

Bristol Women's Voice
Trustees Report and Financial Statements
10th November 2016 to 31st March 2017

Charity number: 1170110

**Bristol Women's Voice
Trustees' Annual Report
10th November 2016 to 31st March 2017**

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Reference and Administrative Information

Charity name:	Bristol Women's Voice
Charity registration number:	1170110
Registered Office and Operational Address:	Brunswick Court, Brunswick Square, Bristol BS2 8PE

Trustees 2016-17

Christina Stokes
Diane Bunyan
Eleanor Vowles
Jane Duffus
Penelope Gane
Ifeoma Fox
Sanya Rajpal
Maryanne Kempf
Katherine Dawson (resigned 08/12/16)
Hannah Khan (resigned 22/12/16)
Amy Gallivan (resigned 09/01/17)
Garima Jhamb (resigned 21/03/17)
Anna Smith (appointed 13/06/17)

Structure, Governance and Management

The organisation is a Charitable Incorporated Organisation, incorporated on 10th November 2016 and registered as a charity on 10th November 2016. Its governing document is the Constitution dated 10th November 2016. Prior to this date, Bristol Women's Voice operated as an unincorporated association, which donated all of its funds to the new charity on its incorporation. During the year the Trustees delegated the day to day operation of the company to the Co-ordinator, Sian Webb.

Recruitment and Appointment of Trustees

All trustees are nominated by existing trustees, and elected by a simple majority vote at the AGM or other Trustees' Meetings. The Board of Trustees endeavours to be a diverse Board and will be looking for candidates who can bring perspectives to the leadership of the organisation that are currently under-represented.

Objects and Activities

Charitable Objects

1. The promotion, for the public benefit, of the social inclusion of women in the Bristol area, who are socially and economically excluded on grounds of their gender;
2. The promotion of equality and diversity for the public benefit by e.g.
 - a. the elimination of discrimination on the grounds of gender (and where it impacts on women: race, age, disability, sexual orientation, religion or economic disadvantage);
 - b. The advancement of education and raising awareness;
 - c. The conducting or commissioning of other research on gender equality issues and the publishing the results to the public.
3. The prevention and relief of poverty through undertaking and supporting research into factors that contribute to women's poverty and the most appropriate ways to mitigate these.

Public Benefit

The charity delivers public benefit to women and society in general by undertaking the following activities in furtherance of its objects, as stated in the constitution:

1. Providing a platform to ensure that, when key decisions are taken, women's voices have been listened to, and their ideas and concerns are shared and acted on;
2. Developing the capacity and skills of women in the Bristol area in such a way that they are better able to identify and access services and organisations, meet their needs, support each other, and to participate more fully in society;
3. Supporting women to decide the most important issues they are facing, and to influence public authorities on how they can best meet women's needs and promote gender equality;
4. Undertaking research and consultation to identify the barriers that prevent gender equality and the social and economic exclusion of women in the Bristol area and to publish the findings;
5. Organising events and activities that support women in the Bristol area to participate in public life, take part in decision- making, challenge discrimination and close gender gaps (e.g. in pay, education, access to services).

The Trustees are aware of the requirement of public benefit and seek to implement the Charity Commissioners' guidance on public benefit.

Achievements and Performance

On November 10th 2016 we gained registered, charitable status. The work we are doing remains largely the same, we are happy to be increasing our remit and starting some new projects in autumn 2017. During November 2016 we held a local business event in collaboration with the Hollie Gazzard Trust and Paladin National Stalking Advocacy Service. The latter part of November saw the annual 16 Days of Action for the International Day for the Elimination of Violence Against Women and Girls. We took part in organising an awareness week for tackling gender based violence and collated a series of events through our Bristol Zero Tolerance project.

In December, in addition to our core work, we organised a consultation for the council's proposed housing provision for domestic abuse victims and gave our formal, detailed response to the proposal. Also in December of 2016, we presented evidence to the Licensing Committee for Sexual Entertainment Venues (SEVs), submitting a detailed response to the Council's review of SEVs that campaigned for a nil-cap approach.

