



Supporting drug and
alcohol recovery

www.hawkspring.org.uk

Trustees' Report
and
Financial Statements
for the year ended
31st March 2019

Charity number 1120320
Company Number 05138449

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

E info@hawkspring.org.uk
T 0117 964 2859
F 01179784240

Registered Company no: 5138449 Registered Charity no: 1120320

Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements of Hawkspring for the year ended 31st March 2019.

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Reference and Administrative Information

| | |
|--|---|
| Charity Name: | Hawkspring |
| Charity Registration Number: | 1120320 |
| Company Registration Number: | 5138449 |
| Registered Office /Operational address: | @symes Community Building, Peterson Avenue, Hartcliffe, Bristol BS13 0BE |
| Trustees 2018 - 2019: | Katie Hipkiss (Chair) Terry Wright (Vice Chair) Derek Pickup Mark Brain Paul Goggins (appointed 20 th June 2018) |

Structure, Governance & Management

Governing Document

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

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

Recruitment and Appointment of Trustees

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

Objects and Activities

Charitable Objects

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

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

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

Our values

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

How our activities deliver public benefit

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

About Hawkspring

Hawkspring is a registered charity and company limited by guarantee. We are a community rooted organisation based in Hartcliffe, South Bristol, an area that is within the worst 1% of deprivation in England and Wales. Hawkspring (originally Hawks) was established in Bristol in 2002 to address the needs of people affected by substance misuse and addiction within the family and community. It was born out of a community need and started by local residents who were concerned about addiction within their families and community. Our work with vulnerable children began after local police on drug raids were appalled by the neglectful conditions young children were living in. At that time there was nowhere for local families to turn to for support. In 2013, Hawks merged with Kwads, another South Bristol charity and changed its name to Hawkspring. The merger gave rise to our unique whole family approach and over the last 6 years we have developed that model with impressive results. Increasingly, we are one of the few organisations offering intensive drug and alcohol support within the wider Bristol area.

Our clients are the true hidden harm of substance misuse and our work combines prevention, treatment and education for people aged 5 to adulthood. These families are often leading chaotic lives and they face complex issues in addition to the addiction in their homes and in their communities; carers struggle in isolation and children feel alone, afraid and stigmatised. Through our accessible local services, we aim to lessen the negative impact of drug and alcohol misuse on vulnerable individuals, families and the community. We are the only service in Bristol offering specialist support of this kind to primary school aged children.

Tribute to Lorraine Bush

It is impossible to report on the financial year April 2018 to March 2019 without giving tribute to Hawkspring's CEO Lorraine Bush who was diagnosed with cancer in July 2018 and who fought a courageous battle with her illness until passing in April 2019. She was a tireless crusader for the wider South Bristol community she lived in and loved. She always saw the best and the potential in people, never judging them, and guiding them along their journey to better their lives. Towards the end of her life she won a Community Champion Award from VOSCUR, in acknowledgement of her dedication and commitment to her beloved community and the positive impact she had on the lives of so many vulnerable individuals.

What we aim to achieve

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

We seek to make a difference to the community by:

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

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

Our response to local issues and needs

We operate services from the @symes Community Building in a busy shopping area in Hartcliffe. 87% of our clients come from the South Bristol wards of Hartcliffe and Withywood, Filwood and Knowle, Hengrove and Whitchurch Park, an area with a population of around 70,000. When the ward boundaries were changed in May 2016, Hartcliffe and Withywood, already a community in the worst 1% of deprivation in England, became an area of 'super deprivation'. Our marginalised community suffers from chronic social problems and challenges, many of the issues are inter-generational leading to a sense of hopelessness.

- 1 in 3 has no qualifications;
- social housing accounts for two thirds of provision;
- child poverty is the highest in Bristol;
- heart disease, stroke and cancer rates are higher than city averages as is child mental ill health;
- substance misuse and associated crime is a significant problem for the area – negatively impacting on community cohesion, safety and economic development;
- people tend not to travel out of their community and many children have never visited the centre of the city they live in.

Despite this, the people who live in our community soldier on. It is a close community, loyal to its own and looking out for each other. Their resilience and fortitude in the face of stigma and neglect by central services has to be admired. They have fought to keep local, accessible services and are vocal in stating their desires and needs. Since 2017 the situation has deteriorated; other local charities have closed, including the teenage parents project/family hub, and WISH domestic abuse service, and the local council office (housing and social services) moved to the city centre. We facilitate contact for residents with other services across the city, allowing them to use our phone and assisting them to make contact with the right specialist service.

