

Company no. 03107835  
Charity no. 1049945

**The Brigstowe Project**  
**Report and Unaudited Financial**  
**Statements**  
**31 March 2023**



# Impact Report 2022/2023



Break Out Voices, Bristol Temple Meads bucket collection

*"They have granted my leave!!!! I am thrilled it has been a long road but now it's 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."*

- Migrant & Asylum Support Client



*"Because of the mentoring I'm able to say HIV out loud now, which I couldn't even say before. I used to say 'the you know what'. I feel a lot more confident in myself, I don't feel so uptight. That's what's changed."*

- HIV Peer Mentee



Common Ambition Bristol Team



Anti-Stigma March, London

*"Thank you so much for all your time supporting me with all the necessary needs regarding my health, food, and wellbeing. I feel a lot better with your support and you bring me hope that living with HIV is not a death sentence, but a virus like any other."*

- Advice & Support Client





## 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



**It's a fact:** people living with HIV, who have an undetectable viral load have **ZERO** risk of transmitting the virus to their sexual partners.



**brigstowe**

positive change together

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## An Overview from our CEO – Rami Ghali

Over the last year, Brigstowe has supported more people than ever. The number of people supported has risen from 273 to 489, which includes individuals who accessed our type 2 diabetes and long COVID services. Many of our HIV clients accessed multiple Brigstowe services.

World events over the last year have been tumultuous. In particular, the invasion of Ukraine in February 2022 has had a huge impact on our world. Obviously, those most affected are the Ukrainian people, but the cost-of-living crisis has affected people worldwide, especially the most vulnerable.

The cost of living has impacted on people's ability to afford essential household bills. We are therefore very grateful to the Gilead Foundation for continuing to fund our Client Welfare Fund. This fund enabled us to meet the urgent needs of clients in severe financial hardship. These funds are awarded by our Advice and Support Service and our Migrant and Asylum Support Service.

These advice and support services are accredited through the Advice Quality Standard. Our biennial audit took place in March 2023. The auditor was extremely impressed with the quality of advice and how well the organisation is run. He has audited approximately 500 organisations and commented that Brigstowe is amongst the best.

The cost-of-living crisis has also had a big impact on Brigstowe itself. Our expenditure, much of which relates to staff costs, is rising, yet our funding is fixed and, in some cases, coming to an end. We are grateful to those funders who have recognised the precarious situation affecting charities and awarded Brigstowe a cost-of-living rise. We are working hard on fundraising to plug the gap so that we can ensure we continue to hold the equivalent of 3 to 6 months of expenditure in line with our reserves policy. This will ensure the future sustainability of Brigstowe and allow us to continue to provide support to our beneficiaries.

Over the last year, the impact of COVID-19 has eased. However, other viruses and conditions continue to greatly impact many individuals. This year Brigstowe has supported 250 people living with HIV, 141 with long COVID and 98 with type 2 diabetes. The Peer Partnership (the brand for our non-HIV work) now has a comprehensive range of one-to-one and group peer support services

that are transferable to different conditions and situations. We can deliver these services ourselves or provide consultancy to support other organisations to set up services.

Our newer HIV services are making great progress. Common Ambition Bristol (CAB) is a community-powered partnership programme that aims to increase HIV testing and reduce HIV stigma amongst African and Caribbean heritage communities. We're so grateful to our community members and our other partners who make CAB so special. Attendance at our monthly community testing clinic at Charlotte Keel Health Centre is rising steadily along with outreach to barber shops, hairdressers, and other black businesses. More recently, in July 2023, we launched a second monthly clinic hosted by Montpelier Health Centre.

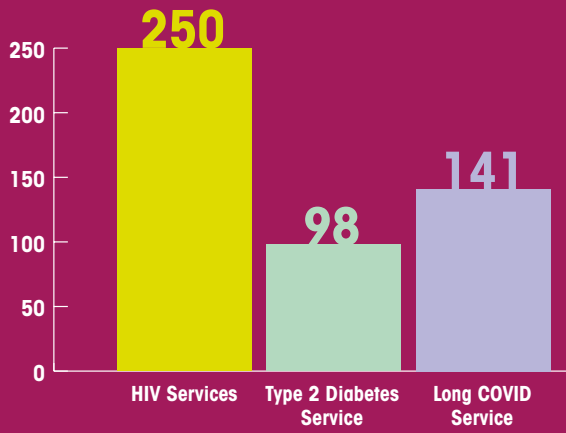
We started an Engagement Support Service in January 2022, working closely with HIV clinicians at Southmead Hospital to support people who are having difficulty engaging with their treatment. We've already seen the difference this service has made with many individuals now taking their medication as prescribed and achieving an undetectable viral load. This will have a hugely positive impact on their health outcomes and means that they can't pass the virus on to sexual partners.

Finally, Brigstowe continues to work hard to achieve its vision: a world in which people living with HIV and other long-term health conditions and protected characteristics live long and healthy lives, free from poverty, stigma, prejudice, and discrimination. We continue to co-chair the stigma workstream for Bristol Fast-Track Cities, raise awareness of HIV through our World AIDS Day programme of events, which also included, for the first time, a two-week billboard and bus stop sign campaign, and, following our Equity, Diversity and Inclusion consultation last year, we have now published our strategy and three-year action plan on our website.

