

Hawkspring

Supporting drug and
alcohol recovery

www.hawkspring.org.uk

Trustees' Report
and
Financial Statements
for the year ended
31st March 2020

Charity number 1120320
Company Number 05138449

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Registered Company no: 5138449

Registered Charity no: 1120320

Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements of Hawkspring for the year ended 31st March 2020.

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Reference and Administrative Information

Charity Name:	Hawkspring
Charity Registration Number:	1120320
Company Registration Number:	5138449
Registered Office /Operational address:	@symes Community Building, Peterson Avenue, Hartcliffe, Bristol BS13 0BE
Trustees 2019 - 2020:	Katie Hipkiss (Chair) Terry Wright (Vice Chair) Derek Pickup Mark Brain Paul Goggin

Structure, Governance & Management

Governing Document

The organisation is a registered charity and a company limited by guarantee. Established in 2002, it was incorporated on 26th May 2004 and registered as a charity on 27th July 2007. The company was established under a Memorandum of Association which established the objects and powers of the company, and is governed under its Articles of Association. These were updated in November 2013 to reflect the current purposes of the organisation, in agreement with the Charity commission and Companies House.

The trustees of the Charity, who are also the Directors of the Company for the purposes of Company Law, exercise all the powers of the Charity and Company. The Board of Trustees meets monthly and is responsible for the strategic direction and policy of the charity. They delegate responsibility for the day to day running of the charity to the Chief Executive Officer, Carolyn Purcell.

Recruitment and Appointment of Trustees

Under the articles one-third of the members of the board retire from office each year by rotation and are eligible for re-election. The composition of the board is such that it seeks to ensure that the needs of its client group are appropriately reflected through the diversity of those appointed. The board seeks to ensure the right set of appropriate skills and knowledge required to take the organisation through its next phase of development. In order to maintain this broad mix of experience and skills the board undertakes a regular skills audit and potential trustees are identified and invited to offer themselves for appointment.

Objects and Activities

Charitable Objects

To advance the education of the public, particularly young people and their families, about all matters relating to drugs, alcohol and other substance misuse.

To preserve the good mental health of relatives and carers of the people who misuse drugs, alcohol and other substances by the provision of information and support.

To relieve sickness and distress amongst persons who are dependent on drugs, alcohol and other substances by supporting the rehabilitation of such persons.

Our values

- Innovation: We maintain a cutting edge approach to our service delivery.
- Client-centred: We offer flexible services that provide choice and ease of access.
- Quality: We use evidenced based models of treatment.
- Engagement: We involve service users, the community and our partners, and use their feedback to develop our services.

How our activities deliver public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The public benefit provided by the charity is detailed below, with specific outcomes listed in the section "Achievements and Performance".

About Hawkspring

Hawkspring is a registered charity and company limited by guarantee. We are a community rooted organisation based in Hartcliffe, South Bristol, an area that is within the worst 1% of deprivation in England and Wales. Hawkspring (originally Hawks) was established in Bristol in 2002 to address the needs of people affected by substance misuse and addiction within the family and community. It was born out of a community need and started by local residents who were concerned about addiction within their families and community. Our work with vulnerable children began after local police on drug raids, were appalled by the neglectful conditions young children were living in. At that time there was nowhere for local families to turn to for support. In 2013, Hawks merged with Kwads, another South Bristol charity and changed its name to Hawkspring. The merger gave rise to our unique whole family approach and over the last 7 years we have developed that model with impressive results.

Our clients are the true hidden harm of substance misuse and our work combines prevention, treatment and education for people aged 5 to pensioners. These families are often leading chaotic lives and they face complex issues in addition to the addiction in their homes and in their communities: carers struggle in isolation and children feel alone, afraid and stigmatised. Individuals misusing come to us in crisis. They have complex issues including mental ill-health, debt and food poverty. Through our accessible local services, we aim to lessen the negative impact of drug and alcohol misuse on vulnerable individuals, families and the community. We are the only service in Bristol offering specialist support of this kind to primary school aged children.

What we aim to achieve

To create communities where people live free from the damage caused by drugs and alcohol misuse, and are leading fulfilling, healthy lives.

