

Charity number: 1047945
Company number: 03061079

Cyswllt Contact Limited
(A company limited by guarantee)
(formerly Cyswllt Ceredigion Contact Limited)
Trustees' report and financial statements

for the year ended 5 April 2009

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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 A Thomas A Kenny B Williams D Lucas D Eisenberg M Jones	Appointed 25 November 2008 Appointed 12 February 2009 Appointed 11 June 2009 Resigned 27 November 2008
Secretary	Wendy Crockett	
Chief executive	Nicola Webb	
Independent examiner	Mark Baker FCCA 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
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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2009

The trustees present their report and the financial statements for the year ended 5 April 2009.

Constitution, Objects and Principal Activities

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

The trustees, who are also the directors, meet every two months. The trustees of the charity also 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 (AGM). When a trustee resigns they also resign as a member. The Trustees who served during the year and up to the date of this report, are as stated on the information page.

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 Deputy Director, who attend and present to the trustees at the bi-monthly meetings.

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.

Developments and Activities

How our activities deliver public benefit

Our main activities and who we try to help are explained below. All our charitable activities focus on the prevention and treatment of addiction and are undertaken to further our charitable purposes for the public benefit.

Staff and developments

2008 to 2009 saw the Cardigan Centre begin to flourish. Over most of the year the centre hosted 2.4 Counsellors, Support worker and Receptionist. The Cardigan centre at last began to provide the full range of Cyswllt's tier 2 (support and awareness raising) and tier 3 (intensive therapeutic) services, as well as the Family Programme. Cyswllt received some 416 referrals over this year and 115 of these were to the Cardigan office. This is phenomenal when one considers that the service has not been advertised in the South of the county.

Over the year Cyswllt lost three members of staff all of whom played a large part in the organisation and were sadly missed. These were:

Ann Kenny (Counsellor)
Annie Durrant (Counsellor)
Errol van Dyker (Finance Officer)

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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2009

Lack of Counsellors in the Aberystwyth Centre towards the end of the year impacted negatively upon waiting times for one-to-one counselling. This was compounded by a massive wave of referrals in the New Year which left the centre struggling to meet waiting times for assessment slots. Whilst this situation has been somewhat addressed by utilising support workers to carry out assessments, Aberystwyth is still in need of an additional counsellor.

On the plus side, Sue Lee (support worker) was welcomed back (part time) from maternity leave and we gained five new staff, including:

Charlie Pinager (Support Worker)
Leanne Roberts (Receptionist)
Charlotte Bury (Finance Officer)
Jessica Edwards (Support Worker)
Garry Watkins (Diversionary Worker)

Projects

Development of the Wrap-Around Project

In line with its stated objective 'to advise and assist [substance misusers with]... connected personal problems associated in overcoming those problems', Cyswllt provides a team of Support Workers funded by Supporting People. These workers provide practical advice tailored to the needs of any client in Ceredigion who is engaged with a treatment agency, i.e. Cyswllt, Prism or WWSMS (West Wales Substance Misuse Service). 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. Resolving these issues help to reduce stress and allow clients to engage more effectively with Treatment services.

In the last quarter of the year the Wrap-Around Project was expanded to deliver support for a joint initiative between Supporting People, the Housing Authority and Tai Cantref. This dispersed housing project provides intensive support and accommodation for substance misusers in Ceredigion. The expansion of this project necessitated the relocation of the Aberystwyth support team to new premises in Chalybeate Street.

Drug Interventions Programme (DIP)

Cyswllt continued to provide the DIP for Ceredigion. From October 2008 this was re-commissioned to cover the whole of Dyfed Powys and this has been achieved in a partnership with Prism and PDAC (Powys Drug & Alcohol Centres).

DIP 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. Cyswllt holds an annual caseload of 60 DIP clients. 10% of DIP clients went on to enter Cyswllt's abstinence based treatment programme.

Diversionary Work

In January 2009, Cyswllt gained further DIP funding to provide a part-time Diversionary Worker. Diversionary activities over the year included walking, team-building, visiting Oakwood and mosaic making. The project has been a great success in motivating clients to utilise leisure time constructively.

