

BRISTOL DEMENTIA ACTION ALLIANCE (BDAA)
ANNUAL REPORT AND ACCOUNTS
PERIOD FROM 1ST JUNE 2024 TO 31ST 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 31st 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 31st 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 31ST 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 22nd November 2024)
Pauline Sandell (appointed 22nd November 2024)
William O'Neill (appointed 27th June 2024)
Julia O'Neill (appointed 27th 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
Turnover		
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
Total Turnover	115,228.34	68,817.45
Cost of Sales		
Cost of Goods Sold	165.46	3,888.00
Direct Expenses	9,384.10	2,750.30
Transport Costs	557.70	526.91
Total Cost of Sales	10,107.26	7,165.21
Gross Profit	105,121.08	61,652.24
Administrative Costs		
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
Total Administrative Costs	99,732.11	68,806.63
Operating Profit	5,388.97	(7,154.39)
Profit on Ordinary Activities Before Taxation	5,388.97	(7,154.39)
Profit after Taxation	5,388.97	(7,154.39)

Balance Sheet

Bristol Dementia Action Alliance

As at 31 May 2025

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