**Rami Ghali**, *Chief Executive Officer*

# Who are our Service Users

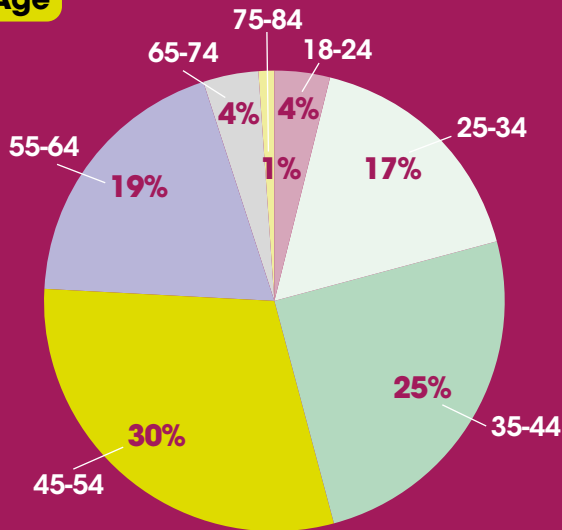
## Service Accessed



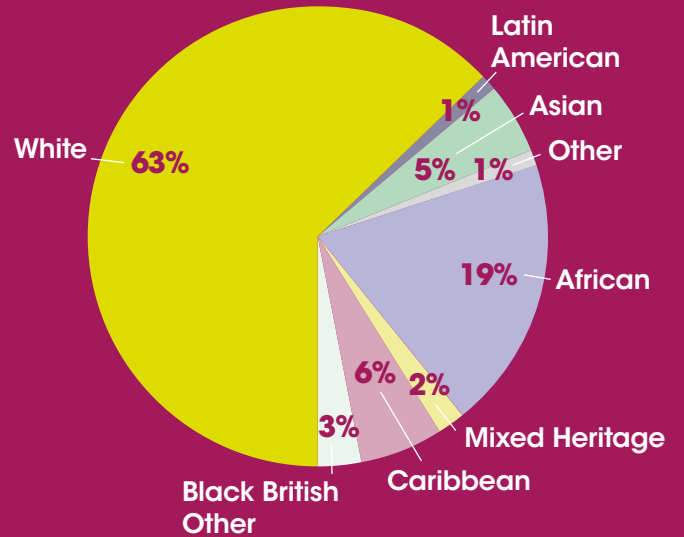
## Where Do They Live? \*Data Not Collected for Long COVID



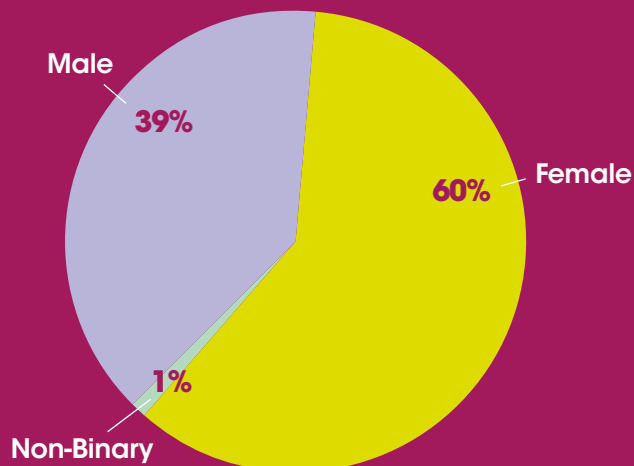
## Age



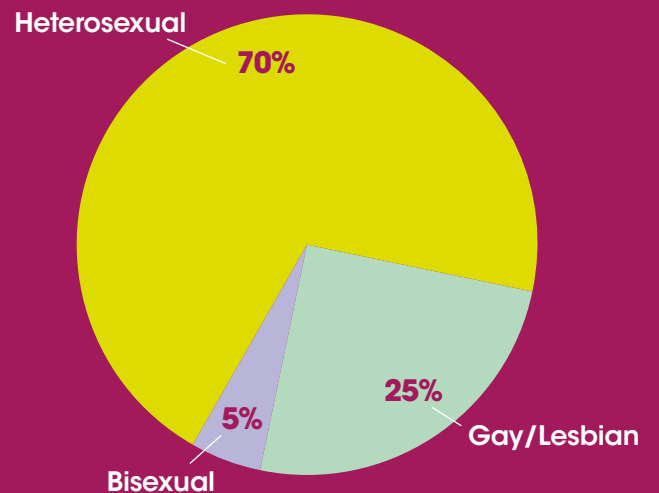
## Ethnic Group



## Gender



## Sexuality \*Data Not Collected for Long COVID



# Equity, Diversity and Inclusion (EDI) Strategy and Action Plan

Following on from last year's Equity, Diversity and Inclusion (EDI) Report, we now have our first EDI Strategy and Action Plan. It sets out Brigstowe's commitment, vision and ambition to do more to create an inclusive society and workplace and outlines the commitments we are making over the next three years. This strategy is a 'live' document that can be adapted in line with the changing needs of our beneficiaries, volunteers, and the external environment.



For the full version of our EDI Strategy and Action Plan along with our EDI Policy, please scan this QR code or visit <https://www.brigstowe.org/about/our-values/>



YEAR 1 - 2023/24	YEAR 2 - 2024/25	YEAR 3 - 2025/26
<ul style="list-style-type: none"> <li>• Launch the strategy and action plan within our networks and partnerships</li> <li>• Review internal data and that of our clinic partners to identify gaps in representation</li> <li>• Develop targets and include them in the business plan</li> <li>• Appoint staff and board champions</li> <li>• Review our recruitment process, ensuring we are incorporating positive action measures</li> <li>• Develop a plan for improving board diversity</li> <li>• Develop a calendar of cultural events to celebrate diversity</li> <li>• Regularly include EDI statements in communications</li> <li>• Consider how EDI is kept live through specialist training, our networks, and close partnership working</li> </ul>	<ul style="list-style-type: none"> <li>• Report on our progress and publish a summary in our annual report</li> <li>• Consider appointing additional champions for protected characteristics</li> <li>• Review the use of Equality Impact Assessments in our networks and other organisations and develop our own</li> <li>• Review all policies</li> <li>• Improve our recruitment process, and if necessary, appoint a partner to help increase applications from underrepresented people</li> <li>• Consider introducing maximum terms for trustees</li> <li>• Review our publicity materials</li> <li>• Develop and communicate a disability policy</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise strategy, targets and action plan</li> <li>• Evaluate the effectiveness of champions</li> <li>• Consider reviewing some policies annually through an EDI lens</li> <li>• Seek feedback from applicants on the recruitment process</li> <li>• Consider recruiting trustees living with other long-term health conditions</li> <li>• Amend and update the calendar of cultural events</li> <li>• 100% of events to be fully accessible</li> </ul>

## Advice and Support Service

Our Advice and Support Service can help with a range of matters from finances to housing to employment. 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. We aim to improve the quality of life and independence of those we assist.



Number of service users: 156

Positive housing outcomes:

62 cases



Positive financial outcomes:

118 cases



Positive outcomes accessing rights and entitlements:

169 cases



Increased access to work:

11 cases



Obtained a total of

£79,145

through welfare benefits and grants

*"If there was no Brigstowe, I don't know what I would have done, they're there to support people."*

*"She (support worker) worked a lot with me, very helpful and understanding. 10/10. I got the carpet down she was helping with, and my house never had gas or electricity, but she helped. It meant I had a working oven!"*

*"Before (accessing Brigstowe), I was sick and tried to apply for benefits and I was refused. Since my worker's support, I'm getting all the support I need which to me is a very good service."*

”

## Engagement Support Service

The Engagement Support Service launched in January 2022. The 2022 pilot was funded by the Rank Foundation and Bristol City Council, and the service has now moved into its second year with funding generously provided by Gilead and Bristol City Council Public Health.



