



# **Caring in Bristol**

**CARING IN BRISTOL LIMITED**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

**CHARITY REGISTRATION NUMBER: 1151645**

**COMPANY REGISTRATION NUMBER: 08419424**

**BURTON SWEET LIMITED**

THE CLOCK TOWER  
5 FARLEIGH COURT  
OLD WESTON ROAD  
FLAX BOURTON  
BRISTOL, BS48 1UR

# CARING IN BRISTOL LIMITED

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# CARING IN BRISTOL LIMITED

## LEGAL AND ADMINISTRATION INFORMATION

### Constitution

Caring in Bristol Limited is a company limited by guarantee and a registered charity governed by its Articles of Association.

**Charity number** 1151645

**Company number** 08419424

### Trustees and directors

The trustees of the charity who were in office during the year and up to the date of signing the financial statements were:

Nigel Harradine	Chair
James Eldred	Vice-Chair
Felicity Clark	Trustee & Treasurer
Jennifer Harris	Trustee
Matthew Morrison	Trustee
Joanna Strong	Trustee
Mark Williams	Trustee
Philip Parry	Trustee
Bejide Kafele	Trustee
Allan Freeman	Trustee

### Solicitors

Bevan Brittan  
1 Queen Street  
Bristol, BS2 0HQ

### Bankers

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham, B1 2HB

### Staff Management Team

Ben Richardson	[to 7.7.23]
Glyn Berwick	[to 30.9.23]
Claire Coleman	
Emma Prout	
Helen McCartan	
Bronwen James	
Mel Holmes	

The Affirmative Deposit Fund  
9 Bonhill Street  
London, EC2A 4PE

Julian Hodge Bank Limited  
29 Windsor Place  
Cardiff, CF10 3BZ

Triodos Bank  
Deanery Road  
Bristol, BS1 5AS

### Registered address

The Night Shelter  
14 Little Bishop Street  
St Pauls  
Bristol, BS2 9JF

Nationwide Building Society  
Nationwide House  
Pipers Way  
Swindon SN38 1NW

### Independent Examiner

Joshua Kingston BSc, ACA  
Burton Sweet Limited  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol, BS48 1UR

Monmouthshire Building Society  
Monmouthshire House  
John Frost Square  
Newport NP20 1PX

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### CHIEF EXECUTIVE'S INTRODUCTION

Bristol remains in an acute housing crisis. House prices and rents post-COVID are some of the highest in the country, social housing is in short supply, and thousands are placed in temporary accommodation across the city.

Understandably, the need for our ongoing and more established crisis services has not dissipated, particularly for young people who are one of the most adversely affected groups in our city. We were excited to win funding from the government's Night Shelter Transformation Fund to develop a new youth focused emergency shelter provision. We are currently engaged in a change of use planning process with Bristol City Council around converting a couple of floors of our office premises to this use, and hope to have the shelter built and launched by Christmas 2023.

Despite the difficult external financial context, the last 12 months have been a period of healthy consolidation for Caring in Bristol, particularly our newer projects focused on delivery in non-city centre communities and those at early risk of homelessness. Our work with food clubs, early advice and guidance, and community co-production have all become further embedded in their respective localities and are yielding new and important insights as we expand impact and reach. We will continue to prioritise work that is community-led, and in direct response to local demand.

We remain committed to building an ambitious movement for change in our city with the charity aiming to directly support over 1,000 people per year. Our investment in income generation and core infrastructure over the last 12 months has yielded a more diverse range of support, and we now plan to further invest and grow our front-line services to match the need we are seeing locally during the sustained cost of living crisis.

We are indebted to our many community volunteers who make up the lifeblood of our work and mission, with over 500 people helping us make a difference last year.

Ben Richardson

### QUOTES FROM THE YEAR

"I can't tell you the difference the information I've received over the past year has made - it's been hundreds of pounds in energy bill help and emergency grant. I've shared with so many friends and neighbours. I saw a friend on facebook the other day said they were sleeping outside in Birmingham and cause you'd said it was SWEP I sent them that message and information. He said it made a difference so thanks." **Co-production member**

"I feel like a weight has been lifted off my shoulders - even if it's just talking about it" - **man who previously experienced rough sleeping and attended a group workshop on energy bills.**

"This is paradise, I don't have to walk around all day, I can sit and have coffee and tea brought to me." **Caring at Christmas Client**

"There's all different kinds of people coming in. They're just over the moon, and they're staying for coffees and chat, and they're making new friendships. You can see the need." **Bristol Goods Client**

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

"I felt very supported by caring in Bristol," she recalls, "There was always somebody on call if we needed them. I really enjoyed it and enjoyed working with the volunteers. We got a good bit of team working going on!" **Bea, Caring in Bristol Volunteer**

"I have found myself again...I am thankful for you attending the appointments with me during recovery. I wouldn't of [sic] been able to do it without you" **Project Z client**

## AIMS AND OBJECTIVES

### PURPOSES

The charitable purposes of Caring in Bristol are restricted to the following:

*'The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.'*

### THE AIMS OF CARING IN BRISTOL – THIS CITY CAN

Our vision is creating a city empowered to solve homelessness

Our mission is to work in imaginative and creative ways with people experiencing or at risk of homelessness, with the public and with community partners, to bring about lasting change in Bristol and beyond.

Our three core values drive our strategy, services, behaviour and culture:

#### **We collaborate:**

We learn, share and work alongside everyone in our community to create services that achieve our vision. Our clients and communities inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact. We generously share our resources, time, skills and learnings.

#### **We put people first:**

We develop relationships around strengths and take positive risks. We challenge ourselves to be better and are fearless in looking at our own biases as we seek to create a more inclusive and fairer city. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our clients. The voices and experiences of our clients, supporters, communities and co-collaborators are vital towards achieving our vision.

#### **We focus on the end goal:**

We work with our clients, volunteers, and staff to achieve their ambitions. We are here to make ourselves no longer needed and believe Bristol can be the first major city to end homelessness. Every decision we make is based on creating a future where we no longer need to exist.

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### ENSURING CARING IN BRISTOL'S WORK DELIVERS OUR AIMS

Trustees consider how planned activities will contribute to our aims and objectives and sit against our Business Plan. Trustees receive update reports from senior members of staff at board meetings, which take place each quarter.

### HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT

All charitable activities focus on the prevention or relief of poverty, specifically though directly working with adults and young people at risk of or experiencing homelessness. Many of our projects also engage a significant number of volunteers from the local community, and our campaigns and communications work are aimed at changing public perceptions and expectations of homelessness services locally, including increasing the effectiveness of prevention. All Caring in Bristol services are free at the point of access, with the exception of Bristol Goods that charges £3.50 a week to its members as part of a food club model.

