

Charity number: 1047945
Company number: 03061079

Cyswllt Contact Limited
(formerly Cyswllt Ceredigion Contact Limited)
(A company limited by guarantee)

Trustees' report and unaudited financial statements
for the year ended 5 April 2008

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Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
(A company limited by guarantee)

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Cyswllt Contact Limited
(A company limited by guarantee)

Legal and administrative information

| | | |
|------------------------------------|---|--|
| Former company name | Cyswllt Ceredigion Contact Limited | Name changed on 9 June 2008 |
| Charity number | 1047945 | |
| Company registration number | 03061079 | |
| Registered office | 49 North Parade Aberystwyth Ceredigion SY23 2JH 01970 626470 Website: www.recovery.org.uk | |
| Trustees | WM Crockett KW Davies VC Lowe B Williams D Lucas A Kenny M Jones | resigned 1 June 2007 resigned 28 November 2007 Appointed 26 September 2007 appointed 23 May 2007, resigned 6 February 2008 Appointed 21 November 2007 |
| Secretary | Wendy Crockett | |
| Chief executive | Nicola Webb | |
| Business Manager | Marty Spittle | |
| Reporting Accountants | Davies & Lewis Oregon House Powell Street Aberystwyth Ceredigion SY23 1QQ | |
| Bankers | CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME17 4JG | Lloyds Bank plc 12 Terrace Road Aberystwyth Ceredigion |
| Solicitors | Powell Davies Market Chambers, 27 Eastgate Aberystwyth Ceredigion SY23 2AR | |

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

The trustees present their report and the financial statements for the year ended 5 April 2008. The trustees, who are also directors for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

The Charity is constituted as a Company limited by guarantee, and is governed by memorandum and articles of association.

The trustees meet every two months.

The directors are also the trustees of the charity and comprise its membership. Trustees are appointed by the existing board at each annual general meeting, being proposed by members. One third of the trustees retire by rotation at each annual general meeting. When a trustee resigns they also resign as a member.

Trustee vacancies and additional appointments may be made by the trustees, such trustees holding office only until the next following AGM.

Day-to-day management of the charity is delegated to the Director and Business Manager, who attend and present to the trustees at the bi-monthly meetings.

The charity is advised by a steering committee, whose members are not trustees and whose role is advisory only.

A Finance Committee meets every six months and reports to the trustees at the following full meeting. The Chair, Deputy Treasurer and Business Manager sit on the committee.

Activities

The principal activities of the charity are to:

- 1 Advise and assist persons with alcohol or drug related problems, or who are suffering from eating disorders or connected personal problems associated in overcoming those problems
- 2 Assist the families and dependants of such persons
- 3 Advance the education of the general public with regard to the misuse of drugs, alcohol and other substances.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

Achievements and performance

Staff & Developments

In April 2007 Cyswllt welcomed its new director, Nicky Webb. Nicky has a background in substance misuse and social work and brings to Cyswllt invaluable experience from service delivery, multi agency working and commissioning perspectives. In October 2007 Nicky, along with our trainee counsellor Georgina Gray, began training in 12-step treatment on the International Addiction Counsellor Training Programme in County Tipperary. This was funded by the Drugs Intervention Programme (DIP) and Ceredigion Substance Misuse Action Team (SMAT). Nicky and Georgina will complete their training in October 2008.

The year saw Cyswllt finally take on its full complement of counsellors. The agency now employs a strong team of four fulltime and two part-time counsellors. This, residual funding from Fathers House (Aberystwyth) and capital funding from the SMAT allowed Cyswllt to fully develop its Cardigan office, which it shares with Ceredigion Care Society. A receptionist, Julie Pritchard, was recruited and the centre opened full time in January 2008. We are now providing a full treatment programme in Cardigan.

Ceredigion Care Society provides:

- Bond Schemes: general advice on housing related issues and a means of accessing finance to enable clients to secure rented accommodation.
- Tenancy Support Schemes: ongoing tenancy support to vulnerable people.

Since the plight of many substance misusers is inextricably linked with housing, partnership working with the Care Society has proved fruitful for both agencies' clients.

New staff welcomed to the team since April 2007 are as follows:

- Nicky Webb - Director
- Andrew Kentish - Counsellor
- Suzanne Wood-Gaiger - Counsellor
- Annie Durrant - Counsellor
- Ann Kenny - Counsellor
- Errol van Duyker - Finance Officer
- Julie Pritchard - Cardigan Receptionist
- Charles Pinnager - Support Worker

All have made a valuable contribution to the delivery of services to substance misusers in the area.

