

Bristol Drugs Project Limited

(A company limited by guarantee)

Report and Financial Statements

Year Ended

31 March 2012

Company No 1902326

Charity No 291714

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Bristol Drugs Project Limited

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Bristol Drugs Project Limited

LEGAL & PROFESSIONAL INFORMATION

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|------------------------------|--|
| PATRONS | The patrons who have pledged support to BDP are Jane, Lady Wills, DL, DStJ Mrs Mary Prior, MBE, DStJ, JP, Lord Lieutenant of the City and County of Bristol |
| PRESIDENT | Mr J Allum |
| VICE PRESIDENTS | Mrs M Thomas, MBE, DL R Whitburn (from 31 March 2012) A Young JP (resigned 31 March 2012) |
| REGISTERED CHARITY NO | 291714 |
| REGISTERED COMPANY NO | 1902326 |
| COUNCIL OF MANAGEMENT | R Amos (co-opted 7 September 2011) K Aston JP B Bigwood JP L Briggs LLB Hons J Davis (elected 7 September 2011) R Kennedy MBBS, MRCP, MRCGP, DCH M Lea BA Hons, FCA, CTA J Long BA Hons, MA G Mitchell (co-opted 21 February 2012) M Norton (resigned 1 April 2011) P Osterley J M Prior FCA (Chair) B Salter JP (resigned 7 September 2011) S Webb R Whitburn (resigned 7 September 2011) |
| CHIEF EXECUTIVE | Maggie Telfer OBE |
| SECRETARY | L Briggs |
| REGISTERED OFFICE | 11 Brunswick Square Bristol BS2 8PE Tel 0117 987 6000 |
| BANKERS | Unity Trust Bank plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB |
| SOLICITORS | Gregg Latchams LLP 7 Queen Square Bristol BS1 4JE |
| AUDITORS | Bishop Fleming 16 Queen Square Bristol BS1 4NT |
| GOVERNING DOCUMENT | Memorandum and Articles of Association |

Bristol Drugs Project Limited

The Council of Management presents their annual report and financial statements for the year ended 31 March 2012

CHAIR'S REPORT

Over the past year we have begun to see a wider framework attached to the proposals by the Government for the future delivery of drug and alcohol programmes and these are commented on later in the Council of Management report for the year

However, during the last twelve months, the services that Bristol Drugs Project (herein known as BDP) has provided over the past 26 years have continued to be delivered to our varied service users, in accordance with our underlying values: these services are documented in detail elsewhere in this document

This activity has resulted in, for example, a further increase of some 6.7% of adults benefitting from our long-established structured treatment services and 477 children and young people. We established our M32 project's 'sister' - the Northern Lights Group - to improve access for children and young people living in North Bristol. These examples underline the core strength of BDP in its ongoing delivery of proven programmes of recovery, as well as being innovative and pioneering in addressing new and active areas of need.

We have maintained fully our engagement with all those organisations associated with us, as outlined in last year's report and, in particular, with our funders and current partners where we currently deliver recovery programmes and enjoy excellent relationships. These relationships remain crucial as the Government's proposed funding changes become reality. We are also actively engaged in both broad outline terms as well as at more detailed level with potential partners to "bid" within the new tendering frameworks which often encompass fields that our expertise does not cover but our potential partner skills do.

BDP is extremely fortunate in having as its Chief Executive Maggie Telfer, one of our founding members, who is recognised at local, regional and national level for her expertise and knowledge in our field and who has ensured that BDP is more than capable of meeting the challenging but potentially exciting future ahead.

None of the activities of the Charity could be actioned without the skills, expertise and dedication of our staff and, on behalf of the Council of Management, I would like to express our thanks to them. They maintain on a daily basis the high standards of the Charity in delivering life-changing opportunities, frequently in circumstances that are not easy, to individuals, families and communities. Our thanks also go to some 119 volunteers who complement our staff in the delivery of our recovery programmes with some of them also acting as mentors to our service users. This invaluable support not only embraces the services of the Charity but also acts as a bridge to their own future development.

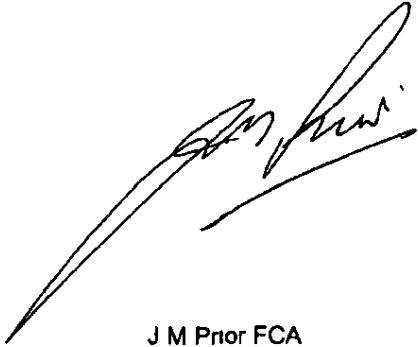
During the year we sadly saw two of our very experienced members of Council retire and I am very grateful to Bea Salter and Richard Whitburn for their significant contribution to BDP over the years. Bea contributed widely to all aspects of our activities and Richard served as our Chairman for several years. I am delighted that Richard has agreed to become one of our Vice-Presidents and that we can continue to call upon his expertise in the future.

Annette Young, a former Council member and a founding Vice-President, retired from the role at the end of the financial year and I thank her for her commitment to BDP over the years.

During the year we welcomed three new members to Council with Jonathan Davis elected at our AGM and Rozzy Amos and Guy Mitchell co-opted during the year. These appointments continue to ensure the wide skill base that we require in these changing times and we will continue to add to these skills as appropriate. I am also delighted that, since the year end, Sue Webb, our Chair of Internal Audit, has agreed to become Vice-Chairman and I look forward to working with her in the future.

Bristol Drugs Project Limited

In conclusion, I am grateful to my colleagues on Council for their varied contribution to the ongoing activities of BDP and their support to me



J M Prior FCA

Chairperson

Date 24/7/12

Bristol Drugs Project Limited

Council of Management report for the year ended 31 March 2012

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

Bristol Drugs Project is a charitable company limited by guarantee, incorporated on 3 April 1985 and registered as a charity on 15 May 1985

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. The Directors have reviewed the Memorandum and Articles of Association to ensure they remain relevant to current patterns of drug and alcohol misuse and contemporary policy and compliant with the Charities Act 2011 and the Companies Act 2006. The Directors delayed their plans to make changes to BDP's objects and will review this decision during 2012/13.

