REGISTERED COMPANY NUMBER: 00587316 (England and Wales)

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Report of the Trustees and Financial Statements for the Year Ended 30 September 2017 for

> The General Service Board of Alcoholics Anonymous (Great Britain) Limited (Limited by Guarantee)

> > CHARITY COMMISSION FIRST CONTACT

> > > 2 9 NOV 2017

ACCOUNTS RECEIVED

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# Report of the Trustees for the Year Ended 30 September 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2017. The trustees have adopted the provisions of 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).

### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The company's main objective is to assist alcoholics to overcome their addiction to alcohol and maintain sobriety. It carries out this objective by publishing and distributing books, pamphlets and other literature in relation to alcoholism. In these ways the charity supports independent local groups established to uphold the primary objective of the charitable company. The company's Statement of Governance is set out on page 3.

#### **Public Benefit**

The charitable company's aims and achievements are set out within this report. The activities set out in this report have been undertaken to further the charitable company's charitable purposes for the public benefit. The directors have complied with the duty under Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission and the trustees have paid due regard to this guidance in deciding what activities the charitable company should undertake.

## ACHIEVEMENT AND PERFORMANCE

The primary purpose of Alcoholics Anonymous (AA) is that of passing the message of recovery from alcoholism - to professionals, to the public and most importantly to those who seek help. The General Service Board has once again played its part in ensuring that this message continues to be transmitted.

The Board has undertaken new projects over the past year and continued to develop projects initiated in previous years. Included within expenditure on charitable activities is £32,427 for the production of a new video portraying the five AA disciplines. This will be presented at the 2018 conference.

Internal literature for the benefit of members is constantly under review and new leaflets reflecting the diversity of AA membership have been introduced. There is an ongoing programme of refreshing and updating literature for liaison work with professionals to meet current needs. Downloadable literature has been introduced to the website.

Our website (www.alcoholics-anonymous.org.uk) continues to support the membership and carrying the message externally. Work continues to populate and expand the site to meet the needs of members, professionals and individuals seeking help. The updated online shop has led to an increase in the number of literature sales via the website. This has contributed towards the 4.1% increase in literature sales, with income increasing from £541,494 in 2016 to £563,464 in 2017.

The monthly magazines Share and Roundabout continue to carry the shared experience of members. The quarterly AA Service News shares experience of AA service for those in service and the wider Fellowship. It publicises the Conference agenda and responses, as well as advertising GSB sub-committee vacancies keeping the internal service structure informed.

One of the Traditions of AA is that the Fellowship is self-supporting through the contributions of its members therefore AA does not fund raise or accept outside contributions, this is supported by the Alcoholics Anonymous (Dispositions) Act 1986. Board Trustees and Regional and Intergroup Treasurers continue to inform the membership of the need to keep funds flowing through the structure to undertake projects requested by the Fellowship. Donations and legacies (made up of contributions from individuals, covenants, conventions and conference) have decreased by 0.6%, from £830,936 in 2016 to £825,539.

Once again presentations at Westminster and the Scottish Parliament were held by Board Trustees and Fellowship members. These events raise awareness of Alcoholics Anonymous at a national level and are attended by professionals and members of legislature.

There has been increased attendance by Board Trustees at professional events, seminars and conferences throughout the year. The number of professional events, seminars and conferences attended in 2017 was 22, compared with 15 in 2016. This is the reason behind the £13,871 increase in expenditure on public information.

# Report of the Trustees for the Year Ended 30 September 2017

### **ACHIEVEMENT AND PERFORMANCE - continued**

Activities undertaken by AAGB - in the view to assist alcoholics to overcome their addiction to alcohol and to maintain sobriety - are reviewed periodically to ensure that they continue to be effective and worthwhile. The nature of the charity restricts the extent to which key performance indicators can be used. Information collected (for example, the number of website hits following a particular website update, the number of calls to the helpline following a particular newspaper advert, etc.) enables the Trustees to appraise projects without compromising the anonymity of those seeking help.

Central to AA activities is the influence that individual members, Groups, Intergroups and Regions have on the local area. Board Trustees continue to support and encourage initiatives in local areas by attending events, giving presentations and providing a link between the wider AA Fellowship to share experience.

Alcoholics Anonymous Great Britain (AAGB) supports and participates in the growth of the Fellowship worldwide. Board Trustees attend Conferences in other countries to share experience. Trustees attended several other countries National Conferences and the World Service Meeting in New York in October 2016. Furthermore, delegates from other countries are invited to York for the annual AAGB Conference.

AAGB continues to support the Sub Saharan Africa Service Meeting jointly with AA USA/Canada - the Vice Chair of the Board and the General Secretary attended the meeting in Johannesburg in June 2017. The 19th European Service Meeting which is facilitated and supported by AAGB was held in York in October 2017. During the year, a contribution of £10,000 was sent to the World Literature Fund which supports the translation of literature into other languages.