Projects

Supporting People

In line with its stated objective 'to advise and assist [substance misusers with]... connected personal problems in overcoming those problems', Cyswllt provided a Support Worker funded by Supporting People throughout the year. The support worker provides practical advice tailored to our clients' needs. The primary focus of the project is to help people to maintain their tenancies but also covers other practical issues such as budgeting, benefits and use of time.

Sue Lee, Cyswllt's Support Worker, was on maternity leave for most of the year. Her leave was covered by Sam Wanmer. Since we have recently gained further funding from Supporting People to expand and develop the support project, now known as the 'Wrap Around Project', Cyswllt has been in the fortunate position of being able to welcome Sue back whilst retaining Sam.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

Drug Interventions Programme (DIP)

Cyswllt continued to provide the DIP for Ceredigion. The project is aimed at drug users who have entered the criminal justice system and fits Cyswllt's objective to 'advise and assist persons with alcohol or drug related problems'. The project provides both outreach to courts and custody suites throughout Ceredigion and group and one-to-one sessions with a focus on criminal activity as a consequence of substance misuse. The project went live in March 2006. Cyswllt aims to hold an annual caseload of 60 DIP clients. 10% of DIP clients went on to enter Cyswllt's abstinence based treatment programme.

Recovery & Work

2007-2008 was the final year of this European funded project which has provided a steep learning curve for the organisation and enormous benefits to clients. The 'Recovery and Work' project clearly fitted the agency's primary objective by providing clients with pre-treatment, treatment and aftercare; and a clear pathway into vocational training (in partnership with Ceredigion Training). It also aimed to widen access by helping people with travel and dependent care costs and increasing the publicity budget. 'Recovery & Work' has been extremely successful in widening access to Treatment and had begun towards the end to be effectively moving people into training. The project ended in October 2008 after running for just over two and a half years and being delivered to 124 clients. Roughly 15% of Cyswllt's funding this year was from the European Social Fund.

Services

Cyswllt's counsellors provide a range of programmes, designed to help people with substance misuse problems to understand them, become better able to deal with the consequences of their problem and to overcome them. All programmes are supplemented by one-to-one counselling where appropriate or requested.

The programmes available are:

Drug and Alcohol Awareness Programme (DAAP)

A group session that meets once a week and runs for six weeks. It is designed for people who are experiencing difficulties in their lives as a result of their misuse of drugs, alcohol or food.

Day Treatment

A 12-week, 5 day per week intensive programme, where clients who have abstained from substance misuse work with counsellors and each other, to prepare themselves for a life free of substance misuse.

Aftercare

A group programme that runs for one afternoon per week and lasts for a maximum of one year after successful completion of the day treatment programme. The programme provides essential peer support to them during the vulnerable stage of early recovery.

Family Programme

A weekly group for close friends and family of people misusing substances. Allows family members to meet, attend lectures, share experiences and learn more about the problems facing their loved ones and how best to support them whilst taking care of themselves.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

Detoxification

Cyswllt's day treatment programme is abstinence based and as such clients need to be free from drugs and alcohol to join and continue on the programme. For some clients this can only be achieved through a process of detoxification, either at a residential centre or through local community based support. Historically there has been a lack of residential detoxification facilities in Ceredigion, but for another year, the Ceredigion Community Safety Partnership has made funds available to allow us to send clients to suitable residential centres outside the county to be detoxified.

Eating disorders

Cyswllt uses (CBT) Cognitive Behavioural Therapy to work with eating disorder clients on a day basis. The agency does not accept referrals of clients with a (BMI) Body Mass Index of less than 18.5 (equivalent to 5 stone in a woman) since it does not employ medical staff or have residential facilities. These clients are referred back to their GP or to mental health services.

Increased referrals of eating disorder sufferers in 2006 led to recognition within the organisation that more specialised training was needed. In 2007 our senior counsellor - Adam Weston - completed his diploma at the National Centre for Eating Disorders in London and a second counsellor - Ivan Courtier - is about to complete the same training. Cyswllt is currently seeking specific funding to work with eating disorders and hopes to develop a group programme in 2009.

