 Cheapside London, EC2V 6DZ
Legal advisors	Osborne Clarke 2 Temple Back East Temple Quay Bristol, BS1 6EG Veale Wasbrough Vizards Narrow Quay House, Narrow Quay Bristol, BS1 4QA CMS Cameron McKenna Nabarro Olswang LLP 2 College Square Anchor Road Bristol, BS1 5UE
Independent Auditors	Bishop Fleming 10 Temple Back Bristol, BS1 6FL

Structure, Governance & Management

Structure

Quartet Community Foundation (Quartet) is the community foundation for the West of England. We exist to champion local philanthropy and place-based giving. Our model centres on building our endowment fund, an independent resource, to support our communities long into the future.

Quartet was incorporated in April 2000 as a company limited by guarantee and registered as a charity with the Charity Commission. It is governed by its Memorandum and Articles of Association, which set out the charitable objects of the Foundation and powers of the Board, its governing body.

The Board has up to 15 Directors. The Directors are also the charity's Trustees for the purposes of charity law and are generally referred to as the Trustees. The latter are also the sole Members of Quartet. The liability of the Members for the debts and liabilities of the company is limited and in the event of the company being wound up would not exceed £1 per Member. The Trustees have no beneficial interest in the charity.

Trustees are elected for a maximum of two consecutive three-year terms. In special circumstances, and to meet the needs of the organisation, appointments may, at the discretion of the Board, be further extended.

In line with the seven principles of the Charity Commission's Charity Governance Code, the Board provides strategic leadership and ensures that Quartet's charitable aims are being delivered in an effective and sustainable way. It has ultimate responsibility for the conduct and financial stability of Quartet and for ensuring that there are effective processes in place around grant making, decision-making, risk and control. The Board annually elects a Chair and Deputy Chair and meets four times a year with the Chief Executive Officer (CEO) and senior staff in attendance. It also meets annually for an Away Day to review and refresh strategy.

The Board delegates activity and authority to four Committees: Governance; Finance & Investments; Philanthropy, Marketing & Growth; and Programmes. They meet three to four times a year and are guided by Terms of Reference and clearly defined delegated authorities and areas of responsibility. The committees are all supported by a volunteer membership with relevant expertise but no formal responsibility for the management of the charity. Decisions and recommendations made by Committees go to the Board for approval. The Board also appoints Grant panels, made up of trustees, volunteer members and executive staff, to inform the decision-making process around individual grant programmes. The Grant panels have a delegated authority to make grants of a maximum individual value of £24,999 (increased by approval of Trustees (March 2024) from the historic value of £9,999). All grant awards in excess of that figure, other than those directed by fund holders, have to be ratified by the Board.

Patrons, Presidents and Vice Presidents are appointed in recognition of their outstanding contribution both to Quartet and to the local community. These are honorary positions with no formal duties or responsibilities. We are very grateful for their continued support and advocacy.

Quartet is a member of UK Community Foundations (UKCF). UKCF supports and promotes good practice amongst UK community foundations and manages a formal accreditation process every three years. On occasion Quartet manages funding programmes on contract from UKCF but it is not subject to any governance arrangements or responsibilities.

Governance

Our trustees are drawn from a wide variety of walks of life and from across our communities. Quartet is committed to ensuring that we have the representation on our Board and in our committees that reflects the

constituency we support. Moreover, there is the requisite level of skills, knowledge and experience. The skills and protected characteristics of our trustees are recorded and updated through an annual audit which helps to identify gaps in knowledge and representation. Trustees are then recruited through an open application and interview process.

On joining the Board, trustees are expected to work as part of an effective team and to conduct themselves according to the values of Quartet; this includes a commitment to equality, diversity and inclusion and to openness and accountability.

To this end, the Governance Committee oversees a structured programme of trustee professional development that begins with trustee induction. On appointment, new trustees meet with the CEO and Senior Management Team in order to understand the history, working practices and organisational procedures. New trustees are given access to a comprehensive pack of information, including key policies and documents and a current Business Plan, a bespoke guide entitled *'What to Expect as a Quartet Trustee'*, as well as referral to *'The Essential Trustee Guide'* published by the Charity Commission. Trustees have the opportunity to be paired with a trustee colleague in a 'buddy' style system. All trustees are encouraged and to make visits to local organisations in order to learn more about Quartet's work and the impact of our grant making activity.

The Board provides strategic oversight and direction; it agrees an annual operating budget, annual organisational objectives, and monitors performance within agreed targets and considers risk. All operational matters including the day to day running of Quartet is delegated to the CEO and executive team.

At the end of 2023/24 we had 22 staff (equating to 18 FTE staff). The position of Head of Operations was vacant for much of the year, due to an appointment made in May 2023 ending in September 2023 due to personal reasons. Appointment of our new Head of Operations Aidan Woodburn was made in November 2023 and began in February 2024.

Our Vision

Our vision is of a West of England where local communities are well resourced, confident and strong, and where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and far into the future.

Our Mission

We seek to inspire people through philanthropy to help transform our local communities so that they become fairer, greener and a place for all to thrive. We do this by:

- Encouraging local giving and providing tailored philanthropy services for donors including the public sector;
- Investing in local communities through year-round grant programmes and the brokering of pro-bono professional services for the voluntary sector; and
- Fostering civic collaboration and using our influence to shine a light on the most pressing issues of the day for the benefit of our communities and VCSE sector.

Quartet works across four key areas: Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire. We take a whole 'West of England' approach to our work, but we continue to be mindful of the four areas' particular needs and the importance of proportionate grant-making in each. While our office is based in central Bristol, we also have a satellite office and team members in Bath; this recognises the importance for Quartet of maintaining a prominent presence for its work across BANES and North Somerset

Charitable Objects

Our charitable objects as set out in our Articles of Association (as adopted by written special resolution passed on 5th April 2024) are:

- The promotion of any charitable purpose for the benefit of the community in and around: Bristol, Bath and North-East Somerset, North Somerset, and South Gloucestershire; and
- In particular, the advancement of education, the protection of good health, both mental and physical, the relief of poverty and sickness and the provision of equipment in the interests of social welfare and for the public benefit of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of persons for whom the facilities are primarily intended and conservation of the environment for the benefit of the public; and
- Other exclusively charitable purposes in the UK and elsewhere with a preference for those which are in the opinion of the Trustees beneficial to the community in the area of benefit.

We achieve our charitable objectives through:

- Endowment & Revenue Funds: growing these as essential community assets in the immediate and long term, matching funds with community needs and priorities
- Grant Making: managing a year-round programme of grants
- Civic Engagement: joining up activities wherever possible, shining a light on the most pressing issues of the day and convening and participating in discussions where we can add our experience and understanding of the local voluntary sector.

Endowment & Revenue Funds

Quartet provides a high quality, tailored philanthropy service for a wide range of individuals and organisations and is always seeking to promote the value of philanthropic giving as widely as possible. We have a Fund Development Plan, reviewed on an annual basis, that helps guides how we balance endowment building with immediate grant-making needs while expanding our future donor base.

We provide advice and guidance for anyone seeking to know more about local philanthropic giving during, or beyond, their lifetime. Once a commitment to setting up a Fund is made, either Endowment or Revenue, Quartet manages the respective funds in a flexible way that meets the needs and interests of the Fund holder.

While the financial support of philanthropists is vital to enable Quartet to continue its work, we recognise that people can also give of their time, talents, knowledge and contacts. Our ProHelp service connects business and people with local voluntary and community groups to share their skills, professional advice and services, and help to strengthen the vital services that they deliver for our local communities.

Grant making

Quartet makes grants to individuals, registered charities and organisations that can demonstrate that they have charitable purposes. Grants are primarily made within Quartet's geographic areas of benefits; however, the charity may make grants anywhere in the UK and internationally, in accordance with its charitable aims. Quartet strives to be as open and accessible as possible to local groups and organisations that need grant funding. A grant making policy is reviewed on a regular basis by the Programme Committee (most recently in June 2024) and sets out:

- The principles underlying Quartet's Grant making decisions;
- The principles governing assessment and award of grants; and
- How successful Grants are monitored.

Civic Engagement

Quartet exists to champion local philanthropy and to support the voluntary sector through thoughtful grant-making. This community approach gives us an important role to play in connecting people, sharing ideas and helping to create common agendas for positive change. We recognise that our own contributions are enhanced when the funding we distribute is aligned with wider initiatives in our area and with the resources of others. This requires an ongoing commitment to strong networks, expert knowledge and open collaboration.

Equality, Diversity & Inclusion

Our Equality, Diversity and Inclusion (EDI) work is continuing to make progress and is now embedded into our committee and board structure, with each committee having a clear indication of actions needed. An internal EDI group, chaired by the CEO, meets on a monthly basis to review and refresh these actions and to foster and inclusive workplace.

We continue to work to the "9 Pillars" framework produced by the Association of Charitable Foundations, aimed at supporting grant-making foundations' work to strengthen diversity, equity and inclusion. This means we are committed, amongst other things to:

- Invest time and resources in understanding and defining equity, diversity and inclusion
- Have a diverse Trustee and staff team, both in terms of demographics and experience
- Reflect and implement EDI practices in our funding activities
- Express our EDI commitment, policies and practices publicly
- Use our own power to advocate for and advance EDI practices.

Safeguarding remains a significant concern not only for Quartet but also for the organisations to which we make grants. We continue to review our organisational safeguarding practices, and are continuing a programme of safeguarding training for staff and trustees. We have reviewed and updated safeguarding in respect of our grant assessment work and the safeguarding evidence required by grant applicants.

Climate Emergency

Quartet aims to help secure a better and more sustainable future for all and believes that a place-based model is an important way of achieving this. In line with the Paris Agreement and the environmental goals set by the local authorities across the West of England, we are committed to the ambitious target of Net Zero in relation to all of our activities by 2030. Our ability to achieve this target will be driven by a series of both internal and external actions, with the most impactful relating to our responsible investment policy. Quartet's annual Away Day (March 2024) with staff and trustees focussed on carbon literacy and action planning in key high impact operational areas. This identified a number of key targets set for the year ahead, which will continue to be monitored by each of our four committees, and more routinely managed by an internal working group of key personnel.

Complaint Management

We maintain a register of Comments, Compliments and Complaints. As in the previous year, we did not receive any complaints during the year about any aspect of our fundraising activities.

Review of Year - Achievements, Performance & Significant Activities

In 2023/24 we continued to deliver on our core objectives:

- To be here for the long term by continuing to grow our permanent endowment fund
- To help our donors to make a difference by providing a high-quality philanthropy advice service
- To respond to the needs and aspirations of our communities through equitable grant making
- To listen and to add our voice through civic collaboration and sharing our research & learning

Achievements and performance 2023/24

- £4.6m paid out in 901 grants
- Endowed funds totalled £63.9 million
- Total income for the year was £5.7 million
- New donations income for endowment was £1.4 million
- 11 new named funds established
- Quartet has 247 endowed funds and 53 flow-through funds under management

Grant making

For much of the early part of the year we were responding to the fall-out from the cost-of-living crisis. The increases in food, fuel and utility costs had led to an increasing number of people relying on the vital support provided by local community organisations and charities. These organisations continued to do "more with less", absorbing this increased demand into their core work at a time when their own costs and competition for funding had increased. Across geography, issue and community this has continued to result in over-subscription to many of the funds we run on behalf of our fund holders.

Unfortunately, this has also meant having to reject many good applications, with an overall success rate across all our "open" grants programmes of approximately 60% for the year. For example, the Social Action Grants Programme that we are delivering in partnership with Bristol One City in its September 2023 round received over 90 applications requesting over £430,000 compared to £125,000 we had available, making it over subscribed by 244%.

We continue to work hard to make the grant-making process easier and this year we signed up to the IVAR principles of Open and Trusting Grant-making. We are adopting these principles as part of our commitment to make it as easy as possible for local organisations to apply for and access the funding they need to do their work. One of these commitments is to not waste applicants' time, so being clear on our funding priorities and being open and transparent about our requirements and exclusions. To meet this commitment, we continue to work with others to deliver funder surgeries and attend 'meet the funder events'. For instance, we have worked with Black South West Network to hold monthly funder surgeries and have accompanied Voscur on outreach at various community centre locations across Bristol. We will continue to explore other opportunities to reach grant seekers.

With the limited funding available we have been evolving how we work with our fund holders to ensure that we respond to the different forms of support that we are being asked to provide. So, in addition to smaller grants towards specific projects and activities, we have been offering larger core cost grants to help individual organisations to become more resilient, and we continue to offer a number of multi-year strategic grants to support the development of specific sectors. For example, during the year we awarded £40,000 over two years to Bath Area Play Project to employ a co-ordinator for the Bath & North East Somerset Children & Young People's Network. This will help develop the network of groups and organisations across the district working

with children and young people, providing leadership and advocacy within the sector and facilitating peer learning.

Fund development
Thanks to the generosity of our fund holders, we distributed £4.6m through 901 grants and the average size of a grant was £5,197.

Our fund holders and supporters have been immensely generous in their giving over the past year. In the previous year, the cost-of-living crisis had served as a vital catalyst for increased giving; this trend continued in 2023/24 with some significant new endowment funds established. 41 additions by existing fund holders totalling £4.5m, including the balance of the residuary legacies, helped boost our ability to respond to growing needs. We also welcomed 11 new fund holders from a range of different backgrounds spanning statutory funding, private and corporate philanthropy. Particularly notable were two charitable trust transfers where trustees no longer wished to carry the administrative burden of distributing charitable income. These trusts will continue to work for their communities through the foundation instead. We also attracted flow-through funding from a new statutory source, the Integrated Care Board of Bath, Swindon and Wiltshire.

Research and learning
This year we have refreshed the branding and content of our annual social needs reports. The new format, now called 'In View', allows us to retain the best of the previous 'Vital Signs' model while allowing more flexibility of content. In View will enable us to share more of our own learning from the data we hold, as well continuing to place this in the national and local context. The first of such publications, launched in July, focuses on health and wellbeing and highlights the important way that VCSE sector services foster local community health and work alongside statutory services.

Collaboration and partnership
The ways we collaborate externally continue to be a key element of Quartet's approach and impact, benefiting us through opportunities to position our work, enhance our influence and work strategically to get better outcomes for our area. This year our staff and trustees have contributed to a range of key partnerships and represented us on various committees. These include Bristol City Funds, the North Somerset Partnership Board, and a series of task groups convened by Voscur, for example on creating greater join-up between potential support organisations when VSCE organisations are concerned about their future. Our collaborative funding initiatives remain active, including Bristol Funders Group, Bristol Older People's Funding Alliance, and the Youth Sector Development Fund.

Our Pro Bono brokerage programme, ProHelp, has continued to expand across all areas of our region and in 2023/24 it brokered bespoke, 1:1 professional time and expertise for more than 50 local voluntary sector organisations, conservatively estimated at 1,500 hours of professional volunteering time, with a recorded value to date of £150,000.

Future Plans and Objectives

Grant making
Signing up to IVAR commitments to open and grant-making provides us with a framework for continuous improvement and development of our grant-making. This will help us to continue reviewing and ensuring we are accessible, and our requirements are proportionate for grant seekers and grant holders.

We will continue to assess ourselves against these IVAR commitments to make sure we are:
- clear and transparent on our funding priorities for each grants programme we're delivering
- asking only relevant questions of grant seekers

- being reasonable with how we assess risk in our funding decisions
- clear on our grant application decision timescales
- open about our decisions, giving feedback to unsuccessful applicants and publishing information on our success rates
- making our funding as flexible as possible and being flexible to a grant holder's changing needs and priorities
- clear about our relationship with a grant holder from the start and work in partnership with them, showing respect, interest and confidence.
- being proportionate with our reporting requirements for grant holders

In addition, we will continue to reach into our communities and explore new opportunities to meet grant seekers face-to- face, have conversations with them, and learn more about each other. Additionally, we receive continuous feedback from our applicants via an anonymous survey, which further refines our practices.

We will continue to grow and maintain diversity in our grant-making decisions. We have always aimed to include people external to Quartet on our various grant decision-making panels. We will continue doing this through our panel pool of volunteers with relevant experience and ensure that the people helping us to make decisions have relevant lived and learned experiences.

Underpinning this work we need to be diligent, and show humility and respect to those seeking a grant and in receipt of our funding

Fund development

We continue to respond to current needs with an eye to future security and growth. Our fund development plan, adopted last year, points us in the direction of future growth areas within our region and we are already making significant inroads in those. With the tech sector, we have built new positive relationships in Bristol and Bath and grown their awareness of our work organically. With the local health authorities, we have successfully attracted and delivered quick-response, flow-through funding that demonstrates our strengths of community connections and grant-making. We continue to expand the breadth of professional advisors who know us. We recognise that all this work relies on slow and steady process of building trusting relationships with those new to philanthropy and the community foundation. We also recognise the importance of telling compelling stories of the impact of local giving, and amplifying these through our communications channels and our staff, committee members, fund holders and trustees.

Financial Review

As indicated above, with the support of our philanthropic community, Quartet have continued to thrive with another good year with income received over £5.7m (£9.9m: 2022-23). This included £1.4m of new donations to the Endowment Fund. With continued volatility in global markets relenting in late 2023 and the portfolio performance returning positively by the end of the financial year, we can happily report our endowment fund has grown to £63.9m as at 31 March 2024. Our flow through funding of £2.9m helped us to distribute £4.6 million, thereby maintaining the grant making levels we aspire to in our strategy. All this activity has helped Quartet to cover 100% of our budgetary costs and again return a surplus. Quartet has once again opted to increase the designated fund by £180k from our surplus therefore we have the means to protect our Total return 4.5% for 2024-25.

As at 31 March 2024 Quartet held £63.9m in total endowment funds held, split between permanent endowment of £7.07m and expendable endowment of £56.8m of which £9.2m is held under the Dormant Assets Scheme. These funds have come from bank and savings accounts which have been inactive for over 15

years. Should the owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2023-24 was £354k. Quartet holds within our £63.9m a total of £8.9m of donor directed funds – please see note 24 for further details.

Going Concern

Quartet trustees are satisfied that Quartet is a going concern. Quartet accounts indicate an operating surplus of 94% which is well within the range of our Reserves Policy which recommends that the charity should hold up to 9 months of operating costs. With this in mind, Quartet trustees have approved a deficit budget for 2024-25 with a projected deficit of £70.9k, but even taking this deficit into consideration we would still be operating well within our reserves policy.

In reaching this conclusion, we have made the following assumptions:

- Quartet holds, as of 31st March 2024, endowment funds to the value of £63.9m. The annual levy from this amount covers 54.9% of associated 2024/25 budgetary expenditure.
- Interest on our cash deposit funds will provide approximately 11.1% of associated 2024/25 budgetary expenditure.
- Core income generated from incoming endowment donations and revenue grant programmes combined for 2024/25 has been budgeted at £302k. To date we have received in total £1.9m, generating £160.6k core income which represents 53.2% of the £302k budgetary income for 2024/25.

In total from the July 24 Management accounts, we have already secured 41% of core income totalling £523k against the full budgetary target of £1.275m. With expenditure at £421k year to date against a full budget of £1,346m, Quartet trustees are confident we can maintain our reserves policy for 2024-25.

The only other consideration affecting our going concern status relates to the possibility of a global stock market failure. While this would be damaging to our balance sheet and investment holdings, Quartet would nonetheless be able to continue to operate within its reserves and through revaluations of its cost base.

Reserves

As a general principle, Quartet aims to retain a minimal balance of unrestricted funds. Accordingly, the reserves policy was reviewed during the year. Having assessed the attendant risks (such as the failure of investment markets to produce sufficient income, unexpected building costs or contractual commitments that would have to be met in the case of closure of the charity or the requirement to fund a new opportunity that might arise), the conclusion was to hold up to 9 months of operating costs. At the yearend our free reserves were £1.2m, representing 94% of the original annual staffing and support costs,

Investment Policy

Quartet holds a major investment portfolio of endowed funds. Together with revenue funds from statutory, individual and corporate sources, the investment returns fund our grant-making and make a significant contribution to our core costs. We view the investment market through a long-term lens, recognising that there will be periods of volatility that may erode our investment values. It can be difficult to predict income in any single year, so Quartet actively develops pipelines of philanthropic support for the medium as well as immediate term.

Fund performance rests with our investment managers, currently CCLA and Rathbones. It is the responsibility of our Finance & Investment Committee to monitor the performance of these funds against our investment policy and agreed benchmark and performance criteria. Within Quartet's investment policy we have our

investment criteria which, states *'we will not invest in companies deemed to be 'ESG laggards'(as measured by investment managers' proprietary or third party ESG systems) unless there is good reason, and we expect the overall ESG rating of our portfolio to be better than that of the wider equity market. As well as broad ESG risk, we expect our investment managers to factor carbon, reputational and governance risk into their analysis.*

The active challenge for the Board, in relation to its investment policy, is fulfilment of the stated ambition to reach Net Zero no later than 2050. There is the ubiquitous conflict between the compulsion to maximize returns in the face of burgeoning need and the recognition that the imperative of climate change demands a proactive approach to investment that minimises our carbon footprint. The latter has the attendant impact, in the short term at least, of a decline in returns and our ability to support those seeking help. Quartet's ability to resolve this dilemma is compounded by the necessity also to consider the diverse views of our fund holders.

However, having set the Net Zero in 2050 target, the Board recognises the compelling need to align that ambition with our investment policy and portfolio. Our investment managers have been given a clear mandate. This has involved as an evaluating our priorities in relation to investment reallocation -divestment, active ownership and supporting companies that provide climate change solutions. We continue to refine our baseline and markers against which performance can be measured. There is further work to be done with our stakeholders to ensure that all is aligned with our Net Zero ambitions.

We have conducted a full review of our investment management which resulted with the trustees introducing a third investment manager to invest our endowment, from 2024-25 Quartet will introduce and transfer at least £20m from our existing Investment managers to Cazenove Capital and to be invested in there SUTL Cazenove Charity Sustainable Multi-Asset fund, this fund operates within our current responsible investment policy.

The F&I committee will be conducting a full review of our responsible investment policy in line with our climate change ambitions, this will be undertaken in 2024-25.

Remuneration policy

Our fund holders and donors demand – and deserve – a thoroughly professional service, as efficient and reliable as the leading advisers with which they deal. We must therefore continue to invest in our staff to provide unrivalled philanthropy advice, grant-making and civic influence.

Trustees, who are all unpaid volunteers, set the overall pay and remuneration during the annual budget round, taking into account the drive to keep costs down, the extra work taken on by team members during the year and noting pay in comparable roles in the local area. The process for setting remuneration is the same for all staff, with pay set at the appropriate rate to attract and retain professional, dedicated staff. In addition the Governance Committee recommends to the Board the pay for any member of staff paid. The charity does not make any performance related payments. The staff pay award set in the 2024/5 budget was 4% and some further individual adjustments were made in addition to this.

Quartet offers a stakeholder pension scheme to staff and contributes 5% to this or direct to staff members' individual pensions. In addition we offer a NEST pension scheme to comply with the government's auto enrolment pensions legislation. During the year we continued to provide and contribute, on behalf of all staff, to an employee benefit scheme with HSF. We have this year embarked on a review of our pension arrangements, with any changes likely to come into play in 2024/25.

Risk Management

Trustees actively manage the risks that the organisation faces and have systems and procedures in place to mitigate risks. The risk register is monitored at all Board and relevant sub-committee meetings. In light of Quartet signing up (March 2024) to the IVAR Principles of Open and Trusting Grant-making, and as good charity practice, a review of the Quartet's organisational risk management policy will be undertaken in 2024-25. In the meantime, Quartet's key identified risks continue to be:

- Fraud – due to fraudsters increasingly targeting charities during recent years, we continue to ensure we enhance our measures in place to mitigate against this and ongoing risk of fraud. Awareness of fraud has been heightened across the organisation. Staff training is in place to help identify fraud.

- Cyber crime (in all its forms) – Our measures in place to mitigate cyber crime are continually reviewed and developed with additional controls being implemented in the past year. We seek expert advice on steps to be taken, we have robust cyber insurance in place, and regular cyber awareness training is scheduled for our staff, trustees and committee members. We continue to work proactively with our IT contractor to look for ways to further develop our procedures and systems to mitigate the risks we have from cyber crime.

- Costs could outstrip income – This has been another extremely good year for income but nevertheless we continue to maintain close monitoring and control of costs, routinely reporting monthly management accounts including variance analysis to track any budget variance.

- Investment values fall significantly – resulting in less income for grant making and core support. Mitigated by close liaison with our investment managers and regular reviews of our distribution rate. Our work is funded by income from investing our permanent endowment funds as well as through the efficient management of the programme funding. To mitigate against the event of poor performance in any financial year we have tasked our investment managers to provide returns on a five-year rolling basis, providing stability in the income for our core activities and for much of our grant-making.

- Our reputation could be damaged in a variety of ways. The risk register, regularly reviewed by the Board and sub-committees as well as by the Senior Management Team, ensures that we take proactive steps to mitigate these risks associated with organisational reputation.

- Our people – as an employer we strive to support, retain and develop our team as well as we can. We provide an annual training plan, an employee health cash back scheme and an employee assistance programme to all staff, and support flexible working and encourage a healthy work-life balance. Mitigations are in place for the impact of losing key personnel.

Safeguarding remains a significant concern not only for Quartet, but also for the organisations to which we give grants. We continue to review our organisational safeguarding practices, and are continuing a programme of safeguarding training for staff and trustees.

Public Benefit

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. In reviewing the charity's aims and activities, planning future activities and setting and regularly reviewing its grant making policy, the Board refers to Charity Commission guidance.

In the fulfilment of its purposes, as detailed above, Quartet has provided a public benefit. Specifically, included amongst the 901 grants made by Quartet, is support given for the purposes of the following themes (with examples of 2023/24 grants):

Prevention and relief of poverty

- **Black South West Network - £20,000** Catalyst grant to provide culturally appropriate meals for Black and Minoritised households to address the Cost of Living Crisis.
- **South Gloucestershire Citizens Advice Bureau** – Express Grant of **£5,000** to employ an energy advisor to offer advice for those at risk of fuel poverty. 114 people benefited from this service.
- **Julian House - £18,000** Catalyst grant to support people sleeping rough, single homeless people, and members of the gypsy, Roma, travelling and boater communities in B&NES.

Advancement of health

- **Alive Activities - £19,980** North Somerset Community Partnership grant to improve the wellbeing of disadvantaged older adults through 'Wellbeing in Nature' sessions and build the capacity/sustainability of Stanley's Garden - an accessible, volunteer-managed, dementia-friendly, community wellbeing garden in Worle.
- **The Haven** – Express Grant of **£4,600** towards 60 creative health-based activities to improve the health and wellbeing for those experiencing addiction, depression and other mental health crisis. 115 people attended sessions including music, Chi Gong, and gardening with notable positive outcomes.
- **The Green House - £50,000** Catalyst grant for over 2 years to ensure the continued provision of their services, which is supporting children across Avon and Somerset who have experienced sexual abuse.

Advancement of community development

- **Your Park Bristol & Bath** – Express Grant of **£3,000** towards developing community-led park assessments for disabled people and carers in urban parks. As a result of this fund, assessments were tested in Hartcliffe Millennium Green where there is now an access plan to inform future development.
- **Easton Jamia Mosque - £5,000** Express grant towards a mini localised drop-in citizens advice service for the community that will provide expert language specific support, advocacy, IT support and interpreter services.
- **Send and You** – Express Grant of **£5,000** towards developing community ambassadors, offering volunteering opportunities to support people with skills development and work experience.

Advancement of education

- **Young Carers Development Trust** – Express Grant of **£4,933** towards the costs of pairing 13 young carers to mentors for their 4-year mentoring scheme and to fund their Young Adult Carer Aspirations Conference in UWE. Combined, this benefited 92 people.
- **South Bristol Youth** – Express Grant of **£5,000** for their 'Discover Maths' programme in South Bristol schools. This aims to make maths more accessible and understandable in schools with lower educational outcomes.
- **Re:Work - £3,000** Express grant towards work experience placements for young people struggling in school in South Bristol.

Advancement of arts, culture, heritage or science

- **Diverse Arts Network** – Express Grant of **£4,790** towards their 'Flag up your Identity' community workshops that culminated in a flag procession at their May festival 'Diaspora'. 645 people benefited from this activity via 35 workshops across Bristol.
- **Trans Pride South West** - **£3,075** Express grant towards a Transgender Day of Remembrance Vigil, Community Day, Young People's event and website costs.
- **Sheba Soul Ensemble** - **£5,000** Express grant towards hosting 5 workshops in central Bristol schools exploring Black musical history and run their Anansi production to 5 schools in South Gloucestershire.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Quartet for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires Quartet to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the 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 and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The trustees are responsible for the maintenance and integrity of the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statements on disclosure of information to the auditors

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware. Each trustee has taken all the steps (such as making enquires of other trustees and the auditors and any other steps required by the trustee's duty to exercise due care, skill and diligence) that they ought to have taken in this duty as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The members of the charity undertake to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

At our 2024 AGM we were delighted to confirm the re-appointment of our auditors Bishop Fleming LLP

This report, was approved by the Trustees, in their capacity as company directors and signed on their behalf by:

Sue Mountstevens

Sue Mountstevens
Chair of Trustees
Quartet Community Foundation

Date: 25/9/24.

Independent Auditors' Report to the Members of Quartet Community Foundation

Opinion

We have audited the financial statements of Quartet Community Foundation (the 'Charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).
In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2024 and of the Charity's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.
Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.
Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information

The members are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based

on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.
We have nothing to report in respect of the following matters in relation to which we to report to you if, in our opinion:

- the Charity has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members

As explained more fully in the member's responsibilities statement, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

- We have considered the nature of the sector, control environment and financial performance;
- We have considered the results of enquiries with management and members in relation to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.
- we have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, FRS 102 and the terms and conditions attaching to material grants and donations received by and made by the Charity.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Performing detailed transactional testing in relation to the recognition of revenue, with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments.

We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Chris Trantham FCA
for and on behalf of

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

Date: 15/10/24.

Quartet Community Foundation

Statement of financial activities

For the year ended 31 March 2024

	Note	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	**2024 Total £**	2023 Total £
Income and endowments from:						
Donations and legacies						
Donations and gifts	3	1,094,059	2,635,479	1,415,982	**5,145,520**	9,558,192
Gifts in kind	4	27,000	-	-	**27,000**	4,000
Other trading activities						
Consultancy and other income		22,359	-	-	**22,359**	21,067
Investments						
Investment properties	5	35,301	42,865	-	**78,166**	76,459
Investment income	6	257,775	262,467	-	**520,242**	278,328
Total income and endowments		1,436,494	2,940,811	1,415,982	**5,793,287**	9,938,046
Expenditure on:						
Raising funds						
Communications and publicity		241,718	-	-	**241,718**	214,774
Consultancy		26,324	-	-	**26,324**	21,259
Civic Influence/Community Leadersh		40,681	-	-	**40,681**	19,134
Employer Engagement		47,860	-	-	**47,860**	-
Philanthropy services		263,233	-	-	**263,233**	250,869
City Funds		7,180	-	-	**7,180**	53,150
Fund development		79,576	-	-	**79,576**	71,034
Investment management costs		26,326	-	132,397	**158,723**	152,469
Investment properties	5	17,817	-	-	**17,817**	41,637
Charitable activities						
Draw-downs		-	-	60,000	**60,000**	196,960
Grants payable	11	-	4,683,121	-	**4,683,121**	6,516,733
Support costs of grants programme		430,745	235,783	-	**666,528**	576,612
Total expenditure	7	1,181,460	4,918,904	192,397	**6,292,761**	8,114,631
Net (expenditure) / income before gains and losses		255,034	(1,978,093)	1,223,585	**(499,474)**	1,823,415
Net gains on investments	13,14	19,548	1,554,307	3,502,373	**5,076,228**	(3,129,183)
Net income		274,582	(423,786)	4,725,958	**4,576,754**	(1,305,768)
Transfers between funds	23	-	677	(677)	-	-
Net movement in funds	8	274,582	(423,109)	4,725,281	**4,576,754**	(1,305,768)
Reconciliation of funds:						
Total funds brought forward		1,291,861	4,472,976	59,209,800	**64,974,637**	66,280,405
Total funds carried forward		1,566,443	4,049,867	63,935,081	**69,551,391**	64,974,637

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 and 25 to the financial statements.

Quartet Community Foundation

Balance sheet

As at 31 March 2024

	Note	£	2024 £	2023 £
Fixed assets				
Tangible fixed assets	12		**190,471**	197,198
Investments				
Property	13		**625,600**	632,000
Other	14		**61,960,810**	57,272,664
			62,776,881	58,101,862
Current assets				
Debtors	15	**858,800**		1,430,667
Cash at bank and in hand		**6,860,255**		6,369,265
		7,719,055		7,799,932
Liabilities				
Creditors: amounts falling due within	16	**(944,545)**		(927,157)
Net current assets			**6,774,510**	6,872,775
Net assets	18		**69,551,391**	64,974,637
Funds				
Capital funds				
Endowment funds	24		**63,935,081**	59,209,800
Revenue funds	25			
Restricted funds			**4,049,867**	4,472,976
Unrestricted funds			**1,566,443**	1,291,861
Total charity funds			**69,551,391**	64,974,637

Approved by the trustees on (date) 25/9/24 and signed on their behalf by

Sue Mountstevens - Chair of Trustees

Nicholas Lee - Trustee

Quartet Community Foundation

Summary income and expenditure account

For the year ended 31 March 2024

	All income funds 2024 £	All income funds 2023 £
Income from:		
Donations and legacies		
Donations and gifts	**3,729,538**	5,253,171
Gifts in kind	**27,000**	4,000
Other trading activities		
Consultancy and other income	**22,359**	21,067
Investments		
Investment properties	**78,166**	76,459
Investment income	**520,242**	278,328
Gains on investments	**1,573,855**	1,628,901
Gross income in the financial year	**5,951,160**	7,261,926
Expenditure on:		
Raising funds		
Communications and publicity	**241,718**	214,774
Consultancy	**26,324**	21,259
Community Leadership	**40,681**	19,134
Donor services	**263,233**	250,869
Employer Engagement Project	**7,180**	53,150
Fund development	**79,576**	71,034
Investment management costs	**26,326**	19,136
Investment properties	**17,817**	41,637
Charitable activities		
Grants payable	**4,683,121**	6,516,733
Support costs of grants programme	**666,528**	576,612
Gross expenditure in the financial year	**6,052,504**	7,784,338
Net (expenditure) / income before tax for the financial year	**(101,344)**	(522,412)
Tax payable	**-**	-
Net (expenditure) / income for the financial year	**(101,344)**	(522,412)

The income and expenditure account is derived from the Statement of Financial Activities which, together with the accounting policies and notes, provides information of the movements during the year on all the funds of the Foundation.

