

**Registered Company No: 03061079**

**Charity No: 1047945**

**Cyswllt Ceredigion Contact Limited**  
**Directors' and Trustees' Report and Financial Statements**  
**for the year ended 5 April 2003**



## Cyswllt Ceredigion Contact Limited

### Charity Information

#### Directors and Trustees

Rev. A.T.G. John  
Dr. P. Stanley      resigned 2 April 2003  
Dr. C. Colbourn      resigned 21 May 2003  
Mr H. Davey  
Keith Wyn Davies      appointed 4 June 2003  
Virginia Lowe      appointed 4 June 2003  
Raymond Harrison      appointed 4 June 2003

#### Secretary

Rev. A.T.G. John

#### Company Number

03061079

#### Charity Number

1047945

#### Registered Office

49 North Parade  
Aberystwyth  
Ceredigion  
SY23 2JH

#### Information and advice website

[www.recovery.org.uk](http://www.recovery.org.uk)

#### Reporting Accountants

Davies & Lewis  
Oregon House  
Powell Street  
Aberystwyth  
Ceredigion  
SY23 1QQ

#### Bankers

Lloyds Bank plc  
12 Terrace Road  
Aberystwyth  
Ceredigion

CafCash Limited  
PO Box 289  
West Malling  
Kent  
ME19 4TA

#### Solicitors

David James & Davies  
15 Eastgate Street  
Aberystwyth  
Ceredigion  
SY23 2AR

# **Cyswllt Ceredigion Contact Limited**

## **Contents**

	<b>Page</b>
Directors' and Trustees' Report	1 – 3
Accountant's Report	4
Statement of Financial Activities	5
Balance Sheet	6 – 7
Notes to the Financial Statements	8 - 13

# Cyswllt Ceredigion Contact Limited

## Directors' and Trustees' Report for the year ended 5 April 2003

The trustees present their report for the year ended 5 April 2003.

### 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. Trustees are appointed at each annual general meeting, being proposed by trustees or members. One third of the trustees retire by rotation at each AGM. 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 Business Manager and the Director. The charity is assisted by a Steering Committee, whose members are not trustees and whose role is advisory only.

The principal activities of the charity are to advise and assist persons with alcohol or drug related or connected personal problems in overcoming those problems; to assist the families and dependants of such persons and to advance the education of the general public with the misuse of drugs, alcohol and other substances.

### Development, activities and achievements

The year started on an exciting note for Cyswllt, as the organisation moved to its new larger centre in April and took on an additional counsellor. This expansion allowed the organisation to both develop its specialist services and to deal with a greater number of clients.

In September Cyswllt's **Family Programme** was launched. As an organisation, we believe that those close to the addict are deeply affected by their using. They can themselves become entrenched in a cycle of behaviour, which is both harmful to them and perpetuates the user's addiction. The **Family Programme**, which is now funded by the Ceredigion County Council's Future Communities Fund, is unique in the UK. It provides structured support and education encouraging family members to become more aware of their own attitudes and behaviour, eroding their misconceptions and setting up a network of mutual support among family members, many of whom have become socially isolated. The programme has been very well received.

October saw the organisation begin to provide an intensive outpatient **Treatment Programme** for people who have lost control of their drinking or drug use to the extent of becoming chronic users. The programme works to enable this group to make substantial changes in their lives to move towards health and social integration. Completion rates for the programme are excellent, currently running at about 80%.

### Existing Services

As well as the new services described above, Cyswllt continues to provide:

### One-to-one Counselling

Specialist counselling for anyone whose life is affected by substance misuse.

## **Cyswllt Ceredigion Contact Limited**

### **Directors' and Trustees' Report for the year ended 5 April 2003 (continued)**

#### **Drug & Alcohol Awareness Programme**

This group is aimed at those who are having difficulties in their lives due to their use of drugs or alcohol. In the main these are people who have been referred by the criminal justice services. However, people who are having problems with work or at home due to drug or alcohol abuse also benefit from the programme.

#### **Aftercare**

This group is run one afternoon a week. It provides essential peer support during this vulnerable time and gives the client an opportunity to explore issues and challenges arising as part of their new life style. Clients attend for one-year post Treatment.

**Education & Information**; including: - work with local secondary schools; providing the UK's number one addiction website [www.recovery.org.uk](http://www.recovery.org.uk); and acting as an information point for anyone interested in addiction.

#### **Volunteers**

We wish to thank the volunteers who donated their time and expertise to Cyswllt during the year, including Chris Williams (IT), Ruth Bromley (receptionist), Eurwen Booth (translator) and Martin Davies (solicitor).

Cyswllt is both proud of the achievements that it has made over the year and aware of the hard work necessary to maintain this standard of excellence over all of its services. We are proud to continue to be able to provide specialist services free to the user.

