Surrey Drug and Alcohol Care Limited

Accounts to 31 March 2015

Charity Registration number 1151494
Company Registration number 08341899

TRUSTEES / DIRECTORS

The Trustees of the charity, who also serve as Directors of the company, including those who served during the year, including those are Trustees as at the date the accounts, are:

- Brian Mackenzie
- Peter Basley
- Andrew Hodges
- Richard Francis
- Hilary Austin
- Andrew Chivers
- Christopher McCorriston
- Alex Cairns
- Katie Hill

- Appointed October 25th 2014
- Appointed October 25th 2014
- Appointed December 5th 2014
- Appointed December 5th 2014
- Resigned August 31st 2015
- Resigned October 25th 2014
- Resigned February 27th 2015

SECRETARY
Irene Basley

REGISTERED OFFICE
39, Castle Street
Guildford
Surrey
GU1 3UQ

BANKERS
HSBC
Woking

CHARITY REGISTRATION NUMBER
1151494

COMPANY REGISTRATION NUMBER
08341899
Surrey Drug and Alcohol Care Limited   Accounts to 31 March 2015

Charity Registration number 1151494
Company Registration number 08341899

REPORT OF THE DIRECTORS / TRUSTEES
The Directors / Trustees have pleasure in presenting their report and the financial statements for the period ended 31 March 2015.

ORGANISATION / GOVERNANCE
The Company was incorporated on 27 December 2012 as a company limited by guarantee not having any share capital.
The Company was registered as a Charity with the Charity Commission (Registration Number 1151494) on 03 April 2013.
Trustees are appointed and voted into office at the Annual General Meeting and serve for up to three year periods. All such appointments are made from the membership of that year. Executive meetings are held eight times a year.
Trustees consider their training needs at least once a year to ensure the effective governance of the charitable company and attend specific courses to develop their competencies for their respective roles as deemed necessary.

CHARITABLE OBJECTS
The object of the organisation shall be to relieve sickness, particularly amongst persons suffering from addiction to drugs and alcohol.

It will do this in particular by:
• Providing advice and guidance to substance misusers and their relatives and to those closely concerned with substance misusers;
• To advance the education of the harmful effects of drugs and alcohol amongst young students engaged in full time education in Surrey and to provide information on how to engage with local NHS services;
• To provide advice and guidance for interested professionals;
• To collect and disseminate information on all matters affecting substance misuse particularly with a view to preventing substance misuse by identifying those most vulnerable;
• To raise funds and invite contributions from any person or persons whatsoever by way of subscription, donation and otherwise provided that the organisation shall not undertake any permanent trading activities in raising funds; and
• To do all such lawful things as shall further the objects of the organisation.

REVIEW OF PRINCIPAL ACTIVITIES AND PLANS FOR THE FUTURE
The Charity took over the operations previously carried out by Surrey Drug & Alcohol Care (Charity number 293421) and all assets were transferred to the Charity with effect on 1 April 2013.
Surrey Drug and Alcohol Care Limited  Accounts to 31 March 2015

Charity Registration number 1151494  Company Registration number 08341899

ACTIVITIES

Surrey Drug & Alcohol Ltd was registered on 27 December 2012 and on 1 April 2013 took over the activities and all assets of Surrey Drug and Alcohol Care (charity number 293421). The value of assets transferred across on 1 April 2013 was £26,933.

The charity was set up initially to provide the residents of Surrey with help and information on drug and alcohol use and abuse.

The main activities of the charity are:-

1. 24 Hour telephone helpline, 365 days per year giving advice and support to drug and alcohol users and their significant others.

2. A Telephone Counselling Service providing structured psychosocial interventions by BACP trained contracted professional counsellors.

3. Our outreach team provide educational talks to schools, colleges and other professional groups.

All of the above activities are funded by Public Health Surrey via Surrey County Council [SCC].

In 2015-2016, the Charity will continue to perform all of these activities.

In an effort to reach a greater audience within Surrey, the trustees are embarking on a media campaign through radio advertising and bus shelter promotion for both the Christmas period in 2015 & (subject to additional funding) Easter period 2016.

In addition SDAC also now have a web presence on both the Surrey Cricket Club web site & Surrey Golf Course’s web site.

As well as the media campaign, a mailing gone out to each GP practice, Hospitals & County Counsellors in Surrey, containing an SDAC information pack, posters and leaflets.

REVIEW OF FINANCIAL POSITION

During the year, the Charity reports a deficit of £3,122 (2014 – deficit of £3,577 excluding transfer from Surrey Drug and Alcohol Care), despite increased demand for the services provided.