Michael Engagement Support Worker

### Engagement

25+ individuals

To date, the rate of engagement with clients is well above our objective of 25 individuals in the year ending December 2023.

- There have been 34 referrals into service since it launched in January 2022
- Of these, 10 were referred between January and March 2023, but a total of 19 have engaged within the same period. This is due to longer than expected periods before first contact is established, but good progress made thereafter

16 clients have become undetectable

### Outcomes U=U (Undetectable = Untransmittable): Viral Load

More importantly, our primary objective of helping 60% of clients achieve an undetectable viral load is proving successful:

- Since the launch of the service in January 2022, at least 16 clients have become undetectable
- Of those, 9 were achieved between January and March 2023

### Attendance

Nearly ALL clients have shown considerable improvements in attendance

## Reports of Improved Wellbeing

A young, single mother came to the service reporting a debilitating daily phobia of taking her HIV medication, resulting in 2 hours per day typically spent staring at her tablets and feeling nauseous at the thought of taking them. A rare case of eligibility for injectable treatment has resulted in successful bi-monthly engagement and "worrying so little about my meds that I often forget I am even on them."

An older gay man from a low-income upbringing as the eldest of five finally overcame a lifetime's habit of putting other's welfare and dietary needs over his own, making positive weight gains, alleviating the pressures of being a carer, re-engaging with the clinic and taking his HIV medication after a gap of three years.

A young man with diagnosed ADHD, anxiety issues and alcohol misuse probably set our new record for the fastest conversion to undetectable and largest overall drop in viral load copies after restarting a meds following a four-year absence.

## Migrant and Asylum Support Service

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



Clients worked with: **22**

### Outcomes

**22**  
clients

- 4** clients were granted leave as a result of referring them to solicitors, helping to gather evidence for their cases, and contacting MPs to expedite cases
- 15** clients were supported in accessing education, volunteering, or employment
- 19** clients saw a reduction in poverty

*"I feel sad that you are closing my file, but sad in a good way. I will never be able to thank you enough for everything that you did for me, and I will never forget you. The job that you guys do is life-changing, I went from a scared immigrant with no hope to a confident person with a future."*

”

## 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 with 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.

positive  
voices

## One-to-One Peer Mentoring

Our One-To-One Peer Mentoring Service enables individuals to meet regularly with a mentor who is living well with HIV. They can share experiences, provide emotional support, and discuss coping strategies in a safe and confidential space.



This year was especially exciting as we were able to recommence Clinic Peer Support at the HIV Clinic in Southmead Hospital. This service involves a peer mentor being present in a private room at the HIV Clinic offering peer support and taking referrals for Brigstowe and the Terrence Higgins Trust. We have a fortnightly presence and are working closely with the volunteers and clinicians to maximise referrals.



### Outcomes

**17** mentees fully completed the mentoring programme

Nearly **50%** of clinic sessions attended resulted in a referral

*"My ability to manage living well with HIV changed because I now know there is life after HIV. I used to be someone who skips medicines, and I was always sick, but now I'm happy and everything is going well."*

- Peer Mentee



## All In Peer Support Group

All In is our HIV Peer Support Group run in partnership with the Terrence Higgins Trust.

Following a consultation with our clients and volunteers, we implemented a series of changes to increase engagement with our All In programme. We are really happy to say that the take-up and attendance for these sessions have been excellent.



*"I was so glad to come on the trip. For me, this is an incredible opportunity to continue my social life in a new country."*

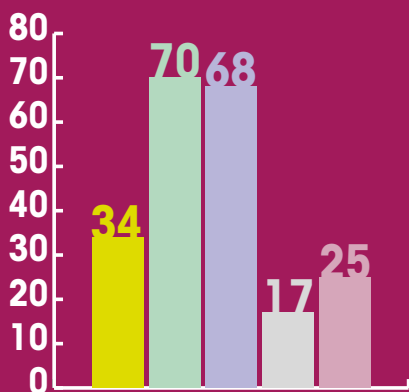
- Social Event Attendee

*"I understand much more about U=U and am a lot more confident in this. I have shared this information with others, and this feels good."*

- HIV-Focused Session Attendee



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



- 34** people reported an increase in confidence and self-esteem
- 70** people reported an improvement in their mood
- 68** people reported an increase in forming close supportive relationships and a reduction in isolation
- 17** people reported an increase in confidence in sharing their HIV status
- 25** people reported an increase in understanding of HIV and related issues

**HIV Awareness Training**

HIV-related stigma is one of the main challenges facing people living with HIV. This training busts myths, dispels fear, and educates participants so people living with HIV can live in a world that doesn't discriminate.

The training was delivered either digitally or face-to-face this reporting year. The 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.

**12**  
sessions delivered

**Outcomes**

- 94%** of attendees reported an increase in knowledge on how to get an HIV test
- 88%** of attendees reported an increase in knowledge and understanding of HIV issues
- 88%** of attendees reported a positive change in attitude around HIV issues

*"I will feedback to colleagues that this training is essential in Primary Care and the importance of being more conscious in phrasing and working around HIV."*  
- HIV Awareness Training Participant

*"I am more aware of language and how to challenge other people's negative language and stigma. It really helped hearing real-life experiences rather than just facts and textbooks."*  
- HIV Awareness Training Participant



## Common Ambition Bristol

Common Ambition Bristol (CAB) is a three-year community-powered project led by Bristowe 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.



### Community Testing Service

We launched Bristol's only walk-in HIV and STI testing service dedicated to African and Caribbean heritage populations at Charlotte Keel Medical Centre in April 2022.

*"If this clinic wasn't here, I wouldn't access services at all."*

- Clinic Attendee



### Outreach Work and Awareness-Raising

We implemented an outreach programme with 12 black-owned businesses, including barbers and community markets, with free provision of condoms and oral self-test kits, awareness raising, education, and myth-busting. So far, over 4,000 condoms have been distributed. We have hosted awareness-raising stalls at over 20 community events, including Life2020, Afrofest and the Black Business Showcase, and we have had multiple appearances on the radio, including Ujima, BCFM, BBC Bristol and BBC 1XTRA.



