

31 MAR 2017

West Essex Alcohol and Drugs Service T/A ADAS

**118-124 The Stow
Harlow Essex
CM20 3AS**

☎ 01279 641347 / 438716

Website: www.adasuk.org

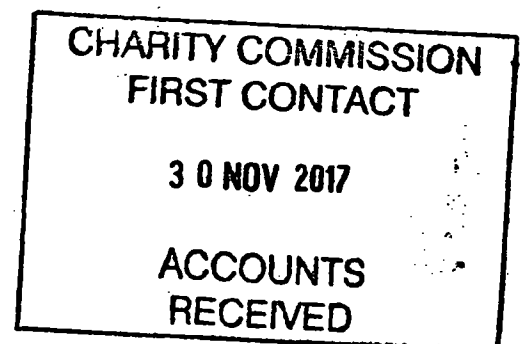
Registered Charity Number: 1129267

Registered Company Number: 6876508 (England & Wales)

SEVENTH ANNUAL GENERAL MEETING

18th November 2017

10.00am - 12.00pm



THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

FOR THE YEAR ENDED 31ST MARCH 2017

CONTENTS OF THE FINANCIAL STATEMENTS

Legal and Administrative Information	3
Report of the Trustees	4 - 13
Independent Examiner's Report	14
Statement of Financial Activities	15
Balance Sheet	16 - 17
Notes to the Financial Statements	18 - 23
Reconciliation of Income and Expenditure	24
Reconciliation of Funds	25 - 26
Detailed Statement of Financial Activities	27 - 28

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

FOR THE YEAR ENDED 31ST MARCH 2017

LEGAL AND ADMINISTRATIVE INFORMATION

DIRECTORS	Peter French Trevor Griffiths Robert Whitaker Carol Leach Michele Simpson (Company Secretary) Patrick Lee Susan Cross (Chairperson) Bola Adesina Beckie Connor Clare Jacob (Treasurer)	(Appointed 4.6.2009) (Appointed 3.6.2009) (Resigned 14.11.2016) (Appointed 19.4.2011) (Appointed 17.7.2012) (Appointed 24.9.2013) (Appointed 3.2.2014) (Appointed 19.11.2016) (Removed 19.11.2016) (Appointed 28.4.2014)
CHIEF EXECUTIVE	Gareth Clement	(Appointed 31.7.2014)
CHARITY NUMBER	1129267 (297932 before incorporation)	
COMPANY NUMBER	06876508 (Incorporated 14.4.2009)	
WORKING NAME	ADAS	
REGISTERED OFFICE	118 – 124 The Stow Harlow Essex CM20 3AS	
INDEPENDENT EXAMINER	H Tacconi (FCA) 32a East Street St. Ives Cambridgeshire PE27 5PD	
BANKERS	HSBC Bank Plc 7B The Water Gardens South Gate Harlow Essex CM20 1AB	

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 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 31st March 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).

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.

The West Essex Alcohol and Drugs Service T/A ADAS is an independent charity specialising in the treatment of substance misuse. Originally setup as ADAS it was launched more than 25 years ago as a result of community action following the closure of a unit at the Princess Alexandra Hospital, with the aim of treating local people with alcohol and drug dependency problems. ADAS has developed into a highly effective and well respected charity providing an outstanding service for the benefit of the communities of Harlow, Epping Forest and Uttlesford.

ADAS became an incorporated charitable company without share capital on 14th April 2009 and changed its name to the West Essex Alcohol and Drugs Service T/A ADAS. ADAS is now an incorporated trust, governed by a trust deed dated 13th August 1987, as amended 7th September 1987, 22nd September 1997, 29th November 2000, and 3rd June 2009 and registered with the Charity Commission with Registration Number 1129267.

The Directors, who also act as Trustees of the Charity, are appointed at the Annual General Meeting and serve for three years. The Chairman and Treasurer are appointed at the AGM for one year, after which they may stand for re-election. The Board of Directors is required to meet, with a quorum of three, six times each year and is responsible for determining the strategic objectives, management of reserves, risk management, policies and performance of the Charity in accordance with its contractual obligations. The day to day administration and operations are delegated to the Chief Executive.

The skill requirements of the Directors have been deemed as follows: knowledge and understanding of local government and, in particular, the NHS; legal and financial management and accounting (especially with regard to the organisation's charitable status); young people's services and the Every Child Matters agenda; fundraising and marketing; criminal justice interventions; substance misuse treatment; and general business planning, organisational management and communications, information and digital technologies, policy formation and safeguarding children. New Directors are sought through either general dialogue with local community organisations or advertisement.