In our '**A Blueprint for Change: Empowering our city to make change by 2025**' strategy document, we committed to four promises to Bristol – which set out how our activities seek to deliver our public benefit:

1. **Early intervention to prevent crisis** – work that targets single individuals at early risk before crisis results in loss of accommodation or stability.
2. **Effective crisis support** – work that targets single individuals in immediate risk of losing accommodation, or to provide relief or support to single individuals experiencing an immediate homelessness crisis.
3. **Build a movement** – work that amplifies the voices of our clients, community members and volunteers, with a view to influencing positive collective action within the broader system.
4. **Develop evidence to mobilise change** – work that creates accessible and objective evidence to understand how best to act.

The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the aims and objectives, and in planning activities and setting policies for the year ahead.

### EARLY INTERVENTION TO PREVENT CRISIS

#### Early Doors

Now in its second year, the Early Doors project aims to deliver early interventions which prevent homelessness. Despite some staffing challenges, the community co-production groups in East and South Bristol have continued to thrive, allowing us to design information and support based on the particular housing needs of these communities. In East Bristol this has included discussions around the highly poignant and emotive subject of fire safety in tower blocks, and in South Bristol our participants have been tackling the impacts of the rising cost of living.

A development in the last year has been Early Doors staff working closely with their colleagues from other teams. Early Doors support workers now regularly attend Caring in Bristol's food clubs and social eating spaces, and were also present at our Christmas day centre. This opens up a new avenue to housing advice for people who would not normally have access to it, providing tangible positive outcomes to their lives.

# CARING IN BRISTOL LIMITED

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In January 2023 Early Doors launched weekly drop-in sessions, with advisors in attendance from Housing Matters (formerly CHAS) and Shelter. Seeing an average of 4 clients each week, the success of this drop-in illustrates the trust that Caring in Bristol is building in an area of the city traditionally under-served by housing support services.

### Housing Support Handbook

A new version of the Early Doors housing support handbook was published in autumn 2022. Frontline staff distribute the handbook in outreach spaces and utilise it as a tool in 1-1 support work. With the new edition coinciding with catastrophic increases in the cost of living, it is more important than ever to provide clear and accessible information about how to access support and advice that can prevent a homelessness crisis. So far over 2,000 printed copies have been circulated.

### Caring Handbook

The Caring Handbook provides practical information to those experiencing homelessness now, and enables community action groups and caring individuals with the knowledge to signpost and help throughout this crisis.

The first printed copies of the 2022-23 edition of the Caring Handbook landed with us in September 2022, and the demand for this resource reached a level we were unable to predict. Within 3 months, 5,000 copies had been requested and circulated across the city to homelessness charities, churches, hospitals, prisons and a diverse range of other organisations. A digital version is also available on our website. In January 2023 another 2,000 more were produced and distributed, with demand outstripping supply and demonstrating this is a vital resource for the city. Our plan is to produce a new version in autumn 2023.

## EFFECTIVE CRISIS SUPPORT

### Project Z

A report we commissioned this year noted that “youth homelessness in Bristol is rising due to the compounding pressures of rapidly increasing rental prices, a lack of social housing provision and the worsening cost-of-living crisis. Relative to the rest of England, affordability and housing supply is particularly challenging in Bristol” (Dr Ella Harris, March 2023)

With young people deeply affected by the impact of the cost-of-living crisis, our Project Z team supported 39 young people this year, helping them navigate subjects including housing, employment, benefits, immigration, housing, physical and mental health needs.

Despite some resourcing setbacks, our youth practitioners’ commitment and passion for their young people is unquestionable. We were able to respond to the needs of our service users that were most affected by the cost-of-living crisis by offering a new collaboration between Bristol Goods and Project Z, offering young people low cost fresh healthy food.

A highly skilled and experienced new Youth Services Manager joined us in January, ensuring the team has robust leadership following a period of flux. There are exciting plans partnered with SGS college and Bristol City Council’s community learning teams to offer young people an opportunity to participate in wellbeing, educational and independent living group work sessions.

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

Plans are also in place to create a youth advisory board and peer mentoring service, deepening the co-production element of this work.

### **Z House/Youth Shelter**

After reluctantly pausing the previous iteration of this project due to financial and property suitability reasons, we have continued to examine how we can create a specialist accommodation service for young people.

Caring in Bristol was successful in an application for funding for our shelter model from the Department of Levelling Up, Housing & Communities' Night Shelter Transformation Fund. This funding enabled us to commission Dr Ella Harris to conduct research to ensure our project design incorporates the needs of young people and the systems within which we operate in the city. The final report was published in May 2023.

As well as consulting young people and service experts, we have engaged with architects to produce floor plans, and submitted a change of use request to Bristol City Council's planning department. The new plan will see our office space at Pritchard Street be converted into 4 bedrooms that will return to office use space during the day. The plan includes a space for communal eating, and hosting groups for people around independent living skills, housing advice and support. We await the outcome of the planning request.

The shelter will be co-produced and volunteer-run. We are starting to initiate contact with volunteers, with plans to reintroduce the steering group that they were so actively engaged in previously.

Alongside the outcomes of Dr Ella's research with young people, the youth board will also contribute to the development of this work. Youth Services Manager Mel Holmes values this highly: *"It's important we have people with lived experience involved to influence our services. Their voices are paramount if systems are to change."*

### **Bristol Goods**

In April 2022, 6 months into the delivery phase of the Bristol Goods food club project, we took the decision to launch a second food club location in South Bristol. With the learnings from the Imperial Apartments food club, the team knew a larger space with better community transport links would allow them to deepen their impact.

After researching the area for a base at the heart of a community hit hard by rising costs and Bristol's housing crisis, the Withywood Centre was selected. This location has allowed Bristol Goods to evolve from a straightforward food support service to a more nuanced and holistic community resource. Bristol Goods Withywood creates a welcoming and supportive space, where members have the opportunity to take a seat after they have picked their food, and connect with their peers. With the increasing presence of the Early Doors staff, members also have access to skilled support workers and signposting to expert external advice. It's clear that food can act as a gateway to more challenging conversations.

The third Bristol Goods location launched in summer 2023 at our office HQ, and is a dedicated food club for young people. Run in partnership with the youth practitioners from Project Z, members are offered a similarly warm and inclusive space where other issues can be discussed.

Overall 159 members have benefitted from the service this year. A piece of research is currently underway to collect qualitative data to further understand the impact the project has on its members' living situations, and the wider community.



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## REPORT OF THE TRUSTEES

### Caring at Christmas

After 2 years of disruption to Caring at Christmas due to the pandemic, Caring in Bristol took the decision early in the year not to reinstate the night shelter element of the service. This was driven by our continuing concerns about the safety and efficacy of dormitory style night shelter provision, but equally our evolving strategic view of how we achieve the best possible impact locally.

