Report of the Trustees and
Unaudited Financial Statements for the Year Ended
31 March 2016
for
Surrey Drug and Alcohol Care Limited

Accountancy Services for Business
Poole House
1-3 Poole Road
Woking
Surrey
GU21 6WW
## Contents of the Financial Statements
for the year ended 31 March 2016

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</table>
Surrey Drug and Alcohol Care Limited

Report of the Trustees
for the year ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Company number
08341899 (England and Wales)

Registered Charity number
1151494

Registered office
39 Castle Street
Guildford
Surrey
GU1 3UQ

Trustees
Mr. B Mackenzie - resigned 5/4/2016
Mr. P Basley
Mr. A Hodges
Mr. R Francis
Mrs H Austin
Mr. A Chivers - resigned 5/6/2016
Mr. C McCrorriston - resigned 31/8/2015
Mr. A Earwaker - appointed 5/1/2016
Mr. C Dawson - appointed 5/1/2016 - resigned 5/9/2016

Company Secretary
Mrs I Basley

Independent examiner
Accountancy Services for Business

Poole House
1-3 Poole Road
Woking
Surrey
GU21 6WW

Bankers
HSBC Bank Plc.
6 Commercial Way
Woking
Surrey
GU21 1EZ

STRUCTURE, GOVERNANCE AND MANAGEMENT
The Directors / Trustees have pleasure in presenting their report and the financial statements for the period ended 31 March 2016.

ORGANISATION / GOVERNANCE
The Company was incorporated on 27 December 2012 as a company limited by guarantee not having any share capital. The Charity is controlled by its governing document, a deed of trust, as defined by the Companies Act 2006. The Company was registered as a Charity with the Charity Commission (Registration Number 1151494) on 03 April 2013.
Surrey Drug and Alcohol Care Limited

Report of the Trustees
for the year ended 31 March 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 four 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.

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

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 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 2016-2017, the Charity will continue to perform all of these activities.

During 2015-16 SDAC ran an extensive media campaign through radio advertising and bus shelter promotion for both the Christmas period in 2015 & Easter period 2016.
In addition, SDAC also continued to 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 was sent 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 surplus of £13,822 (2014/15, deficit of £3,121)
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Helpline received 1382 number of calls this year (1381 in 2014/15) and made 205 referrals into treatment agencies (156 in 2014/15)

The TCS gave 3593 treatment sessions to clients this year compared to 2,464 in 2014/15

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.

The 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.

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 the selection process of the service provider and has no role in the regular six month review process.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. 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 2015-2016

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.
Report of the Trustees
for the year ended 31 March 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT
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 (SORA 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

[Signature]

Irene Basley, Company Secretary  Dated

Approved by order of the board of trustees on 4th February 2017 and signed on its behalf by:

[Signature]

Trustee
Independent Examiner's Report to the Trustees of
Surrey Drug and Alcohol Care Limited

I report on the accounts for the year ended 31 March 2016 set out on pages six to nine.

Respective responsibilities of trustees and examiner
The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

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
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 those 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 statements 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 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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.


Accountancy Services for Business
Poole House
1-3 Poole Road
Woking
Surrey
GU21 6WW

Date: 2 February 2017
## INCOMING RESOURCES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund</th>
<th>Restricted fund</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Incoming resources from generated funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary income</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Activities for generating funds</td>
<td>2</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td><strong>Incoming resources from charitable activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HELPLINE</td>
<td>48,742</td>
<td>-</td>
<td>48,742</td>
</tr>
<tr>
<td>Surrey County Council</td>
<td>-</td>
<td>124,685</td>
<td>124,685</td>
</tr>
<tr>
<td>Other incoming resources</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total incoming resources</strong></td>
<td>48,750</td>
<td>124,696</td>
<td>173,446</td>
</tr>
</tbody>
</table>

## RESOURCES EXPENDED

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund</th>
<th>Restricted fund</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Charitable activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HELPLINE</td>
<td>45,245</td>
<td>-</td>
<td>45,245</td>
</tr>
<tr>
<td>Other Resources Expended</td>
<td>-</td>
<td>280</td>
<td>280</td>
</tr>
<tr>
<td>Other resources expended</td>
<td>-</td>
<td>114,099</td>
<td>114,099</td>
</tr>
<tr>
<td><strong>Total resources expended</strong></td>
<td>45,245</td>
<td>114,379</td>
<td>159,624</td>
</tr>
</tbody>
</table>

## NET INCOMING/(OUTGOING) RESOURCES

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund</th>
<th>Restricted fund</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>NET INCOMING/(OUTGOING) RESOURCES</strong></td>
<td>3,505</td>
<td>10,317</td>
<td>13,822</td>
</tr>
</tbody>
</table>

## RECONCILIATION OF FUNDS

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund</th>
<th>Restricted fund</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total funds brought forward</strong></td>
<td>13,647</td>
<td>6,588</td>
<td>20,235</td>
</tr>
</tbody>
</table>