New Directors are provided with a comprehensive Information Pack containing full details of the Charity and their obligations and duties to implement and adhere to the Trust Deed. The Information Pack is updated annually by the Chief Executive to ensure that it adequately reflects the changing circumstances of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
06876508 (England and Wales)

Registered Charity number
1129267

Registered office
118 - 124 The Stow
Harlow
Essex
CM20 3AS

Trustees
P French
T Griffiths
C Leach
M Simpson
S Cross
C Jacob
B Adesina

Company Secretary
Michele Simpson

Independent examiner
Henry Tacconi FCA
32a East Street
St. Ives
Cambridgeshire
PE27 5PD

Risk Management

The Board oversees the risk management process and compliance with SORP, Companies House, Health & Safety and other statutory requirements. The implementation of these standards is delegated to the Chief Executive. The Board regularly reviews the major financial risks to which the charity is exposed and satisfies itself that all steps to mitigate and control them have been taken.

Robust systems and procedures are in place to mitigate risks. The Board regularly reviews all policies taking into account any changes in legislation. All relevant staff and volunteers are made aware of ADAS' approach to risk management and have the opportunity to provide feedback on risks that affect their area of operation. A culture of risk awareness is encouraged and any new or altered risk areas are notified to the Chief Executive and the risk register is updated accordingly.

Objectives and Activities

The charitable objectives of ADAS are:

- The relief of persons suffering from problems caused by substance misuse and, in particular, the development of counselling and complementary therapies for all people in need of health care;
- To advance the health education of the general public on all matters relating to substance misuse and, in particular, developing health education to prevent substance misuse amongst young people.

ADAS aims to work in partnership to support individuals and families affected by alcohol and drug misuse. We help people make lasting positive changes which will improve the quality of their lives.

The ADAS vision is to work towards achieving a healthy society that is free from the harmful effects of alcohol and drug misuse. In order to achieve this ADAS aims to:

- Enable and empower people to move on from substance misuse
- Support clients to realise their own self-worth and become active and contributing members of society
- Deliver innovative and client-centred services to individuals, families and children

To meet these objectives, ADAS has remained committed to delivering health and social care services for substance misusers in the communities of Epping Forest, Harlow and Uttlesford. ADAS has built an excellent reputation for its effective partnership working with Social Care, Probation, Domestic Violence Police, GPs, Community Mental Health Teams and the Community Drug and Alcohol Team. Furthermore, the agency co-operates with its partners to help people who are homeless and to support people into employment.

Strategy

Our strategy continues to focus the agency on working towards the following aims:

1. Helping clients to make lasting positive change and progress into recovery
2. Ensuring the services we provide are always client-centred and innovative
3. Working effectively with partnering agencies to provide the most appropriate support
4. Evidencing our impact
5. Maintaining our active involvement with the local and regional community, ascertaining and reacting to local needs: and
6. Developing our workforce to support the delivery of effective services and interventions

During the year to 31st March 2017, we made good progress towards achieving our goals, helping over 700 people across West Essex who have been directly or indirectly impacted by substance misuse. Despite the financial constraints we face, we have a) continued to strengthen our service offering with new initiatives in our group work, b) increased efficiency across our operations, c) continued to improve the quality of data and d) applied digital and IT solutions to help us to achieve sustainable and high quality outcomes for our clients.

The service landscape is changing and so ADAS must continue to evolve and build upon the excellent reputation it has achieved. This is especially so in its partnership with statutory providers and its innovation in service delivery for substance misusers and wider family members.

We have a strong and committed team and will maintain our focus on delivering a quality service to our clients in the West Essex community. Over the coming year, we will continue to build our organisational structure and staff skills, engage further with our service users and local community, and seek opportunities for partnerships to expand the reach of our core services.

What we do

Over the last year, ADAS provided direct support to over 400 people struggling with alcohol misuse problems and to more than 100 children and adults who have been affected by someone else's alcohol misuse. Including brief interventions conducted at the Princess Alexandra Hospital, ADAS helped over 700 people across West Essex in the year to 31st March 2017.

During the year, our team of dedicated staff and volunteers shared important messages about the dangers of alcohol through a number of different awareness raising activities at the local hospital, social care departments and schools. Our service users have played an important role within the agency and wider community, and have regularly presented at other agencies within the Essex Drug and Alcohol Partnership. We have also been pleased to report a significant increase in referrals to other partnering agencies within the Essex Drug and Alcohol Partnership.

