

**Bristol Hospitality Network**

**ANNUAL REPORT AND**

**FINANCIAL STATEMENTS**

**31 MARCH 2021**

**Company Registration Number 7308750**  
**Charity Number 1138498**

# **Bristol Hospitality Network**

**Year Ended 31 March 2021**

## **Annual Report and Financial Statements**

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# **Bristol Hospitality Network**

**Year Ended 31 March 2021**

## **Annual Report and Financial Statements**

### **Status**

Bristol Hospitality Network is a company limited by guarantee (registration number 7308750) incorporated on 8th July 2010 and granted charitable status by the Charity Commission under number 1138498 on the 21st October 2010.

### **Trustees**

The following served as trustees during the year:

Sarah Webb (Co-Chair to 30 November 2020, Chair from 30 November 2020)

Laura Barrow (Treasurer)

Oona Goldsworthy (resigned 30 November 2020)

Laura Harper (appointed 23 July 2020)

Leila Nicholas

George Perry (appointed 23 July 2020)

Rachel Short (appointed 30 November 2020)

John Stephen Watters (Co-Chair to 30 November 2020)

### **Registered Office**

Bristol Hospitality Network  
c/o ECFC  
Beaufort Street  
Easton  
Bristol  
BS5 0SQ

### **Bankers**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

### **Independent Examiner**

Joanne Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park  
Daventry Road  
Knowle  
Bristol  
BS4 1DQ

# **Bristol Hospitality Network**

**Year Ended 31 March 2021**

## **Trustees Annual Report**

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 March 2021.

Reference and administrative information set out on page 3 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

### **Structure, Governance and Management**

#### ***Organisation***

The Charity is controlled by its governing document, Memorandum and Articles of Association.

#### ***Risk Review***

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees monitor risk on an ongoing basis and have appropriate frameworks in place for risk management.

#### ***The Directors***

The Board of Directors, who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out below.

Sarah Webb (Chair)  
Laura Barrow (Treasurer)  
Laura Harper (appointed 23 July 2020, resigned 12 April 2021)  
Oona Goldsworthy (resigned 30 November 2020)  
Rhodri Jones (appointed 13 July 2021)  
Leila Nicholas (resigned 04 June 2021)  
George Perry (appointed 23 July 2020)  
Rachel Short (appointed 30 November 2020)  
John Stephen Watters (resigned 11 May 2021)  
Benjamin Whitnall (appointed 13 July 2021)

### **Objectives and activities**

#### ***Objects of the Charity***

To relieve financial hardship amongst those seeking asylum, and those granted refugee status, and their dependents who are destitute and living temporarily or permanently in Bristol and the surrounding areas, in particular but not exclusively by the provision of temporary accommodation, advice, information, support and advocacy, for the public benefit.

Such other charitable purposes for the public benefit and the benefit of those seeking asylum, and those granted refugee status, and their dependents who are destitute in such ways as the trustees shall determine.

### **Achievements and performance**

Bristol Hospitality Network (BHN) continued to work to support people who find themselves destitute while seeking asylum.

# **Bristol Hospitality Network**

## **Year Ended 31 March 2021**

### ***Hosting***

To provide accommodation to people who would otherwise be homeless, BHN continued to operate a men's hostel (BHN House) throughout the year, as well as coordinating a network of host households.

We hosted a total of 14 members at our men's house, with seven moving out, ending the year with two spare rooms for new members (which are being fixed up and redecorated). Some went to friends, others to a new host home and some onto Home Office accommodation. With the support of grant funders we have made repairs and improvements, including a new sofa, dining table and stove this year.

We launched our Host Expansion Project in conjunction with Bristol City Council and the Bristol Mayor Marvin Rees on 5th August 2020, covered by BBC Points West and various other local and national news outlets. Ten new households came forward happy to host an asylum seeker housed by the council under the Government's 'Everyone In' campaign. Across the year, we accommodated 40 asylum seekers experiencing destitution and we provided a total of 9,491 nights of accommodation. BHN members stayed in 24 different host households (family homes), 1 collegiate accommodation (Trinity College) and 1 supported accommodation for young people (The Foyer). We recruited 9 new Host households during the year. We ended the year with three members on our waiting list who were currently in council-funded hotels and many more on our general waiting list.

