

# BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)

England & Wales · Charity number 1167404

## Details

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Other names	BRISTOL DEMENTIA ACTION ALLIANCE, BDAA
Status	Registered
Legal form	CIO
Registered	2016-06-01
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	8 Oakhurst Road Bristol BS9 3TQ
Phone	01179681002
Email	<a href="mailto:office@bdaa.org.uk">office@bdaa.org.uk</a>
Website	<a href="http://www.bdaa.org.uk">www.bdaa.org.uk</a>

## Activities

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**Objects:** 1. TO PROMOTE AND PROTECT THE PHYSICAL AND MENTAL HEALTH OF PEOPLE LIVING WITH DEMENTIA, THEIR RELATIVES AND CARERS IN BRISTOL AND THE SURROUNDING AREA THROUGH THE PROVISION OF SUPPORT, EDUCATION AND PRACTICAL ADVICE. 2. TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC IN BRISTOL AND THE SURROUNDING AREA IN ALL AREAS RELATING TO DEMENTIA BY THE PROVISION OF WORKSHOPS, AWARENESS SESSIONS AND ROAD SHOWS DEVOTED TO DEMENTIA.

**Activities:** To promote and protect the physical and mental health of people living with dementia, their relatives and carers in Bristol and the surrounding area through the provision of support, education and practical advice. To raise dementia awareness amongst throughout Bristol and the surrounding area by the provision of workshops, awareness sessions and road shows.

## Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** People With Disabilities, The General Public/mankind

## Geography

- Bath And North East Somerset
- Bristol City
- North Somerset
- Somerset
- South Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£115,228	£109,839	-	-
2024-05-31	£68,817	£75,972	-	-
2023-05-31	£25,432	£34,983	-	-
2022-05-31	£44,986	£19,579	-	-
2021-05-31	£24,694	£17,594	-	-

## Trustees

Name	Role	Appointed
<b>ANTHONY VICTOR HALL</b>	Chair	2016-06-01
Christopher James Hunt		2018-07-26
Fiona Michallat-Cox		2018-04-01
Jennifer Claire Cave-Ayland		2024-01-01
Julia O'Neill		2024-06-27
WILLIAM O'NEILL		2024-06-27

**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**

England & Wales - Charity number 1167404

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# Accounts

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**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**  
**ANNUAL REPORT AND ACCOUNTS**  
**PERIOD FROM 1<sup>ST</sup> JUNE 2024 TO 31<sup>ST</sup> MAY 2025**

## **CONTENTS**

Trustees Annual Report  
Accounting and Administrative Information  
Independent Examiner's Report  
Profit & Loss Accounts  
Balance Sheet

The trustees are pleased to present their annual report and financial statements for the charity covering the year ending 31<sup>st</sup> May 2025, which are prepared to meet the Charity Commissions requirements for a small Charitable Incorporated Organisation.

## **MISSION AND PURPOSE**

To promote and protect the physical and mental health of people living with dementia, their relatives and carers, in Bristol and the surrounding area, through the provision of support, education and practical advice.

To advance the education of the general public in Bristol and the surrounding area in all areas relating to dementia.

## **HOW IS THIS ACHIEVED**

This is achieved through running awareness sessions, memory cafes, church & faith groups, carers' support groups, public & professional events, signposting, and collaborating with other organisations and agencies.

## **APPRECIATION AND RECOGNITION**

BDAA depends on charitable donations to deliver its work - thank you to the trusts and foundations, individuals and corporate supporters who enabled us to support and enrich the lives of so many people affected by dementia this year. We are dependent on this support and without it our work simply would not be possible.

Staff and Volunteers - the Trustees recognise the huge and ongoing contribution made by the BDAA team to the lives of the people we support. We extend our gratitude to them all and acknowledge their energetic commitment to BDAA's mission, values and aspirations.

We love what we do and who we work with. We are passionate about improving the quality of life of people with dementia and their carers, in whatever way we can.

## **OUR VALUES**

We endeavour to ensure our work meets the needs and aspirations of the people we support. We consult regularly with people affected by dementia, including their carers, developing and adapting our projects and activities in line with their wishes and views.

We are a group of people who never give up and are fully committed to improving the quality of life of people living with dementia and to raise awareness of the condition across our city.

We are a small, flexible charity which likes to try new approaches, new partnerships, and new ways of working. We constantly review, evaluate, and adapt what we do to ensure it is meeting the needs of those we support. We appreciate the benefit of collaboration and believe we make more of an impact when we work together.

We understand the importance of inclusion and strive to connect people to their communities, wherever that might be. We value our own community and work hard to create an inclusive and supportive environment amongst our staff, volunteers, and colleagues.

## **OVERVIEW**

In addition to a Chairperson, who founded the charity and has always given his time voluntarily, BDAA employs five part-time positions: Director, Hub Manager, Community and Activity Coordinator, Volunteer Coordinator, Fundraising and Operations Manager, and a full-time Community Development Manager.

We again hosted our annual Bristol Dementia Awards ceremony to recognise great achievements within the field of dementia, and we jointly ran the second Let's Talk Dementia conference at Watershed in Bristol, together with two other local charities, BRACE Alzheimer's Research and Alive Activities. This was a public open day, with presentations, activities and information stands which proved a great success. In the run up to this event BDAA featured extensively in a number of television broadcasts on the local ITV evening news as part of a dementia awareness campaign.

