

BATTLE AGAINST TRANQUILLISERS LTD
TRUSTEES AND DIRECTORS REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018
Charity no: 1056508
Company no: 03169578 (England and Wales)

BATTLE AGAINST TRANQUILLISERS LIMITED

ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

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BATTLE AGAINST TRANQUILLISERS LIMITED

ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their annual report and financial statements for the year ended 31 March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011, the Companies Act 2006, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standing applicable in the UK and Republic of Ireland published on 16 July 2014.

Objectives and Activities for the public benefit

Purposes and Aims

The charity's objectives are:

To help those addicted prescribed drugs of addiction (eg: Benzodiazepines, Z Drug sleeping pills, Pregabalin, Gabapentin, opiate-based painkillers), who wish to withdraw from them, to do so as comfortably as possible, and to help them make the necessary changes in life after withdrawal.

To educate and inform all those who may come across the problem of addiction to these drugs, either personally or professionally, towards an understanding of the difficulties caused by this drug's actions and the compounding of these difficulties in withdrawal.

To influence services in their prescribing of and withdrawing patients from these drugs.

How our activities deliver public benefit.

Our main activities and who we try to help are described below. All our charitable activities focus on the promotion of health and wellbeing and are undertaken to further our charitable purposes for the public benefit.

A review of our achievements and performance

Who used and benefited from our services?

The number of people benefitting from BAT services during 2017-18 was 150 clients in direct service, and approximately 109 who are supported by helpline or e-mail.

The number of people benefitting from BAT training was approximately 37

Prescribed clients have variously stabilised, reduced and completed Prescribed Drugs of Addiction withdrawal.

BAT's work continues.

BATs funding from Developing Health and Independence (DHI) for training, specialist advice and dealing with complex clients in South Gloucestershire concluded as of March 2017. This means that BAT is effectively running on its reserves.

Using its reserves, BAT continues to provide services to clients in the immediate area (South Glos and Bristol), offering two groups and a support line using its reserves. BAT continues to support

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clients more directly by offering an advocacy service. A third group which runs in Bath is funded by a branch of DHI, in Bath, but is due to end at the end of 2018.

Funding reductions have led to BAT launching a new national service - Consultancy, training and support. This will, as part of BAT's specialist training, address concerns around Consent Law 2017, helping to equip doctors to conform to these requirements

Recovery Agenda

Service users continue to represent BAT in various settings. They are part of BAT training sessions, wherever possible. Both prescribed and illicit Benzo-use experiences are part of these sessions as are service users with polydrug use and those with a dual diagnosis.

BAT has continued its input into Dual Diagnosis profile-raising and service improvement.

This year BAT has been involved in policy-making for the Crisis Care Concordat which works together to ensure that a 'joined up' approach is adopted for anyone in Mental Health Crisis.

Financial Review

Battle Against Tranquillisers Ltd ends the year with a deficit, and we have not been able to cover our costs for this financial year

Principal Funding Sources

In the year 2017-18 our principle funding sources were DHI (as a subcontracted agency) and Bath and North East Somerset (BaNES) council

Investment Policy

The Board of Trustees took the decision to invest a lump sum of a legacy over a 3 year period, this will enable BAT to continue to function and help us plan for the future enabling us to grow our income and remain sustainable. The board chose to invest with Brewin Dolphin in a low risk investment.

Reserves Policy

BAT recognises the importance of maintaining an appropriate level of reserves to allow for contingency planning or action.

The trustees are aware of the extreme importance for the charity to have sufficient funds for the charity to be able, in all identified risk areas, to continue to run the service for the period of at least one year, during which the trustees could seek additional funding. This is considered necessary for the reason of the uniquely specialist nature of the services provided by the charity, and the time implications involved, together with the current enquiry being conducted by Public Health England into Prescribed Drugs of Addiction, to which BAT has contributed evidence

Plans for Future Periods

The Boards main aim for the next financial year is to increase the number of Trustees and recruit a Trustee with HR experience. The board would like to see BAT move to a more sustainable funding model

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The Board and Staff team aim to continue the services offered by the charity with the overall aim of the expansion of the current services and the reaching of more individuals in need of these charities services.

