

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

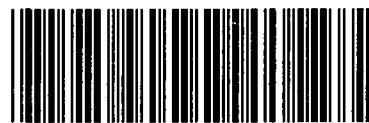
**Report of the Trustees and**

**Audited Financial Statements for the year ended 31 March 2014**

**Company Number 3328628**

**Charity Number 1067428**

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COMPANIES HOUSE

GRANT HARROD LERMAN DAVIS LLP  
Chartered Accountants  
Registered Auditors  
49a High Street  
Ruislip  
Middlesex HA4 7BD

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Report and Financial Statements**

**For the year ended 31 March 2014**

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**ADFAM NATIONAL**

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**Legal and administrative information**

**Report and financial statements for the year ended 31 March 2014**

Company Number	3328628
Charity Number	1067428
Chair	Katie Aston (Trustee)
Vice Chair	Rosemary Baker (Trustee)
Hon Treasurer	Richard Lambourn (Trustee)
Company Secretary	Omar Amin
Other Trustees	Anne Margaret Angear Elizabeth Jane Brown Annette Dale-Perera Sandra Jerrim Stuart Harwood David Mackintosh Christine Tebano (Resigned 8 November 2013) Lorna Templeton
Chief Executive (non trustee)	Vivienne Evans OBE
Registered Office and operational address	25 Corsham Street London N1 6DR
Auditors	Grant Harrod Lerman Davis LLP Registered Auditors Chartered Accountants 49a High Street Ruislip Middlesex HA4 7BD
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent, M19 4JQ

## **ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

### **REPORT OF THE TRUSTEES**

**31 MARCH 2014**

The trustees present their report and the audited financial statements, for the year ended 31 March 2014. Adfam National Limited is registered as a company limited by guarantee and as such its Trustees also act as directors under the Companies Act 2006.

The Trustees take this opportunity to thank all the donors for their support and financial commitment without which they would be unable to meet their objectives.

#### **Structure, Governance and Management**

##### **Governing Document and structure.**

Adfam National is a charitable company (trading and widely known as Adfam) limited by guarantee and governed by its memorandum and articles of association. The company was incorporated on 28 February 1997 and registered as a charity on 14 January 1998. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Under the articles of association the board of trustees appoint new trustees, who are required to stand for re-election at the next Annual General Meeting. One third of the existing trustees are required to stand for re-election at the same meeting.

The board of Trustees, chaired by Katie Aston, meet 4 times per annum and focuses on strategic, policy and finance issues. Daily management of the organisation is delegated to the Chief Executive.

##### **Recruitment and Appointment of Trustees**

Trustees are currently identified via personal recommendation. The Chair, Vice-Chair and treasurer are selected by ballot of the Board of Trustees.

New Trustees are encouraged to undertake an orientation and familiarisation day with the organisation, and to visit our projects.

Away days for Board members are held on an annual basis, when the overall strategy for the organisation is reviewed and agreed.

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**REPORT OF THE TRUSTEES**

**31 MARCH 2014**

**Trustee Induction and Training**

New Trustees are offered an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity.

New Trustees also meet Adfam team members. They are invited and encouraged to attend Adfam events as well as visit Adfam projects.

**Risk review**

The Trustees carry out a periodic review of the external risks which the charity may face. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects. We have developed protocols and policies to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors in the workplace.

**Organisational Structure/Organisation**

In order to achieve our objectives, Adfam maintains a flexible staffing structure, allowing us to recruit new staff as demand and funding allows. Our emphasis on internal consultation allows us to use the strengths of our entire staff.

Our Senior Management Team (SMT), which currently consists of the Directors of Finance & Administration, and Policy and Regional Development, plus the Chief Executive, reports to the Trustees.

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**REPORT OF THE TRUSTEES (Cont'd)**

**31 MARCH 2014**

**Structure, Governance and Management (cont'd)**

**Related Parties**

Adfam supports government initiatives that reflect a measured, realistic approach to the issues of drugs and alcohol where they affect families and communities.

There have been significant changes in the drugs field since Adfam was founded, reflected in the series of drug strategies launched by successive governments. The most recent drugs strategy was published in December 2010 and specifically acknowledges the needs of families for inclusion and support in their own right.

Adfam still relies heavily on Trust and Foundation funding, for which competition is acute.

Adfam continues to have an important role in supporting voluntary community groups to build their capacity and to help ensure that they continue to support families at local level. This is even more important in a climate of financial cuts as local family support groups are finding survival more difficult.