We launched our Happy Days Hub – a dementia and ageing well resource at Ambition House in Lawrence Weston, Bristol in March 2025.

## **IMPACT**

During the course of the year we have achieved the following results, creating impact across the community. These statistics are supported by qualitative feedback, such as testimonials.

We support over 120 individuals each month at our 'Happy Days' memory cafes. Most café participants are over 65 as are our volunteers (we actively encourage older volunteers and have around 30 regularly).

We launched our 'Happy Days' dementia hub in March 2025 within the newly built community space called Ambition House. We open on Mondays and Fridays and offer a community café and a range of activity groups including memory cafes,

carers groups, tai chi classes and ad-hoc events. Our Hub reduces isolation and loneliness, whilst improving quality of life through activities, support and social integration. We also host visiting experts such as Bristol Dementia Wellbeing Navigators who support people twice a month at the Hub, free financial and legal advice sessions and NHS health clinics.

We continue to refer people towards the relevant services such as GPs, Bristol Dementia Wellbeing Service, Adult Social Care and Age UK Bristol.

We attend the local VCSE networking forums to share resource and discuss opportunities to collaborate.

We work closely with local organisations and businesses eg Railway to Care and Blaise Weston Independent Living facility.

In 2024-25 we gave 884 people dementia awareness sessions across 42 different organisations, including small retailers and larger businesses, faith groups and children's groups, such as Brownies and Scouts, thus covering a spectrum of ages and demographics.

We run three carers support groups – these are mostly smaller groups of up to 10 each time, allowing people to form lasting relationships.

We co-hosted the second annual Let's Talk Dementia in May 2025. Working in partnership with BRACE Alzheimer's Research and Alive Activities, we had a busy day with hundreds attending the free conference with workshops, dementia-specific sessions, information stalls and so much more. It was wonderful to have so many organisations in one space who all offer dementia services that make a difference to those affected by the condition. There was a whole field of experience from research, care options, the voices of lived experience and much more. We're running the next Let's Talk Dementia on 23rd May 2026.

### **Quote from attendees**

*I believe we should all know more about dementia, as any of us could get it in later life. I was pleased to find out that there are multiple organisations that provide guidance and support. A great initiative.*

*Amazed at how much information there was and the enthusiasm of so many support groups.*

*The talks were of a very high standard. Free very good coffee and water and very well organised and welcoming. The most informative day ever and of course extremely important to do. Very good opening by the 2 Television presenters authentic and committed. It all helped me enormously and I assume many others.*

We attended many relevant events and have information stalls throughout the city.

Our fortnightly BDAA Newsletter goes out to 800 people and has between 40-50% read-rate and is shared widely by professionals. For example, we know the Bristol

Dementia Wellbeing Service sends it to all its navigators to share with the people they support.

Our website is a well-used resource for people living with dementia, their carers, health and social care professionals, and many others wishing to understand more about this condition and obtain advice or assistance. We promote relevant dementia friendly events.

We work in collaboration with many organisations to support those affected by dementia. We support those with young onset dementia by offering volunteering opportunities and inclusive activities. We plan to increase our offerings in the next year.

## **FINANCIAL REVIEW**

During the course of the year the charity generated the following income.

Grants £83,381.32

Donations £15,204.42

Events £4,413.78

Legacies £10,100.00

Other income: £2,128.82

Out of this total of £115,228.34, an amount of £27,219.49 was deferred as Income in Advance representing restricted or 'ring-fenced' funds not utilised for the intended purposes during the financial period in question.

Expenditure for the year totalled £109,839.37 leading to a profit of £5,388.97.

## **RESERVES POLICY**

The trustees' policy is to maintain unrestricted reserves at a target level of six months, but with a minimum of three months, of expected unrestricted expenditure. Unrestricted funds as at 31<sup>st</sup> May 2025 amounted to £48,047.54.

The trustees and management team monitor performance against budget and key metrics bi-monthly. Business plans are directed at achieving modest surpluses to build free reserves, allowing for future expansion.

## **FUNDRAISING PHILOSOPHY**

Our fundraising philosophy is to always be respectful and mindful. We only communicate when permitted and never pursue. We believe that this policy is respectful of the rights of people in general but also protects vulnerable people against feeling under pressure to give. BDAA has registered with the Fundraising Regulator, and we do not use third party fundraising businesses, preferring to rely on our own staff. We received no complaints during the year and are not aware of any failures to comply with fundraising regulations or our own standards.

## **FUTURE PLANS**

Our aim for the next year and beyond is to continue to improve awareness and understanding of dementia within the local communities of Bristol. We aim to roll-out a volunteer-led dementia awareness session programme in the future.

We will increase our direct support for those affected by dementia through our Happy Days memory cafes and carer support groups. We will research ways of offering additional support to those with young onset dementia and their families.

We will continue to expand our annual 'Bristol Dementia Awards' and co-host another 'Let's Talk Dementia' conference with the same partner organisations.

Our Happy Days Hub will continue to offer education and management about conditions that can increase the risk of developing dementia.