Public health professionals gave us the go-ahead to run the 2022 day centre without the significant Covid-mitigation measures we had instigated in 2021. We were therefore able to operate the day centre at full capacity, extending our reach while maintaining a commitment to strong hygiene standards. On Christmas Eve morning the doors of the Trinity Centre opened, and over the week our staff and volunteers served 1,400+ hot meals, gave out several tonnes of clothing and toiletries, and provided haircuts, shoulder massages and a cinema. One innovation that was possible through support from Fareshare, was a pantry of groceries similar to our Bristol Goods model. Guests were able to leave with a bag of food appropriate to their individual needs.

We saw an almost 20% increase in the number of people attending, rising from 338 to 412, with over 60% returning multiple times during the week.

An independent researcher was hired to chat to service users and understand the difference this service makes. Their findings cemented our understanding of Christmas as a particularly challenging time for people experiencing homelessness:

“Guests felt they are *supposed* to eat well and meet family/friends over the festive period. Most of those facing homelessness who use the day centre service have difficulties finding good quality food, and had few family/friends to meet. The day centre is effective at fulfilling these two needs during the Christmas period.”

Alongside the day centre, Caring in Bristol’s fleet of volunteer drivers delivered delicious meals and gift hampers to almost 200 insecurely housed households, referred to us by our many partners across the city including St Mungos, One25, Salvation Army, Addiction Recovery Agency and 1625 Independent People.

## BUILD A MOVEMENT

### Bristol Homeless Forum

Having worked with several key partners and funders, we were able to produce a piece of research in 2022 on options for the future of the Bristol Homeless Forum. The forum was subsequently successfully relaunched in early Spring, and we held a successful introductory meeting with over 40 groups and organisations represented from across the sector. We maintain a role on the steering group, and are planning six core meetings a year, with a view to better establishing gaps across the city for innovation and creating more inclusive strategic decision making.

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### Campaigns/Communications Approach

We have adopted a more 'needs-based' marketing orientation, focusing on becoming experts at telling our stories through the eyes of our clients and frontline staff. To support this, we recruited a new part-time Storytelling Co-ordinator to work closely with our clients and those with lived experience to empower them to tell their stories of Caring in Bristol's impact in the community.

The Storytelling Co-ordinator also conducts interviews to help create stories that connect our supporters and funders with our vital work, thereby showcasing our clients voices and underlining the need of our services.

## DEVELOP EVIDENCE TO MOBILISE CHANGE

### Research and Impact

We have invested in our Inform database capability and plan to make further investment in the year to come to ensure clearer ongoing data capture and monitoring.

We commissioned research into our Year 1 Early Doors prevention work, our Caring at Christmas Project and forthcoming youth shelter. A core theme across these projects is the vital importance of enabling community members to use their unique lived experience to build community resilience and support their peers.

## BUILD A BEST PRACTICE CHARITY ORGANISATION

### Equality, Diversity and Inclusion

We have engaged in training and outside consultation at both the senior team and trustee level over the past year, to develop an action plan around further equality, diversity and inclusion work at Caring in Bristol.

Our more inclusive approach to recruitment is gradually yielding results, and we are increasing representation within the staff team from the communities we work within.

We have submitted plans with the shelter re-development to include a disabled access toilet on the ground floor of our offices, which will facilitate access for a broader range of community members.

### Reflection

We have been able to run three staff away days over the course of the year, giving the team a full opportunity to review their work.

All staff have access to external individual and group clinical supervision. This is further supported by a weekly all-staff meeting which features a 30-minute spotlight on different elements of our work, giving all staff an opportunity to contribute to new thinking and development.

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## REPORT OF THE TRUSTEES

### Back Office Support Systems

Further work has taken place during the past year in order to further improve the efficiency of our back office systems, most notably the development and introduction of a new cloud-based phone system, and outright purchase of a new office photocopier. These new developments have produced significant cost savings to the charity.

## KEEP OUR INCOME SUSTAINABLE AND INDEPENDENT

### Income Generation Approach

We continue to develop our diverse fundraising strategy to maximise our return on investment with an aim of maintaining an agile approach to supporting more people experiencing homelessness in our local community.

We have worked hard to grow our unrestricted income. We have aimed to increase the percentage of unrestricted income we receive by developing deeper partnerships with charitable trusts who share our mission to prevent homelessness. Relationships with funders, supporters, volunteers and wider stakeholders continue to be at the forefront of our work.

Around 50% of our income comes from charitable trusts, foundations and statutory partners who share our mission to prevent and end homelessness. This includes a mix of committed partners who have supported the development of our work over a number of years, along with newer partners who we have built relationships with during the year. Over the next few years, we will be seeking to develop relationships with new partners in order to expand and adapt our work in direct response to the needs of our community.

We have made significant progress with Corporate and Community Partnerships, and the development and growth of our 'Caring Corporates' and 'Caring Local's' programme, where we partnered alongside 22 local businesses.

This year we also increased the number of public fundraising appeals and continue to advance our segmentation practices and supporter stewardship approaches with an aim to further build relationships with our individual supporters.

Finally, we have started to cultivate a new major donor fundraising strategy and have employed a Philanthropy Manager to develop this work.

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### Partners

We wish to thank every one of our supporters and funders who financially support our work. We would especially like to thank the following:

Abri Community Fund	Rotary Club of Chipping Sodbury
Beatrice Laing Trust	Singer Foundation
Bristol City Council	Social Bite
Building Societies Trust	St Martin-in-the-Fields Frontline fund
Department for Levelling Up, Housing & Communities – Night Shelter Transformation Fund	TAP for Bristol - Bristol City Centre BID & Redcliffe and Temple BID
Desmond Harris Charitable Trust	The 29 <sup>th</sup> May 1961 Charitable Trust
FareShare South West	The Albert Hunt Trust
Feeding Bristol - Winter Household Support	The Arnold Clark Community Fund
G T Pearce Charitable Trust	The Dawe Family Trust
Garfield Weston Foundation	The February Foundation
John James Bristol Foundation	The Medlock Charitable Trust
Julia & Hans Rausing	The National Benevolent Charity
Harkness Family Foundation	The Nisbet Trust
Imperial Tobacco	The Portishead Nautical Trust
Lloyd Robinson Family Fund	The Raindance Trust
Mabel Cooper Charitable Trust	The Ripple Trust
National Grid Electricity Distribution- Community Matters Fund	The Sunrise Foundation Grant Fund
Next Energy Group- Bizgive	The Thompson Charitable Trust
Oak Foundation	The Waterloo Foundation
Quartet Community Foundation	Zurich Community Trust

### Caring Corporates

First launched in November 2021, the Caring Corporates programme has grown to include 14 companies. The programme aims to create mutually beneficial partnerships with businesses in Bristol and beyond. The support provided by our Caring Corporates vary from direct financial donations to service aid, depending on the motivations of the business and what their company can offer.

We would like to thank:

Unleashed Software	Reuleaux Ltd	Mercedes Benz of Bristol
Firstpoint Logistics Ltd	The Stable	Taziker
Southern Hospitality	Runway East	Nexus Planning
Yardi	Bell Group UK	Burges Salmon
Delta Hotels by Marriott	Assured Digital Technologies	

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### Caring Local

Caring Local is a partnership programme developed exclusively for local independent businesses. It focusses on partnerships that encourages people in the city to buy local.