ADAS provides a range of different support services, including Structured Interventions, Recovery Support and Child & Family Services.

Structured Interventions assist people to deal with their alcohol misuse. Central to ADAS is our counselling service, which in 2016/17 was delivered by a team of dedicated volunteer counsellors. We provide Recovery Support through different groups and link with other agencies within the Essex Drug and Alcohol Partnership to help service users access recovery support. In addition to this, ADAS provides screenings and brief interventions to patients at Princess Alexandra Hospital.

In 2016/17, we trialled three different recovery focused groups, including two mindfulness taster sessions, money management sessions with assistance from staff at the local Lloyds Bank branch and a skills and support session run by Foundation 66.

We are also very proud of the support that our children and family team provides to those that have been affected by someone else's alcohol misuse.

▪ Structured Interventions

At the heart of our service is the work that we do with our clients to provide interventions to meet individual, family and community needs in order to support positive recovery outcomes.

Preparation for Change group

This group is designed to support clients who are drinking alcohol to physically dependent levels and help them to set goals and make practical changes that will assist their recovery. Each group runs for six weeks and introduces clients to practical tools and techniques they can use to safely reduce their alcohol intake. The group has helped ADAS to integrate our offer into the Essex Drug and Alcohol Partnership and we have guest speakers from other agencies who regularly present at the group. Their input helps service users think about what ongoing support they need in the future. ADAS ran five groups during the year, with over 50% of attendees completing the six-week course. Of those clients completing the course, over 85% reported a reduction in their alcohol intake.

Motivational Interviewing

These one-to-one sessions are designed for clients who are drinking alcohol to physically dependent levels. The sessions are goal focused and help clients identify what support they need to progress in their recovery. Over the past two years, we have undertaken a lot of work to refine our approach, producing guides and materials for practitioners to use. All our practitioners are trained in motivational interviewing techniques and we have now developed a Recovery Planner, which clients can use throughout this work. Over 100 clients accessed this service in 2016/17.

Counselling

Our counselling service is delivered by a workforce of 28 volunteer counsellors. Counsellors assist clients to work through any underlying issues and take practical steps to tackle their alcohol misuse. A total of 114 clients have accessed this support in 2016/17.

“ADAS has given me a focus. Before I felt lost and now I have future plans and goals. I am volunteering now and they have been able to offer me lots of training opportunities which has been very helpful. In the future, I aim to be in full time paid work and am taking steps to reach this goal”.

A&E screenings and assessment

Our A&E Alcohol Health Workers conduct screening and assessments in the A&E department of the local hospital in Harlow. Through this work, they are able to identify patients that need further support around their alcohol use and ensure they are sign-posted and referred to appropriate services. We work closely with hospital staff to educate them about the support available within the community and to increase referrals to ADAS and other appropriate support services.

During 2016/17, our A&E workers conducted regular awareness-raising activities and liaison with hospital staff. They conducted over 500 screenings of patients to ascertain their alcohol use and provided in excess of 250 Brief Interventions with patients, sharing information about alcohol misuse and discussing goal-setting. They also completed over 100 referrals for patients for appropriate support services within EDAP and other community services.

Group work and Recovery Support

In addition to our core group work that supports service user during their recovery, ADAS has trialled a number of new initiatives over the year. More than 60 clients have accessed Recovery Support groups, which included courses to help with stress, anxiety and anger, self esteem, as well as our main recovery group work. 15 clients attended our new pilot groups, including Money Matters delivered with Lloyds Bank, Mindfulness taster sessions and Skills and support sessions delivered by Foundation 66. A service user provided feedback on the support received from Lloyds Bank:

“I found my appointment very useful, especially around online banking. This is really good for people with addictions, as this can go hand in hand with financial problems. People might find it difficult to go to a bank, so it was great they came here, as people come to ADAS already. They were very helpful and understanding, and that is very important to me”

▪ Assessing the Impact of our services

The main measure used at ADAS for assessing outcomes is through Public Health England’s Treatment Outcomes Profile (TOP). This is a self-reporting tool used with clients that monitors drinking and substance misuse levels, psychological and physical health. The TOP form also allows ADAS to capture information on other key issues such as housing and employment.

Over 80% of our clients successfully completed treatment during 2016/2017, of which 23% were reporting to be alcohol free and 58% to be only occasional users of alcohol. This is a reflection of the tremendous commitment of both the staff and clients who work with ADAS.

