

Registered company number: 03107835
Charity registration number: 1049945



THE BRIGSTOWE PROJECT
a company limited by guarantee

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

UNAUDITED

THE BRIGSTOWE PROJECT

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THE BRIGSTOWE PROJECT
LEGAL AND ADMINISTRATIVE DETAILS

Directors and trustees	Henroy Brown Dominic Eastham David Henshaw Sheila Ollis Diane Perry Simon Purkiss Alison Scott Thomas Sharkey Jeremy Horwood Jane Nicholls (retired 30 th June 2021) Vicky Harwood
Chief Executive Officer	Rami Ghali
Registered office	Easton Community Centre Kilburn Street Bristol BS5 6AW
Charity registration number	1049945
Registered company number	03107835
Independent Examiner	Wormald & Partners Redland House 157 Redland Road Bristol BS6 6YE
Principal Bankers	The Co-operative Bank Plc

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The directors and trustees present the annual report and the financial statements for the year ended 31 March 2021.

Reference and administrative details

Required reference and administrative details are shown in the company information on page 1 and form part of this report.

Structure, governance and management

The Brigstowe Project is a charitable company limited by guarantee. Its objects and powers are set out in the revised Memorandum and Articles of Association adopted on 28 November 2018.

The organisation is governed by a Board of Trustees.

New trustees are normally recruited through advertisements amongst the charity's service users and the wider community, as well as through existing members' professional and personal contacts. All appointments are based on the need for particular knowledge, skills and experience.

All trustees are members of the company. Membership of the company is open to anyone aged 18 years of age or over who lives or works in the South West of England and who is interested in promoting the objects of the charity.

The members of the company elect trustees at an annual general meeting, though trustees may co-opt additional trustees to hold office until the next annual general meeting. One third of trustees must retire at each annual general meeting, but a retiring trustee who remains qualified may be reappointed.

New trustees are provided with comprehensive information covering the charity and its work, together with the roles and responsibilities that they are expected to fulfil. Throughout their tenure, all trustees are encouraged to take part in relevant training and development events (funded by the charity as appropriate).

The trustees set the charity's policies and take all major strategic decisions. Day-to-day operational decision-making is delegated by the trustees to the Chief Executive Officer, who reports to the trustees.

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

Aims & Objectives

The Brigstowe Project's objects are:

- To promote the welfare and good health of people living with long-term health conditions in Bristol and the surrounding areas, in particular but not limited to people living with HIV and related conditions, by the provision of support and assistance.
- To advance the education of the general public:
 - a) in all areas relating to long-term health conditions, in particular but not limited to HIV and related conditions, and
 - b) to eliminate discrimination towards people, in particular but not limited to people living with HIV, on the grounds of race, gender, disability, sexual orientation or religion.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

We aim to enhance the quality of life for people living with or affected by HIV and other long-term health conditions in the West of England. To achieve this, our strategic objectives are as follows:

1. Help people living with HIV and other long-term health conditions increase and maintain their independence through responsive and relevant services.
2. Educate people about HIV and challenge stigma and discrimination.
3. Meet the changing needs of people living with HIV and other long-term health conditions in the West of England.
4. Secure the strength and sustainability of The Brigstowe Project into the future.



Impact Report 2020 - 2021



Message from the chief exec

Without doubt Brigstowe's Impact Report 2020-21 needs to start by recognising and thanking our wonderful staff, volunteers and trustees for the commitment and dedication they have shown during this period. The year to 31st March 2021 has brought huge global challenges that have effected all of us in different ways. Brigstowe staff, volunteers and trustees adapted very quickly to new ways of working and even started new services and developed existing ones.

We were fortunate that almost all our systems were already digitalised which meant that staff were able to quickly adapt to working from home. However, a great deal of time and effort was spent by staff adapting services to ensure that they could be provided online or by telephone. Staff also trained our Peer Mentor volunteers in delivering online video mentoring and supported clients to access our group peer support activities using Zoom.

Staff were also concerned about the welfare of our clients at the start of the pandemic. Many of our clients are on low incomes as well as being disproportionately affected by poor mental health and isolation. It was unclear what impact the pandemic and government restrictions would have on the people we work with. With the help of two wonderful Peer Mentor volunteers we identified emerging needs by phoning all current clients and those we had worked with in the last eighteen months to check how they were coping, practically and emotionally. As a result, we trained the two volunteers as telephone befrienders. These telephone befrienders offered clients a weekly call which was appreciated by those feeling lonely or isolated.

We also set up a Covid Response Fund to provide laptops, data packages and hardship payments to clients. We secured more than £20,000 for this purpose which made a huge difference to clients in need of assistance. We are grateful to Gilead who have provided us with a further grant of £10,000 so that we can continue to provide financial assistance to clients in the current financial year.

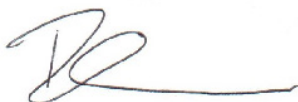
A key development was that in November 2020 we received a significant partnership grant from the Health Foundation for a coproduction project called Common Ambition Bristol, working with African & Caribbean heritage communities. The project started in January 2021 and aims to increase testing and reduce HIV-related stigma amongst African & Caribbean communities. The project will be evaluated by University of Bristol. We are also pleased to be partnering with African Voices Forum, Bristol City Council (Public Health team) and Unity Sexual Health.

During the year, we carried out a number of service development reviews which informed changes to our Positive Voices services and our Advice & Support Service. In particular, we have recently trained a group of Peer Facilitator volunteers who are going to lead and facilitate our peer support group sessions. We are very grateful to the individuals who are giving us their time to take up this role.

The Fast Track Cities Bristol partnership has strengthened over the last year leading to new joint projects aimed at reducing HIV transmissions and HIV stigma & discrimination. An important part of our partnership has been the involvement and contribution of people who have lived experience.

In 2018 we widened our charitable objects to include other longer term conditions and protected characteristics. Since then, we have developed a new brand and website called The Peer Partnership. The aim of The Peer Partnership is to promote and support the use of peer support for people with long term conditions or protected characteristics. Through this brand we are providing service delivery, consultancy and training services to other organisations. There has been considerable interest in our services which is now leading to a number of different commissions.