#### FINANCIAL REVIEW

Procedures to ensure robust budgetary setting, its controls and ongoing reviews of expenditure have been developed further during the year to ensure good practise and the best use of funds to support the business of the General Service Board in achieving the primary purpose of Alcoholics Anonymous.

The General Service Office and the two satellite offices in Glasgow and London continue to operate efficiently and provide services to members, professionals and those seeking help.

Contributions have as usual fluctuated month to month; overall, they have decreased by £5,397 (0.6%) compared with last year.

Literature sales have increased by £21,970 (4.1%) on last year, which is in line with the upward financial trend over the past 10 years. This is a result of the introduction of new literature, increased online sales and bulk sales to other charities where there is a cross-over between alcoholism and other addictions.

Expenditure for the year has increased by £116,461 (8.9%) and includes new and ongoing initiatives. There has been a considerable increase in attendance at professional conferences and awareness raising events have been held at national and local levels, hence the £13,871 increase in public information expenditure. New initiatives to carry the AA message into places of work have been undertaken with a Public Information video having been produced in the year, costing £32,427, covering five AA service disciplines.

AAGB, the AA European Service Centre, plans to hold another European Service Meeting in York October 2017. This will be funded via the European Service Meeting restricted fund, which has a balance of £83,504 as at 30 September 2017. The Board supported the worldwide Fellowship through contributions to the AA International Literature fund, sponsoring developing countries to attend the World Service Meeting in New York 2016, plus other funding initiatives including visits by GB Trustees to other countries to share experience. Expenditure by the Development restricted fund totalled £22,459 in the year ended 30 September 2016.

Overall the picture is positive. The Board keeps members informed about the financial position of the Fellowship through various avenues, including quarterly financial reports, copies of the quarterly accounts and discussions on strategic implications for our primary purpose.

Throughout the year the Board has maintained all Conference requested services to the Fellowship, continuing to develop its web site (with increased website costs totalling £5,235:- £3,067 more than in 2016), pamphlets and working to pass the AA message to professionals, the public and those who need help.

# Report of the Trustees for the Year Ended 30 September 2017

## **FINANCIAL REVIEW - continued**

The final accounts show a deficit (before any unrealised revaluation gains on our investments) of £12,171 and a surplus (after unrealised gains on our investments) of £80,118, with our reserves standing at £2,525.865.

### **FUTURE PLANS**

The accounts once again show a surplus of income over expenditure. This has built up the financial reserve and will enable the Board to undertake new projects and discuss future initiatives at home and abroad.

In line with the AA tradition that the charity should be self-supporting, and following sound financial practices, the future aim is to hold a reserve of over £1,760,000 (2016: £1,650,000) which represents the principle of AA's Concept 12 - Warranty 2: "Sufficient operating funds plus an ample reserve should be its prudent financial principle".

When planning future projects, the Board of Trustees of Alcoholics Anonymous Great Britain is always mindful the value of its investments and the potential fluctuations of funds coming from Fellowship members.

The month of November will once again be AA awareness month and Groups. Intergroups, Regions and Board Trustees will be initiating a range of activities. Work at professional events, seminars and conferences will be further developed, and the charity hopes to see increased attendance at these events as they continue into next year.

The Non-Alcoholic Trustees continue to work together to help transmit AA's message of recovery in a way that AA members cannot - as AA Traditions state that members need always maintain anonymity at the level of press, radio and films.

The website continues to be developed and feasibility studies carried out that were accepted by Conference utilises the use of different forms of electronic communication to carry the AA message of recovery from alcoholism to those who may need help.

The coming year will see the development of new initiatives and the expansion of current projects. The Board will continue to exercise both optimism and caution when considering the future deployment of resources.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

## **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Governance - The Relationships between the Board and its Supporters and Consultation Mechanisms.

The Board is a limited company regulated by its Memorandum and Articles of Association as laid down in the Companies Acts. This instrument is a legal document which has bearing only on The General Service Board of Alcoholics Anonymous (Great Britain) Limited.

The Board is the servant of the Fellowship of Alcoholics Anonymous in Great Britain and, in common with other groups of Trusted Servants, depends upon the Twelve Traditions of Alcoholics Anonymous, Twelve Concepts for Service and the Charter of the General Service Conference to guide its policies. Because the Board is a charitable company registered in England and Wales and Scotland these instruments must be appropriate to their application in Great Britain and written in language which makes it clear that the Board recognises its responsibilities under English and Scottish Law.

