

Company no. 03107835
Charity no. 1049945

The Brigstowe Project
Report and Unaudited Financial
Statements
31 March 2022

The Brigstowe Project

Reference and administrative details

For the year ended 31 March 2022

Company number	03107835
Charity number	1049945
Registered office and operational address	Easton Community Centre Kilburn Street Bristol England BS5 6AW
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Matthew Areskog appointed 1 September 2022 Jonathan Downing appointed 13 June 2022 Dominic Eastham Vicky Harwood David Henshaw Jeremy Horwood Mark Hubbard appointed 13 June 2022 Carole Johnson appointed 22 June 2022 Sheila Ollis Diane Perry Simon Purkiss Alison Scott Thomas Sharkey Henroy Brown resigned 2 March 2022 Jane Nicholls resigned 30 June 2021
Chief executive officer	Rami Ghali
Bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

The trustees present their report along with the financial statements of the charity for the year ended 31 March 2022.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

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.

Objectives and activities

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; and
- To advance the education of the general public: in all areas relating to long-term health conditions, in particular but not limited to HIV and related conditions, and 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

Report of the trustees

For the year ended 31 March 2022

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:

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



Impact Report 2021 / 2022





Vision

A world where people living with HIV and other long-term health conditions live long and healthy lives, free from poverty, stigma, prejudice and discrimination.



Mission

To enhance the quality of life for people living with HIV and other long-term health conditions.



Values

- **Inclusive**
- **Respectful**
- **Non-Judgemental**
- **Person-Centred**
- **Responsive**



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brigstowe

positive change together

An Overview from our CEO – Rami Ghali

The last year has been eventful and exciting, including the launch of several new services and national recognition for Brigstowe's work.

The year started well with news from the National Lottery Community Fund that they had awarded us a further five-year grant towards: our HIV peer mentoring; HIV awareness training and general awareness raising; and our peer support group. We're very grateful for the certainty this gives us to continue to develop these services. One of the first changes we made, in consultation with people living with HIV, was to train HIV positive "Peer Facilitators" to start running our "All In" peer support group sessions.

In January 2022, we launched a new year-long pilot of an Engagement Support Service working closely with HIV clinicians at Southmead Hospital. The worker provides support to people living with HIV who are experiencing difficulties in adhering to their prescribed medication or attending appointments. We are grateful to the Rank Foundation and Bristol City Council Public Health Team who are funding this service.



After a great deal of partnership and co-production work, our Common Ambition Bristol (CAB) project interventions went live at the end of this financial year (April 2022). The project aims to increase HIV testing and reduce HIV stigma amongst African & Caribbean heritage communities. You can find more information at www.commonambitionbristol.org.uk.

There has been a lot to celebrate this year. In January 2022, we found out that Brigstowe was one of ten organisations from around the UK who won the GSK Impact Awards 2022. Find out more about this further on in this report.



Shortly afterwards in March 2022, we marked Brigstowe's 25th Anniversary (belated due to COVID) with a wonderful celebration looking back at the many developments over the years and the outstanding contribution of staff, volunteers and trustees.



The Peer Partnership (www.peerpartnership.org) is our new brand, delivering services and providing consultancy to other organisations around peer support. In January 2022, we set up our Long COVID peer support service, working in partnership with Sirona Care & Health to provide peer support groups and workshops. We are also continuing to develop our mentoring service for people with Type 2 diabetes, also in partnership with Sirona Care & Health. We also have several consultancy projects underway with a lot of interest in the services we can provide.

Brigstowe are committed to promoting Equity, Diversity and Inclusion (EDI) in all aspects of our work and also in wider society. In order to do this, from October 2021 to May 2022 we carried out an EDI audit with the support of an external consultant funded by Lloyds Bank Foundation. For more information, please see pages 6 and 7. We are now planning to complete and publish an EDI Strategy which includes a three-year action plan.

We have had more staff and trustee changes during this year than previous years. We've welcomed four new members of staff, said a fond farewell to Annie Pollock who retired in June 2021, and also said goodbye to two trustees (Henroy Brown and Jane Nicholls) whose contribution has been greatly valued.

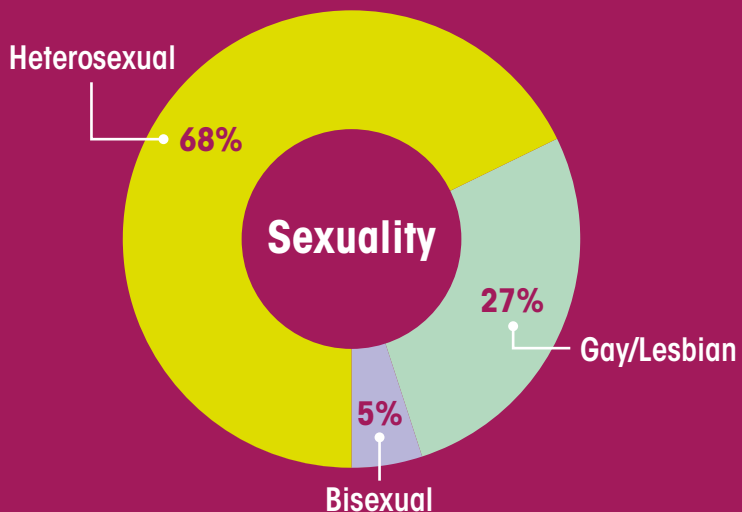
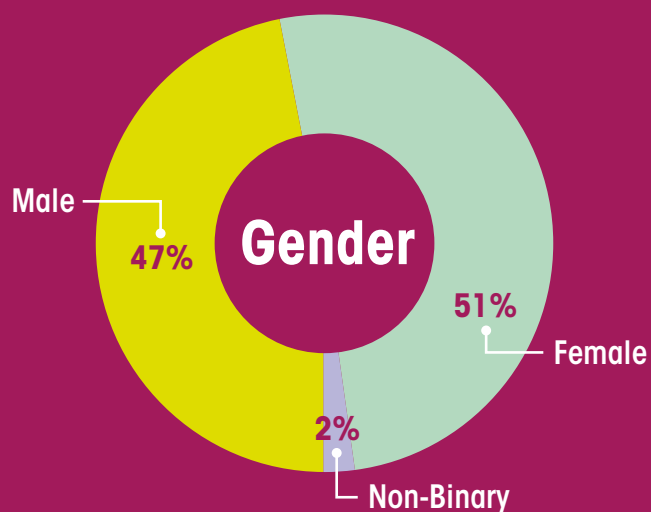
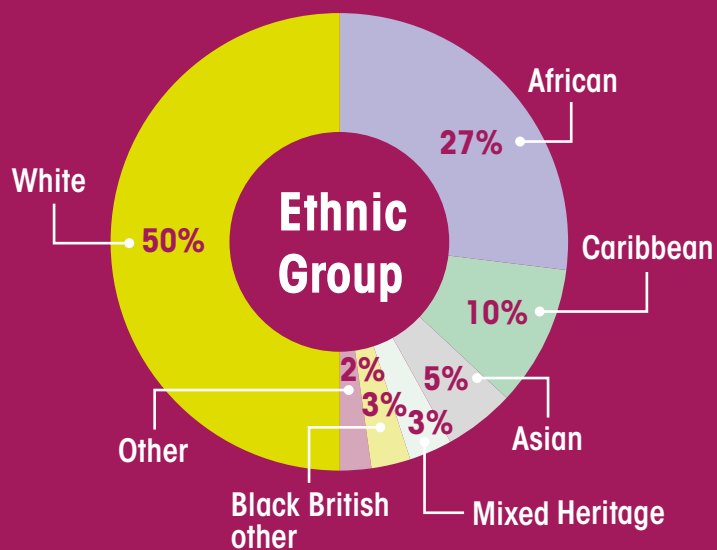
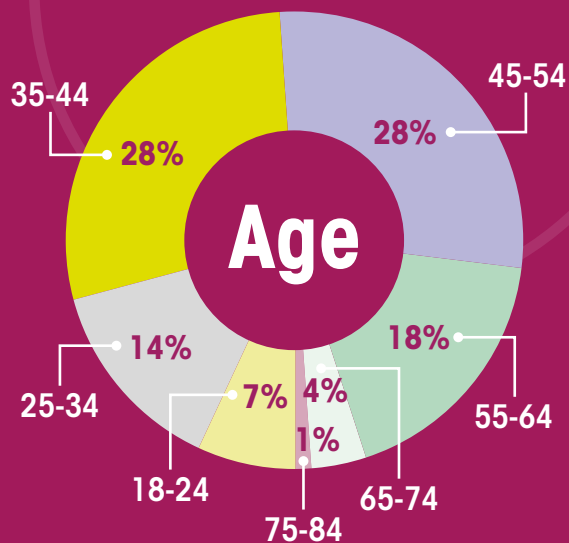
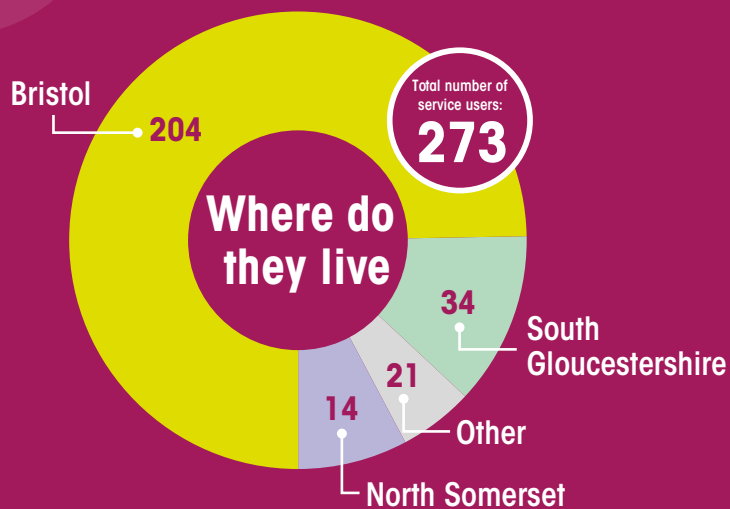
We're excited about what the future holds.

