

Registered number: 3430925
Charity number: 1173006

**AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED
OPERATING AS
PROJECT 6**

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

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Airedale Voluntary Drug and Alcohol Agency Limited
operating as Project 6

Reference and administrative information
for the year ended 31st March 2018

Company number 3430925

Charity number 1173006

Registered office and operational address 11/19 Temple Street
Keighley
West Yorkshire
BD21 2AD

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Jan Mayor	Chair	Resigned 4 th October 2017
Dawn Townend		
Pam Essler		
Enid Feather		
Jenni Farrow		
Milton Pearson		Resigned 4 th October 2017
Anthony Ball		Appointed 5 th November 2017
Vicki Bennetts		Appointed 5 th November 2017: Resigned 9 th August 2018
Peter Bower		Appointed 5 th November 2017
Bob Campbell		Appointed 5 th November 2017: Resigned 10 th April 2018
Lianne Coates		Appointed 18 th November 2017
Quentin Marris		Appointed 18 th December 2017: Chair
Brendan Wood		Appointed 5 th October 2017: Resigned 1 st March 2018

Senior Leadership team	Vicki Beere	Chief Executive
	Lynn Lawson	Director of Development and Communications
	Michael Ng	Director of Operations
	Jan Mayor	Director of Training and HR

Bankers	Lloyds Bank Ltd. Leeds LS1 1SB	Unity Trust Bank Nine Brindleyplace 4 Oozels Square Birmingham B1 2HB
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Auditors	BHP LLP 2 Rutland Park Sheffield S10 2PD
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Airedale Voluntary Drug and Alcohol Agency Limited
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Trustees' annual report
for the year ended 31st March 2018

The trustees present their report and the audited financial statements for the year ended 31st March 2018. Included within the trustees' report is the directors' report as required by company law.

Reference and administrative information is set out on page 1 forms part of this report. The trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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

Purpose and Aims

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

In setting plans and priorities for areas of work, the trustees have referred to the guidance from the Charity Commission on the provision of public benefit in accordance with section 17 of the Charities Act 2011. In particular the trustees consider how activities will continue to meet the objectives they have set and focus on the services which will deliver the greatest benefit to the most vulnerable of the potential service users. In delivering these services we clearly identify, and measure where possible, the benefits that have been delivered.

We monitor progress to ensure that benefits are accruing as planned, and to learn any lessons that can be fed back into the planning and delivery cycle. Throughout this report, and particularly in the Headline Outcomes and Achievements sections, we note the numbers and categories of service users who have benefitted.

Our work benefits society as a whole as well as the direct service users by our activities in support of families and groups which assist the reintegration of service users into wider society. In doing so the trustees believe that they are meeting the public benefit requirement as set out in section 4 of the Charities Act 2011.

Project 6 has had a very challenging and interesting year. A significant restructure following a retender process which involved a significant loss of income and staff meant the organisation was facing an uncertain future. Conversations with a fellow organisation in Sheffield whom the organisation had strong links with and then a subsequent comprehensive due diligence report resulted in Sheffield Alcohol Support Services (Charity No. 1087215) merging in to Project 6. There is no doubt that the merger of Project 6 and SASS has created an income structure that is more stable, diverse and with broader opportunities. There are funding opportunities out there and increasing national recognition that local charities like Project 6, are an important part in building a better society, our new 3 year Business Plan reflects on our response to this challenge.

Therefore, a considerable amount of Senior Leadership Team Time has been focused on leading the process internally whilst continuing to position the organisation externally to maximise opportunities for new development and new business.

Our core purpose has been reviewed with partners, the Board of Trustees, staff and service users and revised as being as follows:

To provide opportunities and choices for individuals, families and communities to create meaningful and sustainable change in their wellbeing.

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Our **Objectives** are described in our governing documents as being:

To promote the relief of sickness and the protection and preservation of good health of persons in the area of benefit who are misusing or at risk of misusing such substances as alcohol, illicit and prescribed drugs, in particular but not exclusively by the provision of information, advice, counselling and support;

To promote the protection and preservation of good health and the advancement of the education of the public within local communities to facilitate, support and sustain positive change for those of all ages affected by substance use, multiple and complex health and social care needs and their families by the provision of information and advice concerning the prevention of the misuse of alcohol, illicit and prescribed drugs and other substances which are capable of misuse in a manner harmful to health.

Project 6's value statements are as stated below. These values drive our strategic and operational work and guide how we behave internally and externally to the organisation. The people and families we work with are at the heart of our organisation.

The organisation is committed to our Values which are as follows:

- We instill **hope** and promote **social justice**
- We **trust** each other and treat people **equally**
- We **believe** in the ability of people to **change** and in our ability to **make a difference**; we do not give up
- We fulfil our key aim to develop **self efficacy** and build **social capital**
- Consequently, '**we help people to help themselves**'

In order to meet our charitable objects and our core purpose our activities have been restructured in to the following services delivered both in Keighley and Sheffield through a wide variety of income sources.