Risk Management

The risks to BAT remain;

- 1) The number of trustees on the board fell to 2 during some of this financial period, this put BAT in a difficult position unable to make decisions to enable the charity to move forward and remains an ongoing risk
- 2) loss of co-ordinator funding
- 3) co-ordinator deciding to leave the post,
- 4) loss of the development worker,
- 5) loss of sessional workers and loss of administrative support.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee incorporated on 08 March 1996 and registered as a charity on 01 July 1996. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

Recruitment and Appointment of Trustees

The number of trustees shall be not less than three but shall not be subject to any maximum. At each annual general meeting, one third of the trustees who are subject to retirement by rotation, or if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but if there is only one trustee who is subject to retirement by rotation, he shall retire. The trustees to retire by rotation shall be those who have been longest in office.

Trustee Induction and Training

New trustees are provided with a full induction to the organisation, covering the roles and responsibilities of Board members, operational, financial and health and safety policies, services and activities, and the Strategic Plans of the Charity.

Reference and Administrative Details of the Charity.

Battle Against Tranquillisers Ltd is a company limited by guarantee and a registered Charity.

Registered office: Community Centre, Coniston Road, Patchway, Bristol, BS34 5LP
Registered Company No: 03169578

Registered Charity No: 1056508

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FOR THE YEAR ENDED 31 MARCH 2018

Trustees and Directors at March 31st 2017

Mrs Carol Stock
Mr Robert Farrow
Ms E Milne honorary trustee

Bankers Charities Aid Foundation (CAF) Bank
 25 Kings Hill Ave,
 Kings Hill,
 West Malling
 ME19 4JQ

Examiners Harwood, Lane & Co
 Chartered Accountants and Registered Auditors
 Units 1-4 Crossley Farm Business Centre
 Swan Lane, Winterbourne
 BRISTOL, BS36 1RH

Statement of trustees' responsibilities

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practices).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 7.

In accordance with company law, as the company's directors, we certify that:

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- so far as we are aware, there is no relevant accounts information of which the independent examiners are unaware
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounts information and to establish that the charity's examiners are aware of that information.

Independent Examiners

Harwood Lane & Co were the charitable company's independent examiners for the year and have expressed their willingness to continue in that capacity.

Approval

This report was approved by the Board of Trustees on 27th November 2018 and signed on its behalf.

Name: Robert Farrow
(Chair of Trustees)

Co Reg No: 03169578

Charity Reg No: 1056508

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
BATTLE AGAINST TRANQUILLISERS LIMITED**

I report on the accounts of the Company for the year ended 31 March 2018, which are set out on pages 10 to 18.

Respective responsibilities of trustees and examiners

The trustees (who are also the directors of the company for the 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

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:

(1) which give me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with s386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and to 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.

Although the trustees were able to provide adequate explanation for expenditure they were unable to provide me with detailed supporting evidence for a number of expenditure transactions which has prevented a detailed analysis being carried out of certain of those expenses.

No other matter has come to my attention in connection with my examination, to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cox F.C.A.
For and on behalf of Harwood Lane & Co
Chartered Accountants and Statutory Auditors
Units 1 - 4
Crossley Farm Business Centre
Swan Lane
Winterbourne
BRISTOL
BS36 1RH

Date:

BATTLE AGAINST TRANQUILLISERS LIMITED

BALANCE SHEET AS AT 31 MARCH 2018

	Notes	2018	2017
FIXED ASSET INVESTMENTS	2	247,287	0
CURRENT ASSETS			
Stocks	3	153	153
Debtors	4	625	531,898
Cash at Bank		320,015	109,439
		320,793	641,490
CREDITORS: amounts falling due within one year	5	(3,520)	(3,143)
		317,273	638,347
Net Current Assets		317,273	638,347
Total Assets Less Current Liabilities		£564,560	£638,347
CAPITAL AND RESERVES			
General Reserve	11	564,560	638,347
Restricted Reserve	11	0	0
Charity Funds		£564,560	£638,347

The Directors considers that the company is entitled to exemption from the requirement to have an audit under the provisions of s.477 of the Companies Act 2006. Members have not required the company under s.476 of the Companies Act 2006, to obtain an audit for the period ended 31 March 2018. The Directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 and s.387 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of the company as at 31 March 2018 and of its profit for the period then ended in accordance with the requirements of s.396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved by the board on November 2018 and are signed on its behalf.