Pembrokeshire Pilot

In January 2009 Cyswllt began piloting its Family and Day Treatment services from the Cardigan Centre to Pembrokeshire clients. This work was funded by Pembrokeshire SMAT (Substance Misuse Action Team). Although the pilot was not advertised, since concerns were raised about overloading existing Pembrokeshire services, it has already exceeded all targets for referral, engagement and completion of treatment.

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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2009

Eating Disorders

Increasing referrals of eating disorder clients (36 over the last two years) led to recognition within the organisation that a more specialised approach was needed. Two of our counsellors have now completed diplomas at the National Centre for Eating Disorders. This has changed the way in which we work with eating disorders and has already significantly increased our successful completion rate from 31% in the calendar year 2007 to 46% in 2008.

Currently, Cyswllt Contact holds a waiting list for eating disorder clients of up to six months. These clients are then seen for one-to-one counselling using a combination of CBT (Cognitive Behavioural Therapy) and Person Centred Therapy. If funding can be obtained Cyswllt Contact would intend to better serve the needs of this group by developing an Eating Disorder Programme. Without funding the entire service will be shelved so that counsellors can focus on funded substance misuse work.

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 and Wrap-Around support where appropriate or requested.

The programmes available are:

Drug & 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.

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 SMAT has made funds available to allow us to send clients to suitable residential centres outside the county to be detoxified.

Education, Training & Information: - A considerable amount of training and educational work has been carried out over the year. 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

Cyswllt received 416 referrals between April 2008 and April 2009. This represents a hefty 21% increase on last year's figure (344). Roughly 250 of referrals engaged with services. As has become a consistent feature within the service around 10% of these (28 clients this year) went on to engage in abstinence based day treatment. 67% of these successfully completed treatment and 81% successfully completed Aftercare. This continues to demonstrate a good long-term record for those completing treatment.

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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2009

Whilst problems presented in similar proportions as in previous years, with Alcohol-only clients continuing to make up the largest group (39%), Family Member referrals further reduced to 9% and the agency intends to promote this service when funding to employ more counsellors has been gained. Meanwhile, the male/female split remained around 3:2.

Over the year, referrals to Cyswllt continued to be overwhelmingly made by the clients themselves. The proportion of Criminal Justice referrals reduced but this did not reflect a reduction in numbers which were consistent with the previous year. However, GP referrals over the year increased by 10%.

Whilst SY23 continued to form by far the greatest client catchment area; the agency began to receive significant numbers of referrals from Cardigan, Llandysul and Lampeter. In addition the Cardigan Centre pulled in out-of-county referrals from Pembrokeshire and Carmarthenshire (around 16 from each).

Completion Rates

Completion rates are broadly similar to last year although we can see vast improvements in completion of DAAP (Drugs and Alcohol Awareness Programme). This is largely due to the re-initiation of the Starters (pre-treatment) programme - transfers to this programme are counted as completions. The Family Programme is hard to judge due to low numbers.

Thanks

We would like to thank those volunteers who donated their time and expertise to Cyswllt over the year, including Pat Chambers (group work) and Chris Williams (web design and management). We would also like to thank all of the Community Councils who donated funds to us.

Financial position

Cyswllt has expanded rapidly over the last four years due to demand and to a number of new funding streams. In 2008-09 Cyswllt struggled to fill the gap left by European funding. Although the agency was eventually fortunate in raising sufficient funding to fill most of its deficit, largely with 'shortfall' funding from Henry Smith and the Ceredigion Substance Misuse Action Team (SMAT), the remaining deficit necessitated operating a 'no frills' budget during the year. Furthermore, the job-share counsellors who left have not yet been replaced and there has been no provision for training, advertising or new equipment and funding for client travel has been limited to those attending treatment.

Although this 'no-frills' situation has continued into 2009-10, Cyswllt was recently informed that it has been successful in its bid for a European funded Peer Mentoring scheme covering Dyfed and Powys. For the purposes of this bid, Cyswllt will form the lead body in a joint venture between: Cyswllt Contact, Turning Point Cymru, PDAC and Helping Groups to Grow. This ambitious proposal seeks to harness local resources in terms of service providers and clients to drastically increase the level of support available to substance misusers throughout Dyfed Powys and help them to move towards economic independence. The project intends to develop an infrastructure capable of supporting a large volunteer mentoring scheme. The project will provide £40k annually towards management and overheads and allow us to redirect other funds towards employing a further counsellor.