I would like to end by saying a big thank you to all our staff, volunteers, trustees, clients, partners and funders on whom we depend and who enable us to achieve our goals.



Rami Ghali, Chief Executive Officer

Who are our Service Users



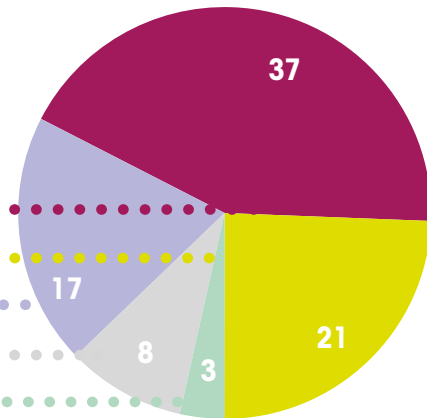
Equity, Diversity and Inclusion Report 2022

From November 2021 to May 2022, Brigstowe undertook an Equity, Diversity and Inclusion (EDI) review of our organisation as a whole. Equity, Diversity, and Inclusion is important in all of the work Brigstowe does and we want to make sure we are doing all that we can in this very important area. If you were one of the 89 people who completed the survey or one of the people who attended the two focus groups we want to say a big THANK YOU. We really appreciate you taking the time to share your thoughts and experiences.

Participants

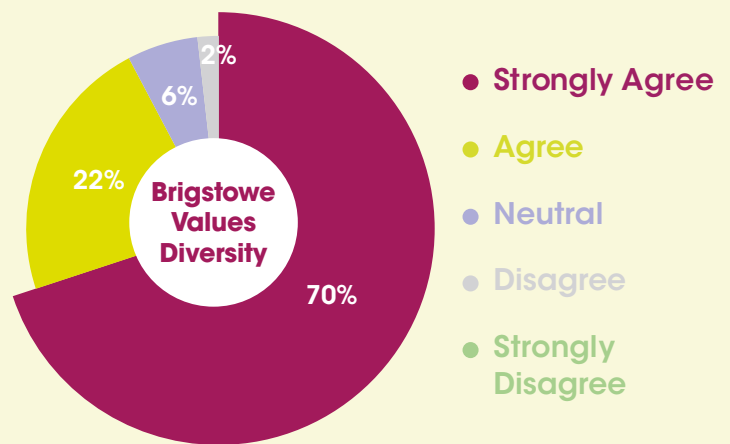
As part of our EDI review, we released a survey to all our clients, volunteers, trustees, and staff. We received a total of 89 responses.

- **37 Clients**
- **21 Staff & trustees**
- **17 Volunteers**
- **8 Volunteers who are also clients**
- **3 Prefer not to say**



Learning from Survey

- 92%** Think Brigstowe Values Diversity
- 87%** Think Brigstowe Values My Identity
- 82%** Think Brigstowe Offers Equal Opportunity

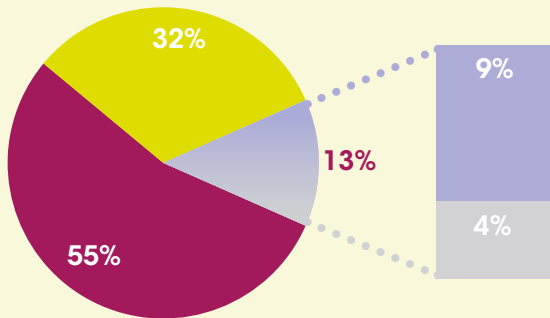


"Brigstowe definitely makes everyone feel welcome and does a good job of this. They obviously take time to think about how to make sure they are inclusive as an organisation."

Volunteer, 2022

Our survey participants overwhelmingly view Brigstowe as valuing diversity, valuing the personal identities of the individual, and offering equal opportunities for people to advance their lives.

Brigstowe Values My Unique Identity



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

EQUITY

The quality of being fair and impartial

brigstowe

positive change together

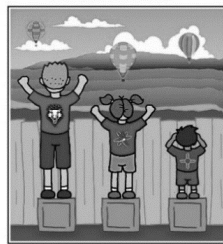
DIVERSITY

Including people from a range of different backgrounds

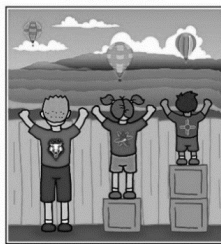
INCLUSION

The action of including or being included in a group or structure

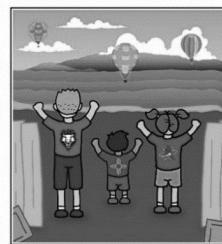
Equality



Equity



Empowerment



Room for Improvement

We were really pleased to hear you feel Brigstowe are doing well, but we also recognize we still have work to do in this very important area, as some of you said:

- || ***You're doing a great job, though would like to see ALL types of diversity take the lead on events you are doing***
- || ***Ensure staff and volunteer roles are advertised as widely as possible to encourage diverse applications***
- || ***Include diversity training as part of induction of volunteers***
- || ***Focused work to be done for the organisation to be more trans-inclusive***

"As a married HIV+ heterosexual male, I don't seem to see much information relating to me."