In March we ran a protest and social media campaign objecting to the Marriott Hotel hosting Floyd Mayweather (professional boxer and convicted domestic violence perpetrator) to demonstrate how we should take a strong stand as a Zero Tolerance city and give a show of support to survivors of domestic abuse. We were particularly concerned as this talk was on International Women's Day, an irony not lost on us and our members. Also on International Women's Day in March 2017 the Health Task Group of the Women's Commission ran a Women's Health Conference. The event brought together key professionals to discuss health inequalities experienced by women with a focus on alcohol support, mental health, healthy lifestyles, domestic violence and supporting survivors of violence. The conference was a tremendous success and contributed to an agreement to have a specific chapter on women's health in the Joint Strategic Needs Assessment. The event was chaired by Penny Gane, Chair of BWV and she and Dr Harper of Embarrassing Bodies gave keynote speeches. Professor Marianne Hester spoke about supporting survivors of domestic and sexual violence and abuse and Professor Gene Feder about the effects on women's health from gender based violence. In addition during March we organised a huge event to commemorate International Women's Day. This is an annual event and a key element of our work. International Women's Day is an opportunity to raise awareness of women's issues, as well as represent and celebrate women in the city. We pride ourselves on reaching a diverse demographic of women across our area, we make the event free and provide transport and a free crèche to increase the opportunity for women to take part. This year included a programme of festivities at the city centre location M Shed filled with talks, debates, storytelling, singing, drama and workshops. We put a lot of thought into celebrating Bristol women's successes and highlighting some key issues ranging from cultural identity and community, to women's representation, and street harassment. M Shed estimated 2500 attendees to the event.

We were invited to contribute in tandem with Councillor Nicola Bowden-Jones to improve Bristol's transport system by feeding into the Mayor's congestion task-force and the citywide transport survey. The Women's Commission has representation on the Congestion Task Group.

We have continued to work with partner organisations and, most notably, we have worked with BEING (the Bristol Equalities Influencing and Networking Group) regularly throughout this period and drafted the BEING response to the Government Select Committee on the impact of Brexit on equalities legislation. We continue to work with Fair Play South West – jointly responding to national consultations including the Industrial Strategy and on Brexit.

Our Bristol Zero Tolerance project continued to run our campaign to eliminate gender based violence in the city, and many more organisations and businesses have signed up to our campaign pledge and developed action plans. The Zero Tolerance project runs a Safe Gigs for Women campaign working with businesses and venues in the night time economy, partnering with the Police to raise awareness of consent and sexual assault. Zero Tolerance also organised a conference on promoting healthy and respectful ways of being a man.

Bristol Women's Voice has a broad membership and our membership policy is accessible on our website. We endeavour to expand and diversify our membership which continues to increase incrementally - by the end of March 17 we had 1517 on line members, 20 mail out member and 447 voting members supporting the organisation. We keep our members and subscribers up to date with our activity and other opportunities in the city via our website as well as quarterly newsletters. We also have active Facebook and Twitter accounts which promote our communications to a more extensive reach and a wider population. We post and tweet on our Facebook and Twitter pages daily to raise local, national and global issues affecting women. At the end of March 2016 we had 1665 Facebook followers and some 2600 followers on Twitter.

We applied to the Bristol Impact Fund to deliver projects that address three key areas of emerging need to support women in the city: raising awareness around young women's mental health; tackling maternity discrimination and supporting increased representation of women in power through a volunteering programme that supports women to develop skills and fulfil ambitions. We were successful in our application and funding will commence in July 2017, and will expand our staff team to include a Volunteer Coordinator.

Financial Review

The accounts for the period show a substantial surplus, due to the initial donation from the unincorporated association. This donation aside, the charity's expenditure closely matched the income for the period. The budget for expenditure in 2017-18 is determined by the grant income available for the year, therefore the Trustees are satisfied that the charity remains a going concern.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds should be at least three months of resources expended, which equates to around £17,000. At the balance sheet date free reserves amounted to £37,598, of which £17,000 has been set aside as a Contingency Reserve as per the Reserves Policy. A Redundancy Provision fund has also been created, to ensure that the potential redundancy liability for existing staff is provided for; this is calculated as £620 as at 31/03/17, and will be revised on an annual basis.

Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. 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 applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable 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 Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations.

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 confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware.

The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

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 examiner

Rupert Taylor was appointed as the charity's independent examiner during the year and has expressed his willingness to act in that capacity.