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

Achievements and Performance

Our Services

We offer three main programmes:

Complex Needs Recovery Service: provides treatment and intensive support for those misusing drugs and alcohol. This offers clients greater flexibility and choice, and urgent and/or longer support. We are the only drug and alcohol support service offering 1:1 sessions to clients. We are also subcontracted to DHI to deliver the South Bristol Hub services, a separate commissioned service. Increasingly, we are seeing more complex cases where individuals have multiple issues and needs including a range of mental and physical illness. Since April 2017 we have had 27 'end of life/end of addiction' clients referred to us by the BRI and AWP. These clients' lives are seriously at risk and we are their last resort.

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

Children and Young People Services: We support children aged between 5 and 13 years old. In 2017/2018, 64% of our children were aged under 9. Our structured programme of 14 1:1 sessions is delivered mainly within the school environment. The young people are vulnerable, living with the adverse impact of drug and alcohol addiction at home; they are at risk of being drawn into addiction or used to distribute drugs.

We also act as a crisis point for local residents who need to access other services and who need to use our phone to do that, or need food vouchers for those that need them, or past/existing clients who need to be referred to other specialist services or advice e.g. debt.

We know that in over 70% of cases where a family member comes in for treatment then their loved one who is misusing also enters/sustains their treatment.

Data Report for 1 April 2018 – 31 March 2019

We are increasingly within a rare breed of organisation which provide intensive and long term support. It is this ongoing support via 1:1s that enable us to achieve what we do.

Clients Accessing Hawkspring

| | |
|--------------------------------|----------------|
| Recovery/Relapse: | 193 clients |
| Carers: | 93 clients |
| Children: | 47 clients |
| Crisis interventions: | 33 individuals |
| Christmas hampers to families: | 50 hampers |

47 whole families (ie more than one member of the same family) accessed our services.

Impact of our services

Recovery/relapse

64% of clients reported they were abstinent/stable at the end of treatment.

75% of clients stated that their mental health had improved

79% of clients stated that their self-confidence had improved

51% of clients stated that their physical health had improved

Carers

100% reported improvement in their knowledge, awareness and understanding of drug and alcohol misuse

93% reported an improvement in their overall wellbeing

85% reported an improvement in their ability to cope after receiving educational tools

57% reported that their isolation had improved

Children and Young People

71% said that their family life had improved/stabilised

75% said that their school life had improved

76% were now able to talk to their family or adults about these issues

65% demonstrated an improvement in resilience

Feedback & quotes gathered from people coming to us in crisis:

- "I don't have anywhere else to go"
- "I'm pushed to the limit and feel very lonely"
- "Would be in a lot of debt without your help"
- "If there wasn't help at Hawkspring don't know where I would go"
- "Wouldn't be here and I would be back on the drink or even dead without your support"
- "Probably lose my daughter without your support"
- "I just want to give up. I realise i have become someone I dislike so much and want to change"
- "Because it's now or never as I will die. I want to be a drug free father and husband."
- "Want to stop using Marijuana as soon as possible as its driving me barmy. 15 years is too long."
- "Half my life is wasted away and I want to change the second bit."

Future Plans

We have continued to fulfill our goals set out in our 2 year Business Plan 2018-2020. We followed our intentions to move to a funding strategy that maximises opportunities for larger grants over a longer period. We have adapted our referral system to create a mutually beneficial arrangement with the South Bristol Hub (combined DHI/Hawkspring team). This system is creating a seamless transfer of clients from one organisation to another to the benefit of those shared clients. We continue to improve our systems and processes and are embarking on a year of staff training and upskilling what is already a very knowledgeable and dedicated team. We are an innovative and cutting edge organisation and remain alert to the opportunities around us. We have the advantage of being flexible and able to make fast decisions.

Financial Review

Fundraising Strategy

Hawkspring was again successful in raising the funding required for 2018-2019 building on a foundation of grants from larger trusts and over longer periods, grants from loyal supportive smaller trusts and the sub-contract arrangements with DHI on their commissioned contract. We are grateful for all the support we receive including: John James Bristol Foundation, Lloyds Foundation, Garfield Weston, Nisbet Trust, Linnett Trust, Singer Foundation and Tudor Trust.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds should be between 3 and 6 months of resources expended, which equates to between £45,000 and £90,000. At the balance sheet date free reserves amounted to £55,196. Four designated reserve funds have been set up: a Staff Notice fund (£16,300) to cover salaries paid during notice of redundancy; a Closing Costs fund (£2,000) to cover contractual payments in the event of closure; a Redundancy fund (£20,200) to cover statutory redundancy payments; and a general Reserves fund to cover running costs for up to 6 months. As the free reserves are below the target level, the latter fund is not at the desired level, and the balance of this fund at 31st March 2019 is £2,187.

Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiners are unaware.

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

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2019 was 5 (2018 - 4). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 18th September 2019 and signed on their behalf by



.....
Mark Brain (trustee)



.....
Terry Wright (trustee)

Independent Examiner's report to the trustees of Hawkspring

I report on the accounts of the company for the year ended 31st March 2019 which are set out on pages 10 to 16.

Responsibilities and basis of report

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


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

Independent examiner's statement

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

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

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


..... 20th September 2019
Rupert Taylor
Easton Business Centre
Felix Road
Bristol BS5 0HE

Hawkspring

Statement of Financial Activities (incorporating Income & Expenditure Account)

Year to 31st March 2019

| | | Restricted funds 2019 | Unrestricted funds 2019 | Total funds 2019 | Total funds 2018 |
|------------------------------------|-------|-----------------------------|-------------------------------|------------------------|------------------------|
| | | | | | [See Note 12] |
| | Notes | £ | £ | £ | £ |
| Income | | | | | |
| Donations | [2] | - | 14,083 | 14,083 | 25,215 |
| Charitable activities | [3] | 48,048 | 135,397 | 183,445 | 57,819 |
| Investments | | - | - | - | - |
| Total Income | | 48,048 | 149,480 | 197,528 | 83,034 |
| Expenditure | | | | | |
| Costs of raising funds | [4] | - | 11,824 | 11,824 | 17,760 |
| Charitable activities | [5] | 102,190 | 73,663 | 175,852 | 118,980 |
| Total Expenditure | | 102,190 | 85,486 | 187,676 | 136,740 |
| Net Income / (Expenditure) | | (54,142) | 63,994 | 9,852 | (53,706) |
| Transfers between funds | | 3,512 | (3,512) | - | - |
| Net Movement in Funds | | (50,630) | 60,482 | 9,852 | (53,706) |
| Total funds brought forward | | 1,709 | 50,032 | 51,741 | 105,447 |
| Total funds carried forward | | (48,922) | 110,515 | 61,593 | 51,741 |

Hawkspring
Balance Sheet
As at 31st March 2019

| | Notes | 2019 £ | 2018 £ |
|----------------------------|-------|---------------|---------------|
| Fixed Assets | [6] | - | - |
| Current Assets | | | |
| Cash at bank and on hand | | 104,648 | 83,878 |
| Debtors and prepayments | [7] | 8,994 | 594 |
| | | <hr/> 113,642 | <hr/> 84,472 |
| Current Liabilities | | | |
| Creditors and accruals | [8] | 52,049 | 32,731 |
| | | <hr/> 61,593 | <hr/> 51,741 |
| Net Current Assets | | | |
| Net Assets | | 61,593 | 51,741 |

Statement of funds

Unrestricted funds:

| | | | |
|------------------|-----|--------|--------|
| General funds | [9] | 11,149 | 10,088 |
| Designated funds | [9] | 44,047 | 39,945 |

| | | | |
|-------------------------|-----|--------------|--------------|
| Restricted funds | [9] | 6,397 | 1,709 |
| | | <hr/> 61,593 | <hr/> 51,741 |

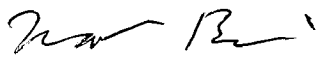
For the year ending 31st March 2019, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

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

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

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

Approved by the Board of Trustees on 18th September 2019
and signed on its behalf by


.....
Mark Brain
Trustee


.....
Terry Wright
Trustee

Hawkspring

Notes to the Accounts

Year to 31st March 2019

[1] Principal Accounting Policies

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

(a) Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), as amended by Update Bulletin 1 issued on 2nd February 2016, the Charities Act 2011 and the Companies Act 2006.

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

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

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

(c) Income

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

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

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

(d) Donated services and facilities

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

(e) Interest receivable

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

(f) Fund Accounting

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

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

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

(g) Expenditure

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

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

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

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

(h) Allocation of support costs

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

(i) Fixed Assets

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

(j) Taxation

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

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2019

| | 2019 | 2018 |
|-----------------------------------|--------------|--------------|
| | £ | £ |
| [2] <u>Income from donations</u> | | |
| Individual donations | 2,133 | 6,215 |
| Fundraising activities and events | - | - |
| Trusts and corporate donations | 11,950 | 19,000 |
| | <hr/> 14,083 | <hr/> 25,215 |

| | 2019 | 2018 |
|--|---------------|--------------|
| | £ | £ |
| [3] <u>Income from charitable activities</u> | | |
| Grants | 94,506 | 48,048 |
| Fees income | 88,939 | 9,771 |
| | <hr/> 183,445 | <hr/> 57,819 |