# Report of the Trustees for the Year Ended 30 September 2017

### STRUCTURE, GOVERNANCE AND MANAGEMENT - continued

# Governance of Alcoholics Anonymous in Great Britain

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organisation or institution, does not wish to engage in any controversy; neither endorses or opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

AA members meet as Groups which form elected, representative service bodies, Intergroups and Regions, whose purpose is to facilitate the carrying of the AA message by the groups to the still-suffering alcoholic. This service structure nominates persons for election to the General Service Board. The General Service Board serves the Fellowship by providing central services of various types and is a registered charity.

The Groups, Intergroups and Regions are recognised by the Charity Commissioners as informal, autonomous "affiliated groups" which have no independent constitution. As such, they are not to be accountable to the General Service Board nor to the Charity Commission.

The governance of Alcoholics Anonymous in Great Britain is based on the voluntary instruments; The Twelve Traditions of Alcoholics Anonymous, Twelve Concepts for Service and the Charter of the General Service Conference.

Consultation between the main charity, the General Service Board, and its supporters, the Groups. Intergroups and Regions of Alcoholics Anonymous in Great Britain takes place on a regular basis through service forums and workshops and an annual General Service Conference comprised of elected delegates from each of the Regions in Alcoholics Anonymous Great Britain and the trustees of the Board.

# Appointment, induction and training of new trustees

## Appointment of new trustees

Trustee appointments are made solely by the General Service Board - Trustees are nominated by Regional bodies of the Fellowship, interviewed by the Nominations Committee of the Board who recommend the candidate they feel is most suitable to the Board who consider the recommendation and decide on the appointment by vote, ratification of the Trustees takes place at our Annual Conference in April after which trustees have full voting rights. The General Service Board reserves the right to revoke any appointment

## Induction and training of new trustees

Induction takes place prior to the General Service Board meeting after trustee appointments and consists of a presentation to explain the responsibilities of being a trustee plus documentation which includes 'The Good Trustee Guide'. Subsequently every trustee attends external trustee training

### Key management remuneration

The directors consider the board of directors, who are the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All directors give of their time freely and no director received a remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 8 to the accounts.

The pay for senior staff is reviewed annually and normally increased in accordance with average earnings and CPI inflation. In view of the nature of the charity, the directors benchmark against pay levels in other organisations. The remuneration benchmark is above the mid-point of the range paid for similar roles adjusted for a weighting of up to 30% for any additional responsibilities. If recruitment has proven difficult in the recent past a market addition is also paid.

# Report of the Trustees for the Year Ended 30 September 2017

# STRUCTURE, GOVERNANCE AND MANAGEMENT - continued Risk statement

### (i) General Policy

The major risks to which the charity is exposed have been identified by the trustees, including financial, the traditions of Alcoholics Anonymous and our reputation. The charity is a non political organisation and dealing with preservation of integrity is covered in the 12 Traditions of AA, detailed on page 7.

Formal management control systems and procedures, operating policies and manual processes have been agreed and established as part of ongoing risk assessment, to mitigate risks. Mitigation of financial risk is further addressed by the policy of holding reserves, as detailed below.

### (ii) Reserves Policy

The Trustees' have established a policy whereby reserves held by the Charity should exceed 1.25 years expenditure, which equates to approximately £1,760,000 (2016: £1,650,000). This is considered the minimum to ensure the continuation of the basic services to the Fellowship during times of economic stress.

The GSB plan to utilise the funds which are currently surplus to basic requirements reserves by:

- 1. Absorbing the price increases in the production of literature, and where possible, reducing the price of some literature to make it more accessible to Members;
- 2. Maintaining the current level of subsidies, for example, absorbing any accommodation price increases that would otherwise result in increased Conference Delegate fees;
- 3. Funding approved projects without prioritisation, in spite of price rises;
- 4. Continuing to support the development of AA overseas by maintaining its level of contribution to the World Service Literature fund and responding positively to appeals from AAWS; and
- 5. Continuing to fulfil existing and additional services, as requested by the Fellowship.

# (iii) Investment Policy

The investment aim is to achieve steady growth of the capital over the medium term, by holding a proportion of investment funds in equity or equity-related investments, balanced by a substantial element of lower risk, stable investments of gilts or cash based investments.

