

Company 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<sup>st</sup> March 2019

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

(A company limited by guarantee)

## Contents

	<b>Page</b>
Reference and administrative details of the charity, its trustees and advisers	<b>2</b>
Trustees' report	<b>3-17</b>
Independent auditor's report	<b>18-20</b>
Statement of financial activities	<b>21</b>
Balance sheet	<b>22</b>
Statement of cash flows	<b>23</b>
Notes to the financial statements	<b>24-43</b>

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**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:

Quentin Marris: Chair  
Anthony Ball: Treasurer  
Vicki Bennetts (resigned 09/08/18)  
Peter Bower  
Bob Campbell (resigned 10/04/18)  
Lianne Coates (resigned 13/11/18)  
Pam Essler  
Jenni Farrow (resigned 13/11/18)  
Enid Feather  
Dawn Townend

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

**Bankers** Unity Trust Bank  
Nine Brindleyplace  
4 Oozels Square  
Birmingham B1 2HB

**Auditor** BHP LLP  
2 Rutland Park  
Sheffield S10 2PD

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their report and the audited financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

## **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 busy and interesting year, with the first full year since our merger in 2018. There is no doubt that the merger of Project 6 and Sheffield Alcohol Support Service (SASS) has created an income structure that is more stable, diverse and with broader opportunities. We have been able to expand our offer across both areas using our broader experience and expertise which has been beneficial to the organisation and to the people and families we work with. An enormous amount of work has taken place both internal to the organisation to reconcile our policies, procedures and ways of working and externally in ensuring we are positioned appropriately within the health and care system.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**Our core purpose** remains as follows:

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

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

We have continued to use the 5 Ways to Well-being across the organisation both internally and externally to promote the well-being of everyone who works for us, volunteers for us or receives our services.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

## **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.

## **Headline outcomes for 2018/2019**

### **We work with our service users to achieve meaningful and sustainable impact and improve life chances**

We are proud that over the year we have expanded our reach to offer services to a broader segment of the local communities we serve, developing and expanding our support to people struggling with pain and opiate based medication, people in crisis and women who have had children taken into care. By providing easy access through a wide front door, offering a friendly non-judgemental environment and adopting asset based approaches which encourage people to recognise their strengths we have achieved impressive outcomes.

### **Families, Children and Young People's Services**

Our Families Services work with some of the most vulnerable families in Keighley and Sheffield. The interventions provide direct benefit to families, concerned other and grandparents/kin carers. By working with parents, children and other concerned family members we achieve sustainable positive outcomes for the whole family. Our **Crisis Service** (Sheffield) worked with **109** new families with children on the verge of being 'looked after' and uses strengths based approaches to create behaviour change, develop skills and ensure children can remain safely in the family home. Our new service, **Fresh Start** (Sheffield) worked with **25** mothers who have had children removed providing over **1100** contact hours to support women to take time out from parenting, deal with loss and learn new skills for future living.

In Keighley, our **Family Support Service** worked with **218** substance misusing parents and their children and **134** Concerned others, to build skills in understanding and managing feelings, increase resilience and reduce risk. Our Maternity and Alcohol Service worked with **54** pregnant women to reduce the impact of drugs and alcohol on the unborn child.

We work with vulnerable young people to increase resilience and reduce risk, using evidence based approaches which inspiring the individuals to take more responsibility for themselves and their own actions. In Keighley, our **Young Persons Resilience Service** worked with **29** young people providing one to one interventions on a weekly basis in schools and colleges across Airedale and Craven and as part of the Trusted Relationships child exploitation initiative.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

Our **SPOT** Service (Sheffield) delivered youth drop-in sessions for **28** looked after children and care leavers, using a 5 Ways to Well-being framework to build confidence, esteem resilience and life-skills and support the development of leadership skills. Our **Specialist Mentoring Service** worked with **67** young people supported by **50** Volunteers via **2,733** hours of support.

### Recovery Services

Our vibrant Recovery Services in both Sheffield and Keighley exist as a result of the on-going support of the National Lottery Community Fund and aim to provide long term and sustainable recovery from drug and alcohol problems.

We achieve impressive results through a range of therapeutic groups, health and wellness activities, Active Citizens programmes, peer support, training and volunteering opportunities. In both Keighley and Sheffield our Recovery Services provide a pathway from the drug and alcohol treatment systems into sustainable recovery.

