

**THE BURGESS SALMON
CHARITABLE TRUST**

Annual Report and Financial Statements

For the year ended 31 October 2020

THE BURGESS SALMON CHARITABLE TRUST

ANNUAL REPORT AND FINANCIAL STATEMENTS For the year ended 31 October 2020

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THE BURGES SALMON CHARITABLE TRUST

TRUSTEES AND OFFICERS

TRUSTEES

J E Barnett (resigned 19 October 2020)
J G Houlden
T R M Hewitt
M R C Shepherd
A M Honeywill
C L Usher-Clark
C E de Maid (appointed 19 October 2020)
R A Forman (appointed 19 October 2020)

BANKERS

Bank of Scotland
PO Box No 208
21 Prince Street
Bristol
BS99 7JG

SOLICITORS

Burges Salmon LLP
One Glass Wharf
Bristol
BS2 0ZX

INDEPENDENT AUDITOR

Deloitte LLP
Statutory Auditor
5 Callaghan Square
Cardiff
United Kingdom
CF10 5BT

REGISTERED OFFICE

Burges Salmon LLP
1 Glass Wharf
Bristol
BS2 0ZX

THE BURGES SALMON CHARITABLE TRUST

TRUSTEES' REPORT

The Trustees present their annual report and the audited financial statements for the year ended 31 October 2020. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019 – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The information with respect to the registered address, Trustees, officers and advisers set out on page 1 forms part of this report.

Structure, governance and management

Governing Document

The Charity is registered in England and Wales with charity number 272522. It was constituted by a Trust Deed dated 28 October 1976. The objectives of the charity are to make charitable donations to various registered charities, as agreed by the Trustees with priority given to the Bristol area.

Key management remuneration

The charity has no employees and none of the Trustees received any remuneration or reimbursed expenses during the year (2019: £nil). The administrative costs of the Charity are borne by Bures Salmon LLP including the 2020 audit fee of £3,750 (2019: £3,000)

Appointment of Trustees

The Trustees on the date of approval of the annual report and financial statements, and who have served throughout the year and since the year-end, unless otherwise stated, are listed on page 1 of the financial statements. New Trustees are appointed by the current Trustees and serve for an indefinite period. New Trustees are fully briefed on the objectives of the Charity and their role as Trustees. This is reinforced by training as required, to equip them effectively to discharge their duties. The Trustees meet four times a year and the day-to-day administration of the Charity is delegated by the Trustees to the secretary. The current secretary is Alison Preece.

Risk management

The Charity's activities are confined to making donations and grants out of the income generated by gift aid donations and cash on bank deposit account. The Charity does not engage in fund-raising, has no contracts, premises or tangible assets, and has no employees, volunteers or IT systems. The Trustees have reviewed the Charity's procedures for money handling and for checking the status of applicants for donations and grants. They are satisfied that the Charity's existing systems for monitoring and controlling the risks around material misstatement of income or expenditure are satisfactory. These systems adequately mitigate the impact that such risks may have on the Charity in the future. The risks and controls in place to mitigate those risks are reviewed by the Trustees on at least an annual basis.

Connected persons

Details of connected persons and transactions with them are disclosed in note 7 to the financial statements.

Objectives and activities

The Charity's purpose is to make payments to such other charities as the Trustees in their discretion select.

Grant making policy

The Trustees consider primarily those applications from charities operating in Bristol and the surrounding region which support charitable projects in the community. Awards are based on the merits of the applicant's cause and its financial situation. The Trustees will generally support small to medium-sized charities rather than large national charities.

THE BURGESS SALMON CHARITABLE TRUST

TRUSTEES' REPORT (continued)

Objectives and activities for the public benefit

When considering applications, the Trustees will consider whether the work being undertaken by the Charity or organisation is in keeping with the Trust's policy outlined above. The Trustees, in making donations, have regard to the Charity Commission guidance on public benefit and believe that the policy of confining donations to those which support projects in the community, which demonstrate public benefit as defined, is in keeping with that guidance. In particular the Trustees consider how planned activities will contribute to the Charity's aims and the objectives they have set and have therefore complied with the duty in section 17 of the Charities Act 2011.