Child and Family Team

Thanks to funding provided by BBC Children in Need and the Henry Smith Charity, ADAS continues to provide support for family members affected by substance misuse, through family therapy, couples work and child play therapy. During 2016/17 ADAS supported more than 100 children and young people, and parents/carers affected by someone else's substance misuse. Our family therapist also provided couples therapy for 14 people.

We are very proud that the work of our Child & Family team was featured on BBC news as part of the Children in Need campaign. The family that agreed to be interviewed gave an account of their struggles and how things have really changed in a positive direction. ADAS has worked closely with this family for a number of years, so it was fantastic recognition of our hard work and how far this family has come.

"We have our mum's life and us being able to wake up and see each other every day. We have ADAS to thank for that"

Service developments

Public Health England and Morrisons Foundation Recovery Suite

ADAS has been successful in securing £54,937 from Public Health England and Morrisons Foundation in order to renovate our building and create a new 'Recovery Suite'. This renovation project will transform the Recovery Support we can offer at ADAS and allow us to host a range of recovery focused activities. The project has been supported by three service users from the Recovery Group and a volunteer project manager. One of the service users in the project team approached Anglia Ruskin University and, as a result, a team of three design students worked with ADAS to create the designs of the refurbishment. We are extremely grateful to all of these individuals and to Anglia Ruskin University for the help they provided. The plans have been approved by Harlow Council and works are expected to start in summer 2017.

Recovery Planner

One of our social work students completed a valuable piece of work creating a new Recovery Planner for ADAS clients. This booklet is designed to be a "one-stop shop" for information on the health impacts of alcohol, guidance on drink driving limits and a workbook. The title for the booklet was agreed in discussions with the Recovery Group.

Digital Strategy - Warwick Business School

ADAS applied to access Warwick Business School's internship programme for assistance with developing our digital strategy. An MSc student joined us in June 2016 to help ADAS formulate a digital strategy. Research conducted found that, whilst clients felt that their digital capability was relatively low, they were interested and willing to access support via digital technologies. The final research paper provided options on technologies that would complement and extend ADAS' treatment offer. The first step of implementing this strategy was at ADAS's AGM where staff received training in how to use "Don't Bottle It Up" and "Drink Coach".

Fundraising

We are very grateful to our existing funders - Essex County Council, BBC Children in Need, Henry Smith Charitable Trust and Lloyds Bank Foundation - for their continued support. In addition, we would like to thank all our donors, and recognise the following contributions/commitments made by way of voluntary donations and new grants:

- £3,000 – from Arian Financial for general funds
- £45,000 – from Public Health England, by way of grant administered by Essex County Council, for renovation works
- £9,937 – from Morrisons Foundation for renovation works
- £1,000 – from the Provide Foundation, managed by Essex Community Foundation, for ADAS's child and family services.

Awareness Raising

In 2016/17, ADAS was involved in a series of awareness raising activities. This included spending a day at Social Care's main office in Harlow. ADAS had a stall in the main reception area, which was open to staff and the public, and our representatives were able to raise awareness of the new Don't Bottle It Up website and the services available in the area.

As part of the Winter Warmer event, organised by Epping Forest District Council, we were able to reach over 50 senior citizens, presenting them with information on alcohol misuse and informing them where they can access help.

During Alcohol Awareness Week in November, our posts on social media had a reach of over 15,000. This year, the focus was on health risks associated with alcohol.

Councillor Ian Beckett teamed up again with ADAS's Chief Executive to complete Dry January 2017, raising awareness about ADAS in the local community and sharing key messages throughout the month. Through this initiative, they raised over £1,000 for ADAS.

Training and Development

ADAS continued to deliver a series of workshops and training sessions designed to increase knowledge in relevant areas. Our Volunteer and Training Manager met with all members of staff and volunteers on a one-to-one basis, and ensured any training updates were clear and followed through.

▪ ADAS Induction programme

In 2016/2017, we had two induction programmes for our new volunteer counsellors. The topics covered included Initial Client and Risk Assessments, Safeguarding Children and Adults at Risk, Motivational Interviewing and also Drugs and Alcohol training and Foetal Alcohol Syndrome. 100% of attendees found the training extremely useful and rated it as excellent. All participants agreed they will be able to apply the knowledge learned in the sessions.

I really enjoyed the whole experience of my training here at ADAS. Things were explained fully and clearly. The training was very well presented and organised. I went away with plenty of knowledge!

