



Supporting drug and  
alcohol recovery

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

## Trustees' Report and Financial Statements for the year ended 31st March 2021

Charity number 1120320  
Company Number 05138449

@symes Community Building  
Peterson Avenue, Hartcliffe  
Bristol BS13 0BE

E [info@hawkspring.org.uk](mailto:info@hawkspring.org.uk)  
T 0117 964 2859  
F 01179784240

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 2021.

## Contents

2	Reference and Administrative Information
3	Structure, Governance and Management
3	Objects and Activities
4	About Hawkspring
5	Achievements and Performance
7	Financial Review
8	Statement of Responsibilities of Trustees
9	Independent Examiner's Report
10	Statement of Financial Activities
11	Balance Sheet
12	Notes to the Accounts

## Reference and Administrative Information

<b>Charity Name:</b>	Hawkspring
<b>Charity Registration Number:</b>	1120320
<b>Company Registration Number:</b>	5138449
<b>Registered Office /Operational address:</b>	@symes Community Building, Peterson Avenue, Hartcliffe, Bristol BS13 0BE
<b>Trustees 2020 - 2021:</b>	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 2019 report 'Deprivation in Bristol' identifies that the 10 most deprived neighbourhoods in Bristol are all in the South Bristol areas of Hartcliffe, Whitchurch Park and Knowle West. The 'State of Bristol' 2018/19 report, highlights 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.

Since the emergence of the pandemic the situation has deteriorated; even before the pandemic we had food poverty, technology poverty and local services moving away to the centre of the city. We have since been aware of increased mental illness, with some of our clients experiencing suicidal thoughts.

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.

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 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 DHF employees, including a team leader, and Hawkspring Recovery Support Workers. This recovery only service is complementary to that of the core Hawkspring team. 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 provide them with information and increase their knowledge of drug and alcohol misuse. We seek to improve their physical and mental well-being and to positively change their lives.

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 an 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.

Since the emergence of the pandemic, Hawkspring has been operating remotely. We initially contacted our clients to offer continued support and discuss their preferred method of contact. Technology poverty

is a concern within our area and many of our clients do not have access to IT equipment or smart phones. Between March and July 2020, most of our clients were being supported by phone, however we upgraded our technology and re-introduced structured 1:1s via virtual consultations where this was clients' preferred method. Since April we have supported clients who are less confident with using computer technology, teaching them how to use their mobile, tablet or laptop to access virtual 1:1s with Hawkspring.

## **What We Have Achieved**

Despite the impact of the COVID-19 pandemic, particularly remote working and staff sickness, Hawkspring employees have supported a total of around 1250, not including professionals. The core Hawkspring team providing intensive services supported a total of 352 people, and our staff assigned to the South Hub partnership team supported an estimated 900 people through a mixture of group sessions and 1:1s.

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 (see next section).

We have provided other means of support, additional to our core services:

- We continued to provide support to some Hawkspring children and their families across the Summer holidays. Their parent/guardians also received support and advice over this period.
- We delivered 50 Christmas hampers and presents donated by Lloyds Foundation to children and families who otherwise would have had nothing at Christmas.
- Through Hartcliffe and Withywood Community Partnership (HWCP) we delivered 17 food boxes and 17 art packs.

In 2020, we have developed a new training programme for schools, Training to Teachers, and in May our staff delivered the first session. This received positive feedback and will inform the future development and rollout of the programme.

We were successful in gaining media exposure this year, increasing the profile of Hawkspring amongst the wider population of Bristol. Our staff have appeared on BBC Radio Bristol and a short film entitled 'Bristol remembers' in Bristol City Council's We Are Bristol series. We have also partnered with producers of a short film 'Joe was 'ere' about a young boy trying to navigate his mother's drug addiction.

Additionally, we were named charity of the year for the Embolden Agency in London, a marketing agency specialising in short films showcasing the work of organisations. As part of the award for their charity of the year competition and they produced a brilliant film on Hawkspring's work.

## **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

- "I have grown as a mother, grandmother and person who has developed strategies to move forward on a day to day basis. Our lives are so much better now as a result of this support."
- "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 couldn’t have got to 5 months sober without the help of Hawkspring.”
- “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.”