Achievements and performance

During the year the Trust made donations totalling £78,825 (2019: £62,850) to 36 (2019: 82) different charities. These donations were all for sums under £500 (2019: £500), with the exception of £64,375 (2019: £26,000) to the Quartet Community Foundation, itself a grant making body and a charity, £3,000 each to Barnardos, Baby Bank Network, (2019: £3,000, to each), £3,000 to the Wellspring Settlement (2019: £nil), £nil to the Dolphin Society (2019: £500), £600 to St Mungo's (2019: £250), £nil to Lord Mayor of Bristol's Children Appeal, Anchor Society and Grateful Society (2019: £500 each). Recipient charities included several children's charities, medical support and research charities, charitable community and victim support groups and some heritage charities. Most of these charities are located in Bristol or the surrounding region.

Financial review

Income received

The Trust receives income in the form of donations made to it by members of Burgess Salmon LLP, the gift aid reclaimed in relation to the members' donations and also bank interest. For the year ended 31 October 2020 incoming resources totalled £107,794 (2019: £61,597).

Investment policy

The Trust has no funds other than those held in the main bank account on which interest is received.

Reserves policy

Since 1 May 2007 the Charity has been funded via quarterly gift aided donations. The Trustees believe that it is not necessary to hold back any unrestricted funds not committed ("the free funds") as it is very unlikely that there will be any unforeseen drop in income or funding as the gift aided donations are made in advance of the charity making its donations. The free funds vary from time to time dependent on a number of factors including the number of requests received and the size of grants given. The Trustees are careful to avoid donations which are not in furtherance of the Charity's objectives, and as such the level of reserves fluctuate depending on the number and size of suitable requests received, and whether any monies have been held back, though uncommitted, for specific regular donations. As at the balance sheet date these funds amounted to £43,287 (2019: £18,398).

Going concern

The Trustees are of the opinion that the financial position of the Charity is satisfactory and anticipate no difficulties in meeting its obligations. The Trustees are satisfied that the policy and level of reserves are appropriate for the Charity's objectives, and that it has sufficient reserves to make its regular, though uncommitted, donations. In the year the level of incoming resources has been sufficient to meet all obligations. Accordingly, the Trustees continue to adopt the going concern basis in preparing the report of the financial statements, having noted that the effects of the Covid-19 pandemic have not affected the level of incoming resources.

Plans for future periods

The Trustees intend to adopt a similar pattern of donations in future years to that described in the current objectives and activities and expect the level of activity to continue to be similar in the foreseeable future. The Trustees will assess whether to redirect some future grants to charities dealing with Covid-19 related hardship and effects.

THE BURGESS SALMON CHARITABLE TRUST

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources 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;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that 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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent auditor

Deloitte LLP have been appointed as auditor for the financial year and have indicated their willingness to be reappointed for another term and appropriate arrangements are being made for them to be reappointed as auditor.

On behalf of the Trustees:



T R M Hewitt
Trustee

Approved by the Trustees on 3 August 2021

THE BURGESS SALMON CHARITABLE TRUST

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE BURGESS SALMON CHARITABLE TRUST

Report on the audit of the financial statements

Opinion

In our opinion the financial statements of Burgess Salmon Charitable Trust (the 'charity'):

- give a true and fair view of the state of the charity's affairs as at 31 October 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"; and
- have been prepared in accordance with the Charities Act 2011 and the trust deed.

We have audited the financial statements which comprise:

- the statement of financial activities (including the income and expenditure account);
- the balance sheet; and
- the related notes 1 to 7.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report.

We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's (the 'FRC's') Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We are required by ISAs (UK) to report in respect of the following matters where:

- the trustees' use of the going concern basis of accounting in preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

We have nothing to report in respect of these matters.