In the event of the company being wound up members are required to contribute an amount not exceeding £1 each.

Council of Management (Directors)

The Directors of the company are also Charity Trustees for the purpose of Charity law and under the company's Memorandum and Articles of Association are known as members of the Council of Management.

Council of Management can have a minimum of 4 and a maximum of 15 members. They are very active, meeting approximately every 6 weeks, and are responsible for the strategic direction and policy of the charity and for ensuring that its finances, systems and procedures are 'fit for purpose'. In addition to adherence to the 'Nolan Principles' – the seven principles of public life – Council of Management members bring a wide range of business and professional skills to their role. The involvement of former service users as Council members is particularly important, ensuring the needs of beneficiaries of the charity are at the core of BDP policy and strategy. To this end BDP has two Council Members with experience as former service users. At the year end the Council had 12 members from a variety of backgrounds relevant to the charity and its management.

The Council of Management delegates operational management of the charity to a Chief Executive, who in turn delegates responsibility for specific areas of service delivery, performance, and staff and volunteer management to senior managers.

Recruitment and Appointment of Council of Management

The Charity operates a competency-based recruitment process, recruiting new Council of Management members as required. Prospective Council of Management members are interviewed by the Chair and Chief Executive and invited to observe a Council of Management meeting. Council of Management then decides whether to invite a new member to join them and to stand for election at the next AGM.

The Memorandum and Articles require a third of the membership of the Council of Management to retire annually, although they may stand for re-election at the next Annual General Meeting. Each Director may normally serve for three terms of office, although any Director may be asked to continue beyond this where the Directors wish to retain an individual's specific skills for an additional term for the benefit of the Charity.

Changes to the Council of Management

Richard Whitburn and Bea Salter resigned during the year after each contributing ten years of service to BDP. Bea Salter brought professional skills to the Council of Management, as a retired social worker with active involvement in retirement with both criminal justice and mental health services.

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Council of Management report for the year ended 31 March 2012

Richard Whitburn brought particular expertise in working with children and young people and served as the former Chair of Council of Management steering BDP through a period of significant change and growth. BDP is particularly grateful to them for their involvement and delighted that Richard Whitburn is now a Vice President of the organisation.

Jonathan Davis, who was co-opted to BDP at the end of 2010/11, was elected at the AGM in September and augments Council's business expertise. Rozzy Amos from The Prince's Trust was also co-opted and brings an expertise in working with children and young people to Council's work. Guy Mitchell was co-opted in February 2012, bringing further service user expertise as one of BDP's first Peer Support Workers. Their appointment strengthens Council of Management's competence and contributes to the effective governance of BDP in the fields in which they operate.

Council of Management Induction and Training

All applicants for Council of Management receive a Recruitment Pack which gives a Role Description, detailed information about the charity's history, services and staff as well as their obligations as Council of Management members. All are given the Charity Commission's guide 'The Essential Trustee' together with a copy of BDP's Memorandum and Articles of Association and the latest financial statements. New members are encouraged to shadow services delivered by BDP, as well as attending the annual service planning and review day, in order to gain an in-depth understanding of the charity's main activities and to inform their decision making. All members are invited to shadow service delivery and attend relevant in-house training.

Alternate Council of Management Meetings are preceded by a session which focuses on a particular aspect of service delivery or relevant changes at national or local policy level. This enables Council members to review regularly key issues affecting the future direction of the charity and to ensure that due weight is given to what are currently fast-moving changes in government policy. Trustees can also request any specific training to enable them to carry out fully their role as Trustees.

Council of Management Sub Committees

Members are encouraged to become members of either the Finance and General Purposes, Internal Audit or Clinical Governance Committees.

The charity's Finance and General Purposes committee, which has delegated authority from Council of Management, meets normally every six weeks to review financial performance, recommend any actions necessary to control financial risk and ensure service delivery within budget and agree significant capital expenditure. Members are Mike Lea, John Prior, Keith Aston, John Long, Ros Kennedy and Jonathan Davis.

An Internal Audit Committee also has delegated responsibility from Council of Management for ensuring that there is a framework for accountability, for examining and reviewing all systems and methods of control (excepting finance, which falls within the brief of Finance & General Purposes Sub-committee as described above) including risk analysis and risk management, and for ensuring the charity is complying with all aspects of the law, relevant regulations and good practice.

Chaired by Sue Webb, with members Barbara Bigwood and Paul Osterley, the Internal Audit Committee this year has reviewed BDP's Environmental Policy and established a staff group of 'Green Champions' with whom to consult on embedding policy in BDP's day to day operations in each of the three buildings.

The Clinical Governance Committee develops and strengthens the work of the Internal Audit committee and is chaired by Ros Kennedy, a retired GP, with members Sue Webb, Barbara Bigwood, Paul Osterley and Guy Mitchell.

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Council of Management report for the year ended 31 March 2012

Senior Management Team

This comprises the Chief Executive and four Service Managers. They are responsible for delivering BDP's Strategic Plan. Operational decisions are made by the Senior Management Team structure at normally 3 weekly management team meetings.

Staff

Services were delivered by an average of 101 paid staff, including part time and sessional staff, and throughout the year, 119 volunteers (project, mentors and Peer Support Workers).

We have continued to develop as a learning organisation, specifically expanding our in-house training and development programme – delivering two training opportunities a month for staff, volunteers, mentors and peer support workers. This model promotes skill-sharing, consistency of service delivery and joint working between paid staff and our large volunteer workforce. It also enables us to grow and develop our volunteers, many of whom are the future workforce for drug, alcohol and related services, both at BDP and in the wider community.

Internal communications are supported through a structure of six-weekly Agency Meetings and regular service team meetings. This is further supported by an anonymous annual staff survey which seeks opinions on training, systems and communication.