Education, Training & Information

A considerable amount of training and educational work has been carried out over the year. The Schools Programme has been delivered to all year eight pupils in Penglais School. In addition Cyswllt has delivered training to staff within local voluntary and statutory agencies.

The website www.recovery.org.uk continues to be acknowledged as one of the most informative sites for anyone seeking advice and help on alcohol or drug related problems and those suffering from eating disorders.

Activities

The Agency as a whole received 345 referrals this year, comprising 282 to the Aberystwyth Centre and 63 to Cardigan. Overall referrals were down on last year by 10%. This is primarily due to the decision to cease publicity in the final quarter of 2006-2007 due to lack of counselling staff. However, 66% referrals attended assessment this year, which represents a 7% improvement on last year.

'Alcohol only' clients still make up the greatest proportion of Cyswllt's work. However, the percentage of these clients has steadily reduced by 4% each year since 2005-2006. The geographical distribution of referrals is broadly similar to last year with the greatest proportion (57%) of Cyswllt's clients still being drawn from the SY23 area. However, roughly 10% of clients were from out of county.

Referral sources into the Cardigan office have broadened this year to form a stable base. Here, although criminal justice referrals continue to make up the lion's share, we have begun to receive referrals from Prism, WWSMS, GPs and Social Services. This is impressive for a new service since no advertising took place last year.

Although numbers of clients going through programmes in 2007-8 was one third lower than the previous year (75 clients as opposed to 116 in the previous year), drop-out rates were greatly reduced. Much of this was due to having more counsellors which allowed group programmes to be backed up by one-to-one counselling. This had a dramatic affect on the DIP which saw retention rates double.

The year saw an increase in clients worked with on a one-to-one basis rather than entering programmes at all. This occurred for two main reasons:

- No Treatment Programme in Cardigan
- Increased work with Eating Disorder clients with no suitable group for them to attend.

This change in delivery pattern has both cost and waiting time implications. It has been partially addressed by setting up Pre-treatment Groups in both locations and limiting the caseload of eating disorder clients.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

Thanks

We would like to thank those who donated their time and expertise to Cyswllt over the year, including Chris Williams (web design and management), Eurwen Booth (translation) and Martin Davies (legal matters). We would also like to thank all of the Community Councils who donated funds to us and Father's House (Aberystwyth) for passing on their residual funding.

Policies and Financial Management

- 1 The charity seeks to set aside out of its unrestricted funds sufficient to cover immediate staff costs (notice & redundancy), and the average amount of central running costs for a one-month period, should it face an unexpected shortfall in funding. The amount is currently £50,041.
- 2 The trustees are empowered by the Articles of Association to invest the funds of the Charity as they see fit. Any funds not required for immediate expenditure are placed in a bank deposit account until required.
- 3 The trustees confirm that they have identified major risks to which the charity is exposed and have established systems to mitigate these risks.

Internal financial risks are minimised by the implementation of control and authorisation procedures.

Procedures are in place to ensure compliance with health and safety for staff, clients and visitors to the centre.

The implementation of the Drugs and Alcohol National Occupational Standards (DANOS) over the next two years will ensure a consistent quality of delivery for all operational aspects of the charity.

All procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Financial position

Cyswllt has expanded rapidly over the last three years due to demand and to a number of new funding streams. This year (08-09) Contact struggled to fill the gap left by European funding. However, long-term commitments from donors now cover 63% of the following year (09-10).

Considerable efforts have been made since September 2007 to raise money from the latest European funds. Rob Allen of Cyswllt is currently acting as chair of a pan Wales consortium attempting to draw down an additional five years of European funding. It is hoped that this work will bear fruit in the coming year. The agency is also appealing to a number of trusts to consider contributing towards its running costs over the next three years.

Directors, Trustees and Members

The Trustees who served during the year are as stated on the information page.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2008

Statement of 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 affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

On behalf of the board



WM Crockett
Chair of Trustees
Date: 6 November 2008

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
(A company limited by guarantee)

Accountants' report to the trustees on the unaudited financial statements of Cyswllt Contact Limited.

We report on the financial statements of Cyswllt Contact Limited for the year ended 5 April 2008 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

Respective responsibilities of the trustees and auditors

As described in the statement of trustees' responsibilities the company's trustees (who also act as directors for the charitable activities of Cyswllt Contact Limited) are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985.
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from audit of the accounts for the year specified in Section 249A(4) of the Act as modified by Section 249A(5), and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemptions specified in Section 249B(1)(a) to (f) of the Act.



