



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2016 to 31 March 2017

Annual Report & Accounts

1 April 2016 to 31 March 2017

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO
Registered charity number: 1162616
Registered office and operational address: Canningford House, 38 Victoria Street
Bristol, BS1 6BY

Charity Trustees

The trustees and officers serving during the year and since the year end were as follows:

Judith Brown (Chair)
Stephanie Batterbury (Treasurer)
Graham Owen Briscoe (appointed 18th July 2016)
David Elson
Pat Foster (appointed 18th July 2016)
Gloria Morris
Gillian Seward
Tony Wilson
Jenny Smith (appointed 20th October 2016)

No trustees have resigned or been appointed since 31st March 2017.

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB
Triodos, Deanery Road, Avon, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Forum Project Manager K Bowers
Finance & Administration Manager Y Pot

Report of the trustees for the period 1 April 2016 to 31 March 2017

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2016 to 31 March 2017.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities;
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55
- c. Research or participate in research into the causes and effects of social exclusion of older people in the City
- d. Promote activities that support the health and well-being of older people in Bristol

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

- **Open Forum Meetings**
- **Representation**
- **Newsletters**
- **Membership and Survey**
- **'Other work' – key activities that further our purpose and work towards our future**

Achievements and performance

In this past year, Bristol Older People's Forum (BOPF) has continued to work to improve the quality of life and involvement of older people, with focussed influencing work, a new manifesto, clear strategic objectives, increased networking and improved communications.

We have continued to invite many key decision makers to our open forums, we have worked to continually improve the reach and impact of our newsletter, we have responded to consultations and other emerging issues in the city, and have networked and collaborated to share our knowledge of Bristol's older people and evidence of the disadvantages many of them face.

We have helped to influence the quality of many local services to better meet the needs of older people, through encouraging members to speak up, ask questions and respond to opportunities to have their say. Our volunteers have contributed over 2500 hours representing and speaking up for older people on a wide variety of committees, boards and groups.

We launched our Manifesto for Bristol's Older People, based on the views of older people and what they tell us the most pressing issues are. The manifesto focusses and adds structure and measurement to our representation and influencing work and has attracted support from councillors, MPs, the elected mayor and many partners. Each of the themes has a lead trustee on the BOPF Board, to build expertise, leadership and BOPF's reputation as the voice of older people.

Our membership remains at a similar level to previous years but we did recruit a few more members this year than we lost through mortality or care home admission. Our membership number of 2747 remains the largest of any older people organisation in Bristol and is unique in its profile by age and other characteristics. It is used as a resource for views, volunteer recruitment, surveys, in person research, panels and consultations by public service providers, academia, VCSE partners and more.

Our newsletters have a reach of over 4000, reaching our membership directly through their letterbox. We have worked hard to increase the reach through circulating printed copies in libraries, and email copies to an ever increasing email list of people and organisations working with older people. This list has increased 5 fold and currently stands at c1200 in number.

Collaboration is increasingly important to our work. We are a key founding partner in Bristol Ageing Better (BAB) which continues to deliver projects addressing loneliness and isolation. Our partnership with 5 other fora in BEING (Bristol Equality and Information Networking Group) has grown much closer over the last year, working to amplify the voice of those disadvantaged in the city; and many of our volunteers support the delivery of the annual Celebrating Age Festival.

Open Forum Meetings

Our open forums are an opportunity for members, and others, to get together, interact - and most critically provide a chance to meet and question/influence key decision makers affecting their lives. The speakers are provided a unique opportunity to meet and listen to older people.

Half our meetings were held centrally, with easy bus access, and half were in more outlying areas of the city to enable people to attend without having to travel too far, and to attract new attendees. All members are aware of the meetings through the newsletter, and we invite others through reciprocal and other communications and publicity, including posters and social media.

In 2016-2017 we held 7 Open Forum meetings and our AGM, hosting one or more speakers. We attracted 294 attendances of which 202 were members. We work hard to select and invite speakers in response to the wishes and needs of our members and current climate and challenges; to fulfil our objects for the public benefit aligning with our Manifesto and wider influencing work.