Over the year a total of **545** new service users joined our services (**298** Sheffield - **247** Keighley) and through successfully following our pathways to progression **93** people in recovery went on to take up volunteering roles in the services, including some taking up specialist roles resulting in **64** people in hospital as a result of alcohol use benefitting from hospital mentoring services and **230** people benefitting from telephone support delivered by specialist volunteers with lived experience.

Our **Active Citizens Programmes** encourage people to engage in community projects and this year we have been involved in organising an Open Mic Sober & Social night in Sheffield, developing a theatrical production which will be delivered to the wider community, adopting a river and cleaning up community spaces.

We focus on pathways to progression as one of our means of achieving 'better life chances'. In this year **116** people who engaged with our Progress Recovery Services went on to external volunteering, education, training or employment.

### Complex Needs Services

Our alcohol and complex needs services work within primary and secondary care services and offer open door access across the whole community, offering crisis interventions, structured treatment, health and wellness interventions and prevention and campaigning.

Our **Keighley Pathways** Service is a partnership project offering open access specialist support to all the Keighley community at a time of crisis. Working with local partners we offered support with domestic abuse, welfare advice, food poverty, health and well-being, mental health and substance misuse issues to **313** individuals over **703** visits. By offering the right support at the right time, we deflect people from the local health and social care services creating an estimated saving of £441,280 to the local economy.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**ASIST** (Alcohol Specialist Interventions and Support team) works in partnership with Airedale General Hospital. We worked with **98** people admitted to hospital due to alcohol related issues, supporting them from the ward back into their homes and in the community.

The **AWC Wellness Service** is a cutting edge pilot that works with patients referred from the muscular-skeletal service providing a holistic approach to managing long –term pain. Our highly qualified workers have undertaken additional training in SIRPA (Stress Illness Recovery Practitioners Association) therapists and have worked with **20** people, providing yoga and mindfulness sessions as part of their whole treatment package.

**Awareness, education and prevention** are crucial elements in preventing people from developing complex needs and in Sheffield our **Drink Wise, Age Well** service delivered alcohol awareness workshops to **1,124** people, and gave information and advice to **1,537** individuals through our telephone support line and **94** public events.

In Keighley our **Community Educators**, gave out information to **1,047** people through public events, delivered drug and alcohol awareness sessions to **197** people and delivered **130** brief Interventions through G.P. surgeries.

### **Waypoint Training Services**

**Waypoint** is our social enterprise training and consultancy service with a proven track record of delivering high quality vocational training that promotes excellence in working with vulnerable people and people with complex issues, troubling behaviour and emotional distress.

Keeping up to date with the latest evidence based approaches for working with people, we devise innovative, interactive training courses that mean our customers, staff, volunteers and the people who use our services have the skills, knowledge and attitudes to bring about positive change in the world.

Working across the sector Waypoint delivers training on a 'pay per place' Open Course basis, bespoke programmes designed to meet the specific needs of organisations or through sector wide initiatives.

**Pause & Take 5** - a workforce development strategy to provide VCS staff in Airedale and Wharfedale to give VCS staff skills to manage their own mental resilience and well-being. 100% of participants gained skills to manage their own well-being and to identify and prevent health challenges in the people they work with.

*"Really good; helped me to understand the Five Ways to Well-being of not just myself but other service users, also to look out for individuals who have mental health problems."*

**Spice Workforce Development Training** - Waypoint delivered the workforce development element of a multi-agency response to spice (synthetic cannabinoid receptor agonists) in Sheffield. Training was delivered to over **400** people and covered in the Guardian newspaper.

<https://www.theguardian.com/society/2019/apr/17/spice-sheffield-citys-drive-tackle-highly-addictive-drug>



Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**New Complex Needs Programme – Open Courses and Bespoke**

Waypoint's new programme, brings together the array of changes underpinning the current paradigm shift in the way the world responds to troubling behaviour and emotional distress, pulling together ideas from the latest neuroscience, evolutionary psychology, and evidence-based challenges to labelling and diagnosis (such as the Power Threat Meaning Framework and ecological, socially determined models of well-being). These are combined with practical approaches from the third wave of CBT, compassion-focussed approaches and trauma informed practice. Our training offers approaches that professionals and volunteers can implement in their workplace to provide a genuine emotion-focussed collaborative approach to behaviour change.