We seek to make a difference to the community by:

- Reducing the negative impact of drugs and alcohol on families;
- Relieve the sickness and distress caused by substance misuse;
- Tackle the stigma and discrimination these families and community experience;
- Encourage families and friends to believe that they can change their lives and the lives of their loved ones for the better.

We also support professionals, providing them with information and advice. We give talks and presentations, raising awareness of our work, and creating joint referral systems.

Our response to local issues and needs

We operate services from the @symes Community Building in a busy shopping area in Hartcliffe. 87% of our clients come from the South Bristol wards of Hartcliffe and Withywood, Filwood and Knowle, Hengrove and Whitchurch Park, an area with a population of around 70,000.

Bristol City Council's 2018-2019 document 'State of Bristol' highlighted the disparities across the city, including life expectancy. Our marginalised community suffers from chronic social problems and challenges, many of the issues are inter-generational, leading to a sense of hopelessness and stigmatisation:

- 1 in 3 has no qualifications;
- social housing accounts for two thirds of provision;
- child poverty is the highest in Bristol;
- heart disease, stroke and cancer rates are higher than city averages as is child mental ill health;

- substance misuse and associated crime is a significant problem for the area – negatively impacting on community cohesion, safety and economic development.
- People tend not to travel out of their community and many children have never visited the centre of the city they live in.

Despite this, the people who live in our community soldier on. It is a close community, loyal to its own and looking out for each other. Their resilience and fortitude in the face of stigma and neglect by central services has to be admired. They have fought to keep local, accessible services and are vocal in stating their desires and needs.

Our pioneering 'whole family approach' was born out of our understanding of our community and our clients; the challenges they face and the solutions that work for them. With their feedback and involvement we have continued to improve our services enabling us to bring about positive changes in their lives. We take a holistic approach proven to facilitate recovery, prevent relapses, and improve family relationships, support carers and other family members, including children.

In February 2018 we entered a specific partnership with a larger regional charity to provide a conjoined recovery project in South Bristol. The partnering contract was signed in August 2018 and 4 Hawkspring staff were recruited between October 2018 and January 2019. The South Hub team is made up of 3 DHI employees, including a team leader, and 4 Hawkspring Recovery Support Workers. This recovery only service is complementary to that of the core Hawkspring team; it is predominately based on a range of recovery journey groups as opposed to 1:1s. For Hawkspring, this is akin to a 'stand alone' project.

Achievements and Performance

Our Services

We offer three main programmes:

Complex Needs Recovery Service: provides treatment and intensive support for those misusing drugs and alcohol. This offers clients greater flexibility and choice, and urgent and/or longer support. We are the only drug and alcohol support service offering 1:1 sessions to clients. We also partner with DHI to deliver the South Bristol Hub service, a separate commissioned service.

Carers Service: Carers can take up to 7 years to seek help. They present with mental and physical ill health and are traumatised; their lives often controlled by the addict in their home. The service provides 1:1 support and educational/therapeutic peer support groups aimed at any family members with a loved one who is misusing drugs or alcohol. We improve their self-confidence, wellbeing, knowledge, awareness and understanding of substance misuse to improve their resilience and ability to cope, thereby improving their capacity to protect other family members.

Children and Young People Services: We support children aged between 5 and 13 years old. In 2019-2020, 50% of our children were aged 8 and under. Our structured programme of 1:1 sessions is delivered mainly within the school environment. The young people are vulnerable, living with the adverse impact of drug and alcohol addiction at home; they are at risk of being drawn into addiction or used to distribute drugs.

On 23rd March 2020, we went into Covid-19 lockdown. In the weeks leading to this we had prepared by increasing our technology and communications capacity, so that we could work remotely effectively. Within a couple of weeks, the team had adapted to the new working conditions. We contacted as many clients as we could to offer them continued support and to find out what their preferred method of contact was. This report was produced at the end of week 14 of lockdown, and to this point we have supported 140 clients through an unprecedented, difficult time.

