

HARTCLIFFE AND WITHYWOOD COMMUNITY PARTNERSHIP

England & Wales · Charity number 1092914

Details

Other names HWCP

Status Registered

Legal form Charitable company

Company number [04167878](#)

Registered 2002-07-11

Register [View on the Charity Commission register](#)

Contact

Address Hwcp
The Symes Resource Centre
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Activities

Objects: THE CHARITY'S OBJECTS ("THE OBJECTS") ARE: A. THE PROMOTION OF URBAN REGENERATION IN AREAS OF SOCIAL AND ECONOMIC DEPRIVATION FOR THE PUBLIC BENEFIT IN THE CITY OF BRISTOL, AND IN PARTICULAR THE AREAS OF HARTCLIFFE AND WITHYWOOD, BY ALL OR ANY OF THE FOLLOWING MEANS AND SUCH OTHER MEANS AS MAY FROM TIME TO TIME BE DETERMINED SUBJECT TO THE PRIOR CONSENT OF THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES: I. THE RELIEF OF POVERTY IN SUCH WAYS AS MAY BE THOUGHT FIT; II. THE ADVANCEMENT OF EDUCATION AND LEARNING THROUGH TRAINING OR RETRAINING, AND PROVIDING OPPORTUNITIES FOR VOLUNTEERING. III. THE CREATION OF TRAINING AND EMPLOYMENT OPPORTUNITIES BY THE PROVISION OF WORKSPACE, BUILDINGS AND /OR LAND FOR THESE PURPOSES; IV. TO PROVIDE TRANSPORT FACILITIES IN AREAS OF SOCIAL AND ECONOMIC DEPRIVATION AND IN PARTICULAR IN HARTCLIFFE AND WITHYWOOD, FOR PEOPLE WHO HAVE SPECIAL NEED OF SUCH FACILITIES BECAUSE THEY ARE ELDERLY, POOR OR DISABLED, HAVE YOUNG CHILDREN, OR LIVE IN AREAS WHERE THERE ARE NO ADEQUATE PUBLIC TRANSPORT FACILITIES. V. THE PROVISION OR ASSISTANCE IN THE PROVISION OF RECREATIONAL FACILITIES FOR THE PUBLIC AT LARGE AND /OR THOSE WHO, BY REASONS OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES, HAVE NEED OF SUCH FACILITIES; VI. THE PROTECTION OR CONSERVATION OF THE ENVIRONMENT; VII. THE PROVISION OR ASSISTANCE IN THE PROVISION OF PUBLIC HEALTH FACILITIES AND CHILDCARE; VIII. THE PROMOTION OF PUBLIC SAFETY AND PREVENTION OF CRIME; B. TO DEVELOP THE CAPACITY AND SKILLS OF INDIVIDUALS IN SOCIALLY AND ECONOMICALLY DISADVANTAGED COMMUNITIES IN THE CITY OF BRISTOL, AND ESPECIALLY IN HARTCLIFFE AND WITHYWOOD IN SUCH A WAY THAT THEY ARE BETTER ABLE TO IDENTIFY, AND HELP MEET, THEIR NEEDS AND TO PARTICIPATE MORE FULLY IN SOCIETY. C. THE PROMOTION OF EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT BY CULTIVATING A SENTIMENT IN FAVOUR OF EQUALITY AND DIVERSITY.

Activities: HWCP works across communities on the southern edge of Bristol, including some with very high levels of multiple deprivations. HWCP is moving forward with a vision of a community and ethical business hub - The Symes Resource Centre, which has rooms for hire, the local public library and runs direct services for local people including community transport.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Recreation
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** AREAS OF SOCIAL AND ECONOMIC DEPRIVATION IN THE CITY OF BRISTOL, IN PARTICULAR THE AREAS OF HARTCLIFFE AND WITHYWOOD.
- Bristol City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£672,899	£729,436	£603,661	14
2024-03-31	£605,592	£655,739	£660,198	13
2023-03-31	£601,564	£562,345	£710,345	11
2022-03-31	£653,430	£520,220	£671,126	12
2021-03-31	£518,486	£495,296	£537,916	12

Trustees

Name	Role	Appointed
Helen Holland		2020-04-28
JANICE BOHIN		2018-02-06
Sue Walker		2019-07-08
TERRY WRIGHT		2019-06-17

Accounts

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2025**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2025

Company number	04167878	
Charity number	1092914	
Registered office and operational address	@symes Community Building Symes District Centre Peterson Avenue Hartcliffe Bristol BS13 0BE	
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: Janice Bohin Helen Holland Robert Page (resigned 31 July 2024) Karen Richards (resigned 29 August 2024) Rosa Targett (appointed 31 July 2024) Sue Walker Terry Wright	
Key management personnel	Carrie Chamberlin	Partnership Business Manager
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD	
Bankers	The Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT	Triodos Bank Deanery Road Bristol BS1 5AS

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

The trustees present their report and the audited financial statements for the period ended 31 March 2025.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Public Benefit

The trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Hartcliffe and Withywood Community Partnership (HWCP) is an organisation led by the community, representing and working on behalf of a community on the southern edge of Bristol. HWCP was established in 1998 to lead the regeneration of an area in South Bristol, which is among the 10% of most deprived wards in England. It is an isolated area of Bristol, known for its limited engagement with the rest of the city, as well as with its political and economic life. We work with a wide range of partners, from residents to local and national organisations, to help tackle some of the inter-generational health and poverty-related issues that exist in the area.

Our Vision

For all people in the communities we serve to have an equal chance to lead successful, healthy and happy lives.

Our Mission

HWCP is a community-led organisation that creates a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values

Our values underpin everything we do and influence how we work with and for the community.

- **Connecting People:** Bringing individuals together in various ways and settings so they feel connected and part of the community;
- **Supporting Collaboration:** Working with those who can pool resources and provide support in the area; and
- **Community Focused:** Prioritising community input to guide our work.

Our Place-Based Community Development Work

We are here to make Hartcliffe, Withywood, and surrounding areas places that work for everyone. We help ensure the community can make decisions on local issues, start activities, develop projects, and promote local partnership work.

We do this by:

- Creating pathways for people to engage in activities and opportunities that can improve their physical and mental health and wellbeing;
- Providing opportunities for community members to share their thoughts, opinions, and priorities; and
- Offering experiences and opportunities for young people to raise their aspirations and influence what matters to them.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

During this period, we aimed to address the following challenges:

- Social isolation;
- Apathy and disillusionment; and
- Lack of opportunities.

Connecting People

We aim to serve as a connector within the community, bringing people and organisations together to address or ease some of the challenges mentioned above.

In January 2024, two teenage boys from our neighbouring community (Knowle West BS4) were tragically killed, impacting both communities.

In response, we have collaborated with the Knowle West Health Park and Knowle West Alliance to help reduce the risk of escalation and to support the trauma experienced across both the BS13 and BS4 postcodes. As part of this effort, we have disseminated information through our community magazines (The Wham & The Knowledge), social media platforms, and websites.

As a leading BS13 organisation, we have created a platform to listen to our community by hosting and facilitating meetings, coffee mornings, and organising drop-in sessions with the Police to help close the gap in local people's views and opinions, while addressing issues arising from the incident.

Throughout the year, we have partnered with **over 50 organisations**, expanding opportunities for local people to access services and activities. This has helped break down barriers between different parts of the community and the services available to them.

Supporting Safe Spaces

We aim to support and provide a safe community space for people to seek support, make friends, grow skills and confidence, and take ownership of local solutions, by:

- Facilitating activities;
- Providing opportunities for people to volunteer;
- Providing opportunities for people to start new activities; and
- Signposting people to support and services.

All our staff across the organisation can signpost and refer people who come into the building asking for our help. During the year, we received **1,554 enquiries**, and we were able to provide the needed information and/or referrals to support activities or services within the community.

Symes Community Room

The Symes community room is a free-to-use space within our Resource Centre, for groups, organisations and community members. We have provided free space to over **20 community organisations**, held a total of **197 advice and support drop-in sessions**, and **391 community members** accessed these sessions.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

Organisations we have worked with:

- Watkins Solicitors
- South Bristol Advice Service
- Hawkspring
- Shelter
- Bristol Libraries
- NHS Talking Therapies
- Caring in Bristol
- Next Link
- Bristol City Council
- CHAS
- Bristol Family Hubs
- SENDAS

Long-term Collaboration

One of our very successful partnerships has been with Creative Shift. This is an art support programme that aims to help people feel well and improve their well-being. Participants are referred through social prescribing, local GPs, and other organisations. During the year, **31 referrals** were received, **21** members of the community attended, and 2 people are on the waiting list.

Skills Building for Young People

We aim to develop opportunities for young people to acquire new skills, build confidence, and achieve their aspirations, thereby enhancing their prospects and access to employment.

We support a programme of activities for children, young people, and families, both during term-time and the holidays. We work with others to ensure there is at least one activity per day during the week.

Over the last year, we have facilitated and/or supported **48** different types of regular community activities, including sports, dance, and creative arts. **2,439** people took part, and **265** for the first time. We supported **38** one-off sessions/events with **1,487** people attending.

In September 2023, we became the lead partner for the **Hartcliffe BMX Club**, which remains a firm favourite among the young. In 2024, we supported weekly sessions from April to October, regularly hosting over **20** young people.

Following the tragic incident that occurred in January 2025, we supported the “**Postcode Project**”, which involved **local schools** and **youth organisations** coming together to develop a programme aimed at preventing similar incidents in the future. Working alongside **25 young people** who had been identified as the most vulnerable and have the potential to be involved in “gang violence”, we have been able to hear firsthand their ideologies, and by using early intervention, we’ve been able to challenge and educate the young people across both communities. The project concluded with a three-day residential, which was positively received by all.

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, fortnightly e-news bulletin, and through social media, which can be accessed through this link: <https://hwcp.org.uk/wham/>.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

Building

The Symes Resource Centre offers office space for organisations providing support in South Bristol, as well as meeting space for organisations and groups.

We provide space to the following tenants:

- Hartcliffe Library
- Hawkspring, Drug & Alcohol support
- Next Link, Domestic Violence support
- NHS Dementia Partnership
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre

Community Transport - CATT

CATT Community Transport is a vital service designed to assist residents who face challenges accessing local public transport due to mobility or health-related issues. By offering a door-to-door service, CATT helps bridge the gap for individuals who may feel isolated or disconnected from essential services and community activities.

This service not only enhances mobility but also supports social inclusion, allowing individuals to engage more fully with their community and participate in local events, maintain their independence and thereby improve their overall quality of life.

During the year we've had over **400 individual members** and over **150 registered groups**, fulfilling on average **2,000 passenger journeys** every month to places such as, Community Centres, general shopping, days trips and group hires.

Structure, Governance and Management

The charity is a company limited by guarantee, and its governing documents are the Memorandum and Articles/Constitution.

The Board makes decisions about annual budgets and approves policies. The committee structure allows them to examine specific areas of responsibility. The Human Resources (HR) Committee and the Finance Committee continue to meet quarterly. The Health and Safety Committee meets twice a year. The Chair of each committee provides feedback to the board of trustees, highlighting any issues or decisions that need to be addressed. Salary reviews are conducted annually by the board; however, pay increases are not guaranteed and depend on the company's performance.

Financial Review

HWCP's financial position at the end of the reporting period (March 2025) remains satisfactory, as all projects are within budget, and we have an adequate level of reserves.

The trustees have implemented a reserves policy to ensure that the Charity maintains sufficient funds to continue its core activities in unpredictable circumstances, such as the withdrawal of funding or unexpected expenditure.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

At 31 March 2025, we have a General Fund of £299,816 which leaves a figure of £106,843 once the wind down costs are removed.

The trustees have allocated these reserves to mitigate against the following risks:

- £44,000 is allocated in case our main tenant does not renew their lease.

This leaves £62,843 to allocate in the 2025-26 budgets to mitigate against increased costs and any shortfalls whilst fundraising.

Designated Funds

The trustees have reviewed our current Designated Funds in line with our future plans:

- £46,987 for the purchase of replacement minibuses.
- £22,373 for major repairs to the building.

The trustees review and replenish designated funds as needed.

Financial risks are identified by the Partnership Business Manager, who then assesses them with the finance committee, which reports to the board so that any mitigating actions can be taken.

Our Future

We will continue to develop our plans to bring our services, support, and activities together seamlessly. This will help us maximise resources, knowledge, and skills efficiently, while also creating a vibrant and responsive environment.

We will talk to the community to help us identify our priorities.

We will ensure our organisational structure is fit for purpose, enabling us to deliver our services and support in a safe, efficient, and sustainable manner.

The key to building a stable future is working on the following areas:

- Continuing to develop our monitoring and evaluation framework so we can demonstrate impact, understand what works and where we need to focus our efforts;
- Develop ways to support our community transport service to ensure its sustainability;
- We will listen to the community, focusing on children and young people, as well as activities for adults, to reduce health inequalities;
- Fundraising for our community development initiatives, as outlined in our strategic plan; and
- Collaborate with partners in South Bristol within all sectors to share learning and resources, enabling us to build community resilience.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2025

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 4 September 2025 and signed on their behalf by

jbohin

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2025 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 its 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.

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 Auditor's 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 UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 7 to the financial statements, 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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees 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 trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 trustees 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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

William Guy Blake

Date: 4 September 2025

William Guy Blake ACA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2025

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income from:					
Donations and legacies	3	-	3,402	3,402	100
Charitable activities	4	373,012	287,357	660,369	592,837
Investments		-	7,771	7,771	5,670
Other income		-	1,357	1,357	6,985
Total income		<u>373,012</u>	<u>299,887</u>	<u>672,899</u>	<u>605,592</u>
Expenditure on:					
Raising funds		-	18,788	18,788	27,357
Charitable activities		<u>399,460</u>	<u>311,188</u>	<u>710,648</u>	<u>628,382</u>
Total expenditure	6	<u>399,460</u>	<u>329,976</u>	<u>729,436</u>	<u>655,739</u>
Net income / (expenditure)		(26,448)	(30,089)	(56,537)	(50,147)
Transfers between funds		<u>18,036</u>	<u>(18,036)</u>	<u>-</u>	<u>-</u>
Net movement in funds	7	(8,412)	(48,125)	(56,537)	(50,147)
Reconciliation of funds:					
Total funds brought forward		<u>124,179</u>	<u>536,019</u>	<u>660,198</u>	<u>710,345</u>
Total funds carried forward		<u><u>115,767</u></u>	<u><u>487,894</u></u>	<u><u>603,661</u></u>	<u><u>660,198</u></u>

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 15 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	10		118,716	134,539
Current assets				
Debtors	11	40,840		59,485
Cash at bank and in hand		493,359		550,287
		534,199		609,772
Liabilities				
Creditors: amounts falling due within 1 year	12	(49,254)		(84,113)
Net current assets			484,945	525,659
Net assets	14		603,661	660,198
Funds	15			
Restricted funds			115,767	124,179
Unrestricted funds:				
Designated funds			188,078	234,087
General funds			299,816	301,932
Total charity funds			603,661	660,198

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

Approved by the trustees on 4 September 2025 and signed on their behalf by

jbohin

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2025

	2025 £	2024 £
Cash used in operating activities:		
Net movement in funds	(56,537)	(50,147)
Adjustments for:		
Depreciation charges	47,210	48,520
(Profit) / loss on disposal of fixed assets	(1,355)	367
Interest from investments	(7,771)	(5,670)
Decrease / (increase) in debtors	18,645	(6,310)
Decrease in creditors	(34,859)	19,119
Net cash provided by operating activities	(34,667)	5,879
Cash flows from investing activities:		
Interest from investments	7,771	5,670
Proceeds from sale of fixed assets	15,200	-
Purchase of tangible fixed assets	(45,232)	(87,840)
Net cash used in investing activities	(22,261)	(82,170)
Increase in cash and cash equivalents in the year	(56,928)	(76,291)
Cash and cash equivalents at the beginning of the year	550,287	626,578
Cash and cash equivalents at the end of the year	493,359	550,287

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

a) Basis of preparation

Hartcliffe and Withywood Community Partnership is a charitable company limited by guarantee registered in England and Wales. The registered office address is @symes Community Building, Symes District Centre, Peterson Avenue, Hartcliffe, Bristol, BS13 0BE.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. As the charity holds unrestricted reserves of £487,894 and a cash balance of £493,359, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2025	2024
Raising funds	4%	4%
Charitable activities	96%	96%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% straight line
Computer equipment	20% straight line
Motor vehicles	20% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

k) 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.

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
Income from:			
Donations and legacies	-	100	100
Charitable activities	312,785	280,052	592,837
Investments	-	5,670	5,670
Other income	-	6,985	6,985
Total income	312,785	292,807	605,592
Expenditure on:			
Raising funds	-	27,357	27,357
Charitable activities	389,834	238,548	628,382
Total expenditure	389,834	265,905	655,739
Net income / (expenditure)	(77,049)	26,902	(50,147)
Transfers between funds	19,505	(19,505)	-
Net movement in funds	(57,544)	7,397	(50,147)

3. Income from donations and legacies

	Restricted £	Unrestricted £	2025 Total £
Donations	-	3,402	3,402
Total income from donations	-	3,402	3,402
Prior period comparatives			
	Restricted £	Unrestricted £	2024 Total £
Donations	-	100	100
Total income from donations	-	100	100

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

4. Income from charitable activities

	Restricted £	Unrestricted £	2025 Total £
Grants of over £5,000:			
WECA Community Transport Grant	187,425	-	187,425
Bristol City Council	69,967	3,067	73,034
The National Lottery Community Fund	40,000	-	40,000
Quartet	32,826	-	32,826
Merchant Venturers	20,000	-	20,000
Knowle West Health Park	8,200	4,950	13,150
University of Bristol	6,000	-	6,000
Grants of £5,000 or less	8,594	-	8,594
Other charitable income:			
Membership and fares income	-	100,127	100,127
Service charge income	-	75,273	75,273
Rental income	-	45,164	45,164
Morrisons fund	-	38,922	38,922
Telecoms and utilities	-	14,899	14,899
Other miscellaneous income	-	4,955	4,955
Total income from charitable activities	373,012	287,357	660,369
Prior period comparatives			2024
	Restricted £	Unrestricted £	Total £
Grants of over £5,000:			
WECA Community Transport Grant	178,500	-	178,500
The National Lottery Community Fund	40,000	-	40,000
Quartet	36,200	-	36,200
Bristol City Council	30,251	-	30,251
GFY Trust	10,000	-	10,000
Hartcliffe Club for Young People	9,500	-	9,500
University of Bristol	6,000	-	6,000
Grants of £5,000 or less	2,100	-	2,100
Other charitable income:			
Membership and fares income	-	83,625	83,625
Service charge income	-	79,778	79,778
Rental income	-	46,704	46,704
Morrisons fund	-	47,924	47,924
Telecoms and utilities	-	15,943	15,943
Other miscellaneous income	234	6,078	6,312
Total income from charitable activities	312,785	280,052	592,837

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

5. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	2025 £	2024 £
Bristol City Council:		
BMX Track	5,000	-
Community Asset Management	21,290	-
Community Development Plan	5,000	15,000
Community Resilience Fund	2,000	-
Domestic Violence	18,750	-
Hartcliffe Saints	-	4,000
HAF Activities	6,869	4,751
Social Action Panel	3,000	-
Talk, Back and Sides	10,000	5,000
Grants < £2,000	1,125	1,500
West of England Combined Authority:		
Community transport grant	187,425	178,500
Other government grants:		
National Lottery Community Fund	40,000	40,000
Total government grants	300,459	248,751

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2025 Total £	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
Staff costs (note 8)	12,765	299,192	25,530	337,487	11,727	278,612	23,455	313,794
Staff expenses and training	-	836	-	836	-	3,363	-	3,363
Premises expenses	-	127,776	-	127,776	-	91,660	-	91,660
Administrative expenses	-	16,555	-	16,555	-	20,875	283	21,158
Audit and accountancy fees	-	-	7,800	7,800	-	-	7,380	7,380
Legal and professional fees	-	-	66,655	66,655	11,200	-	29,668	40,868
Communication expenses	-	12,818	-	12,818	-	19,311	-	19,311
CATT vehicle expenses	-	42,676	-	42,676	-	42,716	-	42,716
Depreciation	-	-	47,210	47,210	-	-	48,520	48,520
Loss on disposal of fixed assets	-	-	-	-	-	-	367	367
Grants payable	-	4,547	-	4,547	-	16,579	-	16,579
Events and activities	-	65,076	-	65,076	-	50,023	-	50,023
				-				-
Sub-total	12,765	569,476	147,195	729,436	22,927	523,139	109,673	655,739
Reallocation of support costs	6,023	141,172	(147,195)	-	4,430	105,243	(109,673)	-
Total expenditure	18,788	710,648	-	729,436	27,357	628,382	-	655,739

Total governance costs were £7,800 (2024: £7,380).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

7. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Depreciation	47,210	48,520
(Profit) / loss on disposal of fixed assets	-	367
Operating lease payments	Nil	554
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	6,500	6,150

In common with other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

8. Staff costs and numbers

Staff costs were as follows:

	2025 £	2024 £
Salaries and wages	306,510	291,348
Social security costs	20,809	13,676
Pension costs	10,168	8,770
	337,487	313,794

No employee earned more than £60,000 during the current or prior year.

Included in staff costs are redundancy and termination costs totalling £nil (2024: £13,025, comprising redundancy payments of £9,663 and compensation payments of £3,362). Redundancy and termination costs have been funded from unrestricted general funds.

The key management personnel of the charity during the year comprised the Trustees and the Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £51,060 (2024: £46,909).

	2025 No.	2024 No.
Average employee head count	14	13

9. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2024	35,949	20,389	208,890	265,228
Additions in year	19,344	7,888	18,000	45,232
Disposal	(9,213)	(13,760)	(18,950)	(41,923)
At 31 March 2025	46,080	14,517	207,940	268,537
Depreciation				
At 1 April 2024	29,515	16,235	84,939	130,689
Charge for the year	4,915	3,449	38,846	47,210
On disposals	(8,818)	(10,417)	(8,843)	(28,078)
At 31 March 2025	25,612	9,267	114,942	149,821
Net book value				
At 31 March 2025	20,468	5,250	92,998	118,716
At 31 March 2024	6,434	4,154	123,951	134,539

11. Debtors

	2025 £	2024 £
Trade debtors	22,673	25,942
Accrued income	3,029	6,617
Prepayments	15,138	26,926
	40,840	59,485

12. Creditors: amounts due within 1 year

	2025 £	2024 £
Trade creditors	2,114	43,107
Accruals	16,966	14,868
Deferred income (note 13)	28,031	18,788
Taxation and social security	2,143	7,350
	49,254	84,113

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

13. Deferred income

	2025 £	2024 £
At 1 April	18,788	27,550
Deferred during the year	28,031	18,788
Released during the year	<u>(18,788)</u>	<u>(27,550)</u>
At 31 March	<u>28,031</u>	<u>18,788</u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and in the prior year to invoiced grant income which is specifically for the next financial period.

14. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	118,716	-	118,716
Current assets	116,590	69,362	348,247	534,199
Current liabilities	<u>(823)</u>	<u>-</u>	<u>(48,431)</u>	<u>(49,254)</u>
Net assets at 31 March 2025	<u>115,767</u>	<u>188,078</u>	<u>299,816</u>	<u>603,661</u>
Prior period comparatives				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	134,539	-	134,539
Current assets	147,928	99,548	362,296	609,772
Current liabilities	<u>(23,749)</u>	<u>-</u>	<u>(60,364)</u>	<u>(84,113)</u>
Net assets at 31 March 2024	<u>124,179</u>	<u>234,087</u>	<u>301,932</u>	<u>660,198</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2025 £
Restricted funds					
BCC - Make it Local	30,842	-	(11,115)	-	19,727
National Lottery Community Fund	22,471	40,000	(62,471)	-	-
Cost of Living Community Hubs	15,633	25,000	(22,397)	-	18,236
BCC - H&W Community Plan Group	15,000	-	(8,909)	-	6,091
Quartet - Mental Health & Wellbeing	9,676	-	(9,676)	-	-
Jewsons Sustainable Food Project	4,547	-	(4,308)	-	239
Hartcliffe Saints	4,000	-	(4,000)	-	-
South Bristol Locality Partnership	3,400	-	(3,400)	-	-
Hartcliffe BMX Club	3,149	-	(3,149)	-	-
Crime Prevention - BMX Project	2,422	-	(1,804)	-	618
BCC - BMX Track	2,300	5,000	(187)	-	7,113
Talk, Back & Sides	1,742	13,000	(4,859)	-	9,883
Quartet - Energy Grant	1,480	-	-	-	1,480
Sports England Together	1,087	-	(1,087)	-	-
Merchant Venturers	991	20,000	(4,147)	-	16,844
BCC - Future Parks	868	-	(47)	-	821
HAF Activities	854	6,869	(7,289)	-	434
Community groups	630	2,744	(130)	-	3,244
Wesport - BMX Track	360	-	(360)	-	-
WECA - Community transport	-	187,425	(205,461)	18,036	-
BCC - Community Asset Management	-	21,290	(7,340)	-	13,950
BCC - Bristol Domestic Violence	-	18,750	(9,642)	-	9,108
BIF Mowcroft	-	5,000	(2,863)	-	2,137
Knowle West HP - Community Resilience	-	5,000	(5,000)	-	-
Quartet - Express Grant	-	5,000	(5,000)	-	-
Bristol University Project	-	4,000	(4,000)	-	-
Knowle West HP - Health Inequalities	-	3,200	(3,200)	-	-
Sported - Building Stronger Communities	-	2,500	(541)	-	1,959
BYCA 24-25	-	2,383	(2,383)	-	-
Everyday Integration	-	2,000	(2,000)	-	-
BCC - Community Resilience	-	2,000	-	-	2,000
Other small restricted projects	2,727	1,851	(2,695)	-	1,883
Total restricted funds	124,179	373,012	(399,460)	18,036	115,767

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

	At 1 April 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2025 £
Total restricted funds	124,179	373,012	(399,460)	18,036	115,767
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	134,539	-	(61,053)	45,232	118,718
CATT operating fund	39,787	15,200	-	(8,000)	46,987
Repairs and operating	59,761	995	(27,151)	(11,232)	22,373
<i>Total designated funds</i>	234,087	16,195	(88,204)	26,000	188,078
General funds	301,932	283,692	(241,772)	(44,036)	299,816
Total unrestricted funds	536,019	299,887	(329,976)	(18,036)	487,894
Total funds	660,198	672,899	(729,436)	-	603,661

Purposes of restricted funds

BCC - Make it Local	To facilitate our current work around managing the impact of the Covid pandemic both now and over the next year as well as supporting the development of any Make It Local services.
The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme
Cost of Living Community Hubs	Bristol City Council funding to deliver the Cost-of-Living Hub Co-ordination across Hartcliffe, and to produce a special edition Cost-of-Living guide in our Wham magazine, and delivery across the BS13 area.
BCC - H&W Community Plan Group	Funding from Bristol City Council to support a group of residents to development a Community Plan for Hartcliffe and Withywood.
Quartet - Mental Health & Wellbeing	To facilitate and enhance our current work around Health & Wellbeing.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

Purposes of restricted funds (continued)

Jewsons Sustainable Food Project	In collaboration with BCC Community Development Team - to enable and empower people living in BCC owned social housing in Hartcliffe to engage with and take action towards a more sustainable food system. Increase social networks and build confidence and self-esteem through activities and create a legacy that motivates long term engagement.
Hartcliffe Saints	Funding from Bristol City Council to enable local residents to reignite the "Hartcliffe Saints" football team for boys aged 15-19 years.
South Bristol Locality Partnership	To improve the wellbeing and health for the people who live and work in our community and inform the work of South Bristol Locality Partnership across South Bristol.
Hartcliffe BMX Club	Funding received from Hartcliffe Club for Young People (HCYP) to enable HWCP to become the lead partner for Hartcliffe BMX Club moving forwards.
Crime Prevention-BMX Project	Funding awarded to support and develop the BMX track/project with the aim to reduce violence, crime, and anti-social behaviour, received from the Somerset Activity & Sports Partnership (SASP) and Wesports who manage the Crime Prevention fund on behalf of Avon & Somerset Constabulary.
BCC - BMX Track	Funding from Access Sport CIO for the Hartcliffe Pump Track, to support young people from typically underrepresented groups to kickstart a lifelong love of cycling for sport, recreation, and travel.
Talk, Back & Sides	Funding received from Bristol City Council to continue the Talk, Back and Sides project, which gives boys aged 8-16 years the opportunity to engage with their local community Youth Worker whilst receiving a free haircut.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Sports England Together	To help reduce the negative impact of COVID-19 and the widening of the inequalities in sport and physical activity.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

Purposes of restricted funds (continued)

Merchant Venturers	Funding awarded to continue our work with children and young people.
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local green space/park and promote opportunities for involvement through the Bristol Future Parks Project.
HAF Activities	BCC Funding to run 20 activities for children and young people over the summer holidays.
Community groups	Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.
Wesport - BMX Track	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active. This fund was previously named Satellite Club.
WECA - Community transport	Funding from the West of England Combined Authority (WECA) to run the CATT bus service for the local community.
BCC - Community Asset Management	Funding through the Bristol City Council Community Asset Management Programme to increase capacity of VCSE organisations to successfully manage their assets for the long-term.
BCC - Bristol Domestic Violence	Funding awarded by Bristol City Council to employ a community worker to support community led activities, co-designing and developing projects that work towards the prevention of and recovery from domestic abuse, working in partnership with an established group of local residents which includes people with lived experience.
BIF Mowcroft	Funding through the Bristol City Council Impact Fund programme to offer a no cost space within Mowcroft Church for families and individuals to meet to help improve their community and/or well-being.
Knowle West HP - Community Resilience	Funding received from the Knowle West Health Park with the aim to work in partnership strengthening our community's resilience across Knowle West, Hartcliffe and Withywood.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

Purposes of restricted funds (continued)

Quartet - Express Grant	Funding awarded to employ a worker to enable us to continue our children and young people activities and work.
Bristol University Project	Funding to continue our collaboration with the University of Bristol on a new project around Anti-Social Behaviour.
Knowle West HP - Health Inequalities	Funding received from the Knowle West Health Park to tackle health inequalities and improve wellbeing.
Sported - Building Stronger Communities	Funding awarded through the Ring Community grant programme to support the delivery of sport and/or physical activity to the most underrepresented groups of young people.
BYCA 24-25	Funding awarded through the Bristol Youth and Community Action programme to deliver children and young people activities during May, October and February half-term.
Everyday Integration	A pilot project in collaboration with the University of Bristol to embed and develop the Bristol Integration Framework into structures and processes of local governance in Bristol to improve everyday integration in and across the city.
BCC - Community Resilience	Funds from Bristol City Council to run activities that connect the communities of Hartcliffe & Withywood and Knowle West to forge stronger connections and tackle the perceptions of 'postcode' wars between the two areas.
Quartet - Friends and Family BS13	Funding for a small community led group, Friends & Family of BS13, to help bring the community together to improve their mental health and prevent isolation (One City Funding: Social Action Small Grants).
Other small restricted projects	Various funds received to run children and young people activities and attend the Preventing Serious Violence city meetings.

Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
CATT operating fund	Fund to cover any future repairs or replacements of CATT mini-buses.
Repairs and operating	Fund to cover any major repairs that may be required to The Symes Resource Centre.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

Transfers between funds

The transfer into WECA - Community transport from general funds is to cover the overspend and bring the carried forward balance to £nil. The transfer into the fixed assets designated fund from Community transport (mini buses) represents the purchase of vehicles. In the prior year, the transfer between other small projects was to reclassify expenditure as the fund was no longer deemed a small restricted project.

Prior period comparatives

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
BCC - Make it Local	50,000	-	(19,158)	-	30,842
National Lottery Community Fund	46,186	40,000	(63,715)	-	22,471
Merchant Venturers - Place Based Social Action	25,000	-	(24,009)	-	991
Jewsons Sustainable Food Project	24,854	-	(20,307)	-	4,547
Cost of Living Community Hubs	14,375	25,000	(23,742)	-	15,633
Quartet - Mental Health & Wellbeing	5,400	10,000	(5,724)	-	9,676
BCC - BMX Track	4,292	-	(1,992)	-	2,300
Ukrainian Refugees	3,648	-	(3,648)	-	-
Quartet - Friends and Family BS13	2,499	-	(2,499)	-	-
Quartet - Energy Grant	1,480	-	-	-	1,480
Sports England Together	1,225	-	(138)	-	1,087
Wesport - BMX Track	899	-	(539)	-	360
BCC - Future Parks	879	-	(11)	-	868
HAF Activities	508	4,851	(4,505)	-	854
Community groups	174	500	(44)	-	630
WECA - Community transport	-	178,500	(198,005)	19,505	-
BCC - H&W Community Plan Group	-	15,000	-	-	15,000
BCC - Welcome Space (GFY Trust)	-	10,000	(6,694)	(3,306)	-
Everyday Integration	-	6,000	(6,000)	-	-
Talk, Back & Sides	-	5,000	(3,258)	-	1,742
Hartcliffe BMX Club	-	4,500	(1,351)	-	3,149
Hartcliffe Saints	-	4,000	-	-	4,000
South Bristol Locality Partnership	-	4,000	(600)	-	3,400
Crime Prevention-BMX Project	-	2,850	(428)	-	2,422
Other small restricted projects	204	2,684	(3,467)	3,306	2,727
Total restricted funds	181,623	312,885	(389,834)	19,505	124,179

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2025

15. Movements in funds (continued)

Prior period comparatives (continued)

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Total restricted funds	<u>181,623</u>	<u>312,885</u>	<u>(389,834)</u>	<u>19,505</u>	<u>124,179</u>
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	95,586	-	(48,887)	87,840	134,539
CATT operating fund	128,194	6,984	-	(95,391)	39,787
Repairs and operating	<u>38,487</u>	<u>834</u>	<u>(13,560)</u>	<u>34,000</u>	<u>59,761</u>
<i>Total designated funds</i>	<u>262,267</u>	<u>7,818</u>	<u>(62,447)</u>	<u>26,449</u>	<u>234,087</u>
General funds	<u>266,455</u>	<u>284,889</u>	<u>(203,458)</u>	<u>(45,954)</u>	<u>301,932</u>
Total unrestricted funds	<u>528,722</u>	<u>292,707</u>	<u>(265,905)</u>	<u>(19,505)</u>	<u>536,019</u>
Total funds	<u><u>710,345</u></u>	<u><u>605,592</u></u>	<u><u>(655,739)</u></u>	<u><u>-</u></u>	<u><u>660,198</u></u>

16. Related party transactions

Terry Wright, trustee of HWCP during the year, is also a trustee of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £17,894 (2024: £16,236) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £2,056 (2024: £1,125) was outstanding at the year end.

Helen Holland, trustee of HWCP during the year, is also a Councillor of Bristol City Council. During the year, HWCP received grants totalling £73,034 (2024: £30,251) from Bristol City Council.

The trustees are not aware of any further related party transactions during the year.

17. Capital commitments

At 31 March 2025 HWCP had committed to the purchase of safety equipment for rooftop access to the @symes community building. The total purchase price agreed at the year end was £27,194, which was funded via the unrestricted reserves of the charity. The work was carried out and paid for in full in April 2025.

Accounts

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2024**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2024

Company number	04167878
Charity number	1092914
Registered office and operational address	@symes Community Building Symes District Centre Peterson Avenue Hartcliffe Bristol BS13 0BE
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: Janice Bohin Helen Holland Robert Page (resigned 31 July 2024) Karen Richards (resigned 29 August 2024) Rosa Targett (appointed 31 July 2024) Sue Walker Terry Wright
Key management personnel	Carrie Chamberlin
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
Bankers	The Co-Operative Bank PO Box 250 Skelmersdale WN8 6WT Triodos Bank Deanery Road Bristol BS1 5AS

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

The trustees present their report and the audited financial statements for the period ended 31 March 2024.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Public Benefit

The trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Hartcliffe and Withywood Community Partnership (HWCP) is an organisation led by the community, representing and working on behalf of a community on the southern edge of Bristol. HWCP was established in 1998 to lead the regeneration of an area of South Bristol, which is in the lowest 10% of multiply deprived wards in England. It is an isolated area of Bristol known for its lack of engagement with the rest of the city, as well as with political and economic life. We work with a wide range of partners, from residents to local and national organisations, to help tackle some of the inter-generational health and poverty-related issues that exist in the area.

Our Vision

For all people in the communities we serve to have an equal chance to lead successful, healthy and happy lives.

Mission

HWCP is a community-led organisation that creates a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values

- To provide a platform for all community voices to be included and heard;
- To learn from the voices and experiences of our communities to enable us to build on existing strengths and assets; and
- To drive aspirations by enabling people to influence and participate in what matters to them.

Our Community Development Work

We are here to make Hartcliffe, Withywood, (and surrounding areas) places that work for everybody. We help ensure the community can make decisions about local issues, initiate activities and projects, and promote local partnership work.

Our aim is to create a sustainable and supportive local environment in which people can feel empowered, realise their potential, and create positive change.

Through our Place Based Social Action (PBSA) and Community Development work, we aim to respond to the following challenges:

- Connecting People
- Supporting Safe Spaces
- Skills Building for Young People

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

Connecting People

We aim to provide a role of connector within the community. Bringing people and organisations together to solve or alleviate some of the challenges listed above.

During the year, we have worked in partnership with **over 50 organisations**, creating more opportunities for local people to access services and activities. This has broken down barriers between different parts of the community and/or community and services.

Supporting Safe Spaces

We aim to support and provide a safe community space for people to seek support, make friends, grow skills, confidence, and take ownership of local solutions, by:

- Facilitating activities;
- Providing opportunities for people to volunteer;
- Providing opportunities for people to start new activities; and
- Signposting people to support and services.

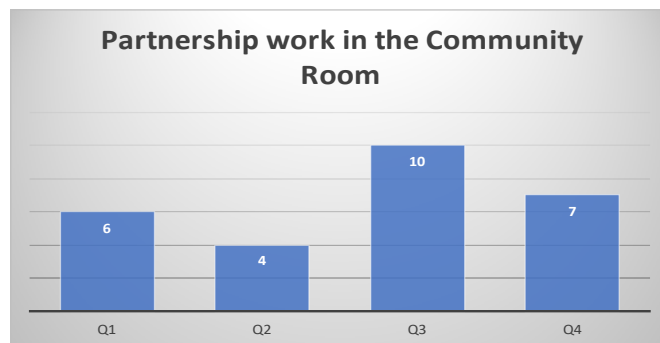
All our staff across the organisation are able to signpost and refer people who come into the building asking for our help. During the year, we received **1,944 enquiries**, and we were able to provide the needed information and/or referrals to support activities or services within the community.

Symes Community Room

The Symes community room is a free-to-use space within our Resource Centre, for groups, organisations and community members. During the year we have seen an increase in the regular activities and drop-in services being offered and extended our organisational partnerships.

Organisations we have worked with:

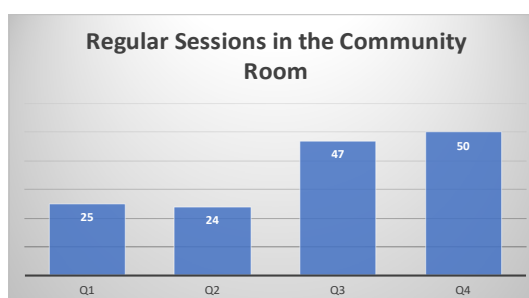
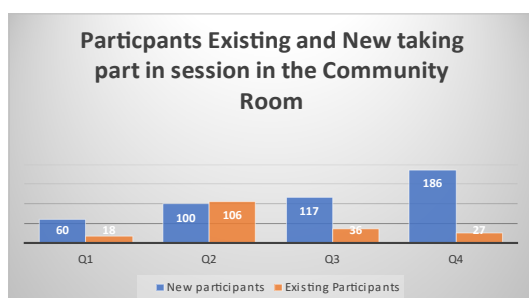
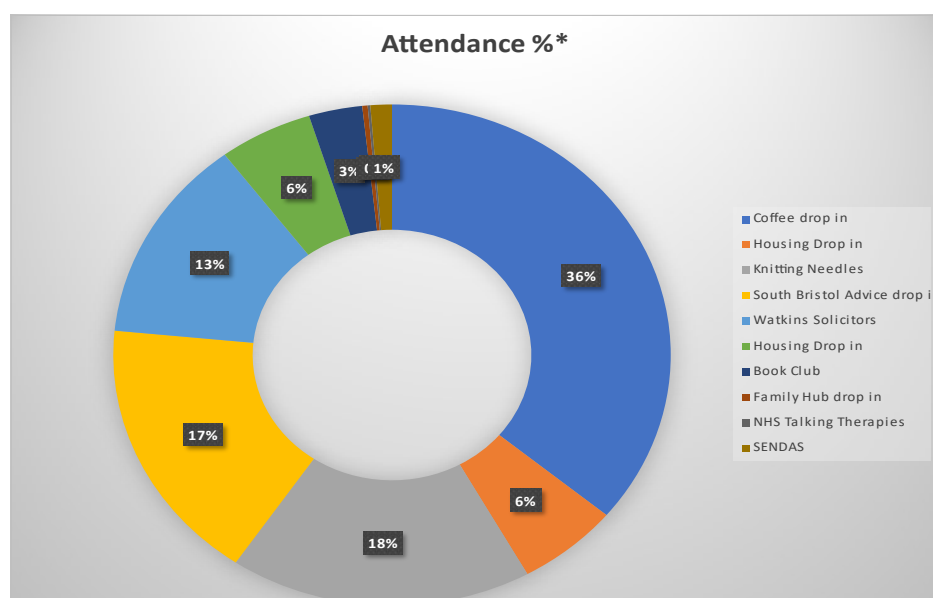
- Watkins Solicitors
- South Bristol Advice Service
- Hawkspring
- Shelter
- Bristol Libraries
- NHS Talking Therapies
- Caring in Bristol
- Next Link
- Bristol City Council
- CHAS
- Bristol Family Hubs
- SENDAS



Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024



Long-term collaboration

One of our very successful partnerships has been with Creative Shift. This is an art support programme that aims to help people feel well and improve their well-being. Participants are referred through social prescribing, local GPs, and other organisations.

Skills Building for Young People

We aim to develop opportunities for young people to learn new skills, build confidence, and achieve their aspirations so they have better prospects and access to employment.

We support a programme of activities for children, young people and families, term-time and during the holidays. We work with others to ensure there is at least one activity per day during the week.

Over the last year we have facilitated and/or supported **36** different types of regular activities in the community, which have included sports, dance and creative arts. **1,968** people took part and **461** for the first time. We supported **39** one off sessions/events with **1,490** people attending.

The **Hartcliffe BMX Club** is a firm favourite with young people and in September 2023, HWCP became the lead partner for the club. We support a weekly session during April and October and regularly have over **20** young people in attendance.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, fortnightly e-news bulletin, and through social media, which can be accessed through this link: <https://hwcp.org.uk/wham/>.

Building

The Symes Resource Centre provides office space for organisations that provide support in South Bristol and meeting space for organisations, groups, and the Hartcliffe Library.

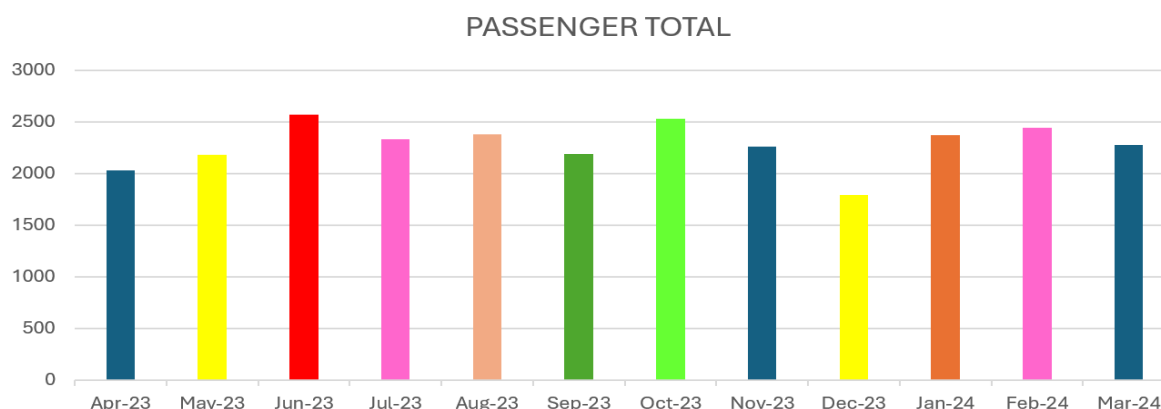
We provide office and meeting space for the following tenants:

- Hawkspring, Drug & Alcohol support
- Hartcliffe Library
- Southern Arc (Next Link), Domestic Violence support
- NHS Dementia
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre

Community Transport - CATT

CATT was set up to assist residents living in the areas of Hartcliffe and Withywood. This service was created to help those residents who are less able to access local public transport due to mobility or other health-related problems.

During and after the restrictions to movement put in place by the government due to the pandemic our membership and journey numbers decreased. However we are pleased to report that we are getting close to being back to pre-pandemic levels.



Structure, Governance and Management

The charity is a company limited by guarantee, and the governing documents are the Memorandum and Articles/Constitution.

The Board takes the decisions regarding annual budgets and agreement of policies. During 2020 the trustees introduced various committees to enable them to scrutinise specific areas of responsibility. The Human Resources (HR) Committee and the Finance Committee continue to meet quarterly. The Health and Safety Committee meets twice a year.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

All committees have Chair's feedback to the Board of Trustees, highlighting any issues or decisions that need to be taken. Salary reviews are conducted annually by the Board; however, pay increases are not guaranteed and are based on the company's performance.

We reviewed our staff roles and structure and created senior roles to lead our community work and community transport work. This structural change has proved effective and enabled us to develop our offer to the community.

Financial Review

HWCP's financial position at the end of the reporting period (March 2024), is satisfactory, as all projects are within budget, and we have an adequate level of reserves.

The trustees have put a reserves policy in place to ensure that the Charity has sufficient funds to continue its core activity through unpredictable circumstances such as the withdrawal of funding or unexpected expenditure. This policy continues to be reviewed in light of the impact of the cost-of-living crisis and high inflation.

At 31 March 2024, we have a General Fund of £302,032 which leaves a figure of £125,091 once the wind down costs are removed.

The trustees have allocated these reserves to mitigate against the following risks:

- £38,000 is allocated in case our main tenant does not renew their lease.

This leaves £87,091 to allocate in the 2024-25 budgets to mitigate against the increased costs and the impact of the cost-of-living crisis.

Designated Funds

The trustees have reviewed our current Designated Funds in line with our future plans:

- £39,787 for the purchase of replacement minibuses.
- £59,761 for major repairs to the building.

We have transferred money from our general funds towards purchasing a replacement minibus and essential alternations due to legislation updates on our latch testing roof equipment, we hope these will take place during the next financial year.

The trustees review and replenish designated funds as and when the need is identified.

Financial risks are identified by the Business Manager, which are then assessed by the Finance Committee who report to the Board so that any mitigating action can be taken.

Our Future

We will continue to progress our plans on bringing our services, support and activities together to work in a joined-up way so we can use resources, knowledge and skills in the most efficient way, as well as create a vibrant, responsive environment.

We will talk to the community to help us identify our priorities.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

We will ensure our organisational structure is fit for purpose and enables us to deliver our services and support in a safe, efficient and sustainable way.

The key to building a stable future is working on the following areas:

- Embedding a monitoring and evaluation framework so we can demonstrate impact, understand what works and where we need to focus our efforts;
- Listening to the community and continue to focus on children and young people and health inequalities;
- Fundraising for our community development work that is identified in our strategic plan;
- Developing our workforce and those working in the area with various learning and development opportunities; and
- Working with partners in South Bristol to share learning and resources to enable us to build community resilience.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2024

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 7 November 2024 and signed on their behalf by

jbohin

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 its 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.

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 Auditor's 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 UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 7 to the financial statements, 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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees 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 trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 trustees 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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

Alison Godfrey

Date: 8 November 2024

Alison Godfrey FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2024

	Note	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Income from:					
Donations and legacies	3	-	100	100	500
Charitable activities	4	312,785	280,052	592,837	600,544
Investments		-	5,670	5,670	520
Other income		-	6,985	6,985	-
Total income		<u>312,785</u>	<u>292,807</u>	<u>605,592</u>	<u>601,564</u>
Expenditure on:					
Raising funds		-	27,357	27,357	25,690
Charitable activities		<u>389,834</u>	<u>238,548</u>	<u>628,382</u>	<u>536,655</u>
Total expenditure	6	<u>389,834</u>	<u>265,905</u>	<u>655,739</u>	<u>562,345</u>
Net income / (expenditure)		(77,049)	26,902	(50,147)	39,219
Transfers between funds		<u>19,505</u>	<u>(19,505)</u>	<u>-</u>	<u>-</u>
Net movement in funds	7	(57,544)	7,397	(50,147)	39,219
Reconciliation of funds:					
Total funds brought forward		<u>181,623</u>	<u>528,722</u>	<u>710,345</u>	<u>671,126</u>
Total funds carried forward		<u><u>124,079</u></u>	<u><u>536,119</u></u>	<u><u>660,198</u></u>	<u><u>710,345</u></u>

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 15 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2024

	Note	£	2024 £	2023 £
Fixed assets				
Tangible assets	10		134,539	95,586
Current assets				
Debtors	11	59,485		53,175
Cash at bank and in hand		550,287		626,578
		609,772		679,753
Liabilities				
Creditors: amounts falling due within 1 year	12	(84,113)		(64,994)
Net current assets			525,659	614,759
Net assets	14		660,198	710,345
Funds	15			
Restricted funds			124,079	181,623
Unrestricted funds:				
Designated funds			234,087	262,267
General funds			302,032	266,455
Total charity funds			660,198	710,345

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

Approved by the trustees on 7 November 2024 and signed on their behalf by

jbohin

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2024

	2024 £	2023 £
Cash used in operating activities:		
Net movement in funds	(50,147)	39,219
Adjustments for:		
Depreciation charges	48,520	32,537
(Profit) / loss on disposal of fixed assets	367	(5,740)
Interest from investments	(5,670)	(520)
Decrease / (increase) in debtors	(6,310)	47,134
Decrease in creditors	19,119	(10,052)
Net cash provided by operating activities	5,879	102,578
Cash flows from investing activities:		
Interest from investments	5,670	520
Proceeds from sale of fixed assets	-	6,950
Purchase of tangible fixed assets	(87,840)	(50,795)
Net cash used in investing activities	(82,170)	(43,325)
Increase in cash and cash equivalents in the year	(76,291)	59,253
Cash and cash equivalents at the beginning of the year	626,578	567,325
Cash and cash equivalents at the end of the year	550,287	626,578

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies

a) Basis of preparation

Hartcliffe and Withywood Community Partnership is a charitable company limited by guarantee registered in England and Wales. The registered office address is @symes Community Building, Symes District Centre, Peterson Avenue, Hartcliffe, Bristol, BS13 0BE.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. As the charity holds unrestricted reserves of £536,416 and a cash balance of £550,287, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2024	2023
Raising funds	4%	6%
Charitable activities	96%	94%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% straight line
Computer equipment	20% straight line
Motor vehicles	20% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

k) 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.