Partnerships

BDP works in partnership with Bristol Substance Misuse Team, NHS Bristol, Supporting People, Prison and Probation services, Schools, Job Centre Plus, Homelessness housing providers and a wide range of other voluntary sector providers to ensure delivery of effective services. We also have key partnerships with:

The *Bristol Bereavement through Addiction* group, of which BDP is a member, who run a fortnightly support group at BDP for people who have lost a loved one to a drug or alcohol-related death.

Bristol University focused on creative writing and community, the practical manifestation of this is a fortnightly book club at BDP where service users explore particular texts – or have visiting authors come and discuss their work.

The Stella Project in Bristol (one of three pilot sites) is designed to achieve a more joined up approach to people experiencing domestic abuse who are in contact with drug and alcohol and mental health services. BDP is an active partner in this project which is developing ours and other local organisations' policy and practice through staff training and development.

Related Parties

We sustained our formal sub-contracted service delivery partnerships with Nilaari Drug Agency, Hartcliffe and Withywood Kick Start and Communities Action Around Alcohol And Drugs.

A new partnership this year built on our existing relationships with Bristol University and Lawrence Hill Health Centre as we commenced a pilot randomised control trial with a working title of 'Script In A Day' (SCIAD) in October 2011, which is trialling a new intervention aiming to reduce barriers to accessing treatment.

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Council of Management report for the year ended 31 March 2012

PUBLIC BENEFIT

As in previous years, this report describes tangible activities which demonstrate how the charity's activities fulfil the Public Benefit provisions of the Charities Act 2011. In doing this the charity has 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. Council of Management is satisfied that BDP has charitable aims that are carried out for public benefit, specifically

- The benefits to individuals, families and communities (and hence to the public) are clear and in line with BDP's aims
- The beneficiaries are entirely appropriate to BDP's aims
- BDP has no unreasonable restrictions on access to our services either by poverty, a requirement to pay fees, geographic restriction or provision of services restricted to certain sections of the public
- Only beneficiaries benefit from BDP's activities, i.e. there is no 'private benefit'

This part of the report describes BDP's activities clearly and transparently, documenting their relevance to our objects as a charity and demonstrating that BDP's activities are effective in achieving the charity's aims. Bristol Drugs Project has also reviewed any potential negative impact of its activities to satisfy itself that the benefits of its activities far outweigh any detriment or harm arising from the charity's activities. For example BDP takes active steps to minimise any potential harm arising from its Needle and Syringe Programme by placing emphasis on safe disposal of injecting equipment supplied by BDP – to minimise the risks that can arise from inappropriate disposal.

Risk Assessment and Management

The Council of Management considers and approves a risk map and management plan each year, which identifies the risks to which BDP may be exposed. This categorises risks from Level 1 (highest) to Level 9. This is reviewed quarterly to ensure that risk levels are appropriate, that new risks are identified, and that a management plan is in place to minimise and mitigate BDP's exposure to those risks. Council of Management considers exceptional risks routinely at its meetings when it receives reports of emerging or unforeseen risks. An Emergency Response Planning Document sets out BDP's response to disaster situations.

PURPOSE, OBJECTIVES & ACTIVITIES

Bristol Drugs Project's charitable purpose is described in the objects within the company's Memorandum and Articles of Association as

- The relief of poverty sickness and distress among those persons affected by addiction to drugs of any kind or otherwise in need
- The advancement of training and research
- The prevention of drug addiction and provision of treatment and aftercare

In furtherance of these objects BDP delivers services to individuals, families and communities affected by drug, alcohol or other addiction, which reduce harm, maximise individuals' potential and promote independence from drugs and alcohol

In order to achieve our aim of 'reducing harm, maximising individuals' potential and promoting independence from drugs and alcohol' we deliver services to individuals, families and communities

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affected by drug, alcohol or other addiction, providing a continuum of interventions for drug and alcohol users of all ages, at all stages of the complex process of behavioural change. At one end of the continuum services are designed to reduce drug-related deaths, at the other end of that continuum are services which reconnect individuals with their family, community and life opportunities, as drug or alcohol dependence becomes part of their history.

Our activities include

- Harm reduction initiatives, including needle exchange, a mobile harm reduction service and outreach work with women sex workers
- Motivational programmes, including counselling and a structured day care programme
- Extensive treatment services, including one of the largest Shared Care treatment programmes, delivered in partnership with GPs, in the UK
- Aftercare designed to enable those who are drug or alcohol free to remain that way and to reconnect with their family and community

All of the charity's services are

- Free at the point of delivery
- Provided at multiple locations, ensuring easy access for beneficiaries

In addition both Mobile Harm Reduction Service vehicles and Brunswick Court are compliant with the building provisions of the Disability Discrimination Act

Benefits for individual drug and alcohol users and for the wider public are described in detail below

Benefits for Individuals

2,715 adults in Bristol benefited from BDP's structured treatment services during the year. This compares with 2,543 in 2010/11, representing a 6.7% increase in activity this year, and more than a 10% increase in beneficiaries during the last two years. In addition to those engaged in structured drug treatment, over 1,200 individuals were engaged in harm reduction (so-called Tier 2) services. Of the 1,002 who used our needle and syringe programme, 45% were injecting steroids, a further 200 individuals were engaged in the pharmacy-based needle exchange. 432 young people received support through the Early Intervention service delivered in secondary schools across Bristol and 45 young people were regular members of our M32 project and our recently launched The Northern Lights group.

Looking at the 2,715 adults engaged in structured treatment during the year

- 95% of individuals were 25 years of age or over (96% in 2010/11). 16% were aged 45 – 54 (15% in 2010/11) while 3% were aged 55 or over the same figure as the previous year. This profile of an ageing demographic is a feature of drug treatment across the UK as well as in Bristol.
- 30% of those seen were women, compared with 29% in 2010/11
- 13% were from Black or Minority ethnic groups (ONS definition)
- The most widely used main drug was heroin, cited by 83% of service users, with a further 5% with crack cocaine as their main drug. However poly drug use, with heroin and crack cocaine used in combination, remains the most common pattern of usage with more than 1 in 2 reporting combined heroin and crack cocaine use.