▪ **Safeguarding Training**

During the year, our staff were provided with Level Two safeguarding training, co-ordinated by the Volunteer and Training Manager. The feedback from these sessions was very positive, with staff stating they now have a better understanding of what happens following a raised safeguarding concern. The Volunteer and Training Manager also attended Lead Safeguarding Adults training and the Family Therapist and Play Therapist attended Level Two Safeguarding of children.

▪ **Advanced Domestic Abuse Training**

Four members of staff attended Advanced Domestic Abuse training. The topics covered focused on the impact of domestic abuse on family members, the importance of partnership working and the role of a multi-agency risk assessment conference (MARAC).

▪ **Other training**

An ADAS counsellor attended the Blue Light Training – Working with Change Resistant Drinkers, delivered by Alcohol Concern. This training focused on managing risks associated with resistant to change clients, assessing the “barriers to change” and developing appropriate action plans.

In May 2016, a local substance misuse consultant delivered a training session on the effects of alcohol on the brain. Eleven members of staff and volunteers attended this training.

Following one-to-one sessions with counsellors, it was identified that counsellors would like to receive further training on trauma. Our Volunteer and Training Manager identified a relevant workshop on Trauma, Dissociation and Recovery. 15 counsellors attended the training, with positive feedback received following the session.

At the beginning of 2017, ADAS was asked to conduct training for two substance misuse agencies that were implementing the use of the EDAP database system, Theseus. The Service Manager and the Volunteer and Training Manager developed and conducted the sessions. The sessions were attended by members of staff from Phoenix Alcohol Project in Colchester and Synergy Addiction Centre in Billericay. 100% of attendees rated the session as excellent and found it very useful.

Human Resources

ADAS is fortunate that it has the support of a small team of dedicated and professional staff who have been instrumental in evolving and growing our service. ADAS has been successful for its clients because of the great teamwork and passion displayed. The Board of Trustees would like to take this opportunity to thank all our staff for their hard work, enthusiasm and continued momentum.

At ADAS, we recognise the essential support we receive from volunteers. During 2016/17, ADAS had a total of 28 volunteer counsellors who offered a range of valuable services to our clients, giving over 3,000 hours of their time. Although we ask our volunteer counsellors for a one year commitment, the average time counsellors stay with ADAS is two and a half years. Three volunteer counsellors have been with ADAS for over five years. Our administration team consists of three dedicated volunteers and together, they provided over 2,000 hours to ADAS. At our 2016 AGM, we acknowledged the tremendous role our volunteers perform. The support, help and dedication of all of our volunteers is vital to ADAS and its clients.

The Board of Trustees would like to place on record their thanks to the retiring trustees and outgoing staff for all their contributions and commitment to the charity.

Financial Review

ADAS is grateful to receive funding from a number of organisations and individual sources. During the period from the 1st April 2016 to 31st March 2017 ADAS received significant funding contributions from the following sources, in addition to continued fundraising by staff and volunteers:

- Essex Public Health Authority
- Henry Smith Charitable Trust
- Lloyds Bank Foundation
- BBC Children in Need

The financial statements for the year end are attached and show a deficit for the year of £24,825 compared to a deficit in 2016 of £13,762. During the year, there was a reduction in income under the new Structured Alcohol Intervention Services, which commenced on 1st April 2016 with Essex County Council, who manage the contract. In relation to costs, the board of trustees approved investments to be made to upgrade IT equipment and for premises costs. Travel costs for staff and volunteers also increased, reflecting the increased outreach activity and also the increase in the number of associate counsellors who are eligible for reimbursement of travel expenses. These increased costs were partially offset by reduced legal expenses incurred during the year.

▪ Reserves Policy

The Trustees have decided that the organisation will hold reserves appropriate to its level of activity and to enhance the importance that benefactors may place on the on-going viability of the organisation. To reflect this, the reserves policy has been set giving due consideration to the risks and opportunities that the Charity currently faces or may face in the future. Action relating to the management of the reserves position takes place on a regular basis to ensure compliance with the accounting and reporting regulations and to promote best practice.

The level of reserves which the trustees believe it is appropriate for the Charity to maintain is now determined following regular risk-based assessments. Having regard to the stability of the organisation's funding base, these assessments consider potential calls on reserves as a result of:

- unexpected items of expenditure;
- planned investments / projects, the costs of which are not expected to be covered from forecast funding sources; and
- any temporary cash flow needs.