### CAB Talk! Test! Protect! Film

'Talk! Test! Protect!' is a short film that we launched in October 2022 that was written by, filmed with, and produced by the community. The film aims to bust myths about HIV and sexual health. It stars members of the Common Ambition Team along with local actors and community members. We held an event called 'Cinema Jam' in collaboration with local community organisation DET to launch the film; the event increased clinic attendance by 300% that month!

You can watch the film on our website at [www.commonambitionbristol.org.uk/videos](http://www.commonambitionbristol.org.uk/videos).

*"So proud of the work Aisha and her team are doing, the rest of the sector have to see the change it is having, and the impact will be felt for a long time."*

- Dr Cindy Farmer, Unity Sexual Health



Stay updated with all of our news by following us on socials or visiting the website via the QR code or at [www.commonambitionbristol.org](http://www.commonambitionbristol.org).

## Fundraising and Campaigns



2022-23 was another great year for fundraising. We would like to take this opportunity to thank all the individuals and organisations who have donated, raised funds, 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 2022

**1**  
headline sponsor

Bristol Health Partners



**6**  
events

**2**  
community fundraisers

Over £4,000 raised, a huge thank you to Don't Tell Your Mother and the Queenshilling for your amazing support



**2**  
city takeovers

2 community choirs raised over £1,000 at Broadmead shopping centre and Temple Meads station



We would like to pay tribute to all the individuals who had the courage to share their personal experiences during our 2022 World AIDS Day campaign.

## Fast-Track Cities Bristol Initiative

We are now in Year 3 of our action plan for Fast-Track Cities (FTC) Bristol. FTC is a global initiative to end the AIDS epidemic by 2030. By being a Fast-Track City, Bristol commits to delivering on the following:



- 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 (undetectable)

- 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:

**95%** of people living with HIV knowing their status

**99%** of people with diagnosed HIV on treatment

**98%** of people on treatment with suppressed viral loads (undetectable)

## Fast-Track City Bristol Tackling Stigma Work Group Achievements in Year 3:

- Successful launch of the first public U=U (Undetectable = Untransmittable) campaign
- Partnered with Bristol City Council's Adult Social Care Team to deliver three HIV Awareness training sessions to home care agencies
- Partnered with BNSSG Training Hub to deliver two HIV Awareness training sessions
- Partnered with Avon & Somerset Police to produce a mandatory e-learning module
- Designed a Bristol HIV Knowledge and Attitudes Survey and had two HIV-related questions included in the Bristol-wide Quality of Life Survey

## Bristol's First U=U Campaign

This year saw the very first U=U public campaign in Bristol. Billboards covered the city from Bedminster to Church Road to Easton to Stokes Croft and Gloucester Road; there weren't many areas where you could not see one. In total, there were 33 external billboard sites and 100 posters in indoor venues.

Alongside this, we also had U=U messaging displayed at all bus stops.



## 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 since 2014 and applying it to other long-term health conditions and protected characteristics. Over the past year, we have undertaken new service delivery, consultancy work and training.



## The Peer Partnership - Type 2 Diabetes Peer Mentoring

Our type 2 diabetes pilot ended in June 2023. This program saw peer mentors meet with individuals to share their experiences of living with the condition. The mentors provide mentees with the right information and support to help them learn more about type 2 diabetes and live well. Sessions have continued to be delivered with a blended approach of both digital and face-to-face. This year, in partnership with Sirona care & health, our peer mentors have been present at the course 'Living with Diabetes', delivered by Sirona care & health for people diagnosed with type 2 diabetes within the last 18 months. As part of the curriculum, our mentors shared their lived experience and provided support to the attendees.



### 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

*"My knowledge and understanding of diabetes, health and diet have 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. [The mentor] has given me guidance on what to eat and what 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 [the mentor] has helped me get out and into the community."*

- Mentee

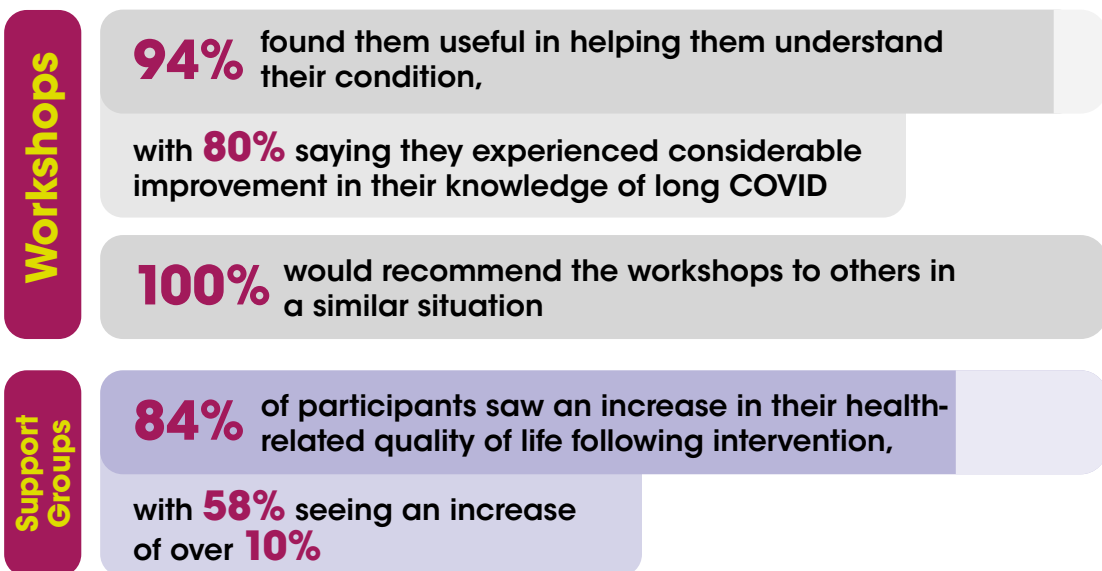


## The Peer Partnership - Long COVID Peer Mentoring

Our Long COVID Peer Support Pilot started in November 2021 and ended in April 2023. It supported participants to accept their current circumstances and improve their knowledge, confidence, and ability to manage the condition independently through peer support workshops and structured peer support groups in partnership with Sirona care & health.



### Outcomes



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

- Long COVID Workshop Attendee



## The Peer Partnership – Consultancy

Step-Together Volunteering – We have supported the development of peer support for female ex-offenders in Manchester, including four days of consultancy and outside supervision for their peer support coordinator. Step Together was 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 (UoB) – 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 completed this consultancy contract with the University at the beginning of the academic year in September 2022 and this service is now running for students.