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Demonstrating Effectiveness – Safer Communities

BDP services deliver over half of the successful exits from the Bristol treatment system – with much less than half of the city's expenditure on drug treatment. An outcome monitoring tool – the Treatment Outcome Profile (TOP) is in use across all treatment services in England to demonstrate the impact of drug treatment services. Home Office research cites a 2.5:1 benefit cost ratio for drug treatment only i.e. every £1 spent on drug treatment saves £2.50 on crime and health care costs. Work being done by the NTA indicates this is significantly higher for Bristol at £4.82 savings for every £1 invested.

Demonstrating Effectiveness – Individuals & Families

65% of the 2,715 individuals engaged with BDP during 2011/12 were retained in treatment at the year end. Of the remainder, 438 (16%) individuals completed treatment successfully at BDP during the year with a further 154 (6%) transferred to another treatment provider to continue their treatment journey.

Bald financial savings mask much greater benefits for individuals and their families in reducing the harm caused by drug misuse and enabling individuals to achieve independence from drugs and alcohol. Unless you have been personally affected by the drug or alcohol dependence of someone you care about, it is difficult to comprehend the level of disruption and distress involved and to assign it a financial value. With a national poll demonstrating that almost 1 in 5 adults have been 'personally affected by drug addiction' (let alone alcohol), this is equivalent to over 70,000 people in Bristol alone and for respondents aged 18-34 the proportion of those 'personally affected by drug addiction' was a staggering 27%. This gives a stark demonstration of the wide-scale impact of addiction (drugs alone, not alcohol) on peoples' lives and underlines the essential role for our services in promoting health and wellbeing as illustrated by the comments below from some of our service users.

"I feel strong, optimistic, and for the first time ever – ready "

"BDP's commitment to mine and others' recovery is transferable – like a current it embeds enthusiasm and life into the process "

"I can't begin to express my gratitude for helping me start the test of becoming sober "

"The group helped me learn that I was not that different and helped me feel part of society in general I'm working now "

"I'm glad I chose to become a peer support worker because it has helped my confidence and given me a purpose in life which I had lost "

One of the most visible demonstrations of BDP's effectiveness is our involvement of recently abstinent or stable drug users in service development and delivery through our Peer Support Worker role. This role enables people completing BDP's structured treatment programmes to develop confidence and skills as a volunteer – whilst also mentoring and supporting drug users. 25 were trained during the year, six Peer Support Workers have now moved on to become project volunteers at BDP, and two now have paid employment in the field. Peer Support involvement includes:

- Jointly running the weekly Information Group for drug users interested in starting BDP's Structured Day Programme – providing visible evidence of recovery
- Mentoring drug users who are finding it difficult to 'stick' in treatment
- Providing ear acupuncture at BDP six days a week
- Visiting drug users admitted as inpatients to the BRI (a major Bristol hospital)
- Designing and developing the garden at Brunswick Court and the Haven community garden

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A very different but important demonstration of BDP's effectiveness has been training heroin users in the use of Naloxone to reduce fatal overdose. 115 individuals have been trained this year – bringing our total to date to 405 – over 9% of Bristol's estimated 4,322 population of heroin users, or almost 25% of estimated opiate injectors. Despite the highest prevalence of opiate and crack cocaine users per 1,000 population of any UK city, the combination of substantive needle and syringe supply, opiate substitution therapy and training in the use of Naloxone clearly contribute to Bristol's low level of drug-related deaths, compared with our core cities.

KEY SERVICE DEVELOPMENTS

Other notable activity during the year includes

Launching 'Script in a Day' (SCIAD)

Last year we discussed the award of NHS research monies to pilot a randomised control trial to be delivered in partnership with Bristol University and Lawrence Hill Health Centre, and in October 2011 SCIAD went live. SCIAD is designed to test the hypothesis that providing same day Opiate Substitution Therapy will remove barriers to treatment for injecting drug users. It is a direct response to what people using our needle and syringe programme have told us and will inform future service development – both in Bristol and beyond – as well as extend BDP's research skills. An integral element of SCIAD is offering a Peer Support Worker to accompany service users to their first appointment; feedback from service users is that in a number of cases this made the difference between them attending that appointment and not.

Launching Pod

Last year we described our plans to develop a service branded for 'people using other drugs'. We launched this service, 'pod' (people using other drugs), in August 2011. Designed to attract people who are using drugs other than opiates and crack cocaine into services, this structured, short-term intervention has proved incredibly attractive with more than 60 individuals engaged in the first 6 months. This clearly demonstrates the need for services for 'people using other drugs' and our ability to reach populations who may have viewed drug and alcohol services as 'not for them'.

Implementing a sharper focus on recovery in Shared Care Opiate Substitution Therapy

Our report last year described the commencement of the marathon task of segmenting the Shared Care OST population – of around 1,700 people – into Recovery, Stabilisation and harm reduction streams. This entailed identifying in partnership with each service user the most appropriate 'stream' for their circumstances and ambitions, re-allocating Shared Care capacity to focus greatest resources on those in the Recovery stream and was completed within 3 months. Access to Bristol's Theseus Case Management system at GP surgeries has significantly improved our Shared Care team's ability to work effectively with this large population seen within their local communities – at 51 GP surgeries.

Growing Peer Support

Our Peer Support Workers 'portfolio' has been limited by our existing staff capacity to manage and support them. A grant from Comic Relief at the end of the year will enable us to recruit a post to grow both the numbers of Peer Support workers and their roles and so extend further the visibility of Recovery throughout BDP.

All of these activities support the delivery of the ambitious outcomes identified in BDP's Three Year Plan 'Maximising People's Potential', 2012 being the final year.

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FINANCIAL REVIEW

Principal Funding Sources

The income received in 2011/12 was £4,004,456, an increase of 2.3% compared with the income in 2010/11 of £3,914,896. Of the full year's income, £311,448 (2011 £325,442) was paid to partners for sub-contracted service delivery and an additional £27,729 (2011 £25,378) to community pharmacies, a combined reduction in payments to partners of 3.32%. This reduction is the result of changes to the service delivery model with one of our partners.

