

**Bristol Women's Voice  
Trustees Report and Financial Statements  
for the year to 31st March 2021**

Charity number: 1170110

# **Bristol Women's Voice Trustees' Annual Report Year to 31st March 2021**

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## **Reference and Administrative Information**

Charity name:	Bristol Women's Voice
Charity registration number:	1170110
Registered Office:	PO Box 3462, Bristol BS5 5HT

### **Trustees 2020-21**

Diane Bunyan  
Penelope Gane (Chair)  
Ifeoma Fox  
Clare Meraz (Vice Chair from December 2020)  
Alison Pallett (Secretary)  
Nicki Norman  
Laura Gallagher (Vice Chair, resigned 9<sup>th</sup> December 2020)  
Stephanie Poyntz (Treasurer)  
Victoria Morris  
Sophie Shirt

# Structure, Governance and Management

The organisation is a Charitable Incorporated Organisation, incorporated on 10th November 2016 and registered as a charity on 10th November 2016. Its governing document is the Constitution dated 10th November 2016. Prior to this date, Bristol Women's Voice operated as an unincorporated association, which donated all of its funds to the new charity on its incorporation. During the year the Trustees delegated the day to day operation of the company to the Director, Barbara Brown (until October 2020) and Katy Taylor (from November 2020).

## Recruitment and Appointment of Trustees

All trustees are nominated by existing trustees, and elected by a simple majority vote at the AGM or other Trustees' Meetings. The Board of Trustees endeavours to be a diverse Board and will be looking for candidates who can bring perspectives to the leadership of the organisation that are currently under-represented.

## Objects and Activities

### Charitable Objects

1. The promotion, for the public benefit, of the social inclusion of women in the Bristol area, who are socially and economically excluded on grounds of their gender;
2. The promotion of equality and diversity for the public benefit by e.g.
  - a. the elimination of discrimination on the grounds of gender (and where it impacts on women: race, age, disability, sexual orientation, religion or economic disadvantage);
  - b. The advancement of education and raising awareness;
  - c. The conducting or commissioning of other research on gender equality issues and the publishing the results to the public.
3. The prevention and relief of poverty through undertaking and supporting research into factors that contribute to women's poverty and the most appropriate ways to mitigate these.

### Public Benefit

The charity delivers public benefit to women and society in general by undertaking the following activities in furtherance of its objects, as stated in the constitution:

1. Providing a platform to ensure that, when key decisions are taken, women's voices have been listened to, and their ideas and concerns are shared and acted on;
2. Developing the capacity and skills of women in the Bristol area in such a way that they are better able to identify and access services and organisations, meet their needs, support each other, and to participate more fully in society;
3. Supporting women to decide the most important issues they are facing, and to influence public authorities on how they can best meet women's needs and promote gender equality;
4. Undertaking research and consultation to identify the barriers that prevent gender equality and the social and economic exclusion of women in the Bristol area and to publish the findings;
5. Organising events and activities that support women in the Bristol area to participate in public life, take part in decision-making, challenge discrimination and close gender gaps (e.g. in pay, education, access to services).

The Trustees are aware of the requirement of public benefit and seek to implement the Charity Commissioners' guidance on public benefit.

# **Achievements and Performance**

## **The impact of Covid-19 restrictions**

As the year began in April, the country was in Covid-19-related lockdown. BWV made the early decision to cancel/postpone all community related activities and request that staff work from home.

We focussed our social media output on providing Covid-19 national updates; information about local organisations and their operational offer and finally hope and inspiration to women through quotations, relevant articles and information sharing.

We also developed a “You Talk We Listen” services to provide online/telephone befriending/listening and signposting service for women for two hours a day, four days per week.

## **Workshops**

Following an initial and very well-received mental health and wellbeing workshop in the summer, BWV partnered with Rethink, CASS (Community Access Support Service) and Nilaari Agency to host a series of support sessions for women from Black and minoritised backgrounds. The sessions provided a safe space for women who felt they needed support or help during a time of additional covid-related stress and anxiety.