Client, 2022

We are busy writing a **strategy** and detailed **action plan** to help us progress in equity, diversity and inclusion for all our clients, volunteers and members of staff. We really value the constructive feedback we have received which will inform this process.

Advice and 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.

Positive Housing Outcomes:



Number of Service Users:



Positive Financial Outcomes:



Positive outcomes accessing rights and entitlements:



Increased access to work:



Obtained a total of



through welfare benefits and grants

"People living with HIV, especially in different communities and black communities, haven't accepted HIV and Brigstowe is somewhere you can talk about it"

"My (support) worker really supported me in a way I could not imagine, her support and her help is everything. I'm really glad she supported me"

"I value almost everything, when you have a problem and someone understands you and then helps as much as they can by giving you all the support all the time. It's very good support"

Engagement Support Service A brand new service!

Following consultation between Brigstowe and the Brecon Unit (Southmead Hospital's HIV department), a need was identified to create a holistic support service for patients with a regular pattern of non-attendance or non-adherence to medication, resulting in non-suppressed viral load. Funding for a 12-month pilot project was obtained through the combined generosity of Bristol City Council's Public Health Team and The Rank Foundation.

The resulting Engagement Support Service at Brigstowe works closely with Brecon to address the hurdles clients face in engaging with their HIV treatment. These are often not directly related to their HIV treatment. Housing, substance misuse, financial pressures, stigma, accessibility, and mental health are just some of the wide-ranging factors we work closely with clients to overcome. The aim of the service is to improve the individual's attendance at clinic and ultimately achieve an undetectable viral load through consistent adherence to medical treatment.



Migrant and 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.



"They have granted my leave!!!! I am thrilled, it has been a long road but now it is over. I want to thank you for all the help you have given me, I know for a fact that without your assistance we would still be fighting for my immigration status. Thank you is such a little word, it doesn't seem anywhere near big enough for all the support and help you have given us in our very dark times. Thank you from the bottom of our hearts for getting our lives back."

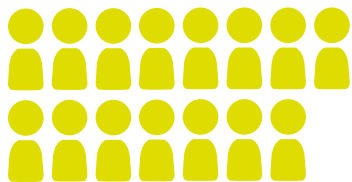
positive voices

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. With the COVID-19 pandemic still having an undeniable impact during this reporting year, we are proud of what we have still been able to achieve. A huge thank you to all of our volunteer Peer Mentors for being so understanding and adaptable whilst maintaining their unwavering passion and dedication to supporting people living with HIV.

One-to-One Peer Mentoring

This service 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.



15 mentors



4 senior mentors



4 new mentors recruited



4 mentors attended the National Conference of People Living with HIV & the National Peer Mentor Development Day

"I was a bit lost, and now I feel like I'm back on track with making decisions and being comfortable with my status because of all the tips, support and options I was given."

Peer Mentee

CHIVA (Children's HIV Association) worked in partnership with Southmead Hospital's HIV clinicians to launch a unique service for young people transitioning from paediatrics to adult care. The Youth Clinic runs quarterly, and Brigstowe trained a young adult as a Peer Mentor to contribute to the support available at the Clinic.



"The workshop helped me to be able to open up when I am dating as well as helping me think about when to disclose or not"

HIV & Dating Workshop Attendee

"All In" Peer Support Group

All In is our HIV peer support group which is run in partnership with THT (Terrence Higgins Trust).



6 Peer Facilitators recruited



2 Social Events

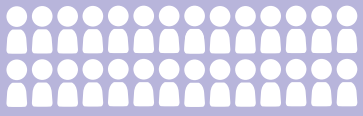


4 Skills-Based Workshops



2 HIV-Focused Sessions

Peer Support Self-Reported Outcomes (One-to-One Peer Mentoring and "All In" Peer Support Group):



Reported an increase in confidence and self-esteem - **28 people**



Reported an increase in forming close supportive relationships and a reduction in isolation - **26 people**



Reported an increase in confidence in sharing their HIV status - **10 people**



Reported an increase in skills or knowledge - **16 people**



Reported an increase in understanding of HIV and related issues - **12 people**

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. In response to the pandemic, we developed a digital training offer. Training was delivered either digitally or face-to-face this reporting year. Delivery of digital training has been very successful and all training has been well received. Sessions continue to be delivered with a Positive Speaker sharing their experiences of living with HIV.

10
sessions
delivered

96%

of attendees reported an increase in knowledge on how to get an HIV test

93%

of attendees reported an increase in knowledge and understanding of HIV issues

93%

of attendees reported a positive change in attitude around HIV issues

"The speaker was able to share their personal experience as well as more nuanced options pertaining to the stigma against HIV/AIDS that allowed me to understand how it can negatively impact people's lives - including those who do not have HIV"

HIV Awareness Training Participant

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 applying this approach to other long-term health conditions and protected characteristics. This past year we have undertaken new service delivery, consultancy work and training.

Please contact info@peerpartnership.org if you would like to know more about the services we can offer.

The Peer Partnership

Lived experience improving lives

Service Delivery Type 2 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. Sessions have continued to be delivered by a blended approach, i.e. digital and face-to-face. In partnership with Sirona Care & Health, this year our peer mentors have started having a presence at the Type 2 diabetes course 'Living with Diabetes'. These are delivered by Sirona Care & Health to people diagnosed with Type 2 diabetes within the last 18 months. This past year we have undertaken service delivery (Type 2 Diabetes and Long COVID), consultancy work and training.



Sirona
care & health



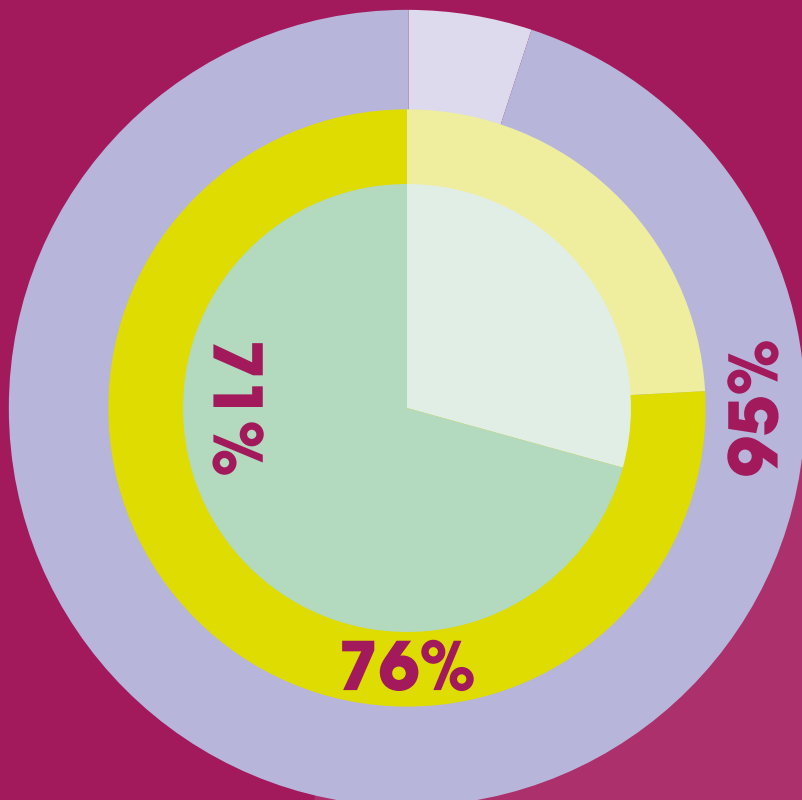
"My knowledge and understanding around diabetes, health and diet has increased significantly. I am better equipped to make decisions about food, which I wasn't prior to having a mentor"