Quartet Community Foundation

Statement of cash flows

For the year ended 31 March 2024

	Note	2024 £	2023 £
Cash generated by operating activities:			
Net cash generated by operating activities	23	**(521,070)**	(283,042)
Cash flows from investing activities:			
Dividends, interest and rents from investments		**598,408**	354,787
Purchase of tangible fixed assets		**(17,757)**	(39,300)
Proceeds from the sale of investments		**8,866,948**	6,353,032
Cash movement on investments		**(250,815)**	48,350
Purchase of investments		**(8,184,725)**	(7,344,300)
Net cash used by investing activities		**1,012,060**	(627,431)
Increase in cash and cash equivalents in the year		**490,990**	(910,473)
Cash and cash equivalents at the beginning of the year		**6,369,265**	7,279,738
Cash and cash equivalents at the end of the year		**6,860,255**	6,369,265

1. General information

Quartet Community Foundation is a grant-making charitable company. It is part of a network of 46 quality accredited Community Foundations that match those who want to give money locally to charities and organisations that are working to improve local communities.

Quartet Community Foundation is a private company limited by guarantee and a registered charity. It is registered in England and Wales. The address of the registered office is Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Statement of compliance

The financial statements of Quartet Community Foundation have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102"), the Charities SORP FRS 102 and the Companies Act 2006.

Summary of significant accounting policies

a) Basis of preparation

These financial statements have been prepared on a going concern basis, under the historical cost convention, as modified by the revaluation of investments and investment properties which have been measured at fair value through the profit and loss.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the charitable company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1 (o).

Quartet Community Foundation 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 note(s).

b) Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 3. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

c) Funds 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. However all general funds relating to grant giving have now been classified as restricted.

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.

Endowment funds are funds which are held on trust to be retained for the benefit of Quartet as a capital fund. Where the trustees must permanently maintain the whole of the fund it is referred to as permanent endowment and such a fund cannot normally be spent as if it were income. Where the trustees have a power of discretion to convert endowed capital into income, it is referred to as expendable endowment.

c) Funds accounting (continued)

With the exception of the Community First endowment funds, the Charity's endowment funds are invested equally between CCLA Ethical Investment Fund and Rathbones, the Rathbones element is invested in a bespoke portfolio. In relation to these funds, the trustees operate a "informal total return" policy (capital growth and yield) and approve 4.5% to be transferred from the endowment fund to the grant making funds. Where the income yields fell short of 4.5%, a top-up was made by reducing the capital gains or increasing the capital losses (as appropriate) of the share portfolio.

The Community First endowment funds are held in a unitised investment fund managed by CCLA. CCLA in January 2018 have taken the decision to operate the Community First funds on a total return policy (Capital Growth and Yield). The remit of the fund is to achieve an income return of approximately 4% while still maintaining the capital value of the fund.

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

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party. A corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are accounted for on a receivable basis. Pecuniary legacies are recognised following formal notification from the estate. Residuary legacies are recognised only when Quartet's interest can be measured, which is normally on grant of probate.

e) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Discretionary grants awarded within this financial year are shown as restricted expenditure - a change from previous years where shown as unrestricted expenditure.

All resources expended are inclusive of irrecoverable VAT.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. The basis of allocation of support and governance costs is shown in note 7.

g) Going concern basis of accounting

The Charity produces annual budgets which take into account expected changes in the funding streams and which demonstrate that the charity will be able to continue to operate. We have produced forecasts and cash flows to demonstrate to the trustees that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements were approved.

h) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

i) Investment Properties

Royal Oak House, is mixed use property which is primarily held for investment purposes but also provides head office accommodation for the charitable company. In line with FRS 102, the owner-occupied portion of the building is classified as a tangible fixed asset and the tenant-occupied portion is classified as an investment property. Depreciation is charged on the owner-occupied portion in line with the charitable company's accounting policy in note 1 (j). The investment portion of the property is not depreciated. A formal revaluation of Royal Oak House is undertaken annually by appointed commercial real estate advisors, currently appointed are Colliers International, and investment method of valuation used is Fair Value of the property.

j) Tangible fixed assets and depreciation

Expenditure on the acquisition, enhancement and installation of tangible fixed assets is capitalised and included in the balance sheet at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, on a monthly basis as follows:-

Freehold buildings	2% pa
Fixtures and fittings	20% pa
Computer equipment	33% pa

Fixed assets are capitalised if the cost exceeds £500 per item.

k) Debtors

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

l) Cash at bank and in hand

Cash at bank and cash 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.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) 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.

o) Critical accounting judgements in applying the entity's accounting policies

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

p) Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Prior year comparatives

	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	2023 Total £
Income and endowments from:				
Donations and legacies				
Donations and gifts	1,155,617	4,097,554	4,305,021	9,558,192
Gifts in kind	4,000	-	-	4,000
Other trading activities				
Consultancy and other income	21,067	-	-	21,067
Investments				
Investment properties	34,241	42,218	-	76,459
Investment income	25,321	253,007	-	278,328
Total income and endowments	1,240,246	4,392,779	4,305,021	9,938,046
Expenditure on:				
Raising funds				
Communications and publicity	214,774	-	-	214,774
Consultancy	21,259	-	-	21,259
Community Leadership - New	19,134	-	-	19,134
Donor services	250,869	-	-	250,869
Employer Engagement Project - New	53,150	-	-	53,150
Fund development	71,034	-	-	71,034
Investment management costs	19,136	-	133,333	152,469
Investment properties	7,230	34,407	-	41,637
Charitable activities				
Grants payable	-	6,516,733	-	6,516,733
Draw-downs	-	-	196,960	196,960
Support costs of grants programme	393,312	183,300	-	576,612
Total expenditure	1,049,898	6,734,440	330,293	8,114,631
Net (expenditure) / income before gains and losses	190,348	(2,341,661)	3,974,728	1,823,415
Net gains on investments	20,354	1,608,547	(4,758,084)	(3,129,183)
Net income	210,702	(733,114)	(783,356)	(1,305,768)
Transfers between funds	40,000	(24,400)	(15,600)	-
Net movement in funds	250,702	(757,514)	(798,956)	(1,305,768)

3. Donations and gifts

Material donations from institutions (greater than 5% of the total) have been received from:

	2024 Total £	2023 Total £
1 in 4 People	**108,627**	-
* Bank of Ireland	**(265,488)**	**574,219**
Bristol Community Health Fund	**-**	**127,724**
Community Investment Fund - BNES	**100,000**	-
Hutchen Charitble Trust	**63,903**	-
North Somerset Community Partnership Endowment	**-**	**110,009**
Osborne Clarke	**305,000**	**284,000**
Pople Charitable Trust Revenue Fund	**30,000**	**63,500**
Thrings Solicitors Fund	**19,073**	**20,580**
Wessex Water	**575,121**	**716,050**

* Bank of Ireland value is net of returned unclaimed assets, please refer to note (m) page 46 for explanation

The charity received the following government grants:

	2024 Total £	2023 Total £
Bristol City Council	**635,252**	**1,700,000**
Commissioners Crime Prevention Fund	**114,442**	**84,132**
Bath & NES Supporting Communities and Welness	**10,000**	**20,000**
	759,694	1,804,132

There are no unfulfilled conditions in respect of the government grants disclosed above (2023: none).
The charity did not benefit from any other forms of government assistance during the year (2023: none).

4. Gifts in kind

We are grateful to the following organisations for their support during the year:

- Bank of Scotland - banking services,
- Business West - Membership,
- CMS - Property Legal services,
- Osborne Clark - Legal services,
- Paragon Costs - Meeting space,
- Rathbones - Meeting space.

We estimate that the costs saved by Quartet of providing these services amounts to £27,000 (2023: £4,000).

We are grateful for the help provided by our volunteers, especially members of our committees, grants advisory panels and task groups.

5. Investment properties

	Unrestricted £	Restricted £	Endowment £	2024 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	**1,000**
Investment income	35,301	42,865	-	**78,166**
	35,301	43,865	-	**79,166**
Expenditure				
Depreciation of fixtures and fittings	7,860	-	-	**7,860**
Running costs	6,860	-	-	**6,860**
	14,720	-	-	**14,720**
Net income	20,581	43,865	-	**64,446**

During the year, sundry costs were incurred in respect of the maintenance of the buildings.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2023 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	1,000
Investment income	34,242	42,218	-	76,460
	34,242	43,218	-	77,460
Expenditure				
Depreciation of fixtures and fittings	7,230	-	-	7,230
Running costs	34,407	-	-	34,407
	41,637	-	-	41,637
Net income	(7,395)	43,218	-	35,823

6. Investment income

	Unrestricted £	Restricted £	Endowment £	2024 Total £
Allocation of investment income from endowment	-	(262,467)	-	**(262,467)**
Interest on current accounts	257,775	-	-	**257,775**
Total investment income	257,775	(262,467)	-	**(4,692)**

Quartet takes 4.5% total return from capital gain and reinvest the dividend earned into the investment.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2023 Total £
Allocation of investment income from endowment	-	(253,008)	-	(253,008)
Interest on current accounts	25,321	-	-	25,321
Total investment income	25,321	(253,008)	-	(227,687)

7. Analysis of total expenditure

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	**2024 Total £**
Communications and publicity	59,848	-	181,870	**241,718**
Consultancy	-	-	26,324	**26,324**
Civic Influence/Community Leadership	-	-	40,681	**40,681**
Employer Engagement	-	-	47,860	**47,860**
Philanthropy services	-	-	263,233	**263,233**
Draw-downs	60,000	-	-	**60,000**
City Funds	-	-	7,180	**7,180**
Fund development	3,000	-	76,576	**79,576**
Grants payable	-	4,683,121	-	**4,683,121**
Investment management costs	132,397	-	26,326	**158,723**
Investment properties	6,860	-	10,957	**17,817**
Support costs of grants programme	-	235,783	430,745	**666,528**
Total resources expended	262,105	4,918,904	1,111,752	**6,292,761**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	**2024 Total £**
Communications and publicity	16.52%	139,327	7,926	14,509	9,315	2,235	8,558	**181,870**
Consultancy	2.39%	20,166	1,147	2,100	1,348	324	1,239	**26,324**
Civic Influence (Community Leadershi	3.70%	31,163	1,774	3,246	2,083	501	1,914	**40,681**
Employer Engagement	4.35%	36,665	2,086	3,818	2,451	588	2,252	**47,860**
Philanthropy services	23.91%	201,657	11,472	21,001	13,482	3,235	12,386	**263,233**
Draw-downs	Specific	-	-	-	-	-	-	-
Fund development	6.96%	58,664	3,337	6,109	3,922	941	3,603	**76,576**
Grants payable	Specific	-	-	-	-	-	-	-
Investment management costs	2.39%	20,167	1,147	2,100	1,348	325	1,239	**26,326**
Investment properties	Specific	-	-	-	-	10,957	-	**10,957**
City Funds	0.65%	5,500	313	573	368	88	338	**7,180**
Support costs of grants programme	39.13%	329,984	18,772	34,365	22,062	5,294	20,268	**430,745**
Total		843,293	47,974	87,821	56,379	24,488	51,797	**1,111,752**

7. Analysis of total expenditure (prior period comparative)

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2023 Total £
Communications and publicity	19,182	-	195,592	**214,774**
Consultancy	-	-	21,259	**21,259**
Community Leadership	-	-	19,134	**19,134**
Philanthropy services	-	-	250,869	**250,869**
Draw-downs	196,960	-	-	**196,960**
City Funds	-	-	53,150	**53,150**
Fund development	3,000	-	68,034	**71,034**
Grants payable	-	6,516,733	-	**6,516,733**
Investment management costs	133,335	-	19,134	**152,469**
Investment properties	34,407	-	7,230	**41,637**
Support costs of grants programme	-	183,300	393,311	**576,611**
Total resources expended	386,884	6,700,033	1,027,713	**8,114,630**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	2023 Total £
Communications and publicity	19.17%	149,286	9,467	16,168	12,332	2,736	5,603	**195,592**
Consultancy	2.08%	16,227	1,029	1,757	1,340	297	609	**21,259**
Civic Influence (Community Leadersh	1.87%	14,604	926	1,581	1,207	267	549	**19,134**
Philanthropy services	24.58%	191,476	12,142	20,738	15,818	3,509	7,186	**250,869**
Draw-downs	Specific	-	-	-	-	-	-	-
Fund development	6.67%	51,926	3,293	5,624	4,290	952	1,949	**68,034**
Grants payable	Specific	-	-	-	-	-	-	-
Investment management costs	1.88%	14,604	926	1,582	1,206	268	548	**19,134**
Investment properties	Specific	-	-	-	-	7,230	-	**7,230**
City Funds	5.21%	40,567	2,573	4,394	3,351	743	1,522	**53,150**
Support costs of grants programme	38.54%	300,195	19,037	32,513	24,799	5,501	11,266	**393,311**
Total		778,885	49,393	84,357	64,343	21,503	29,232	**1,027,713**

7. Analysis of total expenditure (continued)

Staffing and support costs: Quartet receives some donations in support of its running costs. In addition, some donors to Quartet's endowment have specified that the investment income from their funds should be used to support Quartet's running costs. All such income has been treated as unrestricted.

The costs are allocated to the following activities mainly according to the staff time spent:

- **Communications and publicity:** Promoting Quartet's services as an effective vehicle to manage local charitable giving. Raising awareness of Quartet's services (grant-making and fund management) and the needs of local communities.
- **Fund development:** Activities to increase the funding available for charities in the West of England.
- **Philanthropy services:** Providing advice to donors and managing funds on their behalf, including investment of endowment funds. During the year Quartet managed 357 named funds, which incudes 53 flow through funds and 9 funds building to 'named fund' status.
- **Consultancy:** Costs incurred in relation to the provision of consultancy services provided to Gloucestershire Community Foundation and others.
- **Investment management costs:** Checking and monitoring investment performance and reviewing effect of total return policy.
- **Support costs of grant programme:** Includes staff time spent in assessing, allocating and monitoring grants made together with appropriate administrative backing. Outreach activities, to promote the grants programme and support organisations applying for funds. Details of grants made are provided in note 26.

8. Net movement in funds

This is stated after charging:

	2024	2023
	£	£
Depreciation	24,487	21,503
Operating lease rentals - plant and machinery		4,033
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	15,600	15,750
▪ Other services	1,375	1,400

9. Staff costs and numbers

Staff costs were as follows:

	2024	2023
	£	£
Salaries and wages	**739,110**	683,893
Social security costs	**69,243**	66,049
Pension costs	**27,331**	26,329
HSF Health Plan	**2,978**	1,613
Total employment costs	**838,662**	777,884
Consultants and secondees	**4,631**	1,001
	843,293	778,885

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Senior Management Team. The total employee benefits of the key management personnel of the charity were £235,286 (2023: £250,670).

No employee earned £60,000 - £70,000 during the year (2023: None).

One employee earned £70,000 - £80,000 during the year (2023: One).

The average head count during the reporting year was 23 (2023:23). The average number of full time equivalent employees during the year was 20 (2023:19).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11. Grants payable

The amount payable in the year comprises:

	Unrestricted funds £	Restricted funds £	Endowment funds £	**2024 Total £**
Foundation grants:				
Quartet's grants programme	-	3,718,974	-	**3,718,974**
Sub-total	-	3,718,974	-	**3,718,974**
Donor directed grants	-	1,096,084	-	**1,096,084**
Lapsed and returned grants	-	(131,937)	-	**(131,937)**
Total grants payable	-	4,683,121	-	**4,683,121**

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2023 Total £
Foundation grants:				
Quartet's grants programme	-	4,963,568	-	4,963,568
Sub-total	-	4,963,568	-	4,963,568
Donor directed grants	-	1,592,122	-	1,592,122
Lapsed and returned grants	-	(38,957)	-	(38,957)
Total grants payable	-	6,516,733	-	6,516,733

Quartet's grants programme
Quartet's grants programme provides various levels of support as follows:

Express
Grants up to £5,000 for small local voluntary and community organisations where a small amount of funding can make a difference.

Catalyst
Grants of up to £60,000 available from charitable funds managed by Quartet which have been solicited by the donor.

Special advised
Grants of varying amounts up to £50,000 from charitable funds managed by Quartet which have to comply with criteria set by the donor.

Donor directed funds
Quartet also manages funds which give donors the flexibility to support national and international charities of their choice as well as local causes.

12. Tangible fixed assets

	Freehold property £	Royal Oak House fixtures & fittings £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2023	158,020	208,345	123,957	490,322
Additions in year		8,134	9,623	17,757
Disposals in year	-	(105,290)	(79,997)	(185,287)
At 31 March 2024	**158,020**	**111,189**	**53,583**	**322,792**
Accumulated Depreciation				
At 1 April 2023	18,605	168,055	106,464	293,124
Charge for the year	3,168	10,957	10,362	24,487
Disposals	-	(105,293)	(79,997)	(185,290)
At 31 March 2024	**21,773**	**73,719**	**36,829**	**132,321**
Net book value				
At 31 March 2024	**136,247**	**37,470**	**16,754**	**190,471**
At 31 March 2023	139,415	40,289	17,493	197,198

Freehold property consists the owner-occupied element of Royal Oak House.

13. Investment properties

Royal Oak House was purchased by the Foundation in 1998 and was refurbished during 1999-2000. Royal Oak House is a mixed use investment property. 20% of the property is occupied by Quartet for operational use an increase from 13.6% in 2020. In line with FRS 102 this portion of the property is classified as a tangible fixed asset and depreciated at 2% per annum. The remaining 80% is classified as an investment property and carried at fair value.

A formal revaluation of Royal Oak House was undertaken at 31 March 2024 by commercial property agents, Hootons, Bristol, by MRICS registered valuer. Hootons used the comparison and investment method of valuation and in their opinion the Fair Value of the property was £782,000 (of which 80%, or £625,600 relates to use as an investment property).

	2024 £	2023 £
Market value at 1 April 2023	**632,000**	664,000
Transfers	**-**	-
Unrealised investment gain / (loss)	**(6,400)**	(32,000)
Market value at 31 March 2024	**625,600**	632,000
Cost at 31 March 2024	**847,691**	847,691

14. Other investments

	2024	2023
	£	£
Quoted investments:		
Market value at 1 April 2023	**57,272,664**	57,840,710
Acquisitions at cost	**8,184,725**	7,344,300
Gift of shares	**36,930**	1,586,223
Disposals proceeds	**(8,866,948)**	(6,353,032)
Cash movements	**250,815**	(48,350)
Net gain/(loss) in the year	**5,082,624**	(3,097,187)
Market value at 31 March 2024	**61,960,810**	57,272,664
Cost at 31 March 2024	**50,798,486**	50,895,066
Analysis by geographical sector:		
Investment assets in the UK	**25,277,157**	26,573,553
Investment assets outside the UK	**36,683,653**	30,699,111
	61,960,810	57,272,664

15. Debtors

	2024	2023
	£	£
Gift aid receivable	**37,144**	22,067
Other debtors and prepayments	**821,656**	1,408,600
	858,800	1,430,667

16. Creditors : amounts falling within 1 year

	2024	2023
	£	£
Trade creditors	**10,255**	7,009
Taxation and social security	**18,953**	17,842
Other creditors	**57,182**	47,546
Accruals and deferred income	**93,110**	64,063
Grants payable	**765,045**	790,697
	944,545	927,157

17. Deferred income

	2024	2023
	£	£
At 1 April 2023	**16,150**	15,416
Deferred during the year	**24,961**	16,150
Released during the year	**(16,150)**	(15,416)
At 31 March 2024	**24,961**	16,150

Deferred income relates to Royal Oak House rent demanded in advance.

18. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	54,224	-	136,247	-	**190,471**
Investments - property	61,681	-	563,919	-	**625,600**
Investments - other	-	-	7,077,662	54,883,149	**61,960,810**
Debtors	159,058	434,108	-	265,634	**858,800**
Cash at bank and in hand	1,436,632	4,380,804	-	1,042,819	**6,860,255**
Creditors	(145,151)	(765,045)	-	(34,349)	**(944,545)**
Net assets at 31 March 2024	**1,566,444**	**4,049,867**	**7,777,828**	**56,157,253**	**69,551,391**

Prior year comparatives	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	57,783	-	139,415	-	**197,198**
Investments - property	64,849	-	567,151	-	**632,000**
Investments - other	-	-	6,708,999	50,563,665	**57,272,664**
Debtors	92,754	75,722	-	1,262,191	**1,430,667**
Cash at bank and in hand	1,212,935	5,187,951	-	(31,621)	**6,369,265**
Creditors	(136,460)	(790,697)	-	-	**(927,157)**
Net assets at 31 March 2023	**1,291,861**	**4,472,976**	**7,415,565**	**51,794,235**	**64,974,637**

Sufficient resources are held to enable each fund to be applied in accordance with the restrictions imposed on it.

19. Share capital

Quartet is a company limited by guarantee and does not have share capital. The liability of members in the event of winding up is limited to an amount not exceeding £1 per member.

20. Other financial commitments

At the year end the charity had operating leases with total future minimum lease payments as follows:

	Plant & machinery	
	2024	2023
	£	£
Amount falling due:		
Within 1 year	**3,149**	4,033
Within 2 - 5 years	**9,754**	5,003
	12,903	9,036

21. Related party transactions

A number of trustees, and/or parties/organisations connected to them, have made donations to Quartet during the year. These donations amounted to £525 in the year (2023: £525). None of the individual donations were material to the individual/organisation or to Quartet. In addition, some trustees are connected to organisations that have benefited from grants distributed by Quartet during the year, but do not have any involvement in any grant panels or grant decisions, details as follows:

Connected organisation	Grant awarded	Connected trustee	Position held
BRACE	500	Susan Blatchford	Trustee
BRACE	Pro Help	Susan Blatchford	Trustee
The Nelson Trust	2,500	Sue Mountstevens	Vice President
Square Food Foundation	9,135	Caroline Hagen	Spouse
Square Food Foundation	Pro Help	Caroline Hagen	Spouse
Royal West of England Academy	10,962	Abdul Hamid Sheikh	Trustee
Bricks Bristol	24,992	Kristen Pye	Tenant
Bricks Bristol	Pro Help	Kristen Pye	Tenant
Anchor Society	2,500	Oliver Delany	Trustee / President to Feb 2024

Consultancy income amounting to £3,400 was charged to the Society of Merchant Venturers during the year (2023: £3,400)

Donations received through organisations connected with three of our Trustees totalled £39,153 from SMV £15,000 / Thrings LLP £19,153 and sponsorship of £5,000 from Rathbones.

22. Connected charities

During the year, Quartet undertook a contract to provide financial administration to Gloucestershire Community Foundation (GCF). The services provided, and the agreed fee for these services, are detailed in a service level agreement signed by both organisations. A patron of Quartet, Dame Janet Trotter DBE, is also the president of GCF but the two organisations do not have any trustees, or affiliated members, in common. Both organisations are members of UK Community Foundation.

Under guidelines of the Charities SORP, GCF is a "connected charity" as 2 members of Quartet's staff now have responsibility for delivering services on behalf of GCF.

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

	2024	2023
	£	£
Net movement in funds	**4,576,754**	(1,305,768)
Adjustments for:		
Depreciation charges	**24,487**	21,504
Gift of shares	**(36,930)**	(1,586,223)
Gains on investments	**(5,076,228)**	3,129,183
Dividends, interest and rents from investments	**(598,408)**	(354,787)
Decrease / (increase) in debtors	**571,867**	(174,804)
Decrease / (increase) in creditors	**17,388**	(12,147)
Net cash generated by operating activities	**(521,070)**	(283,042)

24. Endowment funds

	At 1 April 2023 £	Net movement in funds £	(Losses) / gains on investments £	Transfers between funds £	At 31 March 2024 £
Permanent endowment					
Unrestricted endowment funds					
Discretionary (a)	1,105,652	5,657	59,880	(17,388)	**1,153,801**
Restricted endowment funds					
Field of interest (b)	1,659,092	(4,246)	90,543	-	**1,745,390**
Donor directed (c)	2,132,360	23,901	117,995	-	**2,274,256**
Foundation (d)	1,811,895	(4,603)	98,135	(1,212)	**1,904,215**
Total permanent endowment	**6,708,999**	**20,710**	**366,553**	**(18,600)**	**7,077,662**
Expendable endowment funds					
Unrestricted endowment funds					
Discretionary (e)	1,256,599	147,632	68,433	(35,069)	**1,437,595**
Restricted endowment funds					
Field of interest (f)	30,480,574	175,665	1,683,595	95,583	**32,435,417**
Donor directed (g)	6,323,588	39,951	339,538	(43,884)	**6,659,193**
Grassroots Endowment Challenge (h)	3,674,358	1,839,656	277,052	664	**5,791,730**
Community First Programme (i)	6,702,077	-	658,469		**7,360,546**
Foundation (j)	2,096,778	(5,399)	115,133	629	**2,207,141**
Royal Oak House (k)	706,566	-	(6,400)	-	**700,166**
Legacy Provision	1,260,261	(994,631)	-	-	**265,630**
Total expendable endowment funds	52,500,801	1,202,874	3,135,820	17,923	**56,857,418**
Total endowment funds	**59,209,800**	**1,223,584**	**3,502,373**	**(677)**	**63,935,081**

Named endowment funds are at the heart of Quartet's work. These funds are invested to maintain their real value and generate income which is spent in accordance with the donors' wishes. Grants are made in the name of the donor if required. Quartet offers various types of named funds.

(a) and (e) Discretionary
Grants are allocated at the trustees' discretion to meet current community needs. All grants allocated are from general grantmaking funds which are classified as restricted.

(b) and (f) Field of interest
The donor specifies a field of interest to support work such as work with young people or a particular geographical area within the West of England.

(c) and (g) Donor directed
The donor chooses which projects to support.

24. Endowment funds (continued)

(d) and (j) Foundation
Income from the fund is used to support Quartet's core activities and contribute to its development.

(h) Grassroots Endowment Challenge
The government introduced the Grassroots Endowment Challenge during 2008-9 to encourage local people and companies to give to their local communities. For a 3 year period the government matched all new endowment donations by 50% up to an agreed annual level. The funds will be used to provide grants of up to £5,000 to local voluntary and community groups with income of less than £20,000.

(i) Community First Programme
The government introduced the Community First Programme during 2011-12 to encourage local people who want to make change possible and who want to support their local community. Up to 31 March 2012, the government matched all new endowments by 100% and from 1 April 2012 until 31 March 2015, the government matched all new endowment donations by 50%. Thereafter the government matched funding will be at an agreed annual level. The funds will be used to provide grants to local voluntary and community groups which reflect the donor's priorities.

(k) Royal Oak House
Expendable endowments have been invested in property owned by Quartet.

(l) Legacy provision
Legacy provision in the accounts value £265k awaiting payment of Buston Trust Deed.

(m) Unclaimed Assets - At 31 March 2024 Quartet held £9m of endowment funds which have been received under the Dormant Assets scheme. These funds have come from bank and savings accounts which have been inactive for over 15 years. Should the rightful owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2023/24 was £354k

The permanent endowment funds are those of a separate charity, The Greater Bristol Foundation Permanent Endowment Fund. The Charity Commission has given a Uniting Direction under section 96(5) of the Charities Act 1993 which enables the Greater Bristol Foundation Permanent Endowment Fund to be treated as part of the main charity, Quartet Community Foundation. Accordingly the two charities have been linked under the same charity registration number.

The purposes of the funds, as well as the detailed composition of the endowment funds balances, are shown below.

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £667 (2023: £15,600)

Permanent endowment

	Number of funds	Purpose of fund	2024 £	2023 £
(a) Discretionary	10	Discretionary grant-making	1,153,801	1,105,652
(b) Field of interest	2	Disability	432,401	411,028
	4	Education and training	428,540	407,357
	1	Elderly people	26,827	25,500
	4	Homelessness	477,899	454,263
	5	Young people	379,723	360,943
(b) Field of interest	16		1,745,390	1,659,091
(c) Donor directed	10	Donor directed	2,274,256	2,132,360
(d) Foundation	8	Quartet staffing & support costs	1,904,215	1,811,895

24. Endowment funds (continued)

Expendable

	Number of funds	Purpose of fund	2024 £	2023 £
(e) Discretionary	21	Discretionary grant-making	1,437,595	1,255,851
(f) Field of interest	10	Education and training	2,189,221	2,026,438
	14	Environment	730,753	684,048
	3	Homelessness	103,353	98,308
	1	Safer community environments	54,833	52,122
	8	North Somerset	9,262,394	8,683,335
	11	Bath & North East Somerset	578,629	535,092
	3	Elderly people	995,022	946,280
	27	Young people	4,459,250	4,027,903
	23	Other field of interest	14,061,962	13,427,048
(f) Field of interest	100		32,435,417	30,480,574
(g) Donor directed	27	Donor directed	6,659,193	6,323,588
(h) Grassroots Challenge	49	Small/local voluntary groups	5,791,730	3,674,358
(i) Community First Programme	71	Small/local voluntary groups	7,360,546	6,702,077
(j) Foundation	5	Quartet staffing & support costs	2,207,141	2,096,778
(k) Royal Oak House	1	Donor directed and Quartet staffing & support costs	700,166	706,566
(l) Legacy Provision		Buston Legacy	265631	1,152,182

25. Revenue funds

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2023	1,291,861	4,472,976	5,764,837
Net movement in funds	255,034	(1,978,093)	(1,723,059)
Realised and unrealised investment gains	19,548	1,554,307	1,573,855
Transfers	-	677	677
Balance at 31 March 2024	**1,566,443**	**4,049,867**	**5,616,310**

25. Revenue funds (continued)

The revenue fund movements during the year can be analysed as follows:

	At 1 April 2023 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2024 £
Unrestricted income funds					
Staffing and support costs	1,171,861	255,034	19,548	(180,000)	**1,266,443**
Designated Fund	120,000	-	-	180,000	**300,000**
Total unrestricted income funds	**1,291,861**	**255,034**	**19,548**	**-**	**1,566,443**

	At 1 April 2023 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2024 £
Restricted income funds					
Discretionary (a)	379,005	(217,820)	81,961	1,693	**244,839**
Donor directed (b)	372,812	(59,016)	167,540	(2,699)	**478,637**
Field of interest (c)	3,202,526	(1,535,016)	1,090,442	155,474	**2,913,426**
Foundation (j)	-	(98,175)	100,325	-	**2,150**
Grassroots Endowment (h)	165,224	(97,089)	113,870	(3,391)	**178,614**
Community First Programme (i)	320,778	29,256	169	(150,400)	**199,803**
Royal Oak House maintenance	32,631	(233)	-	-	**32,398**
Total restricted revenue funds	**4,472,976**	**(1,978,093)**	**1,554,307**	**677**	**4,049,867**
Total revenue funds	**5,764,837**	**(1,723,059)**	**1,573,855**	**677**	**5,616,310**

Transfers

During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £677 (2023: £24,400)

The detailed revenue grants fund balances are as follows:

Restricted grant funds

	Number of funds	Purpose of fund	2024 £	2023 £
(a) Discretionary	44	Discretionary grant-making	**244,839**	379,005
(b) Donor directed	37	Donor directed	**478,637**	372,811

25. Revenue funds (continued)

(c) Field of interest	41	Young people	**797,435**	674,803
	22	Education	**103,198**	81,894
	13	Bristol	**106,610**	79,896
	8	North Somerset	**124,135**	(30,812)
	2	Sport	**3,311**	14,562
	8	Homelessness	**68,497**	94,876
	12	Bath & North East Somerset	**122,737**	126,735
	17	Environment	**32,516**	21,099
	4	Disability	**46,961**	47,056
	10	Elderly people	**151,669**	238,712
	33	Other field of interest	**1,356,357**	1,853,705
(c) Field of interest	170		**2,913,426**	3,202,526
(h) Grassroots Endowment Challenge	36	Small & local voluntary groups	**178,614**	165,224

	Number of funds	Purpose of fund	2024 £	2023 £
(i) Community First Programme	19	Small & local voluntary groups	**199,803**	320,778

Donor directed grants - certain donors have reserved the right to instruct Quartet how to distribute the income from their funds. A total of £1.09m of our grants were "donor Directed" and of that amount £675k went to organisations outside our geographic area.

26. Grants payable

The total number and value of grants payable, analysed by grant beneficiary, is as follows:

Payable by primary beneficiary	Number	2024 £	2023 £
Carers	13	**51,664**	48,203
Ex-offenders/Offenders & People at risk of offending	17	**87,418**	60,300
Families	71	**210,880**	265,661
LGBTQ+	8	**27,896**	5,000
Local Residents	197	**1,220,869**	2,077,146
Long term health or life-limiting condiation	53	**122,024**	98,117
Long term unemployed	2	**9,980**	5,000
People experiencing homelessness	24	**149,707**	62,400
People from a particular minority ethnic or racial origin	1	**550**	-
People living in poverty / disadvantage	247	**1,471,229**	2,369,874
People living in rural areas	8	**38,685**	54,359
People living in urban areas	24	**125,810**	116,636
People living with alcohol / drug additions	5	**18,596**	20,880
People living with mental health problems	60	**342,597**	595,188
People living with physical or sensory disabiliities	41	**195,009**	214,724
People with learning disabilities	66	**184,543**	246,925
Refugees / asylum seekers / vulnerable migrants	39	**260,787**	182,291
Victims or survivors of crime / violence / abuse	12	**107,000**	52,389
Young people not in education, employment & training (NEET)	13	**57,877**	41,640
	901	**4,683,121**	6,516,733

27. Financial instruments

	2024 £	2023 £
Financial assets that are debt instruments measured at amortised cost comprise the following:		
Gift aid receivable	**37,144**	22,067
Other debtors and prepayments	**821,656**	1,408,600
Total	**858,800**	1,430,667
Financial liabilities measured at amortised cost comprise the following:		
Trade creditors	**10,255**	7,009
Taxation and social security	**18,953**	17,842
Other creditors	**57,182**	47,546
Accruals and deferred income	**93,110**	64,063
Grants payable	**765,045**	790,697
	944,545	927,157

The company has no foreign currency or interest rate derivative financial instruments.