# REFERENCE AND ADMINISTRATIVE DETAILS Registered Company number

00587316 (England and Wales)

Registered Charity number 226745/SC038023

## Registered office

The General Service Office P.O. BOX 1 10 Toft Green YORK YOI 7NJ

## Report of the Trustees for the Year Ended 30 September 2017

Vice Chairman

Honorary Treasurer

Chairman

# STRUCTURE, GOVERNANCE AND MANAGEMENT - continued

#### **Trustees**

The directors who served during the year were:

C Davy Resigned 23/04/17 J Berliner Appointed 23/04/17

R Edgington J Fowler Resigned 23/04/17

J Fraser Resigned 30/01/17

P Fryer D Hartley

J Henry

C Holland Resigned 23/04/17

N Holroyd

T Hood Resigned 10/01/17 G Hopkinson

W Innes Resigned 23/04/17

**B** Jenkins

A Kahn Resigned 23/04/17

J Kay

A MacVarish

M Mehdikhani Appointed 23/04/17

N Patience C Rennie

H Sharman

P Sivewright Appointed 23/04/17 A Stocks Appointed 23/04/17

## **Company Secretary**

R Booth

## **Senior Statutory Auditor**

Terence Doyle BA FCA

## **Auditors**

Clive Owen LLP Chartered Accountants & **Statutory Auditors** Oak Tree House, Harwood Road Northminster Business Park **Upper Poppleton** York

**YO26 6QU** 

## Solicitors

Womble Bond Dickinson 1 Whitehall Riverside Leeds LSI 4BN

## **Investment managers**

CCLA Fund Managers Limited Senator House 85 Queen Victoria Street London EC4V 4ET

# Report of the Trustees for the Year Ended 30 September 2017

## STRUCTURE, GOVERNANCE AND MANAGEMENT - continued

**Key Management Personnel** 

R Booth - General Secretary

K Martin - Management Accountant

J Pryke - General Service Board Administrator (replacing S Wright)

A M Smith - Northern Service Office Administrator

S Smyth - Conference Co-ordinator, IT & Technical Manager

S Wright - Office Manager (replacing A Varley)

J P Szajniuk - Southern Service Office Administrator (replacing M Wilde)

## THE 12 TRADITIONS OF ALCOHOLICS ANONYMOUS (AA)

- 1 Our common welfare should come first; personal recovery depends upon AA unity.
- 2 For our purpose there is but one ultimate authority a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3 The only requirement for AA membership is a desire to stop drinking.
- 4 Each group should be autonomous except in matters affecting other groups or AA as a whole.
- 5 Each group has but one primary purpose to carry its message to the alcoholic who still suffers.
- An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
- 7 Every AA group ought to be fully self supporting, declining outside contributions.
- 8 AA should remain forever non-professional, but our service centres may employ special workers.
- 9 AA, as such, ought never be organised; but we may create service boards or committees directly responsible to those they serve.
- 10 AA has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
- Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
- 12 Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Report of the Trustees for the Year Ended 30 September 2017

### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The General Service Board of Alcoholics Anonymous (Great Britain) Limited (Limited by Guarantee) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

### **AUDITORS**

The auditors, Clive Owen LLP, are deemed to be reappointed under section 487(2) of the Companies Act 2006.

Approved by order of the board of trustees on 17 November 2017 and signed on its behalf by:

J Henry - Trustee

## Report of the Independent Auditors to the Members of The General Service Board of Alcoholics Anonymous (Great Britain) Limited (Limited by Guarantee)

#### **Opinion**

We have audited the financial statements of The General Service Board of Alcoholics Anonymous (Great Britain) Limited (Limited by Guarantee) (the 'charitable company') for the year ended 30 September 2017 on pages eleven to twenty three. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)© of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended:
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and

## Report of the Independent Auditors to the Members of The General Service Board of Alcoholics Anonymous (Great Britain) Limited (Limited by Guarantee)

## Opinion on other matters prescribed by the Companies Act 2006 - continued

- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

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

#### Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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Terence Doyle BA FCA (Senior Statutory Auditor) for and on behalf of Clive Owen LLP Chartered Accountants & Statutory Auditors
Oak Tree House, Harwood Road
Northminster Business Park
Upper Poppleton
York
YO26 6QU

17 November 2017

# Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 30 September 2017

		Unrestricted fund	Restricted funds	2017 Total funds	2016 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies		814,989	10,550	825,539	830,936
Other trading activities	3	549,167	14,297	563,464	541,494
Investment income	4	26,902	28	26,930	5,551
Total		1,391,058	24,875	1,415,933	1,377,981
EXPENDITURE ON Other trading activities		225,417		225 417	155,925
Charitable activities	5	223,417	-	225,417	155,925
Charitable		797,648	886	798,534	737,249
Other		384,716	19,437	404,153	418,469
Total		1,407,781	20,323	1,428,104	1,311,643
Net gains/(losses) on investments		92,289	<del>-</del>	92,289	155,842
NET INCOME		75,566	4,552	80,118	222,180
RECONCILIATION OF FUNDS					
Total funds brought forward		2,355,713	90,034	2,445,747	2,223,567
TOTAL FUNDS CARRIED FORWARD		2,431,279	94,586	2,525,865	2,445,747