We would like to thank:

Hugo's Greengrocer	Pizzarova	Bristol General Store
The Bristol Cheesemonger	Papadeli	Max Minerva's
The Cider Box	Autolyne	Box-E
COR Restaurant	Bertha's Pizza	Alpha Bottle Shop & Tap
Future Doughnuts		

### Community Partners

Caring in Bristol is fortunate to have numerous community partners providing outstanding support. From traditional fundraising to community events and generous donations; our community partners have gone above and beyond to help Caring in Bristol.

We would like to thank:

QEH School (Queen Elizabeth Hospital)	St Mary's Catholic Primary	Pink Elephant Club
City of Bristol College	NBHD	Gloucestershire Cricket Club
Redmaids School	Breakfast Rotary Club	Rolls Royce Apprentice Association
Knowle Methodist Church	Bristol Rovers Community Trust	Infineon Technologies
St Mary's Primary School Yate	St. Mary The Virgin Leigh Woods	Clifton Rentals
Gordano School	All-aboard Water Sports	Sharkfin Recruitment
Bristol University Homelessness Society	Redland Park Church	Newton Park Cycle Club
Bristol Grammar School	Christ Church Clifton	Taylor Wimpey
Mother's Union Christchurch Hanham	Bristol Masons	Who's Flying the Plane

## FINANCIAL REVIEW

Despite the challenges of a year where the fundraising climate has continued to be difficult, the Trustees note a satisfactory financial performance for the year under review with a surplus generated of £74,055. We can report an upturn in both our restricted and unrestricted funds – we remain continually grateful to our core supporters who have maintained steadfast support during this past year.

The Trustees have continued to monitor the Charity's financial position, and at the time of writing this report, the Board are satisfied that Caring in Bristol can continue operating as a going concern in the long term. In addition to needing to maintain an adequate financial reserve, the Board has also been pleased to approve additional service investments for the new financial year.

# CARING IN BRISTOL LIMITED

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### INVESTMENT POLICY

Caring in Bristol seeks to maintain the capital value of its assets, maintain liquidity and produce the best financial return within an acceptable level of risk, whilst acting in accordance with its ethical standards.

As Caring in Bristol has a small asset base, capital volatility cannot be tolerated and therefore all investments are held in the form of cash. Cash deposits are split so that no one institution holds all of the charity's total cash balance. All cash balances are deposited in institutions regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

The charity manages its own cash deposits. We monitor the cash position and prospective cashflow, reporting this to the Finance and Income Generation Committee and through them to the board.

### RESERVES POLICY

The Trustees have given consideration to appropriate levels of reserves retained for safe financial management and are of the continuing view that Caring in Bristol should hold between three and six months of running costs as a free reserve. This approximately equates to between £392,000 - £704,000.

#### Reasons for Reserves

The key continuing financial risks facing the charity are decreasing donations and not securing grants to continue existing projects and commitments – and at the time of writing this report, pressure on budgets as a result of a continued and sustained rise in the cost of living. As a result, the Board continue to be mindful of ensuring adequate reserves are held to cover the following 3 main risks:

- Continuity of Service: As a charity working with vulnerable people, we have an obligation to ensure any withdrawal or reduction in services as a result of insufficient funding is carefully managed to minimise any negative impact for our beneficiaries.
- Income Flow: Income is received unevenly and sporadically over the course of a year leaving the charity exposed to being unable to meet its ongoing commitments
- Fixed Employment Costs: As an employer we recognize the obligation to maintain sufficient income to pay our staff. During the year under review, fixed staffing costs represented 65% of the charity's total expenditure. The Charity has grown substantially over the last 3 years and we plan to add further to our employment base over the next 12 months.

A reasonable reserves balance is therefore required to mitigate these risks and to provide flexibility to develop and pilot new areas of work when opportunities arise.

#### Current Reserves position

As shown in the balance sheet to the accounts, the total funds balance at 31st March 2023 is £824,728.

Of this £55,941 are restricted fund balances not available for the general purposes of the charity.

The Trustees recognise the Charity's continued growth and level of organizational complexity, and therefore the Board continue to maintain 2 designated funds for the following specific purposes:

Fund 1: Trustee Deep Reserve Fund: monies held to ensure an orderly and proper shutdown of the Charity should it ever be required.

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Fund 2: 3 Month Floating Reserve Buffer Fund: monies held to ensure short term liquidity thereby smoothing out short term deficits caused by fluctuating income levels.

The balance of free unrestricted reserves within the General Fund is £363,751. The charity also holds designated funds of £392,171 for furthering the aims and objectives of the charity. During the period under review, the Board calculate there is a moderate excess balance over and above our requirements equating to approximately £51,000. This surplus will be immediately used to contribute to the significant investments planned for the new financial year, as detailed in the paragraph below.

### PLANS FOR FUTURE PERIODS

In FY23-24 we plan the following key pieces of work:

- Fit out and launch our new youth shelter provision, and further expand the scope of our wrap around day and night youth support.
- Develop the integration between our south Bristol food clubs and city-centre Christmas provision, to increase accessibility, range and reach of both.
- Develop consistency around our volunteer offer across our work, including the appointment of a dedicated volunteer manager.
- Upgrade and personalise our Inform database to ensure consistency of monitoring and reporting across the charity.
- A comprehensive review of our file-storing and management system.

## STRUCTURE, MANAGEMENT AND GOVERNANCE

### GOVERNING DOCUMENT

Caring in Bristol Limited is a company limited by guarantee and has charitable status. The charity is governed by its Articles of Association dated 26 February 2013. Caring at Christmas operated as a registered charity from 1989 until the charity was incorporated in 2013 and the name subsequently changed to Caring in Bristol.

### BOARD OF TRUSTEES

At 31<sup>st</sup> March 2023 the trustee board consisted of ten trustees who have a wide range of skills and experience. A term is three years and trustees can serve two consecutive terms after which they must step down for at least two years. The trustees, together with the Chief Executive, identify the skills and experience required of the trustees to ensure that the board reflects this need.

Induction for prospective board members includes documentation, meeting other trustees and staff, and attending a board meeting where the detailed work of the charity and discussions concerning trustees' roles and responsibilities are covered. Information on governance training opportunities is circulated periodically to trustees. Whilst the trustees are responsible for governance, they have delegated day-to-day running of the charity to the Chief Executive.

The board meet regularly (each quarter) including one trustee away session, topics covered this year included skills audits and board effectiveness. A new strategic framework for evaluating current and future work against our strategic priorities was also agreed.

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The board delegates certain responsibilities to the Finance and Income Generation [FING] Committee, whose remit includes detailed review and monitoring of the annual budget and management accounts; monitoring of income generation performance; and approval of any annual salary increases. The FING Committee meets quarterly and reports back to the board.