The pace of change and progress is faster than ever. Our activities are guided by our charitable objects and made possible by so many individuals and organisations that have worked with us. My thanks go to all of you who have partnered with us including our clients, staff, volunteers, trustees, partners and funders.

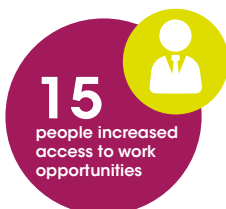


Rami Ghali, Chief Executive Officer



Advice & Support Service

Our advice and support service can help with a range of matters from financial to housing to employment and other issues. The service can be accessed by anyone living with or affected by HIV as many times as they need. We offer a person centred service which can range from one-off advice to regular meetings for those who need ongoing support. Our aim is to improve the quality of life and independence of those we assist.



Quality Audit in March 2021

Brigstowe provides a valuable service which is needed and appreciated more than ever in the current covid-19 situation

Advice Quality Standard (AQS)
audit report 2021

A good number of areas of good practice were identified during the assessment. Areas of good practice are where the organisation has exceeded the standard to a significant extent and/ or has developed an innovative approach to service delivery

AQS audit report 2021

Migrant & Asylum Support Service

This is a specialist service for individuals seeking asylum, experiencing immigration issues or who have been trafficked and are living with HIV. This service offers a safe, confidential and supportive space and can offer ongoing emotional and practical support.



Case Study

This year we have been working with M who at the start of the pandemic was pregnant and homeless. We assisted her with legal representation and she submitted a new asylum claim. At this point she was eligible for government accommodation, but despite the growing concerns about COVID, she was moved around several temporary hostels in the London area. We collaborated with another refugee organisation and a legal specialist to have her returned to suitable accommodation in Bristol, where she could continue her specialist HIV and antenatal care, access support services and continue her education. We also referred her to a specialist midwife charity to support refugee women throughout their pregnancy and accompany them at the birth, to ensure she would not be alone. M is now living in suitable accommodation with her son, waiting for the outcome of her asylum claim.

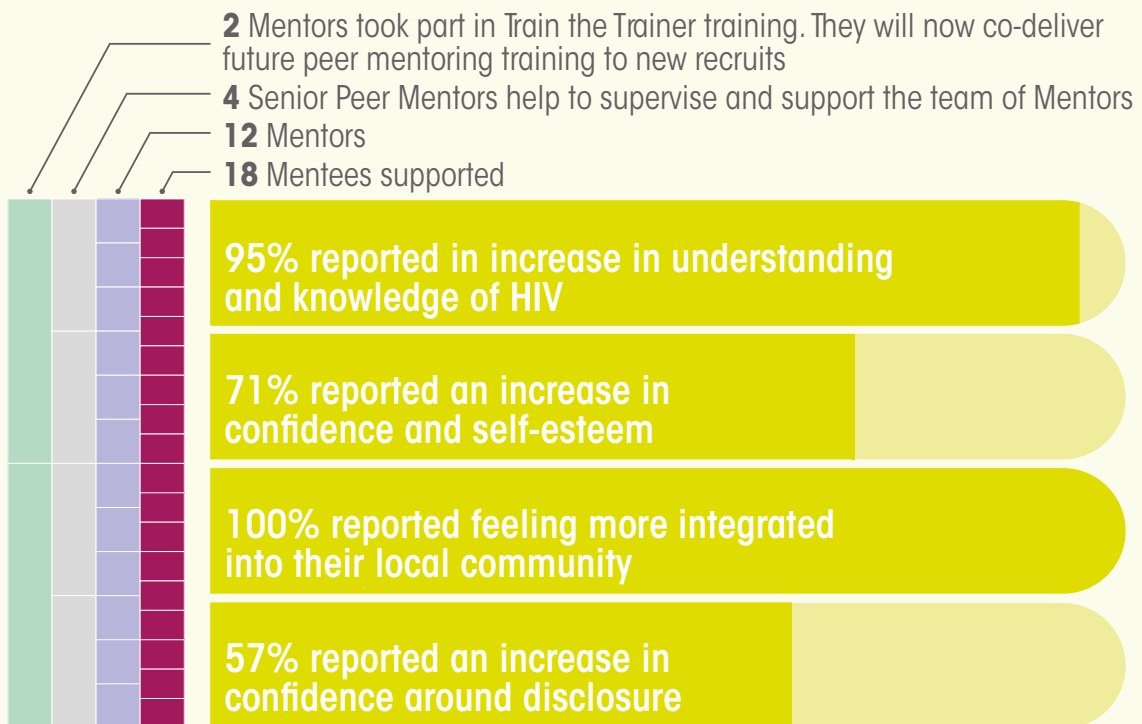
My support worker is very helpful and is always there for me when I need her support. I will be always grateful for her continued help and Brigstowe in my life helping me when I struggle to do things myself. I can talk to my support worker about anything, during this very difficult time with COVID this is what I need. We've talked when I have been depressed and that has really helped me. They have also helped me with money, my bad housing problems, a laptop so I can continue with college online, food bank deliveries, and keeping connected to my friends, and others by providing internet data. Thank you so much for all your time supporting me and my baby with all the necessary needs regarding my health, food, and wellbeing.

Positive Voices

This service encompasses a range of different programmes all designed and delivered with people living with HIV to help and support other people living with HIV. Learning to live with HIV can be difficult and even overwhelming at times. It can help to speak to someone who has been in the same position and experienced similar challenges.

Peer Mentoring

This allows individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support and discuss coping strategies all in a safe and confidential space.



It was a very confusing time at first and then it slipped into a very dark time and now my situation is I've come to terms with things and I've accepted it and I can carry on about my life as if it's not affected me. I've since told my mum and we are probably the closest that we have ever been.

Peer Mentee



Recently Diagnosed Workshop

This workshop answers many questions individuals have when receiving an HIV diagnosis. Having the right information from the start helps people to face the future.