# **CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

# Balance Sheet At 30 September 2017

		Unrestricted fund	Restricted funds	2017 Total funds	2016 Total funds
FIVER ACCETS	Notes	£	£	£	£
FIXED ASSETS Tangible assets	11	1,386		1,386	2,550
Investments	12	1,184,862	-	1,184,862	1,092,573
·	12	1,104,002	-	1,104,002	1,072,373
		1,186,248	-	1,186,248	1,095,123
CURRENT ASSETS					
Stocks	13	146,334	_	146,334	165,834
Debtors	14	80,311	_	80,311	86,382
Cash at bank		1,080,040	94,586	1,174,626	1,176,642
		1,306,685	94,586	1,401,271	1,428,858
		-,,	. ,	, . ,	
CREDITORS					.=00.
Amounts falling due within one year	15	(61,654)	-	(61,654)	(78,234)
NET CURRENT ASSETS		1,245,031	94,586	1,339,617	1,350,624
TOTAL ASSETS LESS CURRENT					
LIABILITIES		2,431,279	94,586	2,525,865	2,445,747
NET ASSETS		2,431,279	94,586	2,525,865	2,445,747
NET ROOL TO		2,131,277	71,300	2,323,003	2,113,717
FUNDS	17				
Unrestricted funds				2,431,279	2,355,713
Restricted funds				94,586	90,034
TOTAL FUNDS				2,525,865	2,445,747

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 17 November 2017 and were signed on its behalf by:

J Henry -Trustee

Notes to the Financial Statements for the Year Ended 30 September 2017

#### 1. COMPANY INFORMATION

The General Service Board of Alcoholics Anonymous (Great Britain) Limited is a private charitable company. limited by guarantee, incorporated in England & Wales. The registered office is P.O. Box 1, 10 Toft Green, York, YO1 7NJ.

#### 2. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

These financial statements have been prepared in accordance with the Charities SORP ('Accounting and Reporting be Charities: Statement of Recommended Practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland'), Financial Reporting Standard 102 ('The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS102')) and with the Companies Act 2006. The financial statements have been prepared on the historical cost basis.

There were no material departures from that standard.

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is included within direct costs (see note 5).

## Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 25% on cost

Computer equipment

- 33% on cost

Individual assets costing £500 or more are capitalised.

### Stocks

Stocks are valued at the lower of costs and net realisable value. Cost includes all direct expenditure, together with the appropriate overheads in bringing stocks to their present location and condition.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

### 2. ACCOUNTING POLICIES - continued

#### Fund accounting

### **Unrestricted Funds**

In accordance with the Memorandum and Articles of Association, the trustees have invested surplus funds in order to ensure that the charity can meet its consistent ongoing obligations in providing a high level of central services to the beneficiaries and to accommodate future fluctuations in income levels and service development. With reference to future plans and ongoing service requirements, the trustees have determined that the appropriate level of reserve funds should be based on an amount equal to one year of the charity's future running costs.

## **Restricted Funds**

## (i) Development Fund

Income for the Development Fund is derived as a percentage of the turnover received from the sale of Hardback copies of Alcoholics Anonymous Big Book. Twelve Steps and Twelve Traditions and As Bill Sees It. The Development Fund is restricted for use in furthering the Alcoholics Anonymous message worldwide.

## (ii) European Service Meeting Fund

The company holds funds on behalf of the European Service Meeting. These funds are restricted for use only on matters which relate to the European Service Meeting and associated A.A. service activities in Europe. Income is recognised in full as receivable.

#### Foreign currencies

Foreign currency transactions are converted at the exchange rate ruling at the date of the transaction. Foreign currency assets and liabilities are translated at the exchange rate ruling at the balance sheet date with any profit or loss on exchange being included in the profit and loss account.

#### Pension costs

The pension contributions charged represent contributions payable by the company to employees' personal pension plans in the accounting year.

## **Investments**

Investments are included on the balance sheet and are stated at market value as at the balance sheet date. Gains and losses on disposals and revaluations of investments are charged or credited to the statement of financial activities.

#### **Operating Leases**

Rentals payable under operating leases are charged against the profit and loss account in the period to which they relate.

## **Financial Instruments**

The charitable company has financial assets and financial liabilities which qualify as basic financial instruments. Basic financial instruments are initially recognised at transactions value and subsequently measured at their settlement value.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

## 2. ACCOUNTING POLICIES - continued

## Critical Accounting Estimates and Areas of Judgement

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for income and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

### Operating lease commitments

The charitable company has entered into commercial leases as lessee to obtain the use of property and equipment. The classification of such leases as operating or finance leases requires the company to determine, based on an evaluation of the terms and conditions of the arrangements, whether it retains or acquires the significant risks and rewards of ownership of these assets and accordingly whether the lease requires the recognition of an asset and liability in the balance sheet.