QUARTET COMMUNITY FOUNDATION

England & Wales - Charity number 1080418

Accounts

Company no: 3981052
Charity no: 1080418

Quartet Community Foundation

Report and Audited Financial Statements

31 March 2023

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Company number	3981052
Charity number	1080418
Status	The Charity is registered as an Environmental Body - number 689972 The Charity is registered for VAT - number 752791703
Registered office and operational address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Trustees	Trustees, who are also Directors under company law, who served during the year and up to the date of this report were as follows: Sue Mountstevens OBE, Chair of Trustees and Philanthropy & Marketing Committee Nick Lee, Deputy Chair of Trustees Jonathon Baker Saida Bello (joined Dec 2022) Sue Blatchford, Chair Finance & Investment Committee Matthew Crossman (joined Sept 2022) Oliver Delany OBE, Chair Governance Committee Caroline Hagen (joined Sept 22) Annie Kilvington (retired Sept 2022) Matthew Lee Chris Johnson Raj Kakar-Clayton Kristen Pye (joined Sept 2022) Junior Sheikh Ben Silvey, Chair Programmes Committee Jo Turner
Patrons	The Lord-Lieutenant of the City and County of Bristol, Peaches Golding OBE The Lord-Lieutenant of Somerset, Annie Maw (up to Oct 2022) The Lord-Lieutenant of Somerset, Mohammed Saddiq (from Oct 2022)
President	Trevor Smallwood OBE DL

Vice Presidents	Will Bee Gillian Camm DL Chris Curling Geoff Matthews Mary Prior CVO MBE Professor Murray Stewart Sir James Tidmarsh KCVO MBE JP Lady Paula Wills
Principal Officers	Suzanne Rolt, Chief Executive Ronnie Brown, Philanthropy Director Sarah Crispin, Head of Finance Diane Kent, Head of Operations and Company Secretary
Bankers	Bank of Scotland Glass House, Cabot Circus Bristol. BS1 3BX
Investment managers	Rathbones 8 Finsbury Circus London, EC2N 7AZ CCLA 1 Angel Lane London, EC4R 3AB
Legal advisors	Osborne Clarke 2 Temple Back East Temple Quay Bristol, BS1 6EG Veale Wasbrough Vizards Narrow Quay House, Narrow Quay Bristol, BS1 4QA
Independent Auditors	Bishop Fleming 10 Temple Back Bristol, BS1 6FL

Structure, Governance & Management

Structure

Quartet Community Foundation (QCF) is the community foundation for the West of England. We exist to champion local philanthropy and place-based giving. Our model centres on building our endowment fund, an independent resource, to support our communities long into the future.

QCF was incorporated in April 2000 as a company limited by guarantee and registered as a charity with the Charity Commission. It is governed by its Memorandum and Articles of Association, which set out the charitable objects of the Foundation and powers of the Board, its governing body.

The Board has up to 15 Directors. The Directors are also the charity's Trustees for the purposes of charity law and are generally referred to as the Trustees. The latter are also the sole Members of QCF. The liability of the Members for the debts and liabilities of the company is limited and in the event of the company being wound up would not exceed £1 per Member. The Trustees have no beneficial interest in the charity.

Trustees are elected for a maximum of two consecutive three-year terms. In special circumstances, and to meet the needs of the organisation, appointments may, at the discretion of the Board, be further extended.

In line with the seven principles of the Charity Commission's Charity Governance Code, the Board provides strategic leadership and ensures that Quartet's charitable aims are being delivered in an effective and sustainable way. It has ultimate responsibility for the conduct and financial stability of QCF and for ensuring that there are effective processes in place around grant making, decision-making, risk and control. The Board annually elects a Chair and Deputy Chair and meets four times a year with the Chief Executive Officer (CEO) and senior staff in attendance. It also meets annually for an Away Day to review and refresh strategy.

The Board delegates activity and authority to four Committees: Governance; Finance & Investments; Philanthropy, Marketing & Growth; and Programme. They meet three to four times a year and are guided by Terms of Reference and clearly defined delegated authorities and areas of responsibility. The committees are all supported by a volunteer membership with relevant expertise but no formal responsibility for the management of the charity. Decisions and recommendations made by Committees go to the Board for approval. The Board also

appoints Grant panels, made up of trustees, volunteer members and executive staff, to inform the decision-making process around individual grant programmes. The Grant panels have a delegated authority to make grants of a maximum individual value of £9,999. All grant awards in excess of that figure, other than those directed by fund holders, have to be ratified by the Board.

Patrons, Presidents and Vice Presidents are appointed in recognition of their outstanding contribution both to QCF and to the local community. These are honorary positions with no formal duties or responsibilities. We are very grateful for their continued support and advocacy.

QCF is a member of UK Community Foundations (UKCF). UKCF supports and promotes good practice amongst UK community foundations and manages a formal accreditation process every three years. On occasion QCF manages funding programmes on contract from UKCF but it is not subject to any governance arrangements or responsibilities.

Governance

Our trustees are drawn from a wide variety of walks of life and from across our communities. QCF is committed to ensuring that we have the representation on our Board and in our committees that reflects the constituency we support. Moreover, there is the requisite level of skills, knowledge and experience. The skills and protected characteristics of our trustees are recorded and updated through an annual audit which helps to identify gaps in knowledge and representation. Trustees are then recruited through an open application and interview process.

On joining the Board, trustees are expected to work as part of an effective team and to conduct themselves according to the values of QCF; this includes a commitment to equality, diversity and inclusion and to openness and accountability.

To this end, the Governance Committee oversees a structured programme of trustee professional development that begins with trustee induction. On appointment, new trustees meet with the CEO and Senior Management Team in order to understand the history, working practices and organisational procedures. New trustees are given access to a comprehensive pack of information, including key policies and documents and a current Business Plan, a bespoke guide entitled '*What to Expect as a QCF Trustee'*, as well as referral to '*The Essential Trustee Guide'* published by the Charity Commission. Trustees have the opportunity to be paired with a trustee colleague in a 'buddy' style system. All trustees are encouraged and to make visits to local organisations in order to learn more about QCF's work and the impact of our grant making activity.

The Board provides strategic oversight and direction; it agrees an annual operating budget, annual organisational objectives, and monitors performance within agreed targets and considers risk. All operational matters including the day to day running of QCF is delegated to the CEO and executive team.

At the end of 2022/23 we had 23 staff (equating to 19 FTE staff). Four new staff joined as part of our Philanthropy, Finance and Marketing teams during 2022/23. In March 2023 our long-standing Head of Operations, Diane Kent, retired and a recruitment campaign was launched to appoint her successor.

Our Vision

Our vision is of a West of England where local communities are well resourced, confident and strong, and where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and far into the future.

Our Mission

We seek to inspire people through philanthropy to help transform our local communities so that they become fairer, greener and a place for all to thrive. We do this by:

- Encouraging local giving and providing tailored philanthropy services for donors including the public sector;
- Investing in local communities through year-round grant programmes and the brokering of pro-bono professional services for the voluntary sector; and
- Fostering civic collaboration and using our influence to shine a light on the most pressing issues of the day for the benefit of our communities and VCSE sector.

QCF works across four key areas: Bristol; Bath and North East Somerset; North Somerset and South Gloucestershire. We take a whole 'West of England' approach to our work, but we continue to be mindful of the four areas' particular needs and the importance of proportionate grant-making in each. While our office is based in central Bristol, we also have a satellite office and team members in Bath; this recognises the importance for Quartet of maintaining a prominent presence for its work across BANES and North Somerset

Charitable Objects

Our charitable objects as set out in our Memorandum & Articles of Association are:

- The promotion of any charitable purpose for the benefit of the community in the sub-region;
- In particular, the advancement of education, the protection of good health, both mental and physical, the relief of poverty and sickness and the provision of equipment in the interests of social welfare and for the public benefit of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of persons for whom the facilities are intended and conservation of the environment for the benefit of the public;
- Other exclusive charitable purposes in the UK and elsewhere with a preference for those that are in the opinion of the Trustees beneficial to the community in the area of benefit.

We achieve our charitable objectives through:

- Endowment & Revenue Funds: growing these as essential community assets in the immediate and long term, matching funds with community needs and priorities
- Grant Making: managing a year round programme of grants
- Civic Engagement: joining up activities wherever possible, shining a light on the most pressing issues of the day and convening and participating in discussions where we can add our experience and understanding of the local voluntary sector.

Endowment & Revenue Funds

QCF provides a high quality, tailored philanthropy service for a wide range of individuals and organisations and is always seeking to promote the value of philanthropic giving as widely as possible. We have a Fund Development Plan, reviewed on an annual basis, that helps guides how we balance endowment building with immediate grant-making needs while expanding our future donor base.

We provide advice and guidance for anyone seeking to know more about local philanthropic giving during, or beyond, their lifetime. Once a commitment to setting up a Fund is made, either Endowment or Revenue, Quartet manages the respective funds in a flexible way that meets the needs and interests of the Fund holder.

While the financial support of philanthropists is vital to enable QCF to continue its work, we recognise that people can also give of their time, talents, knowledge and contacts. Our

ProHelp service connects business and people with local voluntary and community groups to share their skills, professional advice and services, and help to strengthen the vital services that they deliver for our local communities.

Grant making

QCF makes grants to individuals, registered charities and organisations that can demonstrate that they have charitable purposes. Grants are primarily made within QCF's geographic areas of benefits; however, the charity may make grants anywhere in the UK and internationally, in accordance with its charitable aims. QCF strives to be as open and accessible as possible to local groups and organisations that need grant funding. A grant making policy is reviewed on a regular basis by the Programme Committee (most recently in May 2023) and sets out:

- The principles underlying Quartet's Grant making decisions;
- The principles governing assessment and award of grants; and
- How successful Grants are monitored.

Civic Engagement

QCF exists to champion local philanthropy and to support the voluntary sector through thoughtful grant-making. This community approach gives us an important role to play in connecting people, sharing ideas and helping to create common agendas for positive change. We recognise that our own contributions are enhanced when the funding we distribute is aligned with wider initiatives in our area and with the resources of others. This requires an ongoing commitment to strong networks, expert knowledge and open collaboration.

Equality, Diversity & Inclusion

Our Equality, Diversity and Inclusion (EDI) work is continuing to make progress and is now embedded into our committee and board structure, with each committee having a clear indication of actions needed. An internal EDI group, chaired by the CEO, meets on a monthly basis to review and refresh these actions and to foster and inclusive workplace.

We continue to work to the "9 Pillars" framework produced by the Association of Charitable Foundations, aimed at supporting grant-making foundations' work to strengthen diversity, equity and inclusion. This means we are committed, amongst other things to:

- Invest time and resources in understanding and defining equity, diversity and inclusion
- Have a diverse Trustee and staff team, both in terms of demographics and experience
- Reflect and implement EDI practices in our funding activities
- Express our EDI commitment, policies and practices publicly
- Use our own power to advocate for and advance EDI practices.

Safeguarding remains a significant concern not only for QCF but also for the organisations to which we give grants. We continue to review our organisational safeguarding practices, and have started a programme of safeguarding training for staff and trustees. We have reviewed and updated safeguarding in respect of our grant assessment work and the safeguarding evidence required by grant applicants.

Climate Emergency

QCF aims to help secure a better and more sustainable future for all and believes that a place-based model is an important way of achieving just this. In line with the Paris Agreement and the environmental goals set by the local authorities across the West of England, QCF is committed to the ambitious target of Net Zero in relation to all of is activities by 2030. Our ability to achieve this target will be driven by a series of both internal and external actions, the most challenging one relating to our responsible investment policy. We have begun to align our work with the Sustainable Development Goals, and we have been working towards playing a part in addressing Net Zero by exploring how we might best support local communities to reduce their carbon footprint.

Complaint Management

We maintain a register of Comments, Compliments and Complaints which is presented at every Board meeting. As in the previous year, we did not receive any complaints during the year about any aspect of our fundraising activities.

Review of Year - Achievements, Performance & Significant Activities

In early 2022, the Board, CEO and SMT met to look ahead and to plan its focus for the next three years. We explored levels of ambition for Quartet and agreed priorities that were adopted as part of a new Strategic Plan, the first year being 2022/23. The plan was created against the backdrop of the Covid pandemic but in advance of the emerging cost of living crisis. It, therefore, set grant making at a high level, continuing an upward trajectory of growth enabled by an extended period of low inflation and strong performance in terms of investment markets and our own invested funds. We focused our priorities, objectives and individual plans around the following areas and ambitions:

- Endowment Fund – To be here for the long term
- Philanthropy Services – To Help our donors to make a difference
- Equitable Grant Making – To be here for our communities
- Civic Collaboration, Research & Learning – To listen and to add our voice

As part of this approach, we also recognised the importance of Equity, Diversity and Inclusion in all that we do and, together with Climate Emergency & Action. We agreed to use these as lenses through which to plan and review all our work going forward.

During the past year we have experienced considerable volatility across investment markets and rising levels of inflation. We have seen how steep increases in food, fuel and utility costs have led to an increasing number of people struggling to meet their most basic needs and how this has in turn created a significant rise in demand for vital support provided by local community organisations and charities. These same organisations have struggled to increase or maintain their capacity just as charity donations have been falling and competition for grants has been increasing.

Our fund holders and supporters have been immensely generous in their giving over the past year. The cost of living crisis has served as the catalyst for some very significant revenue funds as well as for decisions by some of our most trusted and long-term fund holders to add to their funds. Last year 59 additions were made to existing funds, totalling over £4.3m. We received legacy donations in excess of £1 million and will receive further donations in 2023/24. We were able to establish a significant new revenue fund to support strategic work with the youth sector in Bristol, and existing fund holders also contributed £540k from their funds towards 69 cost of living themed grants.

Just as the pandemic opened up exceptional income streams that led to a step up in Quartet's grant making in 2021/22, the cost of living crisis has led to Quartet being in receipt of a significant revenue funding stream from Bristol One City over the past year. We have worked closely with them to direct £1.3m of grant support to 101 groups and charities. This was part of a wider strategy across all areas of our region which saw us responding quickly to help support solutions at a local level: in June 2022 we began directing grants towards frontline debt advice agencies; in September we moved on to distributing the Bristol One City funds to support a network of community hubs and a programme of social action grants; and by October we were supporting organisations working to alleviate food and fuel poverty.

Quartet has exceeded its targets in the first year of its strategic plan. In 2022/23, 12 new funds were established: 4 endowment funds and 8 revenue funds, spread across individual, charitable trusts, corporate and pooled funds. Total income for the year of £9.9m enabled an unprecedented £6.5m distribution through 1,206 individual grants. The average size of a grant was £5,750, which was a reduction as compared to the two previous years. This all necessitated a highly creditable rapid response from the executive team and an accelerated

programme of grant distribution. It also required an aligning of different sources of funding behind a strategic, proactive response to the cost of living crisis.

We have continued to be mindful of the strategic importance of making both larger grants and multi-year grants to Voluntary Community or Social Enterprise (VCSE) organisations. Also, to making grants which support capacity building, and smaller grants for more project-focused work.

Over the past year we have sought to further enhance the profile of local philanthropy by focusing our annual 'Vital Signs' report on the theme of '*Philanthropy in the West of England*'; this shared data highlighting the importance of local philanthropy and how it differs from support at a national level. It can be read alongside our Annual Report for 2021/22, '*Here Today, Here Tomorrow'*. Together, they provide an engaging and informative guide to Quartet's work for existing and potential new supporters as well as for the wider voluntary sector and people living and working in the West of England.

As in previous years, our staff and Trustees have participated in many key partnerships and been represented on committees of local Boards, all with the purpose of delivering clear strategic benefits not only to Quartet but to the stakeholders and communities we serve. These have included City Funds and City Lab, Bristol Local Food Fund and North Somerset Partnership Board. We have continued to develop opportunities for collaborative funding, including with Bristol Funders Group and Bristol Older People's Funding Alliance, and strategic collaborative work with the VCSE sector, including Youth Sector Development Fund, Bath 3SG and Bristol One City infrastructure funding.

Our Pro Bono brokerage programme, ProHelp, has continued to expand across all areas of our region and in 2022/23 it brokered professional volunteering time and expertise for 87 local voluntary sector organisations with 1,893 hours of professional volunteering time, of an estimated value of £172,730.

We have also worked closely with the High Sheriffs on both grant making and facilitating introductions to the charities who work across their historic counties.

Future Plans and Objectives

With each passing year, QCF has been steadily increasing the value of grant making that it makes across the West of England and its aspiration for the next year will be to sustain it at a level of at least £5m. This has been mirrored by significant growth in the value of funds held by

QCF. By the end of the financial year 2022/23, the Endowment Fund was standing at £59m, helping to create a sustainable financial base for our work in this financial year.

As a result of investment market volatility, the F&I Committee explored very carefully the likely impact on the distribution rate that Quartet makes available to fund holders. It was agreed that, given the strong performance in the past and the strength of Quartet's reserves, they would recommend keeping the distribution rate at 4.5%. The F&I Committee will continue to monitor stock market returns and, if it becomes necessary, draw down on Quartet core surpluses to maintain the distribution rate at 4.5%. This feels appropriate at a time of pronounced need in the voluntary sector.

We will continue to work towards achievement of our Theory of Change and to the priorities and objectives set out in a three-year strategic plan which was adopted by the organisation in 2022. As well as agreeing a new three-year Marketing & Communications Strategy in the coming year, we will be looking to make progress in relation to our EDI and Climate Emergency work. We will also seek to deliver some infrastructure projects around IT and the creation of a new CSM system.

Alongside our shorter-term commitments and goals, we began plans last year to invest in the future. A key area of planning is around identifying and attracting a new generation of fundholders, particularly from the local Tech and Creative Industries sectors and younger people set to benefit from intergenerational inherited wealth. This is long fuse work which has required research and relationship building, face to face meetings and the planning of special events as well as attendance by team members and Trustees at an increasing number of external events. We have also been mindful of the need to create the right conditions for this work, including the amplification of our voice which has been enabled by improved marketing and communications and by the strengthening of our organisational capability and capacity. All these actions have been captured in an updated Fund Development Plan and a closer working partnership between our Philanthropy and our Marketing teams and an expanded Philanthropy, Marketing & Growth Committee.

Financial Review

As indicated above, with the support of our philanthropic community, QCF had another exceptional year with income growing to £9.9m (£6.7m: 2020-21). This included £1.64m of new donations to the Endowment Fund which stood at a total value of £59.2m on 31 March 2023. The value had reached £60.2m in August but high levels of volatility in global markets and subsequent poor market performance in the second part of 2022 accounted for a decrease in its overall value. Unusually this year has seen an almost even split between

Endowment (45%) and Revenue (43%) income giving QCF 12% towards running costs. As a result, we covered our costs for the year and increased our associated reserves to almost £1.3m. This has allowed us to create a designated fund of £120k to protect our Total Return 4.5% in the face of ongoing turmoil in the investment markets. Self evidently, it has been a challenging year for the markets in the face of high inflation, regular increases in interest rates, uneven economic growth both home and abroad plus the Russian invasion of Ukraine.

QCF's grant making of £6.5m (£4.8m; 2021-22) was the highest in its history. This pronounced increase in the value of grant making was largely attributable to the cost-of-living crisis and to funds allocated by Bristol City Council, and directed through Quartet, to set up warm spaces across the city and to provide financial support for two large networks of service support. Elsewhere, QCF is acutely aware of stakeholder scrutiny and the need to contain core expenditure. However, increased activity has necessitated staff increase and high inflation has impacted upon all core costs. Prudent management has though ensured that overall expenditure only increased by 5% year on year.

As at 31 March 2023 QCF held £59.2m in total, split between permanent endowment of £6.8m and expendable endowment of £52.5m of which £9m of endowment funds which have been received under the Dormant Assets Scheme. These funds have come from bank and savings accounts which have been inactive for over 15 years. Should the owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2022/23 was £693k. Quartet holds within our £59.2m a total of £6.3m of donor directed funds - please see note 24 for further details.

Going Concern

QCF trustees are satisfied that QCF is a going concern. QCF accounts indicate an operating surplus of 93.5% which is well within the range of our Reserves Policy which recommends that the charity should hold up to 9 months of operating costs.

In reaching this conclusion, we have made the following assumptions:

- QCF holds, as of 31st March 2023, endowment funds to the value of £59.2m. The annual levy from this amount covers 56.3% of associated 2023/24 budgetary expenditure.
- Interest on our cash deposit funds will provide approximately 18% of associated 2023/24 budgetary expenditure.
- Core income generated from incoming endowment donations and revenue grant programmes combined for 2023/24 has been budgeted at £368k. To date we have

received in total £2m, generating £190k core income which represents 51.5% of the total budgetary income for 2023/24.

The only other consideration affecting our going concern status relates to the possibility of a global stock market failure. While this would be damaging to our balance sheet and investment holdings, QCF would nonetheless be able to continue to operate within its reserves and through revaluations of its cost base.

Reserves

As a general principle, QCF aims to retain a minimal balance of unrestricted funds. Accordingly, the reserves policy was reviewed during the year. Having assessed the attendant risks (such as the failure of investment markets to produce sufficient income, unexpected building costs or contractual commitments that would have to be met in the case of closure of the charity or the requirement to fund a new opportunity that might arise), the conclusion was to hold up to 9 months of operating costs. At the year end our free reserves were £1.1m, representing 90.5% of the original annual staffing and support costs,

Investment Policy

Quartet holds a major investment portfolio of endowed funds. Together with revenue funds from statutory, individual and corporate sources, the investment returns fund our grant-making and make a significant contribution to our core costs. We view the investment market through a long-term lens, recognising that there will be periods of volatility that may erode our investment values. It can be difficult to predict income in any single year so QCF actively develops pipelines of philanthropic support for the medium as well as immediate term.

Fund performance rests with our investment managers, currently CCLA and Rathbones. It is the responsibility of our Finance & Investment Committee to monitor the performance of these funds against our investment policy and agreed benchmark and performance criteria. Within Quartet's investment policy we have our investment criteria which, states *'we will not invest in companies deemed to be 'ESG laggards'(as measured by investment managers' proprietary or third party ESG systems) unless there is good reason, and we expect the overall ESG rating of our portfolio to be better than that of the wider equity market. As well as broad ESG risk, we expect our investment managers to factor carbon, reputational and governance risk into there analysis.*

We will be conducting a review of our investment management in 2023/4.

The active challenge for the Board, in relation to its investment policy, is fulfilment of the stated ambition to reach Net Zero no later than 2050. There is the ubiquitous conflict between the

compulsion to maximize returns in the face of burgeoning need and the recognition that the imperative of climate change demands a proactive approach to investment that minimises our carbon footprint. The latter has the attendant impact, in the short term at least, of a decline in returns and our ability to support those seeking help. QCF's ability to resolve this dilemma is compounded by the necessity also to consider the diverse views of our fund holders.

However, having set the Net Zero in 2050 target, the Board recognises the compelling need to align that ambition with our investment policy and portfolio. Our investment managers have been given a clear mandate. This has involved evaluating our priorities in relation to investment reallocation -divestment, active ownership and supporting companies that provide climate change solutions. We continue to refine our baseline and markers against which performance can be measured. There is further work to be done with our stakeholders to ensure that all are aligned with our Net Zero ambitions.

Remuneration policy

Our fund holders and donors demand – and deserve – a thoroughly professional service, as efficient and reliable as the leading advisers with which they deal. We must therefore continue to invest in our staff to provide unrivalled philanthropy advice, grant-making and civic influence.

Trustees, who are all unpaid volunteers, set the overall pay and remuneration during the annual budget round, taking into account the drive to keep costs down, the extra work taken on by team members during the year and noting pay in comparable roles in the local area. The process for setting remuneration is the same for all staff, with pay set at the appropriate rate to attract and retain professional, dedicated staff. In addition the Governance Committee recommends to the Board the pay for any member of staff paid. The charity does not make any performance related payments. The staff pay award set in the 2023/4 budget was 6% and some further individual adjustments were made in addition to this.

Quartet offers a stakeholder pension scheme to staff and contributes 5% to this or direct to staff members' individual pensions. In addition we offer a NEST pension scheme to comply with the government's auto enrolment pensions legislation. During the year we continued to provide and contribute, on behalf of all staff, to an employee benefit scheme with HSF. We have this year embarked on a review of our pension arrangements, with any changes likely to come into play in 2024/25.

Risk Management

Trustees actively manage the risks that the organisation faces and have systems and procedures in place to mitigate risks. The risk register is monitored at all Board and relevant sub-committee meetings. Our key risks continue to be:

- Fraud – due to fraudsters increasingly targeting charities during recent years, we continue to ensure we enhance our measures in place to mitigate against this and ongoing risk of fraud. Awareness of fraud has been heightened across the organisation. Staff training is in place to help identify fraud.

- Cyber crime (in all its forms) – Our measures in place to mitigate cyber crime are continually reviewed. We seek expert advice on steps to be taken, we have robust cyber insurance in place, and regular cyber awareness training is scheduled for all staff, trustees and committee members. We continue to work proactively with our IT contractor to look for ways to further develop our procedures and systems to mitigate the risks we have from cyber crime.

- Costs could outstrip income. This has been another extremely good year for income but nevertheless we continue to maintain close monitoring and control of costs, routinely reporting monthly management accounts including variance analysis to track any budget variance.

- Investment values fall significantly – resulting in less income for grant making and core support. Mitigated by close liaison with our investment managers and regular reviews of our distribution rate. Our work is funded by income from investing our permanent endowment funds as well as through the efficient management of the programme funding. To mitigate against the event of poor performance in any financial year we have tasked our investment managers to provide returns on a five-year rolling basis, providing stability in the income for our core activities and for much of our grant-making.

- Our reputation could be damaged in a variety of ways. The risk register, regularly reviewed by the Board and sub-committees as well as by the Senior Management Team, ensures that we take proactive steps to mitigate these risks.

- Our people – impact of socio-economic factors - we are mindful of the 'unseen' impacts still remaining from the pandemic and now the cost of living crisis are having on so many lives, as an employer we strive to support our team as well as we can. We

provide an employee health cash back scheme and an employee assistance programme to all staff, and support flexibility in work patterns to accommodate family commitments and encouraging a work-life balance.

Safeguarding remains a significant concern not only for QCF, but also for the organisations to which we give grants. We continue to review our organisational safeguarding practices, and have started a programme of safeguarding training for staff and trustees. We have reviewed and updated safeguarding in respect of our grant assessment work and the safeguarding evidence required by grant applicants.

Public Benefit

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. In reviewing the charity's aims and activities, planning future activities and setting its grant making policy at is June 2022 meeting, the Board referred to Charity Commission guidance.

In the fulfilment of its purposes, as detailed above, QCF has provided a public benefit. Specifically, included amongst the 1206 grants made by QCF, is support given for the purposes of the following themes (with examples of 2022/23 grants):

The prevention and relief of poverty:

- £4,908 from our Bath and West Community Energy programme to Southside Family Project for fuel debt advice and energy efficiency training for Southside Support Workers to help local families in fuel poverty to reduce their energy use, alongside the provision of energy-saving packs.
- £10,000 from our Catalyst programme to Centre for Sustainable Energy for targeted engagement and promotion of warm homes support for older people in Bristol, as well as advice to reduce energy costs and improve the warmth of homes.

The advancement of health:

- £10,000 from our North Somerset Community Partnership programme to The Strawberry Line Café to develop and expand their range of cycling activities for vulnerable user groups in the local community and residents of North Somerset as a whole.
- £2,000 from our Express programme to The Nelson Trust to run a regular timetable of psycho-educational, group interventions for vulnerable women, both structured therapeutic and holistic groups, to improve emotional health and wellbeing

The advancement of community development:

- £25,000 from our Bristol City Council Cost of Living Community Hubs programme to 'Our Whitchurch and Hengrove Community Group'. This was towards employing a coordinator to administer the warm spaces hub and to support transport costs so isolated members of the community can access provision.

- £3,360 from our Express programme to Youth Connect South West towards a lunch club for older people, a parent and toddler group and community activities at the Southside Youth Hub

The advancement of education:

- £5,000 from our Express programme to the Islamic Information Centre for a training and careers programme for the community, targeting young people, those with limited English and those with little formal education.

- £5,000 from our Express programme to South Bristol Youth for the Discover Maths programme, supporting young people in South Bristol with confidence and engagement with Maths; improving their chances of success in both their GCSEs and in future employment.

The advancement of arts, culture, heritage or science:

- £5,000 from our Express programme to Friends of St Pauls Luxuriance for a programme of creative activities in East and Central Bristol primary schools during Black History Month.

- £9,300 from our Catalyst programme to Bristol Ensemble for delivering free classical music performances around Bristol on an open-top bus on the Jubilee weekend as well as performances in local schools the week after.

Statement of Trustees' Responsibilities

The trustees (who are also directors of QCF for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires QCF to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the 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 and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The trustees are responsible for the maintenance and integrity of the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statements on disclosure of information to the auditors

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware. Each trustee has taken all the steps (such as making enquires of other trustees and the auditors and any other steps required by the trustee's duty to exercise due care, skill and diligence) that they ought to have taken in this duty as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The members of the charity undertake to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

At our 2022 AGM we were delighted to confirm the re-appointment of our auditors Bishop Fleming LLP

This report, was approved by the Trustees, in their capacity as company directors and signed on their behalf by:

Sue Mountstevens

Sue Mountstevens
Chair of Trustees
Quartet Community Foundation

Date: 27 September 2023

Independent Auditors' Report to the Members of Quartet Community Foundation

Opinion

We have audited the financial statements of Quartet Community Foundation (the 'Charity') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).
In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of the Charity's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.
Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information

The members are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.
We have nothing to report in respect of the following matters in relation to which we to report to you if, in our opinion:

- the Charity has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members

As explained more fully in the member's responsibilities statement, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary

to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

- We have considered the nature of the sector, control environment and financial performance;
- We have considered the results of enquiries with management and members in relation to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.
- we have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, FRS 102 and the terms and conditions attaching to material grants and donations received by and made by the Charity.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Performing detailed transactional testing in relation to the recognition of revenue, with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments.

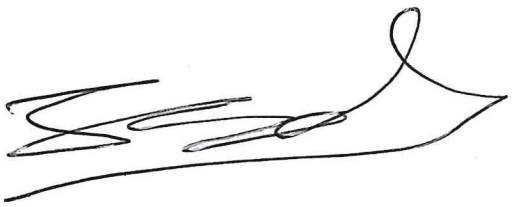
We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Joseph Scaife FCA DChA (Senior Statutory Auditor)
for and on behalf of

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

Date: 3/10/2023

Quartet Community Foundation

Statement of financial activities

For the year ended 31 March 2023

	Note	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	**2023 Total £**	2022 Total £
Income and endowments from:						
Donations and legacies						
Donations and gifts	3	1,155,617	4,097,554	4,305,021	**9,558,192**	6,441,454
Gifts in kind	4	4,000	-	-	**4,000**	4,000
Other trading activities						
Consultancy and other income		21,067	-	-	**21,067**	21,921
Investments						
Investment properties	5	34,241	42,218	-	**76,459**	94,321
Investment income	6	25,321	253,007	-	**278,328**	194,800
Total income and endowments		1,240,246	4,392,779	4,305,021	**9,938,046**	6,756,496
Expenditure on:						
Raising funds						
Communications and publicity		214,774	-	-	**214,774**	133,812
Consultancy		21,259	-	-	**21,259**	22,340
Community Leadership		19,134	-	-	**19,134**	22,339
Philanthropy services		250,869	-	-	**250,869**	184,905
City Funds		53,150	-	-	**53,150**	57,032
Fund development		71,034	-	-	**71,034**	57,839
Investment management costs		19,136	-	133,333	**152,469**	145,795
Investment properties	5	7,230	34,407	-	**41,637**	34,694
Charitable activities						
Draw-downs		-	-	196,960	**196,960**	409,248
Grants payable	11	-	6,516,733	-	**6,516,733**	4,848,905
Support costs of grants programme		393,312	183,300	-	**576,612**	734,182
Total expenditure	7	1,049,898	6,734,440	330,293	**8,114,631**	6,651,091
Net (expenditure) / income before gains and losses		190,348	(2,341,661)	3,974,728	**1,823,415**	105,405
Net gains on investments	13,14	20,354	1,608,547	(4,758,084)	**(3,129,183)**	3,899,410
Net income		210,702	(733,114)	(783,356)	**(1,305,768)**	4,004,815
Transfers between funds	23	40,000	(24,400)	(15,600)		-
Net movement in funds	8	250,702	(757,514)	(798,956)	**(1,305,768)**	4,004,815
Reconciliation of funds:						
Total funds brought forward		1,041,159	5,230,490	60,008,756	**66,280,405**	62,275,590
Total funds carried forward		1,291,861	4,472,976	59,209,800	**64,974,637**	66,280,405

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 and 25 to the financial statements.

Quartet Community Foundation

Balance sheet

As at 31 March 2023

	Note	£	2023 £	2022 £
Fixed assets				
Tangible fixed assets	12		**197,198**	179,398
Investments				
Property	13		**632,000**	664,000
Other	14		**57,272,664**	57,840,710
			58,101,862	58,684,108
Current assets				
Debtors	15	**1,430,667**		1,255,863
Cash at bank and in hand		**6,369,265**		7,279,738
		7,799,932		8,535,601
Liabilities				
Creditors: amounts falling due within	16	**(927,157)**		(939,304)
Net current assets			**6,872,775**	7,596,297
Net assets	18		**64,974,637**	66,280,405
Funds				
Capital funds				
Endowment funds	24		**59,209,800**	60,008,756
Revenue funds	25			
Restricted funds			**4,472,976**	5,230,490
Unrestricted funds			**1,291,861**	1,041,159
Total charity funds			**64,974,637**	66,280,405

Approved by the trustees on (date) 27/09/2023 and signed on their behalf by

Sue Mountstevens - Chair of Trustees

Sue Blatchford - Trustee

Quartet Community Foundation

Summary income and expenditure account

For the year ended 31 March 2023

	All income funds 2023 £	funds 2022 Total £
Income from:		
Donations and legacies		
Donations and gifts	**5,253,171**	4,803,059
Gifts in kind	**4,000**	4,000
Other trading activities		
Consultancy and other income	**21,067**	21,921
Investments		
Investment properties	**76,459**	47,550
Investment income	**278,328**	194,800
Gains on investments	**1,628,901**	1,550,473
Gross income in the financial year	**7,261,926**	6,621,803
Expenditure on:		
Raising funds		
Communications and publicity	**214,774**	133,812
Consultancy	**21,259**	22,340
Community Leadership	**19,134**	22,339
Donor services	**250,869**	184,905
Employer Engagement Project	**53,150**	57,032
Fund development	**71,034**	57,839
Investment management costs	**19,136**	10,157
Investment properties	**41,637**	34,694
Charitable activities		
Grants payable	**6,516,733**	4,848,905
Support costs of grants programme	**576,612**	734,182
Gross expenditure in the financial year	**7,784,338**	6,106,205
Net (expenditure) / income before tax for the financial year	**(522,412)**	515,598
Tax payable	**-**	-
Net (expenditure) / income for the financial year	**(522,412)**	515,598

The income and expenditure account is derived from the Statement of Financial Activities which, together with the accounting policies and notes, provides information of the movements during the year on all the funds of the Foundation.

Quartet Community Foundation

Statement of cash flows

For the year ended 31 March 2023

	Note	2023 £	2022 £
Cash generated by operating activities:			
Net cash generated by operating activities	23	**(283,042)**	(727,833)
Cash flows from investing activities:			
Dividends, interest and rents from investments		**354,787**	289,121
Purchase of tangible fixed assets		**(39,300)**	(16,183)
Proceeds from the sale of investments		**6,353,032**	6,380,991
Cash movement on investments		**48,350**	310,697
Purchase of investments		**(7,344,300)**	(5,652,818)
Net cash used by investing activities		**(627,431)**	1,311,808
Increase in cash and cash equivalents in the year		**(910,473)**	583,975
Cash and cash equivalents at the beginning of the year		**7,279,738**	6,675,763
Cash and cash equivalents at the end of the year		**6,369,265**	7,279,738

1. General information

Quartet Community Foundation is a grant-making charitable company. It is part of a network of 46 quality accredited Community Foundations that match those who want to give money locally to charities and organisations that are working to improve local communities.