What We Have Achieved

We are increasingly within a rare breed of organisations which provide intensive and long-term support. We also are adaptable and flexible, putting the individual at the heart of what we do. It is this approach together with intensive support via our structured 1:1s that enables us to achieve what we do.

In 2019-2020 a total of 392 clients accessed our core team services, we delivered 990 1:1 sessions and engaged with a wide range of referring organisations, including GP surgeries, NHS departments, police, and schools. In addition, between September 2019 and March 2020, we have gathered estimated data from our South Hub staff (up to and including now, we do not have access to formal data). That data indicates that our staff in that team supported 224 clients across that period, bringing the annual total clients to 616.

We also delivered 50 Christmas hampers, and presents donated by Lloyds Foundation to children and families who otherwise would have had nothing at Christmas.

We measure a range of indicators, these are improvements in wellbeing, mental/physical health, social isolation, family life/school life and self-confidence/ability to cope. We also collect feedback from clients and stakeholders in the form of quotes and case histories.

What we have known for many years is that in around 70% of cases, where a carer or family member enters treatment for themselves, the loved one who is misusing also enters/maintains their treatment.

What People Say About Us

Children

'It's changed me because I have had a lot of difficulties in my life and I believe in myself now instead of just being -- me.'

'It helps me with my anger at home, at school.'

'I don't live with my mum and dad 'cos they have drug addiction.'

Carers

'You provided me with support so that I could support my son through a very difficult and dangerous part of his life.'

'My daughters were dangerously ill but Hawkspring gave me my daughters back. I can't thank them enough.'

Recovery

'I was given a number of tools and techniques to help me manage my usage and think about consequences. What was very useful was a tool to delay my daily usage, which helped me to start reducing down.'

'I was warned by my doctor that if I didn't get help fast, I could be dead in months. I was seriously declining because of the high levels of alcohol I had been drinking over many years. Hawkspring supported me to reduce my use to a level that was safe enough to start a detox.'

'My physical health has improved dramatically since I stopped drinking, I have joined the local gym.'

Stakeholders

University Hospitals Bristol NHS Foundation Trust (Alcohol CNS)

'As a team we refer lots of patients to services and we don't always see the patients again to get feedback but I would definitely say as would the rest of the team, that we have received good feedback from patients who have attended Hawkspring.'

Local GP Practice

'On behalf of the GP's here at Hillview Practice - Hartcliffe, I have been asked to say that all the work of HAWKSPRING is both recognised and used and is greatly valued by the practice. The most particular benefit seen by us is the work done with families.'

What Next

We moved to a new business plan in December 2019, having fulfilled the goals of the previous BP earlier than expected. This report is being written in uncertain times and it is not easy to say what the 'new normal' will look like as we continue to cope with coronavirus. The things we do know are:

- We will be continuing to facilitate staff to work from home more, if they want to;
- We will be building on using our current use of technology and exploring new ways of communicating with clients, stakeholders and the public;
- We will continue to deliver;
- We will be working with our funders to enable them to understand our clients and what they are facing as we move through an uncertain landscape.

Financial Review

Fundraising Strategy

Hawkspring was again successful in raising the funding required for 2019-2020 building on a foundation of grants from larger trusts and over longer periods, grants from loyal supportive smaller trusts and the sub-contract arrangements with DHI on their commissioned contract. We are grateful for all the support we receive including: John James Bristol Foundation, Lloyds Foundation, Henry Smith, Nisbet Trust, Tudor Trust and Souter.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds not earmarked for future activities should be between 3 and 6 months of resources expended, which equates to between £65,000 and £130,000. At the balance sheet date free reserves amounted to £58,165 (2019 £51,836). Four designated reserve funds have been set up: a Staff Notice fund (£16,300) to cover salaries paid during notice of redundancy; a Closing Costs fund (£2,000) to cover contractual payments in the event of closure; a Redundancy fund (£25,200) to cover statutory redundancy payments; and a general Reserves fund to cover running costs for up to 6 months. As the free reserves are below the target level, the latter fund is not at the desired level, and the balance of this fund at 31st March 2020 is £2,187.

Statement of Responsibilities of the Trustees

Trustees are required 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 the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those 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 and statements of recommended practice 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 charity will continue in operation.