Davies & Lewis
Chartered Certified Accountants
Registered Auditors
13 November 2008

Oregon House
Powell Street
Aberystwyth
Ceredigion
SY23 1QQ

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Statement of financial activities (incorporating the income and expenditure account)

for the year ended 5 April 2008

| | Notes | Unrestricted funds £ | Restricted funds £ | 2008 Total £ | 2007 Total £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | 36,294 | 116,268 | 152,562 | 206,100 |
| Investment income | 3 | 8,635 | 843 | 9,478 | 5,326 |
| Incoming resources from charitable activities | 4 | 2,220 | 225,921 | 228,141 | 214,842 |
| Other incoming resources | | 2,036 | - | 2,036 | 2,575 |
| Total incoming resources | | <u>49,185</u> | <u>343,032</u> | <u>392,217</u> | <u>428,843</u> |
| Resources expended | | | | | |
| Costs of generating funds: | | | | | |
| Cost of generating voluntary income | 7 | 1,805 | 12,862 | 14,667 | 10,385 |
| Charitable activities | 5 | 78,955 | 308,753 | 387,708 | 341,336 |
| Governance costs | 6 | 11,467 | 9,071 | 20,538 | 13,550 |
| Total resources expended | | <u>92,227</u> | <u>330,686</u> | <u>422,913</u> | <u>365,271</u> |
| Net incoming/(outgoing) resources before transfers | | | | | |
| Net income/(expenditure) for the year | | (43,042) | 12,346 | (30,696) | 63,572 |
| Transfers on purchase of fixed assets | | 13,086 | (13,086) | - | - |
| Net movement in funds | | <u>(29,956)</u> | <u>(740)</u> | <u>(30,696)</u> | <u>63,572</u> |
| Total funds brought forward | | 160,514 | 30,925 | 191,439 | 127,866 |
| Total funds carried forward | | <u>130,558</u> | <u>30,185</u> | <u>160,743</u> | <u>191,438</u> |

The notes on pages 12 to 22 form an integral part of these financial statements.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Balance sheet
as at 5 April 2008

| | Notes | 2008 | | 2007 | |
|---|-------|------------------|----------------|------------------|----------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 12 | | 22,846 | | 21,966 |
| Current assets | | | | | |
| Debtors | 13 | 74,259 | | 133,581 | |
| Cash at bank and in hand | | 171,796 | | 207,901 | |
| | | <u>246,055</u> | | <u>341,482</u> | |
| Creditors: amounts falling due within one year | 14 | <u>(108,158)</u> | | <u>(172,009)</u> | |
| Net current assets | | | 137,897 | | 169,473 |
| Net assets | | | <u>160,743</u> | | <u>191,439</u> |
| Funds | 15 | | | | |
| Restricted income funds | | | 30,185 | | 30,925 |
| Unrestricted income funds | | | 130,558 | | 160,514 |
| Total funds | | | <u>160,743</u> | | <u>191,439</u> |

The Balance Sheet continues on the following page.

The notes on pages 12 to 22 form an integral part of these financial statements.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Balance sheet (continued)

Trustees' statements required by Section 249B(4)
for the year ended 5 April 2008

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 5 April 2008 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the board on 6th November 2008 and signed on its behalf by

W.M. Crockett

Trustee

The notes on pages 12 to 22 form an integral part of these financial statements.

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Notes to the financial statements
for the year ended 5 April 2008

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 1985.

The accounts are prepared on the going concern basis. The period considered by the directors in assessing the going concern basis extends to the end of April 2009 only, since many of the donors to Cyswllt Contact commit themselves to funding for a period of one year only.

1.2. Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, including grants for the purchase of fixed assets, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of training time provided to clients by other agencies is quantified on the basis of teaching hours provided. The value of services provided by volunteers has not been included.

The charity commissions certain services from other agencies on behalf of its clients. Where these services are funded by a third party and paid in cash by the third party directly to the commissioned agency, the value of these services are not included in the charity's accounts.

Income raised to fund the budgeted expenditure of future periods is treated as deferred income in the current period.

Income from investments is included in the year in which it is receivable.

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Notes to the financial statements
for the year ended 5 April 2008

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income.