Quartet Community Foundation is a private company limited by guarantee and a registered charity. It is registered in England and Wales. The address of the registered office is Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Statement of compliance

The financial statements of Quartet Community Foundation have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102"), the Charities SORP FRS 102 and the Companies Act 2006.

Summary of significant accounting policies

a) Basis of preparation

These financial statements have been prepared on a going concern basis, under the historical cost convention, as modified by the revaluation of investments and investment properties which have been measured at fair value through the profit and loss.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the charitable company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1 (o).

Quartet Community Foundation 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 note(s).

b) Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 3. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

c) Funds 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. However all general funds relating to grant giving have now been classified as restricted.

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.

Endowment funds are funds which are held on trust to be retained for the benefit of Quartet as a capital fund. Where the trustees must permanently maintain the whole of the fund it is referred to as permanent endowment and such a fund cannot normally be spent as if it were income. Where the trustees have a power of discretion to convert endowed capital into income, it is referred to as expendable endowment.

c) Funds accounting (continued)

With the exception of the Community First endowment funds, the Charity's endowment funds are invested equally between CCLA Ethical Investment Fund and Rathbones, the Rathbones element is invested in a bespoke portfolio. In relation to these funds, the trustees operate a "informal total return" policy (capital growth and yield) and approve 4.5% to be transferred from the endowment fund to the grant making funds. Where the income yields fell short of 4.5%, a top-up was made by reducing the capital gains or increasing the capital losses (as appropriate) of the share portfolio.

The Community First endowment funds are held in a unitised investment fund managed by CCLA. CCLA in January 2018 have taken the decision to operate the Community First funds on a total return policy (Capital Growth and Yield). The remit of the fund is to achieve an income return of approximately 4% while still maintaining the capital value of the fund.

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

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party. A corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are accounted for on a receivable basis. Pecuniary legacies are recognised following formal notification from the estate. Residuary legacies are recognised only when Quartet's interest can be measured, which is normally on grant of probate.

e) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Discretionary grants awarded within this financial year are shown as restricted expenditure - a change from previous years where shown as unrestricted expenditure.

All resources expended are inclusive of irrecoverable VAT.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. The basis of allocation of support and governance costs is shown in note 7.

g) Going concern basis of accounting

The Charity produces annual budgets which take into account expected changes in the funding streams and which demonstrate that the charity will be able to continue to operate. We have produced forecasts and cash flows to demonstrate to the trustees that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements were approved.

h) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

i) Investment Properties

Royal Oak House, is mixed use property which is primarily held for investment purposes but also provides head office accommodation for the charitable company. In line with FRS 102, the owner-occupied portion of the building is classified as a tangible fixed asset and the tenant-occupied portion is classified as an investment property. Depreciation is charged on the owner-occupied portion in line with the charitable company's accounting policy in note 1 (j). The investment portion of the property is not depreciated. A formal revaluation of Royal Oak House is undertaken annually by appointed commercial real estate advisors, currently appointed are Colliers International, and investment method of valuation used is Fair Value of the property.

j) Tangible fixed assets and depreciation

Expenditure on the acquisition, enhancement and installation of tangible fixed assets is capitalised and included in the balance sheet at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, on a monthly basis as follows:-

Freehold buildings	2% pa
Fixtures and fittings	20% pa
Computer equipment	33% pa

Fixed assets are capitalised if the cost exceeds £500 per item.

k) Debtors

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

l) Cash at bank and in hand

Cash at bank and cash 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.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) 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.

o) Critical accounting judgements in applying the entity's accounting policies

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

p) Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Prior year comparatives

	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	2022 Total £
Income and endowments from:				
Donations and legacies				
Donations and gifts	916,951	3,886,108	1,638,395	6,441,454
Gifts in kind	4,000	-	-	4,000
Other trading activities				
Consultancy and other income	21,921	-	-	21,921
Investments				
Investment properties	4,531	43,019	46,771	94,321
Investment income	8,846	185,954	-	194,800
Total income and endowments	956,249	4,115,081	1,685,166	6,756,496
Expenditure on:				
Raising funds				
Communications and publicity	133,812	-	-	133,812
Consultancy	22,340	-	-	22,340
Community Leadership - New	22,339	-	-	22,339
Donor services	184,905	-	-	184,905
Employer Engagement Project - New	57,032	-	-	57,032
Fund development	57,839	-	-	57,839
Investment management costs	10,157	-	135,638	145,795
Investment properties	16,372	18,322	-	34,694
Charitable activities				
Grants payable	-	4,848,905	-	4,848,905
Draw-downs	-	-	409,248	409,248
Support costs of grants programme	431,236	302,946	-	734,182
Total expenditure	936,032	5,170,173	544,886	6,651,091
Net (expenditure) / income before gains and losses	20,217	(1,055,092)	1,140,280	105,405
Net gains on investments	21,302	1,529,171	2,348,937	3,899,410
Net income	41,519	474,079	3,489,217	4,004,815
Transfers between funds	-	92,560	(92,560)	-
Net movement in funds	41,519	566,639	3,396,657	4,004,815

3. Donations and gifts

Material donations from institutions (greater than 5% of the total) have been received from:

	2023 Total £	2022 Total £
Bank of Ireland	**574,219**	**45,539**
Bristol Community Health Fund	**127,724**	**-**
North Somerset Community Partnership Endowment	**110,009**	**3,750,000**
North Somerset Community Partnership Endowment	**-**	**250,000**
Osborne Clarke	**284,000**	**274,000**
Pople Charitable Trust Revenue Fund	**63,500**	**76,000**
Thrings Solicitors Fund	**20,580**	**27,963**
Wessex Water	**716,050**	**223,638**

The charity received the following government grants:

	2023 Total £	2022 Total £
Bristol City Council	**1,700,000**	**2,112,500**
Commissioners Crime Prevention Fund	**84,132**	**-**
Bath & NES Supporting Communities and Welness	**20,000**	**-**
	1,804,132	2,112,500

There are no unfulfilled conditions in respect of the government grants disclosed above (2022: none).
The charity did not benefit from any other forms of government assistance during the year (2022: none).

4. Gifts in kind

We are grateful to the following organisations for their support during the year:

- Bank of Scotland for banking services;
- Business West - Membership

We estimate that the costs saved by Quartet of providing these services amounts to £4,000 (2022: £4,000).

We are grateful for the help provided by our volunteers, especially members of our committees, grants advisory panels and task groups.

5. Investment properties

	Unrestricted £	Restricted £	Endowment £	2023 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	**1,000**
Investment income	34,242	42,218	-	**76,460**
	34,242	43,218	-	**77,460**
Expenditure				
Depreciation of fixtures and fittings	7,230	-	-	**7,230**
Running costs	34,407	-	-	**34,407**
	41,637	-	-	**41,637**
Net income	(7,395)	43,218	-	**35,823**

During the year, sundry costs were incurred in respect of the maintenance of the buildings.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2022 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	1,000
Investment income	4,531	42,019	46,771	93,321
	4,531	43,019	46,771	94,321
Expenditure				
Depreciation of fixtures and fittings	11,362	-	-	11,362
Running costs	23,332	-	-	23,332
	34,694	-	-	34,694
Net income	(30,163)	43,019	46,771	59,627

6. Investment income

	Unrestricted £	Restricted £	Endowment £	2023 Total £
Allocation of investment income from endowment	-	(253,008)	-	**(253,008)**
Interest on current accounts	25,321	-	-	**25,321**
Total investment income	25,321	(253,008)	-	**(227,687)**

Quartet takes 4.5% total return from capital gain and reinvest the dividend earned into the investment.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2022 Total £
Allocation of investment income from endowment	-	(185,954)	-	(185,954)
Interest on current accounts	8,846	-	-	8,846
Total investment income	8,846	(185,954)	-	(177,108)

7. Analysis of total expenditure

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	**2023 Total £**
Communications and publicity	19,182	-	195,592	**214,774**
Consultancy	-	-	21,259	**21,259**
Civic Influence/Community Leadership	-	-	19,134	**19,134**
Philanthropy services	-	-	250,869	**250,869**
Draw-downs	196,960	-	-	**196,960**
City Funds	-	-	53,150	**53,150**
Fund development	3,000	-	68,034	**71,034**
Grants payable	-	6,516,733	-	**6,516,733**
Investment management costs	133,335	-	19,134	**152,469**
Investment properties	34,407	-	7,230	**41,637**
Support costs of grants programme	-	183,300	393,311	**576,611**
Total resources expended	386,884	6,700,033	1,027,713	**8,114,630**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	**2023 Total £**
Communications and publicity	19.17%	149,286	9,467	16,168	12,332	2,736	5,603	**195,592**
Consultancy	2.08%	16,227	1,029	1,757	1,340	297	609	**21,259**
Civic Influence (Community Leadershi	1.87%	14,604	926	1,581	1,207	267	549	**19,134**
Philanthropy services	24.58%	191,476	12,142	20,738	15,818	3,509	7,186	**250,869**
Draw-downs	Specific	-	-	-	-	-	-	**-**
Fund development	6.67%	51,926	3,293	5,624	4,290	952	1,949	**68,034**
Grants payable	Specific	-	-	-	-	-	-	**-**
Investment management costs	1.88%	14,604	926	1,582	1,206	268	548	**19,134**
Investment properties	Specific	-	-	-	-	7,230	-	**7,230**
City Funds	5.21%	40,567	2,573	4,394	3,351	743	1,522	**53,150**
Support costs of grants programme	38.54%	300,195	19,037	32,513	24,799	5,501	11,266	**393,311**
Total		778,885	49,393	84,357	64,343	21,503	29,232	**1,027,713**

7. Analysis of total expenditure (prior period comparative)

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	**2022 Total £**
Communications and publicity	22,999	-	110,813	**133,812**
Consultancy	-	-	22,340	**22,340**
Community Leadership	-	-	22,339	**22,339**
Philanthropy services	-	-	184,905	**184,905**
Draw-downs	409,248	-	-	**409,248**
City Funds	-	-	57,032	**57,032**
Fund development	3,000	-	54,839	**57,839**
Grants payable	-	4,848,905	-	**4,848,905**
Investment management costs	135,640	-	10,155	**145,795**
Investment properties	23,332	-	11,362	**34,694**
Support costs of grants programme	-	302,947	431,235	**734,182**
Total resources expended	594,219	5,151,852	905,020	**6,651,091**

7. Analysis of total expenditure (prior period comparative) con't

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	**2022 Total £**
Communications and publicity	12.40%	84,900	5,828	9,276	5,899	1,242	3,668	**110,813**
Consultancy	2.50%	17,117	1,175	1,870	1,189	250	739	**22,340**
Community Leadership	2.50%	17,117	1,175	1,870	1,187	250	740	**22,339**
Philanthropy services	20.69%	141,666	9,725	15,478	9,843	2,073	6,120	**184,905**
Draw-downs	Specific	-	-	-	-	-	-	**-**
Fund development	6.14%	42,014	2,883	4,591	2,920	616	1,815	**54,839**
Grants payable	Specific	-	-	-	-	-	-	**-**
Investment management costs	1.14%	7,780	534	850	541	114	336	**10,155**
Investment properties	Specific	-	-	-	-	11,362	-	**11,362**
City Funds	6.38%	43,695	3,000	4,774	3,036	639	1,888	**57,032**
Support costs of grants programme	48.25%	330,389	22,682	36,098	22,957	4,836	14,273	**431,235**
Total		684,678	47,002	74,807	47,572	21,382	29,579	**905,020**

7. Analysis of total expenditure (continued)

Staffing and support costs: Quartet receives some donations in support of its running costs. In addition, some donors to Quartet's endowment have specified that the investment income from their funds should be used to support Quartet's running costs. All such income has been treated as unrestricted.

The costs are allocated to the following activities mainly according to the staff time spent:

- **Communications and publicity:** Promoting Quartet's services as an effective vehicle to manage local charitable giving. Raising awareness of Quartet's services (grant-making and fund management) and the needs of local communities.
- **Fund development:** Activities to increase the funding available for charities in the West of England.
- **Philanthropy services:** Providing advice to donors and managing funds on their behalf, including investment of endowment funds. During the year Quartet managed 357 named funds, which incudes 53 flow through funds and 9 funds building to 'named fund' status.
- **Consultancy:** Costs incurred in relation to the provision of consultancy services provided to Gloucestershire Community Foundation and others.
- **Investment management costs:** Checking and monitoring investment performance and reviewing effect of total return policy.
- **Support costs of grant programme:** Includes staff time spent in assessing, allocating and monitoring grants made together with appropriate administrative backing. Outreach activities, to promote the grants programme and support organisations applying for funds. Details of grants made are provided in note 26.

8. Net movement in funds

This is stated after charging:

	2023	2022
	£	£
Depreciation	21,503	21,382
Operating lease rentals - plant and machinery	4,033	5,003
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	15,750	12,750
▪ Other services	1,400	1,000

9. Staff costs and numbers

Staff costs were as follows:

	2023	2022
	£	£
Salaries and wages	**683,893**	593,743
Social security costs	**66,049**	54,538
Pension costs	**26,329**	24,026
HSF Health Plan	**1,613**	846
Total employment costs	**777,884**	673,153
Consultants and secondees	**1,001**	11,525
	778,885	684,678

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Senior Management Team. The total employee benefits of the key management personnel of the charity were £250,670 (2022: £233,251).

No employee earned £60,000 - £70,000 during the year (2022: None).

One employee earned £70,000 - £80,000 during the year (2022: None).

The average head count during the reporting year was 23 (2022:23). The average number of full time equivalent employees during the year was 19 (2022:18).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11. Grants payable

The amount payable in the year comprises:

	Unrestricted funds £	Restricted funds £	Endowment funds £	**2023 Total £**
Foundation grants:				
Quartet's grants programme	-	4,963,568	-	**4,963,568**
Sub-total	-	4,963,568	-	**4,963,568**
Donor directed grants	-	1,592,122	-	**1,592,122**
Lapsed and returned grants	-	(38,957)	-	**(38,957)**
Total grants payable	-	6,516,733	-	**6,516,733**

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2022 Total £
Foundation grants:				
Quartet's grants programme	-	4,001,264	-	4,001,264
Sub-total	-	4,001,264	-	4,001,264
Donor directed grants	-	1,005,026	-	1,005,026
Lapsed and returned grants	-	(157,385)	-	(157,385)
Total grants payable	-	4,848,905	-	4,848,905

Quartet's grants programme
Quartet's grants programme provides various levels of support as follows:

Express
Grants up to £5,000 for small local voluntary and community organisations where a small amount of funding can make a difference.

Catalyst
Grants of up to £60,000 available from charitable funds managed by Quartet which have been solicited by the donor.

Special advised
Grants of varying amounts up to £50,000 from charitable funds managed by Quartet which have to comply with criteria set by the donor.

Donor directed funds
Quartet also manages funds which give donors the flexibility to support national and international charities of their choice as well as local causes.

12. Tangible fixed assets

	Freehold property £	Royal Oak House fixtures & fittings £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2022	158,020	180,597	112,401	451,018
Additions in year	-	27,748	11,556	39,304
At 31 March 2023	**158,020**	**208,345**	**123,957**	**490,322**
Accumulated Depreciation				
At 1 April 2022	15,448	160,825	95,347	271,620
Charge for the year	3,157	7,230	11,117	21,504
At 31 March 2023	**18,605**	**168,055**	**106,464**	**293,124**
Net book value				
At 31 March 2023	**139,415**	**40,289**	**17,493**	**197,198**
At 31 March 2022	142,572	19,771	17,054	179,398

Freehold property consists the owner-occupied element of Royal Oak House.

13. Investment properties

Royal Oak House was purchased by the Foundation in 1998 and was refurbished during 1999-2000. Royal Oak House is a mixed use investment property. 20% of the property is occupied by Quartet for operational use an increase from 13.6% in 2020. In line with FRS 102 this portion of the property is classified as a tangible fixed asset and depreciated at 2% per annum. The remaining 80% is classified as an investment property and carried at fair value.

A formal revaluation of Royal Oak House was undertaken at 31 March 2023 by commercial real estate advisors Colliers International Ltd, Bristol, RICS registered valuer. Colliers International used the investment method of valuation and in their opinion the Fair Value of the property was £790,000 (of which 80%, or £632,000 relates to use as an investment property).

	2023 £	2022 £
Market value at 1 April 2022	**664,000**	752,000
Transfers	**-**	-
Unrealised investment gain / (loss)	**(32,000)**	(88,000)
Market value at 31 March 2023	**632,000**	664,000
Cost at 31 March 2023	**847,691**	847,691

14. Other investments

	2023	2022
	£	£
Quoted investments:		
Market value at 1 April 2022	**57,840,710**	54,887,958
Acquisitions at cost	**7,344,300**	5,652,818
Gift of shares	**1,586,223**	44,213
Disposals proceeds	**(6,353,032)**	(6,380,991)
Cash movements	**(48,350)**	(310,697)
Net gain/(loss) in the year	**(3,097,187)**	3,947,409
Market value at 31 March 2023	**57,272,664**	57,840,710
Cost at 31 March 2023	**50,895,066**	47,351,681
Analysis by geographical sector:		
Investment assets in the UK	**26,573,553**	27,738,362
Investment assets outside the UK	**30,699,111**	30,102,348
	57,272,664	57,840,710

15. Debtors

	2023	2022
	£	£
Gift aid receivable	**22,067**	202,712
Other debtors and prepayments	**1,408,600**	1,053,150
	1,430,667	1,255,862

16. Creditors : amounts falling within 1 year

	2023	2022
	£	£
Trade creditors	**7,009**	44,934
Taxation and social security	**17,842**	15,415
Other creditors	**47,546**	59,871
Accruals and deferred income	**64,063**	72,726
Grants payable	**790,697**	746,358
	927,157	939,304

17. Deferred income

	2023	2022
	£	£
At 1 April 2022	**15,416**	17,795
Deferred during the year	**-**	15,416
Released during the year	**(15,416)**	(17,795)
At 31 March 2023	**-**	15,416

Deferred income relates to Royal Oak House rent demanded in advance.

18. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	57,783	-	139,415	-	**197,198**
Investments - property	64,849	-	567,151	-	**632,000**
Investments - other	-	-	6,708,999	50,563,665	**57,272,664**
Debtors	92,754	75,722	-	1,262,191	**1,430,667**
Cash at bank and in hand	1,212,935	5,187,951	-	(31,621)	**6,369,265**
Creditors	(136,460)	(790,697)	-	-	**(927,157)**
Net assets at 31 March 2023	**1,291,861**	**4,472,976**	**7,415,565**	**51,794,235**	**64,974,637**

Prior year comparatives	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	36,826	-	142,572	-	**179,398**
Investments - property	68,006	-	595,994	-	**664,000**
Investments - other	-	-	7,321,621	50,519,089	**57,840,710**
Debtors	142,173	835,687	-	278,000	**1,255,860**
Cash at bank and in hand	987,100	5,141,158	-	1,151,480	**7,279,738**
Creditors	(192,943)	(746,358)	-	-	**(939,301)**
Net assets at 31 March 2022	**1,041,162**	**5,230,487**	**8,060,187**	**51,948,569**	**66,280,405**

Sufficient resources are held to enable each fund to be applied in accordance with the restrictions imposed on it.

19. Share capital

Quartet is a company limited by guarantee and does not have share capital. The liability of members in the event of winding up is limited to an amount not exceeding £1 per member.

20. Other financial commitments

At the year end the charity had operating leases with total future minimum lease payments as follows:

	Plant & machinery	
	2023	2022
	£	£
Amount falling due:		
Within 1 year	**4,033**	5,003
Within 2 - 5 years	**5,003**	6,005
	9,036	11,008

21. Related party transactions

A number of trustees, and/or parties/organisations connected to them, have made donations to Quartet during the year. These donations amounted to £525 in the year (2022: £325). None of the individual donations were material to the individual/organisation or to Quartet. In addition, some trustees are connected to organisations that have benefited from grants distributed by Quartet during the year, but do not have any involvement in any grant panels or grant decisions, details as follows:

Connected organisation	Grant awarded	Connected trustee	Position held
Society of Merchant Venturers	8000	Nick Lee/Jonathan Bake	Member
BRACE	500	Susan Blatchford	Trustee
BRACE	Pro Help	Susan Blatchford	Trustee
Bristol Chaplaincy	5000	Ben Silvey	Trustee
The Nelson Trust	9,350	Sue Mountstevens	Vice President
The Nelson Trust	Pro Help	Sue Mountstevens	Vice President
Square Food Foundation	10,360	Caroline Hagen	Spouce
Square Food Foundation	Pro Help	Caroline Hagen	Spouce
The Park Community Centre	Pro Help	Jonathan Baker	Trustee
Royal West of England Academy	1,000	Abdul Hamid Sheikh	Trustee
Chinese Community Wellbeing	2,500	Abdul Hamid Sheikh	Other
Bristol Black Carers	Pro Help	Abdul Hamid Sheikh	Other
Bricks Bristol	24,992	Kristen Pye	Tenant
Bricks Bristol	Pro Help	Kristen Pye	Tenant
Anchor Society	2,050	Oliver Delany	President Elect
Clifton Down Charitable Trust Limited	500	Nick Lee/Jonathan Bake	Member
Creative Youth Network	5,684	Raj Kakar-Clayton	Trustee

Consultancy income amounting to £3,400 was charged to the Society of Merchant Venturers during the year (2022: £3,400)

Donations received through organisations connected with two of our Trustees totalled £40,649 from SMV £20,135 and Thrings LLP £20,514

22. Connected charities

During the year, Quartet undertook a contract to provide financial administration to Gloucestershire Community Foundation (GCF). The services provided, and the agreed fee for these services, are detailed in a service level agreement signed by both organisations. A patron of Quartet, Dame Janet Trotter DBE, is also the president of GCF but the two organisations do not have any trustees, or affiliated members, in common. Both organisations are members of UK Community Foundation.

Under guidelines of the Charities SORP, GCF is a "connected charity" as 2 members of Quartet's staff now have responsibility for delivering services on behalf of GCF.

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

	2023	2022
	£	£
Net movement in funds	**(1,305,768)**	4,004,815
Adjustments for:		
Depreciation charges	**21,504**	21,382
Gift of shares	**(1,586,223)**	(44,213)
Gains on investments	**3,129,183**	(3,899,410)
Dividends, interest and rents from investments	**(354,787)**	(289,121)
Decrease / (increase) in debtors	**(174,804)**	(501,126)
Decrease / (increase) in creditors	**(12,147)**	(20,160)
Net cash generated by operating activities	**(283,042)**	(727,833)

24. Endowment funds

	At 1 April 2022 £	Net movement in funds £	(Losses) / gains on investments £	Transfers between funds £	**At 31 March 2023 £**
Permanent endowment					
Unrestricted endowment funds					
Discretionary (a)	1,204,386	(2,075)	(96,659)	-	**1,105,652**
Restricted endowment funds					
Field of interest (b)	1,811,007	(4,436)	(147,479)	-	**1,659,092**
Donor directed (c)	2,329,684	(5,203)	(192,121)	-	**2,132,360**
Foundation (d)	1,976,544	(4,812)	(159,837)	-	**1,811,895**
Total permanent endowment	**7,321,621**	**(16,526)**	**(596,096)**	**-**	**6,708,999**
Expendable endowment funds					
Unrestricted endowment funds					
Discretionary (e)	1,322,876	49,554	(111,031)	(4,800)	**1,256,599**
Restricted endowment funds					
Field of interest (f)	30,572,746	2,540,997	(2,622,500)	(10,669)	**30,480,574**
Donor directed (g)	7,035,752	(148,568)	(563,465)	(131)	**6,323,588**
Grassroots Endowment Challenge (h)	3,396,099	572,077	(293,818)	-	**3,674,358**
Community First Programme (i)	7,053,767	-	(351,690)		**6,702,077**
Foundation (j)	2,289,329	(5,067)	(187,484)	-	**2,096,778**
Royal Oak House (k)	738,566	-	(32,000)	-	**706,566**
Legacy Provision	278,000	982,261	-	-	**1,260,261**
Total expendable endowment funds	52,687,135	3,991,254	(4,161,988)	(15,600)	**52,500,801**
Total endowment funds	**60,008,756**	**3,974,728**	**(4,758,084)**	**(15,600)**	**59,209,800**

Named endowment funds are at the heart of Quartet's work. These funds are invested to maintain their real value and generate income which is spent in accordance with the donors' wishes. Grants are made in the name of the donor if required. Quartet offers various types of named funds.

(a) and (e) Discretionary
Grants are allocated at the trustees' discretion to meet current community needs. All grants allocated are from general grantmaking funds which are classified as restricted.

(b) and (f) Field of interest
The donor specifies a field of interest to support work such as work with young people or a particular geographical area within the West of England.

(c) and (g) Donor directed
The donor chooses which projects to support.

24. Endowment funds (continued)

(d) and (j) Foundation
Income from the fund is used to support Quartet's core activities and contribute to its development.

(h) Grassroots Endowment Challenge
The government introduced the Grassroots Endowment Challenge during 2008-9 to encourage local people and companies to give to their local communities. For a 3 year period the government matched all new endowment donations by 50% up to an agreed annual level. The funds will be used to provide grants of up to £5,000 to local voluntary and community groups with income of less than £20,000.

(i) Community First Programme
The government introduced the Community First Programme during 2011-12 to encourage local people who want to make change possible and who want to support their local community. Up to 31 March 2012, the government matched all new endowments by 100% and from 1 April 2012 until 31 March 2015, the government matched all new endowment donations by 50%. Thereafter the government matched funding will be at an agreed annual level. The funds will be used to provide grants to local voluntary and community groups which reflect the donor's priorities.

(k) Royal Oak House
Expendable endowments have been invested in property owned by Quartet.

(l) Legacy provision
Legacy provision in the accounts value £1.26m from three main sources Buston £265k, Trinder £886k and NSCP for £110k

Unclaimed Assets - At 31 March 2023 Quartet held £9m of endowment funds which have been received under the Dormant Assets scheme. These funds have come from bank and savings accounts which have been inactive for over 15 years. Should the rightful owners of these funds come forward then those funds will have to be repaid to the institution concerned. The amount repaid in 2022/23 was £693k.

The permanent endowment funds are those of a separate charity, The Greater Bristol Foundation Permanent Endowment Fund. The Charity Commission has given a Uniting Direction under section 96(5) of the Charities Act 1993 which enables the Greater Bristol Foundation Permanent Endowment Fund to be treated as part of the main charity, Quartet Community Foundation. Accordingly the two charities have been linked under the same charity registration number.

The purposes of the funds, as well as the detailed composition of the endowment funds balances, are shown below.

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £15,600 (2022: £75,080)

Permanent endowment

	Number of funds	Purpose of fund	2023 £	2022 £
(a) Discretionary	10	Discretionary grant-making	1,105,652	1,204,386
(b) Field of interest	2	Disability	411,028	448,653
	4	Education and training	407,357	444,647
	1	Elderly people	25,500	27,835
	4	Homelessness	454,263	495,871
	5	Young people	360,943	394,001
(b) Field of interest	16		1,659,091	1,811,007
(c) Donor directed	10	Donor directed	2,132,360	2,329,684
(d) Foundation	8	Quartet staffing & support costs	1,811,895	1,976,545

24. Endowment funds (continued)

Expendable endowment

	Number of funds	Purpose of fund	2023 £	2022 £
(e) Discretionary	20	Discretionary grant-making	1,255,851	1,322,876
(f) Field of interest	9	Education and training	2,026,438	2,187,165
	14	Environment	684,048	745,687
	3	Homelessness	98,308	107,187
	1	Safer community environments	52,122	56,893
	8	North Somerset	8,683,335	9,481,049
	11	Bath & North East Somerset	535,092	572,297
	3	Elderly people	946,280	1,032,084
	24	Young people	4,027,903	3,296,723
	21	Other field of interest	13,427,048	13,093,661
(f) Field of interest	94		30,480,574	30,572,746
(g) Donor directed	27	Donor directed	6,323,588	7,035,752
(h) Grassroots Challenge	49	Small/local voluntary groups	3,674,358	3,396,099
(i) Community First Programme	71	Small/local voluntary groups	6,702,077	7,053,767
(j) Foundation	5	Quartet staffing & support costs	2,096,778	2,289,329
(k) Royal Oak House	1	Donor directed and Quartet staffing & support costs	706,566	738,566
(l) Legacy Provision		Buston Legacy	1152182	278,000

25. Revenue funds

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2022	1,041,159	5,230,490	6,271,649
Net movement in funds	190,348	(2,341,661)	(2,151,313)
Realised and unrealised investment gains	20,354	1,608,547	1,628,901
Transfers	40,000	(24,400)	15,600
Balance at 31 March 2023	**1,291,861**	**4,472,976**	**5,764,837**

25. Revenue funds (continued)

The revenue fund movements during the year can be analysed as follows:

	At 1 April 2022 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	**At 31 March 2023 £**
Unrestricted income funds					
Staffing and support costs	1,041,159	190,348	20,354	(80,000)	**1,171,861**
Designated Fund	-	-	-	120,000	**120,000**
Total unrestricted income funds	**1,041,159**	**190,348**	**20,354**	**40,000**	**1,291,861**

	At 1 April 2022 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	**At 31 March 2023 £**
Restricted income funds					
Discretionary (a)	484,698	(225,865)	84,587	35,585	**379,005**
Donor directed (b)	499,305	(275,513)	173,080	(24,060)	**372,812**
Field of interest (c)	3,612,593	(1,570,624)	1,148,740	11,817	**3,202,526**
Foundation (j)	-	(104,467)	104,467	-	**-**
Grassroots Endowment (h)	161,564	(86,453)	97,497	(7,384)	**165,224**
Community First Programme (i)	420,723	(59,763)	176	(40,358)	**320,778**
Royal Oak House maintenance	31,607	1,024	-	-	**32,631**
Revenue Legacy provision (k)	20,000	(20,000)	-	-	**-**
Total restricted revenue funds	**5,230,490**	**(2,341,661)**	**1,608,547**	**(24,400)**	**4,472,976**
Total revenue funds	**6,271,649**	**(2,151,313)**	**1,628,901**	**15,600**	**5,764,837**

Transfers

During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £24,400 (2021: £15,819)

The detailed revenue grants fund balances are as follows:

Restricted grant funds

	Number of funds	Purpose of fund	2023 £	2022 £
(a) Discretionary	45	Discretionary grant-making	**379,005**	484,697
(b) Donor directed	47	Donor directed	**372,811**	499,304

25. Revenue funds (continued)

(c) Field of interest	42	Young people	**674,803**	254,227
	22	Education	**81,894**	67,600
	15	Bristol	**79,896**	368,768
	8	North Somerset	**(30,812)**	104,892
	3	Sport	**14,562**	5,454
	8	Homelessness	**94,876**	66,627
	12	Bath & North East Somerset	**126,735**	122,388
	18	Environment	**21,099**	51,124
	4	Disability	**47,056**	20,326
	10	Elderly people	**238,712**	239,629
	33	Other field of interest	**1,853,705**	2,311,559
(c) Field of interest	175		**3,202,526**	3,612,594
(h) Grassroots Endowment Challenge	37	Small & local voluntary groups	**165,224**	161,563

	Number of funds	Purpose of fund	2023 £	2022 £
(i) Community First Programme	19	Small & local voluntary groups	**320,778**	420,724
(k) Revenue Legacy Provision	1	Hicknmott Legacy	**0**	20,000

Donor directed grants - certain donors have reserved the right to instruct Quartet how to distribute the income from their funds. A total of £1.59m of our grants were "donor Directed" and of that amount £574k went to organisations outside our geographic area.

26. Grants payable

The total number and value of grants payable, analysed by grant beneficiary, is as follows:

Payable by primary beneficiary	Number	**2023** **£**	2022 £
Carers	11	**48,203**	81,541
Ex-offenders/Offenders & People at risk of offending	15	**60,300**	51,571
Families	64	**265,661**	254,524
LGBTQ+	3	**5,000**	17,000
Local Residents	307	**2,077,146**	1,602,515
Long term health or life-limiting condiation	46	**98,117**	65,700
Long term unemployed	1	**5,000**	8,218
People experiencing homelessness	28	**62,400**	121,746
People living in poverty / disadvantage	477	**2,369,874**	1,166,592
People living in rural areas	10	**54,359**	39,000
People living in urban areas	26	**116,636**	40,016
People living with alcohol / drug additions	5	**20,880**	41,527
People living with mental health problems	59	**595,188**	453,231
People living with physical or sensory disabiliitie:	39	**214,724**	453,190
People with learning disabilities	70	**246,925**	170,672
Refugees / asylum seekers / vulnerable migrant:	43	**182,291**	187,080
Victims or survivors of crime / violence / abuse	12	**52,389**	136,986
Young people not in education, employment & training (NEET)	10	**41,640**	32,825
Lapsed grants	0		(75,029)
	1,226	**6,516,733**	4,848,905

27. Financial instruments

	2023 **£**	2022 £
Financial assets that are debt instruments measured at amortised cost comprise the following:		
Gift aid receivable	**22,067**	202,712
Other debtors and prepayments	**1,408,600**	1,053,150
Total	**1,430,667**	1,255,862
Financial liabilities measured at amortised cost comprise the following:		
Trade creditors	**7,009**	44,934
Taxation and social security	**17,842**	15,415
Other creditors	**47,546**	59,871
Accruals and deferred income	**64,063**	72,726
Grants payable	**790,697**	746,358
	927,157	939,304

The company has no foreign currency or interest rate derivative financial instruments.