Last year's speakers included:

1. OF8, 21 Apr 2016 - Easton Community Centre. Malcolm Kippax, Inspector, **Care Quality Commission** (South Region), *Effects of the New Care Act on Older People*.
2. AGM, 19 May 2016, Broadmead Baptist Church. Adam Rees, **Bristol Aging Better**, Director.
3. OF1, 7 July 2016 - Broadmead Baptist Church. Julie Dovey & Peter Collins, Clinical Chair of the Division of Medicine. *NAVIGATING THE HEALTH SERVICE 2016*, **University Hospital Bristol NHS Foundation Trust**.
4. OF2, 1 Sept 2016 - Southmead Greenway Centre. Allan Morris, **Bristol Walking Alliance**: *Campaigning to improve Bristol's walking environment*.
5. OF3, 8 Oct 2016 - Vassall Centre, Fishponds. Helen Mann, Occupational Therapist, **Driving and Mobility Centre**, *Driving - do we get better with age?*
6. OF4, 10 Nov 2016 - Broadmead Baptist Church. Ellen Devine, Healthwatch Bristol Project Coordinator, **Healthwatch**, *Tell Us Your Story – Age, health and wellbeing*.
7. OF5, 19 Jan 2017 - Broadmead Baptist Church. Terri Randall, RGN / BIA Deprivation of Liberty Safeguards Cert in Management in Health and Social Care and Carol De Halle, RGN Team Leader Care Home Support Team. **NHS Continuing Healthcare- Care Homes with Nursing, Residential Homes & Continuing Healthcare**.
8. OF6, 2 Mar 2017 - Easton Community Centre. Sarah Howard, Project Leader, **Bristol Hate Crime Services**, Brandon Trust.
9. OF6. Georgina Eller, Energy Consultant, **Bristol Energy**, *The Benefits of Bristol Energy*.

Last year's consultations included:

- **Bristol City Council Consultation:** National Data Guardian for Health and Care's Review on Data Security, Consent and Opt Outs
- **Bristol City Council Consultation:** Corporate Strategy (incl. budget) 2017-2022

Our meeting registers capture members' names, and also names of non-members whether older people who may then join, or people working with older people there to gather information. We see new faces at every meeting, we are always open to everyone and our meetings are **free** and fully accessible. We capture views of attendees, and some basic socio-geodemographic information. The views include feedback on BOPF and our meetings, but also the impact BOPF membership has or has had on them.

We continually respond to feedback in our choice of speakers (we have no shortage of people asking to come and speak) and our meeting format. There is always time for members/attendees to raise issues of importance to them including such local petitions or campaigns, and social time to catch up with old friends or make new ones.

Representation

As mentioned above, our volunteers spent more than 2500 hours in 2016-17 representing older people in the city. Our manifesto offers us structure and focus to our representation and influencing work. Outcomes are identified for older people in the city around 9 themes: Safety, Transport, Care, Mental Health, Physical Health, Communications, Housing & Home, Participation, Leadership & Visibility.

Representation delivers outcomes for all older people, and our members trust our representation of their views and issues, and thank us for the work we do – as do the decision-makers who rely on us to share those views.

Ten members of BOPF sit on BCC's Older People's Partnership Board (OPPB); the Council's channel for discussing issues affecting older people. Membership includes professionals of key organisations working with older people in the City, together with representatives of carers and BME groups. Invited speakers update the Board on key changes and policies, and get OPPB views. The OPPB has recently been tasked by Bristol's elected Mayor with monitoring the work of the (WHO) Age Friendly City Project (one of BAB's deliverables). The format of the OPPB may change in the next year; BOPF will be involved in any developments.

BOPF's Chair Judith Brown continues to be the expert witness on BCC's 'People' Scrutiny committee, a very high level and influential position. Two BOPF members represent Bristol on the local committee ('GAS') of the National Pensioner's Convention, to which BOPF is affiliated.

BOPF is also a full member of VOSCUR, which represents all of the VCSE sector in the City; and a member of BEING (Bristol's Equality Influence Networking Group) as mentioned earlier - and BEING works as appropriate to amplify the voice of disadvantaged groups and intersectionality.

The demand for us to attend events, meetings and boards continues to increase and we find ourselves having to be selective based on our aims and manifesto. In addition to the trustees we have a small but very active volunteer base who represent BOPF in various ways and report back to the staff and trustees.

Membership

Total Members at 31/3/17: 2747

New members during 16/17: 69

Ceased members during 16/17: 67 (moved or deceased)

Members on email: 294

Our members are loyal—members very rarely ask to 'leave'. We have worked on database improvements to capture date joined and actual age, and logging donations against members (and GiftAid). When new members join they now receive a welcome email (with links to our new website and its resources), and we continue to ask for email information where members are happy to hear from us by email—which saves money on newsletter costs, and also enables other timely information to be sent.