We recognise there is potential for more lobbying work in order to ensure strategy is translated into practice. We are actively working on strengthening our policy, parliamentary influencing and communications activities.

Adfam strongly believes in collaborative working and actively participates in the activities of a variety of membership organisations, networking forums and advisory groups including Alcohol Concern, The Federation of Drug and Alcohol Professionals, The Royal Society of Arts, Drugscope, The Greater London Alcohol and Drug Alliance, The Children's Society, Children England, AVA and the Family and Childcare Trust. Adfam also encourages partnership working to test models of service delivery and works with organisations which provide services including KCA and RAPt.

The Chief Executive is a former member of the Advisory Council on the Misuse of Drugs, the National Institute for Clinical Excellence (NICE), Alcohol Misuse Drug Use Disorders Quality Standards Group, and the Chair of the Steering Group of the Family Drug and Alcohol Court project and the Drug Sector Skills Consortium.

We have also has formalised collaborative/joint working agreements with a number of treatment service providers.

Adfam's aim is to continue to establish and develop such collaborations with other agencies.

**ADFAM NATIONAL**

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**REPORT OF THE TRUSTEES (Cont'd)**

**31 MARCH 2014**

**Objectives and Activities**

Adfam's vision is that any family member affected by drugs or alcohol will receive the help and support they require.

Adfam is the national umbrella organisation for these families, and the practitioners who work with them. We do this by:

**Informing**

We provide a wide range of information to families to help equip them to manage their situation, including an on-line peer support forum. We also offer opinion and evidence to professionals and government to influence policy. We have a revised website to support the dissemination of information, and to ensure we keep in touch with families to inform our policy, parliamentary and campaigning work.

**Challenging**

Using information gathered directly from families, and from research and evaluation findings, we challenge and influence policy/decision makers and the media to understand and represent more accurately the issues affecting families of drug and alcohol users.

We have developed a series of good practice guidance documents and toolkits to support the development of services for families affected by substance misuse.

**Supporting**

We run direct services to families in HMP Peterborough and in prisons across Kent; we offer direct support to families of young people attending KCA's Young People's Service in Kent. We have a regional presence via our members of staff, and provide training and consultancy to help family agencies, community groups and the statutory sector to improve their ability to help their local communities.

We are a training provider, offering courses on issues facing families affected by drugs misuse, available on a contract basis for the statutory and voluntary sector. We also ran courses funded by the Department for Education, for practitioners working with troubled families, in partnership with Addaction and Alcohol Concern.

Adfam's current areas of activity:

- \* To challenge and influence government, policy makers, opinion formers, planners and the media to understand and represent more accurately the issues affecting children and families
- \* To provide capacity building support, training and consultancy services to community support groups and local authority commissioners and practitioners from a broad range of sectors
- \* To lead a national networking function to provide development opportunities and share best practice to individuals and organisations that come into contact with carers, families, friends and children affected by substance use
- \* To provide information for families and carers and practitioners through a range of mediums, publications, policy briefings and web based information
- \* Provide front-line support and direct services to families in contact with the criminal justice system
- \* Facilitate families in setting up mutual aid systems

**ADFAM NATIONAL**

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**REPORT OF THE TRUSTEES (Cont'd)**

**31 MARCH 2014**

**Achievements and Performance**

Adfam's achievements include :

Development and recognition as the national umbrella organisation for families affected by substance misuse.

Expansion of topic focus to include work and expertise with offenders families through to drug prevention with parents.

Growth of reach across England, with regional networks and partners.

Continued development of supporters scheme; supporters receive a free fortnightly policy briefing.

Growth of policy and communications function to enable development as a campaigning and influencing charity.

Increase in the number of partnerships and alliances.

Growth in the number of partnerships and invitations for joint work and contributions to treatment and family services providers tendering opportunities.

Diversification of our funding base, forging links with corporates; we have developed a successful relationship with Reckitt Benckiser Pharmaceuticals and produced a report on Children and Opioid Substitution Treatment.

Adfam organises a carol concert at St Bride's church every December. We received a donation from Ansvar Insurance to support the carol concert and an additional donation to support the revision and printing costs of our publications.

Adfam is invited to relevant Government consultations and policy groups.

**Financial Review**

The total incoming resources for the year amounted to £637,723 (2013; 522,708), expenditure was £650,665 (2013; £646,215) leaving a deficit of £12,942 (2013; £123,507). A surplus of £2,400 (2013; deficit £99,764) of this amount related to restricted funds and a deficit £15,342 (2013; £23,743) to Unrestricted funds. The overall position left funds to be carried forward to next year of £47,339 (2013; £44,939) Restricted Funds and a surplus of £49,671 (2013; £65,013) Unrestricted funds.