Statutory funding constituted just under 97% of the total income received in 2011/12, with 3% of income from charitable organisations, bank interest, general donations, Gift Aid, training and consultancy fees.

The Council of Management would like to express its thanks to all the organisations that have provided funding and in particular the Safer Bristol Crime, Drugs and Alcohol Partnership, who remain the charity's largest funder.

The net financial result for the year shows a surplus of funds for the year of £292,157. This compares with a surplus of £225,934 in the previous year. The accumulated funds at the year end totalled £2,419,800 (2011 £2,127,643).

Investment Policy

Most of the charity's funds are committed in the short-term, so there are few funds available for long term investment. Council of Management policy is to place any surplus funds, including unrestricted funds brought forward, on short-term bank deposit. This policy is prudent in the context of market uncertainty but will continue to be reviewed regularly to ensure its effectiveness in meeting the needs of its beneficiaries and the 'duty of care' of Council of Management members.

Reserves Policy

As part of the annual planning and budget setting cycle Council of Management review and approve the level of readily available reserves appropriate to the scale, complexity and risk profile of BDP. Finance and General Purposes Committee normally review levels of reserves on a regular basis.

Council of Management's policy is to retain accumulated unrestricted funds in order to provide continuity of service in the event of late payment of funds or other contingency. We can clearly demonstrate that we retain sufficient resources to deliver services with confidence and to manage any negative impact of the UK deficit reduction plan for an 18 month period from the signing of these accounts in July 2012.

Unrestricted Reserves at 31 March 2012 were £2,327,917, of these funds £67,000 has been designated for maternity and redundancy payments and £100,000 has been designated for future repairs to buildings. This leaves general unrestricted reserves of £2,160,917. Council of Management will be monitoring the funding background regularly over the next period of time and will, where appropriate, release such "reserved funds" to enable any particular service provided by BDP, for which funds may cease, to be managed in an orderly way, minimising possible detrimental impact for BDP's beneficiaries.

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FUTURE PLANS

Future Proofing

Defined as "anticipating future developments, so that action can be taken to minimize possible negative consequences, and to seize opportunities", this of course is core to the leadership of any organisation – but never more relevant than during the forthcoming years

The Government's Recovery Roadmap was published towards the end of the year affirming the renewed policy focus on enabling individuals to achieve recovery. Alongside this, policy on the direction of health, social care and criminal justice are changing rapidly: new structures, for example, Clinical Commissioning Groups are set to revolutionise the way in which health care is commissioned and mechanisms such as Any Qualified Provider will give more choice and power to patients. On the criminal justice front Government is proposing contestability for probation services and a new approach to dealing with those in our prisons who are there because of their underlying drug, alcohol or mental health problems. These are just a handful of the many changes afoot – presenting both new opportunities and real risks for charities like BDP.

We will seize all relevant opportunities to grow. We are demonstrably effective at what we do as evidenced by the 10% increase in the number of people benefiting from our services in the last two years – all within existing resources. Our commitment to delivering continuous improvement is tangible and visible through developments like our pod programme for users of drugs other than heroin and crack cocaine, peer support and our bespoke group for older drug and alcohol users – again all of which have been delivered within existing resources.

We will continue to manage the risks – one of the major ones being Payment by Results. Although it is what it says 'on the tin' – payment made when desired results are delivered and proven – currently pilots in the drug and alcohol world are all taking different approaches to both payment and results. However, whatever the model and the level of risk sharing between commissioner and provider, Payment by Results requires money in the bank – to resource delivery while waiting for often longer-term results e.g. reduced re-offending rates – only demonstrable a year or more later. While 'Social Investment Bonds' are seen by Government as a new source of private sector income to finance expanded social outcomes there seems limited private sector appetite for this at a time of extreme uncertainty in financial markets, hence maintaining adequate reserves, and partnering with others, is key to managing the Payment by Results risks.

In order to seize the opportunities and manage the risks most effectively we are future-proofing by strengthening our core support services. This includes additional emphasis on quality management, business development and human resources expertise which will support our growth and future and allow us to provide effective, responsive services to a wider group of beneficiaries. We will continue to build partnerships that work for commissioners and service users – partnerships that are not just overly complex service delivery models which look good on paper – but which deliver tangible added value for beneficiaries.

Most important of all, we will remember why we are here – not to 'build empires', but to share our expertise and our ability to deliver change to some of the most vulnerable people in our society with a wider audience.

COUNCIL OF MANAGEMENT RESPONSIBILITIES

The Council of Management are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the Council of Management to prepare financial statements for each financial year. Under that law the Council of Management have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice. Under company law the Council of Management must not approve the financial statements unless they are satisfied that they

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Council of Management report for the year ended 31 March 2012

give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period

In preparing these financial statements, the Council of Management are required to

- Select suitable accounting policies and then apply them consistently
- Make judgements and accounting estimates that are reasonable and prudent
- State whether United Kingdom Generally Accepted Accounting Practice has been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Council of Management are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Council of Management

Members of the Council of Management, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page two. Members identified as co-opted members were not Directors during the year in question.

Auditors

All the current Council of Management members have taken all the steps that they ought to have taken to make themselves aware of any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The Council of Management are not aware of any relevant audit information of which the auditors are unaware.

Bishop Fleming has expressed their willingness to continue in office. A resolution to reappoint them will be proposed at the Annual General Meeting.