- Alcohol and Complex Needs support
- Children, young people and family support
- Recovery Support
- Training delivery

Our **Alcohol and Complex Needs** service comprise of:

Drink Wise Age Well (Sheffield): A Big Lottery funded national project aimed at reducing the harm to drinkers over 50 years of age.

ASIST Team (Keighley): A team that works with individuals who are chronically dependent on alcohol and frequent attendees at the local hospital. The aim is to assist them in to treatment through meeting their basic needs and reduce alcohol related hospital admissions.

Keighley Pathways: This is a multi-agency crisis service available for any individual from Keighley who is struggling with a crisis and requires assistance or signposting. The service aims to reduce individuals attending inappropriately in the health care sector through providing them with the tools and techniques to manage crises.

A new service called **Keighley Health and Wellness services** is being established. The aim is to work within the pain management team in AWC to reduce individuals' use/misuse of pain medication and manage their pain more appropriately through approaches such as Mindfulness.

Children, Young People and Families services:

Work across Keighley and Sheffield delivering services to vulnerable families affected by substance misuse and multiple, complex needs.

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Families Together and the Crisis Service: are funded to work with families affected by multiple and complex needs, to provide support, interventions and the tools and techniques so families can manage their own needs in the future. Boosters are available at later dates for families that need further support.

Specialist Mentoring Services: This service provides specialist mentoring to young people who are vulnerable and require additional support. The aim is to improve young people's self-esteem and self-confidence.

Two new services are in development; **Fresh Start** which aims to support vulnerable women who are in a cycle of having repeat removals of their children and "**the Spot**" which is a youth club offer for young individuals who are leaving Care.

In Keighley our **Families team** consists of the following interventions:

Maternity and Families worker; who works with women who are misusing substances, especially around alcohol use who are pregnant and up to 2 years postnatally. The aim is to ensure women have a health pregnancy and the baby gets the best start in life.

Family Support Worker: This post delivers direct support to families struggling with parenting due to their substance use and the children potentially affected by their parents substance use. The aim is to support recovery and treatment interventions and improve the individuals and families chances of achieving sustainable and meaningful recovery.

Young People's Resilience worker: Continues to work with young people potentially vulnerable to substance use through a retargeted intervention of improving resilience through adopting a 5 Ways to Wellbeing Approach., The aim is to improve self confidence and esteem, provide awareness and also to reduce the chance of young people misusing substances in the future.

Concerned Other Worker: As part of our New Directions contract (see below) this post works with individuals affected by a loved one's substance use. The aim is to improve self esteem and the quality of life of the concerned other.

Recovery Services

Both of our recovery centres and services are funded through the Big Lottery and focuses on building social and recovery capital on those leaving the treatment system.

Our Service are **Arc** and **Progress** which offer opportunities to consolidate skills learnt in the treatment system, improve and enhance life skills and then give back through our Active Citizens service, then offering subsequent opportunities in Peer Mentoring, Volunteering and Employment. The models are similar but the delivery is tailored in each site to the very different demographics and challenges.

The retender of our Public Heath contract has resulted in us delivering a number of services subcontracted to national Charity Change, Grow, Live through the new substance misuse service called **New Directions**. As part of this our team deliver community interventions, education and engagement opportunities, group work and an asset based community development approach. The aim for this services is to consolidate the individual's treatment journey and offer opportunities to engage with Progress and the wider community.

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Training Delivery:

Waypoint this year has continued to provide excellent training both internally to staff and service users in ARC and Progress, also externally to other organisation creating a much needed income generation source. Our aim is to further develop this service over the coming years.

The team have taken on the delivery of some IAPT work, delivering psychoeducational training to employers and schools. This represents an important move for the organisation towards the delivery of more complex needs based work. We hope to develop this in the future.

The development of Realpoint will be a focus of this team over the next financial year.

Our performance this year has been extremely good, even in the midst of considerable change and this is testament to the commitment of our staff and volunteers. More detail can be found in the next section.

Summary of Achievements and Impact on Beneficiaries

Project 6 manages and monitors its performance through the utilisation of Framework. Framework records all the relevant data for the organisation to report on meeting its activity, input, output, outcomes and impact. Each service and team has their own Framework to ensure all KPIs and quality outcomes are met. This is monitored through Support and Supervision and formally quarterly with scrutiny and analysis being provided by the Human Resources and Performance Management sub group of the Board of Trustees. Any exceptions and areas of underperformance are noted alongside any mitigation and plans for improvement. Significant areas of concern are escalated to the Board and placed on the Risk Register if deemed appropriate.

In this period we were successful in gaining an Impact Management Grant which will allow us to develop a Theory of Change for all of our Services, demonstrating 5 key outcomes across the entire organisation:

1. Improvement in Physical health and Wellbeing
2. Improvement in Mental Health and Wellbeing
3. Improvement in Family relationships and functioning
4. Improved Life Chances
5. Feeling accepted in the community

We have also adopted the New Economic Forum's 5 Ways to Wellbeing model across the organisation. This includes outcome monitoring for service users, staff and even the Business Plan.