Adfam has continued to build on the financial improvements put in place in the year to 31 March 2011 and has maintained its focus on sound financial management procedures.

We received a major grant from the Esmée Fairbairn Foundation to establish Adfam as an umbrella body for the family and substance misuse sector.

We receive project funding from many sources, details of which can be found on page 15.

**Investment Policy**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment, however, the remaining balance is kept on a CAF fund account.

**ADFAM NATIONAL**

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**REPORT OF THE TRUSTEES (Cont'd)**

**31 MARCH 2014**

**Reserves Policy**

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be equal to 3 months of fixed costs (salaries and rents), which equated to £118,000 in general funds. At this level the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation.

The present level of reserves available to the charity fell short of the target level. Although the strategy is to continue to build reserves through planned operating surpluses, the Management Committee has also considered the extent to which existing activities can be rationalised, should such circumstances arise.

**Plans for Future Periods**

**Review of the activities and future developments**

Adfam has worked with families affected by drug use since 1984, when it was established by the mother of a heroin user who was unable to find support for herself. Since then it has developed a reputation as leader in the field of substance related family work. Our status as an umbrella body consolidates our experience and our reputation. Adfam acts as a networking organisation for local providers, commissioners, and family members themselves, via its website, newsletters, information leaflets and telephone contacts. Adfam is in touch with over 2,500 supporters who attend our consultation events, receive our fortnightly policy briefings and respond to our requests for information about our future strategy and activities.

We will continue to bid for innovative projects which will endorse our position as a centre for good practice.

We continue to have support from Sodexo in HMP Peterborough to deliver direct services for prisoners' families,

- \* We have received funding from the Big Lottery to develop community responses to substance misuse and families in the London Borough of Greenwich
- \* We are working in partnership with CRUSE to establish support for families bereaved through addiction, with funding from the Big Lottery.
- \* We received funding from the Tudor Trust to enable us to appoint a Regional Development Co-ordinator to work with families in the South West and West Midlands.
- \* We received core funding from the John Ellerman Trust to enable us to continue to develop our policy and research work.
- \* We work in partnership with RAPt to deliver direct work with families in prisons in Kent
- \* We work in partnership with KCA to deliver a service for young people's parents in Kent
- \* With funding from the Charles Hayward Trust we are undertaking research with young offenders and their families in HMP YOI Feltham
- \* With DrugScope and the Federation of Drug and Alcohol Professionals, we deliver the substance misuse sector Skills Consortium, funded by the Department of Health; the Chief Executive of Adfam is the chair of the executive group.
- \* We provide the secretariat for the Recovery Partnership, in collaboration with DrugScope and BAC O'Connor, an initiative funded by the Department of Health.
- \* We receive funding from Lloyds Bank to deliver training for Family Champions in Kent.

We have also held a national conference for families and continue to be invited to speak at national and local conferences.

We have developed a training scheme to train volunteers to become Family Champions; this is delivered to local groups and communities.

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**REPORT OF THE TRUSTEES (Cont'd)**

**31 MARCH 2014**

**Public Benefit**

The public benefits from Adfam's services through our direct work with vulnerable families and families in isolated, and hard to reach communities. Adfam's indirect services influence government policy so that the needs of these families and the general public are taken into account in national government strategies. Adfam also provides information and the stories of families affected by substance use to the media.

**Responsibilities of the Management Committee/Trustees**

**Trustees**

The Trustees during the period were as follows :

Chair	Katie Aston
Vice - chair	Rosemary Baker
Hon. Treasurer	Richard Lambourn
Trustees	Anne Margaret Angear
	Elizabeth Jane Brown
	Annette Dale-Perera
	Sandra Jerrim
	Stuart Harwood
	David MackIntosh
	Christine Tebano
	Lorna Templeton
Chief Executive (non trustee)	Vivienne Evans OBE

The Trustees (who are also directors of Adfam National for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charity SORP;
- Make judgements and estimates that are reasonable and prudent ;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

**ADFAM NATIONAL**  
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**REPORT OF THE TRUSTEES (Cont'd)**  
**31 MARCH 2014**

**Responsibilities of the management committee (cont'd)**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006.

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.

**Statement as to disclosure of information to auditors**

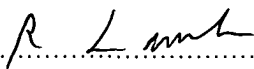
So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**Auditors**

The auditors, Grant Harrod Lerman Davis LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This Report was approved by the Trustees on 9 September 2014 and signed on its behalf.

On behalf of the Board

.....

Trustee - R Lambourn  
Date : 9 September 2014

**ADFAM NATIONAL**

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**Independent Auditor's report to the members**

**of Adfam National**

We have audited the financial statements of Adfam National for the year ended 31 March 2014 on pages eleven to twenty. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions available for Small Entities (Revised), in the circumstances set out in note 19 to the financial statements.

**Scope of the audit of the financial statements**

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

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

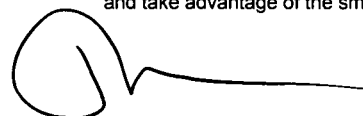
**Opinion on other matter prescribed by the Companies Act 2006**

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

**Matters on which we are required to report by exception**

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

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



Jeremy Harrod FCCA (Senior Statutory Auditor)  
for and on behalf of Grant Harrod Lerman Davis LLP  
Chartered Accountants  
Statutory Auditors

49a High Street  
Ruislip  
Middlesex HA4 7BD

Date : 9 September 2014

**ADFAM NATIONAL**

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**Statement of Financial activities for the year ended 31 March 2014**

**(Incorporating the income and expenditure account)**

	<b><u>NOTES</u></b>	<b><u>Unrestricted Funds £</u></b>	<b><u>Restricted Funds £</u></b>	<b><u>Total 2014 £</u></b>	<b><u>2013 £</u></b>
<b><u>Incoming resources</u></b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	1	64,270	-	64,270	15,245
Activities for generating funds		44,210	-	44,210	24,609
Investment income		76	-	76	186
<b>Incoming resources from charitable activities</b>					
Grants and donations	1 and 4	-	529,167	529,167	482,668
<b><u>Total incoming resources</u></b>		<b>£108,556</b>	<b>£529,167</b>	<b>£637,723</b>	<b>£522,708</b>
<b><u>Resources expended</u></b>					
<b>Costs of generating funds</b>					
	5	18,352	-	18,352	14,739
<b>Charitable activities</b>					
	5	100,274	526,767	627,041	625,811
<b>Governance costs</b>					
	5	5,272	-	5,272	5,665
<b><u>Total resources expended</u></b>		<b>£123,898</b>	<b>£526,767</b>	<b>£650,665</b>	<b>£646,215</b>
<b><u>Net incoming/(outgoing) resources</u></b>		<b>(15,342)</b>	<b>£2,400</b>	<b>(12,942)</b>	<b>(123,507)</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward		65,013	44,939	109,952	233,459
<b><u>Total funds carried forward</u></b>		<b>£49,671</b>	<b>£47,339</b>	<b>£97,010</b>	<b>£109,952</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 20 form an integral part of these Financial Statements.

**ADFAM NATIONAL**  
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**Balance Sheet as at 31 March 2014**

	<b><u>NOTES</u></b>	<b><u>2014</u></b>	<b><u>2013</u></b>
		<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Fixed Assets</u></b>			
Tangible assets	9	8,022	9,155
<b><u>Current Assets</u></b>			
Debtors	10	83,093	65,662
Cash at Bank and in hand		<u>31,213</u>	<u>53,493</u>
		114,306	119,155
<b><u>Creditors</u></b>	11		
Amounts falling due within one year		<u>25,318</u>	<u>18,358</u>
Net Current Assets		<u>88,988</u>	<u>100,797</u>
<b><u>Total assets less current liabilities</u></b>		<u><u>£97,010</u></u>	<u><u>£109,952</u></u>
<b><u>Funds</u></b>			
Restricted funds	14	47,339	44,939
Unrestricted income funds			
Unrestricted income funds	14	49,671	65,013
Designated funds	14	-	-
<b><u>Total Charity funds</u></b>		<u><u>£97,010</u></u>	<u><u>£109,952</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 9 September 2014 and were signed on its behalf by :



.....Hon. Treasurer - R Lambourn

The notes on pages 13 to 20 form an integral part of these Financial Statements.

**ADFAM NATIONAL**

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**Notes to the accounts**

**for the year ended 31 March 2014**

**1. Accounting Policies**

**a. Basis of preparation of accounts**

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

**b. Fund accounting**

The Charity's Unrestricted Funds consist of general funds which the charity may use for its purposes at its discretion.

Restricted funds are those where the donor has imposed restrictions on the use of the funds. Income arising on restricted funds and expenditure incurred in respect of these funds are reflected through the Statement of Financial Activities with any surpluses or deficits being appropriated to/from restricted funds.