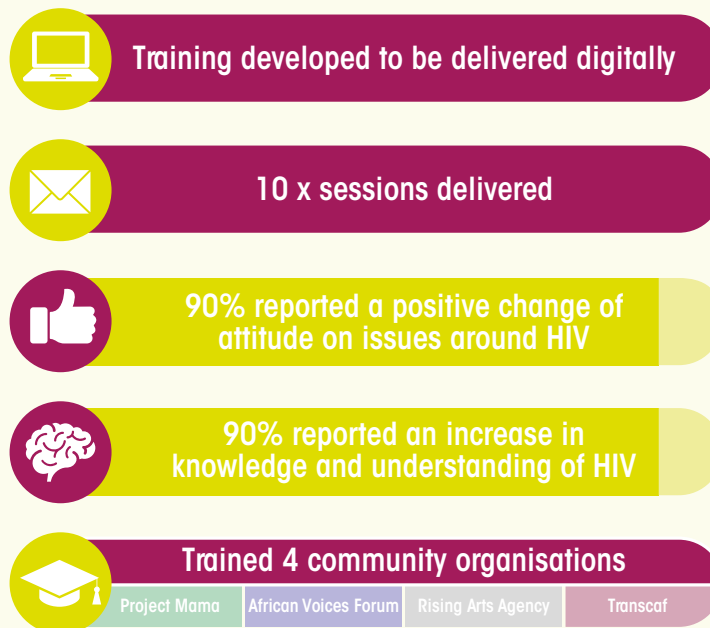


Oh my goodness, I literally feel I've just made the best friends, family in fact! I feel we have gone on a 2-day journey altogether these past 2 days.

RDW Attendee

HIV Awareness Training

HIV-related stigma is one of the main challenges facing people living with HIV. Involving those with lived experience sharing their story, this training busts many myths, dispels fear and educates participants so people living with HIV can live in a world that doesn't discriminate.



Before the training I had very little knowledge about what causes HIV, what happens and how it is transmitted, I had no idea there was medication where people are able to live a healthy and happy life, I was also not aware of the extent of how much people are stigmatised and the impact of this. Thank you!

Training Participant

AIHn

Our HIV peer support group which is run in partnership with THT.



This session helped me to learn how to deal with my mind and body by using the therapy. The method and process was simple and effective. This has changed my lifestyle how to cope with stressful situations.

Attendee of our Mindfulness Workshop

Diabetes Peer Mentoring

Our type 2 diabetes peer mentors meet with individuals to share their own experience of living with the condition. They provide them with the right information and support to help them learn more about type 2 diabetes and live well.



Before I started mentoring my HbA1c level was 70mmol/mol and is now down to 43mmol/mol and my latest non-HDL cholesterol level is now below the recommended limit at 2.3mmol/L. I have also lost 10kg since my last check. I never thought I could change my behaviour but I have, much to my own amazement!

Anonymous mentee

The Peer Partnership

The Peer Partnership launched in November 2020, with the goal of taking the model of peer support that we have used for HIV over the past 7 years, and learning the lessons of transferring this model to type 2 diabetes. The Peer Partnership will provide peer support for a greater range and variety of long-term physical and mental health conditions, and also for the first time, those living with protected characteristics. We are currently designing peer support groups for people with long COVID, and peer mentoring for students who identify as trans.

We are grateful to Quartet Community Fund who have recently given us a £20,000 grant to develop The Peer Partnership.

5 Volunteers trained who are living with long-term physical or mental health conditions to design and develop peer support programs.

Initiated and run quarterly Peer Coordinator's Forum for organisations that currently run peer support programs

Delivered a workshop for VOSCUR for organisations wanting to implement peer support programs

Common Ambition Bristol

Common Ambition Bristol (CAB) is a 3-year community powered project led by Brigstowe and African Voices Forum (AVF), working in partnership with Unity Sexual Health, Bristol City Council and the University of Bristol (UoB) to improve HIV and sexual health services for people of African and Caribbean heritage in Bristol.

Launch: The project officially launched in February 2021 via an online event with Asher Craig, Deputy Mayor of Bristol City Council, and Robert Woolley, CEO of University Hospitals Bristol & Weston taking part. The event was well attended by a diverse set of people and communities and explored the background to the project, how it will run, as well as outlining opportunities on getting involved. Entertainment (music and poetry) was organised by AVF which contributed to the "high energy, positive" feel. Feedback by attendees was "that it was an open, honest and inspiring event that set the tone for an incredible project".

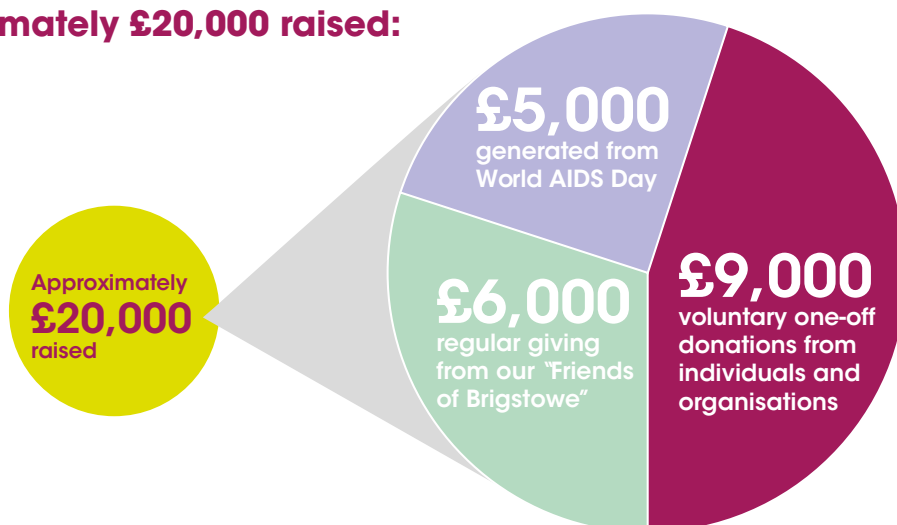
Community Members & Project Delivery Group (PDG): As part of our commitment to keep the community at the heart of our project we have successfully recruited our community members who are very affectionately known as the Super 6!! All our members are of African and Caribbean heritage living in Bristol with varying backgrounds, professions and experience. They are an integral part of the project along with the rest of the PDG who are made up of professionals from Brigstowe, Unity, Brook and Terrence Higgins Trust. The PDG as a whole has completed a 6 session training programme with incredible content on co-production, research and of course HIV Awareness.