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2023 Total £
Income from:			
Donations and legacies	200	300	500
Charitable activities	349,472	251,072	600,544
Investments	-	520	520
Total income	349,672	251,892	601,564
Expenditure on:			
Raising funds	-	25,690	25,690
Charitable activities	351,340	185,315	536,655
Total expenditure	351,340	211,005	562,345
Net income / (expenditure)	(1,668)	40,887	39,219
Transfers between funds	34,464	(34,464)	-
Net movement in funds	32,796	6,423	39,219

3. Income from donations and legacies

	Restricted £	Unrestricted £	2024 Total £
Donations	-	100	100
Total income from donations	-	100	100
Prior period comparatives			
	Restricted £	Unrestricted £	2023 Total £
Donations	200	300	500
Total income from donations	200	300	500

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

4. Income from charitable activities

	Restricted £	Unrestricted £	2024 Total £
Grants of over £5,000:			
WECA Community Transport Grant	178,500	-	178,500
The National Lottery Community Fund	40,000	-	40,000
Quartet	36,200	-	36,200
Bristol City Council	30,251	-	30,251
GFY Trust	10,000	-	10,000
Hartcliffe Club for Young People	9,500	-	9,500
University of Bristol	6,000	-	6,000
Grants of £5,000 or less	2,100	-	2,100
Other charitable income:			
Membership and fares income	-	83,625	83,625
Service charge income	-	79,778	79,778
Rental income	-	46,704	46,704
Morrisons fund	-	47,924	47,924
Telecoms and utilities	-	15,943	15,943
Other miscellaneous income	234	6,078	6,312
Total income from charitable activities	312,785	280,052	592,837
Prior period comparatives			2023
	Restricted £	Unrestricted £	Total £
Grants of over £5,000:			
WECA Community Transport Grant	154,750	-	154,750
The National Lottery Community Fund	99,333	-	99,333
Quartet - Cost of living community hubs	25,000	-	25,000
Merchant Venturers	25,000	-	25,000
BCC - Community resilience fund	9,400	-	9,400
Quartet - Mental health and wellbeing	5,400	-	5,400
Grants of £5,000 or less	30,589	-	30,589
Other charitable income:			
Membership and fares income	-	74,712	74,712
Service charge income	-	72,109	72,109
Rental income	-	47,557	47,557
Morrisons fund	-	33,121	33,121
Telecoms and utilities	-	12,466	12,466
Other miscellaneous income	-	11,107	11,107
Total income from charitable activities	349,472	251,072	600,544

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

5. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	2024 £	2023 £
Bristol City Council:		
BMX Track	-	5,000
Community Development Plan	15,000	-
Community Resilience Fund	-	9,400
Hartcliffe Saints	4,000	-
HAF Activities	4,751	5,200
Talk, Back and Sides	5,000	-
Ukrainian Refugees	-	5,000
Grants < £2,000	1,500	2,460
West of England Combined Authority:		
Community transport grant	178,500	154,750
Other government grants:		
National Lottery Community Fund	40,000	99,178
Total government grants	280,988	280,988

All income from government grants was restricted in the current and prior year.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Staff costs (note 8)	11,727	278,612	23,455	313,794	10,973	186,266	44,857	242,096
Staff expenses and training	-	3,363	-	3,363	-	2,715	-	2,715
Premises expenses	-	91,660	-	91,660	-	111,354	-	111,354
Administrative expenses	-	20,875	283	21,158	-	20,106	1,950	22,056
Audit and accountancy fees	-	-	7,380	7,380	-	-	6,960	6,960
Legal and professional fees	11,200	-	29,668	40,868	8,160	-	31,563	39,723
Communication expenses	-	19,311	-	19,311	-	11,487	-	11,487
CATT vehicle expenses	-	42,716	-	42,716	-	46,225	-	46,225
Depreciation	-	-	48,520	48,520	-	-	32,537	32,537
Loss on disposal of fixed assets	-	-	367	367	-	-	-	-
Grants payable	-	16,579	-	16,579	-	-	-	-
Events and activities	-	50,023	-	50,023	-	43,524	-	43,524
Sundries	-	-	-	-	-	3,668	-	3,668
				-				
Sub-total	22,927	523,139	109,673	655,739	19,133	425,345	117,867	562,345
Reallocation of support costs	4,430	105,243	(109,673)	-	6,557	111,310	(117,867)	-
Total expenditure	27,357	628,382	-	655,739	25,690	536,655	-	562,345

Total governance costs were £7,380 (2023: £6,960).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

7. Net movement in funds

This is stated after charging:

	2024 £	2023 £
Depreciation	48,520	32,537
(Profit)/Loss on disposal of fixed assets	367	(5,740)
Operating lease payments	554	1,109
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	122
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	6,150	5,800

In the prior year, one trustee was reimbursed for volunteer expenses.

In common with other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

8. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Salaries and wages	291,348	219,696
Social security costs	13,676	15,588
Pension costs	8,770	6,812
	<u>313,794</u>	<u>242,096</u>

No employee earned more than £60,000 during the current or prior year.

Included in staff costs are redundancy and termination costs totalling £13,025 (2023: £Nil), comprising redundancy payments of £9,663 and compensation payments of £3,362. Redundancy and termination costs have been funded from unrestricted general funds.

The key management personnel of the charity during the year comprised the Trustees and the Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £46,909 (2023: £43,891).

	2024 No.	2023 No.
Average employee head count	<u>13</u>	<u>11</u>

9. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

10. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2023	36,806	20,307	121,740	178,853
Additions in year	-	690	87,150	87,840
Disposal	(857)	(608)	-	(1,465)
At 31 March 2024	35,949	20,389	208,890	265,228
Depreciation				
At 1 April 2023	24,064	12,898	46,305	83,267
Charge for the year	6,105	3,781	38,634	48,520
On disposals	(654)	(444)	-	(1,098)
At 31 March 2024	29,515	16,235	84,939	130,689
Net book value				
At 31 March 2024	6,434	4,154	123,951	134,539
At 31 March 2023	12,742	7,409	75,435	95,586

11. Debtors

	2024 £	2023 £
Trade debtors	25,942	35,895
Accrued income	6,617	7,447
Prepayments	26,926	9,833
	59,485	53,175

12. Creditors: amounts due within 1 year

	2024 £	2023 £
Trade creditors	43,107	20,092
Accruals	14,868	13,299
Deferred income (note 13)	18,788	27,550
Taxation and social security	7,350	4,053
	84,113	64,994

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

13. Deferred income

	2024 £	2023 £
At 1 April	27,550	27,660
Deferred during the year	18,788	27,550
Released during the year	<u>(27,550)</u>	<u>(27,660)</u>
At 31 March	<u>18,788</u>	<u>27,550</u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and in the prior year to invoiced grant income which is specifically for the next financial period.

14. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	134,539	-	134,539
Current assets	147,828	99,548	362,396	609,772
Current liabilities	<u>(23,749)</u>	<u>-</u>	<u>(60,364)</u>	<u>(84,113)</u>
Net assets at 31 March 2024	<u>124,079</u>	<u>234,087</u>	<u>302,032</u>	<u>660,198</u>
Prior year comparatives				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	95,586	-	95,586
Current assets	193,119	166,681	319,953	679,753
Current liabilities	<u>(11,496)</u>	<u>-</u>	<u>(53,498)</u>	<u>(64,994)</u>
Net assets at 31 March 2023	<u>181,623</u>	<u>262,267</u>	<u>266,455</u>	<u>710,345</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
Community groups	174	500	(44)	-	630
Wesport - BMX Track	899	-	(539)	-	360
BCC - BMX Track	4,292	-	(1,992)	-	2,300
Quartet - Energy Grant	1,480	-	-	-	1,480
Quartet - Mental Health & Wellbeing	5,400	10,000	(5,724)	-	9,676
Quartet - Friends and Family BS13	2,499	-	(2,499)	-	-
National Lottery Community Fund	46,186	40,000	(63,715)	-	22,471
BCC - Future Parks	879	-	(11)	-	868
BCC - Make it Local	50,000	-	(19,158)	-	30,842
HAF Activities	508	4,751	(4,505)	-	754
Cost of Living Community Hubs	14,375	25,000	(23,742)	-	15,633
Jewsons Sustainable Food Project	24,854	-	(20,307)	-	4,547
Merchant Venturers - Place Based Social Action	25,000	-	(24,009)	-	991
WECA - Community transport	-	178,500	(198,005)	19,505	-
Sports England Together	1,225	-	(138)	-	1,087
Ukrainian Refugees	3,648	-	(3,648)	-	-
Hartcliffe Saints	-	4,000	-	-	4,000
BCC - H&W Community Plan Group	-	15,000	-	-	15,000
BCC - Welcome Space (GFY Trust)	-	10,000	(6,694)	(3,306)	-
Crime Prevention-BMX Project	-	2,850	(428)	-	2,422
Everyday Integration	-	6,000	(6,000)	-	-
Hartcliffe BMX Club	-	4,500	(1,351)	-	3,149
South Bristol Locality Partnership	-	4,000	(600)	-	3,400
Talk, Back & Sides	-	5,000	(3,258)	-	1,742
Other small restricted projects	204	2,684	(3,467)	3,306	2,727
Total restricted funds	181,623	312,785	(389,834)	19,505	124,079

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds (continued)

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Total restricted funds	181,623	312,785	(389,834)	19,505	124,079
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	95,586	-	(48,887)	87,840	134,539
CATT operating fund	128,194	6,984	-	(95,391)	39,787
Repairs and operating	38,487	834	(13,560)	34,000	59,761
<i>Total designated funds</i>	262,267	7,818	(62,447)	26,449	234,087
General funds	266,455	284,989	(203,458)	(45,954)	302,032
Total unrestricted funds	528,722	292,807	(265,905)	(19,505)	536,119
Total funds	710,345	605,592	(655,739)	-	660,198

Purposes of restricted funds

Community groups	Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.
Wesport - BMX Track	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active. This fund was previously named Satellite Club.
BCC - BMX Track	Funding from Access Sport CIO for the Hartcliffe Pump Track, to support young people from typically underrepresented groups to kickstart a lifelong love of cycling for sport, recreation, and travel.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Quartet - Mental Health & Wellbeing	To facilitate and enhance our current work around Health & Wellbeing.
Quartet - Friends and Family BS13	Funding for a small community led group, Friends & Family of BS13, to help bring the community together to improve their mental health and prevent isolation (One City Funding: Social Action Small Grants).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds (continued)

Purposes of restricted funds

The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local green space/park and promote opportunities for involvement through the Bristol Future Parks Project.
BCC - Make it Local	To facilitate our current work around managing the impact of the Covid pandemic both now and over the next year as well as supporting the development of any Make It Local services.
HAF Activities	BCC Funding to run 20 activities for children and young people over the summer holidays.
Cost of Living Community Hubs	Bristol City Council funding to deliver the Cost-of-Living Hub Co-ordination across Hartcliffe, and to produce a special edition Cost-of-Living guide in our Wham magazine, and delivery across the BS13 area.
Jewsons Sustainable Food Project	In collaboration with BCC Community Development Team - to enable and empower people living in BCC owned social housing in Hartcliffe to engage with and take action towards a more sustainable food system. Increase social networks and build confidence and self-esteem through activities and create a legacy that motivates long term engagement.
Merchant Venturers - Place Based Social Action	In partnership with South Bristol Youth (SBY) to build on a place-based change transition programme for students going from primary to secondary school, raising their aspirations and tackling anti-social behaviour.
WECA - Community transport	Funding from the West of England Combined Authority (WECA) to run the CATT bus service for the local community.
Sports England Together	To help reduce the negative impact of COVID-19 and the widening of the inequalities in sport and physical activity.
Ukrainian Refugees	Funding from Bristol City Council to support a neighbourhood hub hosted by residents to welcome Ukrainian families moving to the BS13 area under the Homes for Ukraine Scheme.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds (continued)

Purposes of restricted funds

Hartcliffe Saints	Funding from Bristol City Council to enable local residents to reignite the "Hartcliffe Saints" football team for boys aged 15-19 years.
BCC - H&W Community Plan Group	Funding from Bristol City Council to support a group of residents to develop a Community Plan for Hartcliffe and Withywood.
BCC - Welcome Space (GFY Trust)	Go Fund Yourself Trust funding for the South Bristol Methodist Church to enable the Church to be accessible and open to residents and professionals to come and be together.
Crime Prevention-BMX Project	Funding awarded to support and develop the BMX track/project with the aim to reduce violence, crime, and anti-social behaviour, received from the Somerset Activity & Sports Partnership (SASP) and Wesports who manage the Crime Prevention fund on behalf of Avon & Somerset Constabulary.
Everyday Integration	A pilot project in collaboration with the University of Bristol to embed and develop the Bristol Integration Framework into structures and processes of local governance in Bristol to improve everyday integration in and across the city.
Hartcliffe BMX Club	Funding received from Hartcliffe Club for Young People (HCYP) to enable HWCP to become the lead partner for Hartcliffe BMX Club moving forwards.
South Bristol Locality Partnership	To improve the wellbeing and health for the people who live and work in our community and inform the work of South Bristol Locality Partnership across South Bristol.
Talk, Back & Sides	Funding received from Bristol City Council to continue the Talk, Back and Sides project, which gives boys aged 8-16 years the opportunity to engage with their local community Youth Worker whilst receiving a free haircut.
Other small restricted projects	Various funds received for plants for parks etc, assisting in area committee meetings, Grassroots football, encouraging new players.

Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
CATT operating fund	Fund to cover any future repairs or replacements of CATT mini-buses.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds (continued)

Purposes of designated funds

Repairs and operating Fund to cover any major repairs that may be required to the @symes building.

Transfers between funds

The transfer into WECA - Community transport from general funds is to cover the overspend and bring the carried forward balance to £nil. The transfer into the fixed assets designated fund from Community transport (mini buses) represents the purchase of vehicles. The transfer between other small projects is to reclassify expenditure as the fund was no longer deemed a small restricted project.

Prior year comparative:

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Restricted funds					
Community groups	1,750	-	(1,222)	(354)	174
Wesport - BMX Track	2,055	-	(1,152)	(4)	899
BCC - Community Spaces	350	-	-	(350)	-
BCC - BMX Track	-	5,000	(708)	-	4,292
Quartet - Funding the Future	3,000	-	(3,000)	-	-
Quartet - Energy Grant	1,480	-	-	-	1,480
Quartet - Mental Health & Wellbeing	-	5,400	-	-	5,400
Quartet - Friends and Family BS13	-	3,000	(501)	-	2,499
Facilitating Bristol Libraries	1,200	-	(1,200)	-	-
Mohn Westlake Foundation	32,299	-	(32,299)	-	-
National Lottery Community Fund	15,248	99,333	(67,313)	(1,082)	46,186
BCC - Future Parks	1,203	-	(324)	-	879
BCC - Make it Local	50,000	-	-	-	50,000
BCC - Self Isolation	8,000	-	(8,000)	-	-
City Labs	938	-	(938)	-	-
HAF Activities	1,433	5,200	(6,148)	23	508
Imperial Apartments	3,271	-	(3,271)	-	-
Cost of Living Community Hubs	-	25,000	(10,625)	-	14,375
Jewsons Sustainable Food Project	24,854	-	-	-	24,854
Merchant Venturers - Place Based Social Action	-	25,000	-	-	25,000
WECA - Community transport	-	154,750	(191,106)	36,356	-
Community Resilience Fund	-	9,400	(9,400)	-	-
Sports England Together	-	4,129	(2,904)	-	1,225
Ukrainian Refugees	-	5,000	(1,352)	-	3,648
Other small restricted projects	1,746	8,460	(9,877)	(125)	204
Total restricted funds	148,827	349,672	(351,340)	34,464	181,623

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2024

15. Movements in funds (continued)

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Total restricted funds	<u>148,827</u>	<u>349,672</u>	<u>(351,340)</u>	<u>34,464</u>	<u>181,623</u>
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	78,538	5,740	(32,537)	43,845	95,586
CATT operating fund	134,321	75,146	-	(81,273)	128,194
Repairs and operating	36,160	748	(7,421)	9,000	38,487
Redundancy	50,146	-	-	(50,146)	-
Operating reserve fund	<u>55,000</u>	<u>-</u>	<u>-</u>	<u>(55,000)</u>	<u>-</u>
<i>Total designated funds</i>	<u>354,165</u>	<u>81,634</u>	<u>(39,958)</u>	<u>(133,574)</u>	<u>262,267</u>
General funds	<u>168,134</u>	<u>170,258</u>	<u>(171,047)</u>	<u>99,110</u>	<u>266,455</u>
Total unrestricted funds	<u>522,299</u>	<u>251,892</u>	<u>(211,005)</u>	<u>(34,464)</u>	<u>528,722</u>
Total funds	<u><u>671,126</u></u>	<u><u>601,564</u></u>	<u><u>(562,345)</u></u>	<u><u>-</u></u>	<u><u>710,345</u></u>

16. Related party transactions

Terry Wright, trustee of HWCP during the year, is also a trustee of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £16,236 (2023: £21,050) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £1,125 (2023: £1,451) was outstanding at the year end.

Helen Holland, trustee of HWCP during the year, is also a Councillor of Bristol City Council. During the year, HWCP received grants totalling £30,251 (2023: £27,060) from Bristol City Council.

The trustees are not aware of any further related party transactions during the year.

Accounts

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2023**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2023

Company number 04167878

Charity number 1092914

Registered office and operational address @symes Community Building
Symes District Centre
Peterson Avenue
Hartcliffe
Bristol
BS13 0BE

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:

Janice Bohin
Helen Holland
Robert Page
Karen Richards
Sue Walker
Terry Wright

Principal finance staff Kath Appleford

Auditors Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Public Benefit

The Trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Hartcliffe and Withywood Community Partnership (HWCP) is a community led organisation, representing, and working on behalf of a community on the Southern edge of Bristol. HWCP was established in 1998 to spearhead the regeneration of an area of South Bristol, which is in the lowest 10% of multiply deprived wards in England. In an isolated area of Bristol known for its lack of engagement with the rest of the city and with political and economic life. Working with a wide range of partners ranging from residents to local and national organisations, we help tackle some of the inter-generational health and poverty related issues that exist in the area.

Our Vision:

For all people in the communities we serve to have an equal chance to lead successful, healthy and happy lives.

Mission:

HWCP is a community led organisation creating a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values:

- To provide a platform for all voices within our communities to be included and heard;
- To learn from the voices and experiences of our communities to enable us to build on existing strengths and assets; and
- To drive aspirations by enabling people to influence and participate in what matters to them.

Place Based Social Action and Community Development

We are here to make Hartcliffe, Withywood, (and surrounding areas) places that work for everybody. We help to make sure the community can make decisions about local issues, initiate activities, projects and promote local partnership work.

Our aim is to create a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Through our Place Based Social Action (PBSA) and Community Development work we aim to respond to the following challenges:

- Social Isolation;
- Apathy and disillusionment; and
- Lack of opportunities.

We do this by:

- Connecting People;

Hartcliffe and Withywood Community Partnership

Report of the trustees'

For the year ended 31 March 2023

- Supporting Safe Spaces; and
- Skills Building for Young People.

Connecting People

We aim to provide a role of connector within the community. Bringing people and organisations together to solve or alleviate some of the challenges listed above.

During the year we worked with **46 organisations** to **partnership work** and **connect people**.

This has created more opportunities for local people to access services and activities and has broken down barriers between different parts of the community and/or community and services.

Supporting Safe Spaces

We aim to support and provide a safe community space for people to seek support, make friends, grow skills and confidence, and take ownership of local solutions, by:

- Facilitating activities;
- Providing opportunities for people to volunteer;
- Providing opportunities for people to start new activities; and
- Signposting people to support.

This is to ensure people who need help have access to support, reach new people in the community, grow local people's skills, confidence, resilience, connections, and sense of belonging.

All our staff teams across the organisation know where to refer people who come into the building asking for help. During the year **1,001** enquiries were received where we provided information, signposted, or referred people to support, activities or services within the community.

In addition, we commissioned the services of a community leader to help support and publicise the warm spaces in BS13.

We facilitated **55** different types of regular activities/support in the community.

- **607** people took part **402** of them for the first time;
- We supported **13** one off sessions/events with **705** people attending; and
- We provided **34** volunteering opportunities.

Long - term Collaboration

A long-standing successful partnership has been with Creative Shift, supporting people to feel well and support a safe space for the use of art to improve wellbeing. The longer-term aim has been that some participants will feel confident to continue by themselves or with others.

Hartcliffe and Withywood Community Partnership

Report of the trustees'

For the year ended 31 March 2023

@symes Community Room

The community room is available for groups and community members to use free of charge. HWCP use it to run some activities with partners and also already established community led groups use it for their activities.

Skills Building for Young People

We aim to develop opportunities for young people to learn new skills to enable them to develop confidence and raise their aspirations, so they have more opportunities and better access to employment.

Over the last year we have facilitated **36** different types of regular activities/support in the community. These include dance, drama and sports activities and drop ins for sexual and mental health. Sessions are being led by partners and people in the community, including young people.

We support at least one activity every day of the week. This enables us to build relationships and trust with people in the community so we can work alongside them on things that matter to them. **734** people took part **101** of them for the first time. We supported **27** one off sessions/events with **899** people attending.

The Hartcliffe **BMX** is a firm favourite with the young people. HWCP support the ongoing delivery on the track and helped to secure funding for a worker to ensure this popular space can be used to its full potential.

The **Social Action Group** who has been meeting since August 2021, recently started a new project, to help provide warm spaces and food through the winter months. The social action group met after completing their summer project which was to organise an event for the community and then worked towards planning and implementing the youth community meal.

The Social Action Young People's Group meets weekly. 3 young women who attend the group organised a Reclaim the Night Walk, we worked in partnership with **Bristol City Council** and **Morrison's** to ensure they had the resources and support they needed. **45** people attended and it got media attention.

*We are **Ruby, Lannie and Kiera**. We live in Hartcliffe and are studying at 6th form.*

*In the summer of 2021, we went to a holiday activity looking at social action for young people and we ended up forming **SAFE**. Social Action for Everyone. **SAFE** is a group for young people who are interested in taking action in their community.*

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, eNews bulletin, and through social media, which can be accessed through this link, <https://hwcp.org.uk/wham/>.

We also received funding from Bristol City Council to co-ordinate the response to the cost-of-living crisis. We printed and delivered the WHAM! magazine to all homes in BS13 with a cost-of-living information pull out.

Building

The @Symes Resource Centre provides office space for organisations, providing support in South Bristol as well as meeting space for organisations, groups and the Hartcliffe Library.

We provide office and meeting space for the following tenants:

- Hawkspring, Drug & Alcohol support;
- Hartcliffe Library;
- Southern Arc (Next Link), Domestic Violence support;
- NHS Dementia;
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre; and
- Medacs – Homecare.

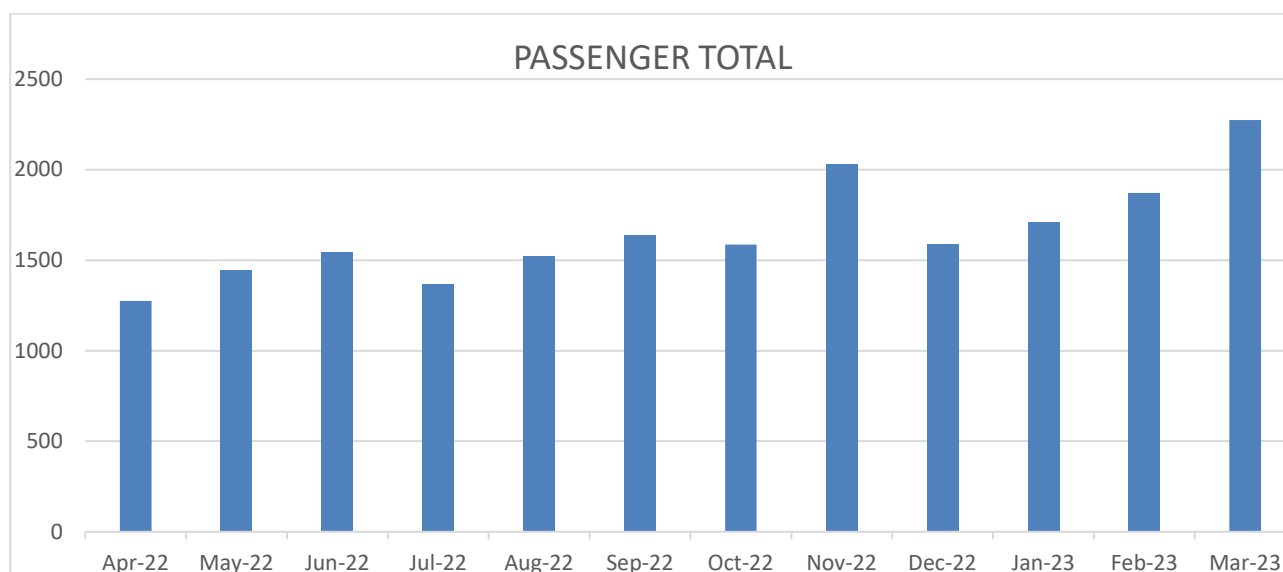
We have plans for the renovation of the ground floor of the building and have decided to complete the work in phases. The first phase, which is now complete, involved moving the reception area to create a new larger welcome area and office which allows all HWCP staff to sit together (staff were in different rooms) and be visible and accessible to the community.

Phase 2 will involve moving the library to the front of the building and the final phase will be to develop the old library space into a community room and lettable space.

CATT, Community Transport

CATT was set up to assist residents living in the areas of Hartcliffe and Withywood. This service was created to help those residents less able to access local public transport due to mobility or other health related problems.

Our passenger numbers and membership were understandably affected during the Pandemic but we continue to work to increase both so we can get back to Pre-Pandemic numbers.



Structure, Governance and Management

The charity is a company limited by guarantee, and the governing documents are the Memorandum and Articles/Constitution.

The decisions regarding annual budgets and agreement of policies are taken by the Board. During 2020 the trustees introduced various committees to enable them to scrutinise specific areas of responsibility. The Human Resources (HR) Committee, the Finance Committee and the Health and Safety Committee continue to meet quarterly, all committees have chair's that feedback to the board of trustees, highlighting any issues or decisions that need to be taken. Salary reviews are conducted annually by the board however pay increases are not guaranteed and are based on the company's performance.

Financial review

HWCP's financial position at the end of the reporting period (March 2023), is satisfactory, as all projects are within budget, and we have an adequate level of reserves.

The trustees have put a reserves policy in place to ensure that the Charity has sufficient funds to continue its core activity through unpredictable circumstances such as the withdrawal of funding or unexpected expenditure. This policy continues to be reviewed in light of the impact of the cost-of-living crisis and high inflation.

The trustees have calculated that a figure of £191,890 would be required if the Charity needed to be wound down. This includes six months running costs and redundancy costs for all staff. This was increased from 2 months running costs in previous years and will continue at that level due to the uncertainty of funding.

Hartcliffe and Withywood Community Partnership

Report of the trustees'

For the year ended 31 March 2023

At 31 March 2023, we have a General Fund of £266,455, which leaves a figure of £74,565 once the wind down costs are removed.

The trustees have allocated these reserves to mitigate against the following risks:

- £36,000 is allocated in case our main tenant does not renew their lease.

This leaves £38,565 to allocate in the 2023–24 budgets to mitigate against the increased costs and the impact of the cost-of-living crisis.

Designated funds

The trustees have reviewed our current Designated Funds in line with our future plans:

- £128,194 for the purchase of replacement minibuses.
- £38,487 for major repairs to the building.