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

The trustees 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. The trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiners are unaware.

The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiners.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2020 was 5 (2019 - 5). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 18th August 2020 and signed on their behalf by



.....
Katie Hipkiss (trustee)



.....
Terry Wright (trustee)

Independent Examiner's report to the trustees of Hawkspring

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

 24th/20

Dick Maule FCA
3 Penlee View Terrace
Penzance TR18 4HZ

Hawkspring

Statement of Financial Activities (incorporating Income & Expenditure Account)

Year to 31st March 2020

		Restricted funds 2020	Unrestricted funds 2020	Total funds 2020	Total funds 2019
					[See Note 12]
	Notes	£	£	£	£
Income					
Donations	[2]	-	5,692	5,692	14,083
Charitable activities	[3]	114,180	156,497	270,677	183,445
Investments		-	-	-	-
Total Income		114,180	162,189	276,369	197,528
Expenditure					
Costs of raising funds	[4]	-	12,352	12,352	11,824
Charitable activities	[5]	105,215	138,841	244,057	175,852
Total Expenditure		105,215	151,193	256,409	187,676
Net Income / (Expenditure)		8,965	10,996	19,960	9,852
Transfers between funds		-	-	-	-
Net Movement in Funds		8,965	10,996	19,960	9,852
Total funds brought forward		6,397	55,196	61,593	51,741
Total funds carried forward		15,361	66,192	81,554	61,593

Hawkspring
Balance Sheet
As at 31st March 2020

	Notes	2020 £	2019 £
Fixed Assets	[6]	-	-
Current Assets			
Cash at bank and on hand		133,782	104,648
Debtors and prepayments	[7]	280	8,994
		<hr/> 134,062	<hr/> 113,642
Current Liabilities			
Creditors and accruals	[8]	52,509	52,049
		<hr/> 81,554	<hr/> 61,593
Net Current Assets			
Net Assets		<hr/> 81,554	<hr/> 61,593
Statement of funds			
Unrestricted funds:			
General funds	[9]	12,478	11,149
Designated funds	[9]	49,735	44,047
Restricted funds	[9]	19,341	6,397
		<hr/> 81,554	<hr/> 61,593

For the year ending 31st March 2020, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 18th August 2020
and signed on its behalf by


.....
Katie Hipkiss
Trustee


.....
Terry Wright
Trustee

Hawkspring

Notes to the Accounts

Year to 31st March 2020

[1] Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation

The financial statements have been prepared in accordance with the 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) 2nd edition and the Charities Act 2011 and the Companies Act 2006.

Hawkspring Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

The charity's funds were in surplus throughout the year. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

(c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of activities is deferred until the criteria for income recognition have been met. There was no such income during the year in question.

(d) Donated services and facilities

Donated professional services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. There were no such donations during the year in question. In accordance with the Charities SORP (FRS 102), the general volunteer time of trustees and volunteers is not recognised with any monetary value.

(e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(f) Fund Accounting

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

[ii] Designated funds are unrestricted funds set aside by the Management Committee for particular purposes.

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

(g) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The charity is not registered for Value Added Tax, therefore all expenditure is expressed inclusive of VAT. Expenditure is classified under the following activity headings:

[i] Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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.

[iii] Other expenditure represents those items not falling into any other heading. There were no such costs during the year in question.

(h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These include office costs, finance, personnel, payroll and governance costs which support the charity's charitable activities.

(i) Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at 50% per annum on the straight line method. Individual items costing less than £1,000 are not treated as fixed assets.

(j) Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2020

	2020 £	2019 £
[2] <u>Income from donations</u>		
Individual donations	2,642	2,133
Fundraising activities and events	3,050	-
Trusts and corporate donations	-	11,950
	<u>5,692</u>	<u>14,083</u>

	2020 £	2019 £
[3] <u>Income from charitable activities</u>		
Grants	118,180	94,506
Fees income	152,497	88,939
	<u>270,677</u>	<u>183,445</u>

The charity did not receive any government grants during the year.