Survey

During 2016-17 we did not complete a survey of members, but have logged all comments and feedback and have gathered views from many members and other older people at our own and other events. We have some great comments showing trust, respect and gratitude for the work we do. We are embarking on a survey at the beginning of 2017/18 which is used by Bristol Ageing Better for their evaluation, and which will give us vital data on our members. We will turn this data into insight to be shared with funders and potential funders, supporters, members, partners and press where appropriate. We have also written our first online survey, available via our website.

Newsletter

We produce 3 newsletters a year and each has a reach of over 4000. Our members receive them directly and we also distribute to libraries, community centres, care homes and more. Our newsletters are clearly targeted at those older age cohorts within Bristol - over 75s, most of whom are not online and may suffer multiple disadvantages through health or disability or caring.

The newsletters sections broadly reflect the Manifesto themes, and enable self-care through signposting and providing telephone numbers for the many support organisations in the city. We do signpost support for getting online, and we also encourage members to receive the newsletter by email if possible - the number doing this has increased this year to nearly 300.

We always include our full, named, contact information, and are always open to comments. We carry some paid-for advertising, and have to be selective about the editorial we write as we get an ever increasing number of requests.

Other Work

We worked strategically in 2016 to develop a plan to identify 5 main objectives, and to be a basis for sustainable funding planning. We launched a new website with new branding and have increased our online activities and connections made – we now have over 700 followers on Twitter and use it to effectively engage with local decision makers and issues. We continue to speak for older people to the media, and our Chair is a presenter on a local radio show for older people. Our Manifesto is a key strategic document and has enabled effective communication with many decision-makers and partners. The new elected mayor, and the changes at the council in terms of their own staffing and structures, plus the Prospectus/Bristol Impact Fund have affected us but we continue to work effectively with careful use of our resources and networks.

Financial review

During the year, there was a deficit of £596 on unrestricted funds, which has been absorbed by the general fund. This is mainly due to receiving less membership donations than expected.

Our secured income for the period 2017-18 is £22,324, and during the year we expect to collect further donations and attract income for advertising in our newsletter for the amount of £1000. Therefore the trustees are confident that the charity is a going concern and will remain so for the forthcoming financial year.

We (as well as four other equality fora in Bristol) were not successful in our BCC Bristol Impact Fund (BIF) application for the four year period 2017-2021. BCC has instead put aside 140K PA for commissioning (rather than grant funding) equalities work. This work will start in January 2018 and we are actively working with the other 5 fora in BEING to ensure we will be in a strong position to apply for this funding as a collaboration – building on our close relationships and working to date.

We have developed a fundraising strategy building on the strategic planning work done in 2015/16; and this is reviewed at every trustee meeting. We have identified several trusts and foundation for further funding. For example, in 2017/2018 we plan to apply to Esmee Fairbairn and will apply to Lloyds Bank Foundation when the fund opens. We have just started working with VOSCUR's lead on funding who will guide us through a review of our strategy and be able to support us in all our funding applications. We are also talking to other possible partners with a view on collaborative bids, and have secured in-kind support for office costs from Age UK Bristol.

Reserves policy

The trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

Risk management

The trustees have identified the potential risks to the organisation, and ranked them according to likelihood and severity. For each risk they have identified a responsible person, and the risk register is reviewed at every regular meeting of the trustees.

Structure, governance and management

Governing document

Bristol Older People's Forum CIO is a Charitable Incorporated Organisation governed by its Constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on 31 March 2017 there were 2747 members.

Recruitment and appointment of trustees

Potential Trustees are identified by the Chairman and other Trustees or through appropriate advertisement, and are invited to attend a board meeting before deciding whether to accept appointment.

All trustees may stand for re-election by members at the AGM and last year 6 did so. We have subsequently appointed 3 new trustees to the board based on votes from existing trustees, and they add key skills, experience and networks to our work.

Trustee induction and training

New trustees receive information on roles and responsibilities and are directed to Charity Commission Guidance. The register of interests is reviewed at each meeting. Trustees are encouraged to attend appropriate external training and networking events where these will facilitate the undertaking of their role, and many have taken lead roles on areas of our manifesto to enable focussed knowledge building and influencing work.

Organisation

The board of trustees, which can have up to 15 members, administers the charity. The board meets 6 times a year. The trustees delegate the day-to-day operations of the charity to the Project Manager and the Finance and Administration Manager.

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee / staff member of the charity with a supplier or any other contractual relationship must be disclosed. In the current year no such related party transactions were reported.

Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

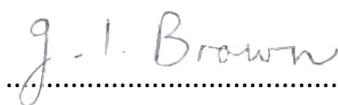
The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the 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 have been followed, subject to any material departures that must be 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 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 to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and 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.