QUARTET COMMUNITY FOUNDATION

England & Wales - Charity number 1080418

Accounts

Company no: 3981052

Charity no: 1080418

Quartet Community Foundation

Report and Audited Financial Statements

31 March 2022

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Reference and administrative details

Company number	3981052
Charity number	1080418
Status	the Charity is registered as an Environmental Body - number 689972 the Charity is registered for VAT - number 752791703
Registered office and operational address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Trustees	Trustees, who are also Directors under company law, who served during the year and up to the date of this report were as follows: Sue Mountstevens OBE, Chair of Trustees Nick Lee, Deputy Chair of Trustees Sue Blatchford, Chair Finance & Investment Committee Oliver Delany OBE (joined Dec 21), Chair Governance, HR & Operations Committee (from Feb 22) Annie Kilvington, Chair Philanthropy & Marketing Committee Ben Silvey, Chair Programmes Committee Jonathon Baker Matthew Lee (joined Dec 21) Chris Johnson Raj Kakar-Clayton Pat Meehan (stepped down Sept 21) Junior Sheikh (joined Dec 21) Julian Telling (stepped down Sept 21) Jo Turner
Patrons	The Lord-Lieutenant of the City and County of Bristol, Peaches Golding OBE The Lord-Lieutenant of Somerset, Annie Maw
President	Trevor Smallwood OBE DL

Vice Presidents	Will Bee Gillian Camm DL Chris Curling Geoff Matthews Mary Prior CVO MBE Professor Murray Stewart Sir James Tidmarsh KCVO MBE JP Lady Paula Wills
Principal Officers	Suzanne Rolt, Chief Executive Ronnie Brown, Philanthropy Director Sarah Crispin, Head of Finance Diane Kent, Head of Operations
Bankers	Bank of Scotland Glass House, Cabot Circus Bristol. BS1 3BX
Investment managers	Rathbones 8 Finsbury Circus London, EC2N 7AZ CCLA 80 Cheapside London, EC2V 6DZ
Legal advisors	Osborne Clarke 2 Temple Back East Temple Quay Bristol, BS1 6EG Veale Wasbrough Vizards Narrow Quay House Narrow Quay Bristol, BS1 4QA
Independent Auditors	Bishop Fleming 10 Temple Back Bristol, BS1 6FL

Trustees' Annual Report 2021-22

Over the past year Quartet has, like all charities, continued to operate within a landscape dominated by the Covid pandemic. Our account of 2020/21 was defined by the extraordinary efforts of our team and local communities to counter its immediate impact, as well as by the steadfast support of our many fund holders and donors. This past year has shared many of the same characteristics and while the long-term effects of the pandemic have undoubtedly brought their own particular challenges, one thing has remained constant throughout: our commitment to the values of long-term, place-based philanthropy and community investment.

The start of the new financial year 2021/22 coincided with the government's gradual lifting of social distancing restrictions, heralding the country's first tentative steps towards recovery. We had achieved exceptional results in terms of both raising and distributing charitable funds across the previous year and, while conscious that major sources of funding such as the National Emergency Fund were at an end, we agreed that our priority must be to sustain this same level of activity as far as possible. The voluntary sector was still being called upon to provide critical support to communities and our successive grant programmes were continuing to be inundated with applications. As our team began to transition to a hybrid working model, we were simultaneously shifting from emergency response work to the delivery of a recovery strategy. This strategy was shaped not only by our direct experience of the pandemic but by our longer-term learning around new funding approaches and conversations with key sectors: it saw us moving very deliberately from being not only a responsive grant maker but a proactive and more strategic one. This approach cemented Quartet's reputation as an open and trusted funder and will undoubtedly continue to define our work as we pivot to address an emerging cost of living crisis.

In April 2021 we launched our new Resilience Fund, a grant programme funded from Quartet's financial reserves and designed to aid organisations not only with their immediate needs but with adaptations to change. Alongside this we maintained a focus on supporting place-based infrastructure organisations and community anchor organisations, using the approach adopted for our Funding the Future programme as a springboard for our continued work with community anchor organisations. Of particular note was our work with the Refugee and Asylum Seekers sector and our opening of the Bristol Community Health Fund and the North Somerset Community Partnership Fund.

Our grant making totalled over £4.8m during the period 2021/22. The section below headed 'Our Philanthropy Services & Grant Making' provides more detailed information on our activities in these areas.

Throughout the year we made it a priority to keep in touch with our wide network of supporters and partners on a monthly basis, mainly through digital communications but increasingly through a return to face-to-face meetings with our fundholders. In addition, we maintained our production of specialist publications, not least our 2021 Vital Signs report on climate change. Published in late March 2021, it proved to be an important resource for us, particularly in the run up to the COP26 Climate Change Conference and the Great Big Green Week. It was profiled at a number of our 'Behind the Scenes' events for key supporters. It has also continued to influence our conversations around our recovery work as well as helping us to refine a renewed donor proposition for both existing and new fundholders. Following in its wake was our Covid Impact Report which highlighted the work undertaken during the pandemic across the region, while also setting out broad plans for the future.

These broad plans were developed throughout the year by the Board and executive team and formalised in a new Strategic Plan for Quartet which will be launched in 2022. This Strategic Plan recognises the importance of growth but also breadth and diversity - Quartet cares about how it works and who it engages with, as much as the scale of activity. It sets out its ambitions for the future and a series of both short term and longer-term projects and campaigns that will be needed to reinforce our resilience and impact. The work on a number of key infrastructure projects needed to provide the right conditions to launch this plan began in 2021/22 and included: the research and consultation phase of a marketing and brand review in order to deepen existing supporters' emotional connection with our work and to amplify our voice and profile across the region; the planning and early construction phase of a new website to share information about our work and to delivery important functional benefits in relation to our grant programmes; and the research phase of plans to create a new CRM system in tandem with other community foundations around the UK.

As the year progressed, we found ourselves being clearer about what is non-negotiable in our work, sure footed in terms of how and where to best apply support, and with a more developed sense of where new opportunities might lie for Quartet. Our Annual Celebration event in November was an opportunity to thank everyone and to reflect on our communities' experiences of the year. Quartet pledged to continue to address the inequalities that are increasingly prominent in society and to adapt its activities to keep pace with a changing world, with changing needs.

As we look back to approve the Annual Report & Accounts for Quartet in 2021/22 our sights are firmly set on the future and to addressing the seismic events shaping our lives. As a community foundation we understand the value of being present and active not just today but far into the future.

We are grateful to our many fundholders and donors who are steadfast in their support of this vision, to the volunteers who bring their expertise and life experiences to our grants panels, as well as to our highly accomplished and committed team of staff and Trustees and the many other people who play such an active role in the work of Quartet.

With our sincere thanks.

Sue Mountstevens, Chair

Our Philanthropy Services and Grant Making

Quartet has continued on an upward trajectory of growth and activity during 2021/22. While we might have expected the end of the pandemic to coincide with a pronounced reduction in donations, our fundholders and supporters have continued to be immensely generous in their giving. We received £6.4m in donations: revenue donations totalled £3.8m, and we also received £1.6m in endowment donations, the result of building trusted, long-term relationships with existing and potential fund holders.

We received significant legacy donations to our endowment fund this year, totalling nearly £800,000, and we were very pleased that a number of existing endowment fund holders chose to add to their funds in the course of the year. We welcomed twelve new fund holders, both revenue and endowment, which included charitable trusts, individuals and companies. An already strong working relationship with Bristol City Council led to the creation of a new Health and Wellbeing fund and to a Climate and Ecological Emergency grants fund.

Over the past year there has been a distinct development in our grant making as we have transitioned from emergency response work to the delivery of a recovery strategy programme. In practice, this has seen the grants team moving from being not only a responsive grant maker but a proactive and more strategic one. Our Trustees approved our using our own financial reserves to support this new way of working. This involved offering community organisations multi-year grants and awarding strategic grants based on recommendations arising from conversations with specific voluntary sectors, including the youth sector. During 2021/22 we awarded over £200k, many grants providing funding over two years and dispensing with formal application forms. The funding we awarded was designed to benefit a wide number of organisations and people rather than single organisations.

We also launched the first round of a new Resilience grants programme in April 2021. This recognised the immense challenges faced by community and charitable organisations during the pandemic and the need for them to have recovery time. The programme was intended to help them to adapt to change and to be better equipped to survive, even thrive, in the face of any future events.

Our Resilience programme approved 85 grants totalling over £775k, around 15% of our total grant-making for 2021-22. Crucially, many of these grants supported organisations' running (or core) costs, which groups told us were essential but so difficult to source elsewhere. Often a less popular choice for donors who prefer to support projects with clear outcomes, we have been fortunate that many of our fundholders recognise the intrinsic value in providing this type of core costs support. 21 of our fund holders came together to discuss and support these Resilience grants, for which we remain grateful.

This approach is illustrated by the analysis of our second round of Resilience grants last year:

- 24% (of total net amount given) was towards core costs
- 20% towards recruitment/training of staff or volunteers
- 18% towards project development/planning.

Civic Collaboration & Engagement

Quartet exists to champion local philanthropy and to support the voluntary sector through thoughtful grant-making. This community approach gives us an important role to play in connecting people, sharing ideas and helping to create common agendas for positive change. We recognise that our own contributions are enhanced when the funding we distribute is aligned with wider initiatives in our area and with the resources of others. This requires an ongoing commitment to strong networks, expert knowledge and open collaboration.

Over the past year we have sought to further increase our knowledge of communities in the West of England. We have listened closely and continued to build close and trusted relationships with voluntary sector organisations and beyond. During 2021/22 our staff and Trustees have participated in a number of key partnerships and been represented on committees of strategic local Boards: our role with Bristol City Funds remains active and our Pro Bono brokerage programme has expanded from Bristol to the whole of our West of England region; we have expanded our membership of Bristol City Council's Partnership Boards, including to the Homes & Communities Board. In terms of BANES and North Somerset, we have been active members of the North Somerset Partnership Board. We have also worked closely with the High Sheriffs on grant making and in terms of making introductions to the charities who work across their historic counties.

Looking to the Future

2022 is a landmark year, the 35th anniversary of Quartet Community Foundation being established. The early years were characterised by slow but steady growth and on developing the infrastructure for Quartet to deliver its core activities. This patient and diligent approach on both the philanthropy and grant making side has paid dividends, putting Quartet in a strong position today to respond to the growing needs of its communities.

The past five years have witnessed a significant acceleration in the value of funds held by Quartet. This has been mirrored by an uplift in the value of grant aid distributed around the West of England region. Our Endowment Fund currently stands at some £60m, creating a sustainable financial base for our work. When aligned with annual revenue funds from sources as diverse as individuals and statutory bodies, this enables us to direct significant funds with a sole purpose: to help create strong, environmentally sustainable and resilient communities.

The Covid pandemic that emerged in March 2020 has created seismic shifts across society and the past two years have been dominated by change. For Quartet, and for the community foundation sector as a whole, this change has had a major impact on the speed at which we have needed to raise and distribute funds. It has also brought to the fore the inequalities that already existed in society and has had a disproportionate impact on those people already experiencing disadvantage. We must continue to adapt our activities to keep pace with a changing world, with changing needs. This is a time for transformation, not for recapturing the past.

An Away Day for the Board and Senior Management Team early in 2022 was an opportunity to look ahead to the next decades and to think about our focus over the next 3-5 years. We devoted time to exploring our levels of ambition for Quartet and agreed priorities. The concept of growth emerged as an important goal but so too did breadth and diversity - Quartet cares about how it works, and who it engages with, as much as the scale of activity. The following key points arose which will shape our future strategic plans:

- Quartet is on an upward trajectory of growth: low inflation and high growth levels in recent years have resulted in excellent performance by our funds
- This growth has peaked over the past two years, reinforced by some exceptional income streams that opened up in response to the pandemic
- While tempting to exhibit caution and set grant making targets according to pre-pandemic growth trends, Quartet will instead look to maintain grant making at this

new, higher level, looking to sustain £15m of grant making over the forthcoming three years

- As part of this, we will also be mindful of the strategic importance of making both larger grants and multi-year grants to VCSE organisations
- Also, grants which support capacity building, and smaller grants for more project-focused work
- We recognise the increasing importance of Quartet's role in civic collaboration and engagement. We will join up activities wherever possible, shining a light on issues, supporting engagement by diverse groups of organisations, and convening discussions where we can add our experience of the local voluntary sector
- We will seek to be an enabler of collaborations and alliances rather than a 'top down' funder
- Alongside our shorter-term commitments and goals, we will also invest in work to identify and attract a new generation of fundholders
- To provide the right conditions to instigate this work, we will seek new ways to amplify our voice - beginning with the launch of a new brand and website early in Year 1 of our new plan
- We will also strengthen our organisational capability and capacity and invest in the training and welfare of our team
- Finally, we recognise the importance of Equity, Diversity and Inclusion in all that we do. This cannot be the responsibility of a single person or team so it will become the first of three lenses through which we will approach and review all our work. It will be joined by: Climate Emergency & Action; and hard data being matched with more tacit, soft knowledge.

Our new Strategic Plan will be supported by a number of key strategies and plans, including a Fund Development Plan, a Marketing & Communications Strategy and our Theory of Change. These will be formally adopted by the Board later in 2022.

Governance

Our Board is made up of 12 volunteer trustees who provide strategic direction and oversight of Quartet's activities. The Board meets quarterly and continues to meet both in person and online.

Trustees contribute their time and expertise in many other ways:

- through our committee structure helping us to develop our thinking in key areas, from grant making, philanthropy, marketing, finance and investment to governance, HR and operations. This committee structure reports into the quarterly board meetings,
- by sitting on our grant panels, helping us to make effective decisions in relation to grant assessments and awards
- chairing task and finish groups most notably our Diversity, Equity and Inclusion group and our Environmental Climate response group
- chairing and/or attending external events – for 21/22 our Annual Celebration which was our first in person event coming out of the pandemic.

Under our Memorandum and Articles of Association our volunteer Board members are permitted to be elected for a maximum of two consecutive three-year terms. They are from a wide variety of walks of life and are drawn from across our communities through an open application process. They have a structured induction process and regular training opportunities. The effectiveness of the Board is reviewed annually, with the latest review taking place in January 2022.

We have exercised the option, set out in our Memorandum & Articles of Association, to appoint a Deputy Chair to provide more capacity for the organisation as we continue to grow and develop.

In 2022 we have taken part in the Aspire programme to encourage and support individuals from diverse backgrounds to experience trusteeships.

We had 2 trustees step down in 2021, all having served their two terms of 3 years (6 years in total. Trustees/Board appraisals have been completed, and a skills audit has been updated, current and forthcoming skill gaps have been identified.

Trustee recruitment has commenced and is being conducted through the lens of EDI, we are also taking this opportunity to add to our committee members and our panel members, all of which will help to shape our future.

We run an open and transparent publicly advertised recruitment process, working closely with community leaders to ensure opportunities for people to engage in our work is known across the breath of the communities we serve.

The Board meeting in June 2022 discussed the public benefit test. Trustees confirmed that they had actively considered that due regard to the public benefit of the charity had been undertaken, and that recent discussions regarding the strategic objectives of the charity and its activities fully met the requirements of the public benefit test.

Quartet complies with the Charity Governance Code in almost all areas. Where we depart from the Code is that we can have a Board larger than 12 in order to get the range of skills and diversity needed to reflect our communities.

We have four sub-committees: Finance & Investment; Governance, HR & Operations; Philanthropy & Marketing; Programmes. Each is Chaired by a Trustee and includes members who are not Trustees to give us added breadth of thinking. The Finance & Investment Committee meets at least four times a year with the others meeting a minimum of twice a year. These committees report into the board meetings.

We keep register of comments, compliments and complaints; as in the previous year, we did not receive any complaints during the year about our fundraising activities.

Equity, Diversity & Inclusion

Our Equity, Diversity and Inclusion (EDI) work is continuing to make progress and is now embedded into our committee and board structure, with each committee having a clear sense of its actions.

Our EDI task and finish group have now taken the role of sounding board, and will help shape and guide this work as we move forward.

We continue to work to the "9 Pillars" framework produced by the Association of Charitable Foundations, which is aimed at supporting grant-making foundations' work to strengthen diversity, equity and inclusion. This means we are committed, amongst other things to:

- Invest time and resources in understanding and defining diversity, equity and inclusion
- Have a diverse Trustee Board and staff team, both in terms of demographics and experience
- Reflect and implement EDI practices in our funding activities
- Express our EDI commitment, policies and practices publicly
- Use our own power to advocate for and advance EDI practices.

Climate Emergency

Quartet aims to help secure a better and more sustainable future for all and believes that a place-based model is an important way of achieving just this. In line with the Paris Agreement and the environmental goals set by the local authorities across the West of England, Quartet is committed to reaching Net Zero in 2030. Our ability to achieve this target will be driven by a series of both internal and external actions, the most significant one relating to our responsible investment policy. We have begun to align our work with the Sustainable Development Goals, and we have been working towards playing a part in addressing Net Zero through the development and planned launch of new Climate Emergency Grant Programmes and research around the themes of transport and homes; these are the areas which represent major opportunities in terms of reducing the carbon footprint of our local communities.

Reserves

At the yearend our free reserves were more than £1m, 93% of the original annual staffing and support costs, however considering current economic climate and increased work commitments a budget reforecast for staffing and supports costs is underway for 2022/23, this will lower the 93% but will keep within our current reserves policy to retain between 50% and 100% of the annual staffing and support costs.

Quartet's reserves policy is to retain a minimal balance of unrestricted funds. The trustees have assessed the future uncertainties that might affect the charity (such as the failure of investment markets to produce sufficient income, unexpected building costs or contractual commitments that would have to be met in the case of closure of the charity or the requirement to fund a new opportunity that might arise). They consider that some reserves are required to meet future contingencies and have calculated that 50% to 100% of annual staffing and support costs is the appropriate level for reserves to be held.

Remuneration policy

Our fund holders and donors demand – and deserve – a thoroughly professional service, as efficient and reliable as the leading advisers with which they deal. We must therefore continue to invest in our staff to provide unrivalled philanthropy advice, grant-making and civic influence.

Trustees, who are all unpaid volunteers, set the overall pay and remuneration during the annual budget round, taking into account the drive to keep costs down, the extra work taken on by team members during the year and noting pay in comparable roles in the local area. The process for setting remuneration is the same for all staff, with pay set at the appropriate rate to attract and retain professional, dedicated staff. In addition the Governance, HR and

Operations Committee recommends to the Board the pay for any member of staff paid. The charity does not make any performance related payments.

Quartet offers a stakeholder pension scheme to staff and contributes 5% to this or direct to staff members' individual pensions. In addition we offer a NEST pension scheme to comply with the government's auto enrolment pensions legislation. During the year we continued to provide and contribute to an employee benefit scheme with HSF which is availabel to all staff, a charitable organisation that shares its surplus by donating money to medical causes.

Risk management

Trustees actively manage the risks that the organisation faces and have systems and procedures in place to mitigate risks. The risk register is monitored at all Board and relevant sub-committee meetings. Our key risks continue to be:

- Fraud – due to fraudsters increasingly targeting charities during the pandemic, additional measures are in place to mitigate against this and ongoing risk of fraud. Awareness of fraud has been heightened across the orgainsation. Staff training is in place to help identify fraud.

- Cyber crime (in all its forms) – measure are continualy reviewed, expert advice is sought, cyber insurance is in place, and regular cyber awareness training is scheduled for all staff, trustees and committee members.

- Costs could outstrip income. This has been another extremely good year for income but nevertheless we continue to maintain close control of costs, routinely reporting monthly management accounts including variance analysis to track any budget variance.

- Investment values fall significantly – resulting in less income for grant making and core support. Mitigated by close liaison with our investment managers and regular reviews of our distribution rate. Our work is funded by income from investing our permanent endowment funds as well as through the efficient management of the programme funding. Trustees recognise there is a risk that investments can lose value, however, we can report a healthy return at the end of this financial year. To mitigate against the event of poor performance in any financial year we have tasked our investment managers to provide returns on a five-year rolling basis, providing stability in the income for our core activities and for much of our grant-making.

- Our reputation could be damaged in a variety of ways. The risk register, regularly reviewed by the Board and sub-committees as well as by the Senior Management Team, ensures that we take steps to mitigate these risks.

- Our People – impact of socio-econmic factors - we are mindful of the 'unseen' impact the pandemic and now the cost of living crisis are having on so many lives, as an employer we strive to support our team as well as we can including providing an employee health scheme to all staff, enabling flexiability in work patterns to accommodate family commitments and encouraging a work-life balance.

Safeguarding remains a significant concern not only for Quartet but also for the organisations to which we give grants. We contiue to review our organisational safeguarding practices, and have started a programme of safeguarding training for staff and trustees. We have reviewed and updated safeguarding in respect of our grant assessment work and the safeguarding evidence required by grant applicants.

Statement of trustees' responsibilities

The trustees (who are also directors of Quartet Community Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires Quartet to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the 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 and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The trustees are responsible for the maintenance and integrity of the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statements on disclosure of information to the auditors –

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware. Each trustee has taken all the steps (such as making enquires of other trustees and the auditors and any other steps required by the trustee's duty to exercise due care, skill and diligence) that they ought to have taken in this duty as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The members of the charity undertake to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

At our 2021 AGM we were delighted to confirm the re-appointment of our auditors Bishop Fleming LLP

This report, incorporating the Strategic Report, was approved by the Trustees, in their capacity as company directors and signed on their behalf by:

Sue Mountstevens
Chair of Trustees
Quartet Community Foundation

Date: 28 September 2022

Independent Auditors' Report to the Members of Quartet Community Foundation

Opinion

We have audited the financial statements of Quartet Community Foundation (the 'Charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).
In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of the Charity's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.
Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information

The members are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report. We have nothing to report in respect of the following matters in relation to which we to report to you if, in our opinion:

- the Charity has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members

As explained more fully in the member's responsibilities statement, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

- We have considered the nature of the sector, control environment and financial performance;
- We have considered the results of enquiries with management and members in relation to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.
- we have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in

relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, FRS 102 and the terms and conditions attaching to material grants and donations received by and made by the Charity.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Performing detailed transactional testing in relation to the recognition of revenue, with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments.

We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Joseph Scaife FCA DChA (Senior Statutory Auditor)
for and on behalf of

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

Date: 3/10/2022

Quartet Community Foundation

Statement of financial activities

For the year ended 31 March 2022

	Note	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	**2022 Total £**	2021 Total £
Income and endowments from:						
Donations and legacies						
Donations and gifts	3	916,951	3,886,108	1,638,395	**6,441,454**	16,668,603
Gifts in kind	4	4,000	-	-	**4,000**	1,000
Other trading activities						
Consultancy and other income		21,921	-	-	**21,921**	19,882
Investments						
Investment properties	5	4,531	43,019	46,771	**94,321**	88,359
Investment income	6	8,846	185,954	-	**194,800**	128,771
Total income and endowments		956,249	4,115,081	1,685,166	**6,756,496**	16,906,615
Expenditure on:						
Raising funds						
Communications and publicity		133,812	-	-	**133,812**	92,028
Consultancy		22,340	-	-	**22,340**	18,391
Community Leadership		22,339	-	-	**22,339**	45,026
Philanthropy services		184,905	-	-	**184,905**	100,876
Employer Engagement Project		57,032	-	-	**57,032**	21,990
Fund development		57,839	-	-	**57,839**	18,887
Investment management costs		10,157	-	135,638	**145,795**	120,330
Investment properties	5	16,372	18,322	-	**34,694**	31,837
Charitable activities						
Draw-downs		-	-	409,248	**409,248**	30,000
Grants payable	11	-	4,848,905	-	**4,848,905**	5,199,824
Support costs of grants programme		431,236	302,946	-	**734,182**	800,290
Total expenditure	7	936,032	5,170,173	544,886	**6,651,091**	6,479,479
Net (expenditure) / income before gains and losses		20,217	(1,055,092)	1,140,280	**105,405**	10,427,136
Net gains on investments	13,14	21,302	1,529,171	2,348,937	**3,899,410**	9,050,796
Net income		41,519	474,079	3,489,217	**4,004,815**	19,477,932
Transfers between funds	23	-	92,560	(92,560)	-	-
Net movement in funds	8	41,519	566,639	3,396,657	**4,004,815**	19,477,932
Reconciliation of funds:						
Total funds brought forward		999,640	4,663,851	56,612,099	**62,275,590**	42,797,659
Total funds carried forward		1,041,159	5,230,490	60,008,756	**66,280,405**	62,275,591

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 and 25 to the financial statements.

Quartet Community Foundation

Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible fixed assets	12		**179,398**	184,597
Investments				
Property	13		**664,000**	752,000
Other	14		**57,840,710**	54,887,958
			58,684,108	55,824,555
Current assets				
Debtors	15	**1,255,863**		754,737
Cash at bank and in hand		**7,279,738**		6,675,763
		8,535,601		7,430,500
Liabilities				
Creditors: amounts falling due within	16	**(939,304)**		(959,464)
Net current assets			**7,596,297**	6,471,036
Net assets	18		**66,280,405**	62,295,591
Funds				
Capital funds				
Endowment funds	24		**60,008,756**	56,612,099
Revenue funds	25			
Restricted funds			**5,230,490**	4,663,852
Unrestricted funds			**1,041,159**	999,640
Total charity funds			**66,280,405**	62,275,591

Approved by the trustees on 28 September 2022 and signed on their behalf by

Sue Mountstevens - Chair of Trustees

Sue Blatchford - Trustee

Quartet Community Foundation

Summary income and expenditure account

For the year ended 31 March 2022

	All income funds 2022 £	All income funds 2021 £
Income from:		
Donations and legacies		
Donations and gifts	**4,803,059**	6,424,495
Gifts in kind	**4,000**	1,000
Other trading activities		
Consultancy and other income	**21,921**	19,882
Investments		
Investment properties	**47,550**	84,292
Investment income	**194,800**	128,771
Gains on investments	**1,550,473**	1,240,249
Gross income in the financial year	**6,621,803**	7,898,689
Expenditure on:		
Raising funds		
Communications and publicity	**133,812**	92,028
Consultancy	**22,340**	18,391
Community Leadership - New	**22,339**	45,026
Donor services	**184,905**	100,876
Employer Engagement Project - New	**57,032**	21,990
Fund development	**57,839**	18,887
Investment management costs	**10,157**	3,459
Investment properties	**34,694**	31,837
Charitable activities		
Grants payable	**4,848,905**	5,199,824
Support costs of grants programme	**734,182**	800,290
Gross expenditure in the financial year	**6,106,205**	6,332,608
Net income / (expenditure) before tax for the financial year	**515,598**	1,566,081
Tax payable	**-**	-
Net income / (expenditure) for the financial year	**515,598**	1,566,081

The income and expenditure account is derived from the Statement of Financial Activities which, together with the accounting policies and notes, provides information of the movements during the year on all the funds of the Foundation.

Quartet Community Foundation

Statement of cash flows

For the year ended 31 March 2022

	Note	2022 £	2021 £
Cash generated by operating activities:			
Net cash generated by operating activities	23	**(727,833)**	10,843,670
Cash flows from investing activities:			
Dividends, interest and rents from investments		**289,121**	217,130
Purchase of tangible fixed assets		**(16,183)**	(29,317)
Proceeds from the sale of investments		**6,380,991**	5,527,509
Cash movement on investments		**310,697**	(51,751)
Purchase of investments		**(5,652,818)**	(20,127,897)
Net cash used by investing activities		**1,311,808**	(14,464,326)
Increase in cash and cash equivalents in the year		**583,975**	(3,620,656)
Cash and cash equivalents at the beginning of the year		**6,675,763**	10,296,419
Cash and cash equivalents at the end of the year		**7,259,738**	6,675,763

1. General information

Quartet Community Foundation is a grant-making charitable company. It is part of a network of 46 quality accredited Community Foundations that match those who want to give money locally to charities and organisations that are working to improve local communities.

Quartet Community Foundation is a private company limited by guarantee and a registered charity. It is registered in England and Wales. The address of the registered office is Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Statement of compliance

The financial statements of Quartet Community Foundation have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102"), the Charities SORP FRS 102 and the Companies Act 2006.

Summary of significant accounting policies

a) Basis of preparation

These financial statements have been prepared on a going concern basis, under the historical cost convention, as modified by the revaluation of investments and investment properties which have been measured at fair value through the profit and loss.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the charitable company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1 (o).

Quartet Community Foundation 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 note(s).

b) Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 3. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

c) Funds 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. However all general funds relating to grant giving have now been classified as restricted.

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.

Endowment funds are funds which are held on trust to be retained for the benefit of Quartet as a capital fund. Where the trustees must permanently maintain the whole of the fund it is referred to as permanent endowment and such a fund cannot normally be spent as if it were income. Where the trustees have a power of discretion to convert endowed capital into income, it is referred to as expendable endowment.

c) Funds accounting (continued)

With the exception of the Community First endowment funds, the Charity's endowment funds are invested equally between CCLA Ethical Investment Fund and Rathbones, the Rathbones element is invested in a bespoke portfolio. In relation to these funds, the trustees operate a "total return" policy (capital growth and yield) and approve 4.5% to be transferred from the endowment fund to the grant making funds. Where the income yields fell short of 4.5%, a top-up was made by reducing the capital gains or increasing the capital losses (as appropriate) of the share portfolio.

The Community First endowment funds are held in a unitised investment fund managed by CCLA. CCLA in January 2018 have taken the decision to operate the Community First funds on a total return policy (Capital Growth and Yield). The remit of the fund is to achieve an income return of approximately 4% while still maintaining the capital value of the fund.

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

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party. A corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are accounted for on a receivable basis. Pecuniary legacies are recognised following formal notification from the estate. Residuary legacies are recognised only when Quartet's interest can be measured, which is normally on grant of probate.

e) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Discretionary grants awarded within this financial year are shown as restricted expenditure - a change from previous years where shown as unrestricted expenditure.

All resources expended are inclusive of irrecoverable VAT.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. The basis of allocation of support and governance costs is shown in note 7.

g) Going concern basis of accounting

The Charity produces annual budgets which take into account expected changes in the funding streams and which demonstrate that the charity will be able to continue to operate. The coronavirus pandemic has had a profound effect on the global economy but as described in our trustees report, we had prepared for an unknown future crisis over the past few years and were therefore able to swing into action very quickly as a trusted recipient of donations. Our staff have been fully employed during the crisis processing those donations. As a result we have produced revised forecasts and cash flows to demonstrate to the trustees that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements were approved.

h) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

i) Investment Properties

Royal Oak House, is mixed use property which is primarily held for investment purposes but also provides head office accommodation for the charitable company. In line with FRS 102, the owner-occupied portion of the building is classified as a tangible fixed asset and the tenant-occupied portion is classified as an investment property. Depreciation is charged on the owner-occupied portion in line with the charitable company's accounting policy in note 1 (j). The investment portion of the property is not depreciated. A formal revaluation of Royal Oak House is undertaken annually by appointed commercial real estate advisors, currently appointed are Colliers International, and investment method of valuation used is Fair Value of the property.

j) Tangible fixed assets and depreciation

Expenditure on the acquisition, enhancement and installation of tangible fixed assets is capitalised and included in the balance sheet at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, on a monthly basis as follows:-

Freehold buildings	2% pa
Fixtures and fittings	20% pa
Computer equipment	33% pa

Fixed assets are capitalised if the cost exceeds £500 per item.

k) Debtors

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

l) Cash at bank and in hand

Cash at bank and cash 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.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) 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.

o) Critical accounting judgements in applying the entity's accounting policies

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(i) The company has elected to use the previous UK GAAP valuation of certain items of land and buildings as the deemed cost on transition to FRS 102. The items are being depreciated from the date of transition (1 April 2014) in accordance with the charitable company's accounting policies.

Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Prior year comparatives

	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	2021 Total £
Income and endowments from:				
Donations and legacies				
Donations and gifts	1,367,305	5,057,190	10,244,108	16,668,603
Gifts in kind	1,000	-	-	1,000
Other trading activities				
Consultancy and other income	19,882	-	-	19,882
Investments				
Investment properties	41,747	42,545	4,067	88,359
Investment income	(71,693)	200,464	-	128,771
Total income and endowments	1,358,241	5,300,199	10,248,175	16,906,615
Expenditure on:				
Raising funds				
Communications and publicity	92,028	-	-	92,028
Consultancy	18,391	-	-	18,391
Community Leadership - New	45,026	-	-	45,026
Donor services	100,876	-	-	100,876
Employer Engagement Project - New	21,990	-	-	21,990
Fund development	18,887	-	-	18,887
Investment management costs	3,459	-	116,871	120,330
Investment properties	31,837	-	-	31,837
Charitable activities				
Grants payable	-	5,199,824	-	5,199,824
Draw-downs	-	-	30,000	30,000
Support costs of grants programme	512,321	287,969	-	800,290
Total expenditure	844,815	5,487,793	146,871	6,479,479
Net (expenditure) / income before gains and losses	513,426	(187,594)	10,101,304	10,427,136
Net gains on investments	17,836	1,222,413	7,810,547	9,050,796
Net income	531,262	1,034,819	17,911,851	19,477,932
Transfers between funds	(841,044)	856,863	(15,819)	-
Net movement in funds	(309,782)	1,891,682	17,896,032	19,477,932

3. Donations and gifts

Material donations from institutions (greater than 5% of the total) have been received from:

	2022 Total £	2021 Total £
Bank of Ireland	45,539	6,049,069
Bristol Community Health Fund	-	562,500
North Somerset Community Partnership Endowment	3,750,000	3,750,000
North Somerset Community Partnership Endowment	250,000	-
Osborne Clarke	274,000	100,000
National Lottery Community	-	264,500
Pople Charitable Trust Revenue Fund	76,000	122,000
Thrings Solicitors Fund	27,963	133,326
Mohn Westlake Foundation	-	200,000
Wesleyan Foundation	-	49,500
Wessex Water	223,638	1,078,905

The charity received the following government grants:

	2022 Total £	2021 Total £
Bristol City Council	2,112,500	200,000
BSBT	-	-
CJRS	-	3,614
National Emergency Trust	-	280,973
DCMS	-	174,900
	2,112,500	659,487

There are no unfulfilled conditions in respect of the government grants disclosed above (2021: none). The charity did not benefit from any other forms of government assistance during the year (2021: none).

4. Gifts in kind

We are grateful to the following organisations for their support during the year:

- Bank of Scotland for banking services;
- Business West - Membership

We estimate that the costs saved by Quartet of providing these services amounts to £4,000 (2021: £1,000).

We are grateful for the help provided by our volunteers, especially members of our committees, grants advisory panels and task groups.