Evidence Review: CAB's research and evaluation team carried out a systematic review identifying 386 journal articles of interventions that have either increased HIV testing or reduced HIV stigma targeting African and Caribbean communities in high income western countries. Three members of the team conducted title/abstract screening and excluded 286 papers. Two members then conducted data extraction from the remaining 101 papers. Identified interventions were then presented to the PDG to inform their choice of interventions to adopt at the end of June.



Fundraising & Campaigns

Approximately £20,000 raised:



We would like to take this opportunity to thank all those individuals and organisations who have donated or fundraised and help us achieve this incredible total.

World AIDS Day 2020

3x

Headline Sponsors- Bristol Health Partners, Burges Salmon & DAC Beachcroft

6x

Free Online Events- Our main event, streamed live, included an introduction by The Mayor of Bristol, 3 diverse and engaging HIV positive speakers, an update on the city's HIV response, CHIVA's acclaimed short film "Life Growing Up" and an exclusive performance of a song written by Sing Out Bristol especially for the occasion. The event is still available on Brigstowe's Facebook Live page. Other events included an online vigil, HIV Awareness Training and 3 panel discussions. Every single one of these events included at least one positive speaker sharing their powerful and inspirational stories. We pay tribute to all these individuals who had the courage to share their personal experience

10x

Media Partners

4x

Lunch and Learn Sessions- Through exceptional corporate leadership we delivered 4 lunch and learn sessions, strengthening our corporate relationships further. These included: Epic, NatWest, Burges Salmon LLP and RPC LLP

Thank you for the work you are doing for those in Bristol and the surrounding areas and thank you too for being such an excellent community partner - as a firm we can be proud to work with you.

Managing Partner, Burges Salmon LLP



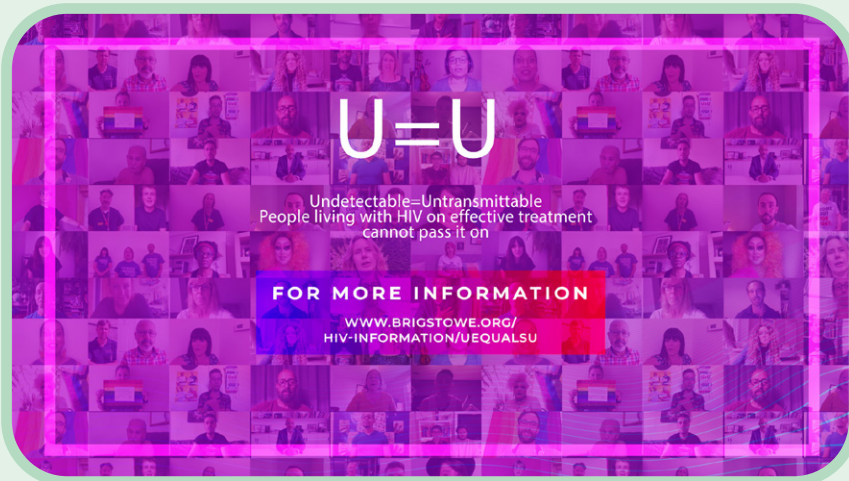
#Undetectable2Me

This was a month long campaign running throughout August. The aim of this campaign was to let people know what being undetectable means. Besides from the science that being undetectable means that people living with HIV on treatment cannot pass it on there are a lot of other emotions and feelings that being undetectable conjures up. We involved a diverse range of individuals from people living with HIV, negative friends and family, sector professionals and City Leaders.

Video Submissions from: E4's The Sex Clinic Doctor Naomi Sutton, Attitude Pride Award Winner and drag superstar Asifa Lahore, Founder of the U=U Campaign Bruce Richman, 80's Legend Hazell Dean, Bristol West MP Thangam Debbonaire and Bristol City Mayor Marvin Rees



If you'd like to watch search #Undetectable2Me or Brigstowe on YouTube and Facebook



Let's Talk About Sex

A series of information videos. 3 videos via Facebook and 1 via Instagram. These videos included information surrounding testing, prevention, treatment, stigma & relationships. 1 video was specifically aimed at black and ethnic minority communities. These were delivered in partnership with THT.



Bristol Fast Track Cities Initiative

Brigstowe continued to be a major partner in the Bristol Fast Track Cities Initiative. In 2019 Bristol City Council joined forces with Brigstowe, the University of Bristol, Public Health England, Unity Sexual Health, North Bristol NHS Trust, Terence Higgins Trust, the CCG and members of the public to form the Bristol Fast Track Cities Steering Group, which leads, develops and directs Fast Track Cities work in Bristol. Since the Fast Track Cities declaration was signed, the Steering Group has been joined by the Children's HIV Association (CHIVA) and Black South West Network.



We were declared a Fast Track City in 2019 and by signing the Fast Track Cities declaration, Bristol's mayor, citizens and partners commit to:

Work to exceed the
UNAIDS 95:95:95
HIV targets:

95% per cent of people living with HIV knowing their status (Bristol is currently at 93%)

95% of people with diagnosed HIV on treatment (Bristol is currently at 98%)

95% of people on treatment with suppressed viral loads (Bristol is currently at 97%)

Work to achieve the following goals by 2030:

End new HIV infections in their cities

End HIV-related stigma and discrimination:
Zero Stigma

End preventable deaths from HIV-related causes

Improve the health, quality of life and well-being of people living with HIV in their cities

We would like to take this opportunity to thank our funders



brigstowe⁺
positive change together

Brigstowe, Easton Community Centre,
Kilburn Street, Bristol, BS5 6AW

Tel: 0117 9555038

Web: www.brigstowe.org

Email: info@brigstowe.org

Twitter: @brigstoweinfo

Facebook: www.facebook.com/brigstowe

Registered Company No: 3107835

Registered Charity No: 1049945



Become a Friend of Brigstowe

Everyone needs friends and we at Brigstowe are no different.