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 targeted reserve is currently £54,915. At the end of the financial year unrestricted funds included £1,188 remaining balance on the Father's House gift, designated to the Cardigan office, and £12,034 fixed asset reserve, representing the net book value of fixed assets. The remaining unrestricted funds, excluding designated funds, stood at £73,086, surpassing the target.
- 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.

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Report of the trustees (incorporating the directors' report)
for the year ended 5 April 2009

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.

Statement of trustees' responsibilities

The trustees (who are also directors of Cyswllt Contact Limited for the purpose of company law) are responsible for preparing the Trustees' 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board



WM Crockett
Chair of Trustees

Date: 23.10.09

Cyswllt Contact Limited
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Cyswllt Contact Limited.

I report on the accounts of Cyswllt Contact Limited for the year ended 5 April 2009 set out on pages 2 to 19.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Mark Baker

FCCA

Independent examiner

Davies & Lewis
Oregon House
Powell Street
Aberystwyth
SY23 1QQ

26 October 2009

Cyswllt Contact Limited
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 5 April 2009

	Notes	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	23,809	20,767	44,576	152,562
Investment income	3	4,883	-	4,883	9,478
Incoming resources from charitable activities	4	649	331,263	331,912	228,141
Other incoming resources		2,507	-	2,507	2,036
Total incoming resources		<u>31,848</u>	<u>352,030</u>	<u>383,878</u>	<u>392,217</u>
Resources expended					
Costs of generating funds:					
Cost of generating voluntary income		1,836	15,577	17,413	14,667
Charitable activities		58,923	357,987	416,910	387,708
Governance costs	6	17,081	4,833	21,914	20,538
Total resources expended		<u>77,840</u>	<u>378,397</u>	<u>456,237</u>	<u>422,913</u>
Net income/(expenditure) for the year		(45,992)	(26,367)	(72,359)	(30,696)
Transfers between funds:					
Transfers on purchase of fixed assets		1,742	(1,742)	-	-
Net movement in funds		<u>(44,250)</u>	<u>(28,109)</u>	<u>(72,359)</u>	<u>(30,696)</u>
Total funds brought forward		130,558	30,185	160,743	191,439
Total funds carried forward		<u>86,308</u>	<u>2,076</u>	<u>88,384</u>	<u>160,743</u>

Notes 1 to 20 form an integral part of these financial statements.

Cyswllt Contact Limited
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Balance sheet
as at 5 April 2009

	Notes	£	2009 £	£	2008 £
Fixed assets					
Tangible assets	12		12,034		22,846
Current assets					
Debtors	13	40,196		74,259	
Cash at bank and in hand		92,770		171,796	
		<u>132,966</u>		<u>246,055</u>	
Creditors: amounts falling due within one year	14	<u>(56,616)</u>		<u>(108,158)</u>	
Net current assets			<u>76,350</u>		<u>137,897</u>
Net assets			<u>88,384</u>		<u>160,743</u>
Funds	15				
Restricted income funds	17		2,076		30,185
Unrestricted income funds	16		86,308		130,558
Total funds			<u>88,384</u>		<u>160,743</u>

The Balance Sheet continues on the following page.

Notes 1 to 20 form an integral part of these financial statements.

Cyswllt Contact Limited
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Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 5 April 2009**

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 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 5 April 2009.

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, 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 sections 394 and 395, 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 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on *19.10.09* and signed on its behalf by

WM. Crockett

Director

Registered company number 3061079

Registered charity number 1047945

Notes 1 to 20 form an integral part of these financial statements.

Cyswllt Contact Limited
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Notes to the financial statements
for the year ended 5 April 2009

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 April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

The accounts are prepared on the going concern basis. The period considered by the directors in assessing the going concern basis extends to 5 April 2010 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 2009

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 less 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.