Based on the most recent risk assessment and taking account of forecast financial performance, the Trustees currently believe that an appropriate level of unrestricted funds for the Charity is in the range of £120,000 to £140,000. Such a level is designed to ensure, to the fullest extent possible, that the Charity will be in a position to meet its contractual and statutory expenditure commitments as and when they fall due. As at 31 March 2017, the Charity had unrestricted funds in excess of the indicated range, at £156,636.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE T/A ADAS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2017

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees, who are also Directors of The West Alcohol and Drug Service for the purposes of company law are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate 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 accounting information of which the charitable company's independent examiner is unaware; and
- the Trustees have taken all the steps that they ought to have taken to make them aware of any relevant accounting information and to establish that the independent examiner is aware of that information.

INDEPENDENT EXAMINER

The Independent Examiner, H Tacconi, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD

Signature



Date

26/10/2017

Susan Cross
Chairperson and Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
THE WEST ESSEX ALCOHOL AND DRUG SERVICE**

I report on the accounts for the year ended 31st March 2017 which are set out on pages 17 to 24.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purpose of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:


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

- to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities: 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 1st January 2015).

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

H Tacconi (FCA)
32a East Street
St. Ives
Cambs PE27 5PD



Date: 6/11/2017

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	12,648	-	12,648	12,161
Activities for generating funds	3	204,720	66,856	271,576	284,538
Investment income	4	101	-	101	133
		-----	-----	-----	-----
Total incoming resources		217,469	66,856	284,325	296,832
 RESOURCES EXPENDED					
Charitable activities					
Adult Alcohol Services	5	219,422	21,979	241,401	235,346
Child and Family service		13,634	40,854	54,488	54,853
Supervision		9,238	4,023	13,261	20,395
		-----	-----	-----	-----
Total resources expended		242,294	66,856	309,150	310,594
		-----	-----	-----	-----
NET INCOMING RESOURCES		(24,825)	-	(24,825)	(13,762)
 RECONCILIATION OF FUNDS					
Total funds brought forward		181,461	-	181,461	195,223
		-----	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD		156,636	-	156,636	181,461
		=====	=====	=====	=====

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

BALANCE SHEET
AT 31ST MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	11	-	-	-	-
CURRENT ASSETS					
Debtors	12	51,930	6,755	58,685	65,504
Cash at bank		163,112	55,080	218,192	183,267
		-----	-----	-----	-----
		215,042	61,835	276,877	248,771
CREDITORS					
Amounts falling due within one year	13	(58,406)	(61,835)	(120,241)	(67,310)
		-----	-----	-----	-----
NET CURRENT ASSETS		156,636	-	156,636	181,461
		-----	-----	-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		156,636	-	156,636	181,461
		-----	-----	-----	-----
NET ASSETS		156,636	-	156,636	181,461
		=====	=====	=====	=====
FUNDS	14				
Unrestricted funds				156,636	181,461
Restricted funds				-	-
				-----	-----
TOTAL FUNDS				156,636	181,461
				=====	=====

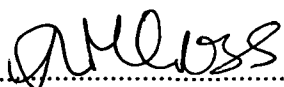
For the financial year ended 31st March 2017 the charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year ended 31st March 2017 in accordance with Section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of the affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on 26 October 2017 and were signed on its behalf by:



.....
Susan Cross
Chairperson and Trustee



.....
Carol Leach
Trustee

The notes form part of these financial statements

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2017

1. ACCOUNTING POLICIES

Accounting convention

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS102) '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 1st January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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.

Tangible fixed assets

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

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost
Other equipment	- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2017

2. VOLUNTARY INCOME

	2017	2016
	£	£
Voluntary income - donations	12,648	12,161
	<u>=====</u>	<u>=====</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2017	2016
	£	£
Anglia Ruskin University	420	820
Henry Smith	20,000	20,000
Lloyds Bank Foundation	24,000	24,000
BBC Children In Need	20,691	21,618
ECC Public Health Authority	204,300	216,100
Fowler Smith & Jones Trust	-	2,000
Provide Foundation	1,000	-
Public Health England	1,165	-
	<u>-----</u>	<u>-----</u>
	271,576	284,538
	<u>=====</u>	<u>=====</u>

4. INVESTMENT INCOME

	2017	2016
	£	£
Investment income - interest	101	133
	<u>=====</u>	<u>=====</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (Note 6)	Totals
	£	£	£
Adult Alcohol Services	183,861	57,540	241,401
Child and Family Service	44,898	9,590	54,488
Supervision	11,891	1,370	13,261
	<u>-----</u>	<u>-----</u>	<u>-----</u>
	240,650	68,500	309,150
	<u>=====</u>	<u>=====</u>	<u>=====</u>

6. SUPPORT COSTS

	Management £
Adult Alcohol Services	57,540
Child and Family Service	9,590
Supervision	1,370
	<u>-----</u>
	68,500
	<u>=====</u>

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2017

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2017	2016
	£	£
Depreciation - owned assets	-	-
	=====	=====

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2017 nor for the year ended 31st March 2016.