In 2020-21 we also provided 43 workshops attended by 1,200 women, 76.72% of whom were living in deprived areas in the city as defined by Bristol City Council. We worked in partnership with Changes, Sister Courage, the Bristol Law Centre and Bristol Menopause to facilitate workshops on mental health, menopause, maternity rights, boundary-setting, self-defence and assertiveness.

## **Women’s experienced of Covid-19**

Throughout July and August, we ran an online survey to understand women’s experiences of Covid-19 and their changing needs throughout the pandemic period, and we heard from more than 70 women. Unsurprisingly, declining mental health, the lack of childcare and information about when and how childcare would resume, pressure on or loss of employment, poor access to green spaces and the lack of government’s consideration of the needs of women, particularly disabled women, were all raised as issue for women in Bristol.

## **The City Listening Project**

We launched the City Listening Project report in November 2020, which reported on the research we carried out with 530 women in 2019. This project was funded by the Government Equalities Office.

Many of the women we spoke to aspired to secure employment, access to education, and professional development but instead were surviving in unfulfilling, poorly-paid employment, their ambitions thwarted by significant barriers. They told us about male violence, poor housing, lack of free/affordable childcare, lack of support with disabled children and lack of women-only spaces, among the issues that hold them back

These women’s voices and their recommendations for change will form the backbone of Bristol Women’s Voice’s strategic plan for the next three years; we will strive to work with women to achieve the changes that would make the biggest difference to their lives.

## **Bangladeshi Women's Health Project**

In response to a need identified through the City Listening Project, we established the Bangladeshi Women's Health Project to help address the disproportionately poor health outcomes Bangladeshi women in Bristol experience. The project sought to improve women's knowledge and confidence to address a variety of health issues through establishing Bangladeshi women-led, women's peer support groups where women could share health information and resources, hold confidential conversations and seek information.

In response to a combination of WhatsApp-based support groups, bespoke and targeted online workshops and a gardening project, women reported increased knowledge of the health issues and increased motivation within the community to tackle these issues.

100% of women who responded to the survey found the workshops useful; 75% of women surveyed said they were more likely to seek medical help immediately for both physical and mental health issues. At the end of the project, when asked to rank how healthy they were feeling between 1-10, only 6% ranked themselves under 5, compared to 20% at the beginning of the project.

## **International Women's Day**

International Women's day had to be an online event this year, but we still engaged hundreds of women in a vibrant programme of activities which lasted a week, rather than being focussed on a single day. We were excited to work with Ujima Radio, who curated a YouTube playlist showcasing the work of local women musicians, singers and producers as part of the online Bristol International Women's Day events, and with the Cube Cinema who showcased short films from female filmmakers.

Workshops and activities included sessions on female desire, Bellyfit yoga, biodanza, women in the legal profession, getting into work, disability and climate action, lullabies from around the world, poetry, mediation, radical women from history, women in nature and menopause, self-defence and more from a diverse range of women speakers.

## **Volunteers and student placements**

In 2020-21 we had fewer volunteers than usual due to the Covid-19 restrictions and the fact we were not holding an in-person International Women's Day event. However, three volunteers still provided invaluable IT and online assistance throughout our International Women's Week in March 2021.

We also benefitted from on-going volunteer support with administration, three volunteers shared these tasks across the week for four months to check and respond to our info@ inbox and to be a first point of contact for women getting in touch, providing a total of 320 voluntary hours.

We continued to provide intern placements to students who supported us with media and online events.

## Financial Review

The accounts for the period show a deficit on unrestricted funds, due to funding shortfalls being covered from general reserves. The budget for expenditure in 2021-22 is determined by the grant income available for the year, therefore the Trustees are satisfied that the charity remains a going concern.

### Reserves Policy

The trustees have established a policy whereby the unrestricted funds should be at least three months of core running costs, which equates to around £13,000. At the balance sheet date, free reserves amounted to £20,079 (2019 £35,424), of which £13,000 has been set aside as a Contingency Reserve as per the Reserves Policy. A Redundancy Provision fund has also been created, to ensure that the potential redundancy liability for existing staff is provided for. This is calculated as zero as at 31/03/21 (2020 £1,050), and will be revised on an annual basis.

# Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware.

The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 29<sup>th</sup> September 2021 and signed on their behalf by:

  
.....

Penelope Gane, Trustee

  
.....

Stephanie Poyntz, Trustee

# Independent examiner's report to the trustees of Bristol Women's Voice

I report on the accounts of the Charitable Incorporated Organisation for the year to 31<sup>st</sup> March 2021 which are set out on pages 9 to 16.

## **Responsibilities and basis of report**

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

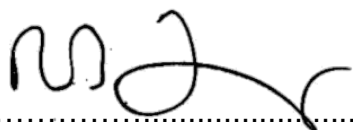
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

## **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



30<sup>th</sup> September 2021

Rupert Taylor  
Easton Business Centre,  
Felix Road  
Bristol BS5 0HE



**Bristol Women's Voice**  
**Statement of Financial Activities**  
**(incorporating Income & Expenditure Account)**  
**Year to 31st March 2021**

		Unrestricted funds 2021	Restricted funds 2021	Total funds 2021	Total funds 2020 [see Note 11]
	Notes	£	£	£	£
<b>Income:</b>					
Donations	[2]	197	-	197	9,063
Charitable activities	[3]	213	93,044	93,257	116,911
<b>Total Income</b>		<b>410</b>	<b>93,044</b>	<b>93,454</b>	<b>125,974</b>
<b>Expenditure:</b>					
Charitable activities	[4]	13,164	91,590	104,755	134,735
<b>Total Expenditure</b>		<b>13,164</b>	<b>91,590</b>	<b>104,755</b>	<b>134,735</b>
<b>Net Income / (Expenditure)</b>		<b>(12,754)</b>	<b>1,453</b>	<b>(11,301)</b>	<b>(8,760)</b>
Transfers between funds	[8]	(2,591)	2,591	-	-
<b>Net Movement in Funds</b>		<b>(15,345)</b>	<b>4,044</b>	<b>(11,301)</b>	<b>(8,760)</b>
Total funds brought forward		35,424	11,610	47,035	55,795
<b>Total funds carried forward</b>		<b>20,079</b>	<b>15,655</b>	<b>35,734</b>	<b>47,035</b>

**Bristol Women's Voice**  
**Balance Sheet**  
**As at 31st March 2021**

	Notes	2021 £	2020 £
<b>Fixed Assets</b>	[5]	3,104	-
<b>Current Assets</b>			
Debtors and prepayments	[6]	1,253	8,162
Stock for resale		200	680
Cash at bank and on hand		41,191	47,109
		<hr/> 42,644	<hr/> 55,952
<b>Current Liabilities</b>			
Creditors and accruals	[7]	10,014	8,917
		<hr/> 32,630	<hr/> 47,035
<b>Net Current Assets</b>			
		<hr/> 35,734	<hr/> 47,035
<b>Net Assets</b>			
		<hr/> 35,734	<hr/> 47,035
<b>The funds of the charity:</b>			
<b>Unrestricted funds:</b>			
General funds	[8]	7,079	21,374
Designated funds	[8]	13,000	14,050
<b>Restricted funds:</b>		15,655	11,610
		<hr/> 35,734	<hr/> 47,035

Approved by the trustees on 29th September 2021 and signed on their behalf by:

  
 .....  
 Penelope Gane  
 Trustee

  
 .....  
 Stephanie Poyntz  
 Trustee

# Bristol Women's Voice

## Notes to the Accounts

### Year to 31st March 2021

#### [1] Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Update Bulletin 1 issued on 2nd February 2016, and the Charities Act 2011.

Bristol Women's Voice meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

The charity's balance sheet at 31st March 2021 is in surplus, and grant funding for 2021-22 has been secured for the core activities of the charity. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

(c) Income

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

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of activities is deferred until the criteria for income recognition have been met (see Note 7).

(d) Donated services and facilities

Donated professional services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. There were no such donations during the year in question. In accordance with the Charities SORP (FRS 102), the general volunteer time of trustees and volunteers is not recognised with any monetary value.