Our volunteer recruitment, training and management will be expanded so that it assists the delivery of all these aspirations.

We are researching and aim to set up a volunteer-led Happy Days memory café in South Bristol.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **GOVERNANCE**

BDAA is a small Charitable Incorporated Organisation (CIO) and is operated in line with its constitution, which will be reviewed during 2025/26.

### **APPOINTMENT OF TRUSTEES**

The Trustees are appointed by agreement of the existing Trustees following an interview process. Any vacant positions are broadly advertised to promote diversity and inclusivity.

### **ORGANISATIONAL STRUCTURE**

BDAA is governed by a board of Trustees who bring with them a broad range of skills, knowledge and professional experience in business management, banking, training & development, financial management, education, occupational therapy, nursing, care home management and dementia care. All the Trustees give their time and skills voluntarily and share a passionate commitment to improving the quality of life of those living with dementia and their families or carers. The Trustees meet bi-monthly. The Director is responsible for the day-to-day activities of the charity and for overseeing the management of employed staff and volunteers. The Director is subject to the governance of the Trustees, attending all Trustees' meetings, and meeting regularly with the Chair of Trustees for ongoing support.

## **RISK MANAGEMENT**

Wherever appropriate, systems and/or procedures are set up to mitigate against any risks to the charity. External challenges to funding have led to the development of income generation strategies which will allow for the diversification of funding and activities. Internal risks are minimised using procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with Health and Safety by staff, volunteers, and those attending events. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity, with risk assessments introduced or adapted whenever required.

A Safeguarding policy exists and is reviewed regularly. No instances of a safeguarding nature were recorded during the period.

An Equality, Diversity and Inclusion policy is in place and reviewed regularly. No instances of this nature were reported during the period.

## **REAL LIVING WAGE**

The Trustees voted to set the minimum wage for all staff to be based on the 'Real Living Wage' as determined by Living Wage Foundation.

## **MANAGEMENT REMUNERATION**

The remuneration of the Director and other members of the management team is reviewed annually, being benchmarked against similar positions in charities of comparable size, location and field of work.

## **STATEMENT OF TRUSTEE RESPONSIBILITIES**

The charity's Trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by Trustees and signed on their behalf by:

## **AV Hall**

Anthony Hall

Chair of Trustees

**ACCOUNTING AND ADMINISTRATIVE INFORMATION****YEAR ENDING 31<sup>ST</sup> MAY 2025****Charity number:** 1167404**Registered office:** 8 Oakhurst Road, Bristol BS9 3TQ

**Trustees:** Anthony Hall (Chair)  
Christopher Hunt (Deputy Chair)  
Fiona Michallat-Cox  
Jennifer Cave-Ayland  
Helen Walwin (appointed 22<sup>nd</sup> November 2024)  
Pauline Sandell (appointed 22<sup>nd</sup> November 2024)  
William O'Neill (appointed 27<sup>th</sup> June 2024)  
Julia O'Neill (appointed 27<sup>th</sup> June 2024)

**Director:** Adam Michallat-Cox MBA (Dist), MCIPD

**Treasurer:** Christopher Hunt BEng (Hons), DipPFS

**Bank:** National Westminster Bank, 4 Church Road, Filton, Bristol, BS34 7BL

**Independent Examiner:** Oscar James, ACCA, Chartered Certified Accountant, Xeinadin, Edinburgh House, 1-5 Bellevue Road, Clevedon, North Somerset BS21 7NP

## Independent Examiner's Report to the Trustees of Bristol Dementia Action Alliance

I report on the accounts of the Trust for the year ended 31 May 2025.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Xeinadin South Wales & West Limited  
Accountants and Business Advisors

## Profit and Loss

Bristol Dementia Action Alliance  
 For the year ended 31 May 2025

Account	2025	2024
<b>Turnover</b>		
Donations Received	15,204.42	26,742.69
Events Income	4,413.78	1,137.71
Grants	83,381.32	37,958.19
Hub Cafe	338.19	0.00
Interest Income	5.25	0.00
Legacies	10,100.00	0.00
Sales Income	1,035.38	2,978.86
Sponsorship Income	750.00	0.00
<b>Total Turnover</b>	<b>115,228.34</b>	<b>68,817.45</b>
<b>Cost of Sales</b>		
Cost of Goods Sold	165.46	3,888.00
Direct Expenses	9,384.10	2,750.30
Transport Costs	557.70	526.91
<b>Total Cost of Sales</b>	<b>10,107.26</b>	<b>7,165.21</b>
<b>Gross Profit</b>	<b>105,121.08</b>	<b>61,652.24</b>
<b>Administrative Costs</b>		
Advertising & Marketing	3,246.50	3,185.37
Audit & Accountancy fees	2,947.80	1,680.00
Bank Fees	256.13	0.00
Charitable and Political Donations	625.00	0.00
Depreciation Expense	1,776.09	1,116.00
Entertainment-100% business	140.00	67.85
General Expenses	1,326.22	900.83
Insurance	683.07	579.84
IT Software, Website and Consumables	1,756.02	923.22
Pensions Costs	2,125.04	1,346.56
Postage, Freight & Courier	25.20	107.19
Printing & Stationery	1,325.59	1,418.48
Promotional Items	540.46	964.06
Rent/ Room Hire	2,690.60	283.75
Salaries	77,275.70	53,186.81
Staff Training	483.42	921.04
Subscriptions	353.40	259.00
Telephone & Internet	703.02	570.46
Travel - National	1,452.85	1,296.17
<b>Total Administrative Costs</b>	<b>99,732.11</b>	<b>68,806.63</b>
<b>Operating Profit</b>	<b>5,388.97</b>	<b>(7,154.39)</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>5,388.97</b>	<b>(7,154.39)</b>
<b>Profit after Taxation</b>	<b>5,388.97</b>	<b>(7,154.39)</b>

## Balance Sheet

Bristol Dementia Action Alliance

As at 31 May 2025

	Account	31 May 2025
<b>Fixed Assets</b>		
	<b>Tangible Assets</b>	
	Computer Equipment	2,620.39
	Less Accumulated Depreciation on Computer Equipment	(1,070.02)
	Less Accumulated Depreciation on Office Equipment	(4,356.07)
	Office Equipment	5,296.71
	<b>Total Tangible Assets</b>	<b>2,491.01</b>
<b>Total Fixed Assets</b>		<b>2,491.01</b>
<b>Current Assets</b>		
	<b>Cash at bank and in hand</b>	
	Charity Account	465.42
	Charity Savings Account	504.83
	Current Account	72,691.45
	Petty Cash	1,120.00
	<b>Total Cash at bank and in hand</b>	<b>74,781.70</b>
	Prepayments	2,500.00
<b>Total Current Assets</b>		<b>77,281.70</b>
<b>Creditors: amounts falling due within one year</b>		
	Accruals	2,400.00
	Income in Advance	27,219.49
	PAYE Payable	1,000.18
	Pensions Payable	1,105.50
<b>Total Creditors: amounts falling due within one year</b>		<b>31,725.17</b>
	<b>Net Current Assets (Liabilities)</b>	<b>45,556.53</b>
	<b>Total Assets less Current Liabilities</b>	<b>48,047.54</b>
	<b>Net Assets</b>	<b>48,047.54</b>
<b>Capital and Reserves</b>		
	Current Year Earnings	5,388.97
	Retained Earnings	42,658.57
<b>Total Capital and Reserves</b>		<b>48,047.54</b>

**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**

England & Wales - Charity number 1167404

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# Accounts

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**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**  
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The trustees are pleased to present their annual report and financial statements for the charity covering the year ending 31<sup>st</sup> May 2024, which are prepared to meet the Charity Commissions requirements for a small Charitable Incorporated Organisation.

## **MISSION AND PURPOSE**

To promote and protect the physical and mental health of people living with dementia, their relatives and carers, in Bristol and the surrounding area, through the provision of support, education and practical advice.

To advance the education of the general public in Bristol and the surrounding area in all areas relating to dementia.

## **HOW IS THIS ACHIEVED**

This is achieved through running awareness sessions, memory cafes, church & faith groups, carers' support groups, public & professional events, signposting, and collaborating with other organisations and agencies.

## **APPRECIATION AND RECOGNITION**

BDAA depends on charitable donations to deliver its work - thank you to the trusts and foundations, individuals, organisations, groups and corporate supporters who enabled us to support and enrich the lives of so many people affected by dementia this year. We are dependent on this support and without it our work simply would not be possible.

Staff and volunteers - the trustees recognise the huge and ongoing contribution made by the BDAA team to the lives of the people we support. We extend our gratitude to them all and acknowledge their energetic commitment to BDAA's mission, values, and aspirations.

We love what we do and who we work with. We are passionate about improving the quality of life of people with dementia and their carers, in whichever way we can.

## **OUR VALUES**

We endeavour to ensure our work meets the needs and aspirations of the people we support. We consult regularly with people affected by dementia, including their carers, developing and adapting our projects and activities in line with their wishes and views.

We are a group of people who never give up and are fully committed to improving the quality of life of people living with dementia and to raise awareness of the condition across our city.

BDAA is a small, flexible charity which likes to try new approaches, new partnerships, and new ways of working. We constantly review, evaluate, and adapt what we do to ensure it is meeting the needs of those we support. We appreciate the benefit of collaboration and believe we make more of an impact when we work together.

We understand the importance of inclusion and strive to connect people to their communities, wherever that might be. We value our own community and work hard to create an inclusive and supportive environment amongst our staff, volunteers, and colleagues.

## **OVERVIEW**

This year has seen the team increased in size considerably. In addition to a chairperson, who founded the charity and has always given his time voluntarily, BDAA appointed a part-time Director, a part-time General Assistant, and changed the role of its part-time Community Development Manager to that of a full-time permanent position. The charity also employs a part-time Fundraising and Communications Manager.

We again hosted our annual 'Awards' ceremony to recognise great achievements within the field of dementia, and we launched the inaugural 'Let's Talk Dementia' conference at Watershed in Bristol, together with two other local charities, BRACE Alzheimer's Research and Alive. This was a public open day, with presentations, activities and information stands which proved a great success. In the run up to this event BDAA featured extensively in a number of television broadcasts on the local ITV evening news as part of a dementia awareness campaign.

We launched our 'Dementia Aware Village' project and extended the successful initial pilot into other areas of the city. This project includes free dementia accessibility audits within small retail and non-retail organisations, medical centres/GP practices, and other public spaces.

## **IMPACT**

During the course of the year we have achieved the following results, creating impact across the community. These statistics are supported by qualitative feedback, such as testimonials.

We support over 120 individuals each month at our 'Happy Days' memory cafes. Most café participants are over 65 as are our volunteers (we actively encourage older volunteers and have around 30 regularly).

We are launching our 'Happy Days' dementia and ageing well hub in March 2025 within a newly built community space – this will run twice a week and likely to reach 70-100 people each week. Therefore, we anticipate that this will support over 1000 people in a year, reducing isolation and loneliness, whilst improving quality of life through activities, support, and social integration.

In 2023/24 we gave 734 people dementia awareness sessions across 44 different organisations, including small retailers and larger businesses, faith groups and children's groups, such as Brownies and Scouts, thus covering a spectrum of ages and demographics.

We started a monthly carer's group and have another starting in the coming year – these are smaller groups of up to 10 each time, allowing people to form lasting relationships.

We co-hosted 'Let's Talk Dementia' – a one-stop dementia conference for the public – hundreds of people attended and we're running the next one on 17th May 2025.

We also attend many relevant events and have information stalls throughout the city.

Our fortnightly BDAA News goes out to 800 people and has between 40-50% read-rate and is shared widely by professionals. For example, we know the Bristol Dementia Wellbeing Service sends it to all its navigators to share with the people they support.

Our website is a well-used resource for people living with dementia, their carers, health and social care professionals, and many others wishing to understand more about this condition and obtain advice or assistance. It also includes posters and information for regular events throughout the city, not just BDAA ones.

During the year we were involved in launching and running several activities to support those diagnosed with dementia at an early age. These included a boat trip, skittles groups, walking groups, and a dedicated Facebook page called 'The Denim Generation'. This collaborative work is ongoing, and further support will be offered at the new Hub.

## **FINANCIAL REVIEW**

During the course of the year the charity generated the following income.

Grants £78078.00

Donations £26742.69

Events £1137.71

Sales £2978.86

Out of this total of £108937.26, an amount of £40119.81 was deferred as Income in Advance representing restricted or 'ring-fenced' funds not utilised for the intended purposes during the financial period in question.

Expenditure for the year totalled £75971.84 leaving to a small deficit of £7154.39, but this should be considered in relation to the amount of income that was deferred.

## **RESERVES POLICY**

The trustees' policy is to maintain unrestricted reserves at a target level of six months, but with a minimum of three months, of expected unrestricted expenditure. Unrestricted funds as at 31<sup>st</sup> May 2024 amounted to £43722.04.

The trustees and management team monitor performance against budget and key metrics bi-monthly. Business plans are directed at achieving modest surpluses to build free reserves, allowing for future expansion.

## **FUNDRAISING PHILOSOPHY**

Our fundraising philosophy is to always be respectful and mindful. We only communicate when permitted and never pursue. We believe that this policy is respectful of the rights of people in general but also protects vulnerable people against feeling under pressure to give. BDAA has registered with the Fundraising Regulator, and we do not use third party fundraising businesses, preferring to rely on our own staff. We received no complaints during the year and are not aware of any failures to comply with fundraising regulations or our own standards.

## **FUTURE PLANS**

The aims of BDAA during the next year and beyond include the further development of our 'Dementia Aware Village' project to improve awareness and understanding of dementia within the local communities of Bristol. As part of this we propose to increase the number and frequency of 'Happy Days' memory cafes that we operate, introduce carer support groups, commence the provision of support to meet the specific needs of those diagnosed with early onset dementia, expand our annual 'Bristol Dementia Awards' to make it a more significant event, deliver another 'Let's Talk Dementia' conference with the same partner organisations, and introduce the city's first dementia and ageing well 'Hub', which will also provide some much needed office and meeting space. We plan to recruit a Volunteer Co-Ordinator to oversee the recruitment, training and management of volunteers to assist in the delivery of all these aspirations, and a Hub Manager to oversee operations. Part of the 'Hub' is about the education and management of conditions that can increase the risk of developing dementia.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **GOVERNANCE**

BDAA is a small Charitable Incorporated Organisation (CIO) and is operated in line with its constitution, which will be reviewed during 2024/25.

### **APPOINTMENT OF TRUSTEES**

The trustees are appointed by agreement of the existing trustees following an interview process. Any vacant positions are broadly advertised to promote diversity and inclusivity.

### **ORGANISATIONAL STRUCTURE**

BDAA is governed by a board of trustees who bring with them a broad range of skills, knowledge and professional experience in business management, banking, training & development, financial management, education, occupational therapy, nursing, care home management and dementia care. All the trustees give their time and skills voluntarily and share a passionate commitment to improving the quality of life of those living with dementia and their families or carers. The trustees meet bi-monthly. The director is responsible for the day-to-day activities of the charity and for overseeing the management of employed staff and volunteers. The director is subject to the governance of the trustees, attending all trustees' meetings, and meeting regularly with the chair of trustees for ongoing support.