Homerton CoRe Services – We have supported NHS services in Hackney to implement our long COVID peer support model into their long COVID clinical services. As well as the successful translation of our model into these services, we have been nominated for an award for Best Place-Based Partnership and Integrated Care Award in the HSJ Awards 2023.

Bristol After Stroke – We started to support Bristol After Stroke to implement peer support for stroke survivors in July 2023. This program will translate our type 2 diabetes one-to-one support model into a model for people living with the impacts of having experienced a stroke. It will be going live in October 2023.

## The Peer Partnership – Training

Core Peer Mentor Training – The Peer Partnership has provided seven core trainings within Brigstowe and three external core trainings with Step Together, Homerton Long COVID Clinic, and the University of Bristol. We also have two further trainings booked for Autumn 2023. A total of 50 days has been spent organising and delivering training.

External Workshops – We have developed a range of training workshops for professionals and begun to deliver them. These include:

### How to Design Peer Support

 Delivered three times since September 2022 with participants from 25 organisations

### Boundaries in the VCSE Workplace

 Delivered five times since April 2023 – two sold-out Eventbrite sessions and three organisation-specific trainings, three further bookings have been made

 100% of participants would recommend the training to others in a similar role

We would like to take this opportunity to thank our funders



**brigstowe**<sup>+</sup>  
positive change together

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

**Tel:** 0117 9555038

**Web:** [www.brigstowe.org](http://www.brigstowe.org)

**Email:** [info@brigstowe.org](mailto:info@brigstowe.org)

**Twitter:** @brigstoweinfo

**Facebook:** [www.facebook.com/brigstowe](http://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](http://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

### Reference and administrative details

For the year ended 31 March 2023

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<b>Company number</b>	03107835
<b>Charity number</b>	1049945
<b>Registered office and operational address</b>	Easton Community Centre Kilburn Street Bristol England BS5 6AW
<b>Trustees</b>	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 resigned 4 September 2023 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
<b>Chief executive officer</b>	Rami Ghali
<b>Bankers</b>	The Co-operative Bank 14 Broadmead Bristol BS1 3HH
<b>Independent examiners</b>	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 2023**

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The trustees present their report along with the financial statements of the charity for the year ended 31 March 2023.

The Impact Report and the Reference and administrative details set out on pages 1-18 form 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 2023**

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At the date of signing this report, the Trustees have applied to the Charity Commission to broaden the charity's objects so that we can help even more people.

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.

#### **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 2023/24 we will:

- Secure the financial sustainability of the organisation going forward. The majority of our funding includes no or very limited annual inflationary increases. This is compounded by some of our significant funding ending during 2023/24. We will work hard to find additional / replacement funding from a wide range of sources to ensure that we can continue to provide much needed services going forward;
- Begin implementing recommendations from a Pay & Rewards Review. The review was completed in June 2023 with assistance from an external consultant. In addition to benchmarking of staff salaries and other benefits, the review included recommendations regarding pay policies and procedures. The newly formed HR Subcommittee is tasked with making an implementation plan for the full Board of Trustees to consider;
- Engage in local authority commissioning processes related to the services we provide. It is likely that there will be several relevant commissioning processes during 2023/24 and 2024/25. We will invest time and resources to make high quality applications, in partnership with other organisations where appropriate, to maximise the chance of securing long term funding for our services;
- Continue to deliver and review our Equity, Diversity and Inclusion Strategy and Three Year Action Plan which is published on our website; and
- Continue to develop The Peer Partnership brand which we are using to deliver training, consultancy and service provision relating to peer support. 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. This work will be guided by our strategy and three year action plan for The Peer Partnership.

#### **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.

## **The Brigstowe Project**

### **Report of the trustees**

#### **For the year ended 31 March 2023**

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##### **Financial review**

The charity made a surplus (net income) of £99,748 for the year (2022 - surplus of £109,957), with a surplus on unrestricted general funds of £7,363 (2022 – surplus of £84,873 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 £613,957 (2022 - £424,340). Net current assets have increased to £549,895 (2022 - £449,352). Total funds at the year end were £554,145 (2022 - £454,397), including restricted funds of £374,891 (2022 - £282,506). It should be noted these funds include £166,551 (2022 - £153,941) of grant income recognised in advance of its budgeted expenditure on services after the year end.

The majority of our income is from government and institutional funders. The funders and the services they are funding are identified in notes 3, 4 and 5 of the financial statements.

The vast majority (2023 - 96%, 2022 - 87%) of the grants and donations we receive are restricted to particular services and purposes. Grants for services increased from £472,901 for the year to 31 March 2022 to £550,214 for the year to 31 March 2023. This was primarily due to increased funding received for Common Ambition Bristol and additional funding for the Engagement Support Service that commenced at the end of the previous year. Other grants and donations have remained relatively steady at £97,264 (2022 - £91,161), with support from the public remaining strong in the face of the cost of living crisis: donations including gift aid were £28,882 (2022 - £38,081). Income from individual donors and fundraising events supports services not fully funded by government or institutional funders.

Income from charitable activities has increased to £114,345 (2022 - £70,323), reflecting more earned under our contracts with Sirona Care & Health to provide peer support to people with Type 2 Diabetes and Long Covid. This income funds the provision of those services. Any surplus, together with income from non-charitable trading and interest on bank deposits provides valuable unrestricted funding to support the development of The Peer Partnership brand and pilot projects.

The charity had £411,215 (2022 - £270,978) 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.

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.

## **The Brigstowe Project**

### **Report of the trustees**

#### **For the year ended 31 March 2023**

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##### **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.

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 £138,000 and £276,000.

Free reserves as at 31 March 2023 were £176,866 (2022 - £169,329). This is within the target range. Trustees are watchful for opportunities to apply reserves in productive ways to achieve the charity's objects.

## The Brigstowe Project

### Report of the trustees

**For the year ended 31 March 2023**

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#### **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.

#### **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 November 2023 and signed on their behalf by

*TM Sharkey*

Thomas Sharkey - Chair

## Independent examiner's report

To the trustees of

### The Brigstowe Project

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I report to the trustees on my examination of the accounts of The Brigstowe Project (the charitable company) for the year ended 31 March 2023, which are set out on pages 25 to 42.