The Helpline received 1381 number of calls this year (1297 in 2014) and made 156 referrals to treatment agencies (2014 158)

The TCS gave 2,464 treatment sessions to clients this year compared to 1,753 in 2014

The Trustees regularly monitor the financial performance of the Charity, to ensure that adequate reserves are maintained at all times.

RESERVES POLICY

The objects of the Charity specify that the income and property of the Company shall be applied solely towards the objects of the Charity.

The Charity aims to have sufficient reserves to cover operating costs for a three month period, to allow for any delays in payments from Surrey County Council.

Trustees review the reserves policy once a year.
PUBLIC BENEFIT
The company demonstrates public benefit in the following ways:

1. Through our provision of a telephone helpline free of charge to anyone concerned with drug or alcohol problems.

2. Provision of a Telephone Counselling Service to any resident in Surrey via an agency referral.

RISK MANAGEMENT
The Trustees have considered and identified the major risks that could affect the Charity. The Trustees consider the existing system of internal controls and procedures to be adequate in mitigating the Charity’s exposure to those risks. The Charity is pleased to report that no incidents (serious or otherwise) took place in 2014-2015.

DIRECTORS, TRUSTEES AND THEIR INTERESTS
Current trustees and those who served during the year are shown on Page 1. The company has no share capital, being a company limited by guarantee.

The wife of one of the Trustees provides services as a consultant in the name of Basley Management Services to the charity on an ongoing basis. These services are subjected to a review process every six months. The Trustee was not involved in the selection process of the service provider and has no role in the regular six month review process.

TRUSTEES’ RESPONSIBILITIES
The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and 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 the affairs of the Charitable Company and of the income and expenditure of the Charitable Company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed and give details of any departures; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Memorandum and Articles of Association and the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005). They are also responsible for safeguarding the assets of the Charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company’s independent examiner is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the independent examiner is aware of that information.

SMALL COMPANY PROVISIONS

For the period ending 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies’ regime.

By Order of the Board

Irene Basley, Company Secretary

Dated 13th November 2015
Independent Examiner's report to the Trustees of Surrey Drug & Alcohol Care Limited
I report on the accounts of the company for the period ended 31 March 2015, which are set out on pages 7 to 11.

Respective responsibilities of Trustees and examiner
The Trustees (who are also Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:
- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report
My examination was carried out in accordance with the 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 these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 386 of the Companies Act 2006;
   - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Timothy P. Edwards
Relevant professional qualification or body: F.C.M.A.
Address: 13 Old Palace Road, Guildford, Surrey. GU2 7TU
Date: 13th November 2015
### Surrey Drug and Alcohol Care Limited Accounts to 31 March 2015

Charity Registration number 1151494  
Company Registration number 08341899

**STATEMENT OF FINANCIAL ACTIVITIES** (incorporating an income and expenditure account)  
for the year ended 31 March 2015

<table>
<thead>
<tr>
<th>Note</th>
<th>Year ended 31/3/2015</th>
<th>Year ended 31/3/2015</th>
<th>Year ended 31/3/2015</th>
<th>Period ended 31/3/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted funds</td>
<td>Restricted funds</td>
<td>Total funds</td>
<td>Total funds</td>
</tr>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Incoming resources from charitable activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from Surrey Drug and Alcohol Care</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>26,933</td>
</tr>
<tr>
<td>Grants and donations</td>
<td>2</td>
<td>31,492</td>
<td>82,180</td>
<td>113,672</td>
</tr>
<tr>
<td>Other income</td>
<td></td>
<td>24</td>
<td>-</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total incoming resources</strong></td>
<td></td>
<td></td>
<td></td>
<td>135,008</td>
</tr>
</tbody>
</table>

| **Resources expended (charitable expenditure)** | | | | |
| Telephone Counselling Service Helpline | (33,713) | (83,117) | (33,713) | (83,117) |
| **Total resources expended** | (33,713) | (83,117) | (116,830) | (111,666) |

| Transfer between funds | 5,400 | (5,400) | - | - |

| **OPERATING SURPLUS** | 3 | 3,203 | (6,337) | (3,134) |
| Interest receivable | 7 | 5 | 12 | 14 |

| **SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION** | 3,210 | (6,332) | (3,122) |
| Tax on ordinary activities | 5 | - | - | - |

| **NET MOVEMENT IN FUNDS** | 3,210 | (6,332) | (3,122) |
| Funds brought forward | 10,436 | 12,920 | 23,356 |
| Funds carried forward | 13,646 | 6,588 | 20,234 |

The notes on pages 9 to 11 form part of these financial statements.
Surrey Drug and Alcohol Care Limited Accounts to 31 March 2015
Charity Registration number 1151494
Company Registration number 08341899