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

| | 2019 | 2018 |
|--|--------------|--------------|
| | £ | £ |
| [4] <u>Analysis of fundraising costs</u> | | |
| Fees to fundraiser | 11,824 | 17,760 |
| | <hr/> 11,824 | <hr/> 17,760 |

| | Supporting Family members | Supporting Recovery | Total 2019 | Total 2018 |
|---|------------------------------|------------------------|---------------|---------------|
| [5] <u>Analysis of expenditure on charitable activities</u> | | | | |
| <u>Direct costs:</u> | £ | £ | £ | £ |
| External supervision | 401 | 399 | 800 | 760 |
| Activities costs | 70 | - | 70 | 109 |
| Salaries | 23,879 | 69,584 | 93,462 | 55,056 |
| Recruitment | 52 | 331 | 383 | 153 |
| Training | - | 913 | 913 | 32 |
| Travel | 286 | 38 | 325 | 363 |
| Total Direct Costs | <hr/> 24,689 | <hr/> 71,265 | <hr/> 95,953 | <hr/> 56,473 |
| <u>Support costs:</u> | £ | £ | £ | £ |
| Bank charges | 12 | 12 | 24 | 24 |
| Repairs and renewals | 393 | 393 | 787 | 152 |
| Insurance | 521 | 521 | 1,042 | 966 |
| Postage, printing and stationery | 1,034 | 971 | 2,005 | 987 |
| Professional fees | 9,021 | 6,289 | 15,311 | 291 |
| Fee for independent examination | 105 | 105 | 210 | 284 |
| Refreshments | 21 | 152 | 173 | 83 |
| Rent, rates and room hire | 5,986 | 4,224 | 10,210 | 10,891 |
| Salaries | 21,225 | 26,715 | 47,939 | 46,658 |
| Computer software | 326 | 360 | 686 | 629 |
| Subscriptions | 90 | - | 90 | 90 |
| Telephone | 264 | 805 | 1,069 | 989 |
| Utilities | 11 | 343 | 353 | 368 |
| Sundry expenses | - | - | - | 96 |
| Total Support Costs | <hr/> 39,010 | <hr/> 40,890 | <hr/> 79,899 | <hr/> 62,507 |
| Total Expenditure | <hr/> 63,698 | <hr/> 112,154 | <hr/> 175,852 | <hr/> 118,980 |

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

Hawkspring

Notes to the Accounts (continued)

Year to 31st March 2019

| | | | |
|------------------------------------|--------------------------|-----------------------|------------|
| [6] <u>Tangible Fixed Assets</u> | Fixtures & fittings £ | Office Equipment £ | Total £ |
| <u>Cost</u> | | | |
| Opening balance | 181 | 3,754 | 3,935 |
| Additions during the year | - | - | - |
| | 181 | 3,754 | 3,935 |
| <u>Depreciation</u> | | | |
| Opening balance | 181 | 3,754 | 3,935 |
| Charge for the year | - | - | - |
| | 181 | 3,754 | 3,935 |
| Net Book Value at 31/03/19: | - | - | - |
| Net Book Value at 31/03/18: | - | - | - |
| [7] <u>Debtors and prepayments</u> | 2019 £ | 2018 £ | |
| Sundry debtors | 8,713 | 400 | |
| Prepayments | 281 | 194 | |
| | 8,994 | 594 | |
| [8] <u>Creditors</u> | 2019 £ | 2018 £ | |
| Amounts due within 12 months: | | | |
| Trade creditors | 1,143 | 200 | |
| PAYE & National Insurance | 2,446 | - | |
| Deferred income | 45,073 | 31,425 | |
| Accrued staff holiday pay | 3,051 | 770 | |
| Accruals | 336 | 336 | |
| | 52,049 | 32,731 | |

Deferred income relates to grants received during the year which the funders stipulate must not be utilised until the following financial year. All deferred income as at 31st March 2018 was utilised during 2018-19.