**Find out more at:** [www.waypoint.org.uk](http://www.waypoint.org.uk), or make friends on Facebook

<https://www.facebook.com/WaypointTraining/>

**Our Outcomes and Impact**

*'Helping people to help themselves'* is one of our core values – we adopt strengths based approaches and help people develop tool kits for change.

Our core purpose is to provide opportunities and choices for individuals, families and communities to create meaningful and sustainable change in their well-being.

**Individuals:** In our Annual Service User Satisfaction Survey – **92%** of individuals reported improvements in mental health and well-being and **82%** reported improved physical health.

**Families:** Drug and alcohol misuse and complex needs don't only affect the individual user, the harm can extend to the whole family. By adopting a family focussed approach across our services we believe we achieve a greater impact – **88%** of our service users in our annual Satisfaction Survey reported improved relationships with families and friends.

**Communities:** The impact of drug and alcohol misuse and complex needs on the local community can be high in terms of the cost to local services and social cohesion. When people and families start to make changes the whole community benefits.

We believe that by being a visible and active presence in the local community we can reduce stigma and show the positive side of recovery, bring together our service users and members of the local community in jointly delivering projects and reduce the impact that drug and alcohol problems can create within a community.

We work to engage people with their own communities and make progress in life in a meaningful way. **88%** of our service users in our Annual Service User Satisfaction Survey feel more optimistic about the possibility of a positive future and **76%** felt accepted as part of the community and able to give back to their community.

*We build on the assets in our recovery communities and engage with the local community in working together to improve things for everyone.*

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

Our theory of change has provided us with a framework to develop new business with and also ensure that all of our existing service are focused on delivering the organisations core purpose.

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

## Core Outcomes

### Improved mental health and well-being

- **80%** of young people using our Family Support Service reported increases in confidence, self-esteem, feelings and behaviour.
- **86%** of people in recovery services reported improvements in mental well-being through activities such as mood masters, Qi Gong, health and Wellness Activities
- **100%** of people attending our Keighley Pathways Crisis Service reported improved overall well-being

### Improved physical health and well-being

- **80%** using our Recovery Services improved their health and well-being by reducing or stopping their drug/alcohol use and taking part in health and well-being activities
- **75%** of people engaging in our specialist alcohol support services were positively discharged.

*"After stopping the use of alcohol and drugs I feel more healthy and confident in myself, I can ask for help if I feel I have any problems with drugs or alcohol. I couldn't have asked for a better service from Project 6".*

### Improved relationships with family and Friends

- **96%** of people using our recovery services report increased recovery and social capital
- **86%** of young people using our Keighley family Support Service reported improvements in relationships and friends on the outcome rating scale
- **80%** of parents using our Families Together service report improvements in their children's behaviour.
- **73%** Young people supported by the Family Support Worker have increased coping skills/self-efficacy improved relationships and feel happier.

*I've become more confident as a person and a parent"*

*"I have woken up to what's going on around me. I can't wait to get rid of all my baggage. The bond with my children has got stronger"*

Trustees' annual report

for the year ended 31st March 2019

**Feeling accepted by the community, able to give back to the community**

- **76%** of people using our recovery services feel more accepted as part of their community and able to give something back.
- **82%** of people attending the ARC (Alcohol Recovery Community) report an increase of feeling more positive and less isolated.

Since attending SASS my confidence and well-being has improved immensely. The staff are exceptional and passionate. The activities are a great way to socialise. I find the group sessions and training help me to understand myself and others.

*"Once I was the person that my local Neighbourhood Watch meeting was talking about, now they have asked me to join the group. I actually feel like I belong"*

**Improved Life Chances**

- **112** of our Service Users in Recovery Services moved on into education, training or employment.
- **96%** of the children seen in our Families Together Service maintained or improved attendance at school
- **93%** of families stayed together at the end of our interventions, with children remaining in the family home.

*"I find my volunteer role fulfilling and energising"*

**Stakeholder Feedback**

*"Never fail to impress. Advocate a truly person centred approach with genuine and authentic commitment to supporting individuals and their families to support themselves and realising improved outcomes for people".*

This year we surveyed our external stakeholders and partners around their perceptions of how well we're achieving our outcomes and communicate our impact and also our partnership working.