#### 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 November 2023

**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 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
<b>Income from:</b>					
Donations and legacies					
<i>Grants for services</i>	3	550,214	-	<b>550,214</b>	472,901
<i>Other grants and donations</i>	4	71,923	25,341	<b>97,264</b>	91,161
Charitable activities	5	-	114,345	<b>114,345</b>	70,323
Other trading activities	6	-	9,825	<b>9,825</b>	13,447
Investments		-	4,208	<b>4,208</b>	1,504
<b>Total income</b>		<b>622,137</b>	<b>153,719</b>	<b>775,856</b>	<b>649,336</b>
<b>Expenditure on:</b>					
Raising funds		-	22,084	<b>22,084</b>	18,916
Charitable activities					
<i>Advice and support service</i>		124,224	174	<b>124,398</b>	116,043
<i>Migrant advice and support service</i>		37,550	-	<b>37,550</b>	32,763
<i>Positive Voices</i>		143,768	-	<b>143,768</b>	127,082
<i>Peer support for non-HIV     long-term conditions</i>		52	123,550	<b>123,602</b>	79,011
<i>Common Ambition Bristol</i>		165,846	-	<b>165,846</b>	144,025
<i>Engagement support service</i>		48,224	-	<b>48,224</b>	11,718
<i>Other charitable activities</i>		10,088	548	<b>10,636</b>	9,821
<b>Total expenditure</b>	8, 9	<b>529,752</b>	<b>146,356</b>	<b>676,108</b>	<b>539,379</b>
<b>Net income and net movement in funds</b>	10	<b>92,385</b>	<b>7,363</b>	<b>99,748</b>	<b>109,957</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>282,506</u>	<u>171,891</u>	<u><b>454,397</b></u>	<u>344,440</u>
<b>Total funds carried forward</b>		<u><b>374,891</b></u>	<u><b>179,254</b></u>	<u><b>554,145</b></u>	<u><b>454,397</b></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 28 to 42 form part of these financial statements.

**The Brigstowe Project**  
**Registered company number 03107835**  
**Balance sheet**

**As at 31 March 2023**

	Note	£	2023 £	2022 £
<b>Fixed assets</b>				
Tangible assets	13		<b>4,250</b>	5,045
<b>Current assets</b>				
Debtors	14	<b>39,236</b>		74,848
Investments: cash equivalents on deposit		<b>411,215</b>		270,978
Cash at bank and in hand		<b>202,742</b>		153,362
			<b>653,193</b>	499,188
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	15	<b>(103,298)</b>		(49,836)
<b>Net current assets</b>			<b>549,895</b>	449,352
<b>Net assets</b>	17		<b>554,145</b>	454,397
<b>Funds</b>				
Restricted funds	18		<b>374,891</b>	282,506
Unrestricted funds				
General funds			<b>179,254</b>	171,891
<b>Total charity funds</b>			<b>554,145</b>	454,397

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 November 2023 and signed on their behalf by



Dominic Eastham - Treasurer

The notes on pages 28 to 42 form part of these financial statements.

## The Brigstowe Project

### Statement of cash flows

For the year ended 31 March 2023

	2023	2022
	£	£
<b>Cash used in operating activities:</b>		
Net movement in funds	<b>99,748</b>	109,957
Adjustments for:		
Depreciation charges	<b>1,420</b>	1,682
Dividends, interest and rents from investments	<b>(4,208)</b>	(1,504)
Decrease in debtors	<b>35,612</b>	70,120
Increase / (decrease) in creditors	<b>53,462</b>	(43,381)
<b>Net cash provided by operating activities</b>	<b>186,034</b>	136,874
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	<b>4,208</b>	1,504
Purchase of tangible fixed assets	<b>(625)</b>	-
<b>Net cash provided by investing activities</b>	<b>3,583</b>	1,504
<b>Increase in cash and cash equivalents in the year</b>	<b>189,617</b>	138,378
Cash and cash equivalents at the beginning of the year	<b>424,340</b>	285,962
<b>Cash and cash equivalents at the end of the year</b>	<b>613,957</b>	424,340
<b>Cash and cash equivalents comprises:</b>		
Investments: cash equivalents on deposit	<b>411,215</b>	270,978
Cash at bank and in hand	<b>202,742</b>	153,362
	<b>613,957</b>	424,340

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 28 to 42 form part of these financial statements.

## The Brigstowe Project

### Notes to the financial statements

#### For the year ended 31 March 2023

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#### 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, which the trustees consider appropriate having regard to the current level of unrestricted general funds held by the charity. There are no material uncertainties about the charity's ability to continue as a going concern.

##### 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 2023

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#### 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:

	2023	2022
Raising funds	1.5%	1.1%
Charitable activities		
<i>Advice and support service</i>	27.2%	31.3%
<i>Migrant advice and support service</i>	6.9%	8.2%
<i>Positive Voices</i>	26.9%	31.0%
<i>Peer support for non-HIV     long-term conditions</i>	13.1%	10.7%
<i>Common Ambition Bristol</i>	12.5%	13.8%
<i>Engagement support service</i>	11.9%	3.9%

##### 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.

## The Brigstowe Project

### Notes to the financial statements

#### For the year ended 31 March 2023

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#### 1. Accounting policies (continued)

##### 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.

##### 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 2023

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#### 2. Prior period comparatives: statement of financial activities

	Restricted	Unrestricted	2022
	£	£	Total
			£
<b>Income from:</b>			
Donations and legacies			
<i>Grants for services</i>	472,901	-	472,901
<i>Other grants and donations</i>	16,079	75,082	91,161
Charitable activities	-	70,323	70,323
Other trading activities	-	13,447	13,447
Investments	-	1,504	1,504
	<hr/>	<hr/>	<hr/>
<b>Total income</b>	<b>488,980</b>	<b>160,356</b>	<b>649,336</b>
<b>Expenditure on:</b>			
Raising funds	-	18,916	18,916
Charitable activities			
<i>Advice and support service</i>	116,043	-	116,043
<i>Migrant advice and support service</i>	32,763	-	32,763
<i>Positive Voices</i>	127,082	-	127,082
<i>Peer support for non-HIV</i>			
<i>long-term conditions</i>	20,221	58,790	79,011
<i>Common Ambition Bristol</i>	144,025	-	144,025
<i>Engagement support service</i>	11,718	-	11,718
<i>Other charitable activities</i>	12,044	(2,223)	9,821
	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	<b>463,896</b>	<b>75,483</b>	<b>539,379</b>
<b>Net income and net movement in funds</b>	<b>25,084</b>	<b>84,873</b>	<b>109,957</b>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