1.7. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

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Notes to the financial statements
for the year ended 5 April 2009

2. Voluntary income

	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Donations	560	-	560	11,159
Grants receivable - government	12,249	6,240	18,489	100,848
Grants from trusts and businesses	11,000	14,527	25,527	30,169
Intangible income - Ceredigion Training staff time	-	-	-	10,386
	<u>23,809</u>	<u>20,767</u>	<u>44,576</u>	<u>152,562</u>

Grant income receivable during the year by source:

	Income (due)/ in advance 06/04/08 £	Income received 2009 £	Income due/ (in advance) 05/04/09 £	Income receivable 2009 £
Government grants				
CCC- Mental Illness Strategy Grant		6,240		6,240
CCC Social Services		12,249		12,249
	<u>-</u>	<u>18,489</u>	<u>-</u>	<u>18,489</u>
Grants from trusts and businesses				
Henry Smith Charity		11,000		11,000
Lloyds TSB	14,527			14,527
	<u>14,527</u>	<u>11,000</u>	<u>-</u>	<u>25,527</u>

3. Investment income

	Unrestricted funds £	2009 Total £	2008 Total £
Bank interest receivable	4,883	4,883	9,295
Other interest receivable	-	-	183
	<u>4,883</u>	<u>4,883</u>	<u>9,478</u>

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Notes to the financial statements
for the year ended 5 April 2009

4. Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Grants & Contracts with public bodies	649	331,263	331,912	227,850
Training and services provided	-	-	-	291
	<u>649</u>	<u>331,263</u>	<u>331,912</u>	<u>228,141</u>

Grants and contracts with public bodies by source:

	Income (due)/ in advance 06/04/08 £	Income received 2009 £	Income due 05/04/09 £	Income (in advance) 05/04/09 £	Income receivable 2009 £
Government grants					
Supporting people		68,733	7,918		76,651
Local Health Board		482			482
Drug Intervention Programme		119,439	3,750		123,189
Substance Misuse Action Team (SMAT)					
SMAT (capital)	82,182			(47,334)	34,848
Ceredigion SMAT (revenue)		86,704			86,704
Pembrokeshire SMAT (revenue)		10,038			10,038
	<u>82,182</u>	<u>285,396</u>	<u>11,668</u>	<u>(47,334)</u>	<u>331,912</u>

5. Costs of charitable activities - programme running costs

	2009 Total £	2008 Total £
Clinical Staff - Wages & Salaries	184,730	178,578
Clinical Staff Employer's NIC	16,304	13,029
Clinical staff pension costs	2,597	-
Other staff costs	19,307	21,575
Insurance	1,219	1,147
Travel	12,813	11,065
Telephone	4,893	3,603
Client diversionary activities	553	-
Website	92	145
Client expenses	4,164	19,531
Clinical materials	9,580	750
Publicity	1,374	4,547
Programme support costs	159,281	133,738
	<u>416,907</u>	<u>387,708</u>

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Notes to the financial statements
for the year ended 5 April 2009

6. Governance costs

	2009	2008
	Total	Total
	£	£
Accountancy fees	2,557	3,529
Reporting accountant/Auditor remuneration	690	588
Trustee training	-	277
Trustee indemnity insurance	701	714
Other governance costs	557	735
Support Staff Wages & salaries	11,808	8,660
Premises rent and utilities	3,452	3,128
Equipment and repairs	317	1,074
Office expenses	404	338
Depreciation & impairment	1,134	1,196
Computer costs	298	271
Translation	-	28
	<u>21,918</u>	<u>20,538</u>

7. Analysis of support costs

	Cost of generating voluntary income		Governance costs	2009	2008
	Programmes			Total	Total
	£	£	£	£	£
Staff costs	11,808	108,202	11,808	131,818	96,201
Operating lease payments	3,452	31,456	3,452	38,360	34,755
Repairs and maintenance	317	2,890	317	3,524	11,933
Other office expenses	404	3,684	404	4,492	3,754
Depreciation and impairment	1,134	10,332	1,134	12,600	13,292
Computer costs	298	2,717	298	3,313	3,010
Translation	-	-	-	-	155
	<u>17,413</u>	<u>159,281</u>	<u>17,413</u>	<u>194,107</u>	<u>163,100</u>

Support costs are allocated on the basis of staff hours.