	2020 £	2019 £
[4] <u>Analysis of fundraising costs</u>		
Fees to fundraiser	12,352	11,824
	<u>12,352</u>	<u>11,824</u>

[5] Analysis of expenditure on charitable activities

	Supporting Family Members 2020 £	Supporting Recovery 2020 £	Total 2020 £	Supporting Family Members 2019 £	Supporting Recovery 2019 £	Total 2019 £
<u>Direct costs:</u>						
External supervision	294	426	720	401	399	800
Activities costs	139	57	196	70	-	70
Salaries	28,345	132,382	160,727	23,879	69,584	93,462
Recruitment	7	264	271	52	331	383
Training	517	1,255	1,772	-	913	913
Travel	392	222	614	286	38	325
Total Direct Costs	<u>29,696</u>	<u>134,606</u>	<u>164,301</u>	<u>24,689</u>	<u>71,265</u>	<u>95,953</u>
<u>Support costs:</u>						
Bank charges	3	15	18	12	12	24
Repairs and renewals	62	6,808	6,870	393	393	787
Insurance	190	841	1,032	521	521	1,042
Postage, printing and stationery	593	2,695	3,288	1,034	971	2,005
Professional fees	7,271	20,859	28,130	9,021	6,289	15,311
Fee for independent examination	49	326	375	105	105	210
Refreshments	389	365	754	21	152	173
Rent, rates and room hire	1,876	8,575	10,451	5,986	4,224	10,210
Salaries	4,587	20,898	25,485	21,225	26,715	47,939
Computer software	130	590	720	326	360	686
Subscriptions	16	704	720	90	-	90
Telephone	383	811	1,194	264	805	1,069
Utilities	79	413	492	11	343	353
Sundry expenses	-	226	226	-	-	-
Total Support Costs	<u>15,628</u>	<u>64,127</u>	<u>79,755</u>	<u>39,010</u>	<u>40,890</u>	<u>79,899</u>
Total Expenditure	<u>45,324</u>	<u>198,733</u>	<u>244,057</u>	<u>63,698</u>	<u>112,154</u>	<u>175,852</u>

Support costs that do not relate specifically to one charitable activity are apportioned according to the staff time spent on each activity.

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2020

[6] <u>Tangible Fixed Assets</u>	Fixtures & fittings £	Office Equipment £	Total £
<u>Cost</u>			
Opening balance	181	3,754	3,935
Additions during the year	-	-	-
	<hr/> 181	<hr/> 3,754	<hr/> 3,935
<u>Depreciation</u>			
Opening balance	181	3,754	3,935
Charge for the year	-	-	-
	<hr/> 181	<hr/> 3,754	<hr/> 3,935
Net Book Value at 31/03/20:	-	-	-
Net Book Value at 31/03/19:	-	-	-
[7] <u>Debtors and prepayments</u>	2020 £	2019 £	
Sundry debtors	-	8,713	
Prepayments	280	281	
	<hr/> 280	<hr/> 8,994	
[8] <u>Creditors</u>	2020	2019	
Amounts due within 12 months:	£	£	
Trade creditors	1,144	1,143	
PAYE & National Insurance	3,534	2,446	
Deferred income	45,087	45,073	
Accrued staff holiday pay	2,222	3,051	
Accruals	522	336	
	<hr/> 52,509	<hr/> 52,049	

Deferred income relates to grants received during the year which the funders stipulate must not be utilised until the following financial year. All deferred income as at 31st March 2019 was utilised during 2019-20.

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2020

[9] <u>Movements in funds</u> [for previous year, see Note 12]	Balance at 31/03/2019	Income	Expenditure between funds	Transfers	Balance at 31/03/2020
<u>Restricted Funds</u>	£	£	£	£	£
Family Members	1,881	58,480	(45,324)	-	15,038
Recovery Service	948	58,531	(55,175)	-	4,304
Quartet	3,568	-	(3,568)	-	-
University of Bristol	-	1,149	(1,149)	-	-
Total Restricted Funds:	6,397	118,160	(105,215)	-	19,341
<u>Unrestricted Funds:</u>					
<u>Designated Funds:</u>					
Staff notice fund	16,300	-	-	-	16,300
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	20,200	-	-	5,000	25,200
Reserves fund	2,187	-	-	-	2,187
DHI fund	3,360	148,517	(147,830)	-	4,048
Total Designated Funds:	44,047	148,517	(147,830)	5,000	49,735
<u>General Funds</u>	11,149	9,692	(3,364)	(5,000)	12,478
Total Unrestricted Funds:	55,196	158,209	(151,193)	-	62,212
Total Funds:	61,593	276,369	(256,409)	-	81,554

The Family Members fund, previously known as the Carers Service, exists to provide help and support to those caring for addicts, and those living with them.