Mentee

"Before the mentoring I ate what I wanted, sugar and everything. XXX [mentor] has given me guidance on what to eat and not to eat. I have lost 20kg through walking, being active and eating well. I take no sugar in tea or coffee now. I am aware that I am young, I have a long time to live with diabetes, and now I really understand it. The mentoring has also really helped me with my mental health, I have been isolated and XXX [mentor] has helped me get out and go into the community"

Mentee

Type 2 Diabetes Peer Mentoring - Outcomes



71% of mentees reported an increased ability to maintain lifestyle changes

76% of mentees reported an increase in their knowledge of how to prevent problems with their health


95% of mentees reported increased confidence in being able to manage their diabetes

Service Delivery

Long COVID – Our Long COVID service started in November 2021, and went live in February 2022, following a 3-month lead-in period. We are now providing peer support workshops and structured peer support groups in partnership with Sirona Care & Health. This contract runs until January 2023, with the possibility of extension.



Sirona
care & health




"What I've taken from this session is that I am not isolated, that others have had their lives impacted, that good people are helping us."

Long COVID
Workshop Attendee

Consultancy

Step Together Volunteering - We have supported the development of peer support for female ex-offenders in Manchester, including 4 days of consultancy and outside supervision for their peer support coordinator. Step Together were very happy with the service.



"The Peer Mentoring training delivered to our staff and volunteers was very well received, as well as the external supervision provided to our new Peer Support Coordinator. The drafting of our Terms of Service over several meetings enabled us to consider our needs every step of the way and we now have an extremely useful document to support our pilot programme, from recruitment and training, through to delivery."

Operations Manager, Step
Together Volunteering

University of Bristol – We began our consultancy contract with UoB in June 2022 to provide students who identify as trans or non-binary with one-to-one peer support at the university. We have completed focus groups and will be helping university staff to develop the service.

Training

The Peer Partnership has provided 6 core training sessions within Brigstowe and 1 external core training (Step Together), with an additional 1 internal (Long COVID), and 1 external (University of Bristol) planned before September 2022. A total of 36 days has been spent organising and delivering training.



Common Ambition Bristol

Common Ambition Bristol (CAB) is a 3-year community-powered project led by Brigstowe and the 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.

Achievements this year



1x logo designed - incorporating all the colours of African and Caribbean flags brought together in a heart and the ribbon symbolising the bringing together of communities.



6x Community Researchers recruited



8x areas of focus



Public consultation - this directly fed into our areas of focus, evidencing that we truly are a community-led project.



Launch of the website - the website is a one-stop shop for accurate, informative and essential information.

Common Ambition Bristol

Improving sexual health



Areas of focus for the next stage of this project are:

Testing - including clinic, community and at-home (self-test)

Barbershop/Men's outreach - Specific outreach tailored for men

Women's Events - Specifically designed to ensure a safe space for women

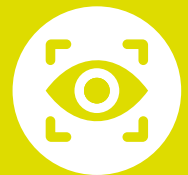
CAB Table Talks - Events where we host round-table discussions

Event Presence - Attending community events

Roadshows - Events Common Ambition Bristol organise specifically around our aims

Resources - Creation of leaflets, posters, educational materials etc.

Multimedia - Social media, website, films, shorts etc.

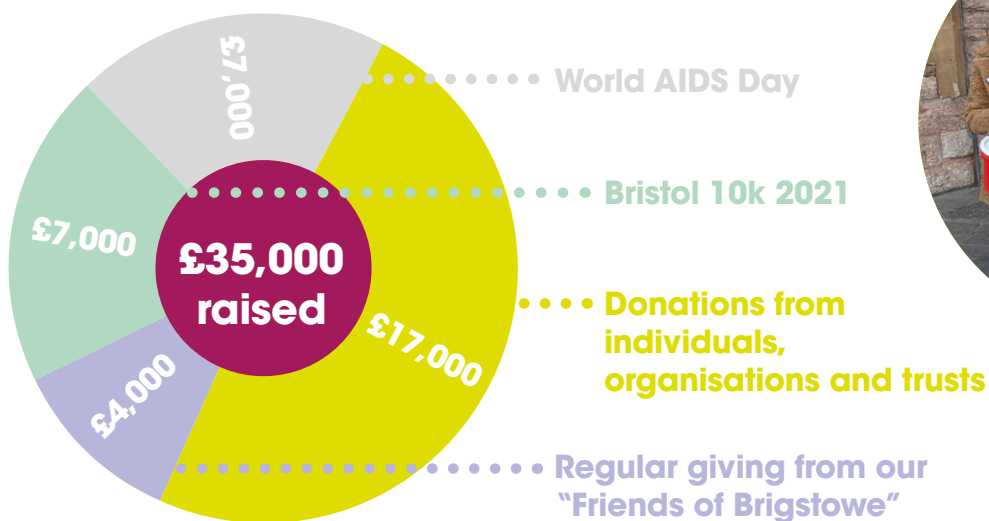


Keep updated with all of our news by following us on socials or by visiting the website:

www.commonambitionbristol.org.uk



Fundraising and Campaigns



This was a truly outstanding year. We would like to take this opportunity to thank all those individuals and organisations who have donated, fundraised and volunteered to help us achieve this phenomenal total which will help us to continue to meet the needs of people living with HIV and other long-term health conditions.



World AIDS Day 2021

10x events - Our online and in-person events were the heart of our World AIDS Day programme. All of these events included at least one positive speaker sharing their powerful and inspirational stories. We pay tribute to all those individuals who had the courage to share their personal experience.

2x headline sponsors - Bristol Health Partners & GMB Union (Avon & Wessex Branch)

7x lunch and learn sessions - Through exceptional corporate leadership, 7 lunch and learn sessions were delivered to: RPC, EPIC, DAC Beachcroft, Triodos Bank, Bank of Ireland, Burges Salmon and University Hospitals Bristol and Weston NHS Foundation Trust.

£2,000 raised from community fundraisers - A huge thank you to Don't Tell Your Mother and Queenshilling for your amazing support.

22 fundraising volunteers - Not all heroes wear capes. This inspirational team helped us raise nearly £600 at Bristol Temple Meads.