A significant amount of our designated funds have been used early 2023/24 for the purchase of a minibus and repairs to the building. The trustees review and replenish designated funds as and when the need is identified.

Financial risks are identified by the Business Manager, which are then assessed by the finance committee who report to the board so that any mitigating action can be taken.

Our Future

We will continue to progress our plans on bringing our services, support and activities together to work in a joined up way so we can use resources, knowledge and skills in the most efficient way as well as create a vibrant, responsive environment.

We completed the first phase of changes to the layout of the ground floor of the building and continue to plan for phases 2 and 3 which would see the library at the front of the building.

We will talk to the community to help us shape our plans for the future of our community development and place based social action.

We will ensure our organisational structure is fit for purpose and enables us to deliver our services and support in a safe, efficient and sustainable way.

The key to building a stable future is working on the following areas:

- Continue to fundraise and plan the next phases for the development of the building;
- Embedding a monitoring and evaluation framework so we can demonstrate impact, understand what works and where we need to focus our efforts;

Hartcliffe and Withywood Community Partnership

Report of the trustees'

For the year ended 31 March 2023

- Review our staff roles and structures in all areas to ensure we are able to deliver against our plans;
- Identify skills needed to add to our board of trustees and recruit to those gaps;
- Fundraising for our place based social action and community development work identified in our strategic plan; and
- Develop our workforce and those working in the area with a range of learning and development opportunities.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2023

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 30 October 2023 and signed on their behalf by

J Bohin

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 its 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.

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 Auditor's 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 UK, including the FRC'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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - Testing the appropriateness of journal entries;
 - Assessing judgements and accounting estimates for potential bias;
 - Reviewing related party transactions; and
 - Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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

Alison Godfrey

Date: 31 October 2023

Alison Godfrey FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations and legacies	3	200	300	500	82,592
Charitable activities	4	349,472	251,072	600,544	570,631
Investments	5	-	520	520	207
Total income		349,672	251,892	601,564	653,430
Expenditure on:					
Raising funds		-	25,690	25,690	27,154
Charitable activities		351,340	185,315	536,655	493,066
Total expenditure	7	351,340	211,005	562,345	520,220
Net income / (expenditure)		(1,668)	40,887	39,219	133,210
Transfers between funds		34,464	(34,464)	-	-
Net movement in funds	8	32,796	6,423	39,219	133,210
Reconciliation of funds:					
Total funds brought forward		148,827	522,299	671,126	537,916
Total funds carried forward		181,623	528,722	710,345	671,126

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 16 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2023

	Note	£	2023 £	2022 £
Fixed assets				
Tangible assets	11		95,586	78,538
Current assets				
Debtors	12	53,175		100,309
Cash at bank and in hand		626,578		567,325
		679,753		667,634
Liabilities				
Creditors: amounts falling due within 1 year	13	(64,994)		(75,046)
Net current assets			614,759	592,588
Net assets	15		710,345	671,126
Funds	16			
Restricted funds			181,623	148,827
Unrestricted funds:				
Designated funds			262,267	354,165
General funds			266,455	168,134
Total charity funds			710,345	671,126

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

Approved by the trustees on 30 October 2023 and signed on their behalf by

J Bohin

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2023

	2023 £	2022 £
Cash used in operating activities:		
Net movement in funds	39,219	133,210
Adjustments for:		
Depreciation charges	32,537	20,070
(Profit) / loss on disposal of fixed assets	(5,740)	4,980
Interest from investments	(520)	(207)
Decrease / (increase) in debtors	47,134	(963)
Decrease in creditors	(10,052)	(21,692)
Net cash provided by operating activities	102,578	135,398
Cash flows from investing activities:		
Interest from investments	520	207
Proceeds from sale of fixed assets	6,950	2,500
Purchase of tangible fixed assets	(50,795)	(6,525)
Net cash used in investing activities	(43,325)	(3,818)
Increase in cash and cash equivalents in the year	59,253	131,580
Cash and cash equivalents at the beginning of the year	567,325	435,745
Cash and cash equivalents at the end of the year	626,578	567,325

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. As the charity holds unrestricted reserves of £528,527 and a cash balance of £626,578, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2023	2022
Raising funds	6%	6%
Charitable activities	94%	94%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% straight line
Computer equipment	20% straight line
Motor vehicles	20% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies (continued)

k) 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.

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations and legacies	78,445	4,147	82,592
Charitable activities	352,386	218,245	570,631
Investments	-	207	207
Total income	430,831	222,599	653,430
Expenditure on:			
Raising funds	10,026	17,128	27,154
Charitable activities	343,039	150,027	493,066
Total expenditure	353,065	167,155	520,220
Net income / (expenditure)	77,766	55,444	133,210
Transfers between funds	1,781	(1,781)	-
Net movement in funds	79,547	53,663	133,210

3. Income from donations and legacies

	Restricted £	Unrestricted £	2023 Total £
Donations	200	300	500
Total income from donations	200	300	500

	Restricted £	Unrestricted £	2022 Total £
Prior period comparatives			
Quartet Community Foundation	15,360	-	15,360
Mohn Westlake Foundation	60,000	-	60,000
Coronavirus Job Retention Scheme	-	4,147	4,147
Donations	3,085	-	3,085
Total income from donations	78,445	4,147	82,592

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

4. Income from charitable activities

	Restricted £	Unrestricted £	2023 Total £
Grants of over £5,000:			
WECA Community Transport Grant	154,750	-	154,750
The National Lottery Community Fund	99,333	-	99,333
Quartet - Cost of living community hubs	25,000	-	25,000
Merchant Venturers	25,000	-	25,000
BCC - Community resilience fund	9,400	-	9,400
Quartet - Mental health and wellbeing	5,400	-	5,400
BCC - BMX track	5,000	-	5,000
Grants of £5,000 or less	25,589	-	25,589
Other charitable income:			
Membership and fares income	-	74,712	74,712
Service charge income	-	72,109	72,109
Rental income	-	47,557	47,557
Morrisons fund	-	33,121	33,121
Telecoms and utilities	-	12,466	12,466
Other miscellaneous income	-	11,107	11,107
Total income from charitable activities	349,472	251,072	600,544

Prior period comparatives

	Restricted £	Unrestricted £	2022 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	119,035	-	119,035
The National Lottery Community Fund	106,067	-	106,067
BCC Test & Learn	50,000	-	50,000
Jewson Sustainable Food project	24,854	-	24,854
BCC Self Isolation	17,600	-	17,600
Merchant Venturers	13,000	-	13,000
Grants of £5,000 or less	21,830	-	21,830
Other charitable income:			
Membership and fares income	-	72,734	72,734
Service charge income	-	66,789	66,789
Rental income	-	34,990	34,990
Telecoms and utilities	-	5,461	5,461
Morrisons fund	-	33,121	33,121
Other miscellaneous income	-	5,150	5,150
Total income from charitable activities	352,386	218,245	570,631

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

5. Income from investments

	2023 £	2022 £
Bank interest	<u>520</u>	<u>207</u>

Income from investments was unrestricted in the current and prior year.

6. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	2023 £	2022 £
Bristol City Council:		
Community Resilience Fund	9,400	-
HAF summer programme	5,200	4,480
Ukrainian Refugees	5,000	-
BMX Track	5,000	-
Active for Travel	1,500	-
Your holiday club	960	-
Make it local	-	50,000
Self Isolation	-	17,600
West of England Combined Authority:		
Community transport grant	154,750	119,035
Other government grants:		
National Lottery Community Fund	<u>99,178</u>	<u>106,067</u>
Total government grants	<u>280,988</u>	<u>297,182</u>

All income from government grants was restricted in the current and prior year.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 9)	10,973	186,266	44,857	242,096	10,215	174,802	49,453	234,470
Staff expenses and training	-	2,715	-	2,715	-	3,882	-	3,882
Premises expenses	-	111,354	-	111,354	-	94,555	-	94,555
Administrative expenses	-	20,106	1,950	22,056	-	17,300	1,809	19,109
Audit and accountancy fees	-	-	6,960	6,960	-	-	5,701	5,701
Legal and professional fees	8,160	-	31,563	39,723	10,026	-	40,821	50,847
Communication expenses	-	11,487	-	11,487	-	1,344	-	1,344
CATT vehicle expenses	-	46,225	-	46,225	-	31,598	-	31,598
Depreciation	-	-	32,537	32,537	-	-	20,070	20,070
Loss on disposal of fixed assets	-	-	-	-	-	-	4,980	4,980
Events and activities	-	43,524	-	43,524	-	51,282	-	51,282
Sundries	-	3,668	-	3,668	-	-	2,382	2,382
				-				
Sub-total	19,133	425,345	117,867	562,345	20,241	374,763	125,216	520,220
Reallocation of support costs	6,557	111,310	(117,867)	-	6,913	118,303	(125,216)	-
Total expenditure	25,690	536,655	-	562,345	27,154	493,066	-	520,220

Total governance costs were £6,960 (2022: £9,391).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

8. Net movement in funds

This is stated after charging:

	2023 £	2022 £
Depreciation	32,537	20,070
Loss on disposal of fixed assets	-	4,980
Operating lease payments	1,109	1,109
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	122	Nil
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	5,800	4,700
▪ Other services	-	51

One trustee was reimbursed £122 for volunteer expenses (2022: Nil).

9. Staff costs and numbers

Staff costs were as follows:

	2023 £	2022 £
Salaries and wages	219,696	215,735
Social security costs	15,588	12,115
Pension costs	6,812	6,620
	<u>242,096</u>	<u>234,470</u>

No employee earned more than £60,000 during the current or prior year.

There were no termination payments during the year (2022: £7,634 for two employees).

The key management personnel of the charity during the year comprised the Trustees and the Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £43,891 (2022: £40,860).

	2023 No.	2022 No.
Average employee head count	<u>11</u>	<u>12</u>

10. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2022	36,806	18,927	121,925	177,658
Additions in year	-	1,380	49,415	50,795
Disposal	-	-	(49,600)	(49,600)
At 31 March 2023	36,806	20,307	121,740	178,853
Depreciation				
At 1 April 2022	17,817	9,361	71,942	99,120
Charge for the year	6,247	3,537	22,753	32,537
On disposals	-	-	(48,390)	(48,390)
At 31 March 2023	24,064	12,898	46,305	83,267
Net book value				
At 31 March 2023	12,742	7,409	75,435	95,586
At 31 March 2022	18,989	9,566	49,983	78,538

12. Debtors

	2023 £	2022 £
Trade debtors	35,895	77,790
Accrued income	7,447	6,175
Prepayments	9,833	16,344
	53,175	100,309

13. Creditors : amounts due within 1 year

	2023 £	2022 £
Trade creditors	20,092	33,023
Accruals	13,299	11,005
Deferred income (note 14)	27,550	27,660
Taxation and social security	4,053	3,358
	64,994	75,046

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

14. Deferred income

	2023 £	2022 £
At 1 April 2022	27,660	84,653
Deferred during the year	27,550	27,660
Released during the year	<u>(27,660)</u>	<u>(84,653)</u>
At 31 March 2023	<u><u>27,550</u></u>	<u><u>27,660</u></u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and in the prior year to invoiced grant income which is specifically for the next financial period.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	95,586	-	95,586
Current assets	193,119	166,681	319,953	679,753
Current liabilities	<u>(11,496)</u>	<u>-</u>	<u>(53,498)</u>	<u>(64,994)</u>
Net assets at 31 March 2023	<u><u>181,623</u></u>	<u><u>262,267</u></u>	<u><u>266,455</u></u>	<u><u>710,345</u></u>
Prior year comparatives	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	78,538	-	78,538
Current assets	157,432	295,142	215,060	667,634
Current liabilities	<u>(8,605)</u>	<u>(19,515)</u>	<u>(46,926)</u>	<u>(75,046)</u>
Net assets at 31 March 2022	<u><u>148,827</u></u>	<u><u>354,165</u></u>	<u><u>168,134</u></u>	<u><u>671,126</u></u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
Restricted funds					
Community groups	1,750	-	(1,222)	(354)	174
Wesport - BMX Track	2,055	-	(1,152)	(4)	899
BCC - Community Spaces	350	-	-	(350)	-
BCC - BMX Track	-	5,000	(708)	-	4,292
Quartet - Funding the Future	3,000	-	(3,000)	-	-
Quartet - Energy Grant	1,480	-	-	-	1,480
Quartet - Mental Health & Wellbeing	-	5,400	-	-	5,400
Quartet - Friends and Family BS13	-	3,000	(501)	-	2,499
Facilitating Bristol Libraries	1,200	-	(1,200)	-	-
Mohn Westlake Foundation	32,299	-	(32,299)	-	-
National Lottery Community Fund	15,248	99,333	(67,313)	(1,082)	46,186
BCC - Future Parks	1,203	-	(324)	-	879
BCC - Make it Local	50,000	-	-	-	50,000
BCC - Self Isolation	8,000	-	(8,000)	-	-
City Labs	938	-	(938)	-	-
HAF Summer Programme	1,433	5,200	(6,148)	23	508
Imperial Apartments	3,271	-	(3,271)	-	-
Cost of Living Community Hubs	-	25,000	(10,625)	-	14,375
Jewsons Sustainable Food Project	24,854	-	-	-	24,854
Merchant Venturers - Place Based Social Action	-	25,000	-	-	25,000
WECA - Community transport	-	154,750	(191,106)	36,356	-
Community Resilience Fund	-	9,400	(9,400)	-	-
Sports England Together	-	4,129	(2,904)	-	1,225
Ukrainian Refugees	-	5,000	(1,352)	-	3,648
Other small restricted projects	1,746	8,460	(9,877)	(125)	204
Total restricted funds	148,827	349,672	(351,340)	34,464	181,623

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds (continued)

Unrestricted funds

Designated funds:

Fixed assets fund	78,538	5,740	(32,537)	43,845	95,586
CATT operating fund	134,321	75,146	-	(81,273)	128,194
Repairs and operating	36,160	748	(7,421)	9,000	38,487
Redundancy	50,146	-	-	(50,146)	-
Operating reserve fund	55,000	-	-	(55,000)	-
<i>Total designated funds</i>	<u>354,165</u>	<u>81,634</u>	<u>(39,958)</u>	<u>(133,574)</u>	<u>262,267</u>
General funds	<u>168,134</u>	<u>170,258</u>	<u>(171,047)</u>	<u>99,110</u>	<u>266,455</u>
Total unrestricted funds	<u>522,299</u>	<u>251,892</u>	<u>(211,005)</u>	<u>(34,464)</u>	<u>528,722</u>
Total funds	<u>671,126</u>	<u>601,564</u>	<u>(562,345)</u>	<u>-</u>	<u>710,345</u>

Purposes of restricted funds

Community groups	Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.
Wesport - BMX Track	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active. This fund was previously named Satellite Club.
BCC - Community Spaces	To be used to support community spaces/gatherings for the Hartcliffe & Withywood ward.
BCC - BMX Track	Funding from Access Sport CIO for the Hartcliffe Pump Track, to support young people from typically underrepresented groups to kickstart a lifelong love of cycling for sport, recreation, and travel.
Quartet - Funding the Future	To enable us to be more financially sustainable and robust, to develop new income streams and work with locals partners including Bristol City Council and local youth providers. To define our strategy and plan for our work with the community.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Quartet - Mental Health & Wellbeing	To facilitate and enhance our current work around Health & Wellbeing.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds (continued)

Purposes of restricted funds

Quartet - Friends and Family BS13	Funding for a small community led group, Friends & Family of BS13, to help bring the community together to improve their mental health and prevent isolation (One City Funding: Social Action Small Grants).
Facilitating Bristol Libraries	For hosting and facilitating community conversations for Bristol Libraries.
Mohn Westlake Foundation	To work in partnership with local schools and community organisations to assess the impact of community led partnership and the effect this would have on families and children. This will include working with South Bristol Youth and WeSports, to mobilize parents and the wider community to come together to develop their own strengths.
The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local Green space/Park and promote opportunities for involvement through the Bristol Future Parks Project.
BCC - Make it Local	To facilitate our current work around managing the impact of the Covid pandemic both now and over the next year as well as supporting the development of any Make It Local services.
BCC - Self Isolation	Funding to recognise Hartcliffe and Withywood Community Partnership's contribution made during the pandemic (since the first lockdown in April 2020) and to continue promoting up to date information around Covid advice to help and support our community.
City Labs	This was a pilot project ran in south Bristol, which was funded by Quartet and based on the BCC One City Plan target which was voted on as a priority at the last City Gathering - "Support community assets (such as community centres/ groups) to reduce social isolation and improve mental wellbeing, focusing particularly on communities with mental health inequalities."

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds (continued)

Purposes of restricted funds

HAF Summer Programme	BCC Funding to run 20 activities for children and young people over the summer holidays.
Imperial Apartments	Funding from Quartet through their Express grant programme, to set up a community garden group for residents at Imperial Apartments; this is being coordinated by a BCC Community Development Worker.
Cost of Living Community Hubs	Bristol City Council funding to deliver the Cost-of-Living Hub Co-ordination across Hartcliffe, and to produce a special edition Cost-of-Living guide in our Wham magazine, and delivery across the BS13 area.
Performing Harts	Funding from Quartet through their Express grant programme, for ACTA and a local resident to run free weekly Youth Theatre for vulnerable young people aged 8-12 living in Hartcliffe and Withywood.
Jewsons Sustainable Food Project	In collaboration with BCC Community Development Team - to enable and empower people living in BCC owned social housing in Hartcliffe to engage with and take action towards a more sustainable food system. Increase social networks and build confidence and self-esteem through activities and create a legacy that motivates long term engagement.
Merchant Venturers - Place Based Social Action	In partnership with South Bristol Youth (SBY) to build on a place-based change transition programme for students going from primary to secondary school, raising their aspirations and tackling anti-social behaviour.
WECA - Community transport	Funding from the West of England Combined Authority (WECA) to run the CATT bus service for the local community.
Community Resilience Fund	To contribute and lead community conversations in our neighbourhood for the co-design of a deliberative and participatory decision-making process alongside other VCSE organisations and Bristol City Council.
Sports England Together	To help reduce the negative impact of COVID-19 and the widening of the inequalities in sport and physical activity.
Ukrainian Refugees	Funding from Bristol City Council to support a neighbourhood hub hosted by residents to welcome Ukrainian families moving to the BS13 area under the Homes for Ukraine Scheme.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds (continued)

Purposes of restricted funds

Other small restricted projects	Various funds received for plants for parks etc, assisting in area committee meetings, Grassroots football, encouraging new players and adapting to Covid rules.
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Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
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CATT operating fund	Fund to cover any future repairs or replacements of CATT mini-buses.
---------------------	--

Repairs and operating	Fund to cover any major repairs that may be required to the @Symes building.
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Redundancy	Cumulative fund to cover the costs of redundancies should they become necessary in the future.
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Operating reserve fund	To support the sustainability of the charity in the event of income not reaching expected levels, or to cover unplanned events and assist, if needed, the closedown of the organisation.
------------------------	--

Transfers between funds

The transfer into WECA - Community transport from the corresponding designated funds is to cover the overspend and bring the carried forward balance to £nil. The transfer into the fixed assets designated fund from Community transport (mini buses) represents the purchase of vehicles. The transfers from Operating reserve and Redundancy designated funds into general funds reflect the decision to change how these are presented in the financial statements.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

16. Movements in funds (continued)

Prior year comparative:

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Community groups	1,750	-	-	-	1,750
Wesport - BMX Track	408	2,732	(1,085)	-	2,055
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	7,000	15,360	(19,360)	-	3,000
Quartet - Energy Grant	1,480	-	-	-	1,480
Facilitating Bristol Libraries	1,200	-	-	-	1,200
Mohn Westlake Foundation	26,991	60,000	(54,692)	-	32,299
National Lottery Community Fund	27,401	106,067	(117,477)	(743)	15,248
BCC - Future Parks	2,000	-	(797)	-	1,203
BCC - Make it Local	-	50,000	-	-	50,000
BCC - Self Isolation	-	17,600	(9,600)	-	8,000
City Labs	-	2,186	(1,248)	-	938
HAF Summer Programme	-	4,480	(3,047)	-	1,433
Imperial Apartments	-	5,000	(1,729)	-	3,271
Performing Harts	-	4,975	(4,975)	-	-
Jewsons Sustainable Food Project	-	24,854	-	-	24,854
Merchant Venturers - Place Based Social Action	-	13,000	(13,000)	-	-
WECA - Community transport	-	122,120	(124,644)	2,524	-
Other small restricted projects	700	2,457	(1,411)	-	1,746
Total restricted funds	69,280	430,831	(353,065)	1,781	148,827
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	99,563	-	(25,050)	4,025	78,538
CATT operating fund	109,369	72,734	-	(47,782)	134,321
Repairs and operating	41,647	813	(15,300)	9,000	36,160
Redundancy	57,781	-	(7,635)	-	50,146
Operating reserve fund	55,000	-	-	-	55,000
Total designated funds	363,360	73,547	(47,985)	(34,757)	354,165
General funds	105,276	149,052	(119,170)	32,976	168,134
Total unrestricted funds	468,636	222,599	(167,155)	(1,781)	522,299
Total funds	537,916	653,430	(520,220)	-	671,126

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2023

17. Operating lease rentals

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

	2023 £	2022 £
Amount falling due:		
Within 1 year	554	1,108
Within 1 - 5 years	-	554
	<u>554</u>	<u>1,662</u>

18. Related party transactions

Terry Wright, trustee of HWCP during the year, is also a trustee of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £21,050 (2022: £10,039) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £1,451 (2022: £1,279) was outstanding at the year end.

The trustees are not aware of any further related party transactions during the year.

Accounts

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2022**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2022

Company number 04167878

Charity number 1092914

Registered office and operational address @symes Community Building
Symes District Centre
Peterson Avenue
Hartcliffe
Bristol
BS13 0BE

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:

Janice Bohin
Helen Holland
Robert Page
Karen Richards
Sue Walker
Terry Wright

Principal finance staff Kath Appleford

Auditors Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2022

The trustees present their report and the audited financial statements for the period ended 31 March 2022. Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Public Benefit

The Trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Hartcliffe and Withywood Community Partnership (HWCP) is a community led organisation, representing and working on behalf of a community on the Southern edge of Bristol. HWCP was established in 1998 to spearhead the regeneration of an area of South Bristol, which is in the lowest 10% of multiply deprived wards in England. In an isolated area of Bristol known for its lack of engagement with the rest of the city and with political and economic life. Working with a wide range of partners ranging from residents to local and national organisations, we help tackle some of the inter-generational health and poverty related issues that exist in the area.

We do this by:

- Communicating with the community and other organisations through our **WHAM!** Magazine, **eNews** bulletin, and through social media;
- Delivering services that improve local lives and prospects: these include the **@Symes Resource Centre** which is home to the local library and provides office space to organisations that support the community. Our **CATT** community transport services;
- Creating partnerships with other organisations and individuals that provide opportunities for local people to learn, play and be creative. These include a full programme of activities for children and young people and the wider community; and
- Supporting the community and partners to act and make decisions about local issues. These include local and citywide plans for development or change.

Our Vision:

For all people in the communities we serve to have an equal chance to lead successful, healthy and happy lives.

Mission:

HWCP is a community led organisation creating a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values:

- To provide a platform for all voices within our communities to be included and heard.
- To learn from the voices and experiences of our communities to enable us to build on existing strengths and assets.
- To drive aspirations by enabling people to influence and participate in what matters to them.

Internal Organisational Development

HWCP is a community led organisation and reflects the community it serves. This means that along with shared understanding, knowledge, and experiences of the community there are also some areas and instances where, like the wider community the organisation needs to work harder to achieve. Throughout 2020 and 2021 alongside the challenges of the pandemic much work has been done to build resilience and effect change internally. The board of trustees has undergone a programme of learning and development which has led to a coherent planning process and effective risk management that has enabled the organisation to remain stable through much uncertainty.

As well as responding to the community's needs during lockdown and building resilience in our governance and planning, we developed a framework to deliver the Place Based Social Action work so HWCP can be here for the community and local organisations to come together to find solutions to problems that may arise in the future.

COVID 19

The previous year had seen us responding to community need during the various lockdowns. April 2021 to March 2022 found us (and everyone else) adapting to the ever changing environment we all found ourselves in. Although restrictions were eased, there continued to be some in place until February 2022. This meant that our activities were still affected by the restrictions as well as managing outbreaks of the virus amongst staff, volunteers, members and the wider community in a responsible way. This report should be read with this understanding.

Place Based Social Action and Community Development

We are here to make Hartcliffe, Withywood and surrounding areas places that work for everybody. We help to make sure the community can make decisions about local issues, initiate activities, projects and promote local partnership work.

Our aim is to create a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our **Place Based Social Action** is the vehicle for our work within the community. Delivering and enabling a range of activities, opportunities and support. Building on and enhancing the assets within the community. We have 4 themes that we focus on:

- **Everyone is Welcome**
Support Hartcliffe and Withywood to be an inclusive place, by bringing people together, providing platforms for all voices to be included and heard; and supporting people who need help, to access it.
- **Children and Young People**
Develop a positive narrative which makes young people feel a valued part of the community and support activities to build a sense of belonging, identity, confidence and leadership.

- **Pride of Place**

Enabling people to contribute to their area and feel proud of where they live by bringing people and organisations together to discuss and agree community action on local planning, transport, and local green spaces.

- **Health and Wellbeing**

Create pathways for people into activities that have the potential to enhance physical and mental health and wellbeing, so that they feel more confident, resilient and able to contribute.

“Working with HWCP has really transformed our relationship with the local community, especially when it comes to connecting with local groups and activities. The helpful timetables they have produced of activities have made sure we know what’s going on and when. Prior to having the timetable we would often miss opportunities to be involved in local activities as it was hard to keep track of when things were. It has also helped young people locally access activities. From handing out the timetables we have been able to encourage a lot of children that would otherwise engage in anti-social behaviour (ASB) be involved in a variety of positive activities significantly reducing ASB locally. This has a wider impact on the local community making them feel happier and safer.”

PC Sophia Love, Avon and Somerset Police

We work with others to enhance and grow what is already within our community.

We worked with Learning Partnership West (LPW), **Fair Share** and **Bristol City Council** to distribute **50** food parcels during school holidays.