### **Policies and Financial Management**

- a) The charity seeks to set aside out of its unrestricted funds enough funds to cover a tenth of its annual income, to enable it to continue to provide its services should it face an unexpected shortfall in funding.
- b) 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 needed.
- c) The trustees confirm that they have identified major risks to which the charity is exposed and have established systems to mitigate these risks.

#### **Funds in Deficit**

The deficit of £361 on the Practical Support Fund is covered by a grant received in the following year.

### **Directors and Trustees**

The directors, who are also the trustees of the charity, who served during the year are as stated on the information page.

# Cyswllt Ceredigion Contact Limited

## Directors' and Trustees' Report for the year ended 5 April 2003 (continued)

### Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume 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 to 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.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

### Approval

This report was approved by the board of directors and trustees on 5<sup>th</sup> November 2003 and signed on their behalf by

Trustee

Ch. J. Lawey.

## **Cyswllt Ceredigion Contact Limited**

### **Accountants' Report to the Members on the Unaudited Accounts of Cyswllt Ceredigion Contact Limited**

We report on the accounts for the year ended 5 April 2003 set out on pages 5 to 13.

#### **Respective responsibilities of directors and reporting accountants**

As described on page 3 the charity's trustees who are also the directors of Cyswllt Ceredigion Contact Limited are responsible for the preparation of the accounts, and they consider that the charity 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 accounts with the accounting records kept by the charity, 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 financial statements are in agreement with the 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, the financial statements have been drawn up in a manner consistent with the accounting requirements specified in subsection (6) of Section 249C; and
- c) having regard only to, and on the basis of, the information in those accounting records, the company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in s249A(4) of the Act as modified by s249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B(1).



Davies & Lewis

Reporting Accountants and Chartered Certified Accountants

Oregon House, Powell Street, Aberystwyth, Ceredigion, SY23 1QQ.

Date: 6<sup>th</sup> November 2003

**Cyswllt Ceredigion Contact Limited**

**Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 5 April 2003**

	Note	Years ended 5 April:			2002 Total £
		2003 Unrestricted £	2003 Restricted £	2003 Total £	
<b>Incoming Resources</b>					
Donations	2	1,105	-	1,105	1,420
Activities to further the charity's objects:					
Grants and contracts for services	3	38,203	148,136	186,339	115,867
Other income		422	-	422	447
UK bank interest receivable		1,810	-	1,810	2,525
<b>Total Incoming Resources</b>		<u>41,540</u>	<u>148,136</u>	<u>189,676</u>	<u>120,259</u>
<b>Outgoing Resources</b>					
Costs of Generating Funds		25	-	25	63
Charitable Expenditure					
Centre running costs	4	22,038	102,760	124,798	92,472
Administration	5	8,431	29,036	37,467	21,888
<b>Total Outgoing Resources</b>		<u>30,494</u>	<u>131,796</u>	<u>162,290</u>	<u>114,423</u>
<b>Net Incoming Resources</b>					
- Net income for the year	6	11,046	16,340	27,386	5,836
Transfers between funds	11	3,673	(3,673)	-	-
<b>Net Movements in Funds for the Year</b>		<u>14,719</u>	<u>12,667</u>	<u>27,386</u>	<u>5,836</u>
<b>Total Funds Brought Forward:</b>		24,112	8,820	32,932	27,096
<b>Total Funds Carried Forward</b>		<u>38,831</u>	<u>21,487</u>	<u>60,318</u>	<u>32,932</u>

**Statement of Other Recognised Gains**

There are no recognised gains or losses other than disclosed for the year.

Notes 1 to 13 form part of these financial statements

**Cyswllt Ceredigion Contact Limited**

**Balance Sheet  
as at 5 April 2003**

		<b>2003</b>		<b>2002</b>	
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Tangible Fixed Assets</b>	8		608		1,216
<b>Current Assets</b>					
Debtors		-		2,333	
Prepayments		2,696		494	
Cash at Bank and in hand		85,450		64,174	
		<u>88,146</u>		<u>67,001</u>	
<b>Less: Liabilities Due Within 1 Year</b>					
Grants received in advance	9	26,102		31,541	
Other Creditors		110		2,013	
Accruals		2,224		1,731	
		<u>28,436</u>		<u>35,285</u>	
<b>Net Current Assets</b>			59,710		31,716
<b>Net Assets</b>			<u>60,318</u>		<u>32,932</u>
<b>Represented by:</b>					
<b>Unrestricted Funds</b>	11		38,831		24,112
<b>Restricted Funds</b>	11				
Funds in deficit			( 361)		( 134)
Funds in credit			21,848		8,954
			<u>60,318</u>		<u>32,932</u>

The directors' statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

Notes 1 to 13 form part of these financial statements

**Cyswllt Ceredigion Contact Limited**

**Balance Sheet (continued)**

**Directors' statements required by Section 249B(4)  
for the year ended 5 April 2003**

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

- a) that for the period stated above the company was entitled to the exemption conferred by Section 249A(2) 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 period ended 5 April 2003 and
- c) that we acknowledge our responsibilities for:
  - 1) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, 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 period and of its net movement of funds for the period 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.