Just £10 a month (the price of a cup of coffee a week) could be used to provide transport costs to one of our most destitute clients to access community services.

To donate please visit:

www.brigstowe.org/donate

Support people living with HIV and help raise awareness of HIV in Bristol by making a regular monthly donation to Brigstowe.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Plans for the future

We have plans to develop and improve our services and activities. We want to help more positive people and to campaign for a more equal, tolerant and fair society.

During 2021/22 we will:

1. Employ an Engagement Support Worker from January 2022 following a recent funding award. This will be a one year pilot project to support people living with HIV who are struggling to adhere to their medication and/or attend HIV clinic appointments, working closely with local HIV clinicians.
2. Continue to develop our HIV peer support services following continuation / new funding awards in summer 2021. In particular, we will train Peer Facilitators (volunteers who are themselves living with HIV) to take the lead and/or host our group peer support events.
3. Start delivering interventions developed by and for African & Caribbean heritage communities through Common Ambition Bristol. The project aims are to increase HIV testing and reduce HIV stigma.
4. Develop the peer support services that we are able to offer for other long-term health conditions. We have already developed a new brand called The Peer Partnership with its own website. We will continue to provide peer support for people with type 2 diabetes and have recently been commissioned to provide peer support groups for people with Long COVID. In addition to direct peer support services we will provide consultancy support to assist other organisations and groups to set up and provide a wide range of peer support services.
5. Start work to refresh our main Brigstowe website to make it more appealing, accessible and informative.
6. Carry out an Equality, Diversity and Inclusion Audit of our organisation as a whole. This will be facilitated by an external consultant and will include the views of clients, volunteers, staff and trustees. This work has recently started and we anticipate it continuing over a six month period. Our aim is to ensure that the charity works towards greater equity, diversity and inclusion both within the organisation and through influencing the external environment.

Public benefit

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Financial review

The charity made a deficit of £4,996 for the year (2020 – surplus of £28,557), with a surplus of £16,002 (2020 - £26,354) on general, unrestricted funds. The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £285,962 (2020 - £294,236). Net current assets have decreased to £180,825 (2020 - £185,803).

The trustees invest reserves that are not immediately required into fixed-term cash deposits in order to generate interest income. Due to the short-term nature of commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months.

THE BRIGSTOWE PROJECT
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Reserves policy

'Reserves' describes the charity's funds that are freely available to spend. It therefore excludes restricted funds (which may only be spent in accordance with the wishes of the relevant donors), designated funds (which the trustees have committed to expend on particular assets or activities), or funds that could only be realised by disposing of fixed assets held for charity use.

The trustees view the charity's reserves as a 'buffer' to be employed in the event of unexpected costs or shortfalls in income. However, the level of reserves should not be excessive and unnecessarily limit the amount spent on charitable activities. Therefore, the trustees seek to balance the needs of future and current beneficiaries.

The trustees set the level at which reserves should be maintained after considering:

- the risks associated with each stream of income and expenditure being different from that budgeted;
- planned activity levels and working capital requirements;
- restricted funds available to spend on existing services;
- the charity's commitments to its beneficiaries, donors, staff and other parties; and
- the length of time reserves might be required to fund activities while alternative funding is sought or - should that prove impossible - an activity is reduced or discontinued in a planned and responsible fashion.

Since the charity is reliant on relatively few donors, the loss of any one is likely to result in a major impact on the charity's operations and beneficiaries. In addition, the trustees consider that the current economic climate and budgetary pressures being experienced by the charity's local government funders increase the probability of a loss of funding and difficulties in securing new funding. In response to this increased funding risk, the trustees consider it prudent to maintain a higher reserve level than would be necessary in a more secure and stable funding environment.

The trustees have determined that there should be sufficient restricted or free reserves to cover between three and six months' expenditure for each service. Given the significant restricted funds available for the advice and support and All In services, this means that free reserves – which exclude the value of fixed assets – should be between £56,000 and £112,000.

Free reserves as at 31 March 2021 were £84,727 (2020 - £86,354). This is around the middle of the target level. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

The report of the directors and trustees has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

This report was approved by the directors and trustees on 22/12/2021 and signed on their behalf.



Tom Sharkey
Chair of Trustee

THE BRIGSTOWE PROJECT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BRIGSTOWE PROJECT FOR THE YEAR ENDED 31 MARCH 2021

Independent examiner's report to the trustees of The Brigstowe Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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.

Independent examiner's statement

Since the company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those accounting records; or
3. 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
4. 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.



Neil Dando FCA

for and on behalf of Wormald & Partners, Chartered Accountants
Redland House
157 Redland Road
Redland
Bristol
BS6 6YE