(e) Interest receivable

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

(f) Fund Accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds set aside by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(g) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. As the charity is not registered for VAT, all VAT on expenditure is charged as a cost against the activity for which the expenditure was incurred. Expenditure is classified under the following activity headings:

[i] Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes. There were no such costs during the year in question.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

[iii] Other expenditure represents those items not falling into any other heading. There were no such costs during the year in question.

# Bristol Women's Voice

## Notes to the Accounts (continued)

### Year to 31st March 2021

(h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These include office costs, finance, personnel, payroll and governance costs which support the charity's charitable activities.

(i) Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

(j) Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at 33% per annum on the straight line method. Individual items costing less than £500 are not treated as fixed assets.

(k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

(l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the account.

(m) Creditors

Creditors are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Financial instruments

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

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
[2] <u>Income from donations</u>						
Unison	-	-	-	3,000	-	3,000
Other donations	197	-	197	6,063	-	6,063
	<u>197</u>	<u>-</u>	<u>197</u>	<u>9,063</u>	<u>-</u>	<u>9,063</u>
	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
[3] <u>Income from charitable activities</u>						
Grants:						
Bristol City Council Impact Fund	-	37,019	37,019	-	39,701	39,701
Bristol City Council CLP	-	35,726	35,726	-	59,119	59,119
National Lottery Covid Keep in Contact	-	10,000	10,000	-	-	-
Quartet	-	8,000	8,000	-	16,205	16,205
Internships	-	2,299	2,299	-	-	-
	<u>-</u>	<u>93,044</u>	<u>93,044</u>	<u>-</u>	<u>115,025</u>	<u>115,025</u>
Total grants	-	93,044	93,044	-	115,025	115,025
Income from events	-	-	-	642	-	642
Training delivery income	200	-	200	400	-	400
Sales of merchandise	13	-	13	845	-	845
	<u>213</u>	<u>93,044</u>	<u>93,257</u>	<u>1,887</u>	<u>115,025</u>	<u>116,911</u>
Total income from charitable activities	213	93,044	93,257	1,887	115,025	116,911

The charity receives government grants from Bristol City Council to support its activities. The total value of such grants in the year was £72,745 (2020 £98,820). There are no unfulfilled conditions or contingencies attaching to these grants in 2020-21.

# Bristol Women's Voice

## Notes to the Accounts (continued)

### Year to 31st March 2021

[4] Analysis of expenditure on charitable activities

	Core work	City Listening Project	Total 2021	Total 2020 [see Note 11]
	£	£	£	£
<u>Direct costs:</u>				
Salaries including pension & NI	34,707	3,212	37,919	50,799
Training	420	100	520	315
User engagement and access costs	-	-	-	3,445
Activity costs	12,018	28,162	40,180	52,087
Travel	-	-	-	906
Printing & publicity	-	1,735	1,735	826
Volunteers' expenses	116	-	116	155
Costs of merchandise	484	-	484	439
	<hr/> 47,745	<hr/> 33,209	<hr/> 80,954	<hr/> 108,972
<u>Support costs:</u>				
Salaries including pension & NI	5,773	919	6,692	8,965
Payroll service	408	65	473	442
Staff homeworking expenses	701	112	812	-
Recruitment	60	10	70	-
Stationery and postage	350	56	406	304
Telephone	259	41	300	165
Trustees' expenses	-	-	-	86
Insurance	494	140	633	607
Rent, rates, heat & light	5,132	817	5,949	7,831
Website & IT costs	4,527	720	5,248	5,647
Legal and professional fees	45	7	53	139
Memberships and subscriptions	891	142	1,033	378
Accountancy	189	30	219	924
Fee for independent examination	217	35	252	252
Bank charges	9	1	10	25
Depreciation	1,339	213	1,552	-
Sundry expenses	85	14	99	-
	<hr/> 20,481	<hr/> 3,320	<hr/> 23,801	<hr/> 25,763
Total Support Costs				
Total Expenditure	<hr/> 68,226	<hr/> 36,529	<hr/> 104,755	<hr/> 134,735

The charity identifies the costs of its support functions. The support costs are then apportioned between the charitable activities undertaken during the year. Support costs are apportioned to these activities based on the approximate proportions of staff time and resources used by each activity.