34 young people attended mixed boxercise sessions **led by young people** and in partnership with **Grassroots Communities** and **14** young women attending the Girl’s boxercise sessions.

We held two family fun days with **Morrisons** with around **150** people attending both days.

We engaged with **24** people during a series of “Coffee Stops” across Hartcliffe and Withywood and attended Walwyn Gardens residents’ meetings with **Bristol City Council**, engaging with **20** residents.

We worked with **Rise Dance Group** to offer **4** young women a series of dance sessions.

We regularly engage with around **50** young people at weekly sessions on the **BMX bike track**.

We supported **2 projects** with the **Bristol Old Vic** exploring issues for young people such as knife crime with **14** young people taking part.

16 young people attended Drama sessions with **Performing Harts** which is a community led theatre group supported by **ACTA** and HWCP.

We worked with **Access Sport, Bristol City Robins Foundation, Gloucestershire Cricket Club Board, Merchants Academy, Hareclive School, Youth Moves** and **Avon and Somerset Police** to provide a range of sporting activities both in term time and during school holidays engaging **200 plus** young people.

Creating change – Social Action Group

Three young women who attend our Social Action Group organised a “Reclaim the Night” walk in Hartcliffe and Withywood, they said “We are organising this walk as we feel that we need to address and raise awareness around the issue of women’s safety - and also the community not feeling safe at night-time.” They wanted the event to be all-inclusive so that no matter your background everyone can feel safe and included.

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, eNews bulletin, and through social media, which can be accessed through this link, <https://hwcp.org.uk/wham/>.

During COVID-19 we relayed messages through our eNewsletter and social media rather than editions of the WHAM! as messages and information changed quickly. Engagement with our eNewsletter and eBulletins was good throughout and other organisations, particularly Bristol City Council, used us to relay key messages throughout the pandemic.

Building

The @Symes Resource Centre provides office space for organisations, providing support in South Bristol as well as meeting space for organisations, groups and the Hartcliffe Library.

We provide office and meeting space for the following tenants:

- Hawkspring, Drug & Alcohol support;
- Hartcliffe Library;
- Southern Arc (Next Link), Domestic Violence support;
- NHS Dementia;
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre; and
- Medacs – Homecare.

We have plans for the renovation of the ground floor of the building and have decided to complete the work in phases. The first phase, which is now complete, involved moving the reception area to create a new larger welcome area and office which allows all HWCP staff to sit together (staff were in different rooms) and be visible and accessible to the community.

Report of the trustees

For the year ended 31 March 2022

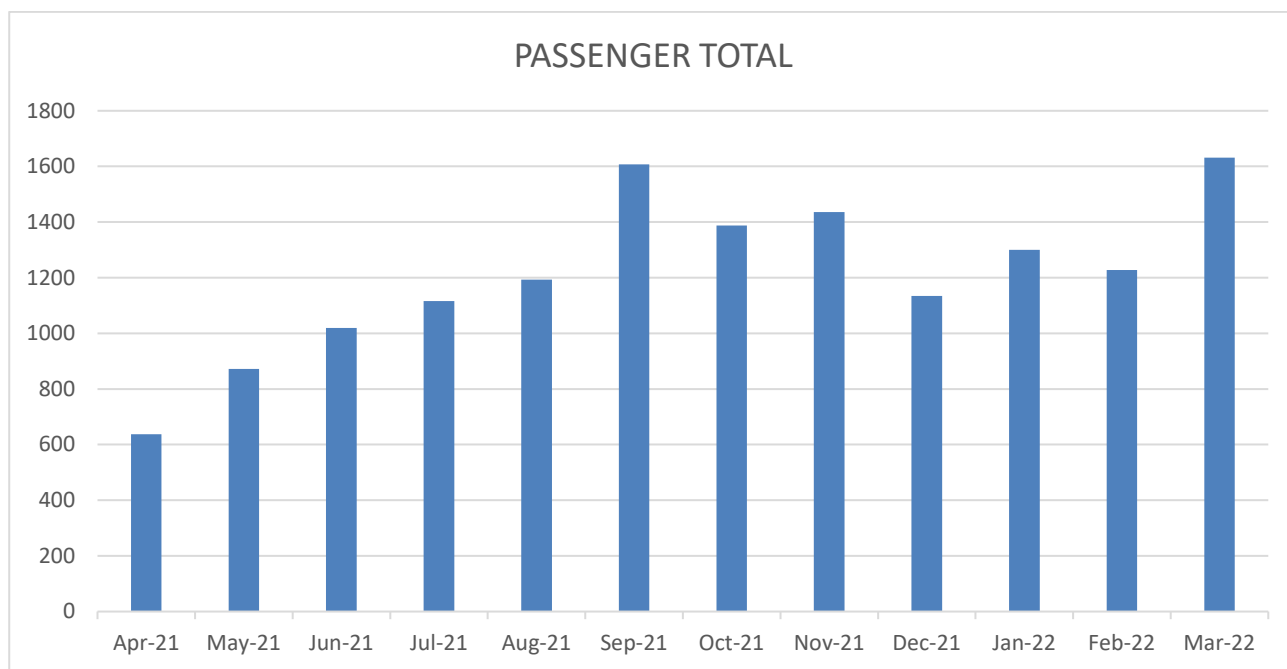
Phase 2 will involve moving the library to the front of the building and the final phase will be to develop the old library space into a community room and lettable space.

At the end of 2021 we opened our shop front office to allow the community to have access to computers and have space to run activities and meetings.

CATT, Community Transport

CATT was set up to assist residents living in the areas of Hartcliffe and Withywood. This service was created to help those residents less able to access local public transport due to mobility or other health related problems.

We have steadily opened the service again as much as was safe to do so during the Pandemic. Our passenger numbers and membership were understandably affected but we continue to work to increase both so we can get back to pre-pandemic numbers.



Structure, Governance and Management

The charity is a company limited by guarantee, and the governing documents are the Memorandum and Articles/Constitution.

We recruit our new trustees by advertising locally within the local community. The induction process consists of a meeting with the Director, information concerning the responsibilities of a trustee, and the code of conduct. New trustees also receive an induction pack which highlights the above and other important issues.

The decisions regarding annual budgets and agreement of policies are taken by the Board. During 2020 the trustees introduced various committees to enable them to scrutinise specific areas of responsibility. To this end the Human Resources (HR) Committee, the Finance Committee and the Health and Safety Committee were established. All committees have chair's that feedback to the board of trustees, highlighting any issues or decisions that need to be taken. In 2022 the HR committee are agreeing a new suite of policies which will inform and guide how staff are managed. Salary reviews are conducted annually by the board however pay increases are not guaranteed and are based on the company's performance.

Financial review

HWCP's financial position at the end of the reporting period (March 2022), is satisfactory, as all projects are within budget and we have an adequate level of reserves.

The main risks are the funding intentions of the West of England Combined Authority (WECA) relating to community transport, and @symes tenants moving out of the building. However, with planning and the following reserves the trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

We hold reserves for:

- Repairs and Operating costs – for major repairs to our building £36,160;
- Redundancy costs – if redundancies are necessary £50,146;
- Community Transport (Minibuses) – this is reserved for our transport project, for major repairs on the vehicles or the purchase of new vehicles £134,321;
- Operating Reserve Fund – to ensure the stability of the employment and ongoing operations of the organisation £55,000;
- General funds - £168,134; and
- Assets (Minibuses, Office equipment, etc) - £78,538.

Financial risks are identified by the finance officer, which are then assessed by the finance committee who report to the board so that any mitigating action can be taken.

Our Future

We have been working on bringing our services, support and activities together to work in a joined up way so we can use resources, knowledge and skills in the most efficient way as well as create a vibrant, responsive environment.

We have ambitious plans for the renovation of the ground floor of the building which have been agreed by trustees and Bristol City Council Library Services. We have a schedule of works and quote for the whole of the works, which total around £400,000.

Part of the renovations include using a previously unloved outside space at the side of the building. We have had the community payback team clear this area which was full of rubbish and overgrown foliage. We plan to create an outdoor community space including a small community garden.

The key to building a stable future is working on the following areas:

- Continue to fundraise and plan the next phases for the development of the building;
- Embedding a monitoring and evaluation framework so we can demonstrate impact, understand what works and where we need to focus our efforts;
- Starting targeted focussed fundraising to support existing work and develop the areas we have identified in our strategic plan; and
- Develop our workforce by ensuring we have the right posts, the right people and that HWCP is a good place to work with opportunities to develop and learn.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2022

financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 10 October 2022 and signed on their behalf by

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 its 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.

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 Auditor's 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 UK, including the FRC'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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - Testing the appropriateness of journal entries;
 - Assessing judgements and accounting estimates for potential bias;
 - Reviewing related party transactions; and
 - Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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

Date: 11 October 2022

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income from:					
Donations and legacies	3	78,445	4,147	82,592	102,408
Charitable activities	4	352,386	218,245	570,631	415,207
Investments	5	-	207	207	871
Total income		<u>430,831</u>	<u>222,599</u>	<u>653,430</u>	<u>518,486</u>
Expenditure on:					
Raising funds		10,026	17,128	27,154	30,068
Charitable activities		<u>343,039</u>	<u>150,027</u>	<u>493,066</u>	<u>465,228</u>
Total expenditure	7	<u>353,065</u>	<u>167,155</u>	<u>520,220</u>	<u>495,296</u>
Net income / (expenditure)		77,766	55,444	133,210	23,190
Transfers between funds		<u>1,781</u>	<u>(1,781)</u>	<u>-</u>	<u>-</u>
Net movement in funds	8	79,547	53,663	133,210	23,190
Reconciliation of funds:					
Total funds brought forward		<u>69,280</u>	<u>468,636</u>	<u>537,916</u>	<u>514,726</u>
Total funds carried forward		<u><u>148,827</u></u>	<u><u>522,299</u></u>	<u><u>671,126</u></u>	<u><u>537,916</u></u>

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 16 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	11		78,538	99,563
Current assets				
Debtors	12	100,309		99,346
Cash at bank and in hand		567,325		435,745
		667,634		535,091
Liabilities				
Creditors: amounts falling due within 1 year	13	(75,046)		(96,738)
Net current assets			592,588	438,353
Net assets	15		671,126	537,916
Funds	16			
Restricted funds			148,827	69,280
Unrestricted funds:				
Designated funds			354,165	363,360
General funds			168,134	105,276
Total charity funds			671,126	537,916

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

Approved by the trustees on 10 October 2022 and signed on their behalf by

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2022

	2022 £	2021 £
Cash used in operating activities:		
Net movement in funds	133,210	23,190
Adjustments for:		
Depreciation charges	20,070	21,799
Loss on the disposal of fixed assets	4,980	5,405
Interest from investments	(207)	(871)
Decrease / (increase) in debtors	(963)	(52,999)
Increase / (decrease) in creditors	<u>(21,692)</u>	<u>53,764</u>
Net cash provided by operating activities	<u>135,398</u>	<u>50,288</u>
Cash flows from investing activities:		
Interest from investments	207	871
Proceeds from sale of fixed assets	2,500	3,700
Purchase of tangible fixed assets	<u>(6,525)</u>	<u>(45,871)</u>
Net cash used in investing activities	<u>(3,818)</u>	<u>(41,300)</u>
Increase in cash and cash equivalents in the year	131,580	8,988
Cash and cash equivalents at the beginning of the year	<u>435,745</u>	<u>426,757</u>
Cash and cash equivalents at the end of the year	<u>567,325</u>	<u>435,745</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. As the charity holds unrestricted reserves of £522,299 and a cash balance of £567,325, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2022	2021
Raising funds	6%	7%
Charitable activities	94%	93%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% reducing balance
Computer equipment	20% reducing balance
Motor vehicles	20% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

k) 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.

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2021 Total £
Income from:			
Donations and legacies	75,000	27,408	102,408
Charitable activities	212,748	202,459	415,207
Investments	-	871	871
Total income	287,748	230,738	518,486
Expenditure on:			
Raising funds	3,859	26,209	30,068
Charitable activities	336,119	129,109	465,228
Total expenditure	339,978	155,318	495,296
Net income / (expenditure)	(52,230)	75,420	23,190
Transfers between funds	(27,100)	27,100	-
Net movement in funds	(79,330)	102,520	23,190

3. Income from donations and legacies

	Restricted £	Unrestricted £	2022 Total £
Quartet Community Foundation	15,360	-	15,360
Mohn Westlake Foundation	60,000	-	60,000
Coronavirus Job Retention Scheme	-	4,147	4,147
Donations	3,085	-	3,085
Total income from donations	78,445	4,147	82,592

Prior period comparatives

	Restricted £	Unrestricted £	2021 Total £
Quartet Community Foundation	15,000	-	15,000
Mohn Westlake Foundation	60,000	-	60,000
BCC Neighbourhoods and communities	-	22,000	22,000
Coronavirus Job Retention Scheme	-	5,408	5,408
Total income from donations	75,000	27,408	102,408

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	119,035	-	119,035
The National Lottery Community Fund	106,067	-	106,067
BCC Test & Learn	50,000	-	50,000
Jewson Sustainable Food project	24,854	-	24,854
BCC Self Isolation	17,600	-	17,600
Merchant Venturers	13,000	-	13,000
Grants of £5,000 or less	21,830	-	21,830
Other charitable income:			
Membership and fares income	-	72,734	72,734
Service charge income	-	66,789	66,789
Rental income	-	34,990	34,990
Telecoms and utilities	-	5,461	5,461
Morrisons fund	-	33,121	33,121
Other miscellaneous income	-	5,150	5,150
Total income from charitable activities	352,386	218,245	570,631

Prior period comparatives

	Restricted £	Unrestricted £	2021 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	120,750	-	120,750
BCC Emergency assistance	53,900	-	53,900
The National Lottery Community Fund	11,038	-	11,038
Merchant Venturers	25,000	-	25,000
Grants of £5,000 or less	2,060	200	2,260
Other charitable income:			
Membership and fares income	-	67,184	67,184
Service charge income	-	69,115	69,115
Rental income	-	28,300	28,300
Telecoms and utilities	-	2,430	2,430
Morrisons fund	-	33,121	33,121
Other miscellaneous income	-	2,109	2,109
Total income from charitable activities	212,748	202,459	415,207

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

5. Income from investments

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Bank interest	-	207	207	871

Income from investments was fully unrestricted in the prior year.

6. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Bristol City Council:				
Make it local	50,000	-	50,000	-
Self Isolation	17,600	-	17,600	-
HAF summer programme	4,480	-	4,480	-
Emergency assistance	-	-	-	53,900
Neighbourhoods and communities	-	-	-	22,000
West of England Combined Authority:				
Community transport grant	119,035	-	119,035	120,750
Other government grants:				
National Lottery Community Fund	106,067	-	106,067	11,038
Total government grants	297,182	-	297,182	207,688

Income from government grants was fully restricted in the prior year.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Staff costs (note 9)	10,215	174,802	49,453	234,470	10,075	143,619	53,690	207,384
Staff expenses and training	-	3,882	-	3,882	-	1,807	-	1,807
Premises expenses	-	94,555	-	94,555	-	43,682	-	43,682
Administrative expenses	-	17,300	1,809	19,109	-	13,265	2,019	15,284
Audit and accountancy fees	-	-	5,701	5,701	-	-	5,405	5,405
Legal and professional fees	10,026	-	40,821	50,847	11,238	-	43,235	54,473
Communication expenses	-	1,344	-	1,344	-	423	-	423
CATT vehicle expenses	-	31,598	-	31,598	-	22,071	-	22,071
Depreciation	-	-	20,070	20,070	-	-	21,799	21,799
Loss on disposal of fixed assets	-	-	4,980	4,980	-	-	5,405	5,405
Grants payable to individuals (2021: 274 grants)*	-	-	-	-	-	48,899	-	48,899
Events and activities	-	51,282	-	51,282	-	66,671	-	66,671
Sundries	-	-	2,382	2,382	-	-	1,993	1,993
				-				
Sub-total	20,241	374,763	125,216	520,220	21,313	340,437	133,546	495,296
Reallocation of support costs	6,913	118,303	(125,216)	-	8,755	124,791	(133,546)	-
Total expenditure	27,154	493,066	-	520,220	30,068	465,228	-	495,296

Total governance costs were £9,391 (2021: £10,666).

* Grants payable in the prior year related to Emergency Assistance funding allocated from DEFRA via Bristol City Council to help those struggling to afford food and other essentials due to Coronavirus.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

8. Net movement in funds

This is stated after charging:

	2022 £	2021 £
Depreciation	20,070	21,799
Loss on disposal of fixed assets	4,980	5,405
Operating lease payments	1,109	1,425
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (including VAT)	5,640	5,350
▪ Other services	61	171

9. Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	215,735	190,929
Social security costs	12,115	9,955
Pension costs	6,620	6,500
	<u>234,470</u>	<u>207,384</u>

No employee earned more than £60,000 during the year.

Included within salaries and wages above are termination payments of £7,634 (2021: £9,731) to two (2021: two) employees. This was funded from surplus generated from unrestricted activities.

The key management personnel of the charity during the year comprised the Trustees and the Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £40,860 (2021: £40,302).

	2022 No.	2021 No.
Average employee head count (8 FTE)	<u>12</u>	<u>12</u>

10. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2021	52,451	22,771	141,125	216,347
Additions in year	5,782	743	-	6,525
Disposal	<u>(21,427)</u>	<u>(4,587)</u>	<u>(19,200)</u>	<u>(45,214)</u>
At 31 March 2022	<u>36,806</u>	<u>18,927</u>	<u>121,925</u>	<u>177,658</u>
Depreciation				
At 1 April 2021	33,573	10,380	72,831	116,784
Charge for the year	4,362	2,577	13,131	20,070
On disposals	<u>(20,118)</u>	<u>(3,596)</u>	<u>(14,020)</u>	<u>(37,734)</u>
At 31 March 2022	<u>17,817</u>	<u>9,361</u>	<u>71,942</u>	<u>99,120</u>
Net book value				
At 31 March 2022	<u>18,989</u>	<u>9,566</u>	<u>49,983</u>	<u>78,538</u>
At 31 March 2021	<u>18,878</u>	<u>12,391</u>	<u>68,294</u>	<u>99,563</u>

12. Debtors

	2022 £	2021 £
Trade debtors	77,790	84,940
Accrued income	6,175	5,612
Prepayments	<u>16,344</u>	<u>8,794</u>
	<u>100,309</u>	<u>99,346</u>

13. Creditors : amounts due within 1 year

	2022 £	2021 £
Trade creditors	33,023	-
Accruals	11,005	12,085
Deferred income (note 14)	27,660	84,653
Taxation and social security	<u>3,358</u>	<u>-</u>
	<u>75,046</u>	<u>96,738</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

14. Deferred income

	2022 £	2021 £
At 1 April 2021	84,653	24,202
Deferred during the year	27,660	84,653
Released during the year	<u>(84,653)</u>	<u>(24,202)</u>
At 31 March 2022	<u>27,660</u>	<u>84,653</u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and in the prior year to invoiced grant income which is specifically for the next financial period.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	78,538	-	78,538
Current assets	157,432	295,142	215,060	667,634
Current liabilities	<u>(8,605)</u>	<u>(19,515)</u>	<u>(46,926)</u>	<u>(75,046)</u>
Net assets at 31 March 2022	<u>148,827</u>	<u>354,165</u>	<u>168,134</u>	<u>671,126</u>
Prior year comparatives				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	99,563	-	99,563
Current assets	129,882	263,797	141,412	535,091
Current liabilities	<u>(60,602)</u>	<u>-</u>	<u>(36,136)</u>	<u>(96,738)</u>
Net assets at 31 March 2021	<u>69,280</u>	<u>363,360</u>	<u>105,276</u>	<u>537,916</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Community groups	1,750	-	-	-	1,750
Wesport - BMX Track	408	2,732	(1,085)	-	2,055
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	7,000	15,360	(19,360)	-	3,000
Quartet - Energy Grant	1,480	-	-	-	1,480
Facilitating Bristol Libraries	1,200	-	-	-	1,200
Mohn Westlake Foundation	26,991	60,000	(54,692)	-	32,299
National Lottery Community Fund	27,401	106,067	(117,477)	(743)	15,248
BCC - Future Parks	2,000	-	(797)	-	1,203
BCC - Make it Local	-	50,000	-	-	50,000
BCC - Self Isolation	-	17,600	(9,600)	-	8,000
City Labs	-	2,186	(1,248)	-	938
HAF Summer Programme	-	4,480	(3,047)	-	1,433
Imperial Apartments	-	5,000	(1,729)	-	3,271
Performing Harts	-	4,975	(4,975)	-	-
Jewsons Sustainable Food Project	-	24,854	-	-	24,854
Merchant Venturers - Place Based Social Action	-	13,000	(13,000)	-	-
WECA - Community transport	-	122,120	(124,644)	2,524	-
Other small restricted projects	700	2,457	(1,411)	-	1,746
Total restricted funds	69,280	430,831	(353,065)	1,781	148,827
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	99,563	-	(25,050)	4,025	78,538
Community transport (mini buses)	109,369	72,734	-	(47,782)	134,321
Repairs and operating	41,647	813	(15,300)	9,000	36,160
Redundancy	57,781	-	(7,635)	-	50,146
Operating reserve fund	55,000	-	-	-	55,000
<i>Total designated funds</i>	363,360	73,547	(47,985)	(34,757)	354,165
General funds	105,276	149,052	(119,170)	32,976	168,134
Total unrestricted funds	468,636	222,599	(167,155)	(1,781)	522,299
Total funds	537,916	653,430	(520,220)	-	671,126

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Purposes of restricted funds

Community groups

	Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.
Wesport - BMX Track	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active. This fund was previously named Satellite Club.
BCC - Community Spaces	To be used to support community spaces/gatherings for the Hartcliffe & Withywood ward.
Quartet - Funding the Future	To enable us to be more financially sustainable and robust, to develop new income streams and work with locals partners including Bristol City Council and local youth providers. To define our strategy and plan for our work with the community.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Facilitating Bristol Libraries	For hosting and facilitating community conversations for Bristol Libraries.
Mohn Westlake Foundation	To work in partnership with local schools and community organisations to assess the impact of community led partnership and the effect this would have on families and children. This will include working with South Bristol Youth and WeSports, to mobilize parents and the wider community to come together to develop their own strengths.
The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local Green space/Park and promote opportunities for involvement through the Bristol Future Parks Project.
BCC - Make it Local	To facilitate our current work around managing the impact of the Covid pandemic both now and over the next year as well as supporting the development of any Make It Local services.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Purposes of restricted funds

BCC - Self Isolation	Funding to recognise Hartcliffe and Withywood Community Partnership's contribution made during the pandemic (since the first lockdown in April 2020) and to continue promoting up to date information around Covid advice to help and support our community.
City Labs	This was a pilot project ran in south Bristol, which was funded by Quartet and based on the BCC One City Plan target which was voted on as a priority at the last City Gathering - "Support community assets (such as community centres/ groups) to reduce social isolation and improve mental wellbeing, focusing particularly on communities with mental health inequalities."
HAF Summer Programme	BCC Funding to run 20 activities for children and young people over the summer holidays.
Imperial Apartments	Funding from Quartet through their Express grant programme, to set up a community garden group for residents at Imperial Apartments; this is being coordinated by a BCC Community Development Worker.
Performing Harts	Funding from Quartet through their Express grant programme, for ACTA and a local resident to run free weekly Youth Theatre for vulnerable young people aged 8-12 living in Hartcliffe and Withywood.
Jewsons Sustainable Food Project	In collaboration with BCC Community Development Team - to enable and empower people living in BCC owned social housing in Hartcliffe to engage with and take action towards a more sustainable food system. Increase social networks and build confidence and self-esteem through activities and create a legacy that motivates long term engagement.
Merchant Venturers - Place Based Social Action	In partnership with South Bristol Youth (SBY) to build on a place-based change transition programme for students going from primary to secondary school, raising their aspirations and tackling anti-social behaviour.
WECA - Community transport	Funding from the West of England Combined Authority (WECA) to run the CATT bus service for the local community. A total of £241,500 (2020: £259,000) was received of which £120,750 (2020: £129,500) was passed directly to partners and not recognised as income.
Other small restricted projects	Various funds received for plants for parks etc, assisting in area committee meetings, Grassroots football, encouraging new players and adapting to Covid rules.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
Community transport (mini buses)	Fund to cover any future repairs or replacements of CATT mini-buses.
Repairs and operating	Fund to cover any major repairs that may be required to the @Symes building.
Redundancy	Cumulative fund to cover the costs of redundancies should they become necessary in the future.
Operating reserve fund	To support the sustainability of the charity in the event of income not reaching expected levels, or to cover unplanned events and assist, if needed, the closedown of the organisation.

Transfers between funds

The transfer out of the National Lottery Community Fund and General fund represents the purchase of fixtures and fittings and computer equipment, held in the fixed assets fund.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

16. Movements in funds (continued)

Prior year comparative:

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2021 £
Restricted funds					
Community groups	1,750	-	-	-	1,750
Wesport - Satellite Club	1,443	60	(1,095)	-	408
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	9,780	15,000	(17,780)	-	7,000
Quartet - Energy Grant	1,480	-	-	-	1,480
Morrisons Foundation -					
Youth Workers	10,572	-	(10,572)	-	-
Bus Funds	44,840	-	(4,675)	(40,165)	-
Facilitating Bristol	1,200	-	-	-	1,200
BCC - ABCD Training	7,133	-	(7,133)	-	-
Mohn Westlake	9,657	60,000	(42,666)	-	26,991
National Lottery					
Community Fund	59,705	11,038	(41,110)	(2,232)	27,401
BCC - Emergency Assistance					
Grants	-	53,900	(53,900)	-	-
BCC - Future Parks	-	2,000	-	-	2,000
Merchant Venturers - Place					
Based Social Action	-	25,000	(25,000)	-	-
Community transport	-	120,750	(136,047)	15,297	-
Other small restricted projects	700	-	-	-	700
Total restricted funds	148,610	287,748	(339,978)	(27,100)	69,280
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	84,596	-	(27,204)	42,171	99,563
Community transport (mini buses)	59,099	67,184	-	(16,914)	109,369
Repairs and operating	31,768	879	-	9,000	41,647
Redundancy	61,507	-	(7,871)	4,145	57,781
Operating reserve fund	57,787	-	-	(2,787)	55,000
<i>Total designated funds</i>	294,757	68,063	(35,075)	35,615	363,360
General funds	71,359	162,675	(120,243)	(8,515)	105,276
Total unrestricted funds	366,116	230,738	(155,318)	27,100	468,636
Total funds	514,726	518,486	(495,296)	-	537,916

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2022

17. Operating lease rentals

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

	2022 £	2021 £
Amount falling due:		
Within 1 year	1,108	1,108
Within 1 - 5 years	554	1,662
	<u>1,662</u>	<u>2,770</u>

18. Related party transactions

Terry Wright, trustee of HWCP during the year, is also a trustee of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £10,039 (2021: £8,665) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £1,279 (2021: £727) was outstanding at the year end.