## Partners and stakeholders

- **Health professional:** “Hawkspring is a locality service and as such gives us an insight into the working of that community. They are well respected and have a history in the community. Their engagement with young people is excellent and they help young people access our specialist service. They work closely with parents and carers, and are accessible and responsive to need”
- **Local organisation:** “It’s vital to have community-based services as people may not be able to get to city services. The Hawkspring services are well respected by professionals and residents alike, and network well to let everyone know what’s happening.”
- **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:** “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.”
- **Primary school teacher:** “Teachers lack the expertise and time to give 1-1 support of this nature to pupils, extremely valuable resource”

## **What Next**

Hawkspring remained fully operational throughout the COVID-19 pandemic, working remotely through the lockdowns, and operating a staff rota under less restrictions. We have increased our technology capacity and skills, creating the potential of better work-life balance for our staff. Our work within schools is growing, with increasing enquiries about our work. In the next financial year 2021-2022 we are planning training for teachers which can be adapted to other organisations.

# **Financial Review**

## **Fundraising Strategy**

In 2020-2021, we again had a successful fundraising year, continuing to consolidate and expand our business. Increasingly, we have gained in reputation using media connections and media exposure. Again, we are grateful to all our funders and donors, in particular John James Bristol Foundation, Tudor Trust, Lloyds Bank Foundation, Henry Smith Charity, and Garfield Weston Foundation who have helped us sustain a solid platform. Our thanks also to the Embolden Agency in London whose gift in kind was an amazing film about our work.

## **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 £71,633 (2020 £58,165). Four designated reserve funds have been set up: a Staff Notice fund (£24,000 [2020 £16,300]) to cover salaries paid during notice of redundancy; a Closing Costs fund (£2,000 [2020 £2,000]) to cover contractual payments in the event of closure; a Redundancy fund (£29,000 [2020 £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 2021 is £3,000 [2020 £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 2021 was 5 (2020 - 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 15<sup>th</sup> September 2021 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 31<sup>st</sup> March 2021.

## 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.



3<sup>rd</sup> November 2021

Dick Maule FCA  
3 Penlee View Terrace  
Penzance TR18 4HZ

# Hawkspring

## Statement of Financial Activities (incorporating Income & Expenditure Account)

Year to 31st March 2021

		Restricted funds 2021	Unrestricted funds 2021	Total funds 2021	Total funds 2020
					[See Note 12]
	Notes	£	£	£	£
<b>Income</b>					
Donations	[2]	-	7,968	7,968	5,692
Charitable activities	[3]	189,192	166,963	356,155	270,677
Investments		-	-	-	-
<b>Total Income</b>		<b>189,192</b>	<b>174,932</b>	<b>364,124</b>	<b>276,369</b>
<b>Expenditure</b>					
Costs of raising funds	[4]	12,875	-	12,875	12,352
Charitable activities	[5]	115,288	161,600	276,889	244,057
<b>Total Expenditure</b>		<b>128,163</b>	<b>161,600</b>	<b>289,764</b>	<b>256,409</b>
<b>Net Income / (Expenditure)</b>		<b>61,029</b>	<b>13,332</b>	<b>74,360</b>	<b>19,960</b>
Transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		<b>61,029</b>	<b>13,332</b>	<b>74,360</b>	<b>19,960</b>
Total funds brought forward		19,341	62,212	81,554	61,593
<b>Total funds carried forward</b>		<b>80,370</b>	<b>75,544</b>	<b>155,914</b>	<b>81,554</b>

**Hawkspring**  
**Balance Sheet**  
**As at 31st March 2021**

	Notes	2021 £	2020 £
<b>Fixed Assets</b>	[6]	-	-
<b>Current Assets</b>			
Cash at bank and on hand		150,205	133,782
Debtors and prepayments	[7]	9,572	280
		<hr/> 159,777	<hr/> 134,062
<b>Current Liabilities</b>			
Creditors and accruals	[8]	3,863	52,509
		<hr/>	<hr/>
<b>Net Current Assets</b>		155,914	81,554
		<hr/>	<hr/>
<b>Net Assets</b>		<b>155,914</b>	<b>81,554</b>

**Statement of funds**

**Unrestricted funds:**

General funds	[9]	13,633	12,478
Designated funds	[9]	61,911	49,735

<b>Restricted funds</b>	[9]	80,370	19,341
		<hr/>	<hr/>
		<b>155,914</b>	<b>81,554</b>

For the year ending 31st March 2021, 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 15th September 2021  
and signed on its behalf by



.....  
Katie Hipkiss  
Trustee



.....  
Terry Wright  
Trustee

# Hawkspring

## Notes to the Accounts

Year to 31st March 2021

### [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 2021**

	Restricted 2021	Unrestricted 2021	Total 2021 £	Total 2020 £
[2] <u>Income from donations</u>				
Individual donations	-	7,968	7,968	2,642
Fundraising activities and events	-	-	-	3,050
Trusts and corporate donations	-	-	-	-
	-	7,968	7,968	5,692