Approved by the trustees on 13th September 2017 and signed on their behalf by:

..... Penelope Gane, Trustee

..... Maryanne Kempf, Trustee

Independent examiner's report to the trustees of Bristol Women's Voice

I report on the accounts of the company for the period from 10th November 2016 to 31st March 2017 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

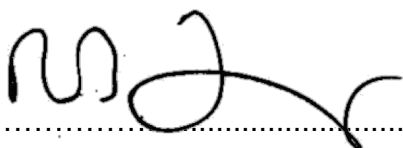
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



15th September 2017

Rupert Taylor
31 Lena St, Bristol BS5 6DB

Bristol Women's Voice
Statement of Financial Activities
(incorporating Income & Expenditure Account)
10th November 2016 to 31st March 2017

		Unrestricted funds 2017	Restricted funds 2017	Total funds 2017
	Notes	£	£	£
Income:				
Donations	[2]	37,114	-	37,114
Charitable activities	[3]	24,060	11,543	35,603
Investments		-	-	-
		-----	-----	-----
Total Income		61,174	11,543	72,717
Expenditure:				
Charitable activities	[4]	17,215	11,543	28,758
		-----	-----	-----
Total Expenditure		17,215	11,543	28,758
		-----	-----	-----
Net Income / (Expenditure)		43,959	-	43,959
Transfers between funds	[8]	-	-	-
		-----	-----	-----
Net Movement in Funds		43,959	-	43,959
Total funds brought forward		-	-	-
		-----	-----	-----
Total funds carried forward		43,959	-	43,959

Bristol Women's Voice

Balance Sheet

As at 31st March 2017

	Notes	2017 £
Fixed Assets	[5]	-
Current Assets		
Debtors and prepayments	[6]	-
Cash at bank and on hand		67,455

		67,455
Current Liabilities		
Creditors and accruals	[7]	23,496

Net Current Assets		43,959

Net Assets		43,959

The funds of the charity:

Unrestricted funds:

General funds	[8]	19,978
Designated funds	[8]	23,981

Restricted funds:

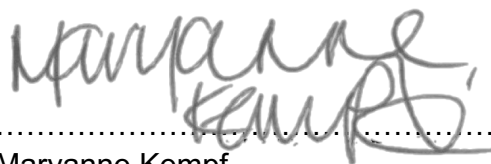
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43,959

Approved by the trustees on 13th September 2017 and signed on their behalf by:



Penelope Gane
Trustee



Maryanne Kempf
Trustee

Bristol Women's Voice

Notes to the Accounts

10th November 2016 to 31st March 2017

[1] Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Update Bulletin 1 issued on 2nd February 2016, and the Charities Act 2011.

Bristol Women's Voice 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(s).

(b) Preparation of the accounts on a going concern basis

The charity's balance sheet at 31st March 2017 is in surplus, and grant funding for 2017-18 has been secured for both core activities and the Zero Tolerance project. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

(c) Income

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

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

Income received in advance of activities is deferred until the criteria for income recognition have been met (see Note 7).

(d) Donated services and facilities

Donated professional services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. There were no such donations during the year in question. In accordance with the Charities SORP (FRS 102), the general volunteer time of trustees and volunteers is not recognised with any monetary value.

(e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(f) Fund Accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds set aside by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(g) Expenditure

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. As the charity is not registered for VAT, all VAT on expenditure is charged as a cost against the activity for which the expenditure was incurred. Expenditure is classified under the following activity headings:

[i] Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes. There were no such costs during the year in question.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

[iii] Other expenditure represents those items not falling into any other heading. There were no such costs during the year in question.

Bristol Women's Voice

Notes to the Accounts (continued)

10th November 2016 to 31st March 2017

(h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These include office costs, finance, personnel, payroll and governance costs which support the charity's charitable activities.

(i) Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

(j) Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method. Individual items costing less than £500 are not treated as fixed assets.

(k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

(l) 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 account.

(m) Creditors

Creditors are recognised where the charitable company 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

	2017 Unrestricted £	2017 Restricted £	2017 Total £
[2] <u>Income from donations</u>			
Donation from previous Bristol Women's Voice	34,174	-	34,174
Individual donations	2,939	-	2,939
	<hr/> 37,114	<hr/> -	<hr/> 37,114
[3] <u>Income from charitable activities</u>	2017 Unrestricted £	2017 Restricted £	2017 Total £
Grants:			
Bristol City Council Equalities	-	11,543	11,543
Bristol City Council Public Health	21,400	-	21,400
Avon & Somerset Police	1,600	-	1,600
University of Bristol	900	-	900
	<hr/> 23,900	<hr/> 11,543	<hr/> 35,443
Total grants	23,900	11,543	35,443
Income from events	160	-	160
	<hr/> 24,060	<hr/> 11,543	<hr/> 35,603

The charitable company receives government grants, defined as funding from Bristol City Council, to support the charity's activities. The total value of such grants in the period ending March 2017 was £32,943. There are no unfulfilled conditions or contingencies attaching to these grants in 2016-17.