Susan Walker, a trustee of HWCP, is also a director of Grassroot Communities CIC. During the year, HWCP paid Grassroot Communities CIC £Nil (2021: £4,138) for services provided. There were no amounts outstanding at year end.

The trustees are not aware of any further related party transactions during the year.

Accounts

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2021**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2021

Company number 04167878

Charity number 1092914

Registered office and operational address @symes Community Building
Symes District Centre
Peterson Avenue
Hartcliffe
Bristol
BS13 0BE

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:

Janice Bohin	
Paul Goggin	resigned 31 July 2020
Helen Holland	appointed 28 April 2020
Robert Page	
Karen Richards	
Sue Walker	
Terry Wright	

Principal finance staff Kath Appleford

Auditors Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

The trustees present their report and the audited financial statements for the period ended 31 March 2021. Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Public Benefit

The Trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Our Vision:

For all residents in the communities, we serve to have an equal chance to lead successful, healthy, and happy lives.

Mission:

HWCP is a community led organisation here to create a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values:

- Work with asset-based principles, celebrating and promoting what is strong in the local community, and building capacity when needed.
- Working to create a welcoming environment for all.
- Supporting individuals to develop their skills and confidence through access to advice, training, mentoring, visits, and volunteering (directly and through local partners).

Since the outbreak of COVID-19, we have seen the assets within the community come to the fore. Organisations and individuals have stepped up in a way that far exceeded anything most of us could have imagined. However, there is the impact of COVID-19 felt within the community that can shift from being grateful to be out, seeing loved ones, being healthy to feelings of loss, uncertainty, suspicion, and for some, feeling divided by views and beliefs of friends and relatives. The acute experiences that already existed for people have been exacerbated by the pandemic.

HWCP's usual activities did not take place during most of 2020 and early 2021. The building closed to the public, community transport ground to a halt, and activities within the community became about supporting people to live through the height of the pandemic and keep them informed as much as possible. During this period HWCP said goodbye to valued staff members who retired and left the organisation. We were also deeply saddened by the loss of highly regarded members and former members of our team, as well as members of the community who used our services and support.

We are grateful to our funders who continued to support us as we adapted our services to meet the needs of the community during this most difficult period.

The charity is taking the following steps to mitigate the threats that COVID-19 may pose to the organisation:

- COVID-19 safe measures in place with review of services and building closure regularly;
- Furlough utilised for staff who could not be found alternative work to reduce costs; and
- Medium and long-term plans developed for effected services, including securing funds to support mitigation.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

COVID-19 Response

On commencement of the first lockdown in March 2020, our staff were redeployed to provide the community response to COVID-19, working with Bristol City Council to take referrals for shopping, prescriptions, and dog walking, as well as providing telephone befriending to residents. We received **443** referrals and provided ongoing support to over **320** people via **50** volunteers.

Local resident, who has been shielded so had to isolate, said: "The assistance provided has been priceless. I only required a bit of shopping each week but without this service I would have gone without and due to this I am really appreciative."

We continued to provide support with shopping for anyone told to self-isolate for a short period. The priority shifted to informing and supporting people to have their vaccinations. We worked with Bristol City Council Community Development team and Public Health team by attending meetings to keep up to date with the statistics in our area so we could use our communication channels to provide accurate up to date information. We used our community transport vehicles and volunteers to take people without transport to their vaccination appointment. To date we have taken **93** local people to get their vaccination via community transport.

Place Based Social Action and Community Development

Community Engagement

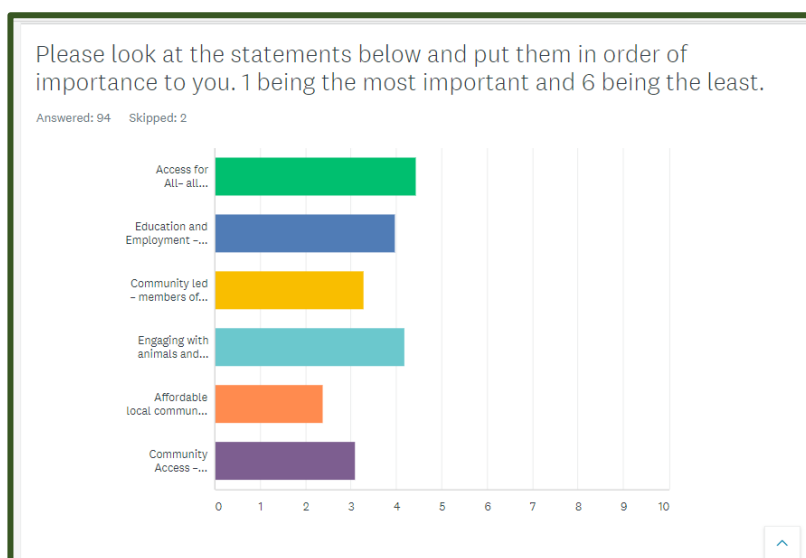
The year from April 2020 to March 2021 has been challenging in terms of opportunities to engage with the community about anything other than Covid.

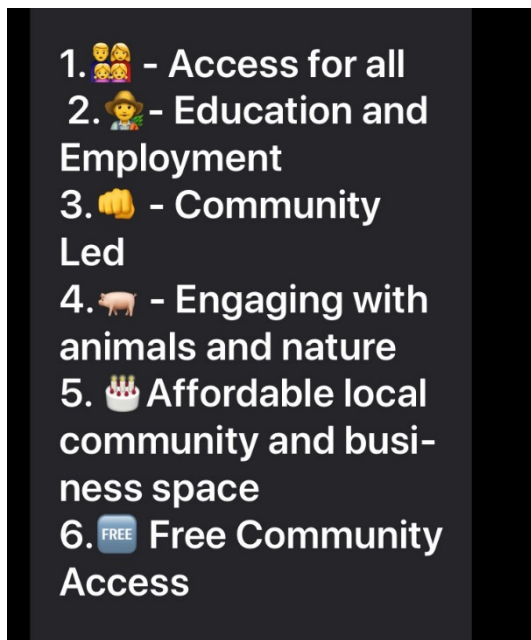
In September 2020, Bristol City Council asked HWCP to undertake a consultation with the community of Hartcliffe, to gain an understanding of the three most important principals for the existing Hartcliffe Farm site which organisations then needed to include in their 'Expressions of Interest'.

We used social media, an online survey, conversations, and direct text messages adapting to use accessible language, to ensure we have gained a wide range of views, including children.

Online Survey

We published a survey and **92** people took part. Most of them directly online with some verbal, which were entered online by agents of HWCP.





Text, Conversations, and Social Media

Members of the community were asked via social media, conversations, and text messages to rank in order the 3 most important principles. **82** people took part, (we have names and postcodes). These were the responses:

1. 87
2. 43
3. 46
4. 78
5. 31
6. 46

Analysis of responses

The principles that were chosen in the top three by the most people are:

1. Access for All (152),
2. Engaging with animals and nature (123)
3. Education and Employment (97)

These principles were included in the Expression of Interest document which interested parties had to explain how their plan would meet the communities 3 principles.

Social Action Online Event

In November we held a **Social Action Event in November 2020**, which was held via Zoom. We were concerned that community members would find it difficult to attend as they may not be familiar with Zoom, so we contacted people to see if they needed help to understand how to download the app and sign into the event.

47 people attended, made up of organisations and individuals. Locality provided support for this event, and it was a great success. We asked what was already happening and what would people like to be involved in. We went into breakout rooms which were aligned to 4 themes. The feedback will help us plan our future work.

Everyone is Welcome

Support Hartcliffe and Withywood to be an inclusive place, by bringing people together, providing platforms for all voices to be included and heard; and supporting people who need help, to access it.

Everyone is Welcome

"Volunteers had knocked on new resident's door to welcome them"

"People would like a "Street Party" to bring people together"

"Muslims for Bristol involved in litter picks"



Children and Young People

Enabling people to contribute to their area and feel proud of where they live, by bringing people and organisations together to discuss and agree community action on local planning, transport and local green spaces.

CHILDREN AND YOUNG PEOPLE

"People to understand Young People's viewpoint"

"More activity for CYP"

"More parents to be involved (friends of the library)"

"Publicise the Fishing Project"

Pride of Place

Enabling people to contribute to their area and feel proud of where they live by bringing people and organisations together to discuss and agree community action on local planning, transport, and local green spaces.

Pride of Place

"We want Community Journalists – WHAM magazine to have community led space"

"Link in with Growing the Power of Communities – Bristol City Council initiative to embed co-production"

"Use of green spaces – natural world helping mental health"



Health and Wellbeing

Health and Wellbeing

Create pathways for people into activities that have the potential to enhance physical and mental health, and wellbeing, so that they feel more confident, resilient and able to contribute.



"Support for women – mental health, substance misuse and domestic abuse"
"Walking Groups"
"Music – jam sessions (people can't always play instruments in their flats)"
"Art – to help mental health"
"Mental Health First Aid Training"

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, eNews bulletin, and through social media, which can be accessed through this link, <https://hwcp.org.uk/wham/>.

Social Media Engagements

April 2020 – March 2021

Facebook

Total Engagement: 14947

April 2021 – July 2021

Facebook

Total Engagement: 6213



During COVID-19 we relayed messages through our eNewsletter and social media rather than editions of the WHAM! As messages and information changed quickly. Engagement with our eNewsletter and eBulletins was good throughout, and other organisations particularly Bristol City Council used us to relay key messages throughout the pandemic.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

Building

The @Symes Resource Centre provides office space for organisations, providing support in South Bristol as well as meeting space for organisations, groups and Hartcliffe Library.

We provide office and meeting space for the following tenants:

- Hawkspring, Drug & Alcohol support;
- Hartcliffe Library;
- Southern Arc (Next Link), Domestic Violence support;
- NHS Dementia;
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre; and
- Medacs – Homecare.

During lockdown and the building closure we used the opportunity to:

- Repair small sections of the roof and repair all water damage throughout the building;
- Paint the foyer area;
- General clear out throughout the building;
- Went through paperwork, using an electronic filing system; and
- Review of HWCP policies including HR & Health & Safety and coordinated a 12-month review plan.

CATT, Community Transport

CATT was set up to assist residents living in the areas of Hartcliffe and Withywood. This service was created to help those residents less able to access local public transport due to mobility or other health related problems.

The first lockdown meant the ceasing of our community transport services. However, as stated above, staff and volunteers were redeployed to assist the community with shopping, prescription collection, dog walking, and a telephone befriending service.

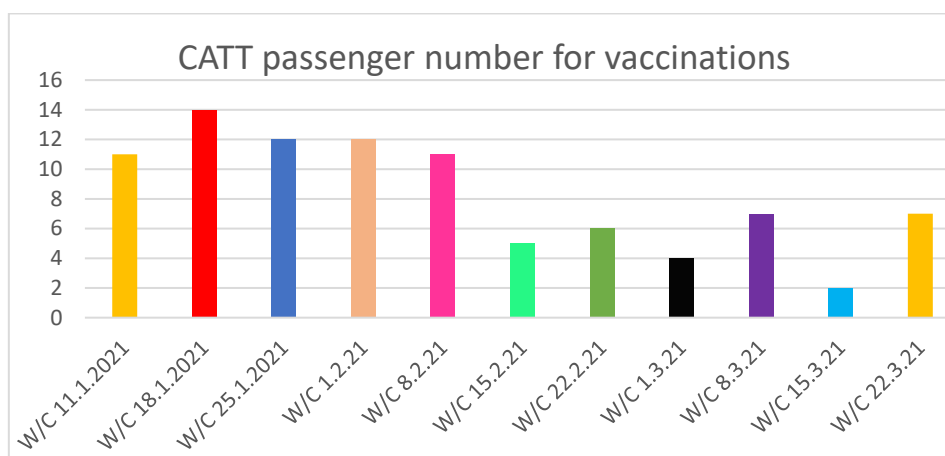
Once the vaccinations were approved, our community transport team came together again, taking bookings to take people from the BS13 area who could not get there themselves to and from their vaccination appointments. During the year, subject of this report, we had taken over **90** people to get vaccinated.



Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021



Despite not running our usual service we still managed **748** journeys throughout the year, taking nearly **2,500** passengers.

Structure, Governance and Management

The charity is a company limited by guarantee, and the governing documents are the Memorandum and Articles/Constitution.

We recruit our new trustees by advertising locally within the local community. The induction process consists of a meeting with the Director, information concerning the responsibilities of a trustee, and the code of conduct. New trustees also receive an induction pack which highlights the above and other important issues.

The decisions regarding annual budgets, salary amendments/increases, grievances, complaints, and agreement of policies is taken by the Board. During 2020, the trustees introduced various committees to enable them to scrutinise specific areas of responsibility. To this end, the Human Resources Committee, the Finance Committee, and the Health and Safety Committee were established. All have chairs that feedback to the main board, highlighting any issues or decisions that need to be taken. Salary reviews are conducted annually by the board in relation to the cost of living. Pay increases are not guaranteed and are based on the company's performance.

The Board has also undertaken a period of development and is working on the new Business Plan considering the impact of COVID19.

Financial review

HWCP's financial position at the end of the reporting period (March 2021), is satisfactory, as all projects are within budget and we have an adequate level of reserves.

The main risks are the funding intentions West of England Combined Authority relating to community transport, and @symes tenants moving out of the building. COVID-19 has increased these risks, however, with planning and the following reserves the trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

We hold reserves for:

- Repairs and Operating costs – for major repairs to our building £41,647;
- Redundancy costs – if redundancies are necessary £57,781;
- Community Transport (Minibuses) – this is reserved for our transport project, for major repairs on the vehicles or the purchase of new vehicles £109,369;
- Operating Reserve Fund – to ensure the stability of the employment and ongoing operations of the organisation £55,000;
- General funds - £105,276; and
- Assets (Minibuses, Office equipment, etc) - £99,563.

Financial risks are identified by the finance officer, which are then assessed by the finance committee who report to the board so that any mitigating action can be taken.

Plans for Future

HWCP has undergone organisational changes to make us fit for the future. The Trustees will embed the improvements in governance arrangements, with particular focus on the Human Resources, Health and Safety and Finance Committees. We will continue to work on our business plan alongside a monitoring and evaluation framework, this has been delayed due to COVID-19 however we will complete it this year.

We also plan to make physical changes to the building to enable a safe environment for staff, volunteers and the community in light of COVID-19.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 30 November 2021 and signed on their behalf by

Janice Bohin

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 2021 and of its 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.

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 Auditor's 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 UK, including the FRC'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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - Testing the appropriateness of journal entries;
 - Assessing judgements and accounting estimates for potential bias;
 - Reviewing related party transactions; and
 - Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

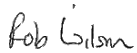
To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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



Date: 30 November 2021

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Income from:					
Donations and legacies	3	75,000	27,408	102,408	117,000
Charitable activities	4	212,748	202,459	415,207	458,806
Investments	5	-	871	871	1,063
Total income		<u>287,748</u>	<u>230,738</u>	<u>518,486</u>	<u>576,869</u>
Expenditure on:					
Raising funds		3,859	26,209	30,068	26,381
Charitable activities		<u>336,119</u>	<u>129,109</u>	<u>465,228</u>	<u>467,398</u>
Total expenditure	7	<u>339,978</u>	<u>155,318</u>	<u>495,296</u>	<u>493,779</u>
Net income / (expenditure)		(52,230)	75,420	23,190	83,090
Transfers between funds		<u>(27,100)</u>	<u>27,100</u>	<u>-</u>	<u>-</u>
Net movement in funds	8	(79,330)	102,520	23,190	83,090
Reconciliation of funds:					
Total funds brought forward		<u>148,610</u>	<u>366,116</u>	<u>514,726</u>	<u>431,636</u>
Total funds carried forward		<u><u>69,280</u></u>	<u><u>468,636</u></u>	<u><u>537,916</u></u>	<u><u>514,726</u></u>

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 16 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2021

	Note	£	2021 £	2020 £
Fixed assets				
Tangible assets	11		99,563	84,596
Current assets				
Debtors	12	99,346		46,347
Cash at bank and in hand		435,745		426,757
		535,091		473,104
Liabilities				
Creditors: amounts falling due within 1 year	13	(96,738)		(42,974)
Net current assets			438,353	430,130
Net assets	15		537,916	514,726
Funds	16			
Restricted funds			69,280	148,610
Unrestricted funds:				
Designated funds			363,360	294,757
General funds			105,276	71,359
Total charity funds			537,916	514,726

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

Approved by the trustees on 30 November 2021 and signed on their behalf by

Janice Bohin

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2021

	2021 £	2020 £
Cash used in operating activities:		
Net movement in funds	23,190	83,090
Adjustments for:		
Depreciation charges	21,799	19,705
Loss on the disposal of fixed assets	5,405	247
Interest from investments	(871)	(1,063)
Decrease / (increase) in debtors	(52,999)	(20,258)
Increase / (decrease) in creditors	53,764	12,870
Net cash provided by operating activities	50,288	94,591
Cash flows from investing activities:		
Interest from investments	871	1,063
Proceeds from sale of fixed assets	3,700	-
Purchase of tangible fixed assets	(45,871)	(9,196)
Net cash used in investing activities	(41,300)	(8,133)
Increase in cash and cash equivalents in the year	8,988	86,458
Cash and cash equivalents at the beginning of the year	426,757	340,299
Cash and cash equivalents at the end of the year	435,745	426,757

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic is having a profound impact on the global economy, and may in turn affect the charity. The trustees have considered the impact of this issue on the charitable company's current and future financial position. As the charity holds unrestricted reserves of £468,636 and a cash balance of £435,745, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2021	2020
Raising funds	7%	7%
Charitable activities	93%	93%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% reducing balance
Computer equipment	20% reducing balance
Motor vehicles	20% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

k) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies (continued)

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2020 Total £
Income from:			
Donations and legacies	116,887	113	117,000
Charitable activities	212,963	245,843	458,806
Investments	-	1,063	1,063
Total income	329,850	247,019	576,869
Expenditure on:			
Raising funds	3,859	22,522	26,381
Charitable activities	303,443	163,955	467,398
Total expenditure	307,302	186,477	493,779
Net income / (expenditure)	22,548	60,542	83,090
Transfers between funds	38,571	(38,571)	-
Net movement in funds	61,119	21,971	83,090

3. Income from donations and legacies

	Restricted £	Unrestricted £	2021 Total £
Quartet Community Foundation	15,000	-	15,000
Mohn Westlake Foundation	60,000	-	60,000
BCC Neighbourhoods and communities	-	22,000	22,000
Coronavirus Job Retention Scheme	-	5,408	5,408
Total income from donations	75,000	27,408	102,408

Prior period comparatives

	Restricted £	Unrestricted £	2020 Total £
Quartet Community Foundation	24,900	-	24,900
Mohn Westlake Foundation	59,987	-	59,987
BCC CIL Grant	32,000	-	32,000
Individual donations	-	113	113
Total income from donations	116,887	113	117,000

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

4. Income from charitable activities

	Restricted £	Unrestricted £	2021 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	120,750	-	120,750
BCC Emergency assistance	53,900	-	53,900
The National Lottery Community Fund	11,038	-	11,038
Merchant Venturers	25,000	-	25,000
Grants of £5,000 or less	2,060	200	2,260
Other charitable income:			
Membership and fares income	-	67,184	67,184
Service charge income	-	69,115	69,115
Rental income	-	28,300	28,300
Telecoms and utilities	-	2,430	2,430
Morrisons fund	-	33,121	33,121
Other miscellaneous income	-	2,109	2,109
Total income from charitable activities	212,748	202,459	415,207

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

4. Income from charitable activities (continued)

Prior period comparatives

	Restricted £	Unrestricted £	2020 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	129,500	-	129,500
The National Lottery Community Fund	76,711	-	76,711
Grants of £5,000 or less	6,752	-	6,752
Other charitable income:			
Membership and fares income	-	81,823	81,823
Service charge income	-	71,776	71,776
Rental income	-	45,462	45,462
Morrisons fund	-	33,121	33,121
Telecoms and utilities	-	7,509	7,509
Franking machine and postage	-	2,558	2,558
Photocopying income	-	1,272	1,272
Refreshments and locker hire	-	275	275
Other miscellaneous income	-	1,570	1,570
Stationery	-	117	117
WHAM!	-	360	360
Total income from charitable activities	212,963	245,843	458,806

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

5. Income from investments

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Bank interest	-	871	871	1,063

Income from investments was fully unrestricted in the prior year.

6. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Bristol City Council:				
Community transport grant	120,750	-	120,750	129,500
Emergency assistance	53,900	-	53,900	-
Neighbourhoods and communities	-	22,000	22,000	-
s106 funds to support community transport	-	-	-	32,000
Reducing parental conflict	-	-	-	2,000
Community space / meetings grant	-	-	-	600
Other government grants:				
National Lottery Community Fund	-	-	-	76,711
Total government grants	174,650	22,000	196,650	240,811

Income from government grants was fully restricted in the prior year.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Staff costs (note 9)	10,075	143,619	53,690	207,384
Staff expenses and training	-	1,807	-	1,807
Premises expenses	-	43,682	-	43,682
Postage, printing and stationery	-	3,333	-	3,333
IT costs and support	-	7,574	-	7,574
Refreshments and room hire	-	55	-	55
Telephone	-	2,303	-	2,303
Audit and accountancy fees	-	-	5,405	5,405
Legal and professional fees	11,238	-	43,235	54,473
Photocopier expenses	-	-	2,019	2,019
Communication expenses	-	423	-	423
CATT vehicle expenses	-	22,071	-	22,071
Depreciation	-	-	21,799	21,799
Loss on disposal of fixed assets	-	-	5,405	5,405
Grants payable to individuals (274 grants)	-	48,899	-	48,899
Events and activities	-	66,671	-	66,671
Sundries	-	-	1,993	1,993
				-
Sub-total	21,313	340,437	133,546	495,296
Reallocation of support costs	8,755	124,791	(133,546)	-
Total expenditure	30,068	465,228	-	495,296

Total governance costs were £10,666 (2020: £15,304).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

7. Total expenditure (continued)

Prior period comparatives

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 9)	13,679	170,555	66,810	251,044
Staff expenses and training	-	2,517	-	2,517
Premises expenses	-	75,225	-	75,225
Postage, printing and stationery	-	5,574	-	5,574
IT costs and support	-	6,671	-	6,671
Refreshments and room hire	-	1,559	-	1,559
Telephone	-	1,878	-	1,878
Trustees expenses and training	-	-	222	222
Volunteer expenses	-	32	-	32
Audit and accountancy fees	-	-	5,853	5,853
Legal and professional fees	3,859	-	22,592	26,451
Memberships and subscriptions	-	-	1,544	1,544
Photocopier expenses	-	-	1,641	1,641
Communication expenses	-	1,375	-	1,375
CATT volunteer expenses	-	1,310	-	1,310
CATT vehicle expenses	-	42,311	-	42,311
Depreciation	-	-	19,705	19,705
Loss on disposal of fixed assets	-	-	247	247
Events and activities	-	48,130	-	48,130
Sundries	-	-	490	490
Sub-total	17,538	357,137	119,104	493,779
Reallocation of support costs	8,843	110,261	(119,104)	-
Total expenditure	26,381	467,398	-	493,779

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

8. Net movement in funds

This is stated after charging:

	2021 £	2020 £
Depreciation	21,799	19,705
Loss on disposal of fixed assets	5,405	247
Operating lease payments	1,425	2,026
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (including VAT)	5,350	5,220
▪ Other services	171	633

9. Staff costs and numbers

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	190,929	230,800
Social security costs	9,955	13,141
Pension costs	6,500	7,103
	<u>207,384</u>	<u>251,044</u>

No employee earned more than £60,000 during the year.

Included within salaries and wages above are termination payments of £9,731 (2020: £7,597) to two (2020: two) employees. This was funded from surplus generated from unrestricted activities.

The key management personnel of the charity during the year comprised the Trustees, Chief Executive Officer (prior year only) and Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £40,302 (2020: £46,269).