#### 3. Income from donations and legacies: grants for services

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
<b>Advice and support service</b>				
Bristol City Council	79,460	-	<b>79,460</b>	86,174
Henry Smith Charity	31,532	-	<b>31,532</b>	20,370
North Somerset Council	8,228	-	<b>8,228</b>	8,240
South Gloucestershire Council	8,960	-	<b>8,960</b>	8,960
Bristol Wessex Billing Services Ltd	1,320	-	<b>1,320</b>	1,100
	<u>129,500</u>	<u>-</u>	<u><b>129,500</b></u>	<u>124,844</u>
<b>Migrant advice and support service</b>				
Garfield Weston Foundation	10,000	-	<b>10,000</b>	-
National Lottery Community Fund (Awards for All)	10,000	-	<b>10,000</b>	-
Wessex Water Community Fund	3,000	-	<b>3,000</b>	3,000
Quartet Foundation	-	-	-	5,000
Edward Gostling Foundation	-	-	-	5,000
Henry Smith Charity	7,737	-	<b>7,737</b>	8,532
Other charitable trusts	4,181	-	<b>4,181</b>	-
	<u>34,918</u>	<u>-</u>	<u><b>34,918</b></u>	<u>21,532</u>
<b>Positive Voices</b>				
National Lottery Community Fund	74,925	-	<b>74,925</b>	76,706
Henry Smith Charity	10,031	-	<b>10,031</b>	14,398
Bristol City Council	-	-	-	2,581
Sports England	-	-	-	10,000
South Gloucestershire Council	3,840	-	<b>3,840</b>	3,840
Bristol City Council Public Health	54,016	-	<b>54,016</b>	43,614
	<u>142,812</u>	<u>-</u>	<u><b>142,812</b></u>	<u>151,139</u>
<b>Peer support for non-HIV long-term conditions</b>				
Quartet Foundation	-	-	-	20,000
<b>Engagement support service</b>				
Gilead Sciences Ltd	44,000	-	<b>44,000</b>	-
Bristol City Council Public Health	18,984	-	<b>18,984</b>	5,386
	<u>62,984</u>	<u>-</u>	<u><b>62,984</b></u>	<u>5,386</u>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

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

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
<b>Common Ambition Bristol</b>				
The Health Foundation	<u>170,000</u>	<u>-</u>	<u>170,000</u>	<u>140,000</u>
<b>Client Welfare</b>				
Gilead Sciences Ltd	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
<b>Total income from grants for services</b>	<u>550,214</u>	<u>-</u>	<u>550,214</u>	<u>472,901</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 £	2023 Total £
Donations (including related gift aid)	3,554	25,328	<b>28,882</b>
Membership dues	-	13	<b>13</b>
Rank Foundation	8,719	-	<b>8,719</b>
Unity Sexual Health Project	50,000	-	<b>50,000</b>
Bristol Health Partners	<u>9,650</u>	<u>-</u>	<u><b>9,650</b></u>
<b>Total income from other grants and donations</b>	<u>71,923</u>	<u>25,341</u>	<u><b>97,264</b></u>
<b>Prior period comparative:</b>			
	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	<u>-</u>	<u>40,000</u>	<u>40,000</u>
<b>Total income from other grants and donations</b>	<u>16,079</u>	<u>75,082</u>	<u>91,161</u>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

#### 5. Income from charitable activities

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
<b>Positive Voices</b>				
HIV awareness training	-	3,205	<b>3,205</b>	4,390
<b>Peer support for non-HIV long-term conditions</b>				
Sirona Care & Health	-	111,140	<b>111,140</b>	65,933
<b>Total income from charitable activities</b>	<b>-</b>	<b>114,345</b>	<b>114,345</b>	<b>70,323</b>

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

#### 6. Income from other trading activities

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Charges for facilities	-	121	<b>121</b>	1,627
Challenge event fees (Bristol 10k)	-	666	<b>666</b>	-
Other income generating activities	-	9,038	<b>9,038</b>	11,820
<b>Total income from other trading activities</b>	<b>-</b>	<b>9,825</b>	<b>9,825</b>	<b>13,447</b>

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 and the National Lottery to fund charitable activities. The total value of such grants in the period ending 31 March 2023 was £258,413 (2022: £245,501 from Bristol City Council, North Somerset Council, South Gloucestershire Council, the National Lottery and Sport England). There are no unfulfilled conditions or contingencies attaching to these grants in 2022/23.

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

#### 8. Total expenditure

	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2023 Total £
<b>Costs of raising funds:</b>				
Fundraising events and applications	18,037	1,737	2,310	22,084
<b>Costs of charitable activities:</b>				
Advice and support service	78,069	4,837	41,492	124,398
Migrant advice and support service	24,121	2,903	10,526	37,550
Positive Voices	86,890	15,716	41,162	143,768
Peer support for other long-term conditions	96,251	7,395	19,956	123,602
Common Ambition Bristol	46,598	100,143	19,105	165,846
Engagement support service	27,272	2,704	18,248	48,224
Other charitable activities	-	10,636	-	10,636
	359,201	144,334	150,489	654,024
<b>Total expenditure</b>	<b>377,238</b>	<b>146,071</b>	<b>152,799</b>	<b>676,108</b>
<b>Prior period comparative</b>				
	Direct staff costs £	Direct other costs £	Support costs (see note 9) £	2022 Total £
<b>Costs of raising funds:</b>				
Fundraising events and applications	15,902	1,664	1,350	18,916
<b>Costs of charitable activities:</b>				
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
	289,371	106,435	124,657	520,463
<b>Total expenditure</b>	<b>305,273</b>	<b>108,099</b>	<b>126,007</b>	<b>539,379</b>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

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#### 9. Support costs

	<b>2023</b>	2022
	<b>Total</b>	Total
	<b>£</b>	£
Support staff costs	<b>95,498</b>	73,489
Recruitment, training and other staff costs	<b>1,995</b>	387
Bookkeeping	<b>1,311</b>	2,438
Insurance	<b>1,658</b>	1,515
Premises costs	<b>23,988</b>	18,560
Office equipment and IT support	<b>5,921</b>	12,839
Photocopying, printing, stationery and postage	<b>2,739</b>	1,286
Telephone	<b>3,398</b>	2,496
Depreciation	<b>1,420</b>	1,682
Publicity	<b>1,763</b>	4,368
Networking and service development	<b>1,025</b>	-
Legal and professional fees	<b>1,241</b>	1,265
Other support costs	<b>3,763</b>	1,431
Fundraising consultants	<b>2,310</b>	1,350
Governance costs	<b>4,769</b>	2,901
	<b><u>152,799</u></b>	<u>126,007</u>

## The Brigstowe Project

### Notes to the financial statements

#### For the year ended 31 March 2023

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#### 10. Net movement in funds

This is stated after charging:

	<b>2023</b>	2022
	£	£
Depreciation	<b>1,420</b>	1,682
Independent examiner's remuneration:		
▪ Independent examination (excluding VAT)	<b><u>2,100</u></b>	<u>1,950</u>

#### 11. Staff costs and numbers

Staff costs were as follows:

	<b>2023</b>	2022
	£	£
Salaries and wages	<b>414,815</b>	340,438
Social security costs	<b>33,192</b>	18,717
Pension costs	<b><u>24,729</u></b>	<u>19,607</u>
	<b><u>472,736</u></b>	<u>378,762</u>

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

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, Head of Operations 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 £112,500 (2022: £106,058).