The financial statements were approved by the Board of directors and trustees on 5<sup>th</sup> November 2003 and signed on its behalf by

Trustee

*M. J. Hawey*

Notes 1 to 13 form part of these financial statements.

# **Cyswllt Ceredigion Contact Limited**

## **Notes to the Accounts for the year ended 5 April 2003**

### **1. Accounting Policies**

#### **1.1 Basis of preparation of the Accounts.**

The Accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The Accounts have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (2000), the Financial Reporting Standard for Smaller Entities (2002) and the requirements of the Companies Act 1985.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement.

#### **1.2 Tangible fixed assets for use by the charity and depreciation**

Tangible fixed assets for use by the charity are stated at cost less depreciation. Assets costing less than £500 are not capitalised.

Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value, over their expected useful lives on the following basis:

Office Equipment	25% straight line basis
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#### **1.3 Voluntary income and donations**

Voluntary income and donations are accounted for in full as received by the charity. Gifts in kind are valued at their gross value to the charity, as estimated by the directors. The value of services provided by volunteers has not been included.

#### **1.4 Grants received in advance**

Grants received for application in future periods are released to the statement of financial activities in the period during which they are to be applied.

#### **1.5 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

Grants received towards capital expenditure where the asset has restricted use are credited to a restricted fund against which the depreciation of the equipment is charged.

#### **1.6 Operating leases**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

# Cyswllt Ceredigion Contact Limited

## Notes to the Accounts for the year ended 5 April 2003 continued

### 1. Accounting policies continued

#### 1.7 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### 1.8 Management and administration expenses

Administration expenditure includes all expenditure not directly related to the charitable activities or to the cost of generating funds.

### 2. Donations

	2003 £	2002 £
Gifts in kind	640	-
Other	<u>465</u>	<u>1,420</u>
	<u>1,105</u>	<u>1,420</u>

### 3. Grants and Contracts for Services

	2003 £	2002 £
<b>Amounts received during the year by source:</b>		
Community Fund Grant	97,731	5,119
Government Sources: Grants		
National Assembly of Wales	4,769	14,375
CCC Mental Illness Strategy Grant	9,610	9,923
Dyfed Powys Drug and Alcohol Team	12,000	5,252
Communities against Drugs	9,000	9,000
DTTO	10,000	-
CCC Social Services	12,279	-
Growing Communities Fund – Growing Healthier Communities	5,026	-
ELWA	175	-
Government Sources: Service Agreements		
CCC Social Services	11,259	11,093
Dyfed Powys Probation Service	2,338	2,340
Dyfed Powys Health Authority	1,411	-
	66,608	51,983
Trusts and Businesses: Grants		
Henry Smith	12,500	12,500
Esmee Fairbairn	4,061	3,657
Other	-	23,752
	26,561	39,909
	180,900	97,011
Deferred grants at 6 April 2002	31,541	50,397
Deferred grants at 5 April 2003	<u>(26,102)</u>	<u>(31,541)</u>
	<u>186,339</u>	<u>115,867</u>

# Cyswllt Ceredigion Contact Limited

## Notes to the Accounts for the year ended 5 April 2003 continued

### 4. Direct Charitable Expenses: Centre running costs

	2003	2002
	£	£
Wages & Salaries	83,464	69,592
Supervision	7,306	5,171
Staff training	5,637	3,137
Volunteers' expenses	40	64
Travel & Accommodation	2,213	2,451
Books & Educational Materials	654	1,212
Subscriptions	413	463
Rent, Power & Insurance	16,361	6,328
Repairs, Renewals & Maintenance	3,652	1,530
Moving costs	2,914	468
Website	1,295	578
Advertising	849	1,478
	<u>124,798</u>	<u>92,472</u>

### 5. Administration Expenses

	2003	2002
	£	£
Wages & Salaries	26,384	14,694
Other staff costs	2,442	298
Travel	305	282
Telephone, Postage & Stationery	4,274	2,963
Reporting Accountants Fees and Accountancy	1,778	1,982
Indemnity Insurance	536	41
Legal & Professional	15	15
Subscriptions	61	-
Bank Charges	14	12
Staff Christmas party	179	102
Sundry	871	793
Depreciation	608	706
	<u>37,467</u>	<u>21,888</u>