**c. Resources arising - Income**

Income from grants and training is brought into account on a receivable basis except where they are restricted funds and cover a period overlapping the year end, in which case they are apportioned over the period of the grant. All other income is accounted for on the basis of cash received in the period.

**d. Resources Expended**

Direct costs incurred in connection with a particular project are allocated to that particular project. Fundraising and publicity costs comprise costs incurred with raising voluntary contributions. General and overhead costs which are not specific to Management and Administration, Fundraising and Publicity, or Direct Charitable activities are allocated as Support costs to these headings. The basis of allocation is on an analysis of the resources utilised by each of these activities. Support costs are those costs which enable fund generating and charitable activities to be undertaken. Support costs calculated as 15% of the total cost of resources expended.

**e. Fixed Assets**

Depreciation is provided on fixed assets at the following rates in order to write off their cost over their expected useful lives, on a straight line basis. The following rates have been used:-

Computers, Fixtures, Fittings and Equipment -	20% on cost
Short term lease -	Over period of lease

**f. Capital grants**

Grants received for the purchase of capital assets are credited to a deferred capital grants account when the assets are acquired, and then released to income over the lives of the assets to match their annual depreciation charge.

**ADFAM NATIONAL**

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**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**1. Accounting Policies (Cont'd)**

**g. Going concern**

The company is dependent upon grants and donations to fund its activities. The majority of such grants and donations are awarded for a period of one year and are reviewed annually.

At the date of approval of these financial statements, funding beyond 31st March 2015 has not been secured as grants and donations for this period have not been allocated.

**h. Pension costs**

The company operates a defined contribution scheme for its employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Profit and Loss Account.

**i. Operating leases**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight line basis over the period of the lease.

**2. Net movement in funds for the year**

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

	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Audit fees	2,400	2,400
Depreciation	2,584	4,422
Staff costs - note 3	422,473	382,546

**ADFAM NATIONAL**

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**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**3. Staff costs**

No remuneration was paid to the Trustees in the year.

The staff costs of the remaining staff were :

	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Wages and Salaries	375,122	336,421
Social Security costs	38,268	35,968
Pension costs	9,083	10,157
	<b><u>£422,473</u></b>	<b><u>£382,546</u></b>

The average monthly number of staff employed by the charity during the year was as follows :

<b><u>11</u></b>	<b><u>9</u></b>
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One employee received remuneration in-between £60,000 and £70,000.

**4 Incoming resources**

	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Drugscope	49,701	49,297
Sodexo - HMP Peterborough	70,236	70,236
Esmee Fairbairn Foundation	32,418	49,717
Comic Relief	25,000	41,724
Charles Hayward	10,000	10,000
KCA	59,287	-
RAPt - HMP Elmley	28,464	11,860
Tudor Trust	-	35,000
Department of Health - Families First	75,122	51,042
HMP Belmarsh	-	43,089
Royal Borough of Greenwich - Greenwich Carers	14,000	8,390
Department for Education	-	101,650
AVA	-	10,663
Mentor	6,056	-
DEMOS	3,400	-
Alcohol Research UK	3,916	-
Recovery Partnership	19,829	-
Big Lottery	57,820	-
Big Lottery - CRUSE	21,118	-
John Ellerman Trust	35,000	-
Lloyds Bank	17,800	-
	<b><u>529,167</u></b>	<b><u>482,668</u></b>

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**5. Total resources expended**

	<u>Notes</u>	<u>Direct Costs</u> £	<u>Support Costs</u> £	<u>Total 2014</u> £	<u>Total 2013</u> £
Costs of generating funds					
Direct costs	7	15,599	2,753	18,352	14,739
Cost of charitable activities					
Prison projects		83,895	14,805	98,700	125,185
Discrete projects		449,090	79,251	528,341	500,626
		532,985	94,056	627,041	625,811
Governance costs	8	5,272		5,272	5,665
		<u>£553,856</u>	<u>£96,809</u>	<u>£650,665</u>	<u>£646,215</u>

**6. Support costs**

	<u>Cost of generating funds</u>	<u>Cost of charitable activities</u>	<u>Total 2014</u> £	<u>Total 2013</u> £
Staff costs	5,000	67,607	72,607	72,062
Premises	1,000	13,521	14,521	14,412
Other running costs	3,000	6,681	9,681	9,609
	<u>£9,000</u>	<u>£87,809</u>	<u>£96,809</u>	<u>£96,083</u>