Our hosted members came from 17 countries, predominantly the Middle East and North Africa. The length of time that people were placed in accommodation varied and continued to average several months. We continue to support our hosted members through our network of volunteers and hosts and are always seeking new hosts to support destitute asylum seekers in Bristol, including providing move-on accommodation for those who were temporarily housed by the local authority during the crisis period.

### ***Other core activities***

In previous years the weekly 'Welcome Centre' drop-in session was attended by around 100 people per week (average 114 per week in 2019/20). The support offered included a hot lunch, the chance to socialise in a safe environment, ESOL teaching, games, art, and free haircuts. In response to government Covid-19 guidelines, we temporarily closed the Welcome Centre from the end of March 2020. Instead of in-person meetings, we took our support for members out into the city and online. We made regular welfare calls to asylum seeker members, our volunteers delivered solidarity fund and food supplies to our hosted members, and we provided language support online. We continue to review government advice in our plans for re-opening the Welcome Centre in the year ahead.

The specialist destitution Help Team continued to provide advocacy support to members during the year. Covid caused a huge crisis in homelessness, and we were lucky to have good partners in Bristol City Council, the Red Cross and Bristol Refugee Rights. The Council accommodated around 40 homeless people seeking protection as part of 'Everyone In', and we worked together to make sure we could establish their asylum status, work out what needed to be done next, and identify any accommodation options. We focussed on meeting those people who came onto our waiting list as soon as possible, so we could start to assist with their asylum claims and make as much progress as possible whilst they were still accommodated.

Over the year we worked with 44 people, mostly on:

- helping people to understand asylum processes and find evidence for their claims
- finding and liaising with solicitors
- helping people set up and manage remote calls with medical and legal professionals
- access to healthcare and mental health support
- negotiating NHS fees and payments
- applying for Home Office accommodation once their fresh asylum claim had been made.

# **Bristol Hospitality Network**

## **Year Ended 31 March 2021**

We continued to develop member engagement, including the activities of our speakers' group. While we couldn't meet in person or attend events, we stayed in communication to plan opportunities for our members to share about asylum-seekers, destitution, and BHN.

Volunteers continued to play a key role in the organisation, and we are very grateful to them. In addition to our 24 volunteer host households, we were supported by a further 22 volunteers during the year, including trustees. We usually see many of our beneficiaries volunteering in some capacity, particularly at the Welcome Centre, however this was not possible in the last year due to the closure of the Welcome Centre and restrictions due to Covid-19. As a result of this we had fewer volunteers than in previous years (149 volunteers in 19/20). We look forward to seeing more volunteers again soon.

We ceased all catering and event activities under Moveable Feast from April 2021 due to Covid-19 restrictions and this has not yet resumed. 'Moveable Feast' provides catering for public and private events, including weddings, birthdays, pop-up events, meetings and conferences. It contributes to our charitable objectives by empowering member volunteers, providing training and skills development, an opportunity for community engagement, and for members to contribute by raising awareness about our charitable activities and raising funds for the charity. Any surplus generated is used for funding core activities. There was £1,000 net surplus generated from this activity in the year (£7,000 in 19/20), this was generated from activity that took place in the previous year.

### ***Public Benefit***

The trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to the guidance on public benefit published by the Charity Commission.

### ***Financial Position***

The organisation finished the year with a surplus of c£104,000. While voluntary and donation income fell by 4% in the year, the level of grant funding raised increased significantly as the organisation took on substantially more restricted grant income to cover the emergency response to the Covid-19 situation, with around two thirds of total income coming from grant funding, some of which is raised in advance for projects in the next financial year. Of the non-grant income, around three-quarters of this came from regular donors, whose support provides a solid foundation for BHN's activities. There was no trading income from Moveable Feast as this was unable to operate during the national lockdown and ongoing restrictions. Expenditure increased by 9% (vs 18% increase in 19/20), reflecting the ongoing growth in the activities of the charity in response to need. These increases included a significant increase in solidarity fund payments to support our members and an increase in staffing costs with a growing team.