Approved by the trustees on 5th June 2017 and signed on their behalf by:



.....

Judith Brown
Chairperson



.....

Stephanie Batterbury
Treasurer

Independent examiner's report to the trustees of Bristol Older People's Forum CIO

I report the accounts of the charity for the period from 1st Apr 2016 to 31st March 2017 which are set out on pages 14 to 23.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

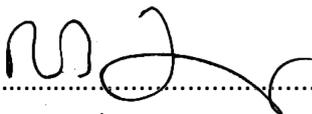
Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Rupert Taylor

31 Lena St, Bristol, BS5 6DB

7th June 2017

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2016 to 31 March 2017

	Note	Unrestricted funds 2016-17	Restricted funds 2016-17	Total funds 2016-17	Total funds 10 Jul 15 to 31 Mar 16
		£	£	£	£
Income					
Donations	3	1,003	-	1,003	26,951
Charitable activities:					
Grants		530	30,722	31,252	22,892
Total charitable activities	4	530	30,722	31,252	22,892
Other trading activities	5	1,550	-	1,550	868
Investments	6	70	-	70	46
Total Income		3,153	30,722	33,875	50,756
Expenditure on:					
Charitable activities					
	7				
Membership		156	3,335	3,491	1,975
Newsletter		1,555	11,315	12,869	13,641
Open Forum Meetings		797	5,477	6,274	7,391
Surveys		130	2,998	3,127	1,962
Representation		663	3,508	4,171	1,893
Website/Promotion		448	4,071	4,519	1,725
Total charitable activities		3,749	30,703	34,452	28,587
Other		-	-	-	-
Total Expenditure		3,749	30,703	34,452	28,587
Net income/expenditure		(596)	19	(577)	22,161
Transfers between funds		-	-	-	-
Net movement in funds		(596)	19	(577)	22,161
Reconciliation of funds					
Total funds brought forward		22,161	-	22,161	-
Total funds carried forward		21,565	19	21,584	22,161

BALANCE SHEET

1 April 2016 to 31 March 2017

Balance Sheet

Note ref.		Total funds 31 Mar 2017	Total funds 10 Jul 15 to 31 Mar 16
		£	£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	211
	<i>Total fixed assets</i>	-	211
	Current assets:		
13	Debtors	765	-
	Cash at bank and in hand	23,758	22,136
	<i>Total current assets</i>	24,524	22,136
	Liabilities:		
14	Creditors: Amounts falling due within one year	2,940	186
	<i>Net current assets</i>	21,584	21,950
	<i>Total assets less current liabilities</i>	21,584	22,161
	Total net assets	21,584	22,161
15	The funds of the charity:		
	Restricted income funds	19	-
	Unrestricted funds		
	General fund	3,565	4,161
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	21,584	22,161
	Total charity funds	21,584	22,161

Approved by the trustees on 5th June 2017 and signed on their behalf by:



.....
Judith Brown
Chairperson



.....
Stephanie Batterbury
Treasurer

NOTES TO THE FINANCIAL STATEMENT
YEAR ENDED 31 MARCH 2016

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

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

b) 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.

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

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, of Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, Information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £300 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:
IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. Both part-time employees opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up a CIO has limited liability.

3. Income from donations

	2017	2016
	£	£
Gifts and donations		
Annual appeal	85	650
Annual appeal – Gift Aid	220	503
Other donations	492	-
Other donations Gift Aid	80	-
Gif Aid Tax Reclaimed	126	-
Transfer of assets from previous BOPF	-	25,798
Total Gifts & donations	1003	26,951

4. Income from charitable activities

	2017	2016
	£	£
Grants		
BCC Community Investment Fund	28,140	21,105
BCC People (Adults)	2,382	1,787
John James Foundation	500	-
Age UK Bristol (Celebrating Age Festival)	200	-
Bristol Pride Stall	30	-
Total income from charitable activities	31,252	22,892

5. Income from other trading activities

	2017	2016
	£	£
Newsletter Adverts	380	638
Mailout Income	1,080	171
Sale of refreshments	90	59
Total income earned from other trading activities	1,550	868

6. Investment income

Investment income of £70 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities**1 April 2016 - 31 March 2017**