This work will be carried out with every team across the organisation and will create an organisational strategy impact map, a model of outcomes for future bid writing. A performance dashboard will be created which will allow us to monitor these outcomes, plus the achievement of our strategic objectives and the achievement of our core purpose and charitable objects.

Headline outcomes for 2017/2018

Project 6 has been through a period of significant change, culminating in a re-tender, restructure, significant budget cut and a merger in a few months. It is testament to the dedication of the staff, both current and previous and the leadership team of the organisation that focus has remained on delivering excellent and inspirational services to the vulnerable individuals, families and communities we work with across Sheffield and Keighley.

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During this period we have undergone a significant restructure in to the Services detailed above. Our reporting framework is being developed around these structures. For more details around performance and outcomes please see our 2018 Impact Report available on our website www.project6.org.uk

- Over this period we have worked with 2,466 Individuals on a therapeutic 1-1 or group basis
- 7,103 Individuals have attended events, groups and workshops we have delivered
- We have delivered 1,551 activities and events over this period
- 2,595 individuals we supported demonstrated positive change towards their outcomes

Achievements:

Achievements for this period include:

- Managing the merger process, both pre and post-merger – huge thanks go to the outgoing CEO Josie Soutar for her part in this
- Merging a number of internal processes including Policies, Procedures, Financial Systems, Income Generation
- Creating new Service Units and cross working and learning opportunities including an organisational training budget
- Developing a new merged board and functional Sub groups
- Merging and implementing Framework across the organization
- Continuing to focus on excellent service delivery for the individuals, families and communities we work with

Business Planning

During this period Project 6 has undertaken a robust review of our business and operating plans which detail our strategic, organisational and operational objectives and formulate a risk register. The plan is reviewed on a quarterly basis, the targets are RAG rated and all reds/exceptions are discussed at Performance Management Meetings and Board meetings. Our strategic aims were to ensure the sustainability of the organisation, grow and diversify the income base and continually improve opportunities to improve social capital. All three strategic aims were met and these aims continue to be the guiding strategy of the current business plan.

We have developed a new business plan, some aspirational strategic objectives and are working to develop a robust theory of change for the whole organisation which will demonstrate our ability to meet our core purpose and provide a consistent framework for outcomes.

Our organisational objectives were structured around the areas of service detailed above and all targets were managed, monitored and achieved through the use of Framework and the quarterly Performance Management Meetings. Our performance and outcomes remain exceptional.

Previous and current Business Plans are available on request.

The charity has achieved these exceptional outcomes despite operating in a very challenging external environment of Austerity and uncertainty. We remain focused on delivering excellent outcomes for our beneficiaries and achieving the charities aims at all times.

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Financial review

The results for the year are shown on page 15. These show that there has been a small increase in total income from £1.3m to £1.4m. About £0.3m of the increase is attributable to 6 months' income brought in with the SASS merger, indicating that there was a similar decline in the ongoing Project 6 Keighley income, due largely to the restructuring of some of the main core service contracts as reported on page 2.

Great care has been taken to appropriately manage the limited resources of the organisation in a manner that allows for effective planning and service development. Despite the challenging financial environment we have been operating in during this financial period we have again made a modest surplus of £60,863 (2017: £103,367) which includes £42,725 (2017: £68,623) as unrestricted. This is due to the restructure as a consequence of the merger and some modest savings as a consequence of this, in addition to excellent housekeeping by our new finance team. It will be noted on page 16 that there are substantial sums in the bank. Caution should be exercised with this figure because, as shown in creditors, much of the increase from last year is because of funds being received in advance of the period for which they are designated, meaning that the equivalent spending has not yet been incurred.

In addition to the post-merger organisational and management restructure, further work has been undertaken to streamline our financial procedures allowing for closer analysis and proactive management of any potential over/underspends. The restructure has allowed us to ensure that our income and expenditure are aligned in each area of service whilst ensure excellent service deliver to our beneficiaries is unaffected. Our outcomes remain excellent and exceptional value for money.

One of the biggest challenges all medium sized organisations face are the challenge of sustainability in the face of continuing austerity and financial cuts to the Local Authorities and the NHS. The Board and Senior Leadership Team have identified sustainability and has focused on exploring ways to achieve sustainability this year supported by the Pilotlight team and funding from the Big Lottery Sustainability Fund. These areas are around developing our work in the Complex Needs arena (increasing and diversifying funding sources). Further work is needed to develop our Social Enterprise Waypoint over the next year.

Our principal funding sources remain as follows, and they fund our core services as detailed above.

- Sheffield City Council
- Partnerships including the delivery of the Public Health Contract in Bradford
- Airedale and Wharfedale Clinical Commissioning Group
- Big Lottery Fund: this includes 2 Reaching Community grants and a partnership with DWAU
- Grant funders such as: Comic Relief, Lloyds Foundation and Garfield Weston

In addition to these we are committed to the generation of earned income through the sale of specific expertise in the form of training.

Our financial position is currently comfortable. Following the merger and restructure we have multiple funding streams across a diverse range of services which provides us with a level of sustainability. Each of our service areas has a substantial income and this provides us with some stability and a base from which to grow. One of our aims is to grow a sustainable and flexible funding structure through the diversification of income streams which we have made a good start on this year.