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

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly. Support costs are apportioned on an appropriate basis as described in Note 7.

Where the administrative burden of identifying particular support costs to be charged to a restricted fund is too onerous then these are charged in total to the restricted fund.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost residual value of each asset over its expected useful life, as follows:

| | | |
|----------------------------------|---|--|
| Leasehold properties | - | Straight line over the life of the lease |
| Fixtures, fittings and equipment | - | 25% straight line |

Assets costing less than £500 are not capitalised.

1.6. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

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Notes to the financial statements
for the year ended 5 April 2008

2. Voluntary income

| | Unrestricted funds £ | Restricted funds £ | 2008 Total £ | 2007 Total £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Donations | 11,159 | - | 11,159 | 494 |
| Tackling Drugs Award | - | - | - | 10,000 |
| Grants receivable - government | 12,249 | 88,599 | 100,848 | 163,182 |
| Grants from trusts and businesses | 2,500 | 27,669 | 30,169 | 20,000 |
| Intangible income - Ceredigion Training staff time | 10,386 | - | 10,386 | 12,424 |
| | <u>36,294</u> | <u>116,268</u> | <u>152,562</u> | <u>206,100</u> |

Grant income receivable during the year by source:

| | Income (due)/ in advance 06/04/07 £ | Income received 2008 £ | Income due/ (in advance) 05/04/08 £ | Income receivable 2008 £ |
|--|--|---------------------------------|--|-----------------------------------|
| Government grants | | | | |
| European Social Fund | 9,064 | 52,846 | (3,115) | 58,795 |
| Substance Misuse Action Plan Fund | | 19,034 | | 19,034 |
| Community Safety Partnership Ceredigion | | 2,292 | | 2,292 |
| Community Safety Partnership Carmarthenshire | | 2,292 | | 2,292 |
| CCC- Mental Illness Strategy Grant | | 6,186 | | 6,186 |
| CCC Social Services | | 12,249 | | 12,249 |
| Welsh Language Board | (1,000) | 1,000 | | - |
| | <u>8,064</u> | <u>95,899</u> | <u>(3,115)</u> | <u>100,848</u> |
| Grants from trusts and businesses | | | | |
| Tudor trust | 2,500 | | | 2,500 |
| Lloyds TSB | 27,669 | 14,527 | (14,527) | 27,669 |
| | <u>30,169</u> | <u>14,527</u> | <u>(14,527)</u> | <u>30,169</u> |

3. Investment income

| | Unrestricted funds £ | Restricted funds £ | 2008 Total £ | 2007 Total £ |
|---------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Bank interest receivable | 8,452 | 843 | 9,295 | 5,326 |
| Other interest receivable | 183 | - | 183 | - |
| | <u>8,635</u> | <u>843</u> | <u>9,478</u> | <u>5,326</u> |

Cyswllt Contact Limited (formerly Cyswllt Ceredigion Contact Limited)
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Notes to the financial statements
for the year ended 5 April 2008

4. Incoming resources from charitable activities

| | Unrestricted funds £ | Restricted funds £ | 2008 Total £ | 2007 Total £ |
|---------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Grants & Contracts with public bodies | 1,929 | 225,921 | 227,850 | 214,842 |
| Training and services provided | 291 | - | 291 | - |
| | <u>2,220</u> | <u>225,921</u> | <u>228,141</u> | <u>214,842</u> |

Grants and contracts with public bodies by source:

| | Income (due)/ in advance 06/04/07 £ | Income received 2008 £ | Income due 05/04/08 £ | Income (in advance) 05/04/08 £ | Income receivable 2008 £ |
|------------------------------|--|---|--|---|---|
| Government grants | | | | | |
| Supporting people | (7,055) | 58,512 | | | 51,457 |
| Local Health Board | | 2,542 | | | 2,542 |
| Drug Intervention Programme | | 117,722 | | | 117,722 |
| Substance Misuse Action Team | 78,108 | | | (52,072) | 26,036 |
| Substance Misuse Action Team | 5,515 | 44,250 | | (30,110) | 8,625 |
| Substance Misuse Action Team | | 21,468 | | | 21,468 |
| | <u>65,538</u> | <u>244,494</u> | <u>-</u> | <u>(82,182)</u> | <u>227,850</u> |

The £44,250 grant from the Substance Misuse Action Team represents Cyswllt Contact's half share of a grant awarded jointly to it and Ceredigion Care Society for the lease of the Cardigan premises shared by both charities. The £44,250 awarded to Ceredigion Care Society was banked at Cyswllt Contact and then passed on to them. It is not included in the SoFA.