Bristol Women's Voice

Notes to the Accounts (continued)

10th November 2016 to 31st March 2017

[4] Analysis of expenditure on charitable activities

	Core work £	Zero Tolerance £	Total 2017 £
<u>Direct costs:</u>			
Salaries including pension & NI	6,342	10,925	17,267
Training	155	-	155
Promotion & user engagement	105	80	185
Access costs	1,153	-	1,153
Events and meetings	831	3,420	4,251
Travel	43	124	168
Printing	79	79	159
Volunteers' expenses	203	380	583
	8,911	15,010	23,920
<u>Support costs:</u>			
Salaries including pension & NI	1,381	345	1,726
Payroll service	50	-	50
Stationery and postage	101	199	300
Repairs & renewals	1	1	2
Telephone	7	7	13
Trustees' expenses	122	-	122
Insurance	221	-	221
Rent	607	608	1,215
Website & IT support	388	200	587
Accountancy	168	168	336
Fee for independent examination	126	126	252
Bank charges	14	-	14
Total Support Costs	3,185	1,653	4,838
Total Expenditure	12,096	16,662	28,758

The charity initially identifies the costs of its support functions. The support costs are then apportioned between the two charitable activities undertaken during the year. Support costs are apportioned to these activities based on the proportions of staff time and resources used by each activity.

[5] Tangible Fixed Assets

	Equipment £
<u>Cost</u>	
Opening balance	-
Additions during the year	-
	-
<u>Depreciation</u>	
Opening balance	-
Charge for the year	-
	-
Net Book Value at 31/03/17:	-

Bristol Women's Voice

Notes to the Accounts (continued)

10th November 2016 to 31st March 2017

[6] <u>Debtors and prepayments</u>	2017
	£
Trade debtors	-

	-

[7] <u>Creditors</u>	2017
Amounts due within 12 months:	£
Trade creditors	1,403
Accruals	693
Deferred income	21,400

	23,496

Deferred income comprises grant payments for the following financial year received during the current financial year.

[8] <u>Movements in funds</u>	Balance at 10/11/2016	Income	Expenditure	Transfers between funds	Balance at 31/03/2017
<u>Restricted Funds:</u>					
Bristol City Council	-	11,543	(11,543)	-	-
	-----	-----	-----	-----	-----
Total Restricted Funds:	-	11,543	(11,543)	-	-
<u>Unrestricted Funds:</u>					
<u>Designated Funds:</u>					
Zero Tolerance	-	23,023	(16,662)	-	6,361
Redundancy Provision	-	-	-	620	620
Contingency Reserve	-	-	-	17,000	17,000
	-----	-----	-----	-----	-----
Total Designated Funds:	-	23,023	(16,662)	17,620	23,981
<u>General Funds</u>	-	38,151	(553)	(17,620)	19,978
	-----	-----	-----	-----	-----
Total Unrestricted Funds:	-	61,174	(17,215)	-	43,959
	-----	-----	-----	-----	-----
Total Funds:	-	72,717	(28,758)	-	43,959

The Bristol City Council Fund supports the charity's work promoting the social inclusion of women.
The Zero Tolerance Fund is for a programme of work which aims to combat gender based violence.
The Redundancy Provision fund is to cover the liabilities for current staff in the event of closure.
The Contingency Fund is to provide for running costs in the event of loss of income, in line with the charity's Reserves Policy.

Bristol Women's Voice

Notes to the Accounts (continued)

10th November 2016 to 31st March 2017

[10] Payments to trustees and related party transactions

No trustees received remuneration during the period.

4 trustees received payments totalling £122 during the period. These were all reimbursements of travel and other expenses incurred while working on behalf of the charity during the fulfilment of its charitable objects.

There were no other related party transactions during the period.

[11] <u>Staff costs</u>	2017
	£
Salaries	18,619
Employer's National Insurance	33
Employer pension	341

	18,993

The average number of employees during the period was 3, and the full time equivalent 1.0.

No employee earned over £60,000 per annum during the period.

The key management personnel of the charity during the period comprise the trustees and the co-ordinator, Sian Webb. The total employee benefits paid to the key management personnel during the period was £11,509 (this being entirely the salary of the co-ordinator).