Our external stakeholders also believe that we achieve our core outcomes with **94%** agreeing that we improve acceptance within the community and positive relationships and **100%** believe we improve mental and physical health and well-being and also life chances.

**100%** agreed that we work in partnership to create better results for people who use our services and achieve our core outcomes. **87%** agreed that we communicate our impact.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**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 have been refreshed with involvement from all members of staff, volunteers and service user across the organisation. These will 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 are working to our new business plan, some aspirational strategic objectives and have a new robust theory of change for the whole organisation which demonstrates 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.

**Financial review**

The results for the year are shown on page 21. These show that there has been an increase in total income from £1.4m to £1.7m, despite a challenging external environment for the sector.

The merger of Project 6 and SASS has allowed us to build on the delivery strengths and expertise across both geographical areas, whilst ensuring the cost effectiveness of our core team and facilities.

We have expanded our range of Family Services offered in both Keighley and Sheffield, whilst continuing to develop our Recovery and Alcohol and Complex Needs services across both locations.

Our outcomes remain excellent and exceptional value for money.

As in previous years our biggest expense has been Staff costs. At £1.3m staff costs account for 78% of our total expenditure.

During this financial period we have made a modest surplus of £16,234 (2018: £60,863).

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

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 New Directions Public Health Contract in Keighley
- Airedale and Wharfedale Clinical Commissioning Group
- National Lottery Community Fund: this includes 2 Reaching Community grants and a partnership with DWAU
- Grant funders such as: Comic Relief, Children in Need and Co-operative 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.

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. During this year we have continued our aim to grow a sustainable and flexible funding structure through the diversification of income streams.

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

### **Fundraising**

The Trustees have taken note of the directive made by the Fundraising Regulator and consider that they are compliant. The charity has no contracts or other arrangements with professional fund-raisers or commercial participators, and had received no complaints about fundraisers apparently acting on behalf of the charity.

Fundraising activities may be undertaken by staff, volunteers or service users. The charity management are always made aware of these activities and ensure that proper fundraising practice is followed and that there is no risk to the charity's reputation or vulnerable people.

### **Reserves:**

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

- Total: £700,080
- Restricted: £188,561
- Unrestricted: £511,519
- Free reserves: £497,541

### **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

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

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 healthy 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 this year and they currently stand at £497,541. (Unrestricted reserves represented by tangible fixed assets are not considered free for these purposes.) This equates to 3 months actual spend based on the previous financial year, plus £74,372 contingency to cover future growth.

### 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 continue to develop our services across our two areas, considering other opportunities that may arise in the geographic areas in-between.**

1. Provide a sustainable and flexible funding structure through diversification of income streams.
2. Protect the organisation's core services of:
  - alcohol and complex needs support
  - children, young people and family support
  - recovery support
  - training delivery
3. Ensure all growth is adding value to our mission and core services
4. Maintain central overheads so that they are both financially viable but reflective of the service delivery of the organisation
5. 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
6. Continue to diversify our service offer and position ourselves effectively in the market through partnerships and collaborations
7. At the year end the CEO and trustees were engaged in acquiring a freehold property in the centre of Keighley to give the charity greater capacity to deliver more accessible services.

### Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 3<sup>rd</sup> September 1997 and registered as a charity on 23<sup>rd</sup> 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.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

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 6 (2018: 10). 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.

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.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**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, Bridge Project 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 have been reviewed and are no longer pegged to the NCJ scale. Key Management Personnel are paid at the following scales.

CEO: £48,000

Director of Operations/Development/HR: £40,000

Pay grades and remuneration are 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.

**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.



Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

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
- 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.

Airedale Voluntary Drug and Alcohol Agency Limited  
operating as Project 6

Trustees' annual report

for the year ended 31st March 2019

**Disclosure of information to auditor**

In so far as the trustees are aware:

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

**Auditor**

BHP LLP were re-appointed as the charitable company's auditor during the year 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 3 October 2019 and signed on their behalf by

**Quentin Marris**

**Chair**

## 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 2019 set out on pages 21 to 43. 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 2019 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

## