

BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)
ANNUAL REPORT AND ACCOUNTS
PERIOD FROM 1ST JUNE 2023 TO 31ST MAY 2024

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The trustees are pleased to present their annual report and financial statements for the charity covering the year ending 31st 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 31st 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 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:

A Hall

Anthony Hall
Chair of Trustees
6th March 2025

ACCOUNTING AND ADMINISTRATIVE INFORMATION

YEAR ENDING 31ST 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 1st January 2024)
Adele Van-Wyk (appointed 1st January 2024)
John Moore (resigned 31st December 2023)
Sharon Parsons (resigned 31st 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.

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Xeinadin 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

Account	2024
Turnover	
Donations Received	26,742.69
Events Income	1,137.71
Grants	37,958.19
Sales Income	2,978.86
Total Turnover	68,817.45
Cost of Sales	
Cost of Goods Sold	3,888.00
Direct Expenses	2,750.30
Transport Costs	526.91
Total Cost of Sales	7,165.21
Gross Profit	61,652.24
Administrative Costs	
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
Total Administrative Costs	68,806.63
Operating Profit	(7,154.39)
Profit on Ordinary Activities Before Taxation	(7,154.39)
Profit after Taxation	(7,154.39)

Balance Sheet

Bristol Dementia Action Alliance
 As at 31 May 2024

	Account	31 May 2024
Fixed Assets		
	Tangible Assets	
	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
	Total Tangible Assets	1,332.58
Total Fixed Assets		1,332.58
Current Assets		
	Cash at bank and in hand	
	Current Account	83,721.89
	Petty Cash	120.00
	Total Cash at bank and in hand	83,841.89
Total Current Assets		83,841.89
Creditors: amounts falling due within one year		
	Accruals	1,200.00
	Income in Advance	40,119.81
	PAYE Payable	377.95
	Pensions Payable	818.14
Total Creditors: amounts falling due within one year		42,515.90
	Net Current Assets (Liabilities)	41,325.99
	Total Assets less Current Liabilities	42,658.57
	Net Assets	42,658.57
Capital and Reserves		
	Current Year Earnings	(7,154.39)
	Retained Earnings	49,812.96
Total Capital and Reserves		42,658.57