Date: 21/12/21

THE BRIGSTOWE PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds £	General fund £	2021 Total £	2020 Total £
Income and endowments from					
Donations and legacies	3	10,378	25,507	35,885	39,029
Charitable activities:					
Advice and support service	4	119,505	-	119,505	118,607
Migrant advice and support service	4	28,373	-	28,373	34,273
Positive Voices	4	82,667	1,200	83,867	86,891
Client activities and events	4	7,159	-	7,159	7,583
Peer support for other long-term conditions	4	8,920	36,584	45,504	50,493
HIV awareness raising	4	-	17,433	17,433	8,060
Common Ambition Bristol	4	40,220	-	40,220	-
Covid-19 Client Welfare	4	16,545	-	16,545	-
Other trading activities	5	-	2,354	2,354	4,278
Investments	6	-	1,516	1,516	2,353
Total income		313,767	84,594	398,361	351,567
Expenditure on					
Raising funds	7	4,066	19,283	23,349	16,354
Charitable activities:					
Advice and support service	7	120,019	-	120,019	116,754
Migrant advice and support service	7	32,766	-	32,766	34,359
Positive Voices	7	84,663	-	84,663	84,502
Client activities and events	7	3,851	-	3,851	6,426
Peer support for other long-term conditions	7	8,920	44,543	53,463	43,721
HIV awareness raising	7	14,636	-	14,636	20,445
Common Ambition Bristol	7	46,718	-	46,718	-
Covid-19 Client Welfare	7	19,126	-	19,126	-
Other charitable activities	7	-	4,766	4,766	449
Total expenditure		334,765	68,592	403,357	323,010
Net income / (expenditure) and net movement in funds for the year		(20,998)	16,002	(4,996)	28,557
Reconciliation of funds					
Fund balances brought forward		103,863	88,685	192,548	163,991
Transfer between funds		16,543	(16,543)	-	-
Fund balances carried forward	16	99,408	88,144	187,552	192,548

There are no recognised gains or losses for the year other than those included in the statement of financial activities.

All income and expenditure has arisen from continuing activities.

The notes on pages 21 to 30 form part of these financial statements.

THE BRIGSTOWE PROJECT
Registered Company Number 03107835
BALANCE SHEET
AS AT 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	12		6,727		6,745
Current assets					
Debtors	13	53,666		8,669	
Short-term investments	14	81,990		80,600	
Cash at bank and in hand		203,972		213,636	
			339,628	302,905	
Current liabilities					
Creditors: amounts falling due within one year	15	(158,803)		(117,102)	
Net current assets			180,825		185,803
Total assets less current liabilities			187,552		192,548
Net assets			187,552		192,548
The funds of the charity					
Restricted funds	16		99,408		103,863
General fund	16		88,144		88,685
			187,552		192,548

For the year ended 31 March 2021, the charity was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charity to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with section 476 of Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charity keeps accounting records that comply with section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and in accordance with Section 1A of Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The financial statements were approved and authorised for issue by the trustees and were signed on their behalf on 22 December 2021.



Dominic Eastham

Trustee and treasurer

The notes on pages 21 to 30 form part of these financial statements.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. STATUTORY INFORMATION

The Brigstowe Project is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found under 'Legal and administrative details' on page 1.

2. ACCOUNTING POLICIES

2.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) '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)', Section 1A "Small Entities" of Financial Reporting Standard 102 (FRS 102) 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention.

2.2 Income

Incoming resources are recognised in the statement of financial activities when:

- The charity becomes entitled to the resources;
- The trustees believe it is probable that they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Grants are recognised in the statement of financial activities when received or receivable, whichever is earlier, unless they relate to a specific future period, in which case they are deferred. Grants have been included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

Other income is credited to the statement of financial activities when receivable.

2.3 Expenditure and liabilities

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any irrecoverable value added tax.

Liabilities are recognised as soon as there is a legal or constructive obligation as a result of past events committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Costs of raising funds are associated with generating income from all sources other than from undertaking charitable activities. They consist of the costs of identifying and applying for funding and the costs of other trading activities.

Direct charitable expenditure comprises the staff and other costs directly attributable to activities that contribute to the achievement of the charitable objects. Items of expenditure which contribute directly to the output of more than one activity are allocated to each of the activities based on estimated staff time.

Support costs are costs that, whilst necessary to deliver a charitable activity, do not themselves produce or constitute the output of the charitable activity. These are apportioned on the basis of direct staff time.

Governance costs are support costs associated with strategic management and compliance with constitutional and statutory requirements. These costs include the examination of the statutory financial statements, the costs of trustee meetings and the annual general meeting.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2. ACCOUNTING POLICIES (continued)

2.4 Tangible assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their estimated useful economic lives as follows:

Office equipment	-	25% reducing balance
Fixtures and fittings	-	25% reducing balance

Fixed assets are reviewed for impairment where there are indications their service potential may be reduced. For example, an asset related to a specific activity will be reviewed for impairment when there are indications the activity may cease or be reduced.

2.5 Fund accounting

Restricted funds comprise income received to be used for particular restricted purposes within the objects of the charity, less associated costs. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The aim and use of each restricted fund is set out in the notes to the financial statements where material.

General funds are unrestricted funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

2.6 Pensions

The charity contributes 6% of gross salary into employees' personal pension plans. The pension charge represents the amounts payable by the charity to such plans in respect of the year.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations (including related gift aid)	20,051	22,982
Membership dues	1	-
National Lottery Awards for All	15,833	4,167
The Make A Difference Trust	-	11,880
	<u>35,885</u>	<u>39,029</u>

Of the £35,885 (2020 - £39,029) received from donations and legacies, £10,378 (2020 - £16,047) was restricted funds and £25,507 (2020 - £22,982) was general funds.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2021 £	2020 £
Advice and support service		
Bristol City Council	89,919	87,958
Henry Smith Charity	11,386	12,449
North Somerset Council	8,240	8,240
South Gloucestershire Council	8,960	8,960
Bristol Wessex Billing Services Ltd	1,000	1,000
	<hr/> 119,505	<hr/> 118,607
Migrant advice and support service		
MAC AIDS Fund	10,500	16,750
Lloyds Bank Foundation	17,873	17,523
	<hr/> 28,373	<hr/> 34,273
Positive Voices		
Big Lottery Fund grant	65,684	62,719
Henry Smith Charity	15,063	18,616
South Gloucestershire Council	1,920	1,920
HIV awareness training	1,200	3,636
	<hr/> 83,867	<hr/> 86,891
Client activities and events		
Bristol City Council	5,239	5,618
South Gloucestershire Council	1,920	1,920
Member contributions	-	45
	<hr/> 7,159	<hr/> 7,583
Peer support for other long-term conditions		
Bristol Community Health	28,500	50,493
Quartet Foundation	8,920	-
Coronavirus Job Retention Scheme	8,084	-
	<hr/> 45,504	<hr/> 50,493
HIV awareness raising		
MobPrESH – Mobilising for PrEP & Sexual Health	-	8,060
Bristol City Council Public Health	17,433	-
	<hr/> 17,433	<hr/> 8,060
Common Ambition Bristol		
The Health Foundation	40,220	-
	<hr/> 40,220	<hr/> -
Covid-19 Client Welfare		
Gilead Sciences Ltd	7,000	-
Lloyds Bank Foundation	6,045	-
Quartet Foundation	3,000	-
Groundwork	500	-
	<hr/> 16,545	<hr/> -
Total income from charitable activities	<hr/> 358,606	<hr/> 305,907