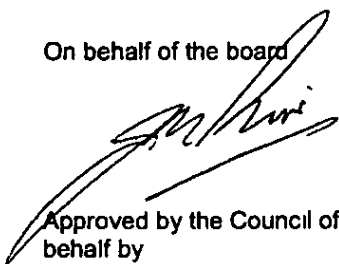
Bristol Drugs Project Limited

Council of Management report for the year ended 31 March 2012

Small Company Exemptions

This report is prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies and follows the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice 2005

On behalf of the board



Approved by the Council of Management on 24th July 2012 and signed on its behalf by

J M Prior, FCA, Director and Chair
11 Brunswick Square
Bristol
BS2 8PE

Bristol Drugs Project Limited

Independent Auditor's report for the year ended 31 March 2012

Independent Auditor's Report to the members of Bristol Drugs Project Limited

We have audited the financial statements of Bristol Drugs Project Limited for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Council of Management's Responsibilities Statement set out on page 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- Give a true and fair view of the state of the charitable company's affairs as at 31 March 2012, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), and
- Have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Bristol Drugs Project Limited

Independent Auditor's report for the year ended 31 March 2012

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- Adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- The financial statements are not in agreement with the accounting records and returns, or
- Certain disclosures of trustees' remuneration specified by law are not made,
- We have not received all the information and explanations we require for our audit, or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Council of Management report.



Joseph Scarfe FCA (Senior Statutory Auditor)
for and on behalf of
Bishop Fleming
Chartered Accountants
Statutory Auditors
16 Queen Square
Bristol
BS1 4NT

Date 3/8/12

Bristol Drugs Project Limited

Statement of financial activities for the year ended 31 March 2012 (including income and expenditure account)

| | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2012 £ | Total 2011 £ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources from generated funds | | | | | |
| <i>Activities for generating funds</i> | | | | | |
| <i>Voluntary income</i> | | | | | |
| Donations and grants | | 11,552 | 30 | 11,582 | 11,882 |
| Investment income | | 21,507 | - | 21,507 | 17,946 |
| <i>Incoming resources from charitable activities</i> | 2 | 3,317,257 | 645,430 | 3,962,687 | 3,876,596 |
| Other incoming resources | | 8,680 | - | 8,680 | 8,472 |
| Total incoming resources | | 3,358,996 | 645,460 | 4,004,456 | 3,914,896 |
| Resources expended | | | | | |
| Charitable activities: provision of services | | | | | |
| Governance costs | | 3,082,591 | 621,525 | 3,704,116 | 3,682,844 |
| | | 8,183 | - | 8,183 | 6,118 |
| Total resources expended | 5 | 3,090,774 | 621,525 | 3,712,299 | 3,688,962 |
| Net income for the year | 3 | 268,222 | 23,935 | 292,157 | 225,934 |
| Transfers between funds | | - | - | - | - |
| Net movement in funds | 11 | 268,222 | 23,935 | 292,157 | 225,934 |
| Fund balances brought forward at 1 April 2011 | | 2,059,695 | 67,948 | 2,127,643 | 1,901,709 |
| Fund balances carried forward at 31 March 2012 | 11 | 2,327,917 | 91,883 | 2,419,800 | 2,127,643 |

All incoming resources and resources expended derive from continuing activities

There are no gains or losses other than those shown in the above statement

The notes on pages 19 to 26 form part of these financial statements

Bristol Drugs Project Limited

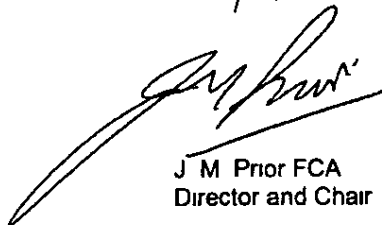
Balance Sheet as at 31 March 2012

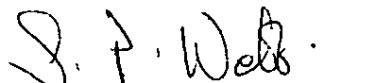
Company No. 1902326

| | | 2012 | | 2011 | |
|---|------|------------------|-------------------------|------------------|-------------------------|
| | Note | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 6 | | 96,848 | | 126,442 |
| Current assets | | | | | |
| Debtors and Prepayments | 7 | 56,185 | | 41,153 | |
| Cash at bank and in hand | | 2,463,934 | | 2,206,036 | |
| | | <u>2,520,119</u> | | <u>2,247,189</u> | |
| Creditors amounts falling due within one year | 8 | (197,167) | | (245,988) | |
| Net current assets | | | <u>2,322,952</u> | | <u>2,001,201</u> |
| Total assets less current liabilities | | | <u><u>2,419,800</u></u> | | <u><u>2,127,643</u></u> |
| Funds of the Charity | | | | | |
| Restricted Funds | 11 | | 91,883 | | 67,948 |
| Unrestricted Funds | | | | | |
| Designated Funds | 11 | | 167,000 | | 167,000 |
| General Funds | 11 | | 2,160,917 | | 1,892,695 |
| | | | <u>2,419,800</u> | | <u>2,127,643</u> |

These financial statements have been prepared in accordance with the provisions applicable to companies, subject to the small companies regime and the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Council of Management and authorised for issue on 24/7/2012 and signed on its behalf by


J M Prior FCA
Director and Chair


S Webb
Director, Vice Chair and Chair of
Internal Audit

Notes on pages 20 to 27 form part of these financial statements

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice 2005 (SORP 2005)

Incoming resources

Incoming resources represent the amount derived from statutory organisations, grants and other donations receivable during the year. All income is credited to revenue when the charity is entitled to the income. Grants receivable in advance are deferred.

Many of the charity's funding streams, whilst having certain conditions attached which must be met to fulfil the charity's obligations, are actually contracts for service. Thus by providing the service for the year, the obligation attached to the contract is released with any residual deficit or benefit on the contract value being at the risk of or for the benefit of the charity.

Resources Expended

Expenditure is included in the financial statements on an accruals basis. Expenditure is charged directly to the provision of services wherever possible.

Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, together with fair allocation of management and support costs on an employee basis.

Funds

Unrestricted General Funds are available for use at the discretion of the Council of Management in furtherance of the general objectives of the Charity.

Designated funds comprise unrestricted funds that have been set aside at the discretion of the Council of Management for specific purposes. The purpose of the designated funds is set out in the notes to the accounts.

Restricted funds are funds which have been given for a specific purpose by the donor or statutory body or by the purpose of the appeal in which the funds are raised. Expenditure which meets these criteria is charged to the fund, together with fair allocation of management and support costs on an employee basis.