More information is available in our Income Generation Plan and our Training Business Plan.

Reserves:

The Reserves held by the charity at the end of this reporting period are:

- Total: £683,846
- Restricted: £253,349
- Unrestricted: £430,497
- Free reserves: £257,560

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Reserves policy

Given the type of services provided by Project 6 and given the responsibilities associated with employing staff, the Trustees consider it prudent to aim to build up reserves equal to three months expenditure. This figure would enable the organisation to continue to meet its legal and moral commitments for a defined period of time. We also will review this policy to consider taking a risk based approach over the coming year and use both approaches to ensure P6 maintains a health level of reserves. The Trustees have therefore deemed it prudent to aim to hold unrestricted free reserves equal to three months **actual spend** from the previous financial year, with an appropriate **estimated contingency** based upon agreed growth. We are pleased that we have managed to build our unrestricted free reserves slightly this year and they currently stand at £411,057. (Unrestricted reserves represented by tangible fixed assets are not considered free for these purposes.) This was due to managing vacancies carefully, whilst ensuring that service delivery and performance was managed well with no impact on our beneficiaries. Over 80% of our spending is on payroll and building leases, so we are mindful of the particular commitments in those areas.

Investment Policy

The trustees invest the surplus liquid funds in short term interest bearing accounts to maximise funds in a liquid form.

Plans for the future

Our plans for the future are to consolidate the excellent progress of the merged organisation so far.

1. Continue the process of internal consolidation learning across the services
2. Provide a sustainable and flexible funding structure through diversification of income streams.
3. Protect the organisation's core services of:
 - alcohol and complex needs support
 - children, young people and family support
 - recovery support
 - training delivery
4. Ensure all growth is adding value to our mission and core services
5. Maintain central overheads so that they are both financially viable but reflective of the service delivery of the organisation
6. Maintain reserves at an unrestricted £400,000 level
7. Position Project 6 as experts in the field to both potential service users and all stakeholders, reducing stigma and celebrating our impact through marketing, communication and PR
8. Continue to diversify our service offer and position ourselves effectively in the market through exploring partnerships and collaborations

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 3rd September 1997 and registered as a charity on 23rd June 1989. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association and its charitable constitution.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2018 was 10 (2017: 6). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 8 to the accounts.

The charity is managed by a Board of Trustees who meet regularly as a full Board and in sub-committee groups to set and monitor the strategic direction of the charity, steer the planning of the organisation and to manage its work and risk.

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

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There are two key roles at the top of decision making chain within Project 6 – Chair of Trustees and the Chief Executive. The Chair is responsible for representing the views of the Board in their role as charity governors, along with ensuring a good trustee induction and professional development. Day-to-day management and leadership responsibilities of Project 6 are delegated to the Chief Executive who is named as Vicki Beere. The Chief Executive will ensure good information flows between The Board, the senior leadership team and Project 6 projects. The Chair also provides support and supervision to the Chief Executive on behalf of the Board. Staff are employed to manage and deliver direct services to beneficiaries and administer the charity's work.

The roles of Chair and Chief Executive will never be exercised by the same individual and a Chief Executive will not go on to become Chair of Project 6. The division of responsibilities between The Chair and Chief Executive will be clearly established and agreed by The Board. Project 6 has a comprehensive Governance Handbook which deals with all aspects of Trustees, including, recruitment, induction, training and roles/responsibilities.

Recruitment and Induction of Trustees:

The Board will ensure that Board recruitment adheres to the spirit and the letter of Project 6 values and Code of Conduct. This includes actively promoting diversity and equal opportunities in the appointment of Board members. The Board will actively seek Trustees from areas that add significant value to Project 6 and review current skills through an annual skills audit. The Board will strive to increase the breadth and diversity of experience that can in turn increase its effectiveness. Appointment to the board will follow the processes set out in the Governance Handbook and include reference to the appropriate governing documents.

Board members will undertake an induction to the organization which will include completing a skills audit, reviewing the annual report and previous accounts, reviewing the business plan, completing a trustee declaration form and conflicts of interest register, meeting with the CEO and spending the minimum of an afternoon with members of the wider organisation.

Related parties and relationships with other organisations

Project 6 works in partnership with a number of other statutory and non- statutory organisations. These include delivering services to our beneficiaries to achieve our charitable objectives with:

In Keighley: Airedale NHS Foundation, AWC CCG, Hidden Voices, The Cellar Trust, Addaction, CRUSE, Freedom Counselling, Domestic Violence Services, CGL and the Bangladeshi Community Association who all work from our premises on a regular basis.

In Sheffield: Addaction, Royal Voluntary Service, Sheffield Health and Social Care Trust, Sheffield City Council, Phoenix Futures, Sheffield Hallam University, Sheffield Teaching Hospitals, Voluntary Action Sheffield, Endeavour.

Remuneration policy for key management personnel

Project 6's salaries were pegged to the NJC SCP Scale. Key Management Personnel are paid at the following scales.