5. Investment properties

	Unrestricted £	Restricted £	Endowment £	2022 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	**1,000**
Investment income	4,531	42,019	46,771	**93,321**
	4,531	43,019	46,771	**94,321**
Expenditure				
Depreciation of fixtures and fittings	11,362	-	-	**11,362**
Running costs	23,332	-	-	**23,332**
	34,694	-	-	**34,694**
Net income	(30,163)	43,019	46,771	**59,627**

During the year, sundry costs were incurred in respect of the maintenance of the buildings. In 1999, the trustees obtained Charity Commission approval to a loan of £122,000 from Quartet's permanent endowment fund to complete the refurbishment of Royal Oak House. This is to be repaid in 30 instalments with the final instalment due in October 2032.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2021 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	1,000
Investment income	41,747	41,545	4,067	87,359
	41,747	42,545	4,067	88,359
Expenditure				
Depreciation of fixtures and fittings	12,375	-	-	12,375
Running costs	19,462	-	-	19,462
	31,837	-	-	31,837
Net income	9,910	42,545	4,067	56,522

6. Investment income

	Unrestricted £	Restricted £	Endowment £	2022 Total £
Allocation of investment income from endowment	-	(185,954)	-	**(185,954)**
Interest on current accounts	8,846	-	-	**8,846**
Total investment income	8,846	(185,954)	-	**(177,108)**

Quartet takes 4.5% total return from capital gain and reinvest the dividend earned into the investment.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2021 Total £
Allocation of investment income from endowment	(90,074)	200,464	-	110,390
Interest on current accounts	18,381	-	-	18,381
Total investment income	(71,693)	200,464	-	128,771

7. Analysis of total expenditure

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2022 Total £
Communications and publicity	22,999	-	110,813	**133,812**
Consultancy	-	-	22,340	**22,340**
Civic Influence/Community Leadership	-	-	22,339	**22,339**
Philanthropy services	-	-	184,905	**184,905**
Draw-downs	409,248	-	-	**409,248**
City Funds	-	-	57,032	**57,032**
Fund development	3,000	-	54,839	**57,839**
Grants payable	-	4,848,905	-	**4,848,905**
Investment management costs	135,640	-	10,155	**145,795**
Investment properties	23,332	-	11,362	**34,694**
Support costs of grants programme	-	302,947	431,235	**734,182**
Total resources expended	594,219	5,151,852	905,020	**6,651,091**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	2022 Total £
Communications and publicity	12.40%	84,900	5,828	9,276	5,899	1,242	3,668	**110,813**
Consultancy	2.50%	17,117	1,175	1,870	1,189	250	739	**22,340**
Civic Influence (Community Leadershi	2.50%	17,117	1,175	1,870	1,187	250	740	**22,339**
Philanthropy services	20.69%	141,666	9,725	15,478	9,843	2,073	6,120	**184,905**
Draw-downs	Specific	-	-	-	-	-	-	-
Fund development	6.14%	42,014	2,883	4,591	2,920	616	1,815	**54,839**
Grants payable	Specific	-	-	-	-	-	-	-
Investment management costs	1.14%	7,780	534	850	541	114	336	**10,155**
Investment properties	Specific	-	-	-	-	11,362	-	**11,362**
City Funds	6.38%	43,695	3,000	4,774	3,036	639	1,888	**57,032**
Support costs of grants programme	48.25%	330,389	22,682	36,098	22,957	4,836	14,273	**431,235**
Total		684,678	47,002	74,807	47,572	21,382	29,579	**905,020**

7. Analysis of total expenditure (prior period comparative)

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2021Total £
Communications and publicity	15,592	-	76,436	**92,028**
Consultancy	-	-	18,391	**18,391**
Community Leadership - New	-	-	45,026	**45,026**
Philanthropy services	-	-	100,876	**100,876**
Draw-downs	30,000	-	-	**30,000**
Employer Engagement Project - New	1,139	-	20,851	**21,990**
Fund development	-	-	18,887	**18,887**
Grants payable	-	5,199,824	-	**5,199,824**
Investment management costs	116,871	-	3,459	**120,330**
Investment properties	19,462	-	12,375	**31,837**
Support costs of grants programme	-	287,969	512,321	**800,290**
Total resources expended	183,064	5,487,793	808,622	**6,479,479**

7. Analysis of total expenditure (prior period comparative) con't

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	2021 Total £
Communications and publicity	9.60%	57,295	3,659	6,694	5,435	856	2,497	**76,436**
Consultancy	2.37%	14,157	904	1,654	1,343	212	617	**18,887**
Community Leadership - New	5.66%	33,752	2,156	3,943	3,200	504	1,471	**45,026**
Philanthropy services	12.67%	75,614	4,829	8,834	7,173	1,130	3,296	**100,876**
Draw-downs	Specific	-	-	-	-	-	-	-
Employer Engagement Project - New	0.00%	-	-	-	-	-	-	-
Fund development	2.31%	13,784	879	1,611	1,309	207	601	**18,391**
Grants payable	Specific	-	-	-	-	-	-	-
Investment management costs	0.43%	2,592	166	303	246	39	113	**3,459**
Investment properties	Specific	-	-	-	-	12,375	-	**12,375**
City Funds	2.62%	15,629	998	1,826	1,483	234	681	**20,851**
Support costs of grants programme	64.34%	384,020	24,526	44,867	36,430	5,740	16,738	**512,321**
Total		596,843	38,117	69,732	56,619	21,297	26,014	**808,622**

7. Analysis of total expenditure (continued)

Staffing and support costs: Quartet receives some donations in support of its running costs. In addition, some donors to Quartet's endowment have specified that the investment income from their funds should be used to support Quartet's running costs. All such income has been treated as unrestricted.

The costs are allocated to the following activities mainly according to the staff time spent:

- **Communications and publicity:** Promoting Quartet's services as an effective vehicle to manage local charitable giving. Raising awareness of Quartet's services (grant-making and fund management) and the needs of local communities.
- **Fund development:** Activities to increase the funding available for charities in the West of England.
- **Philanthropy services:** Providing advice to donors and managing funds on their behalf, including investment of endowment funds. During the year Quartet managed 357 named funds, which incudes 53 flow through funds and 9 funds building to 'named fund' status.
- **Consultancy:** Costs incurred in relation to the provision of consultancy services provided to Gloucestershire Community Foundation and others.
- **Investment management costs:** Checking and monitoring investment performance and reviewing effect of total return policy.
- **Support costs of grant programme:** Includes staff time spent in assessing, allocating and monitoring grants made together with appropriate administrative backing. Outreach activities, to promote the grants programme and support organisations applying for funds. Details of grants made are provided in note 26.

8. Net movement in funds

This is stated after charging:

	2022	2021
	£	£
Depreciation	**21,382**	21,295
Operating lease rentals - plant and machinery	**5,003**	5,970
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	12,750	12,750
▪ Other services	1,000	Nil

9. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	**593,743**	517,368
Social security costs	**54,538**	39,918
Pension costs	**24,026**	19,274
HSF Health Plan	**846**	692
Total employment costs	**673,153**	577,252
Consultants and secondees	**11,525**	15,976
	684,678	593,228

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Senior Management Team. The total employee benefits of the key management personnel of the charity were £233,251 (2021: £192,711).

No employee earned £60,000 - £70,000 during the year (2021: None).

One employee earned £70,000 - £80,000 during the year (2021: None).

The average head count during the reporting year was 20 (2021:19). The average number of full time equivalent employees during the year was 18 (2021:16).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11. Grants payable

The amount payable in the year comprises:

	Unrestricted funds £	Restricted funds £	Endowment funds £	**2022 Total £**
Foundation grants:				
Quartet's grants programme	-	4,001,264	-	**4,001,264**
Sub-total	-	4,001,264	-	**4,001,264**
Donor directed grants	-	1,005,026	-	**1,005,026**
Lapsed and returned grants	-	(157,385)	-	**(157,385)**
Total grants payable	-	4,848,905	-	**4,848,905**

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2021 Total £
Foundation grants:				
Quartet's grants programme	-	4,850,849	-	4,850,849
Special advised	-	-	-	-
Sub-total	-	4,850,849	-	4,850,849
Donor directed grants	-	396,508	-	396,508
Lapsed and returned grants	-	(47,534)	-	(47,534)
Total grants payable	-	5,199,823	-	5,199,823

Quartet's grants programme
Quartet's grants programme provides various levels of support as follows:

Express
Grants up to £5,000 for small local voluntary and community organisations where a small amount of funding can make a difference.

Catalyst
Grants of up to £60,000 available from charitable funds managed by Quartet which have been solicited by the donor.

Special advised
Grants of varying amounts up to £50,000 from charitable funds managed by Quartet which have to comply with criteria set by the donor.

Donor directed funds
Quartet also manages funds which give donors the flexibility to support national and international charities of their choice as well as local causes.

12. Tangible fixed assets

	Freehold property £	Royal Oak House fixtures & fittings £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2021	158,020	174,433	102,382	434,835
Additions in year	-	6,164	10,019	16,183
At 31 March 2022	**158,020**	**180,597**	**112,401**	**451,018**
Accumulated Depreciation				
At 1 April 2021	12,291	149,463	88,484	250,238
Charge for the year	3,157	11,362	6,863	21,382
At 31 March 2022	**15,448**	**160,825**	**95,347**	**271,620**
Net book value				
At 31 March 2022	**142,572**	**19,771**	**17,054**	**179,398**
At 31 March 2021	145,729	24,969	13,898	184,597

Freehold property consists the owner-occupied element of Royal Oak House.

13. Investment properties

Royal Oak House was purchased by the Foundation in 1998 and was refurbished during 1999-2000. Royal Oak House is a mixed use investment property. 20% of the property is occupied by Quartet for operational use an increase from 13.6% in 2020. In line with FRS 102 this portion of the property is classified as a tangible fixed asset and depreciated at 2% per annum. The remaining 80% is classified as an investment property and carried at fair value.

A formal revaluation of Royal Oak House was undertaken at 31 March 2022 by commercial real estate advisors Colliers International Ltd, Bristol, RICS registered valuer. Colliers International used the investment method of valuation and in their opinion the Fair Value of the property was £830,000 (of which 80%, or £752,000 relates to use as an investment property).

	2022 £	2021 £
Market value at 1 April 2021	**752,000**	837,620
Transfers	**-**	(65,620)
Unrealised investment gain / (loss)	**(88,000)**	(20,000)
Market value at 31 March 2022	**664,000**	752,000
Cost at 31 March 2022	**847,691**	847,691

14. Other investments

	2022	2021
	£	£
Quoted investments:		
Market value at 1 April 2021	**54,887,958**	31,160,084
Acquisitions at cost	**5,652,818**	20,127,897
Gift of shares	**44,213**	24,939
Disposals proceeds	**(6,380,991)**	(5,527,509)
Cash movements	**(310,697)**	51,751
Net gain/(loss) in the year	**3,947,409**	9,050,796
Market value at 31 March 2022	**57,840,710**	54,887,958
Cost at 31 March 2022	**47,351,681**	46,131,763
Analysis by geographical sector:		
Investment assets in the UK	**27,738,362**	20,178,826
Investment assets outside the UK	**30,102,348**	34,709,132
	57,840,710	54,887,958

15. Debtors

	2022	2021
	£	£
Gift aid receivable	**202,712**	12,659
Other debtors and prepayments	**1,053,150**	742,078
	1,255,862	754,737

16. Creditors : amounts falling within 1 year

	2022	2021
	£	£
Trade creditors	**44,934**	30,155
Taxation and social security	**15,415**	13,571
Other creditors	**59,871**	62,104
Accruals and deferred income	**72,726**	107,899
Grants payable	**746,358**	765,735
	939,304	979,464

17. Deferred income

	2022 £	2021 £
At 1 April 2021	**17,795**	19,816
Deferred during the year	**15,416**	17,795
Released during the year	**(17,795)**	(19,816)
At 31 March 2022	**15,416**	17,795

Deferred income relates to Royal Oak House rent demanded in advance.

18. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Permanent endowment funds £	Expendable endowment funds £	**Total funds £**
Fixed assets	36,826	-	142,572	-	**179,398**
Investments - property	68,006	-	595,994	-	**664,000**
Investments - other	-	-	7,321,621	50,519,089	**57,840,710**
Debtors	142,173	835,687	-	278,000	**1,255,860**
Cash at bank and in hand	987,100	5,141,158	-	1,151,480	**7,279,738**
Creditors	(245,114)	(746,358)	-	-	**(991,472)**
Net assets at 31 March 2022	**988,991**	**5,230,487**	**8,060,187**	**51,948,569**	**66,228,234**

Prior year comparatives	Unrestricted funds £	Restricted funds £	Permanent endowment funds £	Expendable endowment funds £	**Total funds £**
Fixed assets	41,919	-	142,678	-	**184,597**
Investments - property	68,112	-	683,888	-	**752,000**
Investments - other	-	-	6,534,780	48,353,178	**54,887,958**
Debtors	140,501	4,216	-	610,020	**754,737**
Cash at bank and in hand	962,838	5,425,370	-	287,555	**6,675,763**
Creditors	(213,730)	(765,734)	-	-	**(979,464)**
Net assets at 31 March 2021	**999,640**	**4,663,852**	**7,361,346**	**49,250,753**	**62,275,591**

Sufficient resources are held to enable each fund to be applied in accordance with the restrictions imposed on it.

19. Share capital

Quartet is a company limited by guarantee and does not have share capital. The liability of members in the event of winding up is limited to an amount not exceeding £1 per member.

20. Other financial commitments

At the year end the charity had operating leases with total future minimum lease payments as follows:

	Plant & machinery	
	2022	2021
	£	£
Amount falling due:		
Within 1 year	**5,003**	4,033
Within 2 - 5 years	**6,005**	9,271
	11,008	13,304

21. Related party transactions

A number of trustees, and/or parties/organisations connected to them, have made donations to Quartet during the year. These donations amounted to £325 in the year (2021: £39,200). None of the individual donations were material to the individual/organisation or to Quartet. In addition, some trustees are connected to organisations that have benefited from grants distributed by Quartet during the year, but do not have any involvement in any grant panels or grant decisions, details as follows:

Connected organisation	Grant awarded	Connected trustee	Position held
Creative Youth Network	300	Raj Kakar-Clayton	Trustee
Establish	5,000	Ben Silvey	Trustee

Consultancy income amounting to £3,400 was charged to the Society of Merchant Venturers during the year (2021: £3,400)

22. Connected charities

During the year, Quartet undertook a contract to provide financial administration to Gloucestershire Community Foundation (GCF). The services provided, and the agreed fee for these services, are detailed in a service level agreement signed by both organisations. A patron of Quartet, Dame Janet Trotter DBE, is also the president of GCF but the two organisations do not have any trustees, or affiliated members, in common. Both organisations are members of UK Community Foundation.

Under guidelines of the Charities SORP, GCF is a "connected charity" as a number of Quartet's staff now have responsibility for delivering services on behalf of GCF.

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

	2022	2021
	£	£
Net movement in funds	**4,004,815**	19,477,932
Adjustments for:		
Depreciation charges	**21,382**	21,295
Gift of shares	**(44,213)**	(24,939)
Gains on investments	**(3,899,410)**	(9,030,796)
Dividends, interest and rents from investments	**(289,121)**	(217,130)
Decrease / (increase) in debtors	**(501,126)**	169,258
Decrease / (increase) in creditors	**(20,160)**	448,050
Net cash generated by operating activities	**(727,833)**	10,843,670

24. Endowment funds

	At 1 April 2021 £	Net movement in funds £	(Losses) / gains on investments £	Transfers between funds £	At 31 March 2022 £
Permanent endowment					
Unrestricted endowment funds					
Discretionary (a)	1,145,583	(2,465)	43,789	17,479	**1,204,386**
Restricted endowment funds					
Field of interest (b)	1,748,958	(4,822)	66,871	-	**1,811,007**
Donor directed (c)	1,761,085	19,805	68,028	480,766	**2,329,684**
Foundation (d)	1,879,154	26,677	70,713	-	**1,976,544**
Total permanent endowment	**6,534,780**	**39,195**	**249,401**	**498,245**	**7,321,621**
Expendable endowment funds					
Unrestricted endowment funds					
Discretionary (e)	1,210,135	82,713	47,507	(17,479)	**1,322,876**
Restricted endowment funds					
Field of interest (f)	28,948,389	530,579	1,106,337	(12,559)	**30,572,746**
Donor directed (g)	6,426,616	446,370	242,766	(80,000)	**7,035,752**
Grassroots Endowment Challenge (h)	3,863,548	101,996	151,494	(720,939)	**3,396,099**
Community First Programme (i)	6,804,539	(349,247)	598,475		**7,053,767**
Foundation (j)	1,397,526	610,674	40,957	240,172	**2,289,329**
Royal Oak House (k)	826,566	-	(88,000)	-	**738,566**
Legacy Provision	600,000	(322,000)	-	-	**278,000**
Total expendable endowment funds	50,077,319	1,101,085	2,099,536	(590,805)	**52,687,135**
Total endowment funds	**56,612,099**	**1,140,280**	**2,348,937**	**(92,560)**	**60,008,756**

Named endowment funds are at the heart of Quartet's work. These funds are invested to maintain their real value and generate income which is spent in accordance with the donors' wishes. Grants are made in the name of the donor if required. Quartet offers various types of named funds.

(a) and (e) Discretionary
Grants are allocated at the trustees' discretion to meet current community needs. All grants allocated are from general grantmaking funds which are classified as restricted.

(b) and (f) Field of interest
The donor specifies a field of interest to support work such as work with young people or a particular geographical area within the West of England.

(c) and (g) Donor directed
The donor chooses which projects to support.

24. Endowment funds (continued)

(d) and (j) Foundation
Income from the fund is used to support Quartet's core activities and contribute to its development.

(h) Grassroots Endowment Challenge
The government introduced the Grassroots Endowment Challenge during 2008-9 to encourage local people and companies to give to their local communities. For a 3 year period the government matched all new endowment donations by 50% up to an agreed annual level. The funds will be used to provide grants of up to £5,000 to local voluntary and community groups with income of less than £20,000.

(i) Community First Programme
The government introduced the Community First Programme during 2011-12 to encourage local people who want to make change possible and who want to support their local community. Up to 31 March 2012, the government matched all new endowments by 100% and from 1 April 2012 until 31 March 2015, the government matched all new endowment donations by 50%. Thereafter the government matched funding will be at an agreed annual level. The funds will be used to provide grants to local voluntary and community groups which reflect the donor's priorities.

(k) Royal Oak House
Expendable endowments have been invested in property owned by Quartet.

(l) Legacy provision
Received legacy from R W Barnes estate and invested into the RW Barnes Fund the value of £500k, and new notification of Buston bequeathed up to £600k of her estate to Quartet.

Quartet holds a number of named endowment funds made up from unclaimed assets. Under the funding agreements entered into by Quartet, the charity is obliged to repay in full any assets in these funds subject to future claims being upheld.

The permanent endowment funds are those of a separate charity, The Greater Bristol Foundation Permanent Endowment Fund. The Charity Commission has given a Uniting Direction under section 96(5) of the Charities Act 1993 which enables the Greater Bristol Foundation Permanent Endowment Fund to be treated as part of the main charity, Quartet Community Foundation. Accordingly the two charities have been linked under the same charity registration number.

The purposes of the funds, as well as the detailed composition of the endowment funds balances, are shown below.

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £75,080 (2020: £198,241)

Permanent endowment

	Number of funds	Purpose of fund	2022 £	2021 £
(a) Discretionary	9	Discretionary grant-making	1,204,386	1,145,583
(b) Field of interest	2	Disability	448,653	433,285
	4	Education and training	444,647	429,416
	1	Elderly people	27,835	26,881
	4	Homelessness	495,871	478,876
	5	Young people	394,001	380,500
(b) Field of interest	16		1,811,007	1,748,958
(c) Donor directed	10	Donor directed	2,329,684	1,761,085
(d) Foundation	8	Quartet staffing & support costs	1,976,545	1,879,154

24. Endowment funds (continued)

Expendable endowment

	Number of funds	Purpose of fund	2022 £	2021 £
(e) Discretionary	20	Discretionary grant-making	1,322,876	1,210,135
(f) Field of interest	9	Education and training	2,187,165	1,811,343
	14	Environment	745,687	649,183
	3	Homelessness	107,187	102,933
	1	Safer community environments	56,893	54,945
	8	North Somerset	9,481,049	8,917,293
	11	Bath & North East Somerset	572,297	542,428
	3	Elderly people	1,032,084	997,038
	23	Young people	3,296,723	3,050,189
	18	Other field of interest	13,093,661	12,823,037
(f) Field of interest	90		30,572,746	28,948,389
(g) Donor directed	26	Donor directed	7,035,752	6,426,616
(h) Grassroots Challenge	49	Small/local voluntary groups	3,396,099	3,863,548
(i) Community First Programme	71	Small/local voluntary groups	7,053,767	6,804,539
(j) Foundation	5	Quartet staffing & support costs	2,289,329	1,397,526
(k) Royal Oak House	1	Donor directed and Quartet staffing & support costs	826,566	826,566
(l) Legacy Provision		Buston Legacy	278000	600,000

25. Revenue funds

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2021	999,640	4,663,851	5,663,491
Net movement in funds	20,217	(1,055,092)	(1,034,875)
Realised and unrealised investment gains	21,302	1,529,171	1,550,473
Transfers	-	92,560	92,560
Balance at 31 March 2022	**1,041,159**	**5,230,490**	**6,271,649**

25. Revenue funds (continued)

The revenue fund movements during the year can be analysed as follows:

	At 1 April 2021 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2022 £
Unrestricted income funds					
Staffing and support costs	999,640	20,217	21,302	-	**1,041,159**
Total unrestricted income funds	**999,640**	**20,217**	**21,302**	**-**	**1,041,159**

	At 1 April 2021 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2022 £
Restricted income funds					
Discretionary (a)	736,845	(470,646)	85,679	132,820	**484,698**
Donor directed (b)	1,083,563	(636,544)	168,188	(115,902)	**499,305**
Field of interest (c)	2,177,126	182,630	1,075,530	177,307	**3,612,593**
Foundation (j)	-	(97,353)	97,353	-	**-**
Grassroots Endowment (h)	171,796	(111,348)	102,421	(1,305)	**161,564**
Community First Programme (i)	461,027	60,056	-	(100,360)	**420,723**
Royal Oak House maintenance	33,494	(1,887)	-	-	**31,607**
Revenue Legacy provision (k)	-	20,000	-	-	**20,000**
Total restricted revenue funds	**4,663,851**	**(1,055,092)**	**1,529,171**	**92,560**	**5,230,490**
Total revenue funds	**5,663,491**	**(1,034,875)**	**1,550,473**	**92,560**	**6,271,649**

Transfers

During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £92,560 (2021: £15,819)

The detailed revenue grants fund balances are as follows:

Restricted grant funds

	Number of funds	Purpose of fund	2022 £	2021 £
(a) Discretionary	45	Discretionary grant-making	**484,697**	736,846
(b) Donor directed	46	Donor directed	**499,304**	1,083,563

25. Revenue funds (continued)

(c) Field of interest	39	Young people	**254,227**	407,333
	21	Education	**67,600**	70,678
	15	Bristol	**368,768**	919,125
	8	North Somerset	**104,892**	92,060
	3	Sport	**5,454**	13,233
	7	Homelessness	**66,627**	111,827
	12	Bath & North East Somerset	**122,388**	21,729
	17	Environment	**51,124**	47,992
	4	Disability	**20,326**	32,963
	10	Elderly people	**239,629**	104,298
	30	Other field of interest	**2,311,559**	355,887
(c) Field of interest	166		**3,612,594**	2,177,125
(h) Grassroots Endowment Challenge	37	Small & local voluntary groups	**161,563**	171,796

	Number of funds	Purpose of fund	2022 £	2021 £
(i) Community First Programme	19	Small & local voluntary groups	**420,724**	461,027
(k) Revenue Legacy Provision	1	Hicknmott Legacy	**20,000**	0

26. Grants payable

The total number and value of grants payable, analysed by grant beneficiary, is as follows:

Payable to institutions	Number	**2022** **£**	2021 £
Disadvantaged communities/Vulnerable Groups	53	**259,394**	**411,476**
Children and young people	263	**1,242,553**	**1,217,631**
Families	46	**207,409**	**249,106**
People with disabilities / health difficulties	154	**713,561**	**791,200**
People in poverty / on low incomes	106	**674,277**	**605,169**
Minority communities	56	**438,526**	**566,951**
Older people	66	**256,121**	**367,665**
Other	9	**12,674**	**7,650**
Community	135	**1,044,390**	**982,975**
	888	**4,848,905**	5,199,823

27. Financial instruments

	2022 **£**	2021 £
Financial assets that are debt instruments measured at amortised cost comprise the following:		
Gift aid receivable	**202,712**	12,659
Other debtors and prepayments	**1,053,150**	742,078
Total	**1,255,862**	754,737
Financial liabilities measured at amortised cost comprise the following:		
Trade creditors	**44,934**	30,155
Taxation and social security	**15,415**	13,571
Other creditors	**59,871**	62,104
Accruals and deferred income	**72,726**	107,899
Grants payable	**746,358**	765,735
	939,304	979,464

The company has no foreign currency or interest rate derivative financial instruments.

QUARTET COMMUNITY FOUNDATION

England & Wales - Charity number 1080418

Accounts

Company no: 3981052
Charity no: 1080418

Quartet Community Foundation

Report and Audited Financial Statements

31 March 2021

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Reference and administrative details

Company number	3981052
Charity number	1080418
Status	the Charity is registered as an Environmental Body - number 689972 the Charity is registered for VAT - number 752791703
Registered office and operational address	Royal Oak House Royal Oak Avenue Bristol BS1 4GB
Trustees	Trustees, who are also Directors under company law, who served during the year and up to the date of this report were as follows: Sue Mountstevens, Chair of Trustees Sue Blatchford, Chair Finance & Investment Committee Merlyn Ipinson-Fleming, Chair Governance, HR & Ops Committee (up to Sept 2020) Raj Kakar-Clayton, Deputy Chair of Trustees, Chair Governance, HR & Operations Committee (from Sept 2020) Annie Kilvington, Chair Philanthropy & Marketing Committee Ben Silvey, Chair Programmes Committee Jonathon Baker Chris Johnson Nick Lee Pat Meehan Bina Shah (resigned Sept 20) Julian Telling Jo Turner
Patrons	The Lord-Lieutenant of the City and County of Bristol, Peaches Golding OBE The Lord-Lieutenant of Somerset, Annie Maw
President	Trevor Smallwood OBE DL
Vice Presidents	Will Bee Gillian Camm DL Chris Curling Geoff Matthews Mary Prior CVO MBE Professor Murray Stewart Sir James Tidmarsh KCVO MBE JP Lady Paula Wills

Principal Officers	Suzanne Rolt, Chief Executive (from Apr 2021) Sue Turner OBE, Chief Executive (up to Sept 2020) Ronnie Brown, Philanthropy Director (Interim CEO Sept 20 – Apr 21) Sarah Crispin, Finance Manager Diane Kent, Operations Manager
Bankers	Bank of Scotland Glass House Cabot Circus Bristol BS1 3BX
Investment managers	Rathbones 8 Finsbury Circus London EC2N 7AZ CCLA 80 Cheapside London EC2V 6DZ
Legal advisors	Osborne Clarke 2 Temple Back East Temple Quay Bristol BS1 6EG Veale Wasbrough Vizards Narrow Quay House Narrow Quay Bristol BS1 4QA
Independent Auditors	Bishop Fleming 10 Temple Back Bristol BS1 6FL

Trustees' Annual Report 2020-21

A Fair Chance of a Good Life for All

Quartet Community Foundation (Quartet) exists to connect people who care with causes that matter. For nearly 35 years, we have been inspiring local philanthropy to tackle immediate needs and long-term change, but our work has never been needed more than it is today.

No account of 2020/21 can ignore the devastating impact of the Covid pandemic on communities around the country. For many people in the West of England, life was already hard. When Covid hit, it was these people – and the charities, community groups, voluntary organisations and social enterprises (the VCSE sector) most closely connected with them - who felt its fullest force. Overnight, it up-turned lives and organisations. It made what were already challenging conditions overwhelming.

Organisations made an extraordinary effort to counter the immediate impact of the pandemic, drawing on the experience and skills they had developed over many years. Some tried to reinvent the ways in which they worked, switching to remote working in order to continue essential services; while there were successes, many struggled due to the lack of the basic equipment needed to do this. Others who had built up successful retail arms in the form of shops and cafes were forced to close their doors – losing, in an instant, their main source of income. All this left a large part of the community and voluntary sector fighting to maintain services at the very time that demand was increasing all around them.

The light in all this has been the role of local philanthropy. When the need was greatest, Quartet's fund holders, donors and supporters responded to our call for additional support to help people through the crisis. They stepped forward and stepped up their giving.

Fund holders recognised the urgency of the situation. They understood how a small grant made quickly could make all the difference to organisations, tiding them over until funding from other grant making bodies came online. They trusted Quartet to work on their behalf, using the judgement of its staff and advisers to work out how best to direct financial support. This paid dividends, allowing Quartet to respond rapidly, assessing grants and making payments within a matter of days. This way of working was highly valued by local organisations and often made the difference between an organisation being able to continue or having to close.

Quartet was well prepared for this moment: the steady growth and sustained development of previous years meant that we had the capacity and knowledge in place to respond quickly and effectively. The increased value of our Endowment Fund (which had reached £38.7m at the start of 2020) also gave us the confidence and resources to act well before we were confident of securing additional emergency response funding.

By drawing on the generous support of both existing and new fund holders and donors, Quartet was able to record an exceptional year in terms of donations and grant-making:

- £16.6m donations total
- £5.2m in grants.

With its highly developed knowledge of networks and trusted relationships with local groups, Quartet was able to consult widely and develop three clear phases of response:

- Emergency Response
- Recovery
- Stabilisation & Resilience

Quartet is a member of a national network of 47 community foundations which come together as part of UK Community Foundation (UKCF) to cover the entirety of the UK. This network facilitated the flow of National Emergencies Trust (NET) and other DCMS funding into the West of England which, in turn, could be distributed by Quartet in its area. By combining local and national funds, Quartet was able to offer organisations a single funding portal, avoiding the need for organisations to make multiple, and often time consuming, funding applications.

Throughout this time, our staff team having quickly moved to remote working, established new systems and controls to facilitate secure and robust grant making processes. They were supported by key figures from the voluntary sector who gave of their time and expertise to join panels in order to help assure rigorous but rapid grant making. Together, these teams of individuals went above and beyond to deliver exceptional levels of aid through extraordinary circumstances; for this, they have the immense gratitude and admiration of the Board.

Last, but not least, the following cannot be overstated: Quartet would not be where it is without the steadfast support of its many fund holders, donors and supporters. Their contributions into our Endowment Fund means that we ended the year at an all-time high value of £56.6 million, as compared to £38.7 million in 2019/20. This has given Quartet a strong base from which to continue its work and make plans for the future. The long-term effects of the pandemic will continue for some time to come, but we can be equally confident that Quartet will play an increasingly vital role in place-based philanthropy and community investment, doing what we were set up to achieve: connecting people that care with causes that matter.

Purpose, activities and impact

We believe that if we inspire local philanthropy, grow our resources and make best use of these to meet local needs and aspirations then we, alongside others, will build local communities that give local people the best possible chance to fulfil their potential now and in the future. This, our Theory of Change, is underpinned by the following three core activities:

- Philanthropy services
- Grant-making
- Civic influence

Philanthropy services

We received a record amount in donations this year – revenue donations totalled £5.1 million, and we also received £10.2 million in endowment donations, the result of strong, trusted, long term relationships with existing fund holders.

We were grateful to those fund holders that gave us discretion over their funds at the start of the pandemic, which allowed us to respond so quickly to the crisis. Throughout we regularly shared our understanding, knowledge and activities with our fund holders, donors to our Coronavirus Fund and potential donors. We held 4 online events, including the launch of our Recovery Proposal, our Annual Celebration, Behind the Scenes events for fund holders and the launch of our Vital Signs report on the climate emergency.

We produced two Covid reports for those that had contributed towards our response and we also produced our monthly e-newsletter, which consistently featured the range of vital work being undertaken within our communities in response to the pandemic.

Thanks to the generosity of local philanthropists, we were able to attract an additional £174,000 in match funding from the Department of Culture, Media and Sport to further enhance our local response to the pandemic.

Whilst the focus of our efforts was on raising revenue funds to respond to the pandemic, in September we also completed the Lasting Legacy Endowment Match Challenge, which was launched in April 2019, which resulted in an additional £3 million being raised for our endowment fund to provide long term support for local charitable activity. This was Quartet's fifth match challenge and was successfully completed thanks to the generosity of both existing and new fund holders. Our success this year have resulted in 11 new funds being set up, them being a good mix between both endowment and revenue.

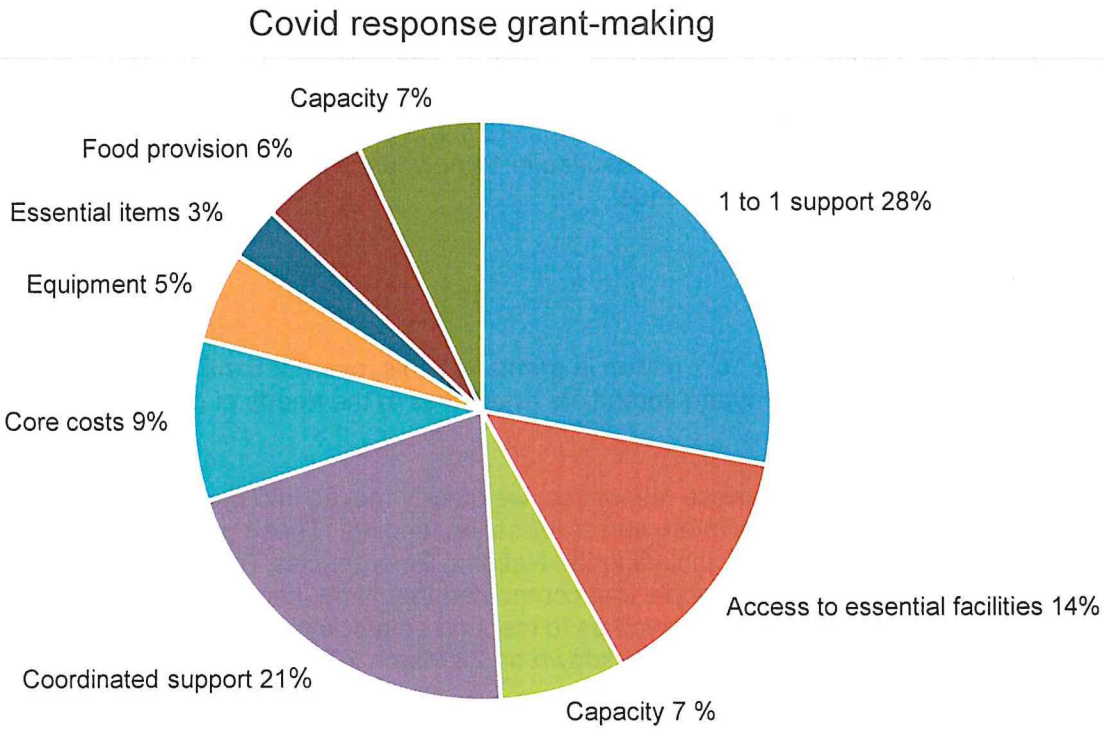
Grant-making

During the year we awarded £5.2 million in grants. Of this, over £2.5 million supported organisations providing direct and immediate responses to the needs of communities affected by the pandemic.

Whilst continuing to support these responses, we quickly moved into providing grants to organisations that required recovery and stabilisation funding. These grants were made possible with local and national funding, including the National Emergencies Trust through UKCF. We are also very grateful to the many people that contributed their time, knowledge and expertise as part of our grant making panels and allowed us to respond so quickly; our first emergency grants were made on the first day of the national lockdown on 23 March 2020.

Whilst it has been a difficult time for many of the communities we serve, there has been real success stories – some organisations have reported that their work during the pandemic has enhanced their work with local communities, has increased their collaborative work with others and, has allowed them to develop new ways of working which they will build on over the coming year.

In June 2020 we produced our Recovery Proposal, estimating the investment needed to ensure a strong and robust voluntary sector post-pandemic. This has become the basis for our Recovery Work for the next 3 years, a new approach which we hope will support organisations to strengthen, develop and work differently in light of the changes of recent years, and we are launching a fund offering larger core cost grants to enable them to do this. We are also working with specific sectors serving those most affected by the pandemic to promote and support collaborative work between different organisations.