Of the £358,606 (2020 - £305,907) received from charitable activities, £303,389 (2020 - £243,718) was restricted funds and £55,217 (2020 - £62,189) was general funds.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. INCOME FROM OTHER TRADING ACTIVITIES

	General funds 2021 £	General funds 2020 £
Peer support development work	-	2,000
Charges for facilities	1,954	2,128
Other income generating activities	400	150
	<u>2,354</u>	<u>4,278</u>

6. INVESTMENT INCOME

	General funds 2021 £	General funds 2020 £
Interest on bank deposits	1,516	2,353
	<u>1,516</u>	<u>2,353</u>

7. RESOURCES EXPENDED

	Direct staff costs £	Direct other costs £	Support costs (note 8) £	Total 2021 £	Total 2020 £
Costs of raising funds:					
Fundraising events	16,037	2,770	4,542	23,349	16,354
	<u>16,037</u>	<u>2,770</u>	<u>4,542</u>	<u>23,349</u>	<u>16,354</u>
Costs of charitable activities:					
Advice and support service	71,855	2,464	45,700	120,019	116,754
Migrant advice and support service	19,813	1,193	11,760	32,766	34,359
Positive Voices	51,022	4,550	29,091	84,663	84,502
Client activities and events	1	931	2,919	3,851	6,426
Peer support for other long-term conditions	42,807	1,099	9,557	53,463	43,721
HIV awareness raising	14,757	(121)	-	14,636	20,445
Common Ambition Bristol	5,937	35,213	5,568	46,718	-
Covid-19 Client Welfare	3,300	15,826	-	19,126	-
Other charitable activities	-	4,548	218	4,766	449
	<u>209,492</u>	<u>65,703</u>	<u>104,813</u>	<u>380,008</u>	<u>306,656</u>
	<u>225,529</u>	<u>68,473</u>	<u>109,355</u>	<u>403,357</u>	<u>323,010</u>

Of the £23,349 (2020 - £16,354) of expenditure on raising funds, £4,066 (2020 - £nil) was restricted funds and £19,283 (2020 - £16,354) was general funds.

Of the £380,008 (2020 - £306,656) of expenditure on charitable activities, £330,699 (2020 - £257,562) was restricted funds and £49,309 (2020 - £49,094) was general funds. Within restricted expenditure on charitable activities was £65,684 (2020 - £63,446) relating to the Big Lottery Fund grant.

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. SUPPORT COSTS

	Advice and support service £	Migrant advice and support £	Positive Voices £	Client activities and events £	Peer support for other long-term conditions £
Support staff costs	29,025	7,447	18,492	1,854	3,973
Recruitment, training and other staff costs	840	169	414	36	589
Bookkeeping	1,037	265	667	73	152
Insurance	1,150	158	398	47	(35)
Premises costs	7,220	1,854	4,653	469	902
Office equipment and IT support	2,124	548	1,424	101	2,160
Photocopying, printing, stationery and postage	566	143	312	34	161
Telephone	864	221	550	232	149
Networking and service development	-	-	-	-	-
Depreciation	864	222	907	57	109
Profit on disposal of fixed assets	-	-	-	-	-
Publicity	-	-	84	-	990
Legal and professional fees	486	129	277	(2)	17
Other support costs	473	335	321	18	94
Fundraising consultants	2,033	527	1,342	164	476
Governance costs (note 9)	1,051	269	592	-	296
	47,733	12,287	30,433	3,083	10,033
	Common Ambition Bristol £	Other charitable activities £		Total 2021 £	Total 2020 £
Support staff costs	3,168	-		63,959	60,853
Recruitment, training and other staff costs	156	35		2,239	126
Bookkeeping	80	-		2,274	1,863
Insurance	-	-		1,718	1,237
Premises costs	737	-		15,835	15,275
Office equipment and IT support	405	5		6,767	4,232
Photocopying, printing, stationery and postage	75	-		1,291	2,427
Telephone	98	-		2,114	3,773
Networking and service development	-	-		-	254
Depreciation	85	-		2,244	2,249
Profit on disposal of fixed assets	-	-		-	-
Publicity	-	84		1,158	399
Legal and professional fees	210	-		1,117	1,193
Other support costs	69	94		1,404	2,086
Fundraising consultants	-	-		4,542	-
Governance costs (note 9)	485	-		2,693	2,960
	5,568	218		109,355	98,927

THE BRIGSTOWE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

9. GOVERNANCE COSTS

	2021	2020
	£	£
Annual general meeting costs	-	20
Independent examination fees	1,956	2,240
Other costs	737	700
	<u>2,693</u>	<u>2,960</u>

10. STAFF COSTS AND NUMBERS

	2021	2020
	£	£
Wages and salaries	255,798	231,291
Social security costs	18,344	16,554
Pension costs	15,346	14,351
	<u>289,488</u>	<u>262,196</u>

The average headcount number and number of full-time equivalent (FTE) employees for the year was:

	2021	2020	2021	2020
	Headcount	Headcount	FTE	FTE
Direct charitable work	8.2	7.5	6.3	5.6
Management and support staff	2.5	2.5	2.5	2.5
	<u>10.7</u>	<u>10.0</u>	<u>8.8</u>	<u>8.1</u>

No employees earned more than £60,000 during the year (2020 - none).

11. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

One trustee (2020 - one) was reimbursed £77.50 (2020 - £75) for the total cost of a trustee meal.