CEO: SCP 49

Director of Operations and Development/Communications: SCP 41

Pay grades and remuneration would be agreed in the first instance by the Finance sub group then by the Board. As a consequence of the merger there has been a considerable piece of work undertake to review our terms and conditions. A new policy has been agreed by the Board of Trustees and all staff have been consulted with. More details are available in our policy handbook.

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Risk management

Project 6 has a robust approach to Risk Management. Risk is identified and managed through our Annual Business Plan and quarterly Business Plan reviews which feed in to our Risk Register. Our Risk register is a live document and is structured in to the domains suggested by the charity commission.

1. Governance
2. Operational
3. Financial
4. External
5. Compliance with Law and Regulations

Quarterly reviews at Board Meetings, HR and Performance Sub group and Finance Sub group meetings review these risks. These reviews include a review of the following:

- Our Service Delivery Targets which is monitored via Framework
- Our Organisational and Strategic Objectives which are monitored via the quarterly reporting process
- HR issues which are monitored via Perform.

Exceptions are identified, added to the risk register and reviewed quarterly or more frequently as appropriate at Board Meetings.

The Board, alongside the Senior Leadership Team are therefore able to identify and consider major risks to the organisation and be satisfied that systems and procedures are established to manage the risks.

Key risks are currently considered to be:

- The continued effects of austerity on funders and commissioners, especially funding that comes from the Local Authorities. There will be an increased risk to public sector funding in the face of a potential 'hard Brexit'.
- Increased demand on services with reducing funding.
- The diminishing pots of funding from grant funders and increased competition in a very crowded market place dominated by large nationals.

Statement of responsibilities of the trustees

The trustees (who are also directors of Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6 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 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 these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2015 (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

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In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware
- 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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

BHP LLP were appointed as the charitable company's auditors during the year after an open tender process and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 1st November 2018 and signed on their behalf by



Quentin Marris

Chair

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6

Opinion

We have audited the financial statements of Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6 (the 'charitable company') for the year ended 31 March 2018 set out on pages 15 to 33. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 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; and
- have been prepared in accordance with the requirements of the Companies Act 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 Auditor's 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 United Kingdom, including the Financial Reporting Council'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 Auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6

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 Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our 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 Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, 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.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6

Auditor's 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 an Auditor's report 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 Auditor's report.

Use of our report

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. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Marshall (Senior statutory auditor)

for and on behalf of

BHP LLP

Chartered Accountants
Statutory Auditor

2 Rutland Park
Sheffield
S10 2PD

Date: 5 November 2018 .

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Income from:					
Donations and legacies	2	24,840	63,652	88,492	128,404
Charitable activities	3	-	1,211,947	1,211,947	1,114,472
Other trading activities	4	81,828	14,520	96,348	51,022
Investments	5	258	-	258	635
Total income		106,926	1,290,119	1,397,045	1,294,533
Expenditure on:					
Other trading activities	4	1,173	-	1,173	-
Charitable activities	6	63,028	1,271,981	1,335,009	1,191,166
Total expenditure		64,201	1,271,981	1,336,182	1,191,166
Net income before other recognised gains and losses		42,725	18,138	60,863	103,367
Net movement in funds		42,725	18,138	60,863	103,367
Reconciliation of funds:					
Total funds brought forward		387,772	235,211	622,983	519,616
Total funds carried forward		430,497	253,349	683,846	622,983

The notes on pages 18 to 33 form part of these financial statements.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6**(A company limited by guarantee)****REGISTERED NUMBER: 3430925**

BALANCE SHEET**AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	11		172,937		165,925
Current assets					
Debtors	12	23,297		15,304	
Cash at bank and in hand		744,226		455,204	
		767,523		470,508	
Creditors: amounts falling due within one year	13	(256,614)		(13,450)	
Net current assets			510,909		457,058
Net assets			683,846		622,983
Charity Funds					
Restricted funds	14		253,349		235,211
Unrestricted funds	14		430,497		387,772
Total funds			683,846		622,983

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 1 November 2018 and signed on their behalf, by:


.....**Quentin Marris (Chair)**

The notes on pages 18 to 33 form part of these financial statements.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	16	306,178	(60,338)
Cash flows from investing activities:			
Dividends, interest and rents from investments		233	635
Proceeds from the sale of tangible fixed assets		-	250
Purchase of tangible fixed assets		(17,389)	(1,843)
Net cash used in investing activities		(17,156)	(958)
Change in cash and cash equivalents in the year		289,022	(61,296)
Cash and cash equivalents brought forward		455,204	516,500
Cash and cash equivalents carried forward	17	744,226	455,204

The notes on pages 18 to 33 form part of these financial statements.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies

1.1 Basis of preparation of financial statements

Airedale Voluntary Drug and Alcohol Agency Limited is a charitable company in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are on page 2 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees have made no key judgements which have a significant effect on the accounts.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies (continued)

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	10% straight line or length of lease
Fixtures and fittings	25% straight line

1.7 Interest receivable

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

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies (continued)

1.9 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.11 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies (continued)