"Thank you both so much (for the lunch & learn), we can aspire for more participants next year to hear your stories and insights as they were truly inspirational"

Chief Nurse and Midwife UHBW NHS Foundation Trust

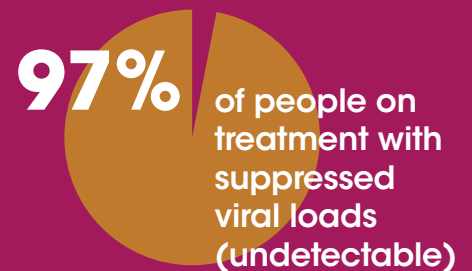
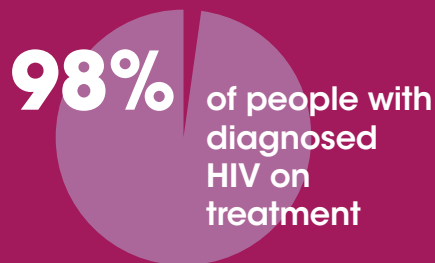
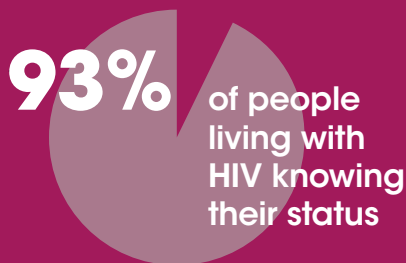
Fast-Track Cities Bristol Initiative

Now in Year 2 of delivering on our action plan, Fast-Track Cities (FTC) is a global initiative to end the AIDS epidemic by 2030. By being a Fast-Track City, Bristol commits to:



- **Work to exceed the UNAIDS 95:95:95 HIV targets:**
 - 95% of people living with HIV knowing their status,
 - 95% of people with diagnosed HIV on treatment,
 - 95% of people on treatment with suppressed viral loads
- **End new HIV infections in the city**
- **End HIV-related stigma and discrimination: Zero Stigma**
- **End preventable deaths from HIV-related causes**
- **Work to improve the health, quality of life and well-being of people living with HIV in the city**

Bristol is currently achieving:



Fast-Track City Bristol:

- Presented work on Peer Support at the annual UK & Ireland Fast-Track Cities Conference
- Presented work on reducing HIV stigma at the Europeans AIDS Clinical Society (EACS) Conference
- Partnered on an HIV Prevention England funded pilot project called 'Hearts and Minds' aiming to reduce HIV stigma within healthcare
- Launched the 'More Than 3 Letters' campaign - a campaign to promote U=U (Undetectable=Untransmittable) using the stories of people living with HIV and what they would say to themselves on the day they were diagnosed
- Bristol-wide HIV Stigma log initiated where any incidents of stigma can be recorded
- HIV Awareness Training and Policy Strategy developed - the strategy was written in consultation with people living with HIV and our FTC Bristol partners. The aim of the strategy is to outline the best way to use our limited resources to reduce the stigma and discrimination experienced by people living with HIV.

Fast-Track Cities Bristol Initiative - What's Next

- **Work with Bristol City Council and their homecare agencies and North Somerset Council and their licensed tattoo and piercing premises to reduce HIV stigma by delivering HIV Awareness Training and policy work**
- **A billboard campaign to promote U=U (Undetectable=Untransmittable)**
- **Undertake a Bristol-wide public knowledge and attitudes survey on HIV**



**More
Than
3 Letters**

GSK 2022 IMPACT Awards

Brigstowe won a major national award for our work to support people living with HIV and other long-term health conditions.

The GSK IMPACT Awards, run in partnership with The King's Fund, are designed to recognise the outstanding work of community-based healthcare and wellbeing charities.

Following a rigorous selection and assessment process, Brigstowe was chosen from more than 350 charities across the UK as one of the 10 winners. The award judges were particularly impressed with Brigstowe's strong focus on supporting some of the groups and communities most vulnerable to the potential impacts of an HIV diagnosis.

Judges comments were: "Brigstowe's work is user-led and rooted in the experiences of people living with HIV, delivering a range of support services including its exceptional peer-support model. Its small but extremely passionate and skilled team has recently expanded their services to support people with other long-term conditions, including Type 2 diabetes and Long COVID. We were also particularly impressed by the strong partnerships the charity has built with health service commissioners, Bristol City Council and local businesses. Brigstowe is really punching above its weight and has been a catalyst for change for HIV services in Bristol."

As a winner, we received £40,000 of unrestricted funding, a video produced of our work and an invitation to take part in a tailored leadership development programme run by The King's Fund.

To watch our video please visit: <https://www.youtube.com/watch?v=p7a7pecKhGE>

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/brigstoweinfo

Registered Company No: 03107835
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

Report of the trustees

For the year ended 31 March 2022

Plans for future periods

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

During 2022/23 we will:

- Seek long term funding to ensure the sustainability of our Migrant & Asylum Support Service. This service provides holistic support to some of our most vulnerable clients. The service has been running for 12 years. In March 2022 funding from two long term funders came to an end. We recently secured a number of smaller short term grants to continue the service but our aim is to secure long term funding for this vital service;
- Continue the pilot of our Engagement Support Service and evaluate the effectiveness of this new service. The service supports people living with HIV who are struggling to adhere to their medication and/or attend HIV clinic appointments, working closely with local HIV clinicians;
- Deliver, evaluate and develop effective interventions designed by and for African & Caribbean heritage communities through Common Ambition Bristol (CAB). The project aims to increase HIV testing and reduce HIV stigma;
- Write and publish an Equity Diversity & Inclusion (EDI) Strategy incorporating a three year action plan. The strategy will be based on our findings from the EDI audit completed between November 2021 and May 2022. The strategy will be reviewed and amended at least annually; and
- Continue to develop The Peer Partnership brand which we are using to deliver services and provide consultancy on a variety of peer support services. In particular we aim to: promote and expand the services we offer, establishing The Peer Partnership as a hub for peer support in Bristol and the surrounding area; set up a steering group, meeting at least quarterly, to guide the work and report to the Board of Trustees; and review the scope of The Peer Partnership to ensure that it falls within our charitable objects.

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 surplus (net income) of £109,957 for the year (2021 (restated – surplus of £85,713), with a surplus on unrestricted general funds of £84,873 (2021 (restated) – deficit of £1,667), including the £40,000 GSK impact award from The King's Fund.

The charity's financial position remains healthy. At the year end, short-term investments and cash totalled £424,340 (2021 - £285,962). Net current assets have increased to £449,352 (2021 (restated) - £337,713). Total funds at the year end were £454,397 (2021 (restated) - £344,440), including restricted funds of £282,506 (2021 (restated) - £257,422).

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3 and 4 of the financial statements.

Support from the public continues to grow, which is both humbling and fantastic. Donations including gift aid increasing to £38,081 (2021 - £20,051). Income from individual donors and fundraising events supports services not fully funded by government or institutional funders.

The growing success of The Peer Partnership brand and delivery of consultancy services has led to an increase in income from non-charitable trading to £13,447 (2021 - £2,354). This provides unrestricted funding to support the development of the brand and pilot projects.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

The charity had £270,978 (2021 - £81,990) of investments of cash on deposit at the year end. It is the trustees' policy to invest reserves that are not immediately required into low risk fixed-term cash deposits in order to generate interest income for the charity. Due to the short-term commitments from some of our funders, no long-term investments are made; the maximum term on any deposit is 12 months. As well as rates of return, the trustees take social, environmental and ethical considerations into account when selecting deposit accounts for investment.

As described in note 20 of the financial statements, the charity has corrected its recognition of grants. This has the potential to increase the volatility in the charity's reported financial performance. For example, approximately £190k of income recognised to 31 March 2022 is not budgeted to be spent until after the year end, so this year's surplus may be followed next year by a deficit, even while our services remain financially sustainable.

The principal risks and uncertainties facing the charity identified by the trustees and the related mitigations are:

- Retention and development of brilliant staff - we provide a staff thank you package and regularly review pay and benefits to ensure they remain competitive. We provide supervision and training opportunities to enhance staff skills. We maintain up-to-date job and work procedure descriptions to facilitate the rapid recruitment and induction of new staff.
- Insecurity of funding - we have developed a fundraising strategy and increased fundraising and application writing skills and capacity within the charity. We maintain reserves to fill short-term funding gaps.