The following are the charitable company's key sources of estimation uncertainty:

### Useful economic lives of tangible fixed assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and are amended when necessary to reflect current estimates. No such amendments were deemed necessary during the year ended 30 September 2017. See note 11 for the carrying amount of tangible fixed assets, and accounting policy "tangible fixed assets" for the useful economic lives for each class of asset.

26,930

5,551

## 3. OTHER TRADING ACTIVITIES

£ 563,464	541,494
2017 £ 21,667 5,263	2016 £ 
	2017 £ 21,667

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

# 5. CHARITABLE RESOURCES EXPENDED

	Direct costs	Other costs	Support costs (See note 6)	Total
Charitable	£ 396,451	£ 404,153	£ 402,083	£ 1,202,687
Direct costs:				
			2017	2016
			£	£
Staff costs			47,023	46,840
Premises costs			36,507	39,620
Office expenses			77,579	72,297
Public information and publication costs			96,531	77,985
Conference costs			38,569	38,432
Website			5,235	2,168
PI video project			32,427	·. <u>-</u>
Irrecoverable VAT			50,391	46,368
Financial expenses			2,327	2,661
General expenses			9,862	17,899
		<del></del>	396,451	344,270

Of the £396,451 direct costs in 2017 (2016: £344,270) £nil was restricted funds (2016: £nil) and £396,451 (2016: £344,270) unrestricted funds.

# Other costs:

	2017	2016
	£	£
Staff costs -	244,520	243,568
Premises costs	71,757	74,754
Office expenses	28,286	28,970
General expenses	59,590 _	71,177
	404,153	418,469

Of the £404,153 other costs in 2017 (2016: £418,469) £20,271 was restricted funds (2016: £39,803) and £383,882 (2016: £378,666) unrestricted funds.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

### 6. SUPPORT COSTS

Charitable	Management £ 305,249	Governance costs £ 96,834	Totals £ 402,083
Management:			
· ·		2017	2016
		£	£
Staff costs		178,688	177,992
Premises costs		54,930	58,301
Office expenses		44,141	40,168
Financial expenses		52	69
General expenses	_	27,438	26,003
	_	305,249	302,533

Of the £305,249 management costs in 2017 (2016: £302,533) £52 was restricted funds (2016: £69) and £305,197 (2016: £302,464) unrestricted funds.

# 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017	2016
	£	£
Depreciation - owned assets	1,164	1,535
Expenses reimbursed to trustees	86,492	78,134
Operating lease rentals	11,516	13,666
Audit fee	8,900	8,875
Rentals payable on properties	104,060	133,442

2017

2016

# 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2017 nor for the year ended 30 September 2016.

# Trustees' expenses

The number of trustees paid expenses during the year was 23 (2016: 23). The expenses relate mainly to travel and accommodation. During the year the charitable company paid expenses of £86,492 (2016: £78,134) to trustees.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

## 9. STAFF COSTS

The average monthly number of employees during the year was as follows:

Full-time staff Part-time staff	2017	2016
Full-time staff	11	11
Part-time staff	time staff 11 11	6
	17	17

No employees received emoluments in excess of £60,000.

Each member of staff has a contract which requires them to deal with fellowship services, support services and administration tasks. The trustees estimate the time spent is in proportion to the costs allocated. The number of trustees and employees whose emoluments amounted to over £60,000 in the year was nil (2016: nil).

The key management personnel of the charitable company comprise the senior leadership team as disclosed in on page 7. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charitable company was £284,606 (2016: £265,822).

### 10. 2016 STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds
INCOME AND ENDOWMENTS FROM	£	£	£
Donations and legacies	818,768	12,168	830,936
Other trading activities	528,406	13,088	541,494
Investment income	5,523	28	5,551
Total	1,352,697	25,284	1,377,981
EXPENDITURE ON			
Other trading activities	155,925	-	155,925
Charitable activities			
Charitable	736,112	1,137	737,249
Other	378,696	39,773	418,469
Total	1,270,733	40,910	1,311,643
Net gains/(losses) on investments	155,842	<del>-</del>	155,842
NET INCOME	237,806	(15,626)	222,180
Transfers between funds	(12,616)	12,616	
Net movement in funds	225,190	(3,010)	222,180