In addition, this year we have added a couple of new governance sub-groups, including Strategy Development and Human Resources.

The Chief Executive and members of the Central Organising Committee [COG] submit written reports and attend all board meetings. The Chief Executive is held to account through regular reports to the board on progress against objectives and through one-to-one meetings with the Chair.

### STAFFING & HR

The team (end of March 2023) comprised 18 members of staff.

The Chief Executive oversees all Caring in Bristol's work and line manages the senior managers of the organization.

We can also report that in July 2023, we say goodbye to Ben Richardson, our inspirational Charity Director, who for the past 5 years has successfully led the charity to great success. He can rightly be proud of what has been achieved. The Board thank him for his commitment and dedication, and wish him all the very best for the future.

### VOLUNTEER SUPPORT

Over 400 people contributed their time in December to ensure we could support people experiencing homelessness at this difficult time of year. With such a scale and legacy, Caring at Christmas is clearly a headline event for volunteers in the city.

As we entered 2022 we knew that Bristol Goods would need volunteer support to maximise its reach, and the staff have made excellent progress, building a small group of committed volunteers from within the community in South Bristol. They are a big part of the success of the Withywood food club, and the staff team are continually improving their volunteer training and management practices as the service evolves:

*"It's fantastic working with the group of residents who continuously help to shape, organise, and run Bristol goods and the social eating events in their community. It's been great to hear anecdotes of when they have passed on housing information and advice learnt since volunteering to people in their community. Their dedication and belief in the service has been vital to Caring in Bristol's integration into the area."*

Jess Manning, Project Coordinator

A primary focus for the year to come is volunteer recruitment for the Youth Shelter, which will require year-round support 7 nights a week. We have a headstart, with a volunteer base from previous night shelter projects, and work is already underway to engage with them as well as new audiences.

After considering the increasing need for robust voluntary support across all of our operations, Caring in Bristol committed in March 2023 to hiring a full time Volunteering Coordinator. This role will help to ensure we have the resources we need, as well as solidifying our relationship with our volunteers, creating regular newsletters and seeking feedback throughout the year.



# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### RISK MANAGEMENT

The trustees continue to monitor the risk register as a standing item and make incremental improvements. The trustees seek to manage such risks to an acceptable level, and this remains an important area for attention.

The senior management team reviews the risks to which the charity is exposed before board meetings. Risks are highlighted in papers to board. This allows the board to focus their attention on the most relevant and strategic risks.

Particular risks the organisation have faced this year include our fundraising performance being impacted by continued economic turbulence and competition for scarce resources, difficulties with recruitment and long-term retention of appropriately skilled staff with continued increased competition in the labour market post-COVID and the work-from-home revolution.

The trustees will continue to review the major risks to which the charity is exposed, and systems will continue to be evolved, adapted and reviewed to manage those risks.

### CHARITY GOVERNANCE CODE 2017

Whilst not a legal requirement to be compliant, the trustees aim to follow the seven principles of the Code and are committed to good governance and a desire to contribute to the charity's continued improvement.

### RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also directors of Caring in Bristol Limited for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the strategic report and directors' 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 Accepted Accounting Practice)*.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

# CARING IN BRISTOL LIMITED

## REPORT OF THE TRUSTEES

### MEMBERS OF THE TRUSTEE BOARD

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

The trustees submit their annual report and independently examined financial statements for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities, preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and with the Charities Act 2011 in preparing the annual report and financial statements of the charity. The legal and administration information on page 3 forms part of this report.

Approved by the trustees on 15 June 2023 and signed on their behalf by

*Nigel Harradine*

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**Nigel Harradine**

Chair of Trustees

Caring in Bristol Limited

# CARING IN BRISTOL LIMITED

## INDEPENDENT EXAMINER'S REPORT

### Independent examiner's report to the trustees of Caring in Bristol Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

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

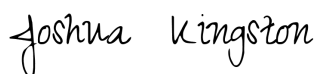
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

# CARING IN BRISTOL LIMITED

## INDEPENDENT EXAMINER'S REPORT

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Joshua Kingston BSc, ACA  
Burton Sweet Limited  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

Date: 15 June 2023

CARING IN BRISTOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2023	Total Funds 2022 £
<b>Income from:</b>					
Donations and legacies	4	503,321	481,848	985,169	993,358
Other income	4	6,107	-	6,107	2,657
<b>Total income</b>		<u>509,428</u>	<u>481,848</u>	<u>991,276</u>	<u>996,015</u>
<b>Expenditure on:</b>					
Raising funds	5	312,993	-	312,993	364,345
Charitable activities	5	136,616	467,612	604,228	744,822
<b>Total expenditure</b>		<u>449,609</u>	<u>467,612</u>	<u>917,221</u>	<u>1,109,167</u>
<b>Net income/(expenditure)</b>	6	59,819	14,236	74,055	(113,152)
<b>Transfers between funds</b>	13	-	-	-	-
<b>Net movement in funds</b>		59,819	14,236	74,055	(113,152)
Total funds brought forward	13	708,968	41,705	750,673	863,825
<b>Total funds carried forward</b>	13	<u>768,787</u>	<u>55,941</u>	<u>824,728</u>	<u>750,673</u>

Details of the allocation of 2022 total funds between unrestricted and restricted are shown in Note 3.

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 24 to 35 form part of these financial statements

## CARING IN BRISTOL LIMITED

BALANCE SHEET  
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible fixed assets	9	<u>12,865</u>	<u>16,700</u>
<b>Current assets</b>			
Debtors and prepayments	10	14,419	30,364
Cash at bank	11	<u>975,134</u>	<u>823,853</u>
Total current assets		989,553	854,217
Creditors: Amounts due within one year	12	(177,690)	(120,244)
Net current assets		<u>811,863</u>	<u>733,973</u>
<b>Total net assets</b>		<u>824,728</u>	<u>750,673</u>
<b>Funds of the Charity</b>			
Unrestricted funds			
General funds	14	376,616	359,740
Designated funds	14	392,171	349,228
Restricted income funds	14	55,941	41,705
<b>Total funds</b>		<u>824,728</u>	<u>750,673</u>

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The Company's registration number is 08419424.

These financial statements were approved by the Trustees on 15 June 2023, and are signed on their behalf by:

*Nigel Harradine*

N Harradine  
Chair of Trustees

*FAS Clark*

FAS Clark  
Treasurer

The notes on pages 24 to 35 form part of these financial statements

CARING IN BRISTOL LIMITED

CASHFLOW STATEMENT  
YEAR ENDED 31 MARCH 2023

	Note	2023 £	2022 £
Cash flows from operating activities	17	151,426	(82,649)
Cash flows from investing activities:			
Dividends, interest and rents from investments		4,992	617
Purchase of fixed assets		(5,137)	(14,846)
Net cash provided by/(used in) investing activities		(145)	(14,229)
Change in cash and cash equivalents in the reporting period		151,281	(96,878)
Cash and cash equivalents at the beginning of the reporting period		823,853	920,731
Cash and cash equivalents at the end of the reporting period	11/17	975,134	823,853

**Cashflow Restrictions**

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 24 to 35 form part of these financial statements

**1 Basis of preparation****1.1 Basis of accounting**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

The Charity constitutes a public benefit entity as defined by FRS 102.