These are not the only risks facing the charity. The trustees manage a risk register to monitor and manage risks.

Reserves policy

'Free 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), any 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.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

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 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 services, this means that free reserves – which exclude the value of fixed assets – should be between £106,000 and £212,000.

Free reserves as at 31 March 2022 were £169,329 (2021 (restated) - £83,601). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity 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, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (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 charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The Brigstowe Project

Report of the trustees

For the year ended 31 March 2022

Independent examiners

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 15 December 2022 and signed on their behalf by

TM Sharkey

Thomas Sharkey - Chair

Independent examiner's report

To the trustees of

The Brigstowe Project

I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2022, which are set out on pages 28 to 46.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable company'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 charitable 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 (ICAEW), which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those 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.

Alison Godfrey

Date: 16 December 2022

Alison Godfrey FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

The Brigstowe Project

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
Income from:					
Donations and legacies					
<i>Grants for services</i>	3	472,901	-	472,901	417,364
<i>Other grants and donations</i>	4	16,079	75,082	91,161	38,136
Charitable activities	5	-	70,323	70,323	29,700
Other trading activities	6	-	13,447	13,447	2,354
Investments		-	1,504	1,504	1,516
Total income		<u>488,980</u>	<u>160,356</u>	649,336	<u>489,070</u>
Expenditure on:					
Raising funds		-	18,916	18,916	23,349
Charitable activities		<u>463,896</u>	<u>56,567</u>	520,463	<u>380,008</u>
Total expenditure	8, 9	<u>463,896</u>	<u>75,483</u>	539,379	<u>403,357</u>
Net income and net movement in funds	10	25,084	84,873	109,957	85,713
Reconciliation of funds:					
Total funds brought forward as previously stated		99,408	88,144	187,552	192,548
Prior period adjustments	20	<u>158,014</u>	<u>(1,126)</u>	156,888	<u>66,179</u>
Total funds brought forward (as restated)		<u>257,422</u>	<u>87,018</u>	344,440	<u>258,727</u>
Total funds carried forward		<u>282,506</u>	<u>171,891</u>	454,397	<u>344,440</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 18 to the accounts.

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project
Registered company number 03107835
Balance sheet

As at 31 March 2022

	Note	£	2022 £	Restated 2021 £
Fixed assets				
Tangible assets	13		5,045	6,727
Current assets				
Debtors	14	74,848		144,968
Investments: cash equivalents on deposit		270,978		81,990
Cash at bank and in hand		153,362		203,972
			499,188	430,930
Liabilities				
Creditors: amounts falling due within 1 year	15	(49,836)		(93,217)
Net current assets			449,352	337,713
Net assets	17		454,397	344,440
Funds				
Restricted funds	18		282,506	257,422
Unrestricted funds				
General funds			171,891	87,018
Total charity funds			454,397	344,440

The trustees are satisfied that the charity 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(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity 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 charity 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 charity.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 15 December 2022 and signed on their behalf by



Dominic Eastham - Treasurer

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project

Statement of cash flows

For the year ended 31 March 2022

	2022	2021
	£	£
Cash used in operating activities:		
Net movement in funds	109,957	85,713
Adjustments for:		
Depreciation charges	1,682	2,244
Dividends, interest and rents from investments	(1,504)	(1,516)
Decrease / (increase) in debtors	70,120	(118,426)
(Decrease) / increase in creditors	(43,381)	24,421
Net cash provided by / (used in) operating activities	<u>136,874</u>	<u>(7,564)</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	1,504	1,516
Purchase of tangible fixed assets	-	(2,226)
Net cash provided by / (used in) investing activities	<u>1,504</u>	<u>(710)</u>
Increase / (decrease) in cash and cash equivalents in the year	138,378	(8,274)
Cash and cash equivalents at the beginning of the year	<u>285,962</u>	<u>294,236</u>
Cash and cash equivalents at the end of the year	<u><u>424,340</u></u>	<u><u>285,962</u></u>
Cash and cash equivalents comprises:		
Investments: cash equivalents on deposit	270,978	81,990
Cash at bank and in hand	<u>153,362</u>	<u>203,972</u>
	<u><u>424,340</u></u>	<u><u>285,962</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

The notes on pages 31 to 46 form part of these financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

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 in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Brigstowe Project meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. At 31 March 2022, the charity holds unrestricted, general reserves of £171,891 and a cash and cash equivalent balance of £424,340. The trustees consider that the charity has sufficient cash reserves, confirmed future funding and sufficient control over expenditure to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. 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. Restricted funds comprise income received to be used for particular restricted purposes specified by the donor or when funds are raised, less associated costs.

d) Income

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

Income received in advance of entitlement is deferred until criteria for income recognition are met.

For grants without performance conditions, entitlement usually exists when a written offer of funding is received by the charity. However, where a funder has the right to suspend grant instalment payments, only the first instalment is recognised on the formal grant offer, with subsequent instalments recognised on receipt.

Grants are included as income from charitable activities where these amount to a contract for services, but as donations and legacies otherwise.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

e) Expenditure and irrecoverable VAT

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

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

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.

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

f) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the support costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These support costs have been allocated between expenditure on charitable activities based on the proportion of direct staff time by each activity as follows:

	2022	2021
Raising funds	1.1%	4.2%
Charitable activities	98.9%	95.8%

g) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are 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.

h) Current asset investments

Current asset investments consist of cash held on deposit in interest bearing accounts. Such investments are measured at their fair value.

i) Debtors

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

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

j) Cash at bank and in hand

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

k) Creditors

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.

l) Financial instruments

The charitable company 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.

m) Pension costs

The company operates a defined contribution pension scheme for its employees. The pension charge represents the amounts payable by the charity to the scheme in respect of the year. There are no further liabilities other than that already recognised in the statement of financial activities.

n) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods. There are no key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	Restated 2021 Total £
Income from:			
Donations and legacies			
<i>Grants for services</i>	417,364	-	417,364
<i>Other grants and donations</i>	4,545	33,591	38,136
Charitable activities	-	29,700	29,700
Other trading activities	-	2,354	2,354
Investments	-	1,516	1,516
Total income	<u>421,909</u>	<u>67,161</u>	<u>489,070</u>
Expenditure on:			
Raising funds	-	23,349	23,349
Charitable activities	<u>334,765</u>	<u>45,243</u>	<u>380,008</u>
Total expenditure	<u>334,765</u>	<u>68,592</u>	<u>403,357</u>
Net income	87,144	(1,431)	85,713
Transfers between funds	<u>236</u>	<u>(236)</u>	<u>-</u>
Net movement in funds	<u>87,380</u>	<u>(1,667)</u>	<u>85,713</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
Advice and support service				
Bristol City Council	86,174	-	86,174	89,919
Henry Smith Charity	20,370	-	20,370	18,725
North Somerset Council	8,240	-	8,240	8,240
South Gloucestershire Council	8,960	-	8,960	8,960
Bristol Wessex Billing Services Ltd	1,100	-	1,100	1,000
	<u>124,844</u>	<u>-</u>	<u>124,844</u>	<u>126,844</u>
Migrant advice and support service				
MAC AIDS Fund	-	-	-	10,000
Lloyds Bank Foundation	-	-	-	17,525
Wessex Water Community Fund	3,000	-	3,000	-
Quartet Foundation	5,000	-	5,000	-
Edward Gostling Foundation	5,000	-	5,000	-
Henry Smith Charity	8,532	-	8,532	6,000
	<u>21,532</u>	<u>-</u>	<u>21,532</u>	<u>33,525</u>
Positive Voices				
Big Lottery Fund	76,706	-	76,706	66,680
Henry Smith Charity	14,398	-	14,398	15,875
Bristol City Council	2,581	-	2,581	5,239
Sports England	10,000	-	10,000	-
South Gloucestershire Council	3,840	-	3,840	3,840
Bristol City Council Public Health	43,614	-	43,614	35,365
	<u>151,139</u>	<u>-</u>	<u>151,139</u>	<u>126,999</u>
Peer support for non-HIV long-term conditions				
Quartet Foundation	20,000	-	20,000	8,920
Engagement support service				
Bristol City Council Public Health	5,386	-	5,386	-