Civic influence

Our Bristol City Funds partnership work continues and we now host a new corporate pro bono brokerage programme, which is developing well. Over £1.3 million was distributed on behalf of Bristol Community Health to strengthen the health and wellbeing sector in the wake of the pandemic, and we worked with the Care Forum to involve 'Expert Citizens' – people with lived experience – in the decision-making panel.

We've been involved in two pieces of research this year: with Power to Change and Bristol City Council, we funded and steered Black South West Network's research report, 'Designing a New Social Reality the Future Of The Bristol Voluntary, Community & Social Enterprise Sector Beyond Covid-19'. This forms an important blueprint for future ways of working for funders and organisations. Secondly, in partnership with the University of Bristol we supervised research into the resilience of the youth sector in Bristol, with a well-received report published in January 2021.

This year's Vital Signs report focused on the climate emergency. 'Climate and communities: a fairer, greener future in the West of England' highlights how disadvantaged communities will be hardest hit by the climate crisis and argues that we must support local organisations to prepare for its impacts as a matter of urgency. We also signed the Funders Commitment on Climate Change, committing us to taking action in our own organisation and work.

We have continued our membership of the Diversity Equity and Inclusion Coalition of Funders, aiming to develop a best practice, shared approach to DEI monitoring across a range of national funding bodies.

Strategy and the future

Few organisations have remained unchanged by the course of events over the past year. The majority have transformed themselves and their core activities as a way of responding to, and surviving, the Covid pandemic. Quartet Community Foundation is no different, but it has undergone a more fundamental shift than most. In the earliest days of the pandemic, it found itself close to the front line, raising and distributing funds on an unprecedented scale as part of a Rapid Response Phase

Quartet showed itself to be capable of exceptional performance, mobilising its grants programmes at speed so that it could turn around emergency grants in a matter of days. In many cases it was not only the earliest funder, but it was the most critical and strategic, providing support for essential services that others could not provide, and highlighting areas of need where others might follow. In this, the strong relationships it had nurtured with local philanthropists really came into their own; they trusted Quartet to direct their funds very early on in the pandemic, well before it was able to launch its fundraising campaigns. In addition, the deep knowledge and understanding of the voluntary sector that Quartet had been developing over the years allowed it to support short term needs while also helping them to build capacity and resilience in the longer term; an approach which may yet prove even more significant if a subsequent wave of the virus arrives.

This Rapid Response Phase necessitated a new way of working, with the staff team deployed in a highly flexible manner to best serve the two main components: the launch of a campaign to secure philanthropic funds from a wide base of supporters and fund holders; and the introduction of new, targeted grants programmes. The organisation organised itself in a way that ensured efficiency in these two areas while setting aside other areas of operation that would divert it from this core purpose. Staff, Trustees and other supporters all came on board to help deliver these priorities, ensuring rapid assessment of grants and distribution of funds.

The urgency and speed of delivery has left little time for reflection or for planning the future. Certain structures and processes within the organisation have evolved to facilitate the delivery of a significantly increased work programme. However, while they met our short-term needs, they have come increasingly under pressure during the Recovery Phase and will not meet longer-term needs. There is a period of catch up ahead, one that will necessitate review and adaptation of key organisational structures and processes.

Looking to the Future

The coming years will be no less demanding than this past one. The pandemic has not gone away but, in many cases, it has both magnified existing problems and created new ones, including mental health challenges for children and young people. Some of these may well be affected by future crises, including the climate emergency.

Quartet's Recovery programme is already well underway, but the level of need continues to grow and, as the flow of emergency funding to the sector slows, our work is far from over. If everyone in the West of England is to have a fair chance of a good life, we need more people to come together to engage with a coordinated, long term plan of action. This plan will evolve during 2021 and become a key part of Quartet's new 3 Year Strategic Plan; a plan that will launch at the start of the new financial year in April 2022.

Quartet is now taking time to assess the learning of the past year. The organisation has changed in several highly visible ways over the past six years:

- Staff team has grown in size from 11 members in 2015 to 21 in 2020/21
- Endowment value has grown in value from £24m in 2015 to £39m in 2020 and £57m in 2021
- Annual total giving has grown from £2.7m in 2015 to £5.2m in 2020/21

- We are making the same number of grants in 2020/21 as in 2015, but giving out twice the amount of money
- We are now one of the largest of the 47 community foundations that form part of an increasingly coordinated and influential national network (UKCF)
- Largest local charity supporting the VCSE sector in the West of England.

Beneath the surface too, major change has been happening. Quartet has been refining its thinking, seeking to bring about a shift in the relationship between funder and organisation: Quartet is committed to moving away from more competitive grant making processes in favour of a greater degree of co-design with partner organisations. This would see Quartet using its up-to-date knowledge to anticipate need, becoming a vital strategic voice within the sector.

These are potentially major changes. Therefore, as a first step, Quartet will be undertaking a brand review. This will enable all those most closely connected with the organisation to take stock of recent changes and to develop a clearer understanding of how these will inform the future way of working – and how we can best help our communities to recover from the long-term effects of the pandemic. Our overarching aims will be to:

- Look to maintain both fund generation levels and grant making at 2020/21 levels
- Continue to keep endowment building at the heart of our work
- Use knowledge of VCSE sector to anticipate rather than just respond to need
- Find ways to encourage collaboration rather than competition in the sector
- Explore new, innovate models of working to maximise capacity and resources both within Quartet and across the sector.

We have identified 4 major themes which have emerged as central to our thinking and approach. These will be developed throughout the period of this new strategy. They will be used to steer and to inform its planning, decision making and impact assessment right across the organisation. They are:

- Diversity, Equity & Inclusion
- Environmental Sustainability & Climate Change
- Collaboration and alignment in place of competition and silo working
- Matching hard data and evidence with softer relationship knowledge to facilitate smart decision making.

Governance

Our Board is made up of 11 volunteer trustees who provide strategic direction and oversight of Quartet's activities. The board meets quarterly and has continued to do so throughout the pandemic by moving across to meeting on zoom.

Trustees contribute their time and expertise in many other ways:

- through our committee structure helping us to develop our thinking in key areas, from grant making, philanthropy, marketing, finance and investment to governance, HR and operations. This committee structure reports into the quarterly board meetings,
- by sitting on our grant panels, helping us to make effective decisions in relation to grant assessments and awards
- chairing task and finish groups most notably our Diversity, Equity and Inclusion group and our Environmental Climate response group
- Chairing and/or attending external events – for 20/21 our Annual Celebration, and the launch of Vital Signs

Under our Memorandum and Articles of Association our volunteer Board members are permitted to be elected for a maximum of two consecutive three-year terms. They are from a wide variety of walks of life and are drawn from across our communities through an open application process. They have a structured induction process and regular training opportunities. The effectiveness of the Board is reviewed annually, with the latest review taking place in January 2021.

We have exercised the option, set out in our Memorandum & Articles of Association, to appoint a Deputy Chair to provide more capacity for the organisation as we continue to grow and develop.

We postponed our 2020 trustee recruitment due to the impact of the pandemic on our communities, the increasing need for funds to come in and the volume of grants being made via the emergency covid response fund and the work on the recovery plan.

We have 3 trustees stepping down in 2021, all having served their two terms of 3 years (6 years in total. Trustees/Board appraisals have been completed, and a skills audit has been updated, current and forthcoming skill gaps have been identified.

Trustee recruitment has commenced and is being conducted through the lens of DEI, we are also taking this opportunity to add to our committee members and our panel members, all of which will help to shape our future plans

We run an open and transparent publicly advertised recruitment process, working closely with community leaders to ensure opportunities for people to engage in our work is known across the breath of the communities we serve.

The Board meeting in June 2021 discussed the public benefit test. Trustees confirmed that they had actively considered that due regard to the public benefit of the charity had been undertaken, and that recent discussions regarding the strategic objectives of the charity and its activities fully met the requirements of the public benefit test.

Quartet complies with the Charity Governance Code in almost all areas. Where we depart from the Code is that we can have a Board larger than 12 in order to get the range of skills and diversity needed to reflect our communities.

We have four sub-committees: Finance & Investment; Governance, HR & Operations; Philanthropy & Marketing; Programmes. Each is Chaired by a Trustee and includes members who are not Trustees to give us added breadth of thinking. The Finance & Investment Committee meets at least four times a year with the others meeting a minimum of twice a year. These committees report into the board meetings.

We keep register of comments, compliments and complaints; as in the previous year, we did not receive any complaints during the year about our fundraising activities.

Diversity Equity & Inclusion

Our Diversity, Equity and Inclusion (DEI) work is continuing to make progress and is now embedded into our committee and board structure, with each committee having a clear sense of its actions.

Our DEI task and finish group have now taken the role of sounding board, and will help shape and guide this work as we move forward.

We continue to work to the "9 Pillars" framework produced by the Association of Charitable Foundations[1], which is aimed at supporting grant-making foundations' work to strengthen diversity, equity and inclusion. This means we are committed, amongst other things to:

- Invest time and resources in understanding and defining diversity, equity and inclusion
- Have a diverse Trustee Board and staff team, both in terms of demographics and experience
- Reflect and implement DEI practices in our funding activities
- Express our DEI commitment, policies and practices publicly
- Use our own power to advocate for and advance DEI practices.

Climate Emergency

In March 2021 we produced our 2021 Vital Signs, Climate and communities; a fairer, greener future in the West of England report which focusses on how climate change will hit most disadvantaged communities the hardest.

The report highlights the important role that local charitable organisations are already playing as they work to tackle the impact of climate change on our communities.

Having signed up, in 2020 to the Funder Commitment on Climate Change[2] we are taking steps within Quartet in a similar way to our DEI work, to identify, plan and implement our own response to this emergency. We have a Climate emergency task and finish group helping and guiding our work which is becoming embedded into our committee and board structure and across all areas of our work.

Our investment managers are tasked with reporting on the performance of our endowment in line with UN PRI ESG[3]

We are conducting an environmental audit to help us understand our organisational environment position and the response required to combat the climate emergency plus that of property owners in respect of Royal Oak House. The outcome of this audit will help to shape our thinking both in respect of our strategy work and future budget planning.

Reserves

[1] https://www.acf.org.uk/downloads/ACF_DEI_Thepillarsofstrongerfoundationpractice_final.pdf
[2] https://fundercommitmentclimatechange.org/
[3] https://www.unpri.org/pri/what-are-the-principles-for-responsible-investment

In February free reserves were in excess of £1.4m and at that time the Trustees took the decision to transfer £400k to our Recovery fund for grant making, leaving Quartet at the yearend of free reserves totalling £999k which is 96.1% of annual staffing and support costs. Quartet's reserves policy is to retain a minimal balance of unrestricted funds. The trustees have assessed the future uncertainties that might affect the charity (such as the failure of investment markets to produce sufficient income, unexpected building costs or contractual commitments that would have to be met in the case of closure of the charity or the requirement to fund a new opportunity that might arise). They consider that some reserves are required to meet future contingencies and have calculated that 50% to 100% of annual staffing and support costs is the appropriate level for reserves to be held.

Remuneration policy

Our fund holders and donors demand – and deserve – a thoroughly professional service, as efficient and reliable as the leading advisers with which they deal. We must therefore continue to invest in our staff to provide unrivalled philanthropy advice, grant-making and civic influence.

Trustees, who are all unpaid volunteers, set the overall pay and remuneration during the annual budget round, taking into account the drive to keep costs down, the extra work taken on by team members during the year and noting pay in comparable roles in the local area. The process for setting remuneration is the same for all staff, with pay set at the appropriate rate to attract and retain professional, dedicated staff. In addition the Governance, HR and Operations Committee recommends to the Board the pay for any member of staff paid £60,000 or more using benchmarking data from XpertHR. The charity does not make any performance related payments.

Quartet offers a stakeholder pension scheme to staff and contributes 5% to this or direct to staff members' individual pensions. In addition we offer a NEST pension scheme to comply with the government's auto enrolment pensions legislation. During the year we continued to provide a low-cost health plan with HSF, a charitable organisation that shares its surplus by donating money to medical causes.

Risk management

Trustees actively manage the risks that the organisation faces and have systems and procedures in place to mitigate risks. The risk register is monitored at all Board and relevant sub-committee meetings. Our key risks this year:

- Fraud – due to fraudsters increasingly targeting charities during the pandemic. Additional measures have been put in place to mitigate against this risk. Awareness of fraud has been heightened across the orgainsation. Staff training is in place to help identify fraud.

- Cyber crime (in all its forms) – increased due to the pandemic, lockdown and the move to remote working. Additional measures have been put in place to mitigate against this risk including (but not exclusive) regular cyber awareness discussions and training.

- Loss of income/voids in relation to Royal Oak House, resulting in loss of income and increased costs to Quartet - Situation closely monitored, provison made for bad debt. Support in place to be offered to tenants if/when required.

- Costs could outstrip income. This has been an extremely good year for income but nevertheless we continue to maintain close control of costs, routinely reporting monthly management accounts including variance analysis to track any budget variance.

- Investment values fall significantly – resulting in less income for grant making and core support. Mitigated by close liaison with our investment managers and regular reviews of our distribution rate. Our work is funded by income from investing our permanent endowment funds as well as through the efficient management of the programme funding. Trustees recognise there is a risk that investments can lose value, however, we can report a healthy return at the end of this financial year. To mitigate against the event of poor performance in any financial year we have tasked our investment managers to provide returns on a five-year rolling basis, providing stability in the income for our core activities and for much of our grant-making.

- Our reputation could be damaged in a variety of ways. The risk register, regularly reviewed by the Board and sub-committees as well as by the Senior Management Team, ensures that we take steps to mitigate these risks.

- Our People – impact of the pandemic - we are mindful of the 'unseen' impact the pandemic is having on so many lives, as an employer we strive to support our team as well as we can including providing an employee health scheme to all staff, enabling flexibility in work patterns to accommodate family commitments heightened by the pandemic, regular check-ins with staff members, and an on line 'water-cooler' space for employees to have a virtual coffee with colleagues.

Safeguarding remains a significant concern not only for Quartet but also for the organisations to which we give grants. We recently reviewed our orgainsational safeguarding policy, and have started a programme of safeguarding training for staff and trustees. Work has also taken place on safeguarding in respect of our grant assessment work and the safeguarding evidence required by grant applicants.

Statement of trustees' responsibilities

The trustees (who are also directors of Quartet Community Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires Quartet to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 the 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 and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material 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 charitable company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

The trustees are responsible for the maintenance and integrity of the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statements on disclosure of information to the auditors

So far as each trustee is aware, there is no relevant audit information of which the company's auditors are unaware. Each trustee has taken all the steps (such as making enquires of other trustees and the auditors and any other steps required by the trustee's duty to exercise due care, skill and diligence) that they ought to have taken in this duty as a trustee in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The members of the charity undertake to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Following a rigorous selection process, we were delighted to confirm the appointment, at our 2020 AGM, of our new auditors Bishop Fleming LLP.

This report, incorporating the Strategic Report, was approved by the Trustees, in their capacity as company directors and signed on their behalf by:



Sue Mountstevens
Chair of Trustees
Quartet Community Foundation

Date: 29 September 2021

Independent Auditors' Report to the Members of Quartet Community Foundation

Opinion

We have audited the financial statements of Quartet Community Foundation (the 'Charity') for the year ended 31 January 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).
In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 January 2021 and of the Charity's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.
Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.
Our responsibilities and the responsibilities of the members with respect to going concern are described in the relevant sections of this report.

Other information

The members are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.
We have nothing to report in respect of the following matters in relation to which we to report to you if, in our opinion:

- the Charity has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the Charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members

As explained more fully in the member's responsibilities statement, the members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
In preparing the financial statements, the members are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

- We have considered the nature of the sector, control environment and financial performance;
- We have considered the results of enquiries with management and members in relation to their own identification and assessment of the risk of irregularities within the entity; and

- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.
- we have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, FRS 102 and the terms and conditions attaching to material grants and donations received by and made by the Charity.

In addition, we considered the provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Performing detailed transactional testing in relation to the recognition of revenue, with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments.

We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Joseph Scaife FCA DChA (Senior Statutory Auditor)
for and on behalf of

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

Date: 7/10/21

Quartet Community Foundation

Statement of financial activities

For the year ended 31 March 2021

	Note	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	**2021 Total £**	2020 Total £
Income and endowments from:						
Donations and legacies						
Donations and gifts	3	1,367,305	5,057,190	10,244,108	**16,668,603**	13,753,409
Gifts in kind	4	1,000	-	-	**1,000**	8,800
Other trading activities						
Consultancy and other income		19,882	-	-	**19,882**	43,074
Investments						
Investment properties	5	41,747	42,545	4,067	**88,359**	91,914
Investment income	6	(71,693)	200,464	-	**128,771**	58,936
Total income and endowments		1,358,241	5,300,199	10,248,175	**16,906,615**	13,956,133
Expenditure on:						
Raising funds						
Communications and publicity		92,028	-	-	**92,028**	152,518
Consultancy		18,391	-	-	**18,391**	21,194
Community Leadership		45,026	-	-	**45,026**	19,886
Philanthropy services		100,876	-	-	**100,876**	94,889
Employer Engagement Project		21,990	-	-	**21,990**	40,422
Fund development		18,887	-	-	**18,887**	28,602
Investment management costs		3,459		116,871	**120,330**	46,999
Investment properties	5	31,837	-	-	**31,837**	11,555
Charitable activities						
Draw-downs				30,000	**30,000**	486,885
Grants payable	11	-	5,199,824	-	**5,199,824**	3,929,877
Support costs of grants programme		512,321	287,969	-	**800,290**	482,997
Total expenditure	7	844,815	5,487,793	146,871	**6,479,479**	5,315,824
Net (expenditure) / income before gains and losses		513,426	(187,594)	10,101,304	**10,427,136**	8,640,309
Net gains on investments	13,14	17,836	1,222,413	7,810,547	**9,050,796**	(1,713,307)
Net income		531,262	1,034,819	17,911,851	**19,477,932**	6,927,002
Transfers between funds	23	(841,044)	856,863	(15,819)		-
Net movement in funds	8	(309,782)	1,891,682	17,896,032	**19,477,932**	6,927,002
Reconciliation of funds:						
Total funds brought forward		1,309,422	2,772,170	38,716,067	**42,797,659**	35,870,657
Total funds carried forward		999,640	4,663,852	56,612,099	**62,275,591**	42,797,659

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 and 25 to the financial statements.

Quartet Community Foundation

Summary income and expenditure account

For the year ended 31 March 2021

	All income funds 2021 £	funds 2020 Total £
Income from:		
Donations and legacies		
Donations and gifts	**6,424,495**	4,897,597
Gifts in kind	**1,000**	8,800
Other trading activities		
Consultancy and other income	**19,882**	43,074
Investments		
Investment properties	**84,292**	87,847
Investment income	**128,771**	58,936
Gains on investments	**1,240,249**	1,002,712
Gross income in the financial year	**7,898,689**	6,098,966
Expenditure on:		
Raising funds		
Communications and publicity	**92,028**	152,518
Consultancy	**18,391**	21,194
Community Leadership - New	**45,026**	19,886
Donor services	**100,876**	94,889
Employer Engagement Project - New	**21,990**	40,422
Fund development	**18,887**	28,602
Investment management costs	**3,459**	2,959
Investment properties	**31,837**	11,555
Charitable activities		
Grants payable	**5,199,824**	3,929,877
Support costs of grants programme	**800,290**	482,997
Gross expenditure in the financial year	**6,332,608**	4,784,899
Net income / (expenditure) before tax for the financial year	**1,566,081**	1,314,067
Tax payable	**-**	-
Net income / (expenditure) for the financial year	**1,566,081**	1,314,067

The income and expenditure account is derived from the Statement of Financial Activities which, together with the accounting policies and notes, provides information of the movements during the year on all the funds of the Foundation.

Quartet Community Foundation

Balance sheet

As at 31 March 2021

	Note	£	2021 £	2020 £
Fixed assets				
Tangible fixed assets	12		**184,597**	110,955
Investments				
Property	13		**752,000**	837,620
Other	14		**54,887,958**	31,160,084
			55,824,555	32,108,659
Current assets				
Debtors	15	**754,737**		923,995
Cash at bank and in hand		**6,675,763**		10,296,419
		7,430,500		11,220,414
Liabilities				
Creditors: amounts falling due within 1 yr	16	**(979,464)**		(531,414)
Net current assets			**6,451,036**	10,689,000
Net assets	18		**62,275,591**	42,797,659
Funds				
Capital funds				
Endowment funds	24		**56,612,099**	38,716,067
Revenue funds	25			
Restricted funds			**4,663,852**	2,772,170
Unrestricted funds			**999,640**	1,309,422
Total charity funds			**62,275,591**	42,797,659

Approved by the trustees on 29 September 2021 and signed on their behalf by

Sue Mountstevens - Chair of Trustees

Sue Blatchford - Trustee

Quartet Community Foundation

Statement of cash flows

For the year ended 31 March 2021

	Note	2021 £	2020 £
Cash generated by operating activities:			
Net cash generated by operating activities	23	**10,843,670**	8,623,378
Cash flows from investing activities:			
Dividends, interest and rents from investments		**217,130**	150,850
Purchase of tangible fixed assets		**(29,317)**	(7,050)
Proceeds from the sale of investments		**5,527,509**	13,748,202
Cash movement on investments		**(51,751)**	764,289
Purchase of investments		**(20,127,897)**	(16,141,774)
Net cash used by investing activities		**(14,464,326)**	(1,485,483)
Increase in cash and cash equivalents in the year		**(3,620,656)**	7,137,895
Cash and cash equivalents at the beginning of the year		**10,296,419**	3,158,524
Cash and cash equivalents at the end of the year		**6,675,763**	10,296,419

1. General information

Quartet Community Foundation is a grant-making charitable company. It is part of a network of 46 quality accredited Community Foundations that match those who want to give money locally to charities and organisations that are working to improve local communities.

Quartet Community Foundation is a private company limited by guarantee and a registered charity. It is registered in England and Wales. The address of the registered office is Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Statement of compliance

The financial statements of Quartet Community Foundation have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102"), the Charities SORP FRS 102 and the Companies Act 2006.

Summary of significant accounting policies

a) Basis of preparation

These financial statements have been prepared on a going concern basis, under the historical cost convention, as modified by the revaluation of investments and investment properties which have been measured at fair value through the profit and loss.

The preparation of financial statements in conformity with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the charitable company's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1 (o).

Quartet Community Foundation 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 note(s).

b) Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named on page 3. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

c) Funds 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. However all general funds relating to grant giving have now been classified as restricted.

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.

Endowment funds are funds which are held on trust to be retained for the benefit of Quartet as a capital fund. Where the trustees must permanently maintain the whole of the fund it is referred to as permanent endowment and such a fund cannot normally be spent as if it were income. Where the trustees have a power of discretion to convert endowed capital into income, it is referred to as expendable endowment.

c) Funds accounting (continued)

With the exception of the Community First endowment funds, the Charity's endowment funds are invested equally between CCLA Ethical Investment Fund and Rathbones, the Rathbones element is invested in a bespoke portfolio. In relation to these funds, the trustees operate a "total return" policy (capital growth and yield) and approve 4.5% to be transferred from the endowment fund to the grant making funds. Where the income yields fell short of 4.5%, a top-up was made by reducing the capital gains or increasing the capital losses (as appropriate) of the share portfolio.

The Community First endowment funds are held in a unitised investment fund managed by CCLA. CCLA in January 2018 have taken the decision to operate the Community First funds on a total return policy (Capital Growth and Yield). The remit of the fund is to achieve an income return of approximately 4% while still maintaining the capital value of the fund.

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

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party. A corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Legacies are accounted for on a receivable basis. Pecuniary legacies are recognised following formal notification from the estate. Residuary legacies are recognised only when Quartet's interest can be measured, which is normally on grant of probate.

e) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attached are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Discretionary grants awarded within this financial year are shown as restricted expenditure - a change from previous years where shown as unrestricted expenditure.

All resources expended are inclusive of irrecoverable VAT.

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. The basis of allocation of support and governance costs is shown in note 7.

g) Going concern basis of accounting

The Charity produces annual budgets which take into account expected changes in the funding streams and which demonstrate that the charity will be able to continue to operate. The coronavirus pandemic has had a profound effect on the global economy but as described in our trustees report, we had prepared for an unknown future crisis over the past few years and were therefore able to swing into action very quickly as a trusted recipient of donations. Our staff have been fully employed during the crisis processing those donations. As a result we have produced revised forecasts and cash flows to demonstrate to the trustees that the charity has sufficient cash reserves to continue as a going concern for a period of at least 12 months from the date on which these financial statements were approved.

h) Investments

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

i) Investment Properties

Royal Oak House, is mixed use property which is primarily held for investment purposes but also provides head office accommodation for the charitable company. In line with FRS 102, the owner-occupied portion of the building is classified as a tangible fixed asset and the tenant-occupied portion is classified as an investment property. Depreciation is charged on the owner-occupied portion in line with the charitable company's accounting policy in note 1 (j). The investment portion of the property is not depreciated. A formal revaluation of Royal Oak House is undertaken annually by appointed commercial real estate advisors, currently appointed are Colliers International, and investment method of valuation used is Fair Value of the property.

j) Tangible fixed assets and depreciation

Expenditure on the acquisition, enhancement and installation of tangible fixed assets is capitalised and included in the balance sheet at cost. Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, on a monthly basis as follows:-

Freehold buildings	2% pa
Fixtures and fittings	20% pa
Computer equipment	33% pa

Fixed assets are capitalised if the cost exceeds £500 per item.

k) Debtors

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

l) Cash at bank and in hand

Cash at bank and cash 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.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) 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.

o) Critical accounting judgements in applying the entity's accounting policies

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(i) The company has elected to use the previous UK GAAP valuation of certain items of land and buildings as the deemed cost on transition to FRS 102. The items are being depreciated from the date of transition (1 April 2014) in accordance with the charitable company's accounting policies.

Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. Prior year comparatives

	Unrestricted revenue funds £	Restricted revenue funds £	Endowment funds £	2020 Total £
Income and endowments from:				
Donations and legacies				
Donations and gifts	1,342,882	3,554,715	8,855,812	13,753,409
Gifts in kind	8,800	-	-	8,800
Other trading activities				
Consultancy and other income	43,074	-	-	43,074
Investments				
Investment properties	45,663	42,184	4,067	91,914
Investment income	(55,272)	114,208	-	58,936
Total income and endowments	1,385,147	3,711,107	8,859,879	13,956,133
Expenditure on:				
Raising funds				
Communications and publicity	152,518	-	-	152,518
Consultancy	21,194	-	-	21,194
Community Leadership - New	19,886	-	-	19,886
Donor services	94,889	-	-	94,889
Employer Engagement Project - New	40,422	-	-	40,422
Fund development	28,602	-	-	28,602
Investment management costs	2,959	-	44,040	46,999
Investment properties	11,555	-	-	11,555
Charitable activities				
Grants payable	232,911	3,696,966	-	3,929,877
Draw-downs	-	-	486,885	486,885
Support costs of grants programme	394,010	88,987	-	482,997
Total expenditure	998,946	3,785,953	530,925	5,315,824
Net (expenditure) / income before gains and losses	386,201	(74,846)	8,328,954	8,640,309
Net gains on investments	143,165	859,547	(2,716,019)	(1,713,307)
Net income	529,366	784,701	5,612,935	6,927,002
Transfers between funds	255,202	(56,961)	(198,241)	-
Net movement in funds	784,568	727,740	5,414,694	6,927,002

3. Donations and gifts

Material donations from institutions (greater than 5% of the total) have been received from:

	2021 Total £	2020 Total £
Henry Smith	-	389,800
Gannett Foundation	-	134,512
Bank of Ireland	6,049,069	229,245
Bristol Community Health Fund	562,500	750,000
Bristol Community Health Fund Endowment	-	1,550,000
North Somerset Community Partnership Endowment	3,750,000	4,200,000
Osborne Clarke	100,000	100,000
National Lottery Community	264,500	173,000
Pople Charitable Trust Revenue Fund	122,000	100,000
Thrings Solicitors Fund	133,326	104,755
Mohn Westlake Foundation	200,000	200,000
Wesleyan Foundation	49,500	132,000
Wessex Water	1,078,905	-

The charity received the following government grants:

	2021 Total £	2020 Total £
Bristol City Council	200,000	275,000
BSBT	-	232,331
CJRS	3,614	-
National Emergency Trust	280,973	-
DCMS	174,900	100,000
	659,487	607,331

There are no unfulfilled conditions in respect of the government grants disclosed above (2019: none). The charity did not benefit from any other forms of government assistance during the year (2019: none).

4. Gifts in kind

We are grateful to the following organisations for their support during the year:

- Bank of Scotland for banking services;

We estimate that the costs saved by Quartet of providing these services amounts to £1,000 (2020: £8,800).

We are grateful for the help provided by our volunteers, especially members of our committees, grants advisory panels and task groups.

5. Investment properties

	Unrestricted £	Restricted £	Endowment £	2021 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	**1,000**
Investment income	41,747	41,545	4,067	**87,359**
	41,747	42,545	4,067	**88,359**
Expenditure				
Depreciation of fixtures and fittings	12,375	-	-	**12,375**
Running costs	19,462	-	-	**19,462**
	31,837	-	-	**31,837**
Net income	9,910	42,545	4,067	**56,522**

During the year, sundry costs were incurred in respect of the maintenance of the buildings. In 1999, the trustees obtained Charity Commission approval to a loan of £122,000 from Quartet's permanent endowment fund to complete the refurbishment of Royal Oak House. This is to be repaid in 30 instalments with the final instalment due in October 2032.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2020 Total £
Income				
Tenants' contributions to future maintenance and repairs	-	1,000	-	1,000
Investment income	45,663	41,184	4,067	90,914
	45,663	42,184	4,067	91,914
Expenditure				
Depreciation of fixtures and fittings	10,222	-	-	10,222
Running costs	1,333	-	-	1,333
	11,555	-	-	11,555
Net income	34,108	42,184	4,067	80,359

6. Investment income

	Unrestricted £	Restricted £	Endowment £	2021 Total £
Allocation of investment income from endowment	(90,074)	200,464	-	**110,390**
Interest on current accounts	18,381	-	-	**18,381**
Total investment income	(71,693)	200,464	-	**128,771**

Quartet takes 4.5% total return from capital gain and reinvest the dividend earned into the investment.

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2020 Total £
Allocation of investment income from endowment	(82,850)	114,208	-	31,358
Interest on current accounts	27,578	-	-	27,578
Total investment income	(55,272)	114,208	-	58,936

All resources expended are inclusive of irrecoverable VAT.

7. Analysis of total expenditure

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	**2021 Total £**
Communications and publicity	15,592	-	76,436	**92,028**
Consultancy	-	-	18,391	**18,391**
Community Leadership	-	-	45,026	**45,026**
Philanthropy services	-	-	100,876	**100,876**
Draw-downs	30,000	-	-	**30,000**
Employer Engagement Project (City Funds)	1,139	-	20,851	**21,990**
Fund development	-	-	18,887	**18,887**
Grants payable	-	5,199,824	-	**5,199,824**
Investment management costs	116,871		3,459	**120,330**
Investment properties	19,462		12,375	**31,837**
Support costs of grants programme	-	287,969	512,321	**800,290**
Total resources expended	183,064	5,487,793	808,622	**6,479,479**

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	**2021 Total £**
Communications and publicity	9.60%	57,295	3,659	6,694	5,435	856	2,497	**76,436**
Consultancy	2.37%	14,157	904	1,654	1,343	212	617	**18,887**
Civic Influence (Community Leadership	5.66%	33,752	2,156	3,943	3,200	504	1,471	**45,026**
Philanthropy services	12.67%	75,614	4,829	8,834	7,173	1,130	3,296	**100,876**
Draw-downs	Specific	-	-	-	-	-	-	**-**
Employer Engagement Project	0.00%	-	-	-	-	-	-	**-**
Fund development	2.31%	13,784	879	1,611	1,309	207	601	**18,391**
Grants payable	Specific	-	-	-	-	-	-	**-**
Investment management costs	0.43%	2,592	166	303	246	39	113	**3,459**
Investment properties	Specific	-	-	-	-	12,375	-	**12,375**
City Funds	2.62%	15,629	998	1,826	1,483	234	681	**20,851**
Support costs of grants programme	64.34%	384,020	24,526	44,867	36,430	5,740	16,738	**512,321**
Total		596,843	38,117	69,732	56,619	21,297	26,014	**808,622**

7. Analysis of total expenditure (prior period comparative)

Costs by charitable activity	Activities undertaken directly £	Grant funding of activities £	Support & governance costs £	2020 Total £
Communications and publicity	51,093	-	101,425	**152,518**
Consultancy	-	-	21,194	**21,194**
Community Leadership - New	-	-	19,886	**19,886**
Philanthropy services	-	-	94,889	**94,889**
Draw-downs	486,885	-	-	**486,885**
Employer Engagement Project - New	8,838	-	31,584	**40,422**
Fund development	5,000	-	23,602	**28,602**
Grants payable	-	3,929,877	-	**3,929,877**
Investment management costs	44,040	-	2,959	**46,999**
Investment properties	1,333	-	10,222	**11,555**
Support costs of grants programme	1,450	88,987	392,560	**482,997**
Total resources expended	598,639	4,018,864	698,321	**5,315,824**

7. Analysis of total expenditure (prior period comparative) con't

Allocation of support and governance costs by activity	Basis of allocation %	Staff costs £	Property costs £	Office costs £	Other costs £	Depreciation £	Governance £	**2020 Total £**
Communications and publicity	10.83%	76,452	3,451	12,331	7,504	563	**1,124**	**101,425**
Consultancy	6.47%	15,975	721	2,577	1,568	118	235	**21,194**
Community Leadership - New	4.08%	14,990	677	2,418	1,471	110	220	**19,886**
Philanthropy services	22.91%	71,525	3,229	11,536	7,019	528	1,052	**94,889**
Draw-downs	Specific	-	-	-	-	-	-	**-**
Employer Engagement Project - New	9.41%	23,807	1,075	3,840	2,337	175	350	**31,584**
Fund development	5.03%	17,790	801	2,870	1,747	132	262	**23,602**
Grants payable	Specific	-	-	-	-	-	-	**-**
Investment management costs	0.70%	2,230	101	360	219	16	33	**2,959**
Investment properties	Specific	295,902	-		-	10,222	-	**306,124**
Support costs of grants programme	40.57%		13,357	47,725	29,044	2,180	4,352	**96,658**
Total		518,671			50,909	14,044	7,628	**698,321**

7. Analysis of total expenditure (continued)

Staffing and support costs: Quartet receives some donations in support of its running costs. In addition, some donors to Quartet's endowment have specified that the investment income from their funds should be used to support Quartet's running costs. All such income has been treated as unrestricted.