[5] Tangible Fixed Assets

	Equipment
<u>Cost</u>	£
Opening balance	-
Additions during the year	4,656
	<hr/> 4,656
<u>Depreciation</u>	
Opening balance	-
Charge for the year	1,552
	<hr/> 1,552
Net Book Value at 31/03/21:	3,104
Net Book Value at 31/03/20:	-

# Bristol Women's Voice

## Notes to the Accounts (continued)

### Year to 31st March 2021

[6] <u>Debtors and prepayments</u>	2021	2020			
	£	£			
Sundry debtors	1,253	8,162			
	<hr/>	<hr/>			
	1,253	8,162			
[7] <u>Creditors</u>	2021	2020			
Amounts due within 12 months:	£	£			
Trade creditors	7,159	2,586			
Accruals	408	1,176			
Other creditors	2,447	5,155			
	<hr/>	<hr/>			
	10,014	8,917			
[8] <u>Movements in funds</u>	Balance at			Transfers	Balance at
<i>[for previous year, see Note 11]</i>	31/03/2020	Income	Expenditure	between	31/03/2021
				funds	
<u>Restricted Funds:</u>					
Bristol City Council Impact Fund	-	37,019	(39,621)	2,603	-
Bristol City Council CLP	815	35,726	(36,529)	(12)	-
National Lottery Covid Keep in Contact	-	10,000	-	-	10,000
Internships	-	2,299	(2,299)	-	-
Quartet Catalyst	3,091	8,000	(7,743)	-	3,348
Quartet Health Inequality Project	7,705	-	(5,398)	-	2,307
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Restricted Funds:	11,610	93,044	(91,590)	2,591	15,655
<u>Unrestricted Funds:</u>					
<u>Designated Funds:</u>					
Redundancy Provision	1,050	-	-	(1,050)	-
Contingency Reserve	13,000	-	-	-	13,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Designated Funds:	14,050	-	-	(1,050)	13,000
<u>General Funds</u>	21,374	410	(13,164)	(1,541)	7,079
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Unrestricted Funds:	35,424	410	(13,164)	(2,591)	20,079
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds:	47,035	93,454	(104,755)	-	35,734

The Bristol CC Impact Fund supports the charity's work promoting the social inclusion of women.

The Bristol CC CLP funding supports the City Listening Project to gather women's experiences and inform the work that Bristol Women's Voice undertakes to address the injustices and inequalities faced by women.

The National Lottery Keep in Contact grant is a peer support project for isolated women during the third Covid-19-related lock down and beyond.

The internships funding supported part of the salary of two interns.

The Quartet Catalyst grant is to fund a strategic leadership post.

The Quartet Health Inequality grant seeks to bring health inequality information to Bangladeshi women by engaging them through training and peer support.

The Redundancy Provision fund is to cover the liabilities for current staff in the event of closure.

The Contingency Fund is to provide for running costs in the event of loss of income, in line with the charity's Reserves Policy.

# Bristol Women's Voice

## Notes to the Accounts (continued)

### Year to 31st March 2021

[9] Payments to trustees and related party transactions

No trustees received remuneration during the year.

There were no payments to trustees during the year (2020 £86 to 2 trustees, which were all reimbursements of travel and other expenses incurred while working on behalf of the charity during the fulfilment of its charitable objects).

There were no other related party transactions during the year.

[10] <u>Staff costs</u>	2020 £	2020 £
Salaries	44,161	58,766
Employer's National Insurance	-	-
Employer's pension	310	998
	<hr/> 44,471	<hr/> 59,764

The average number of employees during the year was 3.8 (2020 5.1), and the full time equivalent 2.2 (2020 3.4).

No employee earned over £60,000 per annum during the year.

The key management personnel of the charity during the year comprised the trustees and the Director, Barbara Brown (until October 2020) and Katy Taylor (from November 2020).

The total employee benefits paid to the key management personnel during the year was £25,037 (2020 £19,928), this being the salary and employer pension of the Director.