Management purchased small gifts of appreciation for each of the trustees; the total amount of charity funds used was £165 (2020 - £110).

THE BRIGSTOWE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. TANGIBLE ASSETS

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2020	14,854	3,634	18,488
Additions	1,990	236	2,226
Disposals	-	-	-
At 31 March 2021	<u>16,844</u>	<u>3,870</u>	<u>20,714</u>
Depreciation			
At 1 April 2020	9,333	2,410	11,743
Charge	1,878	366	2,244
Disposals	-	-	-
At 31 March 2021	<u>11,211</u>	<u>2,776</u>	<u>13,987</u>
Net book value			
At 31 March 2021	<u>5,633</u>	<u>1,094</u>	<u>6,727</u>
At 1 April 2020	<u>5,521</u>	<u>1,224</u>	<u>6,745</u>

13. DEBTORS

	2021 £	2020 £
Prepayments	2,596	3,414
Accrued income	49,870	3,900
Other debtors	1,200	1,355
	<u>53,666</u>	<u>8,669</u>

14. SHORT-TERM INVESTMENTS

	£
Fixed-term cash deposits at 1 April 2020	80,600
Additions	-
Interest earned	1,390
Withdrawals	-
Fixed-term cash deposits at 31 March 2021	<u>81,990</u>

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

15. CREDITORS:

Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	4,109	749
Social security and other taxes	6,642	5,008
Other creditors	1,135	2,543
Accruals	36,851	3,470
Deferred income	110,066	105,332
	<u>158,803</u>	<u>117,102</u>

The charity has deferred income arising from grants for services to be supplied for periods spanning the year end. £110,066 (2020 - £105,332) of deferred income arose in the year and £105,332 (2020 - £68,531) was released from previous periods, leaving £110,066 (2020 - £105,332) of deferred income at the year end.

Included in other creditors at the year end are outstanding pension contributions of £1,135 (2020 - £2,543).

16. MOVEMENTS IN FUNDS

	1 April 2020 £	Incoming resources £	Resources expended £	Fund Transfers £	31 March 2021 £
Restricted funds					
Information, advice and support services funds	90,988	148,878	(154,872)	-	84,994
All In fund	7,093	7,159	(3,992)	-	10,260
Local Sustainability Fund	2,980	-	(745)	-	2,235
Positive Voices fund	1,419	83,867	(85,786)	1,566	1,066
HIV Awareness Raising Fund	526	5,833	(14,637)	8,278	-
Common Ambition Bristol	-	40,220	(46,683)	6,463	-
Covid-19 Client Welfare fund	-	18,890	(19,126)	236	-
North Somerset Capital Grant	15	-	(4)	-	11
Other restricted funds	842	8,920	(8,920)	-	842
	<u>103,863</u>	<u>313,767</u>	<u>(334,765)</u>	<u>16,543</u>	<u>99,408</u>
Unrestricted funds					
General fund	88,685	84,594	(68,592)	(16,543)	88,144

THE BRIGSTOWE PROJECT

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. MOVEMENTS IN FUNDS (continued)

	1 April 2019 £	Incoming resources £	Resources expended £	Fund Transfers £	31 March 2020 £
Restricted funds					
Information, advice and support services fund	88,543	152,880	(150,435)	-	90,988
All In fund	5,896	7,583	(6,386)	-	7,093
Local Sustainability Fund	3,974	-	(994)	-	2,980
Positive Voices fund	1,891	83,255	(84,221)	494	1,419
HIV Awareness Raising Fund	-	16,047	(15,521)	-	526
North Somerset Capital Grant	20	-	(5)	-	15
Other restricted funds	842	-	-	-	842
	<u>101,166</u>	<u>259,765</u>	<u>(257,562)</u>	<u>494</u>	<u>103,863</u>
Unrestricted funds					
General fund	<u>62,825</u>	<u>91,802</u>	<u>(65,448)</u>	<u>(494)</u>	<u>88,685</u>

The information, advice and support services funds are for provision of the advice and support service and the migrant advice and support service, including appropriate contributions to the charity's overheads. This fund is the amalgamation of two funds reported separately in earlier years: the housing related support fund and the information and advice, and migrant advice and support services fund. Following the merger of the housing-related support service and information and advice service on 1 April 2018, there is no longer any substantive difference between the two funds.

The All In fund is to support the All In group's activities, including contributions to staff costs and overheads.

The Local Sustainability Fund grant was to help The Brigstowe Project become more sustainable by reviewing and transforming the organisation's operating models. The grant has been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Positive Voices fund is for the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.

The HIV Awareness Raising fund is for raising awareness of HIV and tackling discrimination.

The North Somerset Capital Grant fund is for capital expenditure and the provision of the charity's premises and facilities. This grant has now been fully spent; the remaining balance represents the net book value of the fixed assets purchased with the grant and will be utilised as those assets are depreciated.

The Common Ambition Bristol fund supports the charity's work with people of African and Caribbean heritage to reduce HIV transmission in Bristol. This project is supported by the Health Foundation, committed to bringing about better health and health care for people in the UK.

THE BRIGSTOWE PROJECT

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

The Covid-19 Client Welfare fund is for the provision of emergency support for clients living with HIV. Support provided includes emergency payments for living expenses and the provision of laptops, mobiles and data packages.

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Unrestricted funds £	Total 2021 £
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	3,310	3,417	6,727
Current assets	171,655	167,973	339,628
Current liabilities	(75,557)	(83,246)	(158,803)
	<hr/>	<hr/>	<hr/>
Total net assets at 31 March 2021	99,408	88,144	187,552
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	Restricted funds £	Unrestricted funds £	Total 2020 £
Fund balances at 31 March 2020 are represented by:			
Tangible fixed assets	4,414	2,331	6,745
Current assets	159,526	143,379	302,905
Current liabilities	(60,077)	(57,025)	(117,102)
	<hr/>	<hr/>	<hr/>
Total net assets at 31 March 2020	103,863	88,685	192,548
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>