	2021 No.	2020 No.
Average employee head count (8 FTE)	<u>12</u>	<u>13</u>

10. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2020	52,451	17,065	137,905	207,421
Additions in year	-	5,706	40,165	45,871
Disposal	-	-	(36,945)	(36,945)
At 31 March 2021	52,451	22,771	141,125	216,347
Depreciation				
At 1 April 2020	28,855	6,554	87,416	122,825
Charge for the year	4,718	3,826	13,255	21,799
On disposals	-	-	(27,840)	(27,840)
At 31 March 2021	33,573	10,380	72,831	116,784
Net book value				
At 31 March 2021	18,878	12,391	68,294	99,563
At 31 March 2020	23,596	10,511	50,489	84,596

12. Debtors

	2021 £	2020 £
Trade debtors	84,940	28,550
Accrued income	5,612	6,484
Prepayments	8,794	11,313
	99,346	46,347

13. Creditors : amounts due within 1 year

	2021 £	2020 £
Trade creditors	-	2,715
Accruals	12,085	16,057
Deferred income (note 14)	84,653	24,202
	96,738	42,974

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

14. Deferred income

	2021 £	2020 £
At 1 April 2020	24,202	378
Deferred during the year	84,653	24,202
Released during the year	(24,202)	(378)
At 31 March 2021	<u>84,653</u>	<u>24,202</u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and to invoiced grant income which is specifically for the next financial period.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	99,563	-	99,563
Current assets	129,882	263,797	141,412	535,091
Current liabilities	(60,602)	-	(36,136)	(96,738)
Net assets at 31 March 2021	<u>69,280</u>	<u>363,360</u>	<u>105,276</u>	<u>537,916</u>
Prior year comparatives				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	84,596	-	84,596
Current assets	149,705	210,161	113,238	473,104
Current liabilities	(1,095)	-	(41,879)	(42,974)
Net assets at 31 March 2020	<u>148,610</u>	<u>294,757</u>	<u>71,359</u>	<u>514,726</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2021 £
Restricted funds					
Community groups	1,750	-	-	-	1,750
Wesport - Satellite Club	1,443	60	(1,095)	-	408
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	9,780	15,000	(17,780)	-	7,000
Quartet - Energy Grant	1,480	-	-	-	1,480
Morrisons Foundation - Youth Workers	10,572	-	(10,572)	-	-
Bus Funds	44,840	-	(4,675)	(40,165)	-
Facilitating Bristol Libraries	1,200	-	-	-	1,200
BCC - ABCD Training	7,133	-	(7,133)	-	-
Mohn Westlake Foundation	9,657	60,000	(42,666)	-	26,991
National Lottery Community Fund	59,705	11,038	(41,110)	(2,232)	27,401
BCC - Emergency Assistance Grants	-	53,900	(53,900)	-	-
BCC - Future Parks	-	2,000	-	-	2,000
Merchant Venturers - Place Based Social Action	-	25,000	(25,000)	-	-
Community transport	-	120,750	(136,047)	15,297	-
Other small restricted projects	700	-	-	-	700
Total restricted funds	148,610	287,748	(339,978)	(27,100)	69,280
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	84,596	-	(27,204)	42,171	99,563
Community transport (mini buses)	59,099	67,184	-	(16,914)	109,369
Repairs and operating	31,768	879	-	9,000	41,647
Redundancy	61,507	-	(7,871)	4,145	57,781
Operating reserve fund	57,787	-	-	(2,787)	55,000
<i>Total designated funds</i>	294,757	68,063	(35,075)	35,615	363,360
General funds	71,359	162,675	(120,243)	(8,515)	105,276
Total unrestricted funds	366,116	230,738	(155,318)	27,100	468,636
Total funds	514,726	518,486	(495,296)	-	537,916

Purposes of restricted funds

Community groups

Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Purposes of restricted funds

Wesport - Satellite Club	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active.
BCC - Community Spaces	To be used to support community spaces/gatherings for the Hartcliffe & Withywood ward.
Quartet - Funding the Future	To enable us to be more financially sustainable and robust, to develop new income streams and work with locals partners including Bristol City Council and local youth providers. To define our strategy and plan for our work with the community.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Morrison's Foundation - Youth Workers	Funded through the Quartet's Catalyst Programme to develop and coordinate in partnership with South Bristol Youth (SBY) and other local organisations, a set of community led youth service activities in the local area to raise the aspirations of young people and tackle anti-social behaviour.
Bus Funds	Funds from Garfield Weston and Bristol City Council to purchase a new mini-bus.
Facilitating Bristol Libraries	For hosting and facilitating community conversations for Bristol Libraries.
BCC - ABCD Training	To provide ABCD guides training, to work with BCC to host a Learning/dissemination event.
Mohn Westlake Foundation	To work in partnership with local schools and community organisations to assess the impact of community led partnership and the effect this would have on families and children. This will include working with South Bristol Youth and WeSports, to mobilize parents and the wider community to come together to develop their own strengths.
The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Purposes of restricted funds

BCC - Emergency Assistance Grants	Funding allocated to Bristol City Council from the Department for Environment, Food and Rural Affairs (DEFRA) to help those who are struggling to afford food and other essentials due to Coronavirus.
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local Green space/Park and promote opportunities for involvement through the Bristol Future Parks Project.
Merchant Venturers - Place Based Social Action	In partnership with South Bristol Youth (SBY) to build on a place-based change transition programme for students going from primary to secondary school, raising their aspirations and tackling anti-social behaviour.
Community transport	Funding from the West of England Combined Authority (WECA) previously funded by Bristol City Council (BCC) to run the CATT bus service for the local community. A total of £241,500 (2020: £259,000) was received of which £120,750 (2020: £129,500) was passed directly to partners and not recognised as income.
Other small restricted projects	Various funds received for plants for parks etc, assisting in area committee meetings, Grassroots football, encouraging new players and adapting to Covid rules.

Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
Community transport (mini buses)	Fund to cover any future repairs or replacements of CATT mini-buses.
Repairs and operating	Fund to cover any major repairs that may be required to the @Symes building.
Redundancy	Cumulative fund to cover the costs of redundancies should they become necessary in the future.
Operating reserve fund	To support the sustainability of the charity in the event of income not reaching expected levels, or to cover unplanned events and assist, if needed, the closedown of the organisation.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Transfers between funds

The transfer out of the Bus Fund and National Lottery Community Fund represents the purchase of a minibus and computer equipment, held in the fixed assets fund.

Prior year comparative:

	At 1 April 2019 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2020 £
Restricted funds					
Community groups	3,010	-	(1,260)	-	1,750
Community work funds	8,937	-	(9,103)	166	-
Crisis intervention fund	3,895	-	(504)	(3,391)	-
Summer treasure hunt	2,020	-	(2,020)	-	-
Wesport - Satellite Club	1,302	1,715	(1,574)	-	1,443
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	7,845	24,900	(22,965)	-	9,780
Quartet - Energy Grant	5,400	-	(3,920)	-	1,480
Morrisons Foundation - Youth Workers	25,202	-	(14,630)	-	10,572
Merchant Venturers - Place Based Pilot	2,861	-	(2,861)	-	-
Bus Funds	12,840	32,000	-	-	44,840
Facilitating Bristol Libraries	1,200	-	-	-	1,200
BCC - ABCD Training	12,500	-	(5,367)	-	7,133
Mohn Westlake Foundation	-	59,987	(50,330)	-	9,657
National Lottery Community Fund	-	76,711	(17,006)	-	59,705
Community transport	-	129,500	(171,296)	41,796	-
Other small restricted projects	129	5,037	(4,466)	-	700
Total restricted funds	87,491	329,850	(307,302)	38,571	148,610
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	95,352	-	(19,952)	9,196	84,596
Community transport (mini buses)	21,653	81,765	-	(44,319)	59,099
Operations manager	9,362	-	-	(9,362)	-
Repairs and operating	33,947	768	(5,239)	2,292	31,768
Redundancy	58,908	-	(2,597)	5,196	61,507
Operating reserve fund	57,787	-	-	-	57,787
Total designated funds	277,009	82,533	(27,788)	(36,997)	294,757
General funds	67,136	164,486	(158,689)	(1,574)	71,359
Total unrestricted funds	344,145	247,019	(186,477)	(38,571)	366,116
Total funds	431,636	576,869	(493,779)	-	514,726

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

17. Operating lease rentals

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

	2021 £	2020 £
Amount falling due:		
Within 1 year	-	1,857
Within 1 - 5 years	-	-
	<u>-</u>	<u>1,857</u>

18. Related party transactions

Terry Wright and Paul Goggin, trustees of HWCP during the year, are also trustees of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £8,665 (2020: £11,711) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £727 (2020: £750) was outstanding at the year end.

Susan Walker, a trustee of HWCP, is also a director of Grassroot Communities CIC. During the year, HWCP paid Grassroot Communities CIC £4,138 (2020: £4,138) for services provided. There were no amounts outstanding at year end.

The trustees are not aware of any further related party transactions during the year.

Company no. 04167878
Charity no. 1092914

**Hartcliffe and Withywood Community
Partnership
Report and Audited Financial Statements
31 March 2021**

Hartcliffe and Withywood Community Partnership

Reference and administrative details

For the year ended 31 March 2021

Company number 04167878

Charity number 1092914

Registered office and operational address @symes Community Building
Symes District Centre
Peterson Avenue
Hartcliffe
Bristol
BS13 0BE

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:

Janice Bohin	
Paul Goggin	resigned 31 July 2020
Helen Holland	appointed 28 April 2020
Robert Page	
Karen Richards	
Sue Walker	
Terry Wright	

Principal finance staff Kath Appleford

Auditors Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

The trustees present their report and the audited financial statements for the period ended 31 March 2021. Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Public Benefit

The Trustees have considered and have had due regard to the Charity Commission's guidance on public benefit. Our main activities and those who benefit from our service are described below.

Our Vision:

For all residents in the communities, we serve to have an equal chance to lead successful, healthy, and happy lives.

Mission:

HWCP is a community led organisation here to create a sustainable and supportive local environment for people to feel empowered, realise their potential, and create positive change.

Our Values:

- Work with asset-based principles, celebrating and promoting what is strong in the local community, and building capacity when needed.
- Working to create a welcoming environment for all.
- Supporting individuals to develop their skills and confidence through access to advice, training, mentoring, visits, and volunteering (directly and through local partners).

Since the outbreak of COVID-19, we have seen the assets within the community come to the fore. Organisations and individuals have stepped up in a way that far exceeded anything most of us could have imagined. However, there is the impact of COVID-19 felt within the community that can shift from being grateful to be out, seeing loved ones, being healthy to feelings of loss, uncertainty, suspicion, and for some, feeling divided by views and beliefs of friends and relatives. The acute experiences that already existed for people have been exacerbated by the pandemic.

HWCP's usual activities did not take place during most of 2020 and early 2021. The building closed to the public, community transport ground to a halt, and activities within the community became about supporting people to live through the height of the pandemic and keep them informed as much as possible. During this period HWCP said goodbye to valued staff members who retired and left the organisation. We were also deeply saddened by the loss of highly regarded members and former members of our team, as well as members of the community who used our services and support.

We are grateful to our funders who continued to support us as we adapted our services to meet the needs of the community during this most difficult period.

The charity is taking the following steps to mitigate the threats that COVID-19 may pose to the organisation:

- COVID-19 safe measures in place with review of services and building closure regularly;
- Furlough utilised for staff who could not be found alternative work to reduce costs; and
- Medium and long-term plans developed for effected services, including securing funds to support mitigation.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

COVID-19 Response

On commencement of the first lockdown in March 2020, our staff were redeployed to provide the community response to COVID-19, working with Bristol City Council to take referrals for shopping, prescriptions, and dog walking, as well as providing telephone befriending to residents. We received **443** referrals and provided ongoing support to over **320** people via **50** volunteers.

Local resident, who has been shielded so had to isolate, said: "The assistance provided has been priceless. I only required a bit of shopping each week but without this service I would have gone without and due to this I am really appreciative."

We continued to provide support with shopping for anyone told to self-isolate for a short period. The priority shifted to informing and supporting people to have their vaccinations. We worked with Bristol City Council Community Development team and Public Health team by attending meetings to keep up to date with the statistics in our area so we could use our communication channels to provide accurate up to date information. We used our community transport vehicles and volunteers to take people without transport to their vaccination appointment. To date we have taken **93** local people to get their vaccination via community transport.

Place Based Social Action and Community Development

Community Engagement

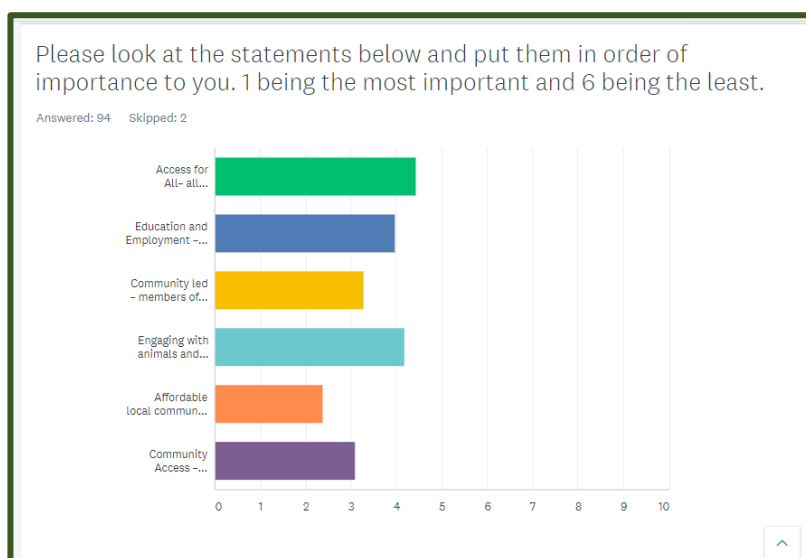
The year from April 2020 to March 2021 has been challenging in terms of opportunities to engage with the community about anything other than Covid.

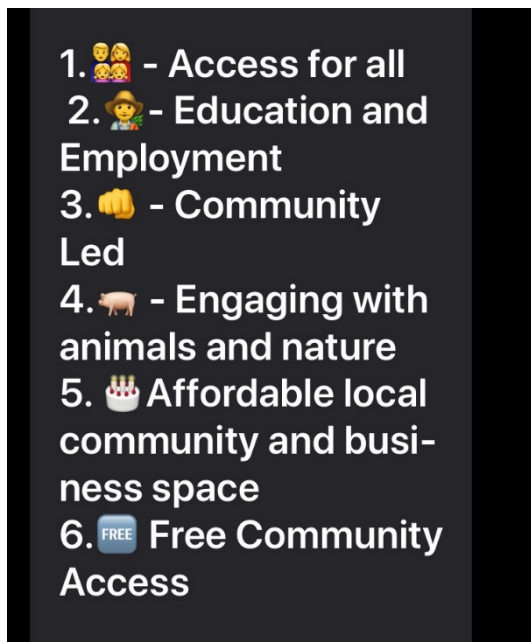
In September 2020, Bristol City Council asked HWCP to undertake a consultation with the community of Hartcliffe, to gain an understanding of the three most important principals for the existing Hartcliffe Farm site which organisations then needed to include in their 'Expressions of Interest'.

We used social media, an online survey, conversations, and direct text messages adapting to use accessible language, to ensure we have gained a wide range of views, including children.

Online Survey

We published a survey and **92** people took part. Most of them directly online with some verbal, which were entered online by agents of HWCP.





Text, Conversations, and Social Media

Members of the community were asked via social media, conversations, and text messages to rank in order the 3 most important principles. **82** people took part, (we have names and postcodes). These were the responses:

1. 87
2. 43
3. 46
4. 78
5. 31
6. 46

Analysis of responses

The principles that were chosen in the top three by the most people are:

1. Access for All (152),
2. Engaging with animals and nature (123)
3. Education and Employment (97)

These principles were included in the Expression of Interest document which interested parties had to explain how their plan would meet the communities 3 principles.

Social Action Online Event

In November we held a **Social Action Event in November 2020**, which was held via Zoom. We were concerned that community members would find it difficult to attend as they may not be familiar with Zoom, so we contacted people to see if they needed help to understand how to download the app and sign into the event.

47 people attended, made up of organisations and individuals. Locality provided support for this event, and it was a great success. We asked what was already happening and what would people like to be involved in. We went into breakout rooms which were aligned to 4 themes. The feedback will help us plan our future work.

Everyone is Welcome

Support Hartcliffe and Withywood to be an inclusive place, by bringing people together, providing platforms for all voices to be included and heard; and supporting people who need help, to access it.

Everyone is Welcome

"Volunteers had knocked on new resident's door to welcome them"

"People would like a "Street Party" to bring people together"

"Muslims for Bristol involved in litter picks"



Children and Young People

Enabling people to contribute to their area and feel proud of where they live, by bringing people and organisations together to discuss and agree community action on local planning, transport and local green spaces.

CHILDREN AND YOUNG PEOPLE

"People to understand Young People's viewpoint"

"More activity for CYP"

"More parents to be involved (friends of the library)"

"Publicise the Fishing Project"

Pride of Place

Enabling people to contribute to their area and feel proud of where they live by bringing people and organisations together to discuss and agree community action on local planning, transport, and local green spaces.

Pride of Place

"We want Community Journalists – WHAM magazine to have community led space"

"Link in with Growing the Power of Communities – Bristol City Council initiative to embed co-production"

"Use of green spaces – natural world helping mental health"



Health and Wellbeing

Health and Wellbeing

Create pathways for people into activities that have the potential to enhance physical and mental health, and wellbeing, so that they feel more confident, resilient and able to contribute.



"Support for women – mental health, substance misuse and domestic abuse"

"Walking Groups"

"Music – jam sessions (people can't always play instruments in their flats)"

"Art – to help mental health"

"Mental Health First Aid Training"

Communications

HWCP communicates with the community and other organisations through our WHAM! Magazine, eNews bulletin, and through social media, which can be accessed through this link, <https://hwcp.org.uk/wham/>.

Social Media Engagements

April 2020 – March 2021

Facebook

Total Engagement: 14947

April 2021 – July 2021

Facebook

Total Engagement: 6213



During COVID-19 we relayed messages through our eNewsletter and social media rather than editions of the WHAM! As messages and information changed quickly. Engagement with our eNewsletter and eBulletins was good throughout, and other organisations particularly Bristol City Council used us to relay key messages throughout the pandemic.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

Building

The @Symes Resource Centre provides office space for organisations, providing support in South Bristol as well as meeting space for organisations, groups and Hartcliffe Library.

We provide office and meeting space for the following tenants:

- Hawkspring, Drug & Alcohol support;
- Hartcliffe Library;
- Southern Arc (Next Link), Domestic Violence support;
- NHS Dementia;
- DHI (Developing Health & Independence), Addiction Rehabilitation Centre; and
- Medacs – Homecare.

During lockdown and the building closure we used the opportunity to:

- Repair small sections of the roof and repair all water damage throughout the building;
- Paint the foyer area;
- General clear out throughout the building;
- Went through paperwork, using an electronic filing system; and
- Review of HWCP policies including HR & Health & Safety and coordinated a 12-month review plan.

CATT, Community Transport

CATT was set up to assist residents living in the areas of Hartcliffe and Withywood. This service was created to help those residents less able to access local public transport due to mobility or other health related problems.

The first lockdown meant the ceasing of our community transport services. However, as stated above, staff and volunteers were redeployed to assist the community with shopping, prescription collection, dog walking, and a telephone befriending service.

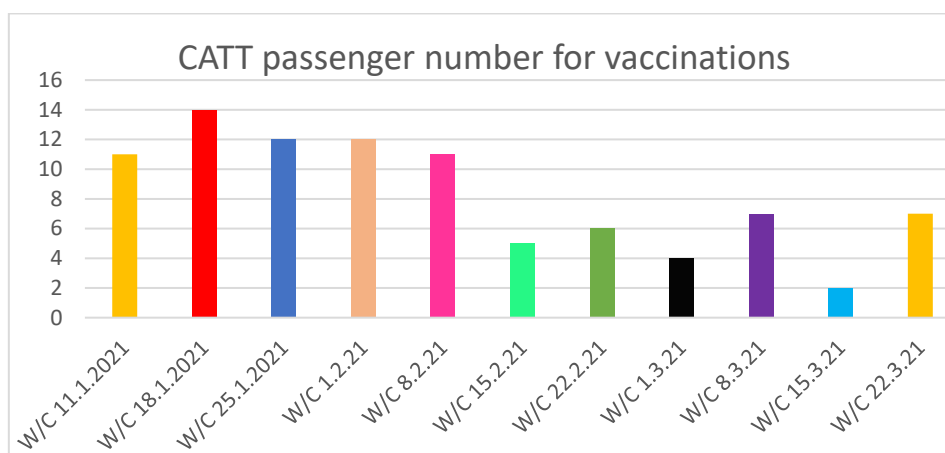
Once the vaccinations were approved, our community transport team came together again, taking bookings to take people from the BS13 area who could not get there themselves to and from their vaccination appointments. During the year, subject of this report, we had taken over **90** people to get vaccinated.



Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021



Despite not running our usual service we still managed **748** journeys throughout the year, taking nearly **2,500** passengers.

Structure, Governance and Management

The charity is a company limited by guarantee, and the governing documents are the Memorandum and Articles/Constitution.

We recruit our new trustees by advertising locally within the local community. The induction process consists of a meeting with the Director, information concerning the responsibilities of a trustee, and the code of conduct. New trustees also receive an induction pack which highlights the above and other important issues.

The decisions regarding annual budgets, salary amendments/increases, grievances, complaints, and agreement of policies is taken by the Board. During 2020, the trustees introduced various committees to enable them to scrutinise specific areas of responsibility. To this end, the Human Resources Committee, the Finance Committee, and the Health and Safety Committee were established. All have chairs that feedback to the main board, highlighting any issues or decisions that need to be taken. Salary reviews are conducted annually by the board in relation to the cost of living. Pay increases are not guaranteed and are based on the company's performance.

The Board has also undertaken a period of development and is working on the new Business Plan considering the impact of COVID19.

Financial review

HWCP's financial position at the end of the reporting period (March 2021), is satisfactory, as all projects are within budget and we have an adequate level of reserves.

The main risks are the funding intentions West of England Combined Authority relating to community transport, and @symes tenants moving out of the building. COVID-19 has increased these risks, however, with planning and the following reserves the trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved for the following reasons:

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

We hold reserves for:

- Repairs and Operating costs – for major repairs to our building £41,647;
- Redundancy costs – if redundancies are necessary £57,781;
- Community Transport (Minibuses) – this is reserved for our transport project, for major repairs on the vehicles or the purchase of new vehicles £109,369;
- Operating Reserve Fund – to ensure the stability of the employment and ongoing operations of the organisation £55,000;
- General funds - £105,276; and
- Assets (Minibuses, Office equipment, etc) - £99,563.

Financial risks are identified by the finance officer, which are then assessed by the finance committee who report to the board so that any mitigating action can be taken.

Plans for Future

HWCP has undergone organisational changes to make us fit for the future. The Trustees will embed the improvements in governance arrangements, with particular focus on the Human Resources, Health and Safety and Finance Committees. We will continue to work on our business plan alongside a monitoring and evaluation framework, this has been delayed due to COVID-19 however we will complete it this year.

We also plan to make physical changes to the building to enable a safe environment for staff, volunteers and the community in light of COVID-19.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Hartcliffe and Withywood Community Partnership

Report of the trustees

For the year ended 31 March 2021

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on 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.

Members of the charity guarantee to contribute an amount not exceeding £10 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

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 30 November 2021 and signed on their behalf by

Janice Bohin

Janice Bohin
Trustee

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Opinion

We have audited the financial statements of Hartcliffe and Withywood Community Partnership (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, 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 2021 and of its 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.

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 Auditor's 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 UK, including the FRC'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 trustees' 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 trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's 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.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees 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 they 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 trustees 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 trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Hartcliffe and Withywood Community Partnership

Our 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 auditor's 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. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - Testing the appropriateness of journal entries;
 - Assessing judgements and accounting estimates for potential bias;
 - Reviewing related party transactions; and
 - Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

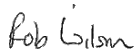
To the members of

Hartcliffe and Withywood Community Partnership

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 auditor's report.

Use of our report

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



Date: 30 November 2021

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Hartcliffe and Withywood Community Partnership

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2021

	Note	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Income from:					
Donations and legacies	3	75,000	27,408	102,408	117,000
Charitable activities	4	212,748	202,459	415,207	458,806
Investments	5	-	871	871	1,063
Total income		<u>287,748</u>	<u>230,738</u>	<u>518,486</u>	<u>576,869</u>
Expenditure on:					
Raising funds		3,859	26,209	30,068	26,381
Charitable activities		<u>336,119</u>	<u>129,109</u>	<u>465,228</u>	<u>467,398</u>
Total expenditure	7	<u>339,978</u>	<u>155,318</u>	<u>495,296</u>	<u>493,779</u>
Net income / (expenditure)		(52,230)	75,420	23,190	83,090
Transfers between funds		<u>(27,100)</u>	<u>27,100</u>	<u>-</u>	<u>-</u>
Net movement in funds	8	(79,330)	102,520	23,190	83,090
Reconciliation of funds:					
Total funds brought forward		<u>148,610</u>	<u>366,116</u>	<u>514,726</u>	<u>431,636</u>
Total funds carried forward		<u><u>69,280</u></u>	<u><u>468,636</u></u>	<u><u>537,916</u></u>	<u><u>514,726</u></u>

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 16 to the accounts.

Hartcliffe and Withywood Community Partnership

Balance sheet

As at 31 March 2021

	Note	£	2021 £	2020 £
Fixed assets				
Tangible assets	11		99,563	84,596
Current assets				
Debtors	12	99,346		46,347
Cash at bank and in hand		435,745		426,757
		535,091		473,104
Liabilities				
Creditors: amounts falling due within 1 year	13	(96,738)		(42,974)
Net current assets			438,353	430,130
Net assets	15		537,916	514,726
Funds	16			
Restricted funds			69,280	148,610
Unrestricted funds:				
Designated funds			363,360	294,757
General funds			105,276	71,359
Total charity funds			537,916	514,726

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

Approved by the trustees on 30 November 2021 and signed on their behalf by

Janice Bohin

Janice Bohin
Trustee

Hartcliffe and Withywood Community Partnership

Statement of cash flows

For the year ended 31 March 2021

	2021 £	2020 £
Cash used in operating activities:		
Net movement in funds	23,190	83,090
Adjustments for:		
Depreciation charges	21,799	19,705
Loss on the disposal of fixed assets	5,405	247
Interest from investments	(871)	(1,063)
Decrease / (increase) in debtors	(52,999)	(20,258)
Increase / (decrease) in creditors	53,764	12,870
Net cash provided by operating activities	50,288	94,591
Cash flows from investing activities:		
Interest from investments	871	1,063
Proceeds from sale of fixed assets	3,700	-
Purchase of tangible fixed assets	(45,871)	(9,196)
Net cash used in investing activities	(41,300)	(8,133)
Increase in cash and cash equivalents in the year	8,988	86,458
Cash and cash equivalents at the beginning of the year	426,757	340,299
Cash and cash equivalents at the end of the year	435,745	426,757

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hartcliffe and Withywood Community Partnership 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic is having a profound impact on the global economy, and may in turn affect the charity. The trustees have considered the impact of this issue on the charitable company's current and future financial position. As the charity holds unrestricted reserves of £468,636 and a cash balance of £435,745, the trustees consider 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 are approved.

c) Income

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

Income from the government and other grants, whether 'capital' grants or 'revenue' 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.