[11] Previous year in detail

<u>Statement of financial activities</u>		Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
	Notes			
<b>Income:</b>				
Donations	[2]	9,063	-	9,063
Charitable activities	[3]	1,887	115,025	116,911
<b>Total Income</b>		<hr/> <b>10,950</b>	<hr/> <b>115,025</b>	<hr/> <b>125,974</b>
<b>Expenditure:</b>				
Charitable activities	[4]	16,002	118,733	134,735
<b>Total Expenditure</b>		<hr/> <b>16,002</b>	<hr/> <b>118,733</b>	<hr/> <b>134,735</b>
<b>Net Income / (Expenditure)</b>		<hr/> <b>(5,052)</b>	<hr/> <b>(3,708)</b>	<hr/> <b>(8,760)</b>
Transfers between funds	[8]	-	-	-
<b>Net Movement in Funds</b>		<hr/> <b>(5,052)</b>	<hr/> <b>(3,708)</b>	<hr/> <b>(8,760)</b>
Total funds brought forward		<hr/> 40,476	<hr/> 15,319	<hr/> 55,795
<b>Total funds carried forward</b>		<hr/> <b>35,424</b>	<hr/> <b>11,610</b>	<hr/> <b>47,035</b>

# Bristol Women's Voice

## Notes to the Accounts (continued)

### Year to 31st March 2021

[11] Previous year in detail (continued)

#### Analysis of expenditure on charitable activities 2019-20

	Core work	Zero Tolerance	City Listening Project	Total 2020	
<u>Direct costs:</u>					
Salaries including pension & NI	36,747	6,560	7,492	50,799	
Training	315	-	-	315	
User engagement and access cos	892	-	2,553	3,445	
Activity costs	12,918	95	39,075	52,087	
Travel	446	298	162	906	
Printing & publicity	699	63	63	826	
Volunteers' expenses	139	17	-	155	
Costs of merchandise	439	-	-	439	
	52,594	7,033	49,345	108,972	
<u>Support costs:</u>					
Salaries including pension & NI	2,710	2,929	3,325	8,965	
Payroll service	185	121	136	442	
Stationery and postage	86	56	161	304	
Repairs & renewals	-	-	-	-	
Telephone	64	42	59	165	
Trustees' expenses	36	23	26	86	
Insurance	254	166	187	607	
Rent, rates, heat & light	2,659	2,719	2,453	7,831	
Website & IT costs	2,108	1,459	2,081	5,647	
Legal and professional fees	58	38	43	139	
Memberships and subscriptions	158	103	117	378	
Accountancy	386	252	285	924	
Fee for independent examination	105	69	78	252	
Bank charges	10	7	8	25	
Total Support Costs	8,819	7,984	8,959	25,763	
Total Expenditure	61,413	15,017	58,304	134,735	
<u>Movements in funds 2019-20</u>	Balance at 31/03/2019	Income	Expenditure	Transfers between	Balance at 31/03/2020
<u>Restricted Funds:</u>					
Bristol City Council Impact Fund	-	39,701	(39,701)	-	-
Government Equalities Office CLP	-	59,119	(58,304)	-	815
Bristol CC Women's Commission	2,968	-	(2,968)	-	-
Government Equalities Office	12,351	-	(12,351)	-	-
Quartet Catalyst	-	8,500	(5,409)	-	3,091
Quartet Health Inequality Project	-	7,705	-	-	7,705
Total Restricted Funds:	15,319	115,025	(118,733)	-	11,610
<u>Unrestricted Funds:</u>					
Designated Funds:					
Zero Tolerance	9,434	5,583	(15,017)	-	-
Redundancy Provision	1,166	-	-	(116)	1,050
Contingency Reserve	13,000	-	-	-	13,000
Total Designated Funds:	23,601	5,583	(15,017)	(116)	14,050
<u>General Funds</u>	16,875	5,367	(984)	116	21,374
Total Unrestricted Funds:	40,476	10,950	(16,002)	-	35,424
Total Funds:	55,795	125,974	(134,735)	-	47,035