## **RISK MANAGEMENT**

Wherever appropriate, systems and/or procedures are set up to mitigate against any risks to the charity. External challenges to funding have led to the development of income generation strategies which will allow for the diversification of funding and activities. Internal risks are minimised using procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with Health and Safety by staff, volunteers, and those attending events. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity, with risk assessments introduced or adapted whenever required.

A Safeguarding policy exists and is reviewed regularly. No instances of a safeguarding nature were recorded during the period.

An Equality, Diversity and Inclusion policy is in place and reviewed regularly. No instances of this nature were reported during the period.

## **REAL LIVING WAGE**

The trustees voted to set the minimum wage for all staff to be based on the 'Real Living Wage' as determined by Living Wage Foundation.

## **MANAGEMENT REMUNERATION**

The remuneration of the director and other members of the management team is reviewed annually, being benchmarked against similar positions in charities of comparable size, location, and field of work.

## **STATEMENT OF TRUSTEE REPONSIBILITIES**

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by Trustees and signed on their behalf by:

## **A Hall**

Anthony Hall  
Chair of Trustees  
6<sup>th</sup> March 2025

### **ACCOUNTING AND ADMINISTRATIVE INFORMATION**

#### **YEAR ENDING 31<sup>ST</sup> MAY 2024**

**Charity number:** 1167404

**Registered office:** 8 Oakhurst Road, Bristol BS9 3TQ

**Trustees:** Anthony Hall (Chair)  
Christopher Hunt (Deputy Chair)  
Fiona Michallat-Cox  
Christopher Richmond  
Jennifer Cave-Ayland (appointed 1<sup>st</sup> January 2024)  
Adele Van-Wyk (appointed 1<sup>st</sup> January 2024)  
John Moore (resigned 31<sup>st</sup> December 2023)  
Sharon Parsons (resigned 31<sup>st</sup> December 2023)

**Director:** Adam Michallat-Cox MBA (Dist), MCIPD

**Treasurer:** Christopher Hunt BEng (Hons), DipPFS

**Bank:** National Westminster Bank, 4 Church Road, Filton, Bristol, BS34 7BL

**Independent Examiner:** Oscar James, ACCA, Chartered Certified Accountant, Xeinadin, Edinburgh House, 1-5 Bellevue Road, Clevedon, North Somerset BS21 7NP

I report on the accounts of the Trust for the year ended 31 May 2024.

### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Xeinaidin South Wales & West Limited  
Accountants and Business Advisors  
05 May 2024  
701 Stonehouse Park  
Sperry Way  
Gloucestershire  
GL10 3UT

### **Profit and Loss**

Bristol Dementia Action Alliance  
 For the year ended 31 May 2024

<b>Account</b>	<b>2024</b>
<b>Turnover</b>	
Donations Received	26,742.69
Events Income	1,137.71
Grants	37,958.19
Sales Income	2,978.86
<b>Total Turnover</b>	<b>68,817.45</b>
<b>Cost of Sales</b>	
Cost of Goods Sold	3,888.00
Direct Expenses	2,750.30
Transport Costs	526.91
<b>Total Cost of Sales</b>	<b>7,165.21</b>
<b>Gross Profit</b>	<b>61,652.24</b>
<b>Administrative Costs</b>	
Advertising & Marketing	3,185.37
Audit & Accountancy fees	1,680.00
Depreciation Expense	1,116.00
Entertainment-100% business	67.85
General Expenses	900.83
Insurance	579.84
IT Software, Website and Consumables	923.22
Pensions Costs	1,346.56
Postage, Freight & Courier	107.19
Printing & Stationery	1,418.48
Promotional Items	964.06
Rent/ Room Hire	283.75
Salaries	53,186.81
Staff Training	921.04
Subscriptions	259.00
Telephone & Internet	570.46
Travel - National	1,296.17
<b>Total Administrative Costs</b>	<b>68,806.63</b>
<b>Operating Profit</b>	<b>(7,154.39)</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>(7,154.39)</b>
<b>Profit after Taxation</b>	<b>(7,154.39)</b>

## **Balance Sheet**

Bristol Dementia Action Alliance  
 As at 31 May 2024

	Account	31 May 2024
<b>Fixed Assets</b>		
	<b>Tangible Assets</b>	
	Computer Equipment	939.23
	Less Accumulated Depreciation on Computer Equipment	(196.64)
	Less Accumulated Depreciation on Office Equipment	(3,463.36)
	Office Equipment	4,053.35
	<b>Total Tangible Assets</b>	<b>1,332.58</b>
<b>Total Fixed Assets</b>		<b>1,332.58</b>
<b>Current Assets</b>		
	<b>Cash at bank and in hand</b>	
	Current Account	83,721.89
	Petty Cash	120.00
	<b>Total Cash at bank and in hand</b>	<b>83,841.89</b>
<b>Total Current Assets</b>		<b>83,841.89</b>
<b>Creditors: amounts falling due within one year</b>		
	Accruals	1,200.00
	Income in Advance	40,119.81
	PAYE Payable	377.95
	Pensions Payable	818.14
<b>Total Creditors: amounts falling due within one year</b>		<b>42,515.90</b>
	<b>Net Current Assets (Liabilities)</b>	<b>41,325.99</b>
	<b>Total Assets less Current Liabilities</b>	<b>42,658.57</b>
	<b>Net Assets</b>	<b>42,658.57</b>
<b>Capital and Reserves</b>		
	Current Year Earnings	(7,154.39)
	Retained Earnings	49,812.96
<b>Total Capital and Reserves</b>		<b>42,658.57</b>

**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**

England & Wales - Charity number 1167404

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# Accounts

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## **Bristol Dementia Action Alliance (BDAA)**

### **End of year Report 31<sup>st</sup> May 2023**

#### **History:**

Although BDAA only became a CIO in June 2016, it was launched on 9th July 2013 as an enthusiastic, non-profit-making Community Action Group.