### ***Future Developments***

We expect costs to increase by 15-20% next financial year following our Host Expansion project and our intention to increase total headcount. In contrast, we expect a c40% drop in income next year as one-off emergency grant funding is not expected to recur. We have built up reserves in the current year and expect to draw upon these in the year ahead to fund our ongoing activities.

Since the year end, we continue to review operations in response to the changing Covid-19 situation. We would like to re-open the Welcome Centre when possible and continue to review the government advice in considering any plans for re-opening. We continue to support our hosted members through our network of volunteers and hosts and to seek new hosts to support destitute asylum seekers in Bristol, including providing move-on accommodation for those who were temporarily housed by the local authority during the crisis period.

There is continued demand for the provision of accommodation and solidarity for destitute asylum seekers in Bristol, which is the core activity of BHN. The organisation has continued to raise sufficient grants and donations to cover operating costs to date, with campaigns planned and a strategy in place to raise the required funds to ensure that the organisation can continue to operate and to meet its financial obligations for at least the next 12 months and with reasonable expectation for the foreseeable future. As such, BHN continues to adopt the going concern basis in preparing the financial statements.

# Bristol Hospitality Network

Year Ended 31 March 2021

## **Reserves Policy**

The Trustees typically aim to have three to six months total expenditure available in unrestricted reserves. This is to allow sufficient time to respond if income is reduced, giving the organisation time to find alternative income streams, or to scale back activities if required. A significant proportion of our income comes from voluntary donations; we rely on the ongoing support of our regular donors.

During the year the Trustees made an explicit decision for the charity to raise additional grant funding to cover the emergency Covid-19 response, while allowing voluntary donation income to be set aside to build up reserves. This was due to an expectation of a c15-20% increase in forecast expenditure and the anticipation of a challenging fundraising environment in the year ahead (with expectations of a c40% drop in income next year). While our members' support needs have not diminished, we anticipate less emergency Covid-related funding will be available in the coming year and that we will therefore need to call upon these reserves to maintain the services we offer to destitute asylum seekers. Total free reserves at year-end correspond to unrestricted reserves of £160,427, which represents ten months' expenditure (at 2020-21 spending levels).

## **Trustees' Responsibilities in relation to the Financial Statements**

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 corporate 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.

The above report has been prepared in accordance with the special provisions relating to the small companies regime as set out in part 15 of the Companies Act 2006.

Approved by the trustees and signed on their behalf by:



..... Date: 08 December 2021

Laura Barrow  
Director/Treasurer

# Bristol Hospitality Network

Year Ended 31 March 2021

## Independent Examiner's Report to the Trustees

I report on the unaudited accounts for the year ended 31<sup>st</sup> March 2021 set out on pages 9 -18.

### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

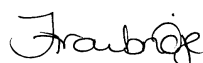
As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Accounting Technicians (MAAT).

### Independent examiner's statement

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

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



08 December 2021

.....  
Joanne Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle,  
Bristol,  
BS4 1DQ



# Bristol Hospitality Network

Year Ended 31 March 2021

## Statement of Financial Activities (including Income and Expenditure Account)

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
<b>Income from:</b>					
Voluntary Income	2	88,462	2,520	90,982	94,463
Other Trading Activities	3	250	-	250	21,797
Charitable Activities	4	99,283	100,020	199,303	35,501
<b>Total Incoming Resources</b>		<b>187,995</b>	<b>102,540</b>	<b>290,535</b>	<b>151,761</b>
<b>Expenditure on:</b>					
Charitable Activities	5	73,796	109,232	183,028	168,237
Other	6	3,339	-	3,339	3,495
<b>Total Resources Expended</b>		<b>77,135</b>	<b>109,232</b>	<b>186,367</b>	<b>171,732</b>
<b>Net Incoming Resources</b>		<b>110,860</b>	<b>(6,692)</b>	<b>104,168</b>	<b>(19,971)</b>
<b>Total Funds at 01 April 2020</b>		<b>49,567</b>	<b>15,152</b>	<b>64,719</b>	<b>84,690</b>
Transfers Between Funds		-	-	-	-
<b>Total Funds at 31 March 2021</b>	7	<b>160,427</b>	<b>8,460</b>	<b>168,887</b>	<b>64,719</b>

All of the activities of the Charity are classed as continuing.