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

10.	2016 STATEMENT OF FINANCIAL ACTIVITIES - c	ontinued		
		Unrestricted fund	Restricted funds	Total funds
	RECONCILIATION OF FUNDS	£	£	£
	Total funds brought forward	2,130,523	93,044	2,223,567
	TOTAL FUNDS CARRIED FORWARD	2,355,713	90,034	2,445,747
11.	TANGIBLE FIXED ASSETS	Fixtures and	Computer	
		fittings £	equipment £	Totals £
	COST At 1 October 2016 and 30 September 2017	135,757	30,207	165,964
	DEPRECIATION At 1 October 2016	124 554	20.000	163,414
	Charge for year	134,554 381	28,860 783	1,164
	At 30 September 2017	134,935	29,643	164,578
	NET BOOK VALUE At 30 September 2017	<u> 822</u>	564	1,386
	At 30 September 2016	1,203	1,347	2,550
12.	FIXED ASSET INVESTMENTS			
				Listed investments
	MARKET VALUE At 1 October 2016			1,092,573
	Additions Disposals			1,180,901 (1,180,901)
	Revaluations			92,289
	At 30 September 2017			1,184,862
	NET BOOK VALUE			1 104 072
	At 30 September 2017			1,184,862
	At 30 September 2016			1,092,573

There were no investment assets outside the UK.

## Notes to the Financial Statements - continued for the Year Ended 30 September 2017

1,181,138

20,419

10,436

78,234

2016

£

18,788

8,060

61,654

2016

£

#### 12. **FIXED ASSET INVESTMENTS - continued**

HISTORICAL COST

13.

14.

15.

Deferred income

Accrued expenses

**Deferred** income

	<del></del>	
The following investment represents more than 5% of the to - COIF Charities Ethical Investment Fund	otal investments: (market value: £1,184.718)	
The fair value of listed investments is determined by refeactive market at the balance sheet date. The fair value of quoted price for identical assets in an active market at the b	listed investments is determined by re	
STOCKS		
	2017	2016
C1- f	£	£
Goods for resale	146,334	165,834
Stock recognised in other trading activities during the year	as an expense was f225 417 (2016: f1	55 925)
DEBTORS: AMOUNTS FALLING DUE WITHIN ON	•	,5,725 j.
DEDICKS. AMOUNTS FALLING DUE WITHIN ON	E IEAR	
	2017	201
Trade debtors	£	£
Other debtors	3,845 10,091	4,49 8,64
Prepayments and accrued income	66,375	73,2
	80,311	86,3
CREDITORS: AMOUNTS FALLING DUE WITHIN C	ONE YEAR	
	2017	20
	£	£
Trade creditors	23,195	33,6
Social security and other taxes	9,522	10,5
Other creditors	2,089	3,20

Deferred income at 1 October	20,419	19,879
Resources deferred in the year	18,788	20,419
Amounts released from previous years	(20,419)	<u>(19,879</u> )

Deferred income at 30 September 18,788 20,419

The deferred income includes amounts paid in advance for Share and Roundabout magazine subscriptions.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

# 16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	Within one year Between one and five years In more than five years			2017 £ 108,323 430,967 730,250 1,269,540	2016 £ 115,516 407,547 751,125 1.274,188
17.	MOVEMENT IN FUNDS				
	Current year:	At 1.10.16 £	Net movement in funds	Transfers between funds £	At 30.09.17
	Unrestricted funds General fund	2,355,713	75,566	-	2,431,279
	Restricted funds Development fund European Service Meeting	19,244 70,790	(8,162) 12,714	<u>.</u>	11,082 83,504
		90,034	4,552	-	94,586
	TOTAL FUNDS	2,445,747	80,118		2,525,865
	Prior year:	At 1.10.15 £	Net movement in funds	Transfers between funds £	At 30.09.16 £
	Unrestricted funds General fund	2,130,523	237,806	(12,616)	2,355,713
	Restricted funds Development fund European Service Meeting	18,310 74,734 93,044	(10,724) (4,902) (15,626)	11,658 958 12,616	19,244 70,790 90,034
	TOTAL FUNDS	2,223,567			2,445,747

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

# 17. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above, are as follows:

Current year:				
•	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
		£	2	
Unrestricted funds				
General fund	1,391,058	(1,407,781)	92,289	75,566
Restricted funds				
Development fund	14,297	(22,459)	=	(8,162)
European Service Meeting	10,578	2,136		12,714
	24,875	(20,323)		4,552
	1,415,933	(1,428,104)	92,289	80,118
Prior year:				
Filor year.	Incoming	Resources	Gains and	Movement in
	resources	expended	losses	funds
	£	£	£	£
Unrestricted funds				
General fund	1,352,697	(1,270,733)	155,842	237,806
Restricted funds				
Development fund	13,088	(23,812)	-	(10,724)
European Service Meeting	12,196	(17,098)		(4,902)
	25,284	(40,910)	-	(15,626)
	1,377,981	(1,311,643)	155,842	222,180

# 18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2017.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2017

# 19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Current year:	Unrestricted funds £	Restricted funds	Total funds
Fixed assets Current assets Creditors due within one year	1,186,248 1,306,685 (61,654)	94,586	1,186,248 1,401,271 (61,654)
	2,431,279	94,586	2.525,865
Prior year:	Unrestricted funds £	Restricted funds	Total funds
Fixed assets Current assets Creditors due within one year	1,095,123 1,338,824 (78,234) 2,355,713	90,034	1,095,123 1,428,858 (78,234) 2,445,747

The reserves of the company are not distributable, but are available for use in the furtherance of the objects of the charity.