#### **Objective:**

The objective is to make Bristol THE Dementia Aware City of the UK through the running of Dementia awareness sessions, workshops, and webinars. Two main tools are used to achieve this.

1. Dementia Friends (An Alzheimer's Society initiative)
2. The Global Purple Angel Campaign.

#### **Becoming a CIO and Governance:**

BDAA became a registered Charitable Incorporated Organisation in June 2016, registration number 1167404, with a Steering Group (Trustees) of up to eight people to set strategy, monitor and review progress.

#### **Activities are carried out by:**

Chairperson	Volunteer
Office Manager	Part time (16 hours per week)
Volunteer Coordinator	Part time (8 hours per week)
Community outreach Worker	Part time (16 hours per week)
Volunteers	Some of which are our trustees

#### **What has been accomplished in the year 1<sup>st</sup> June 2022 to 31<sup>st</sup> May 2023?**

This year has again been affected by the country recovering from the Covid 19 pandemic and the sad passing away of Chair's wife from dementia.

This year the charity has:

1. continued to run Dementia Awareness sessions with adults and children. Due to reservations about Covid, some are virtual, some sessions are face to face.
2. booked two half-day workshop for those in the community who work, or are wanting to work, with people living with dementia and their carers.
3. networked with other older people's and dementia agencies.
4. continued to chair the Avon & Somerset Dementia Forum, which supports and encourages all DAA's in the area.
5. distributed the weekly newsletter BDAA News containing useful information for all our supporters and networks.
6. campaigned on issues relating to people living with dementia and their carers, such as Cure the Care system and transport issues.
7. continued running our monthly Happy Days Memory Café face to face.
8. recruited a Community Outreach Worker.
9. recruited a person with Young Onset Dementia (Chris Richmond) to our board of trustees (Plus Angela his wife, who is also his carer)
10. launched the BDAA Awards scheme for groups increasing dementia awareness.
11. started a pilot project to make Shirehampton the "first dementia aware village" in Bristol. Following the pilot, the plan is to roll it out across the city.

## **Bristol Dementia Action Alliance (BDAA)**

### **End of year Report 31<sup>st</sup> May 2023**

#### **Finance**

The BDAA is a very small charity but an effective one. There has been the recruitment of a volunteer coordinator and a community outreach worker, with grants applied for to cover these investments. In the short term, some of the charity's reserves have been utilised resulting in an operational deficit of approximately £9500 for this year.

#### **Safeguarding**

One safeguarding incident was recorded this year which was dealt with by the safeguarding officer and safeguarding trustee. There was no police involvement.

#### **What do we want to do in the next year?**

BDAA will continue to do what it's doing, plus expanding the Dementia Aware Village project.

*Note: Although there are a lot of "villages" in Bristol (with residents very proud of their village), some areas are really "communities".*

# Bristol Dementia Action Alliance (BDAA)

End of year Report 31<sup>st</sup> May 2023

## Profit and Loss

Bristol Dementia Action Alliance  
For the year ended 31 May 2023

2023

### Turnover

Donations Received	16,042.47
Events Income	87.45
Grants	9,302.00
<b>Total Turnover</b>	<b>25,431.92</b>

### Cost of Sales

Direct Expenses	4,768.78
Transport Costs	500.72
<b>Total Cost of Sales</b>	<b>5,269.50</b>

### Gross Profit

20,162.42

### Administrative Costs

Advertising & Marketing	679.20
Audit & Accountancy fees	402.00
Depreciation Expense	859.60
Insurance	843.99
IT Software, Website and Consumables	1,300.87
Pensions Costs	478.44
Postage, Freight & Courier	40.40
Printing & Stationery	14.99
Promotional Items	285.95
Rent/ Room Hire	650.40
Salaries	22,890.64
Staff Training	80.00
Subscriptions	259.00
Telephone & Internet	471.39
Travel - National	456.90
<b>Total Administrative Costs</b>	<b>29,713.77</b>

### Operating Profit

(9,551.35)

### Profit on Ordinary Activities Before Taxation

(9,551.35)

### Profit after Taxation

(9,551.35)

# Bristol Dementia Action Alliance (BDAA)

End of year Report 31<sup>st</sup> May 2023

## Balance Sheet

Bristol Dementia Action Alliance

As at 31 May 2023

31 MAY 2023

### Fixed Assets

#### Tangible Assets

Computer Equipment	845.20
<b>Total Tangible Assets</b>	<b>845.20</b>

**Total Fixed Assets** 845.20

### Current Assets

#### Cash at bank and in hand

Current Account	49,630.71
<b>Total Cash at bank and in hand</b>	<b>49,630.71</b>

Prepayments 579.84

**Total Current Assets** 50,210.55

### Creditors: amounts falling due within one year

Memory Cafe 761.82

PAYE Payable 204.24

Pensions Payable 314.13

Wages Payable - Payroll (37.40)