The costs are allocated to the following activities mainly according to the staff time spent:

- **Communications and publicity:** Promoting Quartet's services as an effective vehicle to manage local charitable giving. Raising awareness of Quartet's services (grant-making and fund management) and the needs of local communities.
- **Fund development:** Activities to increase the funding available for charities in the West of England.
- **Philanthropy services:** Providing advice to donors and managing funds on their behalf, including investment of endowment funds. During the year Quartet managed 357 named funds, which incudes 53 flow through funds and 9 funds building to 'named fund' status.
- **Consultancy:** Costs incurred in relation to the provision of consultancy services provided to Gloucestershire Community Foundation and others.
- **Investment management costs:** Checking and monitoring investment performance and reviewing effect of total return policy.
- **Support costs of grant programme:** Includes staff time spent in assessing, allocating and monitoring grants made together with appropriate administrative backing. Outreach activities, to promote the grants programme and support organisations applying for funds. Details of grants made are provided in note 26.

8. Net movement in funds

This is stated after charging:

	2021	2020
	£	£
Depreciation	**21,295**	14,044
Operating lease rentals - plant and machinery	**5,970**	7,287
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	12,750	9,800
▪ Other services	Nil	Nil

9. Staff costs and numbers

Staff costs were as follows:

	2021	2020
	£	£
Salaries and wages	**517,368**	451,743
Social security costs	**39,918**	39,020
Pension costs	**19,274**	19,747
HSF Health Plan	**692**	667
Total employment costs	**577,252**	511,177
Consultants and secondees	**15,976**	7,494
	593,228	518,671

The key management personnel of the charity comprise the trustees, the Chief Executive Officer and Senior Management Team. The total employee benefits of the key management personnel of the charity were £192,711 (2020: £226,798).

One employee earned £60,000 - £70,000 during the year (2020: None).

No employee earned £70,000 - £80,000 during the year (2020: One).

The average head count during the reporting year was 19 (2020:17). The average number of full time equivalent employees during the year was 16 (2020:14).

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

11. Grants payable

The amount payable in the year comprises:

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total £
Foundation grants:				
Quartet's grants programme	-	4,850,849	-	**4,850,849**
Special advised	-	-	-	-
Sub-total	-	4,850,849	-	**4,850,849**
Donor directed grants	-	396,508	-	**396,508**
Lapsed and returned grants	-	(47,534)	-	**(47,534)**
Total grants payable	-	5,199,823	-	**5,199,823**

Prior period comparative:	Unrestricted £	Restricted £	Endowment £	2020 Total £
Foundation grants:				
Quartet's grants programme	232,911	1,485,506	-	1,718,417
Special advised		945,829	-	945,829
Sub-total	232,911	2,431,335	-	2,664,246
Donor directed grants	-	1,306,143	-	1,306,143
Grant of asset	-	-	-	-
Lapsed and returned grants	-	(40,512)	-	(40,512)
Total grants payable	232,911	3,696,966	-	3,929,877

Quartet's grants programme
Quartet's grants programme provides various levels of support as follows:

Express
Grants up to £5,000 for small local voluntary and community organisations where a small amount of funding can make a difference.

Catalyst
Grants of up to £60,000 available from charitable funds managed by Quartet which have been solicited by the donor.

Special advised
Grants of varying amounts up to £50,000 from charitable funds managed by Quartet which have to comply with criteria set by the donor.

Donor directed funds
Quartet also manages funds which give donors the flexibility to support national and international charities of their choice as well as local causes.

12. Tangible fixed assets

	Freehold property £	Royal Oak House fixtures & fittings £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2020	92,400	157,317	90,181	339,898
Additions in year	65,620	17,116	12,201	94,937
At 31 March 2021	**158,020**	**174,433**	**102,382**	**434,835**
Accumulated Depreciation				
At 1 April 2020	9,240	137,089	82,614	228,943
Charge for the year	3,051	12,374	5,870	21,295
At 31 March 2021	**12,291**	**149,463**	**88,484**	**250,238**
Net book value				
At 31 March 2021	**145,729**	**24,969**	**13,898**	**184,597**
At 31 March 2020	83,160	20,228	7,567	110,955

Freehold property consists the owner-occupied element of Royal Oak House.

13. Investment properties

Royal Oak House was purchased by the Foundation in 1998 and was refurbished during 1999-2000. Royal Oak House is a mixed use investment property. 20% of the property is occupied by Quartet for operational use and increase from 13.6% in 2020. In line with FRS 102 this portion of the property is classified as a tangible fixed asset and depreciated at 2% per annum. The remaining 80% is classified as an investment property and carried at fair value.

A formal revaluation of Royal Oak House was undertaken at 31 March 2021 by commercial real estate advisors Colliers International Ltd, Bristol, RICS registered valuer. Colliers International used the investment method of valuation and in their opinion the Fair Value of the property was £940,000 (of which 80%, or £752,000 relates to use as an investment property).

	2021 £	2020 £
Market value at 1 April 2020	**837,620**	824,600
Transfers	**(65,620)**	-
Unrealised investment gain / (loss)	**(20,000)**	13,020
Market value at 31 March 2021	**752,000**	837,620
Cost at 31 March 2021	**847,691**	847,691

14. Other investments

	2021	2020
	£	£
Quoted investments:		
Market value at 1 April 2020	**31,160,084**	30,924,500
Acquisitions at cost	**20,127,897**	16,141,774
Gift of shares	**24,939**	332,628
Disposals proceeds	**(5,527,509)**	(13,748,202)
Cash movements	**51,751**	(764,289)
Net gain/(loss) in the year	**9,050,796**	(1,726,327)
Market value at 31 March 2021	**54,887,958**	31,160,084
Cost at 31 March 2021	**46,131,763**	30,208,990
Analysis by geographical sector:		
Investment assets in the UK	**20,178,826**	15,472,468
Investment assets outside the UK	**34,709,132**	15,687,616
	54,887,958	31,160,084

15. Debtors

	2021	2020
	£	£
Gift aid receivable	**12,659**	278,690
Other debtors and prepayments	**742,078**	645,305
	754,737	923,995

16. Creditors : amounts falling within 1 year

	2021	2020
	£	£
Trade creditors	**30,155**	22,213
Taxation and social security	**13,571**	12,725
Other creditors	**62,104**	57,880
Accruals and deferred income	**107,899**	65,199
Grants payable	**765,735**	373,397
	979,464	531,414

17. Deferred income

	2021	2020
	£	£
At 1 April 2020	**19,816**	19,985
Deferred during the year	**17,795**	19,816
Released during the year	**(19,816)**	(19,985)
At 31 March 2021	**17,795**	19,816

Deferred income relates to Royal Oak House rent demanded in advance.

18. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	41,919	-	142,678	-	**184,597**
Investments - property	68,112	-	683,888	-	**752,000**
Investments - other	-		6,534,780	48,353,178	**54,887,958**
Debtors	140,501	4,216	-	610,020	**754,737**
Cash at bank and in hand	962,838	5,425,370	-	287,555	**6,675,763**
Creditors	(213,730)	(765,734)	-	-	**(979,464)**
Net assets at 31 March 2021	**999,640**	**4,663,852**	**7,361,346**	**49,250,753**	**62,275,591**

Prior year comparatives	Unrestricted funds	Restricted funds	Permanent endowment funds	Expendable endowment funds	**Total funds**
	£	£	£	£	**£**
Fixed assets	25,947	-	85,008	-	**110,955**
Investments - property	76,062	-	761,558	-	**837,620**
Investments - other	-	-	5,448,237	25,711,847	**31,160,084**
Debtors	92,121	134,329	-	697,545	**923,995**
Cash at bank and in hand	1,304,226	2,980,321	-	6,011,872	**10,296,419**
Creditors	(188,934)	(342,480)	-	-	**(531,414)**
Net assets at 31 March 2020	**1,309,422**	**2,772,170**	**6,294,803**	**32,421,264**	**42,797,659**

Sufficient resources are held to enable each fund to be applied in accordance with the restrictions imposed on it.

19. Share capital

Quartet is a company limited by guarantee and does not have share capital. The liability of members in the event of winding up is limited to an amount not exceeding £1 per member.

20. Other financial commitments

At the year end the charity had operating leases with total future minimum lease payments as follows:

	Plant & machinery	
	2021	2020
	£	£
Amount falling due:		
Within 1 year	**4,033**	7,287
Within 2 - 5 years	**9,271**	14,979
	13,304	22,266

21. Related party transactions

A number of trustees, and/or parties/organisations connected to them, have made donations to Quartet during the year. These donations amounted to £39,200 in the year (2020: £69,215). None of the individual donations were material to the individual/organisation or to Quartet. In addition, some trustees are connected to organisations that have benefited from grants distributed by Quartet during the year, but do not have any involvement in any grant panels or grant decisions, details as follows:

Connected organisation	**Grant awarded**	**Connected trustee**	**Position held**
Arnos Vale Cemetery	62,014	Julian Telling	Wife is a trustee
Creative Youth Network	4,952	Raj Kakar-Clayton	Trustee
Grateful Society	3,000	Julian Telling	Trustee
Society of Merchant Venturers	2,000	Jonathon Baker	Member
The Park Community Centre Ltd	6,100	Jonathon Baker	Director/Truste
YMCA Brunel Group	5,054	Ben Silvey	Senior

Consultancy income amounting to £3,400 was charged to the Society of Merchant Venturers during the year (2020: £3,400)

22. Connected charities

During the year, Quartet undertook a contract to provide a number of the back office administrative functions of Gloucestershire Community Foundation (GCF). The services provided, and the agreed fee for these services, are detailed in a service level agreement signed by both organisations. A patron of Quartet, Dame Janet Trotter DBE, is also the president of GCF but the two organisations do not have any trustees, or affiliated members, in common. Both organisations are members of UK Community Foundation.

Under guidelines of the Charities SORP, GCF is a "connected charity" as a number of Quartet's staff now have responsibility for delivering services on behalf of GCF.

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

	2021 £	2020 £
Net movement in funds	**19,477,932**	6,927,002
Adjustments for:		
Depreciation charges	**21,295**	14,044
Gift of shares	**(24,939)**	(332,628)
Gains on investments	**(9,030,796)**	1,713,307
Dividends, interest and rents from investments	**(217,130)**	(150,850)
Decrease / (increase) in debtors	**169,258**	498,283
Decrease / (increase) in creditors	**448,050**	(45,780)
Net cash generated by operating activities	**10,843,670**	8,623,378

24. Endowment funds

	At 1 April 2020 £	Net movement in funds £	(Losses) / gains on investments £	Transfers between funds £	At 31 March 2021 £
Permanent endowment					
Unrestricted endowment funds					
Discretionary (a)	956,837	4,128	184,618	-	**1,145,583**
Restricted endowment funds					
Field of interest (b)	1,469,669	(3,810)	283,099	-	**1,748,958**
Donor directed (c)	1,456,306	20,753	284,026	-	**1,761,085**
Foundation (d)	1,565,425	14,734	298,995		**1,879,154**
Total permanent endowment	**5,448,237**	**35,805**	**1,050,738**	**-**	**6,534,780**
Expendable endowment funds					
Unrestricted endowment funds					
Discretionary (e)	1,056,823	63,365	204,916	(114,969)	**1,210,135**
Restricted endowment funds					
Field of interest (f)	15,543,427	9,268,680	3,550,732	585,550	**28,948,389**
Donor directed (g)	5,289,610	122,878	1,007,528	6,600	**6,426,616**
Grassroots Endowment Challenge (h)	3,193,719	13,650	649,179	7,000	**3,863,548**
Community First Programme (i)	5,665,518	-	1,139,021		**6,804,539**
Foundation (j)	1,172,167	(3,074)	228,433	-	**1,397,526**
Royal Oak House (k)	846,566	-	(20,000)	-	**826,566**
Legacy Provision	500,000	600,000	-	(500,000)	**600,000**
Total expendable endowment funds	33,267,830	10,065,499	6,759,809	(15,819)	**50,077,319**
Total endowment funds	**38,716,067**	**10,101,304**	**7,810,547**	**(15,819)**	**56,612,099**

Named endowment funds are at the heart of Quartet's work. These funds are invested to maintain their real value and generate income which is spent in accordance with the donors' wishes. Grants are made in the name of the donor if required. Quartet offers various types of named funds.

(a) and (e) Discretionary
Grants are allocated at the trustees' discretion to meet current community needs. All grants allocated are from general grantmaking funds which are classified as restricted.

(b) and (f) Field of interest
The donor specifies a field of interest to support work such as work with young people or a particular geographical area within the West of England.

(c) and (g) Donor directed
The donor chooses which projects to support.

24. Endowment funds (continued)

(d) and (j) Foundation
Income from the fund is used to support Quartet's core activities and contribute to its development.

(h) Grassroots Endowment Challenge
The government introduced the Grassroots Endowment Challenge during 2008-9 to encourage local people and companies to give to their local communities. For a 3 year period the government matched all new endowment donations by 50% up to an agreed annual level. The funds will be used to provide grants of up to £5,000 to local voluntary and community groups with income of less than £20,000.

(i) Community First Programme
The government introduced the Community First Programme during 2011-12 to encourage local people who want to make change possible and who want to support their local community. Up to 31 March 2012, the government matched all new endowments by 100% and from 1 April 2012 until 31 March 2015, the government matched all new endowment donations by 50%. Thereafter the government matched funding will be at an agreed annual level. The funds will be used to provide grants to local voluntary and community groups which reflect the donor's priorities.

(k) Royal Oak House
Expendable endowments have been invested in property owned by Quartet.

(l) Legacy provision
Received legacy from R W Barnes estate and invested into the RW Barnes Fund the value of £500k, and new notification of Buston bequeathed upto £600k of her estate to Quartet.

The permanent endowment funds are those of a separate charity, The Greater Bristol Foundation Permanent Endowment Fund. The Charity Commission has given a Uniting Direction under section 96(5) of the Charities Act 1993 which enables the Greater Bristol Foundation Permanent Endowment Fund to be treated as part of the main charity, Quartet Community Foundation. Accordingly the two charities have been linked under the same charity registration number.

The purposes of the funds, as well as the detailed composition of the endowment funds balances, are shown below.

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £198,241 (2019: £7,482)

Permanent endowment

	Number of funds	Purpose of fund	2021 £	2020 £
(a) Discretionary	10	Discretionary grant-making	1,145,583	956,837
(b) Field of interest	2	Disability	433,285	364,114
	4	Education and training	429,416	360,860
	1	Elderly people	26,881	22,590
	4	Poverty/homelessness	478,876	402,381
	5	Young people	380,500	319,724
(b) Field of interest	16		1,748,958	1,469,669
(c) Donor directed	10	Donor directed	1,761,085	1,456,306
(d) Foundation	10	Quartet staffing & support costs	1,879,154	1,707,916

24. Endowment funds (continued)

Expendable endowment

	Number of funds	Purpose of fund	2021 £	2020 £
(e) Discretionary	19	Discretionary grant-making	1,210,135	1,056,823
(f) Field of interest	8	Education and training	1,811,343	997,753
	1	Safer community environments	54,945	46,173
	8	North Somerset	8,917,293	4,527,724
	11	Bath & North East Somerset	542,428	437,070
	3	Elderly people	997,038	839,292
	23	Young people	3,050,189	2,557,925
	33	Other field of interest	13,575,153	6,137,490
(f) Field of interest	82		28,948,389	15,543,427
(g) Donor directed	26	Donor directed	6,426,616	5,289,610
(h) Grassroots Challenge	51	Small/local voluntary groups	3,863,548	3,193,719
(i) Community First Programme	71	Small/local voluntary groups	6,804,539	5,665,518
(j) Foundation	4	Quartet staffing & support costs	1,397,526	1,172,167
(k) Royal Oak House	1	Donor directed and Quartet staffing & support costs	846,566	846,566
(l) Legacy Provision		R W Barnes	0	500,000
	1	Buston Legacy	600,000	-

25. Revenue funds

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2020	1,309,422	2,772,170	4,081,592
Net movement in funds	513,426	(187,595)	325,831
Realised and unrealised investment gains	17,836	1,222,413	1,240,249
Transfers	(841,044)	856,863	15,819
Balance at 31 March 2021	**999,640**	**4,663,851**	**5,663,491**

25. Revenue funds (continued)

The revenue fund movements during the year can be analysed as follows:

	At 1 April 2020 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2021 £
Unrestricted income funds					
Staffing and support costs	807,954	518,943	17,836	(345,093)	**999,640**
Designed Quartet funds	90,411	(5,517)	-	(84,894)	**-**
Discretionary (a)	411,057	-	-	(411,057)	**-**
Total unrestricted income funds	**1,309,422**	**513,426**	**17,836**	**(841,044)**	**999,640**

	At 1 April 2020 £	Net movement in funds £	Gains / losses on investments £	Transfers between funds £	At 31 March 2021 £
Restricted income funds					
Discretionary (a)	-	(216,854)	71,896	881,804	**736,846**
Donor directed (b)	574,856	541,717	138,283	(171,293)	**1,083,563**
Field of interest (c)	1,572,410	(424,618)	853,227	176,107	**2,177,126**
Foundation (j)	-	(68,677)	68,677	-	**-**
Grassroots Endowment (h)	79,075	11,380	90,330	(8,989)	**171,796**
Community First Programme (i)	513,219	(31,427)	-	(20,766)	**461,027**
Royal Oak House maintenance	32,610	884	-	-	**33,494**
Total restricted revenue funds	**2,772,170**	**(187,595)**	**1,222,413**	**856,863**	**4,663,851**
Total revenue funds	**4,081,592**	**325,831**	**1,240,249**	**15,819**	**5,663,491**

Transfers
During the year a number of transfers were made between the expendable endowment funds and the revenue grant funds. The net value of these transfers was £15,819 (2020: £198,241)

The detailed revenue grants fund balances are as follows:

Restricted grant funds

	Number of funds	Purpose of fund	2021 £	2020 £
(a) Discretionary	47	Discretionary grant-making	**736,846**	411,057
(b) Donor directed	45	Donor directed	**1,083,563**	574,856

25. Revenue funds (continued)

(c) Field of interest	38	Young people	**407,333**	280,148
	19	Education	**70,678**	34,944
	20	Bristol	**919,125**	926,377
	10	North Somerset	**92,060**	51,885
	3	Sport	**13,233**	5,109
	7	Poverty/homelessness	**111,827**	30,169
	12	Bath & North East Somerset	**21,729**	6,692
	15	Environment	**47,992**	74,520
	4	Disability	**32,963**	4,345
	9	Elderly people	**104,298**	18,397
	31	Other field of interest	**355,887**	139,824
(c) Field of interest	168		**2,177,125**	1,572,410
(h) Grassroots Endowment Challenge	38	Small & local voluntary groups	**171,796**	79,075

	Number of funds	Purpose of fund	2021 £	2020 £
(i) Community First Programme	19	Small & local voluntary groups	**461,027**	513,219

26. Grants payable

The total number and value of grants payable, analysed by grant beneficiary, is as follows:

Payable to institutions	Number	**2021** **£**	2020 £
Disadvantaged communities	70	**411,476**	951,459
Children and young people	272	**1,217,631**	1,178,428
Families	56	**249,106**	194,561
People with disabilities / health difficulties	148	**791,200**	558,073
People in poverty / on low incomes	102	**605,169**	418,741
Minority communities	78	**566,951**	502,696
Older people	82	**367,665**	114,937
Other	1	**7,650**	10,982
Community	127	**982,975**	-
	936	**5,199,823**	3,929,877

The largest grants (£5,000 or more) paid during the year are listed below:

Name	**Amount** **£**
1625 (8 grants totalling)	£28,073
A Place of Possibility (3 grants totalling)	£9,651
Access Sport (3 grants totalling)	£16,000
Addiction Recovery Agency	£5,000
Age UK Bath & North East Somerset (2 grants totalling)	£5,500
Age UK Bristol (4 grants totalling)	£34,298
Age UK Somerset	£15,000
Age UK South Gloucestershire (2 grants totalling)	£14,936
Aid Box Community	£10,000
Alabare Christian Care and Support	£5,000
Alive Activities (5 grants totalling)	£28,898
All-Aboard Watersports (3 grants totalling)	£20,188
Ambiltion Lawrence Weston (3 grants totalling)	£12,500
APE Project CIC (7 grants totalling)	£32,000
Ardagh Communityh Trust (4 grants totalling)	£27,021
Arnos Vale Cemetery Trust (2 grants totalling)	£62,014
Ashcombe Friends Association	£20,000
Ashley Community Housing (2 grants totalling)	£11,550
Aspiration Creation Elevation CIC	£5,000
Autism Independence	£39,700
Avon Wildlife Trust (3 grants totalling)	£34,690
Avonmouth Community Centre Association (3 grants totalling)	£56,874
Babassa (3 grants totalling)	£25,500
BAND Bristol Association for Neighbourhood Daycare	£5,000
Bath & District Citizens Advice Bureau (3 grants totalling)	£49,174
Bath & District Samaritans	£10,000
Bath Area Play Project (2 grants totalling)	£14,834
Bath City Farm (4 grants totalling)	£25,758
Bath Ethnic Minority Senior Citizens' Association (2 grants totalling)	£13,800

26. Grants payable (continued)

Name	
Bath Mind (4 grants totalling)	£26,330
Bath Rugby Community Foundation (2 grants totalling)	£30,000
Bath Share & Repair (2 grants totalling)	£5,351
Bath Youth for Christ (One Eighty) (3 grants totalling)	£12,130
Bathampton Community Co-operative Ltd (Dry Arch Growers)	£5,000
Bibic	£5,000
Black Families Education Support Group	£9,956
Black South West Netwrok (9 grants totalling)	£85,040
Black* Artists on the Move (3 grants totalling)	£11,060
Black2Nature (2 grants totalling)	£7,500
Bluebell Care Trust (2 grants totalling)	£23,784
Borderlands	£5,000
Bournemouth Citizens Advice Bureau	£24,600
Bowel Cancer UK	£10,000
Brain Tumour Support (4 grants totalling)	£10,472
Brave Bold Drama CIC	£5,000
Brentry & Henbury Children's Centre Ltd (4 grants totalling)	£12,340
Bridge Foundation (3 grants totalling)	£22,500
Bridges for Communities (3 grants totalling)	£16,880
Brigstowe Project (2 grants totalling)	£9,420
Bristol & Avon Chinese Women's Group (2 grants totalling)	£8,000
Bristol & District Tranquilliser Project (2 grants totalling)	£5,250
Bristol 24/7	£5,000
Bristol and Bath Parks Foundation (2 grants totalling)	£5,580
Bristol Autism Support (3 grants totalling)	£13,716
Bristol Bike Project	£5,000
Bristol Children's Help Society (4 grants totalling)	£5,750
Bristol Citizens Advice Bureau (2 grants totalling)	£18,700
Bristol Horn Youth Concern (BHYC) (2 grants totalling)	£13,688
Bristol Hospitality Network	£10,000
Bristol Law Centre (4 grants totalling)	£18,684
Bristol Mind (3 grants totalling)	£13,000
Bristol North West Foodbank (2 grants totalling)	£6,500
Bristol Older People's Forum	£5,000
Bristol Refugee Rights (2 grants totalling)	£5,881
Bristol Somali Resource Centre (2 grants totalling)	£12,850
Bristol Women's Voice	£8,000
BS3 Community Development	£5,000
Care Forum (2 grants totalling)	£12,650
Carers Support Centre (3 grants totalling)	£15,934
Caring in Bristol (8 grants totalling)	£102,964
Centre for Sustainable Energy (4 grants totalling)	£32,495
Changes Bristol (2 grants totalling)	£11,794
Changing Faces	£5,000
Changing Tunes (2 grants totalling)	£5,500
CHAS Bristol - Churches Housing Aid Society (2 grants totalling)	£15,996
Children's Scrapstore (3 grants totalling)	£6,800
Christchurch Clevedon (2 grants totalling)	£5,000
Churchill & Langford Minibus Society	£10,000

26. Grants payable (continued)

Name	Amount £
Cintre (4 grants totalling)	£6,717
Citizens Advice Bridport and District	£6,600
Citizens Advice Central Dorset	£9,000
Citizens Advice Mendip	£6,300
Citizens Advice Sedgemoor	£9,000
Citizens Advice South Somerset	£17,400
Citizens Advice West Somerset	£5,400
Citizens Advice Wiltshire	£31,800
Clevedon Aid (2 grants totalling)	£7,500
Clevedon Community School	£20,000
Clevedon Men's Shed	£10,000
Clevedon YMCA (8 grants totalling)	£33,355
Coexist Community Kitchen CIC	£8,800
Community Foundation for Northern Ireland (2 grants totalling)	£58,600
Courtney Primary School Parent Teacher Association	£5,000
Create Together CIC (2 grants totalling)	£11,856
Creativity Works (nesa)	£5,000
Crisis Centre Ministries (7 grants totalling)	£22,000
CVS South Gloucestershire	£16,848
DigiLocal CIO (3 grants totalling)	£25,190
Dorset Wildlife Trust	£20,000
Easton & Lawrence Hill Neighbourhood Management	£15,372
Easton Christian Family Centre	£5,000
Easton Cowboys and Cowgirls Sports and Social Club	£5,000
Eastside Communty Trust (4 grants totalling)	£23,509
Ecowild	£9,825
Empowered Lives	£5,000
Escapeline	£12,510
Fareshare South West (5 grants totalling)	£62,500
Farmlink	£5,000
Feed the Homeless Bristol	£5,000
Feeding Bristol (4 grants totalling)	£73,667
First Steps (Bath) (4 grants totalling)	£10,297
Focus Counselling (2 grants totalling)	£7,292
Free Your Instinct	£39,100
Friends of Grove Park	£8,260
Friends of Hannah More Primary School (3 grantst totalling)	£10,352
Full Circle (4 grants totalling)	£73,138
Genesis Trust	£5,000
Grassroot Communities (2 grants totalling)	£40,474
Great Western Air Ambulance Charity (2 grants totalling)	£21,200
Green Community Travel	£5,000
Groundwork South Trust (5 grants totalling)	£43,054
Grow Batheaston	£5,000
Gympanzees (3 grants totalling)	£20,000
Hampshire & Isle of Wight Community Foundation	£5,560
Harbour	£5,000
Hartcliffe & Withywood Community Partnership (3 grants totalling)	£90,360
Heart of BS13 (3 grants totalling)	£23,250

26. Grants payable (continued)

Name	Amount £
Help Bristol's Homeless Charity (2 grants totalling)	£9,886
Henbury & Brentry Community Council	£5,000
Hillfields Family and Communty Trust (3 grants totalling)	£60,604
Home for Good (2 grants totalling)	£6,150
Ignite Life (4 grants totalling)	£16,000
Incredible Kids (3 grants totalling)	£7,300
InHope (2 grantst totalling)	£24,535
Inns Court Community Centre (The Mede) (2 grants totalling)	£11,200
Interculture (2 grants totalling)	£14,960
Jacari Bristol	£10,000
Jack Hazeldine Foundation	£9,190
Jessie May Trust (2 grants totalling)	£15,000
Jigsaw Thornbury CIC (3 grants totalling)	£19,496
Julian House (2 grants totalling)	£9,827
Julian Trust (2 grants totalling)	£5,350
Key4Life	£5,000
Keynsham Foodbank (2 grants totalling)	£10,000
Kids (3 grants totalling)	£8,590
Kinergy	£5,000
Kinsgmeadow Community Flat	£5,000
Knowle West Alliance	£5,866
Knowle West Health Association	£5,000
Knowle West Health Park (2 grants totalling)	£6,430
Knowle West Media Centre	£28,116
Learning Partnership West CIC (8 grants totalling)	£81,036
Life Cycle UK (4 grants totalling)	£18,300
Life Project (Bath) (2 grants totalling)	£13,196
Lifeskills (2 grants totalling)	£10,733
Lightyear Foundation	£5,000
Lockleaze Neighbourhood Trust	£29,000
Lockleaze Sports Centre (2 grants totalling)	£10,000
London Community Foundation (3 grants totalling)	£62,076
Lovewell (2 grants totalling)	£24,697
Lyde Green Community Association	£5,000
Malcolm X Community Centre	£25,000
Many Minds (2 grants totalling)	£12,730
Marmalade Trust	£39,950
Meadow Vale Community Association	£5,000
Mentoring Plus (2 grants totalling)	£15,000
Milestones Trust (7 grants totalling)	£13,087
Mind Your Music	£20,000
Misfits Theatre Company (5 grants totalling)	£13,033
Missing Link (2 grants totalling)	£20,500
Money Advice Trust	£10,000
Mothers for Mothers (4 grants totalling)	£14,000
Multicultural Friendship Association (2 grants totalling)	£8,000
Nailsea & District Community Transport (2 grants totalling)	£9,700
Nailsea Community Group CIC	£10,000
Nailsea Town Council	£5,000
NAOS (3 grants totalling)	£50,000

26. Grants payable (continued)

Name	Amount £
National Food Service Bristol CIC (3 grants totalling)	33,695
Network Counselling and Training (2 grants totalling)	14,914
North Bristol Advice Centre (3 grants totalling)	13,700
North Somerset Citizens Advice Bureau (4 grants totalling)	26,515
North Somerset Council (3 grants totalling)	15,000
North Somerset Parent Carers Working Together (NSPCWT) (2 grants totalling)	32,200
Nova Sports and Coaching (2 grants totalling)	7,713
Oasis Community Hub North Bristol (2 grants totalling)	15,555
Oasis Hub Bath (5 grants totalling)	19,292
Oasis-Talking Therapies (2 grants totalling)	10,000
Off the Record BANES (2 grants totalling)	9,300
Off the Record Bristol (5 grants totalling)	24,214
Oldbury Court Out of School Clubs Partnership	5,000
One 25 (4 grants totalling)	37,750
Osprey Outdoors Community Interest Company (5 grants totalling)	25,777
Our Way Our Say (2 grants totalling)	8,600
Park Centre (Kingswood)	8,800
Paul's Place (2 grants totalling)	10,500
PCC Christ Church Downend	5,000
Penny Brohn Cancer Care (4 grants totalling)	21,100
Portishead Youth Centre	5,000
Project Mama (3 grants totalling)	24,600
Purbeck Citizens Advice	5,400
Rainbow Centre	10,000
Real Photography	5,000
Redcatch Community Garden	8,100
Redmaids' High School	7,537
RICE; Research Institute for the Care of Elderly People	5,000
Room 13 Hareclive (4 grants totalling)	7,000
Royal West of England Academy (2 grants totalling)	6,000
Sea Mills Primary School PTFA	5,000
Second Step Housing Association (4 grants totalling)	34,120
Self Injury Support	39,678
Sims Hill Shared Harvest (2 grants totalling)	6,495
Social Mobility Business Partnership (2 grants totalling)	22,500
Somerset and Avon Rape & Sexual Abuse Support	5,000
South Bristol Advice Services (3 grants totalling)	14,371
South Bristol Consortium for Young People Ltd (4 grants totalling)	6,250
South Weston Activity Network (SWAN) (2 grants totalling)	9,500
Southern Brooks Community Partnership (3 grants totalling)	32,000
Southmead Development Trust (5 grants totalling)	16,700
Southmead Project (2 grants totalling)	5,384
Southside Family Project (3 grants totalling)	32,121
Spike Print Studio	5,000
Sporting Family Change (4 grants totalling)	24,164
Springboard Opportunity Group (2 grants totalling)	15,000
Square Food Foundation (2 grants totalling)	9,839
SSAFA Weston (2 grants totalling)	6,000
St Bernadette Breakfast & Out of School Club	5,000
St Joseph's RC Primary School	6,000
St Mungo's (3 grants totalling)	9,000
St Pauls Advice Centre Association (2 grants totalling)	5,700
St Werburghs City Farm	5,000
St Werburghs Community Association (2 grants totalling)	9,000
Step Together Volunteering (2 grants totalling)	14,790
Stepchange	17,553

26. Grants payable (continued)

Name	Amount £
Stepping Out Theatre	9,990
Studio Meraki	5,000
Sudanese Commujnity Association of Bristol	5,000
Swallow (3 grants totalling)	13,006
Talking Money (2 grants totalling)	18,500
The Albert Kennedy Trust (akt)	5,000
The Bath and North East Somerset Third Sector Group CIO (3SG) (2 grants totalling)	8,450
The Bristol Asperger Social Group	5,000
The Community Farm (2 grants totalling)	12,460
The Community Shop	5,000
The Haven (2 grants totalling)	10,000
The Hive Avon Ltd	9,319
The Junction Project	5,000
The Nelson Trust	5,000
The Park Community Centre Ltd (2 grants totalling)	6,100
The Pride of Bristol Trust	5,000
The Restore Trust	5,000
The School Kit Project (SKIP)	5,000
The Stable Café (4 grants totalling)	20,000
The Strawberry Line Café Project CIC (3 grants totalling)	30,100
Theatre Orchard Project (3 grants totalling)	16,500
Thornbury Media Community Interest Company (Thornbury Radio Gloss FM)	5,000
Time Bank Plus (2 grants totalling)	14,635
Trauma Recovery Centre (3 grants totalling)	14,985
Trinity Community Arts Ltd	10,000
Ujima Radio (2 grants totalling)	10,000
Unique Voice (6 grants totalling)	20,038
VANS - Wellbeing Collective	20,000
Vine Counselling and Pastoral Services (2 grants totalling)	10,000
Vision North Somerset	19,683
Voluntary Action North Somerset (4 grants totalling)	22,850
Warmley Rangers FC	5,000
We are Aware	6,700
We Care & Repair	32,000
WECIL	11,660
Wellspring Counselling (2 grants totalling)	25,000
Wellspring Settlement (2 grants totalling)	6,769
Wessex Rivers Trust	15,000
Westcountry Savings and Loans (Weston-super-Mare & District Credit Union Ltd	5,000
Weston-super-Mare Town Council	6,365
Wiltshire Wildlife Trust	20,000
Windmill Hill City Farm (2 grants totalling)	20,000
Womankind (3 grants totalling)	41,980
Womens Work Lab	5,000
Working Young	19,630
XTND - Improving Futures (2 grants totalling)	40,000
Yatton Youth Club (3 grants totalling)	5,999
Young Bristol (15 grants totalling)	79,270
Youth Connect South West (2 grants totalling)	9,726
Youth Moves (3 grants totalling)	6,898
Zion Bristol (2 grants totalling)	23,670
TOTAL	**4,696,388**

27. Financial instruments

	2021	2020
	£	£
Financial assets that are debt instruments measured at amortised cost comprise the following:		
Gift aid receivable	**12,659**	278,690
Other debtors and prepayments	**742,078**	645,305
Total	**754,737**	923,995
Financial liabilities measured at amortised cost comprise the following:		
Trade creditors	**30,155**	22,213
Taxation and social security	**13,571**	12,725
Other creditors	**62,104**	57,880
Accruals and deferred income	**107,899**	65,199
Grants payable	**765,735**	373,397
	979,464	531,414

The company has no foreign currency or interest rate derivative financial instruments.