Income received in advance of provision of facility rental and services provided is deferred until criteria for income recognition are met.

d) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies (continued)

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) 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 constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of staff costs to activity, as follows:

	2021	2020
Raising funds	7%	7%
Charitable activities	93%	93%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	20% reducing balance
Computer equipment	20% reducing balance
Motor vehicles	20% reducing balance

Items of equipment are capitalised where the purchase price exceeds £500.

j) 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.

k) 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.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies (continued)

l) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

n) Pension costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

o) Termination payments

Where an employee receives a termination payment, the cost is recognised at the date that the employee is notified.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2020 Total £
Income from:			
Donations and legacies	116,887	113	117,000
Charitable activities	212,963	245,843	458,806
Investments	-	1,063	1,063
Total income	329,850	247,019	576,869
Expenditure on:			
Raising funds	3,859	22,522	26,381
Charitable activities	303,443	163,955	467,398
Total expenditure	307,302	186,477	493,779
Net income / (expenditure)	22,548	60,542	83,090
Transfers between funds	38,571	(38,571)	-
Net movement in funds	61,119	21,971	83,090

3. Income from donations and legacies

	Restricted £	Unrestricted £	2021 Total £
Quartet Community Foundation	15,000	-	15,000
Mohn Westlake Foundation	60,000	-	60,000
BCC Neighbourhoods and communities	-	22,000	22,000
Coronavirus Job Retention Scheme	-	5,408	5,408
Total income from donations	75,000	27,408	102,408

Prior period comparatives

	Restricted £	Unrestricted £	2020 Total £
Quartet Community Foundation	24,900	-	24,900
Mohn Westlake Foundation	59,987	-	59,987
BCC CIL Grant	32,000	-	32,000
Individual donations	-	113	113
Total income from donations	116,887	113	117,000

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

4. Income from charitable activities

	Restricted £	Unrestricted £	2021 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	120,750	-	120,750
BCC Emergency assistance	53,900	-	53,900
The National Lottery Community Fund	11,038	-	11,038
Merchant Venturers	25,000	-	25,000
Grants of £5,000 or less	2,060	200	2,260
Other charitable income:			
Membership and fares income	-	67,184	67,184
Service charge income	-	69,115	69,115
Rental income	-	28,300	28,300
Telecoms and utilities	-	2,430	2,430
Morrisons fund	-	33,121	33,121
Other miscellaneous income	-	2,109	2,109
Total income from charitable activities	212,748	202,459	415,207

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

4. Income from charitable activities (continued)

Prior period comparatives

	Restricted £	Unrestricted £	2020 Total £
Grants of over £5,000:			
SELECT Community Transport Grant	129,500	-	129,500
The National Lottery Community Fund	76,711	-	76,711
Grants of £5,000 or less	6,752	-	6,752
Other charitable income:			
Membership and fares income	-	81,823	81,823
Service charge income	-	71,776	71,776
Rental income	-	45,462	45,462
Morrisons fund	-	33,121	33,121
Telecoms and utilities	-	7,509	7,509
Franking machine and postage	-	2,558	2,558
Photocopying income	-	1,272	1,272
Refreshments and locker hire	-	275	275
Other miscellaneous income	-	1,570	1,570
Stationery	-	117	117
WHAM!	-	360	360
Total income from charitable activities	212,963	245,843	458,806

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

5. Income from investments

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Bank interest	-	871	871	1,063

Income from investments was fully unrestricted in the prior year.

6. Government grants

Income from government grants comprises income received from the local authority for community transport services and for community investment and development. There are no unfulfilled conditions or contingencies attached to these grants in the current or prior year.

	Restricted £	Unrestricted £	2021 Total £	2020 Total £
Bristol City Council:				
Community transport grant	120,750	-	120,750	129,500
Emergency assistance	53,900	-	53,900	-
Neighbourhoods and communities	-	22,000	22,000	-
s106 funds to support community transport	-	-	-	32,000
Reducing parental conflict	-	-	-	2,000
Community space / meetings grant	-	-	-	600
Other government grants:				
National Lottery Community Fund	-	-	-	76,711
Total government grants	174,650	22,000	196,650	240,811

Income from government grants was fully restricted in the prior year.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2021 Total £
Staff costs (note 9)	10,075	143,619	53,690	207,384
Staff expenses and training	-	1,807	-	1,807
Premises expenses	-	43,682	-	43,682
Postage, printing and stationery	-	3,333	-	3,333
IT costs and support	-	7,574	-	7,574
Refreshments and room hire	-	55	-	55
Telephone	-	2,303	-	2,303
Audit and accountancy fees	-	-	5,405	5,405
Legal and professional fees	11,238	-	43,235	54,473
Photocopier expenses	-	-	2,019	2,019
Communication expenses	-	423	-	423
CATT vehicle expenses	-	22,071	-	22,071
Depreciation	-	-	21,799	21,799
Loss on disposal of fixed assets	-	-	5,405	5,405
Grants payable to individuals (274 grants)	-	48,899	-	48,899
Events and activities	-	66,671	-	66,671
Sundries	-	-	1,993	1,993
				-
Sub-total	21,313	340,437	133,546	495,296
Reallocation of support costs	8,755	124,791	(133,546)	-
Total expenditure	30,068	465,228	-	495,296

Total governance costs were £10,666 (2020: £15,304).

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

7. Total expenditure (continued)

Prior period comparatives

	Raising funds £	Charitable activities £	Support and governance costs £	2020 Total £
Staff costs (note 9)	13,679	170,555	66,810	251,044
Staff expenses and training	-	2,517	-	2,517
Premises expenses	-	75,225	-	75,225
Postage, printing and stationery	-	5,574	-	5,574
IT costs and support	-	6,671	-	6,671
Refreshments and room hire	-	1,559	-	1,559
Telephone	-	1,878	-	1,878
Trustees expenses and training	-	-	222	222
Volunteer expenses	-	32	-	32
Audit and accountancy fees	-	-	5,853	5,853
Legal and professional fees	3,859	-	22,592	26,451
Memberships and subscriptions	-	-	1,544	1,544
Photocopier expenses	-	-	1,641	1,641
Communication expenses	-	1,375	-	1,375
CATT volunteer expenses	-	1,310	-	1,310
CATT vehicle expenses	-	42,311	-	42,311
Depreciation	-	-	19,705	19,705
Loss on disposal of fixed assets	-	-	247	247
Events and activities	-	48,130	-	48,130
Sundries	-	-	490	490
Sub-total	17,538	357,137	119,104	493,779
Reallocation of support costs	8,843	110,261	(119,104)	-
Total expenditure	26,381	467,398	-	493,779

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

8. Net movement in funds

This is stated after charging:

	2021 £	2020 £
Depreciation	21,799	19,705
Loss on disposal of fixed assets	5,405	247
Operating lease payments	1,425	2,026
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (including VAT)	5,350	5,220
▪ Other services	171	633

9. Staff costs and numbers

Staff costs were as follows:

	2021 £	2020 £
Salaries and wages	190,929	230,800
Social security costs	9,955	13,141
Pension costs	6,500	7,103
	<u>207,384</u>	<u>251,044</u>

No employee earned more than £60,000 during the year.

Included within salaries and wages above are termination payments of £9,731 (2020: £7,597) to two (2020: two) employees. This was funded from surplus generated from unrestricted activities.

The key management personnel of the charity during the year comprised the Trustees, Chief Executive Officer (prior year only) and Partnership Business Manager. The total employee benefits, including employer pension costs, paid to key management personnel during the year were £40,302 (2020: £46,269).

	2021 No.	2020 No.
Average employee head count (8 FTE)	<u>12</u>	<u>13</u>

10. Taxation

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

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

11. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2020	52,451	17,065	137,905	207,421
Additions in year	-	5,706	40,165	45,871
Disposal	-	-	(36,945)	(36,945)
At 31 March 2021	52,451	22,771	141,125	216,347
Depreciation				
At 1 April 2020	28,855	6,554	87,416	122,825
Charge for the year	4,718	3,826	13,255	21,799
On disposals	-	-	(27,840)	(27,840)
At 31 March 2021	33,573	10,380	72,831	116,784
Net book value				
At 31 March 2021	18,878	12,391	68,294	99,563
At 31 March 2020	23,596	10,511	50,489	84,596

12. Debtors

	2021 £	2020 £
Trade debtors	84,940	28,550
Accrued income	5,612	6,484
Prepayments	8,794	11,313
	99,346	46,347

13. Creditors : amounts due within 1 year

	2021 £	2020 £
Trade creditors	-	2,715
Accruals	12,085	16,057
Deferred income (note 14)	84,653	24,202
	96,738	42,974

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

14. Deferred income

	2021 £	2020 £
At 1 April 2020	24,202	378
Deferred during the year	84,653	24,202
Released during the year	(24,202)	(378)
At 31 March 2021	<u>84,653</u>	<u>24,202</u>

Deferred income relates to rent and service charge income invoiced in advance of the provision of services, and to invoiced grant income which is specifically for the next financial period.

15. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	99,563	-	99,563
Current assets	129,882	263,797	141,412	535,091
Current liabilities	(60,602)	-	(36,136)	(96,738)
Net assets at 31 March 2021	<u>69,280</u>	<u>363,360</u>	<u>105,276</u>	<u>537,916</u>
Prior year comparatives				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	84,596	-	84,596
Current assets	149,705	210,161	113,238	473,104
Current liabilities	(1,095)	-	(41,879)	(42,974)
Net assets at 31 March 2020	<u>148,610</u>	<u>294,757</u>	<u>71,359</u>	<u>514,726</u>

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2021 £
Restricted funds					
Community groups	1,750	-	-	-	1,750
Wesport - Satellite Club	1,443	60	(1,095)	-	408
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	9,780	15,000	(17,780)	-	7,000
Quartet - Energy Grant	1,480	-	-	-	1,480
Morrisons Foundation - Youth Workers	10,572	-	(10,572)	-	-
Bus Funds	44,840	-	(4,675)	(40,165)	-
Facilitating Bristol Libraries	1,200	-	-	-	1,200
BCC - ABCD Training	7,133	-	(7,133)	-	-
Mohn Westlake Foundation	9,657	60,000	(42,666)	-	26,991
National Lottery Community Fund	59,705	11,038	(41,110)	(2,232)	27,401
BCC - Emergency Assistance Grants	-	53,900	(53,900)	-	-
BCC - Future Parks	-	2,000	-	-	2,000
Merchant Venturers - Place Based Social Action	-	25,000	(25,000)	-	-
Community transport	-	120,750	(136,047)	15,297	-
Other small restricted projects	700	-	-	-	700
Total restricted funds	148,610	287,748	(339,978)	(27,100)	69,280
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	84,596	-	(27,204)	42,171	99,563
Community transport (mini buses)	59,099	67,184	-	(16,914)	109,369
Repairs and operating	31,768	879	-	9,000	41,647
Redundancy	61,507	-	(7,871)	4,145	57,781
Operating reserve fund	57,787	-	-	(2,787)	55,000
<i>Total designated funds</i>	294,757	68,063	(35,075)	35,615	363,360
General funds	71,359	162,675	(120,243)	(8,515)	105,276
Total unrestricted funds	366,116	230,738	(155,318)	27,100	468,636
Total funds	514,726	518,486	(495,296)	-	537,916

Purposes of restricted funds

Community groups

Various grants to support community groups and activities, including a BME pilot group, hate crime awareness, health training for parents/guardians and enhancing Dundry Slopes.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Purposes of restricted funds

Wesport - Satellite Club	For a delivery of a high quality, positive activity, which will contribute towards the national target of supporting more young people aged 14-19 to become more active.
BCC - Community Spaces	To be used to support community spaces/gatherings for the Hartcliffe & Withywood ward.
Quartet - Funding the Future	To enable us to be more financially sustainable and robust, to develop new income streams and work with locals partners including Bristol City Council and local youth providers. To define our strategy and plan for our work with the community.
Quartet - Energy Grant	Completing initial feasibility work for a community energy solar installation and an energy audit of the @symes community building.
Morrison's Foundation - Youth Workers	Funded through the Quartet's Catalyst Programme to develop and coordinate in partnership with South Bristol Youth (SBY) and other local organisations, a set of community led youth service activities in the local area to raise the aspirations of young people and tackle anti-social behaviour.
Bus Funds	Funds from Garfield Weston and Bristol City Council to purchase a new mini-bus.
Facilitating Bristol Libraries	For hosting and facilitating community conversations for Bristol Libraries.
BCC - ABCD Training	To provide ABCD guides training, to work with BCC to host a Learning/dissemination event.
Mohn Westlake Foundation	To work in partnership with local schools and community organisations to assess the impact of community led partnership and the effect this would have on families and children. This will include working with South Bristol Youth and WeSports, to mobilize parents and the wider community to come together to develop their own strengths.
The National Lottery Community Fund and Department for Digital, Culture, Media and Sport (DCMS)	To create positive change by enabling people, communities, local non-statutory organisations and the statutory sector to work collaboratively to create a shared vision for the future of their place, and address local priorities through social action: https://www.gov.uk/government/collections/place-based-social-action-programme

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Purposes of restricted funds

BCC - Emergency Assistance Grants	Funding allocated to Bristol City Council from the Department for Environment, Food and Rural Affairs (DEFRA) to help those who are struggling to afford food and other essentials due to Coronavirus.
BCC - Future Parks	Providing community engagement and development work to build an understanding of how residents would like to take action in their local Green space/Park and promote opportunities for involvement through the Bristol Future Parks Project.
Merchant Venturers - Place Based Social Action	In partnership with South Bristol Youth (SBY) to build on a place-based change transition programme for students going from primary to secondary school, raising their aspirations and tackling anti-social behaviour.
Community transport	Funding from the West of England Combined Authority (WECA) previously funded by Bristol City Council (BCC) to run the CATT bus service for the local community. A total of £241,500 (2020: £259,000) was received of which £120,750 (2020: £129,500) was passed directly to partners and not recognised as income.
Other small restricted projects	Various funds received for plants for parks etc, assisting in area committee meetings, Grassroots football, encouraging new players and adapting to Covid rules.

Purposes of designated funds

Fixed assets fund	This represents the net book value of fixed assets held.
Community transport (mini buses)	Fund to cover any future repairs or replacements of CATT mini-buses.
Repairs and operating	Fund to cover any major repairs that may be required to the @Symes building.
Redundancy	Cumulative fund to cover the costs of redundancies should they become necessary in the future.
Operating reserve fund	To support the sustainability of the charity in the event of income not reaching expected levels, or to cover unplanned events and assist, if needed, the closedown of the organisation.

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

16. Movements in funds (continued)

Transfers between funds

The transfer out of the Bus Fund and National Lottery Community Fund represents the purchase of a minibus and computer equipment, held in the fixed assets fund.

Prior year comparative:

	At 1 April 2019 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2020 £
Restricted funds					
Community groups	3,010	-	(1,260)	-	1,750
Community work funds	8,937	-	(9,103)	166	-
Crisis intervention fund	3,895	-	(504)	(3,391)	-
Summer treasure hunt	2,020	-	(2,020)	-	-
Wesport - Satellite Club	1,302	1,715	(1,574)	-	1,443
BCC - Community Spaces	350	-	-	-	350
Quartet - Funding the Future	7,845	24,900	(22,965)	-	9,780
Quartet - Energy Grant	5,400	-	(3,920)	-	1,480
Morrisons Foundation - Youth Workers	25,202	-	(14,630)	-	10,572
Merchant Venturers - Place Based Pilot	2,861	-	(2,861)	-	-
Bus Funds	12,840	32,000	-	-	44,840
Facilitating Bristol Libraries	1,200	-	-	-	1,200
BCC - ABCD Training	12,500	-	(5,367)	-	7,133
Mohn Westlake Foundation	-	59,987	(50,330)	-	9,657
National Lottery Community Fund	-	76,711	(17,006)	-	59,705
Community transport	-	129,500	(171,296)	41,796	-
Other small restricted projects	129	5,037	(4,466)	-	700
Total restricted funds	87,491	329,850	(307,302)	38,571	148,610
Unrestricted funds					
<i>Designated funds:</i>					
Fixed assets fund	95,352	-	(19,952)	9,196	84,596
Community transport (mini buses)	21,653	81,765	-	(44,319)	59,099
Operations manager	9,362	-	-	(9,362)	-
Repairs and operating	33,947	768	(5,239)	2,292	31,768
Redundancy	58,908	-	(2,597)	5,196	61,507
Operating reserve fund	57,787	-	-	-	57,787
Total designated funds	277,009	82,533	(27,788)	(36,997)	294,757
General funds	67,136	164,486	(158,689)	(1,574)	71,359
Total unrestricted funds	344,145	247,019	(186,477)	(38,571)	366,116
Total funds	431,636	576,869	(493,779)	-	514,726

Hartcliffe and Withywood Community Partnership

Notes to the financial statements

For the year ended 31 March 2021

17. Operating lease rentals

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

	2021 £	2020 £
Amount falling due:		
Within 1 year	-	1,857
Within 1 - 5 years	-	-
	<u>-</u>	<u>1,857</u>

18. Related party transactions

Terry Wright and Paul Goggin, trustees of HWCP during the year, are also trustees of the charity Hawkspring. During the year, HWCP invoiced Hawkspring £8,665 (2020: £11,711) in respect of office rental, associated service charges and room hire in the @Symes building. Of this amount, £727 (2020: £750) was outstanding at the year end.

Susan Walker, a trustee of HWCP, is also a director of Grassroot Communities CIC. During the year, HWCP paid Grassroot Communities CIC £4,138 (2020: £4,138) for services provided. There were no amounts outstanding at year end.

The trustees are not aware of any further related party transactions during the year.



consultants | chartered accountants | statutory auditors

Hartcliffe and Withywood Community Partnership

Year Ended 31 March 2021

Management Letter

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1 Introduction

This is our management letter to you following the audit of the financial statements for the year ended 31 March 2021. The management letter is designed to communicate to the trustees the audit approach, the key audit risks, any significant audit issues, the audit adjustments and unadjusted errors (if any), and our recommendations for improvements to systems, controls, and governance processes. We would appreciate it if this report is circulated to the trustees and discussed at a trustees' meeting.

The contents of this report and appendices are for the attention and information of the trustees only. You may only disclose the contents of this letter and appendices to third parties (such as funders) with our permission and we cannot be held liable for any reliance placed on the contents by third parties.

2 Scope of the Audit

The scope of the audit and our responsibilities are set out in our engagement letter dated 5 May 2017.

The objective of the audit work is to enable us to give an opinion as to whether the financial statements show a true and fair view of the results for the year and the state of affairs at the year end. As part of our work we also review whether the financial statements comply with relevant accounting standards. We design audit tests to provide assurance that the charity's financial statements are free from material error and so that we have a reasonable expectation of detecting material misstatement in the financial statements or accounting records resulting from irregularities and fraud.

Although it is not explicitly stated, an unqualified audit report means that we did gather adequate audit evidence to support the assertions in the financial statements, that we are satisfied that the books and records are in agreement with the financial statements and that

we received all the information and explanations we considered necessary for the audit. We are also satisfied with the disclosures in the notes to the financial statements. We do not audit the trustees' annual report, but we do check that this is consistent with the financial statements.

The audit procedures are designed to give us reasonable assurance that the financial statements, taken as a whole, are free of material misstatement. However, it is the responsibility of the trustees to ensure, as far as possible, that accurate and reliable accounting records are maintained and to operate appropriate controls.

3 Audit Method & Materiality

We used “substantive testing” – meaning that we verified particular transactions or balances by looking at a sample of invoices and receipts or by tracing from source documents to the final financial statements.

The audit work seeks evidence that the financial statements are materially correct. Small amounts do not affect a reader's understanding of the financial position. For this audit, the level of materiality we used was £15,600 for the balance sheet and £5,600 for the SoFA. These figures were used only as a guide and were subject to judgemental change depending on the findings during the audit. Materiality is not applied to certain transactions which are always material even when the amount involved is small, such as transactions with trustees.

4 Independence & Objectivity

We operate checks to ensure that we continue to act independently. We have enquired whether our staff have a connection to the charity, its staff, or trustees. We are not aware of any connections which would impact on our independence and objectivity as auditors.

We also provide non-audit services to you in the form of accounts preparation. We are therefore required to put safeguards in place to ensure we remain objective and independent as auditors. Under the Ethical Standards: Provisions Available to Smaller Entities (“ES PASE”) we are required to identify persons deemed to be “informed management” within your organisation. Any judgements or decisions we make in the course of our work must be clearly explained to those persons. We have identified Kath Appleford, Finance Officer as informed management and have already discussed all adjustments and matters of judgement with her.

5 Audit Opinion

We can confirm that the audit opinion will be unqualified.

The audit has not proceeded to the expected timetable. As has occurred in previous years, there has been a considerable delay between carrying out our fieldwork and receipt of the trustees’ annual report. Delays in completing the accounts increase the risk of mistakes arising from post balance sheet events, and mean that we need to carry out additional work in the post year end period before the audit can be signed off.

Our audit adjustments and unadjusted errors are shown in appendix 2. Trustees should ensure they are satisfied with these.

6 Significant Aspects of the Entity’s Accounting Practices

Hartcliffe and Withywood Community Partnership complies with all the accounting policies listed in the notes to their financial statements, the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 and the Charities Statement of Recommended Practice (FRS 102) (effective 1 January 2019). All accounting

estimates made by the charity are reasonable. The financial statements contain all the disclosures expected.

7 Significant Matters Discussed During the Audit

Segregation of duties and oversight of the finance function

The charity has long been heavily reliant on a single member of staff, Kath Appleford, to run the finance function for the charity. Practically, Kath has been able to both authorise and make payments for the charity with very little oversight.

A lack of oversight of the finance function increases the risk of a fraud occurring within the charity. Our discussions during the audit indicated that trustees have taken steps during the year to mitigate these risks, including:

- Introducing levels of sign off/authorisation within the charity; and
- Regular review of the bank statement / reconciliation by a trustee.

The trustees should ensure that such processes are adequately evidenced, for example through the physical signing of documentation, via emails or within board minutes. We will be testing for evidence of these controls in further detail at next year's audit.

Further controls that the trustees may wish to consider are:

- Dual authorisation on the bank account – where payments are set up by one party, but authorised by another (this could be Kath and a trustee); and
- Regular review of the balance sheet, and agreeing it to third party supporting documentation. The balance sheet also provides a useful control to the charity in ensuring that financial processes are being followed (e.g. credit control, supplier payments etc).

As detailed in the planning letter and in separate sections of this document, we design tests to find evidence of potential fraud but having an audit is no guarantee that it is not occurring. It is the trustees' responsibility alone to ensure that there are suitable systems and controls

in place to reduce the risk of fraud and error as much as possible. They should familiarise themselves with the different types of fraud that can occur in an organisation such as this, such as fake documents, sales invoices, purchase invoices, etc.

We are really pleased to see the trustees taking active involvement in the finances of the charity, and would be happy to discuss these issues further if required.

8 Significant Difficulties Encountered During the Audit

There were no significant difficulties encountered during the audit.

9 Recommendations for Improvements

As part of our audit work we review the internal systems and controls and the governance processes in operation. In this letter, we report any weaknesses that we identified during the course of our work, and suggest recommendations. Please note this does not constitute a comprehensive review of your systems, it is simply a summary of our observations. Our observations, in addition to those set out in section 7, are included in appendix I. We hope you find the feedback useful and the recommendations practical.

10 Acknowledgements

We would like to express our thanks to Kath Appleford, Carrie Chamberlin and all the other staff for all their help with the audit.

11 Contact Us

The partner in charge of your audit is Rob Wilson. If you have any questions or feedback about the audit, please do not hesitate to contact us.

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Email: rob@godfreywilson.co.uk

12 Appendix 1: Recommendations

Issue	Implication	Recommendation
Posting of management recharges to restricted funds During the course of our work, we noted that a number of recharges of management time / resources (posted as journals in Quickbooks) had been posted incorrectly. This had led to the grossing up of income and expenditure.	Income and expenditure was initially overstated due to income and costs being artificially inflated.	We have posted a number of journals to correct these errors. Finance staff should ensure that overhead allocations are posted between funds using the same expenditure nominal codes, rather than posting as income against core funds.
CATT Invoicing We have previously observed that the CATT service carry out their own invoicing independently of the main finance function. Receipts are recorded in Quickbooks on a cash basis, but any invoices raised by CATT are not recorded in QB. The spreadsheets held by CATT to track group hire invoices do not show the date that they were paid.	Income may not be recognised in the period it occurs, and may not be complete in Quickbooks.	All invoices raised by CATT should be posted in QB, so that receipts can be matched against them. A regular reconciliation between the spreadsheets used by CATT and QB should be undertaken to ensure outstanding amounts agree.

Issue	Implication	Recommendation
Depreciation / capitalisation policies The charity has a capitalisation threshold of £500, and has historically used a reducing balance method of depreciation for all classes of fixed assets. Practically, this means that some assets continue to be carried at very low values within the asset register when they have little or no residual value. The charity also disposed of three vehicles during the year, realising an overall loss on disposal of approx. £5,400.	Assets may be over-valued on the balance sheet.	The charity may wish to consider revising its capitalisation policy to a higher level, e.g. £1,000, so that fewer immaterial assets are capitalised. Depreciation policies could be revised to a straight line method, or assets could be written off in full when their net book value reaches a de-minimus level.

13 Appendix 2: Audit Adjustments & Unadjusted Errors

Audit Adjustments

Nominal Account	Dept	Debit	Credit
0031 Motor Vehicles Depreciation 8503 Depreciation <i>Being the correction of assets over-depreciated</i>	Fixed assets fund	859.11	(859.11)
4404 Misc Income 4404 Misc Income 6001 Gross Wages 6001 Gross Wages <i>Being correction of internal transfers from redundancy fund</i>	CATT Core CATT Core	6,927.00 944.00	(6,927.00) (944.00)
4404 Misc Income 6002 Employers' NI <i>Being correction of ers' NI allowance</i>	Core Core	4,000.00	(4,000.00)
5010 Events, Activities, Marketing & Communication 6001 Gross Wages <i>Being correction of ABCD internal transfer</i>	ABCD Training ABCD Training	1,400.00	(1,400.00)

Nominal Account	Dept	Debit	Credit
4101 Major Grants	CATT	120,750.00	
5001 Grants payable	CATT		(120,750.00)
<i>Being netting off of SELECT grant</i>			
New – Bad Debt	Building	218.89	
1100 Debtors			(218.89)
<i>Being the bad debt write off</i>			
6005 Freelance costs			(16,732.70)
7203 Skills & Knowledge		16,732.70	
<i>Being reclassification of Melanie Monahan costs for consistency with PY</i>			
3000 Opening balance equity		5.00	
Reconciliation discrepancies	Core		(5.00)
<i>Being small opening balance adjustment to balance accounts</i>			
5010 Events, Activities, Marketing & Communication	PBSA	4,000.00	
7110: Other expenses	PBSA		(4,000.00)
<i>Being reclassification of filming costs</i>			

Unadjusted Errors

There were no errors left unadjusted this year.