**Total Creditors: amounts falling due within one year** 1,242.79

**Net Current Assets (Liabilities)** 48,967.76

**Total Assets less Current Liabilities** 49,812.96

**Net Assets** 49,812.96

### Capital and Reserves

Current Year Earnings (9,551.35)

Retained Earnings 59,364.31

**Total Capital and Reserves** 49,812.96

**BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)**

England & Wales - Charity number 1167404

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# Accounts

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## **Bristol Dementia Action Alliance (BDAA)**

### **End of year Report, December 2021**

#### **History:**

Although BDAA only became a CIO in June 2016, it was launched on 9th July 2013 as an enthusiastic, non-profit-making Community Action Group. (We are still enthusiastic!)

#### **Our objective:**

Our objective is to make Bristol THE Dementia Friendly City of the UK through the running of Dementia awareness sessions, workshops, and webinars. We use two main tools to do this i.e.

1. Dementia Friends (An Alzheimer's Society initiative)
2. The Global Purple Angel Campaign.

#### **Becoming a CIO and Governance:**

BDAA became a registered Charitable Incorporated Organisation in June 2016 with registration number 1167404. It decided to have a Steering Group (Trustees) of up to eight people to set strategy, monitor and review progress.

#### **What have we done in the year June 2020 – May 2021?**

This year has again been affected by the Covid 19 pandemic. Our Face-to-face meetings have basically moved to Zoom. However, we have

1. Continued to run on-line Dementia Awareness sessions with adults and children. Due to them being virtual, some sessions have included attendees from all over the UK. We even ran four sessions for an international school in Luxemburg. We didn't realise Bristol was so big!
2. Run half-day workshops for those in the community who work, or are wanting to work, with people living with dementia and their carers
3. Run three webinars in partnership with BRACE and Alive Activities
4. Networked with other older people's and Dementia agencies
1. Chaired the Avon & Somerset Dementia Forum, which supports and encourages ALL DAA's in the area
5. Run a webinar entitled "How to be a Dementia Friendly Church in a Pandemic".
6. During Lockdown we ceased (temporarily) our quarterly newsletter in favour of a weekly BDAA News containing useful information for all our supporters and network.
7. Campaigned on issues relating to people living with dementia and their carers, such as Cure the Care system
2. Kept in touch with our monthly Happy Days Memory Café participants using regular pastoral calls to check that they were ok, had enough food etc and checked their wellbeing.

## **Finance**

Yearly financial figures are attached:

### **What do we want to do in the next year?**

BDAA will continue to do what we're doing and expand where we can (Covid permitting).

# Profit and Loss

## Bristol Dementia Action Alliance

For the year ended 31 May 2021

2021

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### Turnover

Donations Received	7,809.88
Events Income	1,695.17
Grants	15,189.00
<b>Total Turnover</b>	<b>24,694.05</b>

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### Cost of Sales

Direct Expenses	2,800.00
<b>Total Cost of Sales</b>	<b>2,800.00</b>

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### Gross Profit

**21,894.05**

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### Administrative Costs

Audit & Accountancy fees	244.80
Charitable and Political Donations	100.00
Consulting	500.00
Depreciation Expense	1,078.40
Insurance	717.08
IT Software, Website and Consumables	20.95
Pensions Costs	274.98
Printing & Stationery	1,384.00
Promotional Items	612.00
Salaries	9,515.59
Staff Training	40.00
Subscriptions	50.00
Telephone & Internet	173.35
Travel - National	82.80
<b>Total Administrative Costs</b>	<b>14,793.95</b>

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### Operating Profit

**7,100.10**

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### Profit on Ordinary Activities Before Taxation

**7,100.10**

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### Profit after Taxation

**7,100.10**

# Balance Sheet

## Bristol Dementia Action Alliance

As at 31 May 2021

31MAY2021

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### Fixed Assets

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#### Tangible Assets

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Computer Equipment	556.00
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<b>Total Tangible Assets</b>	<b>556.00</b>
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<b>Total Fixed Assets</b>	<b>556.00</b>
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### Current Assets

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#### Cash at bank and in hand

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Current Account	34,309.42
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<b>Total Cash at bank and in hand</b>	<b>34,309.42</b>
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<b>Total Current Assets</b>	<b>34,309.42</b>
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### Creditors: amounts falling due within one year

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Memory Cafe	761.82
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Pensions Payable	146.20
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<b>Total Creditors: amounts falling due within one year</b>	<b>908.02</b>
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<b>Net Current Assets (Liabilities)</b>	<b>33,401.40</b>
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<b>Total Assets less Current Liabilities</b>	<b>33,957.40</b>
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<b>Net Assets</b>	<b>33,957.40</b>
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### Capital and Reserves

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Current Year Earnings	7,100.10
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Retained Earnings	26,857.30
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<b>Total Capital and Reserves</b>	<b>33,957.40</b>
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