1.14 Critical accounting estimates and areas of judgment

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

1.15 Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

2. Income from donations and legacies

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Donations	9,935	-	9,935	4,285
Bradford MDC - Community Funding Unit	-	14,940	14,940	29,880
Bradford MDC - Social Care	-	12,126	12,126	24,253
Beatherder	8,500	-	8,500	8,500
Big Lottery Fund - LSF	-	4,661	4,661	55,286
Garfield Weston	15,385	-	15,385	6,200
Lloyds Foundation	-	5,789	5,789	-
Transfer from SASS	(8,980)	26,136	17,156	-
Total	24,840	63,652	88,492	128,404

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

3. Income from charitable activities

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Grants and Service Level Agreements				
Core Services/Open Access				
Bradford MDC - Public Health Pooled				
Treatment Budget	-	231,101	231,101	373,263
CGL Tier 2 Pooled Treatment	-	70,770	70,770	-
Fresh Start	-	21,214	21,214	42,427
Bradford MDC - Social Care	-	11,301	11,301	22,601
Recovery Services				
Drugs (Bradford MDC - Public Health)	-	30,240	30,240	60,480
Alcohol (Lifeline)	-	29,073	29,073	48,465
Aftercare (Bradford MDC - Public Health)	-	15,146	15,146	30,291
Big Lottery Fund WaVE	-	110,515	110,515	107,644
Big Lottery Fund DWAW	-	112,736	112,736	-
Big Lottery Fund ARC	-	76,796	76,796	-
Family Services				
Craven - CCG	-	91,980	91,980	95,277
Comic Relief	-	41,400	41,400	44,000
CIN	-	19,768	19,768	-
SCC - Families Together/BSF	-	123,661	123,661	-
SCC - SMS	-	42,304	42,304	-
Alcohol Services				
NHS Bradford Districts - Clinical Commissioning				
Group	-	70,000	70,000	140,000
Bradford MDC - Public Health	-	35,172	35,172	70,343
Alcohol Treatment	-	8,750	8,750	9,681
Craven - CCG (ACIST)	-	70,020	70,020	70,000
Total	-	1,211,947	1,211,947	1,114,472

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

4. Other trading activities

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Fees and other income	81,828	14,520	96,348	51,022
Wages and salaries	1,173	-	1,173	-
	80,655	14,520	95,175	51,022

5. Investment income

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Interest received	258	-	258	635
Total 2017	635	-	635	

6. Analysis of expenditure on charitable activities

	Core services £	Recovery services £	Family services £	Alcohol & complex needs services £	Training £	Total funds 2018 £
Staff costs	288,022	280,680	242,822	198,580	27,039	1,037,143
Training and recruitment	3,210	4,226	1,085	382	6,239	15,142
Premises and administration	37,479	64,808	45,694	23,974	4,811	176,766
Project costs	28,956	39,813	4,566	13,426	-	86,761
Depreciation	10,377	-	-	-	-	10,377
Governance costs (note 7)	27	2,972	5,116	-	705	8,820
Total	368,071	392,499	299,283	236,362	38,794	1,335,009

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

Analysis of expenditure on charitable activities - prior year

	Core services £	Recovery services £	Family services £	Alcohol services £	Training £	Total funds 2017 £
Staff costs	428,734	188,993	114,833	256,312	-	988,872
Training and recruitment	2,671	332	92	809	-	3,904
Premises and administration	48,699	37,530	11,044	23,616	-	120,889
Project costs	3,266	44,505	2,823	12,523	-	63,117
Depreciation	5,646	-	-	-	-	5,646
Governance costs (note 7)	8,738	-	-	-	-	8,738
Total	497,754	271,360	128,792	293,260	-	1,191,166

7. Governance costs

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Auditor's remuneration	7,740	-	7,740	3,000
Accountancy fees	1,080	-	1,080	2,040
Wages and salaries	-	-	-	3,698
	8,820	-	8,820	8,738

8. Net income/(expenditure)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets:		
- owned by the charity	10,377	5,646
Auditor's remuneration - audit	7,740	3,000
Auditor's remuneration - other services	1,080	2,040
Operating lease rentals	4,198	7,302

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year, Trustees received a reimbursement of expenses amounting to £20 (2017 - £NIL).

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

9. Staff costs

Staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	918,595	872,980
Social security costs	70,548	75,804
Other pension costs	49,174	43,786
	<u>1,038,317</u>	<u>992,570</u>

During the year redundancy payments of £5,541 (2017: £nil) were made.

The average number of persons employed by the company during the year was as follows:

2018	2017
No.	No.
46	38

Average headcount expressed as a full time equivalent:

2018	2017
No.	No.
41	32

No employee received remuneration amounting to more than £60,000 in either year.

The total employee benefits of the key management personnel of the charity were £153,278 (2017: £64,147).