The notes on pages 11 - 18 form part of these financial statements

# Bristol Hospitality Network

Year Ended 31 March 2021

## Balance Sheet as at 31 March 2021

	Note	2020 £	2019 £
<b>CURRENT ASSETS</b>			
Debtors	13	1,847	4,023
Cash at Bank		168,072	64,303
Cash Held		227	427
		<u>170,146</u>	<u>68,753</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due within one year	14	(1,259)	(4,034)
Accruals		<u>(1,259)</u>	<u>(4,034)</u>
<b>Net Current Assets</b>		<u>168,887</u>	<u>64,719</u>
<b>Total Assets less Current Liabilities</b>		<u>168,887</u>	<u>64,719</u>
Represented by:			
<b>CAPITAL AND RESERVES - Charitable Funds</b>			
Restricted Fund		8,460	15,152
Unrestricted Fund		<u>160,427</u>	<u>49,567</u>
<b>Total Charitable Funds</b>	7	<u>168,887</u>	<u>64,719</u>

The notes on pages 11 - 18 form part of these financial statements

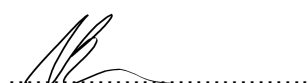
### Directors' Statements

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the trustees on 08 December 2021 and are signed on their behalf by:



Laura Barrow, Director/Treasurer

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements

### 1 Accounting policies

- a) The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1<sup>st</sup> January 2015, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

Under the SORP 2015, where there is no specific requirement to adopt a specific accounting requirement a charity may follow their existing accounting policies provided that the policies and disclosures made are consistent with accepted accounting practice. This charity has decided that the accounting policies set out below, which it followed prior to SORP 2015, shall continue to be followed.

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The charity meets the definition of a public benefit entity as defined by FRS 102.

- b) Income from donations is included in income when this is received, except as follows:
- a. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
  - b. When donors impose conditions, which must be fulfilled before the charity becomes entitled to use such income, the income is deferred until such conditions have been met.
- c) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- d) Most expenditure is directly attributable to specific activities and has been included in those cost categories. Support costs have been allocated 100% towards the charitable activities of the charity.
- e) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- f) 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, with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

- g) Pension Scheme: contributions in respect of the charity's defined contribution pension scheme are charged to the income and expenditure accounts for the year in which they are payable to the scheme. Differences between the contributions payable and contributions actually paid during the year are shown as either accruals or prepayments at the year end.
- h) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees and designated for specific purposes as determined by the trustees from time to time.
- i) Restricted funds can only be used for restricted purposes within the charity's objects.

### 2 Voluntary Income

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations - General	85,607	2,520	88,127	84,854
Donations – Moveable Feast	-	-	-	1,000
Gift Aid	2,855	-	-	8,609
	<b>88,462</b>	<b>2,520</b>	<b>90,982</b>	<b>94,463</b>

<i>Voluntary Income – prior year</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2020</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Donations - General</i>	<i>84,614</i>	<i>240</i>	<i>84,854</i>
<i>Donations – Moveable Feast</i>	<i>1,000</i>	<i>-</i>	<i>1,000</i>
<i>Gift Aid</i>	<i>8,609</i>	<i>-</i>	<i>8,609</i>
	<i>94,223</i>	<i>240</i>	<i>94,463</i>

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 3 Other Trading Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Movable Feast Events	250	-	250	21,797
	<b>250</b>	<b>-</b>	<b>250</b>	<b>21,797</b>

*Other Trading Activities:  
prior year*

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2020</i>
	£	£	£
<i>Movable Feast Events</i>	<i>21,797</i>	<i>-</i>	<i>21,797</i>
	<i>21,797</i>	<i>-</i>	<i>21,797</i>

### 4 Incoming Resources from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Grants	99,283	100,020	199,303	35,501
	<b>99,283</b>	<b>100,020</b>	<b>199,303</b>	<b>35,501</b>

*Incoming Resources from  
Charitable Activities:  
prior year*

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2020</i>
	£	£	£
<i>Grants</i>	<i>10,000</i>	<i>25,501</i>	<i>35,501</i>
	<i>10,000</i>	<i>25,501</i>	<i>35,501</i>