THE BURGESS SALMON CHARITABLE TRUST

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in respect of these matters.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the FRC's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Report on other legal and regulatory requirements

Matters on which we are required to report by exception

Under the Charities (Accounts and Reports) Regulations 2008 we are required to report in respect of the following matters if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

THE BURGESS SALMON CHARITABLE TRUST

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Deloitte LLP

Deloitte LLP
Statutory Auditor
Cardiff, United Kingdom
6 August 2021

Deloitte LLP is eligible for appointment as auditor for the charity by virtue of its eligibility for appointment as audit of a company under section 1212 of the Companies Act 2006.

THE BURGESS SALMON CHARITABLE TRUST

STATEMENT OF FINANCIAL ACTIVITIES (including the income and expenditure account) For the year ended 31 October 2020

| | Note | 2020 £ | 2019 £ |
|--------------------------------------|------|-----------------|-----------------|
| INCOME FROM: | | | |
| Donations | 2 | 107,627 | 61,360 |
| Investments income | 3 | 167 | 237 |
| TOTAL INCOME | | <u>107,794</u> | <u>61,597</u> |
| EXPENDITURE ON: | | | |
| Charitable activities | 4 | (78,825) | (62,850) |
| Administrative costs – support costs | | (4,080) | (3,000) |
| TOTAL EXPENDITURE | | <u>(82,905)</u> | <u>(65,850)</u> |
| NET MOVEMENTS IN FUNDS | | <u>24,889</u> | <u>(4,253)</u> |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | 18,398 | 22,651 |
| Net movement in funds for the year | | <u>24,889</u> | <u>(4,253)</u> |
| TOTAL FUNDS CARRIED FORWARD | 6 | <u>43,287</u> | <u>18,398</u> |

There were no other recognised gains or losses other than those listed above and the net surplus (2019: deficit) for the year. All income and expenditure derives from continuing activities and relates to unrestricted funds in the current and prior years.

THE BURGESS SALMON CHARITABLE TRUST

BALANCE SHEET As at 31 October 2020

| | Note | 2020 £ | 2019 £ |
|---------------------------|------|----------------------|----------------------|
| CURRENT ASSETS | | | |
| Cash at bank and in hand | | <u>43,287</u> | <u>18,398</u> |
| NET CURRENT ASSETS | | <u>43,287</u> | <u>18,398</u> |
| FUNDS | | | |
| Unrestricted funds | | | |
| General fund | 6 | <u>43,287</u> | <u>18,398</u> |
| TOTAL FUNDS | | <u><u>43,287</u></u> | <u><u>18,398</u></u> |

The financial statements of The Burgess Salmon Charitable Trust, registered number 272522, were approved by the Board of Trustees on 3 August 2021. They were signed on its behalf by:



T R M Hewitt
Trustee

THE BURGESS SALMON CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 October 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP 2019)" applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

The Trust constitutes a charitable incorporated organisation.

The principal accounting policies are set out below.

Preparation of financial statements

As explained in the Report of the Trustees on page 3, the financial statements have been prepared on a going concern basis, with the functional currency being GBP, and the Trustees, therefore, consider that the going concern assumption is an appropriate basis on which to prepare these financial statements.

Critical accounting judgements and key sources of estimation uncertainty

In applying the Charity's accounting policies, the Trustees may be required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The Charity made no key judgements or estimates in the current or the prior year.

Income

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

Donations are recognised in the financial statements immediately upon receipt.

Donated services comprise audit costs and banking costs and are disclosed and recognised where the amount can be reliably measured.

Interest from bank balances is included in the financial statements when amounts are receivable.

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.

Expenditure on charitable activities includes grants and donations payable and is accounted for in the statement of financial activities when an obligation arises to make a transfer of value to a third party.

Recognition of liabilities

Liabilities are recognised when an obligation arises to transfer economic benefits as a result of past transactions or events.