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Notes to the financial statements
for the year ended 5 April 2008

5. Costs of charitable activities - programme running costs

| | 2008 | 2007 |
|-----------------------------------|----------------|----------------|
| | Total | Total |
| | £ | £ |
| Clinical Staff - Wages & Salaries | 178,578 | 129,961 |
| Clinical Staff Employer's NIC | 13,029 | 12,469 |
| Other staff costs | 21,575 | 18,766 |
| Insurance | 1,147 | 372 |
| Travel | 11,065 | 6,139 |
| Telephone | 3,603 | 2,931 |
| Website | 145 | 604 |
| Client expenses | 19,531 | 33,699 |
| Clinical materials | 750 | 763 |
| Publicity | 4,547 | 6,454 |
| Other | - | 181 |
| Programme support costs | 133,738 | 128,997 |
| | <u>387,708</u> | <u>341,336</u> |

6. Governance costs

| | 2008 | 2007 |
|---|---------------|---------------|
| | Total | Total |
| | £ | £ |
| Accountancy fees | 3,529 | 6,754 |
| Reporting accountant/Auditor remuneration | 588 | 1,175 |
| Trustee training | 277 | - |
| Trustee indemnity insurance | 714 | 1,429 |
| Other governance costs | 735 | 323 |
| Governance costs - Support costs | 14,695 | 3,869 |
| | <u>20,538</u> | <u>13,550</u> |

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7. Analysis of support costs

| | Cost of generating voluntary income | Programmes | Governance costs | 2008 Total | 2007 Total |
|-----------------------------|--|-------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ | £ |
| Staff costs | 8,660 | 78,881 | 8,660 | 96,201 | 86,168 |
| Rent of premises | 3,128 | 28,499 | 3,128 | 34,755 | 31,161 |
| Repairs and maintenance | 1,074 | 9,785 | 1,074 | 11,933 | 2,685 |
| Other office expenses | 338 | 3,078 | 338 | 3,754 | 5,887 |
| Depreciation and impairment | 1,196 | 10,900 | 1,196 | 13,292 | 10,564 |
| Computer costs | 271 | 2,468 | 271 | 3,010 | 2,294 |
| Translation | - | 127 | 28 | 155 | 4,492 |
| | <u>14,667</u> | <u>133,738</u> | <u>14,695</u> | <u>163,100</u> | <u>143,251</u> |

Support costs are allocated on the basis of staff hours.

8. Net (outgoing)/incoming resources for the year

| | 2008 £ | 2007 £ |
|---|-------------------|-------------------|
| Net (outgoing)/incoming resources is stated after charging: | | |
| Depreciation and other amounts written off tangible fixed assets | 13,292 | 10,565 |
| Auditors' remuneration | - | 1,175 |
| Reporting accountant's remuneration | 588 | |
| Reporting Accountants'/Auditors' remuneration from non-audit work | <u>4,034</u> | <u>5,167</u> |

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9. Employees

| Employment costs | 2008 | 2007 |
|-------------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 263,915 | 208,886 |
| Social security costs | 23,597 | 19,429 |
| Other costs | 21,871 | 19,049 |
| | <u>309,383</u> | <u>247,364</u> |

No employee received emoluments of more than £60,000 (2007 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

| | 2008 | 2007 |
|----------------------------|---------------|---------------|
| | Number | Number |
| Director | 1 | 1 |
| Programme activities | 6 | 5 |
| Administration and support | 4 | 5 |
| | <u>11</u> | <u>11</u> |

No remuneration was paid to trustees during the year. Trustee expenses incurred were £276 for training for 2 trustees.

11. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

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12. Tangible fixed assets

| | Improvements to short leasehold property £ | Fixtures, fittings and equipment £ | Total £ |
|------------------------|---|---|---------------|
| Cost | | | |
| At 6 April 2007 | 12,448 | 39,176 | 51,624 |
| Additions | - | 14,172 | 14,172 |
| At 5 April 2008 | <u>12,448</u> | <u>53,348</u> | <u>65,796</u> |
| Depreciation | | | |
| At 6 April 2007 | 5,432 | 24,226 | 29,658 |
| Charge for the year | 2,339 | 10,953 | 13,292 |
| At 5 April 2008 | <u>7,771</u> | <u>35,179</u> | <u>42,950</u> |
| Net book values | | | |
| At 5 April 2008 | <u>4,677</u> | <u>18,169</u> | <u>22,846</u> |
| At 5 April 2007 | <u>7,016</u> | <u>14,950</u> | <u>21,966</u> |

13. Debtors

| | 2008 £ | 2007 £ |
|---------------|---------------|----------------|
| Other debtors | <u>74,259</u> | <u>133,581</u> |

14. Creditors: amounts falling due within one year

| | 2008 £ | 2007 £ |
|---------------------------------|----------------|----------------|
| Trade creditors | 5,334 | 5,232 |
| Social security and other taxes | - | 4,750 |
| Other creditors | 3,115 | - |
| Accruals and deferred income | 99,709 | 162,027 |
| | <u>108,158</u> | <u>172,009</u> |

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Notes to the financial statements
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15. Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|--|-------------------------------------|-----------------------------------|------------------------------|
| Fund balances at 5 April 2008 as represented by: | | | |
| Tangible fixed assets | 22,846 | - | 22,846 |
| Current assets | 215,870 | 30,185 | 246,055 |
| Current liabilities | (108,158) | - | (108,158) |
| | <u>130,558</u> | <u>30,185</u> | <u>160,743</u> |

16. Unrestricted funds

| | At 6 April 2007 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 5 April 2008 £ |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|------------------------|--------------------------------------|
| General | 138,548 | 49,184 | (78,934) | (11,539) | 97,259 |
| Fixed Assets Reserve | 21,966 | - | (13,292) | 14,172 | 22,846 |
| Father's House (Aberystwyth) gift | - | - | - | 10,453 | 10,453 |
| | <u>160,514</u> | <u>49,184</u> | <u>(92,226)</u> | <u>13,086</u> | <u>130,558</u> |

Purposes of unrestricted funds

The fixed assets reserve represents the net book value of fixed assets not owned under restrictions. The transfer into the reserve represents the acquisition of fixed assets during the year and includes £1086 funded by the general fund.

The donation from Father's House (Aberystwyth) of £10,453 has been designated for the Cardigan office

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| 17. Restricted funds | At 6 April 2007 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 5 April 2008 £ |
|------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|------------------------|--------------------------------------|
| European Social Funding | - | 58,795 | (58,521) | (274) | - |
| Supporting People | - | 51,457 | (51,457) | - | - |
| SMAT for lease and equipment | 393 | 58,892 | (46,282) | (12,671) | 332 |
| Drugs Intervention Programme | 27,467 | 117,722 | (121,094) | (141) | 23,954 |
| CAVO | 2,749 | - | (2,749) | - | - |
| CCC Mental Illness Strategy | - | 6,186 | (6,186) | - | - |
| SMAT and DIP for training | - | 21,468 | (18,254) | - | 3,214 |
| Lloyds TSB | 316 | 28,512 | (26,143) | - | 2,685 |
| | <u>30,925</u> | <u>343,032</u> | <u>(330,686)</u> | <u>(13,086)</u> | <u>30,185</u> |

Purposes of restricted funds

European Social Funding meets part of the costs of the Recovery & Work project.

Supporting People meets the costs of providing support services and general counselling to clients.

Substance Misuse Action Team provides funds for rent and equipment.

The Drugs Intervention Programme is available to drug users who have entered the criminal justice system.

Cardigan premises costs

The CCC Mental Illness Strategy grant partly funded centre administration salaries.

The Substance Misuse Action Team and the Drugs Intervention Programme funded staff training costs.

The Lloyds TSB fund meets the costs of the business manager's position.

Transfers

All transfers represent the purchase of fixed assets.

18. Financial commitments

At 5 April 2008 the company had annual commitments under non-cancellable operating leases as follows:

| | 2008 £ | 2007 £ |
|----------------------------|-------------------|-------------------|
| Expiry date: | | |
| Between one and five years | <u>8,813</u> | <u>8,813</u> |

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19. Indemnity insurance

The charity paid for the insurance premiums to indemnify trustees and senior staff from any loss arising from neglect or defaults of trustees or staff and any consequent loss.

20. Company limited by guarantee

Cyswllt Contact Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.