**1.2 Going concern**

There are no material uncertainties about the charity's ability to continue as a going concern, despite the significant uncertainty being caused by the worldwide COVID-19 crisis. Whilst the Trustees expect there to be a significant impact on the charity's operations and reserves in the coming months and years, the charity has sufficient reserves to be able to meet these challenges. Please refer to the Trustees' Report for further details of how the charity has been affected by the Covid pandemic.

**2 Accounting policies****2.1 INCOME****a) Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- i) The Charity becomes entitled to the resources;
- ii) It is more likely than not that the Trustees will receive the resources;
- iii) The monetary value can be measured with sufficient reliability.

When donors specify that donations given to the Charity must be used in future accounting periods, or impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred to those periods.

**b) Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**c) Grants and donations**

Grants, including government grants are accounted for as receivable and are allocated to income from donations and legacies. Other grants which are received subject to the charity providing a specific level of service are included within income from charitable activities.

**d) Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.



**2 Accounting policies (continued)****2.1 INCOME (continued)****f) Donated goods**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Gifts in kind for use by the Charity are included in the SoFA as income from donations when receivable.

**g) Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

**h) Interest received**

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**2.2 EXPENDITURE AND LIABILITIES****a) Expenditure and liability recognition**

Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

Expenditure is allocated to the identified charitable activities and the costs of generating income directly, where applicable.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**b) Support costs have been allocated between charitable activities undertaken and expenditure on raising funds. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and have been included within support costs.**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by the time spent and other costs by their usage.

**e) Creditors**

The Charity has creditors which are measured at settlement amounts less any trade discounts.

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**2 Accounting policies (continued)****2.3 ASSETS****a) Tangible fixed assets for use by the Charity**

New items are capitalised if they can be used for more than one year and cost more than £1,000.

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, on a straight line basis, as follows:-

Computer equipment	33%
Other equipment	33%

**b) Debtors**

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the Charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**c) Cash at bank**

Cash at bank includes all cash and 90-day notice deposit accounts.

**d) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**e) Funds**

Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees. Designated funds are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**3 Statement of Financial Activities for year ended 31 March 2022 (for comparative purposes)**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Donations and legacies	436,657	556,701	993,358
Other income	2,657	-	2,657
<b>Total income</b>	<b>439,314</b>	<b>556,701</b>	<b>996,015</b>
<b>Expenditure</b>			
Raising funds	356,180	8,165	364,345
Charitable activities	140,470	604,352	744,822
<b>Total expenditure</b>	<b>496,650</b>	<b>612,517</b>	<b>1,109,167</b>
<b>Net income</b>	<b>(57,336)</b>	<b>(55,816)</b>	<b>(113,152)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(57,336)</b>	<b>(55,816)</b>	<b>(113,152)</b>
Total funds brought forward	766,304	97,521	863,825
<b>Total funds carried forward</b>	<b>708,968</b>	<b>41,705</b>	<b>750,673</b>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023

4 Income

	Unrestricted Funds	Restricted Income Funds	Total Funds 2023
	£	£	£
<b>Donations and legacies</b>			
Donations and gifts	435,524	258,485	694,009
Gift Aid	39,277	-	39,277
Grant income	24,550	223,363	247,913
Donated goods	3,970	-	3,970
	<u>503,321</u>	<u>481,848</u>	<u>985,169</u>
<b>Other income</b>			
Interest received	4,992	-	4,992
Other income	1,115	-	1,115
	<u>6,107</u>	<u>-</u>	<u>6,107</u>
<b>TOTAL INCOME</b>	<u>509,428</u>	<u>481,848</u>	<u>991,276</u>

Prior year

	Unrestricted Funds	Restricted Income Funds	Total Funds 2022
	£	£	£
<b>Donations and legacies</b>			
Donations and gifts	312,829	341,733	654,562
Gift Aid	34,706	-	34,706
Grant income	84,932	214,968	299,900
Donated goods	4,190	-	4,190
	<u>436,657</u>	<u>556,701</u>	<u>993,358</u>
<b>Other income</b>			
Interest received	617	-	617
Other income	2,040	-	2,040
	<u>2,657</u>	<u>-</u>	<u>2,657</u>
<b>TOTAL INCOME</b>	<u>439,314</u>	<u>556,701</u>	<u>996,015</u>

Donated goods reflect the fair value to the Charity of stores and equipment donated by the public.

During the year, the charity received government grants of £67,629 (2022: £74,393), providing support to young people.

5 Expenditure

Total costs	Direct wages & salaries	Other direct costs	Support costs	Total costs 2023
	£	£	£	£
Fundraising	163,025	68,369	81,599	312,993
Effective Crisis Support	286,970	63,806	78,538	429,314
Early Intervention to Prevent Crisis	88,283	57,179	29,452	174,914
	<u>538,278</u>	<u>189,354</u>	<u>189,589</u>	<u>917,221</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**5 Expenditure (continued)****Support costs**

	<b>Wages &amp; salaries</b>	<b>Other support costs</b>	<b>Total support costs 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising	25,311	56,288	81,599
Effective Crisis Support	28,927	49,611	78,538
Early Intervention to Prevent Crisis	10,848	18,604	29,452
	<u>65,086</u>	<u>124,503</u>	<u>189,589</u>

**Prior year total costs**

	<b>Direct wages &amp; salaries</b>	<b>Other direct costs</b>	<b>Support costs</b>	<b>Total costs 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising	239,671	77,629	47,045	364,345
Effective Crisis Support	374,985	86,142	124,430	585,557
Early Intervention to Prevent Crisis	58,961	79,054	21,250	159,265
	<u>673,617</u>	<u>242,825</u>	<u>192,725</u>	<u>1,109,167</u>

**Prior year support costs**

	<b>Wages &amp; salaries</b>	<b>Other support costs</b>	<b>Total support costs 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising	13,556	33,489	47,045
Effective Crisis Support	37,957	86,473	124,430
Early Intervention to Prevent Crisis	5,422	15,828	21,250
	<u>56,935</u>	<u>135,790</u>	<u>192,725</u>

**6 Net income for the year**

This is stated after charging:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Independent examiner's fees - current year	1,200	1,140
Other financial services	1,920	1,800
Depreciation	<u>8,972</u>	<u>7,973</u>

**7 Staff costs and numbers**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
7.1 Staff costs		
Salaries and wages	514,551	618,654
Social security costs	46,582	60,754
Pension costs	24,764	30,728
Redundancy & termination payments	-	11,880
	<u>585,897</u>	<u>722,016</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**7 Staff costs and numbers (continued)**

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

Total employee benefits paid to key management personnel during the year were £216,198 (2022: £204,312). There were no employee benefits paid to Trustees during the year.