BALANCE SHEET
As at 31 March

<table>
<thead>
<tr>
<th>Notes</th>
<th>31/3/15</th>
<th>31/3/15</th>
<th>31/3/14</th>
<th>31/3/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other debtors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>20,234</td>
<td>23,356</td>
<td></td>
<td>23,356</td>
</tr>
<tr>
<td>CREDITORS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts falling due within one year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL ASSETS less CURRENT LIABILITIES</td>
<td>20,234</td>
<td>23,356</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| RESERVES |         |         |         |         |
| Unrestricted | 6 | 13,646 | 10,436 |
| Restricted | 6 | 6,588 | 12,920 |
| TOTAL FUNDS | 20,234 | 23,356 |

For the period ending 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board on 13th November 2015 and signed on their behalf by:

Andrew Hodges
Director

Peter Basley
Director

The notes on pages 9 to 11 form part of these financial statements
Surrey Drug and Alcohol Care Limited

Charity Registration number 1151494
Company Registration number 08341899

NOTES TO THE FINANCIAL STATEMENTS
for the period ended 31 March 2015

1. ACCOUNTING POLICIES

a) Basis of accounting
The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and in accordance with the Statement of Recommended Practice “Accounting and reporting by Charities (2005)”.

b) Income
Income (turnover) is the value of goods sold and services provided, together with any grants accrued to the period and donations received from groups and individuals. Income is taken into account when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The company is not registered for value added tax.

c) Resources expended
Expenditure is recognised in the period to which it relates.

d) Cash flow statement
The trustees have taken advantage of the exemption for small companies under the Financial Reporting Standard for smaller entities and consequently, no cash flow statement has been produced.

e) Restricted funds
Where a donor has specified a particular purpose for a grant or donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income not spent at the year-end is shown as a restricted fund in the Balance Sheet.

2. GRANTS AND DONATIONS

Grants and donations consisted of the following:

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Total funds Year to 31 March 2015</th>
<th>Total funds Period to 31 March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surrey County Council</td>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>- Telephone Counselling</td>
<td></td>
<td></td>
<td>82,000</td>
<td>82,000</td>
</tr>
<tr>
<td>- Service</td>
<td></td>
<td>-</td>
<td>30,906</td>
<td>30,906</td>
</tr>
<tr>
<td>- Helpline</td>
<td>30,906</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Foundation</td>
<td></td>
<td></td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Surrey - One &amp; 35 Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surrey Police Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Safety Fund</td>
<td></td>
<td></td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Other donations and grants</td>
<td>586</td>
<td>180</td>
<td>766</td>
<td>140</td>
</tr>
</tbody>
</table>

Total                              31,492  82,180  113,672  108,046
3. OPERATING SURPLUS

There were no employees and therefore no staff costs.

Governance costs of £397 (2014 - £238) were incurred.

4. TRUSTEE REMUNERATION AND EXPENSES

No director or trustee received any remuneration or other emoluments during the period, although they are reimbursed reasonable expenses incurred for attending meetings, giving outreach presentations, bank visits & the purchase of stationary requirements. Four trustees claimed such expenses and the total amount reimbursed was £441 (2014 - £65).

5. TAXATION

SDAC Limited is a registered charity and takes advantage of tax exemptions available to charities.

6. FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total funds 2015</th>
<th>Total funds 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained surplus brought forward</td>
<td>10,436</td>
<td>12,920</td>
<td>23,356</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from SDAC</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>26,933</td>
</tr>
<tr>
<td>Surplus / (deficit) for the period</td>
<td>(2,190)</td>
<td>(932)</td>
<td>(3,122)</td>
<td>(3,577)</td>
</tr>
<tr>
<td>Transfer between funds</td>
<td>5,400</td>
<td>(5,400)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Retained surplus carried forward</td>
<td>13,646</td>
<td>6,588</td>
<td>20,234</td>
<td>23,356</td>
</tr>
</tbody>
</table>

Restricted funds carried forward all relate to the Telephone Counselling funding received from Surrey County Council.
7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Current Assets £</th>
<th>Current Liabilities £</th>
<th>Fund Balances £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted funds</td>
<td>13,646</td>
<td>-</td>
<td>13,646</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>6,588</td>
<td>-</td>
<td>6,588</td>
</tr>
<tr>
<td></td>
<td>20,234</td>
<td>-</td>
<td>20,234</td>
</tr>
</tbody>
</table>

10. REGISTRATION STATUS

The Company is registered as a company limited by guarantee and not having a share capital. Its trustees, of whom there were seven as at 31 March 2015, undertake to contribute in a winding up to a maximum of £10 each.