**7. Costs of generating voluntary income**

	<u>Total 2014</u> £	<u>Total 2013</u> £
Staff costs	-	-
Other direct costs	18,352	14,739
Support costs	-	-
	<u>£18,352</u>	<u>£14,739</u>

**8. Governance costs**

	<u>Total 2014</u> £	<u>Total 2013</u> £
Audit, accountancy and other consultancy	4,500	5,280
Other governance costs	772	385
	<u>£5,272</u>	<u>£5,665</u>

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**9. Tangible fixed assets**

	<b><u>Short Term Lease</u></b>	<b><u>Computers and Office Equipment</u></b>	<b><u>Total</u></b>
<b><u>Cost or Valuation</u></b>			
At 1 April 2013	3,055	50,820	53,875
Additions	-	1,451	1,451
At 31 March 2014	<u>£3,055</u>	<u>£52,271</u>	<u>55,326</u>
<b><u>Depreciation</u></b>			
At 1 April 2013	3,055	41,665	44,720
Charge for the year	-	2,584	2,584
At 31 March 2014	<u>£3,055</u>	<u>£44,249</u>	<u>47,304</u>
<b><u>Net Book Value</u></b>			
At 31 March 2014	<u>£-</u>	<u>£8,022</u>	<u>£8,022</u>
At 31 March 2013	<u>£-</u>	<u>£9,155</u>	<u>£9,155</u>

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**10. Debtors**

	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Income receivable	58,265	55,327
Other debtors	24,828	10,335
	<b><u>£83,093</u></b>	<b><u>£65,662</u></b>

**11. Creditors : Amounts falling due within one year**

	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Trade creditors	13,263	-
Other creditors	-	-
Taxation and Social Security	10,435	10,517
Accruals	1,620	7,841
	<b><u>£25,318</u></b>	<b><u>£18,358</u></b>

**12. Board of Trustees**

The trustees do not receive any remuneration for their services.

Expenses amounting to £772 (2013 - £385) were reimbursed to the trustees during the year.

**13. Taxation**

The Charity is not liable to taxation on its charitable activities due to its status as a non profit-making organisation.

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**14. Movement in funds**

	<b><u>Brought Forward</u></b>	<b><u>Income</u></b>	<b><u>Expenditure</u></b>	<b><u>Carried Forward</u></b>
<b><u>Unrestricted funds</u></b>				
General Fund	65,013	108,556	123,898	49,671
<b><u>Restricted funds</u></b>				
Prison projects	-	98,700	98,700	-
Discrete projects	44,939	430,467	428,067	47,339
	44,939	529,167	526,767	47,339
<b><u>Total</u></b>	<b><u>£109,952</u></b>	<b><u>£637,723</u></b>	<b><u>£650,665</u></b>	<b><u>£97,010</u></b>

**Purposes of Restricted funds:**

Prison and Discrete Projects:

Adfam also incurs significant restricted expenditure on prison and discrete projects, as determined by their respective service level agreements and/or contracts. These expenses are mainly utilised in delivering the outputs of the project.

Influencing and public information

Although the charity receives no restricted funds for Influencing and Public Information, the charity incurs significant expenditure on this area. As part of its objectives the charity undertakes "publicity and educational work of all descriptions". The expenditure on this area:

- \* makes the public aware of the incidence and effects of alcohol and drug abuse and everyone's shared responsibility to act to stop it.
- \* provides evidence for the need for policy change and legislative reform to better understand and better represent the issues facing families affected by alcohol and drug abuse.

**15. Provisions**

The company has no capital commitments or contingent liabilities as at 31 March 2014 (2013 - £Nil).

**16. Liability of Members**

The charity is constituted as a company limited by guarantee. In the event of the charity being wound up members are required to contribute an amount not exceeding £1.

**ADFAM NATIONAL**

**(A Company Limited by Guarantee)**

**Notes to the accounts**

**for the year ended 31 March 2014 (Cont'd)**

**17. Analysis of Net Assets between funds**

	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>
Tangible fixed assets	8,022	-	8,022
Net current assets/(liabilities)	41,649	47,339	88,988
Net assets	<u>£49,671</u>	<u>£47,339</u>	<u>£97,010</u>

**18. Financial commitments**

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows :

	<b><u>Land and Buildings</u></b>	
	<b><u>2014</u></b>	<b><u>2013</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Expiry date :		
Less than one year	-	-
Between one and two years	£23,868	£23,868
Between two and five years	-	-

**19. APB Ethical Standard - Provisions available for small entities**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.