10. Government grants

	2018	2017
	£	£
Bradford MDC - Public Health	326,769	588,510
NHS Bradford Districts	70,000	140,000
NHS Airedale, Wharfedale & Craven - CCG	162,000	165,277
	<u>558,769</u>	<u>893,787</u>

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

11. Tangible fixed assets

	Freehold property £	Leashold improvements £	Fixtures and fittings £	Total £
Cost				
At 1 April 2017	215,359	142,097	25,488	382,944
Additions	-	-	17,389	17,389
At 31 March 2018	215,359	142,097	42,877	400,333
Depreciation				
At 1 April 2017	52,154	142,097	22,768	217,019
Charge for the year	4,471	-	5,906	10,377
At 31 March 2018	56,625	142,097	28,674	227,396
Net book value				
At 31 March 2018	158,734	-	14,203	172,937
At 31 March 2017	163,205	-	2,720	165,925

12. Debtors

	2018 £	2017 £
Trade debtors	22,171	2,902
Other debtors	1,126	8,629
Prepayments and accrued income	-	3,773
	23,297	15,304

13. Creditors: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	14,264	-
Other taxation and social security	21,838	-
Other creditors	15,196	4,641
Accruals and deferred income	205,316	8,809
	256,614	13,450

Accruals include company contributions to pensions transferred as not yet paid over or transferred of £8,245 (2017: Nil)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

13. Creditors: Amounts falling due within one year (continued)

	£
Deferred income	
Resources deferred during the year	182,782
Deferred income at 31 March 2018	182,782

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Unrestricted funds				
General Funds	387,772	106,926	(64,201)	430,497
Restricted funds				
Pooled Treatment Budget	-	231,101	(231,101)	-
CGL Tier 2 Pooled Treatment	-	70,770	(70,770)	-
Relatives and Carers Project	-	11,301	(11,301)	-
Fresh Start	-	21,214	(21,214)	-
Food Parcels	465	-	-	465
Premises Capital	156,808	-	(3,311)	153,497
Aftercare	-	15,146	(15,146)	-
BLF WaVE	8,520	110,515	(102,513)	16,522
BLF - LSF	24,639	4,661	(29,300)	-
BLF Capability WaVE	1,794	-	-	1,794
Structured Recovery Programme	15,525	86,379	(101,904)	-
Integrated Family Recovery Service	8,289	91,980	(86,592)	13,677
Children in Need	-	19,768	-	19,768
Recovery Service Families @ P6 - Comic Relief	2,196	41,400	(43,596)	-
The Cellar Trust (Stressbusters)	-	14,520	(7,260)	7,260
Alcohol Services	16,975	183,942	(200,917)	-
ARC (Big Lottery)	-	76,796	(56,255)	20,541
DWAW (Big Lottery)	-	118,614	(110,894)	7,720
SMS	-	42,304	(31,200)	11,104
Families Together	-	142,918	(142,918)	-
Lloyds Foundation	-	5,789	(5,789)	-
Non recurring grants	-	1,001	-	1,001
	235,211	1,290,119	(1,271,981)	253,349
Total of funds	622,983	1,397,045	(1,336,182)	683,846

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

14. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
General Funds	319,149	124,775	(43,260)	(12,892)	387,772
Restricted funds					
Pooled Treatment Budget	-	373,263	(373,263)	-	-
Relatives and Carers Project	-	22,601	(22,601)	-	-
Fresh Start	-	42,427	(55,319)	12,892	-
Food Parcels	465	-	-	-	465
Premises Capital	160,119	-	(3,311)	-	156,808
Aftercare	-	30,291	(30,291)	-	-
BLF WaVE	4,672	107,644	(103,796)	-	8,520
BLF - LSF	-	55,286	(30,647)	-	24,639
BLF Capability WaVE	15,000	-	(13,206)	-	1,794
Structured Recovery Programme	-	108,945	(93,420)	-	15,525
Integrated Family Recovery Service	-	95,277	(86,988)	-	8,289
Recovery Service Families @ P6 - Comic Relief	-	44,000	(41,804)	-	2,196
Alcohol Services	20,211	290,024	(293,260)	-	16,975
Subtotal	200,467	1,169,758	(1,147,906)	12,892	235,211

Pooled Treatment Budget - Funding for 1-1 and group Psycho Social Interventions for drug and alcohol users across Airedale and Wharfedale. Plus the delivery of Brief Interventions for alcohol users across Airedale, Wharfedale and Craven.

CGL Tier 2 Pooled Treatment - A sub-contract with Change Grow Live providing funding for 5 staff to provide structured group work, and 1:1 support for people in recovery; Asset Based Community Development, community training and awareness events and Brief Interventions.

Relatives and Carers - Support for individuals on a 1-1 and group basis affected by others substance abuse.

Fresh Start - Psychosocial, physical health and Opiate Substitute Therapy support for individuals new to Drug Treatment in Keighley.

Premises Capital - Capital funds to purchase and renovate the charity's premises. The fund is expended by depreciation on the premises, and renovation costs. A charge on 11-19 Temple Street is held by the donor, such that if the premises are sold or no longer used for charitable purposes, the market value of the premises, in the proportion of the original cost that was given by the donor, is repayable to the donor.

Aftercare - The delivery of 1-1 and group support for individuals leaving treatment focusing particularly on Education, Training and Employment support.