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 5 Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
BHN House	24,483	13,307	37,790	36,353
Welcome Centre	5,658	15,700	21,358	29,221
Solidarity Payments	18,403	15,027	33,430	14,100
Host Network	-	15,318	15,318	12,207
Syria Project	-	-	-	1,780
Moveable Feast	(638)	-	(638)	15,677
Training and Supervision	1,039	1,070	2,109	-
Volunteer Co-ordination	-	5,403	5,403	7,112
Help Team	4,614	9,659	14,273	13,331
Database Project	-	-	-	6,113
Core Salaries	15,574	27,537	43,111	21,111
Office Costs	4,663	3,986	8,650	9,440
New Roots	-	772	772	385
Insurance	-	1,453	1,453	1,406
	<b>73,796</b>	<b>109,232</b>	<b>183,028</b>	<b>168,237</b>

<i>Expenditure on Charitable Activities: prior year</i>	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2020</i>
	£	£	£
<i>BHN House</i>	<i>26,947</i>	<i>9,406</i>	<i>36,353</i>
<i>Welcome Centre</i>	<i>29,221</i>	<i>-</i>	<i>29,221</i>
<i>Solidarity Payments</i>	<i>14,020</i>	<i>80</i>	<i>14,100</i>
<i>Host Network</i>	<i>-</i>	<i>12,207</i>	<i>12,207</i>
<i>Syria Project</i>	<i>-</i>	<i>1,780</i>	<i>1,780</i>
<i>Moveable Feast</i>	<i>13,359</i>	<i>2,319</i>	<i>15,677</i>
<i>Training and Supervision</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Volunteer Co-ordination</i>	<i>-</i>	<i>7,112</i>	<i>7,112</i>
<i>Help Team</i>	<i>10,397</i>	<i>2,934</i>	<i>13,331</i>
<i>Database Project</i>	<i>1,341</i>	<i>4,772</i>	<i>6,113</i>
<i>Core Salaries</i>	<i>21,111</i>	<i>-</i>	<i>21,111</i>
<i>Office Costs</i>	<i>9,440</i>	<i>-</i>	<i>9,440</i>
<i>New Roots</i>	<i>-</i>	<i>385</i>	<i>385</i>
<i>Insurance</i>	<i>1,406</i>	<i>-</i>	<i>1,406</i>
	<b>127,242</b>	<b>40,995</b>	<b>168,237</b>

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 6 Other Costs

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Governance	3,324	-	3,324	1,640
Communications	15	-	15	1,855
	<b>3,339</b>	<b>-</b>	<b>3,339</b>	<b>3,495</b>

*Other Costs:  
prior year*

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds 2020</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<i>Governance</i>	<i>1,640</i>	<i>-</i>	<i>1,640</i>
<i>Communications</i>	<i>-</i>	<i>1,855</i>	<i>1,855</i>
	<i>1,640</i>	<i>1,855</i>	<i>3,495</i>

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 7 Movement in Funds

Project	Opening Balance £	Incoming Resources £	Resources Expended £	Transfers	Closing Balance £
Volunteer Co-ordination Project	14,322	-	(14,322)	-	-
New Roots Project	772	-	(772)	-	-
Host Network Project	58	-	(58)	-	-
Solidarity Fund	-	680	(680)	-	-
Covid-19 Response - Solidarity	-	25,300	(17,800)	-	7,500
Covid-19 Response - Resilience	-	28,934	(28,934)	-	-
Host Expansion Project	-	15,666	(15,666)	-	-
COVID-19 Support Fund	-	30,000	(30,000)	-	-
Help Team Fund	-	1,960	(1,000)	-	960
<b>Total Restricted Funds</b>	<b>15,152</b>	<b>102,540</b>	<b>(109,232)</b>	<b>-</b>	<b>8,460</b>
<b>Total Unrestricted Funds</b>	<b>49,567</b>	<b>187,995</b>	<b>(77,135)</b>	<b>-</b>	<b>160,427</b>
<b>Total Funds</b>	<b>64,719</b>	<b>290,535</b>	<b>(186,367)</b>	<b>-</b>	<b>168,887</b>

There were no transfers from restricted to unrestricted funds in the year.