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Total 2020 £
[3] <u>Income from charitable activities</u>				
Grants	188,192	10,900	199,092	118,180
Fees income	1,000	156,063	157,063	152,497
	189,192	166,963	356,155	270,677

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

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £	Total 2020 £
[4] <u>Analysis of fundraising costs</u>				
Fees to fundraiser	12,875	-	12,875	12,352
	12,875	-	12,875	12,352

[5] Analysis of expenditure on charitable activities

	Supporting Family Members 2021 £	Supporting Recovery 2021 £	Total 2021 £	Supporting Family Members 2020 £	Supporting Recovery 2020 £	Total 2020 £
<u>Direct costs:</u>						
External supervision	80	1,320	1,400	294	426	720
Activities costs	-	-	-	139	57	196
Salaries	39,482	144,374	183,856	28,345	132,382	160,727
Recruitment	11	37	48	7	264	271
Training	540	737	1,277	517	1,255	1,772
Travel	45	-	45	392	222	614
Total Direct Costs	40,158	146,469	186,626	29,696	134,606	164,301
<u>Support costs:</u>						
Bank charges	4	20	24	3	15	18
Repairs and renewals	318	11,546	11,864	62	6,808	6,870
Insurance	212	709	920	190	841	1,032
Postage, printing and stationery	491	1,593	2,084	593	2,695	3,288
Professional fees	6,302	20,978	27,280	7,271	20,859	28,130
Fee for independent examination	49	326	375	49	326	375
Publicity	21	70	91	-	-	-
Refreshments	17	57	74	389	365	754
Rent, rates and room hire	1,826	6,446	8,271	1,876	8,575	10,451
Salaries	7,939	28,479	36,418	4,587	20,898	25,485
Computer software	146	682	828	130	590	720
Subscriptions	17	58	75	16	704	720
Telephone	388	1,040	1,427	383	811	1,194
Utilities	74	262	336	79	413	492
Sundry expenses	6	189	194	-	226	226
Total Support Costs	17,809	72,453	90,262	15,628	64,127	79,755
Total Expenditure	57,967	218,922	276,889	45,324	198,733	244,057

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 2021**

[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 31/03/21:	-	-	-
Net Book Value at 31/03/20:	-	-	-
[7] <u>Debtors and prepayments</u>	2021 £	2020 £	
Trade debtors	9,340	-	
Prepayments	232	280	
	<hr/> 9,572	<hr/> 280	
[8] <u>Creditors</u>	2021 £	2020 £	
Amounts due within 12 months:			
Trade creditors	179	1,144	
PAYE & National Insurance	-	3,534	
Deferred income	-	45,087	
Accrued staff holiday pay	-	2,222	
Accruals	3,684	522	
	<hr/> 3,863	<hr/> 52,509	

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 2020 was utilised during 2020-21.

**Hawkspring**  
**Notes to the Accounts (continued)**  
**Year to 31st March 2021**

[9] <u>Movements in funds</u> [for previous year, see Note 12]	Balance at 31/03/2020	Income	Expenditure between funds	Transfers	Balance at 31/03/2021
	£	£	£	£	£
<u>Restricted Funds</u>					
Family Members	15,038	98,250	(64,405)	-	48,883
Recovery Service	4,304	90,942	(63,759)	-	31,487
Total Restricted Funds:	19,341	189,192	(128,163)	-	80,370
<u>Unrestricted Funds:</u>					
Designated Funds:					
Staff notice fund	16,300	-	-	7,700	24,000
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	25,200	-	-	3,800	29,000
Reserves fund	2,187	-	-	813	3,000
DHI fund	4,048	156,063	(145,887)	(12,313)	1,911
Staff wellbeing fund	-	2,000	-	-	2,000
Total Designated Funds:	49,735	158,063	(145,887)	-	61,911
<u>General Funds</u>	12,478	16,868	(15,713)	-	13,633
Total Unrestricted Funds:	62,212	174,932	(161,600)	-	75,544
<u>Total Funds:</u>	81,554	364,124	(289,764)	-	155,914

The Family Members fund 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 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 2020-21.  
The Staff Wellbeing fund represents an unrestricted grant from Tudor Trust that will be spent during 2021-22.

[10] Payments to trustees

The trustees received no remuneration or expenses payments during the year (2020 nil).  
There were no related party transactions during the year.

[11] <u>Staff costs</u>	2021	2020
	£	£
Wages and salaries	203,472	170,885
Employer's National Insurance	10,651	9,094
Employer pension contributions	6,152	6,234
	220,274	186,212

The average number of staff employed during the year was 11 (2020: 10.5) and the average full time equivalent number of posts was 7.8 (2020: 7.3). 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 (2020 nil). The total fees paid to key management personnel during the year was £25,750 (2020 £24,757).