**7.2 Average head count in the year**

The average number of employees during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
Raising funds	7	5
Charitable activities	9	14
Support	3	2
	<u>19</u>	<u>21</u>

**8 Defined contribution pension scheme**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Contributions recognised in the SOFA as an expense	<u>24,764</u>	<u>30,728</u>

The liability and expense of the defined contribution pension scheme is allocated between activities according to the employee's role within the Charity.

**9 Tangible fixed assets**

	<b>Computer equipment £</b>	<b>Other equipment £</b>	<b>2023 Total £</b>
<b>9.1 Cost</b>			
As at 1 April 2022	35,957	1,500	37,457
Additions	5,137	-	5,137
As at 31 March 2023	<u>41,094</u>	<u>1,500</u>	<u>42,594</u>
<b>9.2 Depreciation</b>			
As at 1 April 2022	19,257	1,500	20,757
Charge for the period	8,972	-	8,972
As at 31 March 2023	<u>28,229</u>	<u>1,500</u>	<u>29,729</u>
<b>9.3 Net book value</b>			
As at 31 March 2023	<u>12,865</u>	<u>-</u>	<u>12,865</u>
As at 31 March 2022	<u>16,700</u>	<u>-</u>	<u>16,700</u>

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023

**10 Debtors and prepayments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	12,563	26,759
Other debtors	1,856	3,605
	<u>14,419</u>	<u>30,364</u>

**11 Cash at bank and in hand**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Short term deposits	456,950	451,439
Cash at bank and on hand	518,184	372,414
	<u>975,134</u>	<u>823,853</u>

**12 Creditors and accruals: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,835	2,542
Accruals and deferred income	171,158	116,217
Other creditors	3,697	1,485
	<u>177,690</u>	<u>120,244</u>

## CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023

13 Movement in funds	1 April 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
<b>Unrestricted funds</b>					
Designated funds:					
Trustee Deep Reserve Fund	80,000	-	-	-	80,000
Reserves Buffer fund	269,228	-	-	42,943	312,171
General funds	359,740	509,428	(449,609)	(42,943)	376,616
	708,968	509,428	(449,609)	-	768,787
<b>Restricted funds</b>					
<u>Caring at Christmas</u>					
Eyre Charitable Trust	-	500	(500)	-	-
Desmond Harris Trust	-	3,000	(3,000)	-	-
FareShare Southwest	-	9,500	(9,500)	-	-
GT Pearce Charitable Trust	-	2,500	(2,500)	-	-
Mabel Cooper Charitable Trust	-	2,500	(2,500)	-	-
29th May 1961 Charitable Trust	-	2,500	(2,500)	-	-
Thompson Charitable Trust	-	3,000	(3,000)	-	-
The Social Bite Fund	-	8,100	(8,100)	-	-
<u>Project Z</u>					
Sunrise Foundation	-	40,000	(40,000)	-	-
Waterloo Foundation	-	20,000	(20,000)	-	-
Frontline fund	-	71,129	(65,678)	-	5,451
<u>Other grants</u>					
Nat Ben Society	-	30,000	(30,000)	-	-
Dawe Family Trust	-	1,677	(1,302)	-	375
Medlock	-	2,000	(2,000)	-	-
Burges Salmon	-	1,600	(1,600)	-	-
<u>Z House</u>					
Imperial Tobacco	9,027	-	(9,027)	-	-
Portishead Nautical Trust	3,670	-	(3,670)	-	-
Nisbet Trust	-	20,000	-	-	20,000
Nightshelter Transformation	-	30,000	(30,000)	-	-
Fund - Revenue Fund	-	20,000	(20,000)	-	-
Nightshelter Transformation	-	20,000	(20,000)	-	-
Fund - Incubator fund	-	-	-	-	-
Singer Foundation	5,000	-	(5,000)	-	-
<u>Early Doors</u>					
Quartet Foundation	7,523	-	(7,523)	-	-
Oak Foundation	1,794	95,756	(95,388)	-	2,162
BCC - City Arts Funds	-	5,000	(5,000)	-	-
Quartet Catalyst TAP for Bristol Fund	-	15,000	(13,416)	-	1,584
Building Societies Trust	-	8,000	(8,000)	-	-
BCC RSI 5 Bid	-	17,629	(17,629)	-	-
Carried forward	27,014	409,391	(406,833)	-	29,572

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**13 Movement in funds (continued)**

	1 April 2022 £	Income £	Expenditure £	Transfers £	31 March 2023 £
Brought forward	27,014	409,391	(406,833)	-	29,572
<u>Bristol Goods</u>					
February Foundation	-	5,000	(5,000)	-	-
John James Foundation	14,691	-	(13,593)	-	1,098
Quartet Foundation Express Grant	-	5,000	(5,000)	-	-
Abri Community Fund	-	3,000	(3,000)	-	-
Zurich Community Trust	-	7,500	(7,500)	-	-
BizGive	-	827	(827)	-	-
Quartet - BCC Social Action	-	4,080	(4,080)	-	-
National Grid	-	7,450	(7,450)	-	-
Feeding Bristol	-	10,000	(10,000)	-	-
Quartet - Bristol Local Food Fund	-	4,100	(4,100)	-	-
Julia & Hans Rausing Trust	-	25,500	(229)	-	25,271
	41,705	481,848	(467,612)	-	55,941
<b>Total Funds</b>	<b>750,673</b>	<b>991,276</b>	<b>(917,221)</b>	<b>-</b>	<b>824,728</b>

**Designated Funds:**

Trustee Deep Reserve Fund - monies held to ensure an orderly and proper shutdown of the Charity should it ever be required.

3 Month Floating Reserve Buffer Fund - monies held to ensure short term liquidity thereby smoothing out short term deficits caused by fluctuating income levels.

Project Development and Innovation Fund - fund set up in previous financial year to enable 'pump priming' of new service projects which otherwise would remain unfunded. During the year under review the Board reviewed the use of the fund and agreed that it was no longer required. Fund was therefore closed on 2 February 2022.

**Restricted income funds:**

Caring at Christmas - funds received towards providing day support, including food, warmth, company and activities alongside professional support over the Christmas period.

Bristol Nightstop - funds received to help provide temporary and emergency accommodation for young people facing homelessness.

Infrastructure support - funds received to assist with the general running of the charity.

Project Z - funds received to assist with our service supporting young people who are, or are at risk of becoming homeless.

Other grants consist of funds received in the year for supporting the salaries of project/service delivery staff and service costs across projects as well as funds received for the direct and practical benefit for beneficiaries.

Z House - funds received to help the charity open Bristol's only youth shelter.