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations and legacies: grants for services (continued)

	Restricted £	Unrestricted £	2022 Total £	Restated 2021 Total £
Common Ambition Bristol				
The Health Foundation	140,000	-	140,000	83,697
Bristol City Council Public Health	-	-	-	20,834
	<u>140,000</u>	<u>-</u>	<u>140,000</u>	<u>104,531</u>
Covid-19 Client Welfare				
Gilead Sciences Ltd	10,000	-	10,000	7,000
Lloyds Bank Foundation	-	-	-	6,045
Quartet Foundation	-	-	-	3,000
Groundwork	-	-	-	500
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>16,545</u>
Total income from grants for services	<u><u>472,901</u></u>	<u><u>-</u></u>	<u><u>472,901</u></u>	<u><u>417,364</u></u>

All income from grants for services in the prior period was restricted.

4. Income from donations and legacies: other grants and donations

	Restricted £	Unrestricted £	2022 Total £
Donations (including related gift aid)	3,000	35,081	38,081
Membership dues	-	1	1
Rank Foundation	13,079	-	13,079
The King's Fund GSK IMPACT Award	-	40,000	40,000
	<u>16,079</u>	<u>75,082</u>	<u>91,161</u>
Prior period comparative:			
	Restricted £	Unrestricted £	Restated 2021 Total £
Donations (including related gift aid)	4,545	15,506	20,051
Membership dues	-	1	1
National Lottery Awards for All	-	10,000	10,000
Coronavirus Job Retention Scheme	-	8,084	8,084
	<u>4,545</u>	<u>33,591</u>	<u>38,136</u>
Total income from other grants and donations	<u><u>4,545</u></u>	<u><u>33,591</u></u>	<u><u>38,136</u></u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

5. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Positive Voices				
HIV awareness training	-	4,390	4,390	1,200
Peer support for non-HIV long-term conditions				
Sirona Care & Health	-	65,933	65,933	-
Bristol Community Health	-	-	-	28,500
Total income from charitable activities	<u>-</u>	<u>70,323</u>	<u>70,323</u>	<u>29,700</u>

All income from charitable activities in the prior period was unrestricted.

6. Income from other trading activities

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Charges for facilities	-	1,627	1,627	1,954
Other income generating activities	-	11,820	11,820	400
Total income from other trading activities	<u>-</u>	<u>13,447</u>	<u>13,447</u>	<u>2,354</u>

All income from other trading activities in the prior period was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, North Somerset Council, South Gloucestershire Council, the National Lottery and Sport England to fund charitable activities. The total value of such grants in the period ending 31 March 2022 was £254,501 (2021: £257,161 from Bristol City Council, North Somerset Council, South Gloucestershire Council, Coronavirus Job Retention Scheme and National Lottery). There are no unfulfilled conditions or contingencies attaching to these grants in 2021/22.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see below) £	2022 Total £
Costs of raising funds:				
Fundraising events and applications	15,902	1,664	1,350	18,916
Costs of charitable activities:				
Advice and support service	75,281	1,322	39,440	116,043
Migrant advice and support service	20,965	1,407	10,391	32,763
Positive Voices	79,393	8,602	39,087	127,082
Peer support for other long-term conditions	61,730	3,871	13,410	79,011
Common Ambition Bristol	45,573	81,036	17,416	144,025
Engagement support service	6,429	418	4,871	11,718
Other charitable activities	-	9,779	42	9,821
	<u>289,371</u>	<u>106,435</u>	<u>124,657</u>	<u>520,463</u>
Total expenditure	<u>305,273</u>	<u>108,099</u>	<u>126,007</u>	<u>539,379</u>
Prior period comparative				
	Direct staff costs £	Direct other costs £	Support costs (see below) £	2021 Total £
Costs of raising funds:				
Fundraising events and applications	16,037	2,770	4,542	23,349
Costs of charitable activities:				
Advice and support service	71,855	2,464	45,700	120,019
Migrant advice and support service	19,813	1,193	11,760	32,766
Positive Voices	51,022	4,550	29,091	84,663
Client activities and events	1	931	2,919	3,851
Peer support for other long-term conditions	42,807	1,099	9,557	53,463
HIV awareness raising	14,757	(121)	-	14,636
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
	<u>209,492</u>	<u>65,703</u>	<u>104,813</u>	<u>380,008</u>
Total expenditure	<u>225,529</u>	<u>68,473</u>	<u>109,355</u>	<u>403,357</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

9. Support costs

	2022	2021
	Total	Total
	£	£
Support staff costs	73,489	63,959
Recruitment, training and other staff costs	387	2,239
Bookkeeping	2,438	2,274
Insurance	1,515	1,718
Premises costs	18,560	15,835
Office equipment and IT support	12,839	6,767
Photocopying, printing, stationery and postage	1,286	1,291
Telephone	2,496	2,114
Depreciation	1,682	2,244
Publicity	4,368	1,158
Legal and professional fees	1,265	1,117
Other support costs	1,431	1,404
Fundraising consultants	1,350	4,542
Governance costs	2,901	2,693
	<u>126,007</u>	<u>109,355</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

10. Net movement in funds

This is stated after charging:

	2022	2021
	£	£
Depreciation	1,682	2,244
Independent examiner's remuneration:		
▪ Independent examination (including VAT)	<u>2,340</u>	<u>1,956</u>

11. Staff costs and numbers

Staff costs were as follows:

	2022	2021
	£	£
Salaries and wages	340,438	255,798
Social security costs	18,717	18,344
Pension costs	<u>19,607</u>	<u>15,346</u>
	<u>378,762</u>	<u>289,488</u>

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operation and HIV Senior Advice and Support Worker. The total employee benefits of the key management personnel (including employer's pension and national insurance costs) were £106,058 (2021: £109,564).