Tangible fixed assets

Depreciation of fixed assets is calculated to write off their cost less any residual value over their estimated useful lives as follows:

Motor Vehicles, Fixtures, Fittings and Office Equipment are on a straight line basis over 5 years.

Assets are capitalised where the cost exceeds £5,000 and a full year's depreciation is charged in the year of acquisition.

Leases and hire purchase contracts

Rentals paid under operating leases are charged to the Statement of Financial Activities as they fall due.

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

2 Incoming resources from charitable activities

| | Unrestricted funds £ | Restricted funds £ | Total 2012 £ | Total 2011 £ |
|--|----------------------------|--------------------------|------------------|------------------|
| Incoming Resources | | | | |
| Bristol City Council (Supporting People) | - | 306,891 | 306,891 | 329,369 |
| Safer Bristol (PTB & DIP) | 2,336,307 | - | 2,336,307 | 2,327,255 |
| Safer Bristol (Non PTB) | 560,245 | - | 560,245 | 561,350 |
| Safer Bristol (Structured Day Programme) | 342,800 | - | 342,800 | 330,059 |
| Comic Relief | - | 71,373 | 71,373 | 69,499 |
| St Monica Trust Community Fund | - | - | - | 10,000 |
| Adfam | - | - | - | 1,014 |
| Bristol NHS Primary Care Trust | 2,121 | 261,041 | 263,162 | 248,050 |
| Lawrence Hill Health Centre | - | 1,285 | 1,285 | - |
| The Prince's Trust | 664 | - | 664 | - |
| Quartet Community Foundation | - | 4,840 | 4,840 | - |
| Safer Bristol (Non Recurring Budget) | 75,120 | - | 75,120 | - |
| Totals | 3,317,257 | 645,430 | 3,962,687 | 3,876,596 |

3. Net incoming resources

| | 2012 £ | 2011 £ |
|--|-----------|-----------|
| Net incoming resources are stated after charging | | |
| Depreciation of tangible fixed assets, | | |
| Owned fixed assets | 35,894 | 46,920 |
| Auditors' remuneration | | |
| Auditor - Bishop Fleming | 4,740 | 4,740 |
| Non Audit Service (payroll) | 3,712 | 3,699 |
| Operating leases | | |
| Rent | 71,845 | 68,811 |
| Equipment | 437 | 1,517 |

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

4. Salaries

| | 2012 £ | 2011 £ |
|------------------------------|------------------|------------------|
| Gross salaries and wages | 2,502,222 | 2,441,189 |
| Employers national insurance | 241,551 | 235,863 |
| | <u>2,743,773</u> | <u>2,677,052</u> |

The Council of Management neither received nor waived any emoluments or remuneration during the year (2011 Nil)

One employee received a salary in the range of £60,000- £70,000 per annum (2011 one)

| | 2012 | 2011 |
|--|------------|------------|
| Average number of employees | <u>101</u> | <u>103</u> |
| Total employees at the start of the financial year | 106 | 108 |
| Total employees at the end of the financial year | <u>100</u> | <u>106</u> |

Expenses reimbursed to members of the Council for childcare and travel amounted to £0 (2011 £4)

The number of Trustees to which expenses were reimbursed in the year was 0 (2011 one)

During the year Trustee Indemnity Insurance was held at a cost of £1,459 31 (2011:£656)

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

5. Total resources expended

| | Charitable activities £ | Governance costs £ | Total 2012 £ | Total 2011 £ |
|-------------------------------------|-------------------------------|--------------------------|------------------|------------------|
| Audit Fees | - | 4,740 | 4,740 | 4,740 |
| Bank Charges | 502 | - | 502 | 440 |
| Cleaning | - | - | - | 2,698 |
| Client Cost | 18,764 | - | 18,764 | 20,720 |
| Client Workshop | 36,180 | - | 36,180 | 21,683 |
| Council of Management Cost (note 4) | - | - | - | 4 |
| Depreciation | 35,894 | - | 35,894 | 46,920 |
| Drop-In and Open Access | 1,208 | - | 1,208 | 2,799 |
| Equipment Hire | 437 | - | 437 | 1,517 |
| External Supervision | 5,401 | - | 5,401 | 6,142 |
| Health, Safety and Welfare | 12,440 | - | 12,440 | 14,092 |
| Heating and Lighting | 5,384 | - | 5,384 | 6,798 |
| HRS Motor Expenses | 18,492 | - | 18,492 | 22,901 |
| Insurance | 18,625 | - | 18,625 | 28,926 |
| IT Costs and Support | 18,135 | - | 18,135 | 15,921 |
| Legal and Professional | - | 3,443 | 3,443 | 1,378 |
| Marketing | 8,150 | - | 8,150 | 12,027 |
| Mentoring | 17,688 | - | 17,688 | 14,224 |
| Needle Exchange | 139,279 | - | 139,279 | 137,779 |
| Non Capital Equipment | 1,947 | - | 1,947 | 7,737 |
| Other | 149 | - | 149 | 200 |
| Overdose and Ketamine Workshop | 2,866 | - | 2,866 | 2,976 |
| Payments to Joint Providers | 311,448 | - | 311,448 | 325,442 |
| Premises Costs | 16,819 | - | 16,819 | 13,944 |
| Printing, Postage and Stationery | 27,944 | - | 27,944 | 27,027 |
| Professional Fees and Consultancy | 3,738 | - | 3,738 | 5,074 |
| Recruitment | 3,756 | - | 3,756 | 12,734 |
| Refurbishment | 24,144 | - | 24,144 | - |
| Rent, Rates and Service Charges | 78,488 | - | 78,488 | 72,906 |
| Repairs and Maintenance | - | - | - | 8,315 |
| Salaries and Employer's NI | 2,743,773 | - | 2,743,773 | 2,677,052 |
| Script in a day – Participants | 1,041 | - | 1,041 | - |
| Staff Childcare Vouchers | 2,364 | - | 2,364 | - |
| Subscriptions | 5,871 | - | 5,871 | 1,467 |
| Telephone Charges | 27,310 | - | 27,310 | 17,503 |
| Temporary Staff and Recruitment | 18,415 | - | 18,415 | 52,479 |
| Training and Development | 24,972 | - | 24,972 | 25,079 |
| Travel and Subsistence | 43,674 | - | 43,674 | 49,112 |
| Volunteer Expenses | 28,818 | - | 28,818 | 24,711 |
| 25 th Anniversary | - | - | - | 3,495 |
| | <u>3,704,116</u> | <u>8,183</u> | <u>3,712,299</u> | <u>3,688,962</u> |