The Recovery Service fund exists to provide help and support to recovering addicts.

The Quartet fund was a grant for computer equipment.

The University of Bristol fund was a grant to cover the salary of an intern.

The Staff Notice fund is to pay notice periods at current levels of pay for all staff in case of closure.

The Closing Costs fund exists to ensure sufficient funds to pay liabilities and winding up costs in the event of closure.

The Redundancy fund is set at a level sufficient to pay statutory redundancy pay for all staff in case of closure.

The Reserves fund exists to enable the organisation to continue in the event of a significant drop in funding.

The DHI fund relates to a contract called "Developing Health and Independence". The unspent funds at the end of the year are earmarked for the continuation of the project during 2019-20.

[10] Payments to trustees

The trustees received no remuneration or expenses payments during the year (2019 nil).

There were no related party transactions during the year.

[11] <u>Staff costs</u>	2020	2019
	£	£
Wages and salaries	170,885	130,747
Employer's National Insurance	9,094	5,668
Employer pension contributions	6,234	4,988
	186,212	141,402

The average number of staff employed during the year was 10.5 (2019: 8.7) and the average full time equivalent number of posts was 7.3 (2019: 5.5). No employee earned over £60,000 per annum during the year.

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits paid to the key management personnel during the year was £nil (2019 nil). The total fees paid to key management personnel during the year was £24,757 (2019 salary of £26,943).

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2020

[12] Detailed comparison with previous year

<u>Statement of Financial Activities</u>		Restricted funds	Unrestricted funds	Total funds	
		2019	2019	2019	
	Notes	£	£	£	
Income					
Donations	[2]	-	14,083	14,083	
Charitable activities	[3]	48,048	135,397	183,445	
Investments		-	-	-	
Total Income		48,048	149,480	197,528	
Expenditure					
Costs of raising funds	[4]	-	11,824	11,824	
Charitable activities	[5]	102,190	73,663	175,852	
Total Expenditure		102,190	85,486	187,676	
Net Income / (Expenditure)		(54,142)	63,994	9,852	
Transfers between funds		3,512	(3,512)	-	
Net Movement in Funds		(50,630)	60,482	9,852	
Total funds brought forward		1,709	50,032	51,741	
Total funds carried forward		(48,922)	110,515	61,593	
<u>Movements in funds</u>					
	Balance at 31/03/2018	Income	Expenditure	Transfers	Balance at 31/03/2019
	£	£	£	£	£
<u>Restricted Funds</u>					
Family Members	926	69,000	(71,556)	3,512	1,881
Recovery Service	783	30,798	(30,634)	-	948
Quartet	-	3,568	-	-	3,568
Total Restricted Funds:	1,709	103,366	(102,190)	3,512	6,397
<u>Unrestricted Funds:</u>					
<u>Designated Funds:</u>					
Staff notice fund	14,300	-	-	2,000	16,300
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	18,200	-	-	2,000	20,200
Reserves fund	2,187	-	-	-	2,187
Youth Service	1,012	-	-	(1,012)	-
DHI fund	2,246	90,939	(85,486)	(4,339)	3,360
Total Designated Funds:	39,945	90,939	(85,486)	(1,351)	44,047
<u>General Funds</u>	<u>10,087</u>	<u>3,223</u>	<u>-</u>	<u>(2,161)</u>	<u>11,149</u>
Total Unrestricted Funds:	50,032	94,162	(85,486)	(3,512)	55,196
Total Funds:	51,741	197,528	(187,676)	-	61,593