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2019

| [9] <u>Movements in funds</u> [for previous year, see Note 12] | Balance at 31/03/2018 | Income | Expenditure | Transfers between funds | Balance at 31/03/2019 |
|---|--------------------------|----------------|------------------|----------------------------|--------------------------|
| <u>Restricted Funds</u> | £ | £ | £ | £ | £ |
| Family Members | 926 | 69,000 | (71,556) | 3,512 | 1,881 |
| Recovery Service | 783 | 30,798 | (30,634) | - | 948 |
| Quartet | - | 3,568 | - | - | 3,568 |
| Total Restricted Funds: | 1,709 | 103,366 | (102,190) | 3,512 | 6,397 |
| <u>Unrestricted Funds:</u> | | | | | |
| <u>Designated Funds:</u> | | | | | |
| Staff notice fund | 14,300 | - | - | 2,000 | 16,300 |
| Closing costs fund | 2,000 | - | - | - | 2,000 |
| Redundancy fund | 18,200 | - | - | 2,000 | 20,200 |
| Reserves fund | 2,187 | - | - | - | 2,187 |
| Youth Service | 1,012 | - | - | (1,012) | - |
| DHI fund | 2,246 | 90,939 | (85,486) | (4,339) | 3,360 |
| Total Designated Funds: | 39,945 | 90,939 | (85,486) | (1,351) | 44,047 |
| <u>General Funds</u> | 10,087 | 3,223 | - | (2,161) | 11,149 |
| Total Unrestricted Funds: | 50,032 | 94,162 | (85,486) | (3,512) | 55,196 |
| Total Funds: | 51,741 | 197,528 | (187,676) | - | 61,593 |

The Family Members fund, previously known as the Carers Service, exists to provide help and support to those caring for addicts, and those living with them. During the year it was renamed, and merged with the Youth Service fund to cover all affected family members.

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

The Quartet fund was a grant for computer equipment.

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

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

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

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

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

[10] Payments to trustees

The trustees received no remuneration or expenses payments during the year (2018 nil).

There were no related party transactions during the year.

[11] Staff costs

| | 2019 | 2018 |
|--------------------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 130,747 | 94,120 |
| Employer's National Insurance | 5,668 | 2,871 |
| Employer pension contributions | 4,988 | 4,723 |
| | 141,402 | 101,714 |

The average number of staff employed during the year was 8.7 (2018: 7) and the average full time equivalent number of posts was 5.5 (2018: 3.9). No employee earned over £60,000 per annum during the year.

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits paid to the key management personnel during the year was £nil (2018 nil). The total salary paid to key management personnel during the year was £26,943 (2018 £29,200).

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2019

[12] Detailed comparison with previous year

| <u>Statement of Financial Activities</u> | | Restricted funds 2018 £ | Unrestricted funds 2018 £ | Total funds 2018 £ |
|--|-------|----------------------------------|------------------------------------|-----------------------------|
| | Notes | | | |
| Income | | | | |
| Donations | [2] | - | 25,215 | 25,215 |
| Charitable activities | [3] | 48,048 | 9,771 | 57,819 |
| Investments | | - | - | - |
| Total Income | | 48,048 | 34,986 | 83,034 |
| Expenditure | | | | |
| Costs of raising funds | [4] | - | 17,760 | 17,760 |
| Charitable activities | [5] | 53,893 | 65,087 | 118,980 |
| Total Expenditure | | 53,893 | 82,847 | 136,740 |
| Net Income / (Expenditure) | | (5,845) | (47,861) | (53,706) |
| Transfers between funds | | - | - | - |
| Net Movement in Funds | | (5,845) | (47,861) | (53,706) |
| Total funds brought forward | | 7,554 | 97,894 | 105,447 |
| Total funds carried forward | | 1,709 | 50,032 | 51,741 |

| <u>Movements in funds</u> | Balance at 31/03/2017 £ | Income £ | Expenditure £ | Transfers between funds £ | Balance at 31/03/2018 £ |
|----------------------------------|-------------------------------|---------------|------------------|---------------------------------|-------------------------------|
| <u>Restricted Funds</u> | | | | | |
| Carers Service | 1,501 | 20,000 | (20,576) | - | 925 |
| Recovery Service | 6,052 | 28,048 | (33,317) | - | 783 |
| Total Restricted Funds: | 7,554 | 48,048 | (53,893) | - | 1,709 |
| <u>Unrestricted Funds:</u> | | | | | |
| Designated Funds: | | | | | |
| Staff notice fund | 14,300 | - | - | - | 14,300 |
| Closing costs fund | 2,000 | - | - | - | 2,000 |
| Redundancy fund | 18,200 | - | - | - | 18,200 |
| Reserves fund | 2,187 | - | - | - | 2,187 |
| John James Foundation | 50,000 | - | (50,000) | - | - |
| Youth Service | 8,117 | 12,261 | (19,366) | - | 1,012 |
| DHI fund | - | 8,471 | (6,224) | - | 2,246 |
| Total Designated Funds: | 94,804 | 20,732 | (75,590) | - | 39,945 |
| <u>General Funds</u> | 3,090 | 14,254 | (7,257) | - | 10,088 |
| Total Unrestricted Funds: | 97,894 | 34,986 | (82,847) | - | 50,032 |
| Total Funds: | 105,447 | 83,034 | (136,740) | - | 51,741 |