Trustee
Name:

The notes on page 13 to 18 form part of these accounts

BATTLE AGAINST TRANQUILLISERS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2018

SUMMARY INCOME AND EXPENDITURE ACCOUNT

<u>INCOMING RESOURCES</u>	Notes	Restricted Funds	Unrestricted Fund	2018 Total	2017 Total
Income from Charitable Activities	14	0	27,211	27,211	58,227
<i>Donations and Legacies</i>		0	114	114	155
<i>Income from other trading activities</i>	15	0	795	795	0
Investment Income	16	0	11	11	96
Total Incoming Resources		0	28,131	28,131	58,478
<u>RESOURCES EXPENDED</u>					
Cost of Generating Funds					
Fundraising Costs	17	0	0	0	0
Charitable Activities	18	0	101,918	101,918	107,310
Total Expenditure		0	101,918	101,918	107,310
Transfers between funds	11	0	0	0	0
Net Incoming/(Outgoing) Resources for the year	8	0	(73,787)	(73,787)	(48,832)
Transfers between Funds		0	0	0	0
Balance brought forward	11	0	638,347	638,347	687,179
Total Funds Carried Forward	11	£0	£564,560	£564,560	£638,347

The notes on page 13 to 18 form part of these accounts

BATTLE AGAINST TRANQUILLISERS LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Total Funds 2018	Prior Year 2017
Net Cash used in operating activities	19	457,852	100,107
<i>Cash Flow from investing activities:</i>			
Interest and dividends		11	96
Purchase of investments		(247,287)	0
Proceeds from sale of investments		0	0
		(247,276)	96
Net cash provided by investing activities		(247,276)	96
<i>Cash Flow from financing activities:</i>			
Repayment of borrowing		0	0
Receipt of expendable endowment		0	0
		0	0
Net cash provided by financing activities		0	0
Change in cash and cash equivalents in the year		210,576	100,203
Cash and cash equivalent brought forward		109,439	9,236
Cash and cash equivalent carried forward		£320,015	£109,439

BATTLE AGAINST TRANQUILLISERS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting policies

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

(a) Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Battle Against Tranquillisers Ltd meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

(b) Income Recognition

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, 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.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(c) Expenditure Recognition

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 and the costs of trading for fundraising purposes.

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 SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

BATTLE AGAINST TRANQUILLISERS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

(d) Stocks

Stocks are valued at the lower of cost and net realisable value.

(e) 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 subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

2	FIXED ASSET INVESTMENTS	2018	2017
	Quoted Shares and Corporate Bonds - historical cost	£247,287	£0
	Quoted Shares and Corporate Bonds - market value	£247,287	£0
3	Stocks	2018	2017
	T Shirts	£153	£153
4	Debtors	2018	2017
	Legacy Income	0	531,898
	Prepayments	625	0
		£625	£531,898
5	Creditors: amounts falling due within one year	2018	2017
	Accruals	1,734	1,643
	Income Received in Advance	0	1,500
	Other Taxes and Social Security Costs	1,786	0
		£3,520	£3,143

BATTLE AGAINST TRANQUILLISERS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

6	Employee costs	2018	2017
	Wages and Salaries	82,233	81,631
	Social Security Costs	5,147	5,147
	Pension Contributions	121	121
		£87,501	£86,899

No employees received emoluments of more than £60,000.

Average number of employees	4	4
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7 Trustees remuneration and related party transactions

No members of the board of trustees received any remuneration during the year.

No trustees or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2017 - Nil).