Early Doors - funds received to run a homelessness prevention service, finding new ways to reach people at risk of becoming homeless and provide the advice they need to keep their home.

Bristol Goods - funds received to help us run a food support service and community resource.



**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**13 Movement in funds- Prior Year**

	1 April 2021 £	Income £	Expenditure £	Transfers £	31 March 2022 £
<b>Unrestricted funds</b>					
Designated funds:					
Trustee Deep Reserve Fund	80,000	-	-	-	80,000
Reserves Buffer fund	365,603	-	-	(96,375)	269,228
Project Development fund	238,852	-	-	(238,852)	-
General funds	81,849	439,314	(496,650)	335,227	359,740
	766,304	439,314	(496,650)	-	708,968
<b>Restricted funds</b>					
<u>Caring at Christmas</u>					
Eyre Charitable Trust	-	1,550	(1,550)	-	-
Caradon Property Services	-	250	(250)	-	-
Desmond Harris Trust	-	3,000	(3,000)	-	-
GT Pearce Charitable Trust	-	3,000	(3,000)	-	-
Irwin Mitchell Charities Foundation	-	2,500	(2,500)	-	-
Quartet Community Foundation	-	5,000	(5,000)	-	-
Suez Recycling & Recovery UK	-	250	(250)	-	-
The Social Bite Fund	-	1,000	(1,000)	-	-
Quartet Community Foundation	-	1,000	(1,000)	-	-
Bristol City Council	-	9,600	(9,600)	-	-
<u>Bristol Nightstop</u>					
National Lottery Community Fund	25,939	89,694	(115,633)	-	-
De Paul UK	-	1,500	(1,500)	-	-
<u>Infrastructure Support</u>					
Bristol City Council	-	14,000	(14,000)	-	-
Lloyds Bank Foundation	8,019	-	(8,019)	-	-
Bristol Homelessness Research Fund	-	11,000	(11,000)	-	-
<u>Project Z</u>					
Sunrise Foundation	-	40,000	(40,000)	-	-
Nisbet Trust	-	20,000	(20,000)	-	-
Nationwide Foundation	-	10,050	(10,050)	-	-
Waterloo Foundation	-	11,667	(11,667)	-	-
Frontline fund	-	15,594	(15,594)	-	-
<u>Other grants</u>					
Nat Ben Society	-	30,000	(30,000)	-	-
Zurich Community Trust	-	20,000	(20,000)	-	-
Dawe Family Trust	-	1,714	(1,714)	-	-
<u>Z House</u>					
Ashfords Foundation	3,762	-	(3,762)	-	-
Anton Jurgens Charitable Trust	3,000	-	(3,000)	-	-
Pret Foundation	11,250	-	(11,250)	-	-
Imperial Tobacco	10,000	10,000	(10,973)	-	9,027
J&M Britton Charitable Trust	-	2,000	(2,000)	-	-
Denman Charitable Trust	-	5,000	(5,000)	-	-
Portishead Nautical Trust	-	5,000	(1,330)	-	3,670
Singer Foundation	-	5,000	-	-	5,000
<u>Early Doors</u>					
Quartet Foundation	12,322	24,994	(29,793)	-	7,523
Harkness Foundation	10,236	-	(10,236)	-	-
Oak Foundation	-	95,657	(93,863)	-	1,794
Quartet Foundation	-	15,000	(15,000)	-	-
Carried forward	84,528	455,020	(512,534)	-	27,014

CARING IN BRISTOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023

Brought forward	84,528	455,020	(512,534)	-	27,014
<b>Bristol Goods</b>					
Bristol City Council	10,000	50,793	(60,793)	-	-
February Foundation	-	5,000	(5,000)	-	-
John James Foundation	-	44,138	(29,447)	-	14,691
Quartet Foundation Express Grant	2,993	-	(2,993)	-	-
Rotary Club Chipping Sodbury	-	1,750	(1,750)	-	-
	97,521	556,701	(612,517)	-	41,705
<b>Total funds</b>	<b>863,825</b>	<b>996,015</b>	<b>(1,109,167)</b>	<b>-</b>	<b>750,673</b>

14 Analysis of net assets between funds

	<b>Tangible fixed assets £</b>	<b>Other net assets £</b>	<b>2023 Total £</b>
<b>Unrestricted funds</b>			
Designated funds			
Trustee Deep Reserve Fund	-	80,000	80,000
Reserves Buffer fund	-	312,171	312,171
Total	-	392,171	392,171
General funds	12,865	363,751	376,616
Total Unrestricted funds	12,865	755,922	768,787
<b>Restricted funds</b>			
Project Z	-	5,451	5,451
Other grants	-	375	375
Z House	-	20,000	20,000
Early Doors	-	3,746	3,746
Bristol Goods	-	26,369	26,369
Total restricted funds	-	55,941	55,941
Total funds	12,865	811,863	824,728

Analysis of net assets between funds - Prior Year

	<b>Tangible fixed assets £</b>	<b>Other net assets £</b>	<b>2022 Total £</b>
<b>Unrestricted funds</b>			
Designated funds			
Trustee Deep Reserve Fund	-	80,000	80,000
Reserves Buffer fund	-	269,228	269,228
Total	-	349,228	349,228
General funds	16,700	343,040	359,740
Total Unrestricted funds	16,700	692,268	708,968
<b>Restricted funds</b>			
Z House	-	17,697	17,697
Early Doors	-	9,317	9,317
Bristol Goods	-	14,691	14,691
Total restricted funds	-	41,705	41,705
Total funds	16,700	733,973	750,673

**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2023**

**15 Transactions with trustees and related parties**

None of the Trustees have been paid any remuneration or benefits during the year.  
 No trustees were reimbursed for expenses incurred during the year (2022: £nil).  
 Total donations to the Charity by Trustees during the year were £nil (2022: £nil).

**16 Taxation**

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

**17 Reconciliation of net income/(expenditure) to net cash flow from operating activities**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	74,055	(113,152)
Adjustments for:		
Depreciation charges	8,972	7,973
Dividends, interest and rents from investments	(4,992)	(617)
(Increase)/decrease in debtors	15,945	(19,083)
Increase/(decrease) in creditors	57,446	42,230
Net cash provided by/(used in) operating activities	<u>151,426</u>	<u>(82,649)</u>

## Analysis of cash and cash equivalents

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cash in hand	<u>975,134</u>	<u>823,853</u>

**18 Operating leases**

At 31 March 2023 the organisation had total minimum commitments under non-cancellable operating leases payable as set out below:

	<b>2023</b>		<b>2022</b>	
	<b>Equipment</b>	<b>Property</b>	<b>Equipment</b>	<b>Property</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Payments due:				
Within one year	2,750	44,003	8,844	37,238
Between two and five years	-	-	2,200	15,516
	<u>2,750</u>	<u>44,003</u>	<u>11,044</u>	<u>52,754</u>