**Hawkspring**  
**Notes to the Accounts (continued)**  
**Year to 31st March 2021**

[12] Detailed comparison with previous year

<u>Statement of Financial Activities</u>		Restricted funds	Unrestricted funds	Total funds	
		2020	2020	2020	
	Notes	£	£	£	
<b>Income</b>					
Donations	[2]	-	5,692	5,692	
Charitable activities	[3]	114,180	156,497	270,677	
Investments		-	-	-	
<b>Total Income</b>		<b>114,180</b>	<b>162,189</b>	<b>276,369</b>	
<b>Expenditure</b>					
Costs of raising funds	[4]	-	12,352	12,352	
Charitable activities	[5]	105,215	138,841	244,057	
<b>Total Expenditure</b>		<b>105,215</b>	<b>151,193</b>	<b>256,409</b>	
<b>Net Income / (Expenditure)</b>		<b>8,965</b>	<b>10,996</b>	<b>19,960</b>	
Transfers between funds		-	-	-	
<b>Net Movement in Funds</b>		<b>8,965</b>	<b>10,996</b>	<b>19,960</b>	
Total funds brought forward		6,397	55,196	61,593	
<b>Total funds carried forward</b>		<b>15,361</b>	<b>66,192</b>	<b>81,554</b>	
<b>Movements in funds</b>					
	Balance at			Transfers	Balance at
	31/03/2019	Income	Expenditure	between funds	31/03/2020
	£	£	£	£	£
Restricted Funds					
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)	-	-
<b>Total Restricted Funds:</b>	<b>6,397</b>	<b>118,160</b>	<b>(105,215)</b>	<b>-</b>	<b>19,341</b>
<b>Unrestricted Funds:</b>					
<b>Designated Funds:</b>					
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
<b>Total Designated Funds:</b>	<b>44,047</b>	<b>148,517</b>	<b>(147,830)</b>	<b>5,000</b>	<b>49,735</b>
General Funds	11,149	9,692	(3,364)	(5,000)	12,478
<b>Total Unrestricted Funds:</b>	<b>55,196</b>	<b>158,209</b>	<b>(151,193)</b>	<b>-</b>	<b>62,212</b>
<b>Total Funds:</b>	<b>61,593</b>	<b>276,369</b>	<b>(256,409)</b>	<b>-</b>	<b>81,554</b>



<b>TITLE</b>	Hawkspring accounts
<b>FILE NAME</b>	Hawkspring accounts 2020-21 - final.pdf
<b>DOCUMENT ID</b>	492702e166e74de28c56c96046267a3a0be8e374
<b>AUDIT TRAIL DATE FORMAT</b>	DD / MM / YYYY
<b>STATUS</b>	● Completed

## Document history



SENT

**02 / 11 / 2021**

12:20:39 UTC

Sent for signature to Terry Wright (terrylawsonwright@gmail.com), Katie Hipkiss (kmhipkiss@btinternet.com) and Dick Maule (dicmaule@yahoo.com) from finance@hawkspring.org.uk  
IP: 51.143.131.109



VIEWED

**02 / 11 / 2021**

17:43:52 UTC

Viewed by Katie Hipkiss (kmhipkiss@btinternet.com)  
IP: 82.42.202.223



SIGNED

**02 / 11 / 2021**

17:44:22 UTC

Signed by Katie Hipkiss (kmhipkiss@btinternet.com)  
IP: 82.42.202.223



VIEWED

**03 / 11 / 2021**

10:56:33 UTC

Viewed by Terry Wright (terrylawsonwright@gmail.com)  
IP: 86.172.16.7



SIGNED

**03 / 11 / 2021**

10:59:41 UTC

Signed by Terry Wright (terrylawsonwright@gmail.com)  
IP: 86.172.16.7

---

TITLE	Hawkspring accounts
FILE NAME	Hawkspring accounts 2020-21 - final.pdf
DOCUMENT ID	492702e166e74de28c56c96046267a3a0be8e374
AUDIT TRAIL DATE FORMAT	DD / MM / YYYY
STATUS	● Completed

---

## Document history

**09 / 11 / 2021**  
17:00:00 UTCViewed by Dick Maule (dicmaule@yahoo.com)  
IP: 81.129.62.48**09 / 11 / 2021**  
17:00:47 UTCSigned by Dick Maule (dicmaule@yahoo.com)  
IP: 81.129.62.48**09 / 11 / 2021**  
17:00:47 UTC

The document has been completed.