8. Net outgoing resources for the year

	2009	2008
	£	£
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	12,600	13,292
Independent examiner's fee	690	588
Independent examiner's remuneration from non-audit work	<u>2,557</u>	<u>3,529</u>

Cyswllt Contact Limited
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Notes to the financial statements
for the year ended 5 April 2009

9. Employees

Employment costs	2009	2008
	£	£
Wages and salaries	305,426	263,915
Social security costs	27,426	23,597
Pension costs	2,597	-
Other costs	19,307	21,871
	<u>354,756</u>	<u>309,383</u>

No employee received emoluments of more than £60,000 (2008 : 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:

	2009	2008
	Number	Number
Director	1	1
Programme activities	9	6
Administration and support	5	4
	<u>15</u>	<u>11</u>

No remuneration was paid to trustees during the year (2008: NIL). No expenses were reimbursed to trustees during the year (2008: £276).

10. Pension costs

The company operates a defined contribution pension scheme in respect of the support and arrest referral workers. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity.

	2009	2008
	£	£
Pension charge	<u>2,597</u>	<u>-</u>

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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Notes to the financial statements
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12. Tangible fixed assets

	Improvements to short leasehold property £	Fixtures, fittings and equipment £	Total £
Cost			
At 6 April 2008	12,448	53,348	65,796
Additions	-	1,788	1,788
At 5 April 2009	<u>12,448</u>	<u>55,136</u>	<u>67,584</u>
Depreciation			
At 6 April 2008	7,771	35,179	42,950
Charge for the year	2,339	10,261	12,600
At 5 April 2009	<u>10,110</u>	<u>45,440</u>	<u>55,550</u>
Net book values			
At 5 April 2009	<u>2,338</u>	<u>9,696</u>	<u>12,034</u>
At 5 April 2008	<u>4,677</u>	<u>18,169</u>	<u>22,846</u>

13. Debtors

	2009 £	2008 £
Other debtors	505	1,148
Prepayments and accrued income	39,691	73,111
	<u>40,196</u>	<u>74,259</u>

**14. Creditors: amounts falling due
within one year**

	2009 £	2008 £
Trade creditors	4,020	5,334
Other taxes and social security	615	-
Other creditors	215	3,115
Accruals and deferred income	51,766	99,709
	<u>56,616</u>	<u>108,158</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 2009 as represented by:			
Tangible fixed assets	12,034	-	12,034
Current assets	77,864	55,102	132,966
Current liabilities	(3,590)	(53,026)	(56,616)
	<u>86,308</u>	<u>2,076</u>	<u>88,384</u>

16. Unrestricted funds

	At 6 April 2008 £	Incoming resources £	Outgoing resources £	Transfers £	At 5 April 2009 £
General	97,259	31,848	(55,975)	(46)	73,086
Fixed Assets Reserve	22,846	-	(12,600)	1,788	12,034
Father's House (Aberystwyth) gift	10,453	-	(9,265)	-	1,188
	<u>130,558</u>	<u>31,848</u>	<u>(77,840)</u>	<u>1,742</u>	<u>86,308</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 £46 funded by the general fund.

The donation from Father's House (Aberystwyth) is designated for the Cardigan office service.

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Notes to the financial statements
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17. Restricted funds

	At 6 April 2008	Incoming resources	Outgoing resources	Transfers	At 5 April 2009
	£	£	£	£	£
Drugs Intervention Programme	23,954	123,022	(146,275)	(213)	488
Supporting People	-	76,651	(75,122)	(1,529)	-
SMAT capital	332	34,848	(34,845)	-	335
SMAT revenue	-	86,704	(85,451)	-	1,253
Pembrokeshire SMAT	-	10,038	(10,038)	-	-
CCC Mental Illness Strategy	-	6,240	(6,240)	-	-
SMAT and DIP for training	3,214	-	(3,214)	-	-
Lloyds TSB	2,685	14,527	(17,212)	-	-
	<u>30,185</u>	<u>352,030</u>	<u>(378,397)</u>	<u>(1,742)</u>	<u>2,076</u>

Purposes of restricted funds

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

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

Substance Misuse Action Team capital fund provides funds for rent and equipment.

Substance Misuse Action Team revenue fund provided funds for revenue expenditure.

Pembrokeshire Substance Misuse Action Team provided funds for a pilot project for Pembrokeshire clients.

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.

18. Financial commitments

At 5 April 2009 the company had annual commitments under non-cancellable operating leases as follows:

	2009 £	2008 £
Expiry date:		
Between one and five years	<u>5,000</u>	<u>8,813</u>

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.