	2022	2021
	No.	No.
Average head count	<u>13.75</u>	<u>10.70</u>

12. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
As at 1 April 2021 and 31 March 2022	<u>16,844</u>	<u>3,870</u>	<u>20,714</u>
Depreciation			
At 1 April 2021	11,211	2,776	13,987
Charge for the year	<u>1,408</u>	<u>274</u>	<u>1,682</u>
At 31 March 2022	<u>12,619</u>	<u>3,050</u>	<u>15,669</u>
Net book value			
At 31 March 2022	<u>4,225</u>	<u>820</u>	<u>5,045</u>
At 31 March 2021	<u>5,633</u>	<u>1,094</u>	<u>6,727</u>

14. Debtors

	2022 £	Restated 2021 £
Accrued income	69,999	141,172
Prepayments	3,099	2,596
Other debtors	<u>1,750</u>	<u>1,200</u>
	<u>74,848</u>	<u>144,968</u>

15. Creditors : amounts due within 1 year

	2022 £	Restated 2021 £
Trade creditors	1,043	4,109
Accruals	18,438	36,851
Other taxation and social security	15,193	6,642
Other creditors	5,229	1,135
Deferred income (see note 16)	<u>9,933</u>	<u>44,480</u>
	<u>49,836</u>	<u>93,217</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

16. Deferred income

	2022	Restated
	£	2021
		£
At 1 April 2021	44,480	57,025
Deferred during the year	9,933	44,480
Released during the year	(44,480)	(57,025)
	<u>9,933</u>	<u>44,480</u>
At 31 March 2022	<u>9,933</u>	<u>44,480</u>

Deferred income relates to contract income received by The Brigstowe Project in advance of provision of service and grant funds received where early spend is prohibited by the grant agreement wording.

17. Analysis of net assets between funds

	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	2,483	2,562	5,045
Current assets	280,023	219,165	499,188
Current liabilities	-	(49,836)	(49,836)
	<u>282,506</u>	<u>171,891</u>	<u>454,397</u>
Net assets at 31 March 2022	<u>282,506</u>	<u>171,891</u>	<u>454,397</u>
	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	3,310	3,417	6,727
Current assets	264,112	166,818	430,930
Current liabilities	(10,000)	(83,217)	(93,217)
	<u>257,422</u>	<u>87,018</u>	<u>344,440</u>
Net assets at 31 March 2021	<u>257,422</u>	<u>87,018</u>	<u>344,440</u>

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds

	Restated at 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
Restricted funds					
Information, advice and support services	132,844	149,376	(149,672)	-	132,548
All in	10,260	-	-	(10,260)	-
Local Sustainability	2,235	-	(559)	-	1,676
Positive Voices funds	26,295	151,139	(128,087)	37,347	86,694
HIV Awareness Raising	27,087	-	-	(27,087)	-
Common Ambition Bristol	57,848	140,000	(144,335)	-	53,513
Covid-19 Client Welfare	-	10,000	(9,659)	-	341
North Somerset capital grant	11	-	(3)	-	8
Engagement support	-	18,465	(11,581)	-	6,884
Non-HIV peer support development	-	20,000	(20,000)	-	-
Other restricted funds	842	-	-	-	842
Total restricted funds	257,422	488,980	(463,896)	-	282,506
Unrestricted funds					
General funds	87,018	160,356	(75,483)	-	171,891
Total unrestricted funds	87,018	160,356	(75,483)	-	171,891
Total funds	344,440	649,336	(539,379)	-	454,397

Purposes of restricted funds

Information, advice and support services

For the 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 the 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.

All in fund

To support the All In group's activities, including contributions to staff costs and overheads. From 1 April 2021, these activities were moved within the Positive Voices service.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds (continued)

Purposes of restricted funds

Local Sustainability	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.
Positive Voices funds	For the provision of peer support, recently diagnosed groups and HIV awareness training, including appropriate contributions to the charity's overheads.
HIV Awareness Raising	For raising awareness of HIV and tackling discrimination. From 1 April 2021, these activities were moved within the Positive Voices service.
Common Ambition Bristol	To support 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.
Covid-19 Client Welfare	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.
North Somerset capital grant	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.
Engagement support service	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
Non-HIV peer support development	Funding to develop the Peer Partnership programme, which aims to expand the provision of peer support for people with long term conditions or protected characteristics, and provide a source of sustainable income for the organisation.

Transfers

Transfers between restricted funds are due to activities under the All In fund and HIV Awareness Raising fund continuing under the Positive Voices umbrella in the 2022/23 financial year.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

18. Movements in funds (continued)

Prior period comparative

	Restated at 1 April 2020 £	Income £	Expenditure £	Transfers between funds £	Restated at 31 March 2021 £
Restricted funds					
Information, advice and support services	126,347	161,369	(154,872)	-	132,844
All in	7,093	7,159	(3,992)	-	10,260
Local Sustainability	2,980	-	(745)	-	2,235
Positive Voices funds	26,406	85,675	(85,786)	-	26,295
HIV Awareness Raising	6,359	35,365	(14,637)	-	27,087
Common Ambition Bristol	-	104,531	(46,683)	-	57,848
Covid-19 Client Welfare	-	18,890	(19,126)	236	-
North Somerset capital grant	15	-	(4)	-	11
Other restricted funds	842	8,920	(8,920)	-	842
Total restricted funds	170,042	421,909	(334,765)	236	257,422
Unrestricted funds					
General funds	88,685	67,161	(68,592)	(236)	87,018
Total unrestricted funds	88,685	67,161	(68,592)	(236)	87,018
Total funds	258,727	489,070	(403,357)	-	344,440

19. Related party transactions

There was no trustee remuneration in the current or prior period.

No trustees were reimbursed expenses (2021 - one trustee was reimbursed £78 for the total cost of a trustee meal).

Management used £215 (2021 - £165) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in Note 11.

The Brigstowe Project

Notes to the financial statements

For the year ended 31 March 2022

20. Prior period adjustment

The comparative figures for 2021 in these financial statements are restated to correct the recognition and classification of grant income.

Previously, the charity incorrectly deferred recognition of grants funding services until the period in which those services were supplied, even when the charity was entitled to the funds. This is contrary to the requirements of the Charities SORP. As detailed in the table below, restatements recognising income earlier increased total funds brought forward at 1 April 2020, increased income for the year ended 31 March 2021, increased accrued income at 31 March 2021 and decreased deferred income at 31 March 2021 from the amounts previously stated.

In addition, on re-examination of a grant agreement, it was noted £17,433 of restricted income was incorrectly shown as unrestricted. This has been corrected in these financial statements, but the impact is mitigated by the issue above and unrestricted income has decreased by only £1,126.

Finally, grants funding services were included in income from charitable activities, even where they were non-performance-related grants. In accordance with the Charities SORP, non-performance-related grants should be included within income from donations and legacies. Restatements reclassifying income increased income from donations and legacies and reduced income from charitable activities for the year end 31 March 2021 from the amounts previously stated, as detailed below.

	As previously stated 2021 £	Adjustment 2021 £	As restated 2021 £
Statement of financial activities			
Income from donations and legacies:			
donations for services	-	417,364	417,364
Income from donations and legacies:			
other grants and donations	35,885	2,251	38,136
Income from charitable activities	358,606	(328,906)	29,700
Total income	398,361	90,709	489,070
Net (expenditure)/income	(4,996)	90,709	85,713
Funds brought forward at 1 April 2020	192,548	66,179	258,727
Funds carried forward at 31 March 2021	187,552	156,888	344,440
Balance sheet			
Accrued income (note 14)	49,870	91,302	141,172
Debtors	53,666	91,302	144,968
Deferred income (note 15)	(110,066)	65,586	(44,480)
Creditors: amounts falling due within 1 year	(158,803)	65,586	(93,217)
Net current assets	180,825	156,888	337,713
Net assets	187,552	156,888	344,440
Restricted funds	99,408	158,014	257,422
General funds	88,144	(1,126)	87,018
Total charity funds	187,552	156,888	344,440

There is no restatement of the statement of cash flows; these are the first financial statements in which a statement of cash flows is presented as the charity was previously exempt.