## 20. FINANCIAL INSTRUMENTS

	2017 £	2016 £
Financial assets measured at amortised cost	<u>70,220</u>	77,737
Financial liabilities measured at amortised cost	52,132	67,717

Financial assets consist of trade debtors, other debtors, prepayments and accrued income (excluding amounts due from HMRC).

Financial liabilities consist of trade creditors, other creditors, deferred income and accrued expenses.

## 21. GUARANTEE

The company is limited by guarantee of its 16 members (2016: 19 members) to contribute to the assets of the company in the event of winding up in an amount not to exceed £1 per member.

# Detailed Statement of Financial Activities for the Year Ended 30 September 2017

	2017 £	2016 £
	~	*
INCOME AND ENDOWMENTS		
Donations and legacies		
Contributions	771,423	773,414
Covenants	9,790	13,367
Conventions	23,206	23,035
Conference	21,120	21,120
	825,539	830,936
Other trading activities		
Sales of literature	563,464	541,494
		,
Investment income		
Fixed asset investment income	21,667	-
Deposit account interest	5,263	5,551
	26,930	5,551
Total incoming resources	1,415,933	1,377,981
EXPENDITURE		
EXI ENDITORE		
Other trading activities		
Purchases of literature	225,417	155,925
		•
Charitable activities		
Wages	39,801	39,427
Social security	3,632	3,594
Pensions	3,590	3,819
Rent and rates	31,356	30,609
Insurance	1,774 783	1,699
Light and heat Telephone	2,108	1,130 1,878
Repairs and renewals	2,594	6,182
Office equipment	3,023	2,700
Printing and stationery	5,245	4,349
Office postage	64,927	59,967
Computer expenses	1,888	2,891
Irrecoverable VAT	50,391	46,368
Archives	2,398	9,414
Conference	38,569	38,432
Professional conferences	29,658	28,041
Public information	26,650	12,779
Replacement literature	3,264	2,157
AA service news	34,315	33,357
Share expenses	1,959	937
Roundabout expenses Carried forward	685	714
Carried forward	348,610	330,444

# Detailed Statement of Financial Activities for the Year Ended 30 September 2017

	2017 £	2016 £
Charitable activities	£	£
Brought forward	348,610	330,444
General expenses	7,464	8,485
Website	5,235	2,168
Video project	32,427	2,100
Depreciation	388	512
Bank charges	2,327	2,661
Sum vital geo		
	396,451	344,270
Other		
Wages	206,964	205,017
Social security	18,886	18,691
Pensions	18,670	19,860
Rent and rates	65,628	64,066
Insurance	2,069	1,982
Light and heat	1,034	1,493
Telephone	9,051	8,066
Fellowship expenses	21,625	22,744
Delegate expenses	2,478	2,585
Accommodation and venue	(4,666)	11,980
Repairs and renewals	3,026	7,213
Office equipment	6,047	5,399
Printing and stationery	4,810	6,438
Office postage	6,102	5,664
Computer expenses	1,888	2,891
Staff expenses	-	275
General expenses	7,464	8,485
Travel	17,519	15,291
Agenda committee expenses	-	1,645
Survey	-	1,149
Seminars	15,170	7,023
Depreciation	388	512
	404,153	418,469
Support costs		
Management		
Wages	151,243	149,820
Social security	13,801	13,659
Pensions	13,644	14,513
Rent and rates	48,857	47,694
Insurance	2,069	1,982
Light and heat	978	1,412
Telephone	13,639	12,154
Repairs and renewals	3,026	7,213
Office equipment	6,047	5,399
Printing and stationery Office postage	18,789	16,067
Computer expenses	3,390	3,146
Carried forward	1,888 277,371	2,891
Curricu IVI walu	277,371	275,950

# Detailed Statement of Financial Activities for the Year Ended 30 September 2017

	2017	2016
	£	£
Management		
Brought forward	277,371	275,950
General expenses	7,464	8,485
Training and courses	2,455	2,227
Travel	17,519	15,291
Depreciation	388	511
Bank charges	52	69
	305,249	302,533
Governance costs		
Trustees' expenses	86,492	78,133
Professional fees	10,342	12,313
	96,834	90,446
Total resources expended	1,428,104	1,311,643
Net (expenditure)/income before gains and losses	(12,171)	66,338
Realised recognised gains and losses		
Realised gains on fixed asset investments	92,289	155,842
	<del></del>	<u></u>
Net income	<u>80,118</u>	222,180