Trustees' expenses

The only remuneration or expenses paid to trustees were travel expenses paid to two trustees for travel on behalf of the charity.

9. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	206,000	207,167
Social security costs	15,892	14,815
	-----	-----
	221,892	221,982
	=====	=====

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

	2017	2016
Governance management	1	1
Service management and administration	3	3
Counsellors and therapy personnel	10	10
	---	---
	14	14
	===	===

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

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

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2017

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,161	-	12,161
Other trading activities	218,920	65,618	284,538
Investment income	133	-	133
	-----	-----	-----
	231,214	65,618	296,832
EXPENDITURE ON			
Charitable activities			
Adult Alcohol Services	215,346	20,000	235,346
Child & Family Service	13,235	41,618	54,853
Supervision	16,395	4,000	20,395
	-----	-----	-----
	244,976	65,618	310,594
NET INCOME/(EXPENDITURE)	(13,762)	-	(13,762)
RECONCILIATION OF FUNDS			
Total funds brought forward	195,223	-	195,223
	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD	181,461	-	181,461
	=====	=====	=====

11. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Other equipment £	Totals £
COST				
At 1st April 2016	67,766	50,322	36,859	154,947
Charge for year	-	-	-	-
	-----	-----	-----	-----
31st March 2017	67,766	50,322	36,859	154,947
	-----	-----	-----	-----
DEPRECIATION				
At 1st April 2016	67,766	50,322	36,859	154,947
Charge for year	-	-	-	-
	-----	-----	-----	-----
At 31st March 2017	67,766	50,322	36,859	154,947
	-----	-----	-----	-----
NET BOOK VALUE				
At 31st March 2017	-	-	-	-
	=====	=====	=====	=====
At 31st March 2016	-	-	-	-
	=====	=====	=====	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2017

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Grants receivable	57,830	61,746
Prepayments	855	3,758
	-----	-----
	58,685	65,504
	=====	=====

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Accruals	58,407	62,310
Deferred grants	18,000	5,000
Receipts in advance	43,834	-
	-----	-----
	120,241	67,310
	=====	=====

14. MOVEMENT IN FUNDS

	At 1.4.16	Net movement	Transfer balance	At 31.3.17
	£	in funds	Fund	£
	£	£	£	£
Unrestricted funds				
General fund	149,461	(24,825)	-	124,636
Designated fund	32,000	-	-	32,000
	-----	-----	-----	-----
	181,461	(24,825)	-	156,636
Restricted fund	-	-	-	-
	-----	-----	-----	-----
TOTAL FUNDS	181,461	(24,825)	-	156,636
	=====	=====	=====	=====

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

	Incoming Resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	217,469	(242,294)	(24,825)
Designated fund	-	-	-
	-----	-----	-----
	217,469	(242,294)	(24,825)
Restricted funds			
Restricted fund	66,856	(66,856)	-
	-----	-----	-----
TOTAL FUNDS	284,325	(309,150)	(24,825)
	=====	=====	=====

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2017

15. ULTIMATE CONTROLLING PARTY

There is no overall controlling party.

16. FUND ACCOUNTING

Unrestricted funds

General fund comprises resources which the Trustees are free to use in accordance with the charitable objects.

Designated fund comprises £21,000 Contingency Fund established by the trustees to meet unexpected expenditure as it arises; a Training Fund of £5,000 established on the authority of the Trustees to ensure the charity has sufficient funds available to address the needs identified in the ADAS Training Strategy; and a Service Development Fund of £6,000 to ensure the charity has the necessary funds to meet its legal obligations for the lease of the ADAS premises in The Stow, Harlow.

Restricted funds

Restricted funds received during 2016-17 comprise the following; £20,000 from Henry Smith for Child and Family Services to be spent on a family therapist, senior therapist and recovery practitioner. £20,691 from BBC Children in Need for Child and Family Services to fund two specific child therapist posts. £24,000 from Lloyds Bank Foundation for Adult Services to spend on a Volunteer & Training Manager post and also makes a contribution to the costs of clinical supervision. All restricted funds have been fully expended during the year in accordance with specified terms.