Financial instruments

Financial assets and financial liabilities are recognised when the Charity becomes a party to the contractual provisions of the instrument. All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs).

Debtors are recognised at the settlement amount due. Cash at bank includes cash at bank only. Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that it is probable will 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

THE BURGESS SALMON CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 October 2020

1. ACCOUNTING POLICIES (continued)

Taxation

The Burgess Salmon Charitable Trust is registered as a Charity and as such tax exemption applies to the income arising from and expended on charitable activities and to its investment income and gains.

Unrestricted fund

All funds are expendable at the discretion of the Trustees in furtherance of the objectives of the Charity.

Cash flow statement

The Charity is a small charity as defined by SORP. Consequently, the Charity has taken advantage of the exemption available under the terms of that standard and not prepared a cash flow statement.

2. ANALYSIS OF INCOME FROM DONATIONS

| | 2020 £ | 2019 £ |
|------------------------------------|----------------|---------------|
| Donations – individuals | 46,111 | 42,868 |
| Donations – individuals (Trustees) | 36,707 | 3,594 |
| Donations – other organisations | 24,809 | 14,898 |
| | <u>107,627</u> | <u>61,360</u> |

Donations from other organisations include audit costs of £3,750 (2019: £3,000) donated by Burgess Salmon LLP.

3. ANALYSIS OF INCOME FROM INVESTMENTS

| | 2020 £ | 2019 £ |
|---------------------------|------------|------------|
| Interest on bank balances | <u>167</u> | <u>237</u> |

4. ANALYSIS OF EXPENDITURE ON GRANT FUNDING ACTIVITIES

| Activity: | 2020 £ | 2019 £ |
|----------------------------------|---------------|---------------|
| Children's charities | 6,800 | 9,850 |
| Community charities | 67,925 | 46,900 |
| Health charities | 4,100 | 5,450 |
| Arts and entertainment charities | - | 650 |
| Total expenditure | <u>78,825</u> | <u>62,850</u> |

All support costs relate to the charitable activities as a whole and comprise governance costs relating to auditing of the financial statements of £3,750 plus bank fees of £330 (2019: audit £3,000 / bank fees £nil).

THE BURGESS SALMON CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 October 2020

5. ANALYSIS OF GRANT EXPENDITURE

All grants to institutions

| | 2020 £ | 2019 £ |
|---|---------------|---------------|
| Activity: | | |
| Quartet Community Foundation | 64,375 | 26,000 |
| Barnardos | 3,000 | 3,000 |
| Baby Bank Network | 3,000 | 3,000 |
| Wellspring Settlement | 3,000 | - |
| Dolphin Society | - | 500 |
| St Mungo's | 600 | - |
| The Lord Mayor of Bristol's Children Appeal | - | 500 |
| Anchor Society | - | 500 |
| Grateful Society | - | 500 |
| Barton Hill | - | 3,000 |
| Avon & Bristol Law Centre | - | 3,000 |
| Easton Families | - | 3,000 |
| The Princes Trust | - | 3,000 |
| Individual grants less than £500 | 4,850 | 16,850 |
| Total Expenditure | 78,825 | 62,850 |

6. FUNDS

| | Balance at 31 October 2019 £ | Income £ | Expenditure £ | Balance at 31 October 2020 £ |
|----------------------------|--|-------------|------------------|--|
| Total funds – unrestricted | 18,398 | 107,794 | (82,905) | 43,287 |

7. RELATED PARTY TRANSACTIONS

Donations are made to the Trust by members of Burges Salmon LLP of £82,818 (2019: £46,462) via gift aid payments (note 2). Burges Salmon LLP also donated the auditor's remuneration of £3,750 (2019: £3,000) and runs the Charity's administration on its behalf, which are assessed as minimal in nature for reporting purposes. The Trustees of the Charity are all members of Burges Salmon LLP and do not receive any remuneration or reimbursement of expenses from the Charity. The Trustees who served during the year made donations totalling £36,707 (2019: £3,594).