	Basis of apportionment	Total			Total Jul 15 - Mar 16 £
		Unrestricted £	Restricted £	Total £	
Direct costs					
Salaries, NI & pension	Staff time	-	12,467	12,467	5,961
Printing		897	1,949	2,846	3,854
Mailing		-	791	791	1,381
Postage		481	3,234	3,715	3,305
Venue hire		223	474	697	799
Trustee expenses		632	-	632	270
Other expenses		104	173	276	57
Promotion costs		297	180	477	-
Total direct costs		2,633	19,268	21,901	15,628
Overheads					
Governance (see note 8)	Staff time	483	970	1,452	2,812
Support costs (see note 8)	Staff time	633	10,465	11,098	10,148
Total overheads (indirect costs)		1,116	11,435	12,551	12,960
Total charitable activity costs		3,749	30,703	34,452	28,587

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between five key charitable activities undertaken (see note 7) in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	General Support		Governance		Total General Support	Total Governance	Total	Basis of apportionment
	unrest.	restric.	unrest.	restric.				
	£	£	£		£	£	£	
Salaries, NI & Pension	-	5,219	-	870	5,219	870	6,088	Staff time
Staff CPD	232	-	-	-	232	-	232	
Governance								
Annual Report and Accounts			48			48	48	Governance
Independent Examination	-	-	-	100	-	100	100	Governance
Trustee expenses	-	-	287	-	-	287	287	Governance
Info Commissioners Office (ICO)			35		-	35	35	Governance
Trustee meetings refreshments	-	-	13	-	-	13	13	Governance
Trustee training	-	-	-	-	-	-	-	Governance
Membership (Vocur, NPC)			90		-	90	90	Governance
PR (cards)			10			10	10	Governance
Total Governance	-	-	483	100	-	583	583	
General Office								
Insurance		394	-	-	394	-	394	
Rent	-	4,084	-	-	4,084	-	4,084	
Telephone	-	297	-	-	297	-	297	
Bank charges	50	-	-	-	50	-	50	
Printing	-	181	-	-	181	-	181	
Postage	11	-	-	-	11	-	11	
Stationary	7	15	-	-	21	-	21	
Depreciation	211	-	-	-	211	-	211	
IT Maintenance	-	276	-	-	276	-	276	
IT Software	122	-	-	-	122	-	122	
Total General Office	401	5,247	-	-	5,647	-	5,647	
Total Overheads	633	10,465	483	970	11,098	1,452	12,551	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016
Salaries	-	18,487	18,487	13,971
Social Security costs	-	-	-	-
NEST Pension contributions	-	68	68	-
Total staff costs	-	18,555	18,555	13,971

No employees had employee benefits in excess of 60,000 (2016 none). Pension costs are allocated to activities in proportion to related staffing costs incurred and are wholly charged to restricted funds.

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity.

Six trustees received expenses totalling £919 during the year (2016 £610). These were for travel and parking costs during the furtherance of the CIO's charitable objects.

10. Staff numbers

The average head count (number of staff employed) was 2 staff (2016 2). Equivalent to 0.9 full-time member of staff (2016 0.9).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol.

12. Tangible fixed assets

	IT equipment	Total
	£	£
Cost:		
As at 1 April 2016	1,334	1,334
Additions	-	-
As at 31 March 2017	<u>1,334</u>	<u>1,334</u>
Depreciation		
As at 1 April 2016	1,124	1,124
Charge for the year	211	211
As at 31 March 2017	<u>1,334</u>	<u>1,334</u>
Net book value		
As at 1 Apr 2016	<u>211</u>	<u>211</u>
As at 31 March 2017	<u>-</u>	<u>-</u>
<i>Balance at 31 March 2016</i>	<u>211</u>	<u>211</u>

13. Debtors

	2017	Jul 15 - Mar 16
	£	£
Trade debtors	730	-
Prepayments	35	-
	<u>765</u>	<u>-</u>

14. Creditors: amount falling due within one year

	2017	Jul 15 - Mar 16
	£	£
Sundry creditors	-	36
Accruals	2,940	150
	<u>2,940</u>	<u>186</u>

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2016	Incoming resources	Resources expended	Transfers	Funds at 31 March 2017
	£	£	£	£	£
General fund	4,161	3,153	3,749	-	3,565
Designated fund	18,000	-	-	-	18,000
Total	22,161	3,153	3,749		21,565

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

Analysis of movements in restricted funds

	Balance 1 Apr 2016	Incoming resources	Resources expended	Transfers	Funds at 31 March 2017
	£	£	£	£	£
BCC Community Investment Fund	-	28,140	28,140	-	-
BCC People (Adults)	-	2,382	2,382	-	-
Celebrating Age Festival	-	200	181	-	19
Total	-	30,722	30,703	-	19