AIREDALE VOLUNTARY DRUG AND ALCOHOL AGENCY LIMITED OPERATING AS PROJECT 6
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

14. Statement of funds (continued)

BLF WaVe - Is a Lottery Funded initiative to develop our recovery pathway, recruit and support volunteers and develop a social enterprise. This employs two members of staff and associated costs.

BLF - LSF - Funding from the Big Lottery to focus on key areas for organisational sustainability.

BLF Capability Wave - Funding from the Big Lottery to fund to build capacity for organisation change in to the organisation.

Structured Recovery Programme - To cover the salary and associated costs of three full-time equivalent workers plus the costs of service user development activities in the Structured Daycare Programme.

Integrated Family Recovery Service - To cover the salary and associated costs of 4.5 full time equivalent workers, appropriate infrastructural support and recovery oriented interventions for individuals and families affected by substance abuse.

Children in Need - Funding for a Family Support Worker within the Families@P6 service to deliver 1:1 and group based interventions to substance users who are parents and children of substance using parents.

Recovery Service Families @ P6 - Comic Relief - To cover the salary and associated costs of 1 FTE worker, appropriate infrastructure support and harm reduction/preventative related to YP at risk of substance use. This deficit balance is due to incurring costs prior receiving the related funding, and will be reversed in the financial year.

The Cellar Trust (Stressbusters) - A Bradford District Care Trust pilot first year project with the VCS. Funds a partnership project with the Cellar Trust (lead partner) to deliver 45 minute stress psycho-education sessions to all members of the local community. This will become a payment by results contract going forward.

Alcohol Services - To cover the salary and associated costs of six full time equivalent workers, to develop since interventions for alcohol users in Airedale, Wharfedale and Craven. Transfers between funds have been made where project profile and aims are compatible.

ARC (Big Lottery) - Project is an initiative funded by the Big Lottery focusing on activity and peer led support to enable people to recover from alcohol addiction and lead a fulfilling life.

DWAW (Big Lottery) - Is a pilot project in partnership with RVS and Addaction to evaluate the effect of a targeted programme to increase awareness and reduce the adverse effects of alcohol in the over 50 age range.

SMS - A project to support young people experiencing challenges in life through the provision of mentoring services delivered by trained volunteers. Funds 2 p/t Young People's Support Coordinators and a p/t Volunteer Coordinator.

Families Together - Is an initiative that supports families around substance misuses and/or parenting with the aim of enabling the children and/or young people to remain safely at home.

Lloyds Foundation - Supported the general level of activity of the charity by a grant issued for the recovery of staff costs key to the delivery of services not funded elsewhere.

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14. Statement of funds (continued)

Non recurring grants - From Social Services and the PCT are for specific IT projects, consultancy and premises refurbishment.

Summary of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
General funds	387,772	106,926	(64,201)	430,497
Restricted funds	235,211	1,290,119	(1,271,981)	253,349
	<u>622,983</u>	<u>1,397,045</u>	<u>(1,336,182)</u>	<u>683,846</u>

Summary of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
General funds	319,149	124,775	(43,260)	(12,892)	387,772
Restricted funds	200,467	1,169,758	(1,147,906)	12,892	235,211
	<u>519,616</u>	<u>1,294,533</u>	<u>(1,191,166)</u>	<u>-</u>	<u>622,983</u>

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	19,440	153,497	172,937
Current assets	667,671	99,852	767,523
Creditors due within one year	(256,614)	-	(256,614)
	<u>430,497</u>	<u>253,349</u>	<u>683,846</u>

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15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £
Tangible fixed assets	9,117	156,808	165,925
Current assets	392,105	78,403	470,508
Creditors due within one year	(13,450)	-	(13,450)
	<u>387,772</u>	<u>235,211</u>	<u>622,983</u>

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2018 £	2017 £
Net income for the year (as per Statement of Financial Activities)	60,863	103,367
Adjustment for:		
Depreciation charges	10,377	5,646
Interest from investments	(233)	(635)
Loss on the sale of fixed assets	-	14
Increase in debtors	(7,993)	(8,744)
Increase/(decrease) in creditors	243,164	(159,986)
Net cash provided by/(used in) operating activities	306,178	(60,338)

17. Analysis of cash and cash equivalents

	2018 £	2017 £
Cash in hand	744,226	455,204
Total	744,226	455,204

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18. Operating lease commitments

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018	2017
	£	£
<i>Amounts payable:</i>		
Within 1 year	32,024	7,302
Between 1 and 5 years	61,499	3,125
Total	93,523	10,427

19. Related party transactions

Jenni Farrow (trustee) is the sister of Vicki Beere (CEO). Jenni Farrow has no involvement in setting the remuneration of the CEO and there are procedures in place to manage any potential conflict.

Transfer of SASS

The assets and liabilities of Sheffield Alcohol Support Service (Company number 03870000, charity reference 1087215), a company where three trustees Peter Bower, Anthony Ball and Vicki Bennetts are also trustees, were transferred on 1st October 2018 into Airedale Voluntary Drug and Alcohol Agency Limited.