### 6. Net Movement in Funds for the Year

The net movement in funds for the year is stated after charging:

	2003	2002
	£	£
Depreciation of fixed assets – for use by the charity	608	706
Reporting Accountants' Fees	881	881
Other accountancy services	897	1,101
Trustees' Indemnity Insurance	536	41

# Cyswllt Ceredigion Contact Limited

## Notes to the Accounts for the year ended 5 April 2003 continued

### 7. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees' expenses reimbursed.

The costs of the staff were:

	2003	2002
	£	£
Wages and Salaries	103,334	78,398
Social Security Costs	8,411	5,888
	<u>111,745</u>	<u>84,286</u>

The average monthly number of staff employed, calculated as full time equivalents during the year was as follows:

	2003	2002
	No.	No.
Direct charitable work	5	5
Administrative	1	1

No employee received remuneration of more than £50,000.

### 8. Tangible Fixed Assets

	Office Equipment £
<b>Cost</b>	
Balance at 6 April 2002 and 5 April 2003	<u>5,995</u>
<b>Accumulated Depreciation</b>	
Balance at 6 April 2002	4,779
Charge for the year	608
Balance at 5 April 2003	<u>5,387</u>
<b>Net Book Value</b>	
As at 5 April 2003	<u>608</u>
As at 5 April 2002	<u>1,216</u>

# Cyswllt Ceredigion Contact Limited

## Notes to the Accounts for the year ended 5 April 2003 continued

### 9. Deferred Income – Grants Received in Advance

	Balance 6 April 2002 £	Received £	Released to SOFA £	Balance 5 April 2003 £
<b>Donor:</b>				
Community fund	1,675	97,731	90,751	8,655
For Manager's Salary	12,118	16,561	16,258	12,421
For Premises	17,748	-	17,748	-
Growing Communities Fund	-	5,026	-	5,026
	<u>31,541</u>			<u>26,102</u>

### 10. Financial commitments

At 5 April 2003 the charity has annual commitments in respect of an operating lease agreement for land and buildings of £14,000. This lease expires within five years.

### 11. Summary of Movement on Funds

	Balance at 6-4-2002 £	Income 2003 £	Expenditure 2003 £	Transfer 2003 £	Balance at 5-4-2003 £
<b>General reserve</b>	14,827	30,715	17,116	659	29,085
<b>Designated funds</b>					
Moving premises	3,532	-	2,873	( 659)	-
Clinical Salaries	-	9,650	9,066	3,673	4,257
Staff training	5,137	1,175	1,175		5,137
Fixed Assets Reserve	616	-	264		352
	<u>24,112</u>	<u>41,540</u>	<u>30,494</u>	<u>3,673</u>	<u>38,831</u>
<b>Restricted funds</b>					
<b>Funds Mainly Represented by Cash</b>					
Community Fund for Clinical Staff costs	284	90,751	84,151		6,884
CCC Mental Illness Strategy for administration salaries	3,469	9,610	12,365		714
National Assembly for project worker's salary	( 134)	4,769	4,635		-
Business Manager's salary	952	16,258	15,059		2,151
Premises costs	-	26,748	14,905		11,843
CAVO for Outreach Centre	3,649	-	( 24)	( 3,673)	-
Social services for Supporting People Project	-	-	361		( 361)
<b>Funds Represented by Fixed Assets</b>					
DAAT computer	600	-	344		256
	<u>8,820</u>	<u>148,136</u>	<u>131,796</u>	<u>( 3,673)</u>	<u>21,487</u>
<b>Total Funds</b>	<u>32,932</u>	<u>189,676</u>	<u>162,290</u>	<u>-</u>	<u>60,318</u>

# **Cyswllt Ceredigion Contact Limited**

## **Notes to the Accounts for the year ended 5 April 2003 continued**

Resources are sufficient to meet the obligations arising for all the above funds.

The transfer of funds of £3,673 represents the lifting of restrictions on the use of the Outreach Centre funds.

The return of the balance of £659 on the moving premises designated fund to the general fund arises on the completion of the move to new premises.

The following funds were designated from unrestricted grant income for the following purposes during the year:

<b>Purpose</b>	<b>£</b>
Salaries	13,323
Staff Training	1,175

### **12. Analysis of fund balances between the net assets**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	256	352	608
Net current assets	22,034	37,676	59,710
	<u>22,290</u>	<u>38,028</u>	<u>60,318</u>

### **13. Company status**

Cyswllt Ceredigion Contact Limited is a company limited by guarantee and not having a share capital.

Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10) to the Charity's assets, if it should be wound up, for payment of the charity's debts. If the Charity is wound up or dissolved and after all its debts have been paid there remains any property it shall be given to some other Charity having similar objects.