Grants and donations which the donor or grant-maker has designated for a specific purpose or which must be spent within a specified time frame have been treated as restricted income, along with restricted grant income. Funds have been allocated to the relevant projects which have taken place during the year, with the corresponding expenditure treated as restricted.

Project/Fund	Purpose/Use (and source of funding in year where applicable)
Volunteer Co-ordination Project	Funding from the Burden Trust for management of volunteers and member engagement – including staff costs.
New Roots Project	Creative gardening project - previously the Asylum Seekers Allotment Project.
Host Network Project	Funding from Brisdoc for supporting members provided with accommodation and those hosting them, includes staff and other costs e.g. travel.
Solidarity Fund	Funding from various donors for supporting members with solidarity payments.
Covid-19 Response Fund - Solidarity	Funding from Bristol City Council and Crisis UK, for responding to impact of Covid-19 on our members through additional emergency support.
Covid-19 Response Fund - Resilience	Funding from Lloyds Bank Foundation (from DCMS Community Match Challenge), for staffing and other core costs; to support charity resilience during Covid-19 crisis.
Host Expansion Project	Funding from Quartet Community Foundation and Bristol City Council for staffing costs of BHN's Host Expansion Project; to provide safe accommodation for those who are in the process of seeking asylum and would otherwise be homeless.
COVID-19 Support Fund	Funding from the Barrow Cadbury Trust for staffing and project costs of BHN's new Host Expansion Project (as above).
Help Team Fund	Funding from various donors for providing advocacy support to destitute asylum seekers.



# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 8 Taxation

The charity is exempt from corporation tax on its charitable activities.

### 9 Trustee expenses

No trustees received remuneration or reimbursement for expenses within this or the prior period.

### 10 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

### 11 Analysis of prior year funds, as required by paragraph 4.2 of SORP 2015

	<i>Prior Year Unrestricted Funds £</i>	<i>Prior Year Restricted Funds £</i>	<i>Prior Year Total Funds £</i>
<b>Income from:</b>			
<i>Donations</i>	94,223	240	94,463
<i>Other Trading Activities</i>	21,797	-	21,797
<i>Charitable Activities</i>	10,000	25,501	35,501
<b>Total Incoming Resources</b>	<b>126,020</b>	<b>25,741</b>	<b>151,761</b>
<b>Expenditure on:</b>			
<i>Charitable Activities</i>	127,242	40,995	168,237
<i>Other</i>	1,640	1,855	3,495
<b>Total Resources Expended</b>	<b>128,882</b>	<b>42,850</b>	<b>171,732</b>
<b>Net Incoming Resources</b>	<b>(2,862)</b>	<b>(17,109)</b>	<b>(19,971)</b>
<b>Transfer between Funds</b>	<b>2,240</b>	<b>(2,240)</b>	<b>-</b>
<b>Total Funds brought forward</b>	<b>50,189</b>	<b>34,501</b>	<b>84,690</b>
<b>Total Funds carried forward</b>	<b>49,567</b>	<b>15,152</b>	<b>64,719</b>

# Bristol Hospitality Network

Year Ended 31 March 2021

## Notes to the Financial Statements continued

### 12 Staff costs and numbers

	2021 £	2020 £
Wages and salaries	98,174	84,086
	<u>98,174</u>	<u>84,086</u>

No employee received emoluments of more than £60,000. The total value of salary and employee benefits paid to key management personnel was £33,572 (£26,922 – 2020).

The average monthly headcount was 8 (8 – 2020) equivalent to 4 FTE (3.6 – 2020).

### 13 Debtors

	2021 £	2020 £
Debtors	1,847	4,023
	<u>1,847</u>	<u>4,023</u>

### 14 Creditors

	2021 £	2020 £
Accruals	(1,259)	(4,034)
	<u>(1,259)</u>	<u>(4,034)</u>

### 15 Related Party Transactions

Transactions with related parties: There were no related party transactions throughout the period.

Controlling party: The charitable company was under the control of the trustees throughout the period.