	<b>2023</b>	2022
	No.	No.
Average head count	<b><u>15.83</u></b>	<u>13.75</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 2023

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#### 13. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2022	16,844	3,870	<b>20,714</b>
Additions	<u>625</u>	<u>-</u>	<u><b>625</b></u>
At 31 March 2023	<u>17,469</u>	<u>3,870</u>	<u><b>21,339</b></u>
<b>Depreciation</b>			
At 1 April 2022	12,619	3,050	<b>15,669</b>
Charge for the year	<u>1,213</u>	<u>207</u>	<u><b>1,420</b></u>
At 31 March 2023	<u>13,832</u>	<u>3,257</u>	<u><b>17,089</b></u>
<b>Net book value At 31 March 2023</b>	<u><b>3,637</b></u>	<u><b>613</b></u>	<u><b>4,250</b></u>
At 31 March 2022	<u><u>4,225</u></u>	<u><u>820</u></u>	<u><u>5,045</u></u>

#### 14. Debtors

	2023 £	2022 £
Accrued income	<b>32,795</b>	69,999
Prepayments	<b>4,334</b>	3,099
Other debtors	<u><b>2,107</b></u>	<u>1,750</u>
	<u><b>39,236</b></u>	<u>74,848</u>

#### 15. Creditors : amounts due within 1 year

	2023 £	2022 £
Trade creditors	<b>3,097</b>	1,043
Accruals	<b>17,881</b>	18,438
Other taxation and social security	<b>8,878</b>	15,193
Other creditors	<b>53,564</b>	5,229
Deferred income (see note 16)	<u><b>19,878</b></u>	<u>9,933</u>
	<u><b>103,298</b></u>	<u>49,836</u>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

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#### 16. Deferred income

	<b>2023</b>	2022
	£	£
At 1 April 2022	<b>9,933</b>	44,480
Deferred during the year	<b>19,878</b>	9,933
Released during the year	<b>(9,933)</b>	(44,480)
At 31 March 2023	<b><u>19,878</u></b>	<b><u>9,933</u></b>

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	1,862	2,388	<b>4,250</b>
Current assets	398,407	254,786	<b>653,193</b>
Current liabilities	<u>(25,378)</u>	<u>(77,920)</u>	<b><u>(103,298)</u></b>
<b>Net assets at 31 March 2023</b>	<b><u>374,891</u></b>	<b><u>179,254</u></b>	<b><u>554,145</u></b>
<b>Prior period comparative</b>	Restricted funds £	General funds £	Total funds £
Tangible fixed assets	2,483	2,562	5,045
Current assets	306,948	192,240	499,188
Current liabilities	<u>(26,925)</u>	<u>(22,911)</u>	<u>(49,836)</u>
<b>Net assets at 31 March 2022 (restated)</b>	<b><u>282,506</u></b>	<b><u>171,891</u></b>	<b><u>454,397</u></b>

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

#### 18. Movements in funds

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
<b>Restricted funds</b>					
Information, advice and support services	132,548	167,972	(161,628)	-	<b>138,892</b>
Local Sustainability	1,676	-	(419)	-	<b>1,257</b>
Positive Voices funds	86,694	142,812	(139,864)	-	<b>89,642</b>
Common Ambition Bristol	53,513	170,000	(165,356)	-	<b>58,157</b>
Client Welfare	341	10,000	(10,088)	-	<b>253</b>
North Somerset capital grant	8	-	(2)	-	<b>6</b>
Engagement support	6,884	71,703	(48,172)	-	<b>30,415</b>
HIV awareness and stigma reduction	-	50,000	(4,223)	-	<b>45,777</b>
Other restricted funds	842	9,650	-	-	<b>10,492</b>
<b>Total restricted funds</b>	<b>282,506</b>	<b>622,137</b>	<b>(529,752)</b>	<b>-</b>	<b>374,891</b>
<b>Unrestricted funds</b>					
General funds	171,891	153,719	(146,356)	-	<b>179,254</b>
<b>Total unrestricted funds</b>	<b>171,891</b>	<b>153,719</b>	<b>(146,356)</b>	<b>-</b>	<b>179,254</b>
<b>Total funds</b>	<b>454,397</b>	<b>775,856</b>	<b>(676,108)</b>	<b>-</b>	<b>554,145</b>

#### 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.

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

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#### 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.
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.
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	Funding for the salary and development of a member of staff to work with clients that have stopped engaging with HIV treatment.
HIV awareness and stigma reduction	Funding for work related to HIV testing, promoting PrEP, Common Ambition Bristol and other HIV awareness raising and stigma reduction work.

## The Brigstowe Project

### Notes to the financial statements

For the year ended 31 March 2023

#### 18. Movements in funds (continued)

##### Prior period comparative

	At 1 April 2021 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2022 £
<b>Restricted funds</b>					
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
<b>Total restricted funds</b>	<b>257,422</b>	<b>488,980</b>	<b>(463,896)</b>	<b>-</b>	<b>282,506</b>
<b>Unrestricted funds</b>					
General funds	87,018	160,356	(75,483)	-	171,891
<b>Total unrestricted funds</b>	<b>87,018</b>	<b>160,356</b>	<b>(75,483)</b>	<b>-</b>	<b>171,891</b>
<b>Total funds</b>	<b>344,440</b>	<b>649,336</b>	<b>(539,379)</b>	<b>-</b>	<b>454,397</b>

#### 19. Related party transactions

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

Two trustees were reimbursed £73 for travel expenses (2022 - £Nil).

Management used £50 (2022 - £215) of charity funds to purchase small gifts of appreciation for each of the trustees.

Details of key management remuneration is disclosed in Note 11.