8	Net incoming resources	2018	2017
	Net Incoming Resources is stated after charging:		
	Depreciation	0	0
	Independent Examiners Fee (inc VAT)	780	756

9	Capital commitments	2018	2017
	Authorised but not contracted	£ nil	£ nil
	Contracted but not spent	£ nil	£ nil

10	Analysis of net assets between funds	General Funds	Restricted Funds	Total
	Current Assets	320,793	0	320,793
	Current Liabilities	(3,520)	0	(3,520)
		£564,560	£0	£317,273

BATTLE AGAINST TRANQUILLISERS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

11	Reserves	At 01.04.17	PYA	Income	Expenditure	At 31.03.18
	<i>General Reserves</i>					
	- general funds	591,972	(883)	28,131	(101,918)	517,302
	- designated funds	46,375	0	0	0	46,375
		638,347	(883)	28,131	(101,918)	563,677
	<i>Restricted Funds</i>	0	0	0	0	0
	Total Reserves	£638,347	(£883)	£28,131	(£101,918)	£563,677

12	Designated reserves	2018	2017
	Designated Reserves consist of:		
	Dr J. Pym	27,486	27,486
	Development Reserve	18,889	18,889
		£46,375	£46,375

Purpose of Restricted Funds

There were no restricted funds during the year.

Purpose of Designated Funds

Dr J. Pym

This reserve is consists of donations made from Dr J Pym. No decision has been made as to how these donations will be spent.

Development Reserve

A Development Reserve has been established to set aside funds for the purpose of the on-going development of the charity.

13 Taxation

As a charity, Battle Against Tranquillisers is exempt from tax on income and gains falling within current tax legislation to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

BATTLE AGAINST TRANQUILLISERS LIMITED

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14	Income from charitable activities	Restricted	Unrestricted	2018 Total	2017 Total
	South Gloucestershire Council	0	19,171	19,171	53,727
	DHI	0	8,040	8,040	4,500
		£0	£27,211	£27,211	£58,227
15	Income from other trading activities	Restricted	Unrestricted	2018 Total	2017 Total
	Training		495	495	0
	Group Work		300	300	0
		£0	£795	£795	£0
16	Investment income				
	All of the charities investment income of £11 (2017 £96) arises from money held in interest bearing current and deposit accounts.				
17	Direct charitable expenditure	Restricted	Unrestricted	2018 Total	2017 Total
	Fundraising Costs	£0	£0	£0	£0
18	Charitable activities	Restricted	Unrestricted	2018	2017
	Salaries	0	87,501	87,501	86,899
	Sessional Workers	0	615	615	1,025
	Staff Expenses no analysis	0	0	0	2,932
	Honorarium	0	0	0	3,119
	Postage	0	37	37	10
	Photocopying and Printing	0	210	210	2,006
	IT Costs	0	687	687	0
	Hotels and AGM	0	0	0	227
	Travel	0	1,661	1,661	2,140
	Subscriptions and Publications	0	20	20	162
	Advertising/Promotion	0	813	813	0
	Training	0	95	95	0
	Telephone	0	2,697	2,697	1,805
	Bank Charges	0	60	60	20
	Investment Fees	0	84	84	0
	Rent	0	3,184	3,184	3,496
	Insurance	0	791	791	1,145
	Professional	0	0	0	924
	Repairs and Renewals	0	11	11	0
	Payroll Bureau	0	485	485	498
	Miscellaneous Expenses	0	186	186	115
	Book-Keeping	0	464	464	0
	Legal and Professional	0	1,698	1,698	0
	Independent Examination	0	619	619	787
		£0	£101,918	£101,918	£107,310

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FOR THE YEAR ENDED 31 MARCH 2018

19	Reconciliation of net movements in funds to net cash flow from operating activities	2018	2017
	Net Movement in funds	(73,787)	(48,832)
	Deduct interest income	(11)	(96)
	Decrease (increase) in debtors	531,273	153,308
	Increase (decrease) in creditors	377	(4,273)
	Net cash used in operating activities	£457,852	£100,107