Cleaning (2012) and Repairs and Maintenance (2012) are included in Premises Costs

25th Anniversary (2012) is included in Marketing

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

6. Tangible fixed assets

| | Motor Vehicles | Fixtures, Fittings and Computer Equipment | Total 2012 |
|-------------------------|----------------|--|---------------|
| Cost | £ | £ | £ |
| 1 April 2011 | 61,140 | 274,272 | 335,412 |
| Additions | - | 6,300 | 6,300 |
| Eliminated on disposals | - | (7,843) | (7,843) |
| 31 March 2012 | 61,140 | 272,729 | 333,869 |
| Depreciation | | | |
| 1 April 2011 | 17,940 | 191,030 | 208,970 |
| Charge for the year | 10,800 | 25,094 | 35,894 |
| Eliminated on disposals | - | (7,843) | (7,843) |
| 31 March 2012 | 28,740 | 208,281 | 237,021 |
| Net book value | | | |
| 31 March 2012 | 32,400 | 64,448 | 96,848 |
| 31 March 2011 | 43,200 | 83,242 | 126,442 |

7. Debtors and Prepayments

| | 2012 £ | 2011 £ |
|--|-----------|-----------|
| Amounts falling due within one year | | |
| Funds outstanding | 5,710 | 5,309 |
| Prepayments | 49,350 | 34,719 |
| | 55,060 | 40,028 |
| Amounts falling due after more than one year | | |
| Rent deposits | 1,125 | 1,125 |
| | 56,185 | 41,153 |

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

8. Creditors:

Amounts falling due within one year

| | 2012 £ | 2011 £ |
|------------------------------------|----------------|----------------|
| Trade creditors | 75,255 | 82,838 |
| Accruals | 38,832 | 75,599 |
| Deferred income | 17,325 | 21,124 |
| Other taxation and social security | 64,596 | 65,072 |
| Other creditors | 1,159 | 1,355 |
| | <u>197,167</u> | <u>245,988</u> |

9. Guarantees and other financial commitments

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows

| | 2012 £ | 2011 £ |
|--------------------------|---------------|---------------|
| Expiring | | |
| Within one year | 14,944 | - |
| Within two to five years | 43,490 | 27,100 |
| | <u>58,434</u> | <u>27,100</u> |

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

10 Funds

| | Unrestricted Funds £ | Restricted Funds £ | Total 2012 £ | Total 2011 £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| Fund balances at 31 March 2012 are represented by. | | | | |
| Tangible fixed assets | 96,848 | - | 96,848 | 126,442 |
| Current assets | 2,428,236 | 91,883 | 2,520,119 | 2,247,189 |
| Current liabilities | (197,167) | - | (197,167) | (245,988) |
| Total net assets | 2,327,917 | 91,883 | 2,419,800 | 2,127,643 |

11. Statement of funds

| | At 1 April 2011 £ | Income £ | Expenditure £ | At 31 March 2012 £ |
|--|----------------------------|------------------|--------------------|-----------------------------|
| Unrestricted funds | | | | |
| General funds | 1,892,695 | 3,358,996 | (3,090,774) | 2,160,917 |
| Designated funds | | | | |
| Maternity & redundancy | 67,000 | - | - | 67,000 |
| Contingency for future buildings repairs | 100,000 | - | - | 100,000 |
| | 167,000 | - | - | 167,000 |
| Total unrestricted funds | 2,059,695 | 3,358,996 | (3,090,774) | 2,327,917 |
| Restricted income funds | | | | |
| Alcohol Mentoring | 39,999 | 71,373 | (56,454) | 54,918 |
| Bristol Early Intervention | 30,615 | 248,050 | (248,273) | 30,392 |
| Housing Support | (8,356) | 306,921 | (301,617) | (3,052) |
| Northern Lights | - | 4,840 | (3,117) | 1,723 |
| Personal Safety Training | 487 | - | (487) | - |
| St Monica Trust | 5,203 | - | (5,203) | - |
| Script in a Day | - | 14,276 | (6,374) | 7,902 |
| Total restricted funds | 67,948 | 645,460 | (621,525) | 91,883 |
| Total funds | 2,127,643 | 4,004,456 | (3,712,299) | 2,419,800 |

Bristol Drugs Project Limited

Notes to the accounts for the year ended 31 March 2012

Designated Funds

£67,000 has been designated for potential future maternity and redundancy payments. This figure has been calculated as representing BDP's maximum statutory liability.

£100,000 has been designated for buildings maintenance and the general upkeep of the premises for the purpose of ongoing operations.

Restricted income funds

Alcohol Mentoring income from Comic Relief provides support to families where a parent's alcohol use is problematic. BDP is in discussion with Comic Relief about the application of funds carried forward at year end.

Bristol Early Intervention service operates within all Bristol local authority secondary schools, providing help with drug and alcohol use.

Housing Support fund is in deficit due to overspend in the year 2009/10, but we anticipate that the deficit will continue to be reduced in 2012/13.

Funding received from St Monica Trust continued to support the targeted work with Older Drug Users.

Northern Lights was funded by a grant from Quartet Community Foundation and supports an additional group for children and young people where a parent's drug or alcohol use is problematic.

Script in a Day for injecting drug users is funded with an NHS National Institute for Health Research grant. It is a randomised control feasibility trial, delivered in partnership with the School of Social and Community Medicine at the University of Bristol and Lawrence Hill Health Centre.

12. Called up share capital

There is no share capital as the company is limited by Guarantee. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity as stated in the Memorandum and Articles of Association.