17. GIFTS OF SERVICE

Harlow District Council does not collect rates from the charity and as such the rates are considered a gift of service to the charity. No estimated value of the notional rates charge was available at the balance sheet date.

18. TRUSTEES INDEMNITY INSURANCE

Included in the cost of insurance is the Trustees Indemnity Insurance which the charity pays on behalf of the Trustees.

THE WEST ESSEX ALCOHOL AND DRUG SERVICE
RECONCILIATION OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31ST MARCH 2016

	UK GAAP	Effect of transition to FRS 102	FRS 102
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,161	-	12,161
Other trading activities	284,538	-	284,538
Investment income	133	-	133
	<u> </u>	<u> </u>	<u> </u>
Total	296,832	-	296,832
EXPENDITURE ON			
Charitable activities	310,594	-	310,594
	<u> </u>	<u> </u>	<u> </u>
NET INCOME/(EXPENDITURE)	<u><u>(13,762)</u></u>	<u><u>-</u></u>	<u><u>(13,762)</u></u>

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

RECONCILIATION OF FUNDS
AT 1ST APRIL 2015
(DATE OF TRANSITION TO FRS 102)

	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
CURRENT ASSETS			
Debtors	5,572	-	5,572
Cash at bank and in hand	271,244	-	271,244
	<hr/>	<hr/>	<hr/>
	276,816	-	276,816
CREDITORS			
Amounts falling due within one year	(81,593)	-	(81,593)
	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS	195,223	-	195,223
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES	195,223	-	195,223
	<hr/>	<hr/>	<hr/>
NET ASSETS	195,223	-	195,223
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
FUNDS			
Unrestricted funds	195,223	-	195,223
Restricted funds	-	-	-
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	195,223	-	195,223
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

THE WEST ESSEX ALCOHOL AND DRUG SERVICE

RECONCILIATION OF FUNDS
AT 31ST MARCH 2016

	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
CURRENT ASSETS			
Debtors	65,504	-	65,504
Cash at bank and in hand	183,267	-	183,267
	<hr/>	<hr/>	<hr/>
	248,771	-	248,771
CREDITORS			
Amounts falling due within one year	(67,310)	-	(67,310)
	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS	181,461	-	181,461
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES	181,461	-	181,461
	<hr/>	<hr/>	<hr/>
NET ASSETS	181,461	-	181,461
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
FUNDS			
Unrestricted funds	181,461	-	181,461
Restricted funds	-	-	-
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	181,461	-	181,461
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

THE WEST ESSEX ALCOHOL AND DRUG SERVICE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017

INCOMING RESOURCES	2017	2016
	£	£
Voluntary income		
Voluntary income - donations	12,648	12,161
Activities for generating funds		
Anglia Ruskin University	420	820
Henry Smith	20,000	20,000
Lloyds Bank Foundation	24,000	24,000
BBC Children In Need	20,691	21,618
ECC Public Health Authority	204,300	216,100
Fowler Smith & Jones Trust	-	2,000
Provide Foundation	1,000	-
Public Health England	1,165	-
	-----	-----
	271,576	284,538
Investment income		
Investment income - interest	101	133
	-----	-----
Total incoming resources	284,325	296,832
 RESOURCES EXPENDED		
Charitable activities		
Frontline staff salaries	221,892	221,982
Supervision	3,340	4,128
Counselling	2,157	6,369
Travel expenses	12,010	4,600
Catering	1,242	1,709
Children's therapy equipment	9	150
	-----	-----
	240,650	238,938

This page does not form part of the statutory financial statements

THE WEST ESSEX ALCOHOL AND DRUG SERVICE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017

	2017	2016
	£	£
Support Costs (Note 6)		
Management		
Rent	12,000	12,000
Utilities	6,098	5,214
Security & cleaning	7,647	6,131
Premises development & renewals	3,049	573
Training	2,762	3,125
Affiliation fees	886	864
Publicity	642	853
Insurance	3,106	2,465
Phones, fax & postage	6,423	8,074
Photocopy, stationery & IT	19,707	10,714
Sundries	1,956	4,750
Payroll sundries	1,480	1,480
Accountancy & legal fees	2,744	15,413
Amortisation of intangible fixed assets	-	-
	-----	-----
	68,500	71,656
	-----	-----
Total resources expended	309,150	310,594
	-----	-----
Net expenditure	(24,825)	(13,762)
	=====	=====

This page does not form part of the statutory financial statements