**TOTAL FUNDS CARRIED FORWARD**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund</th>
<th>Restricted fund</th>
<th>Total funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS CARRIED FORWARD</strong></td>
<td>17,152</td>
<td>16,905</td>
<td>34,057</td>
</tr>
</tbody>
</table>

The notes form part of these financial statements.
Surrey Drug and Alcohol Care Limited

Balance Sheet
At 31 March 2016

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted fund £</th>
<th>Restricted fund £</th>
<th>2016 Total funds £</th>
<th>2015 Total funds £</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>17,152</td>
<td>16,905</td>
<td>34,057</td>
<td>20,235</td>
</tr>
<tr>
<td>NET CURRENT ASSETS</td>
<td>17,152</td>
<td>16,905</td>
<td>34,057</td>
<td>20,235</td>
</tr>
<tr>
<td>TOTAL ASSETS LESS CURRENT LIABILITIES</td>
<td>17,152</td>
<td>16,905</td>
<td>34,057</td>
<td>20,235</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td>17,152</td>
<td>16,905</td>
<td>34,057</td>
<td>20,235</td>
</tr>
<tr>
<td>FUNDS</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds</td>
<td>17,152</td>
<td></td>
<td>13,647</td>
<td></td>
</tr>
<tr>
<td>Restricted funds</td>
<td>16,905</td>
<td></td>
<td>6,588</td>
<td></td>
</tr>
<tr>
<td>TOTAL FUNDS</td>
<td></td>
<td></td>
<td>34,057</td>
<td>20,235</td>
</tr>
</tbody>
</table>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 12th April 2017 and were signed on its behalf by:

[Signature]
Trustee

The notes form part of these financial statements
notes to the financial statements
for the year ended 31 March 2016

1. ACCOUNTING POLICIES

Accounting convention
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), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

<table>
<thead>
<tr>
<th>Year ended</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/3/16</td>
<td>1/1/15</td>
</tr>
<tr>
<td></td>
<td>to</td>
</tr>
<tr>
<td></td>
<td>31/3/15</td>
</tr>
</tbody>
</table>

Interest Received
£

<table>
<thead>
<tr>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>12</td>
</tr>
</tbody>
</table>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the period ended 31 March 2015.

Trustees' expenses
Four trustees claimed such expenses and the total reimbursed was £1357 (2014/15 - £441).
### Notes to the Financial Statements - continued
for the year ended 31 March 2016

#### 4. MOVEMENT IN FUNDS

<table>
<thead>
<tr>
<th></th>
<th>At 1/4/15</th>
<th>Net movement in funds</th>
<th>At 31/3/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Unrestricted funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General fund</td>
<td>13,647</td>
<td>3,505</td>
<td>17,152</td>
</tr>
<tr>
<td><strong>Restricted funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td>6,588</td>
<td>10,317</td>
<td>16,905</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td>20,235</td>
<td>13,822</td>
<td>34,057</td>
</tr>
</tbody>
</table>

Net movement in funds, included in the above are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Incoming resources £</th>
<th>Resources expended £</th>
<th>Movement in funds £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General fund</td>
<td>48,750</td>
<td>(45,245)</td>
<td>3,505</td>
</tr>
<tr>
<td><strong>Restricted funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td>124,696</td>
<td>(114,379)</td>
<td>10,317</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td>173,446</td>
<td>(159,624)</td>
<td>13,822</td>
</tr>
</tbody>
</table>
Surrey Drug and Alcohol Care Limited

Detailed Statement of Financial Activities
for the year ended 31 March 2016

<table>
<thead>
<tr>
<th>Period</th>
<th>Year ended</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/15 to 31/3/15</td>
<td>31/3/16</td>
<td></td>
</tr>
</tbody>
</table>

### INCOMING RESOURCES

**Voluntary income**
- Gifts: - 1

**Activities for generating funds**
- Interest Received: 19 12

**Incoming resources from charitable activities**
- Telephone Counselling: 130,040 82,000
- Helpline: 42,129 30,906
- Grants: 752 180
- Other Donations and Grants: 506 586
- Transfer between Funds: - -

**Incoming resources from charitable activities total:** 173,427 113,672

**Other incoming resources**
- Other Income: - 24

**Total incoming resources:** 173,446 113,709

### RESOURCES EXPENDED

**Charitable activities**
- Marketing & Advertising: 13,365 2,480

**Support costs**
- Management:
  - Administration: 3,135 1,784
  - Operational Expenditure: 6,790 8,255
  - Counsellors Expenditure: 2,935 4,010
  - HMP Service: - 1,625
  - Service Contractors: 125,675 93,400

**Information technology**
- Training: 7,724 5,276

**Total resources expended:** 159,624 116,830

**Net income/(expenditure):** 13,822 (3,121)

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This page does not form part of the statutory financial statements.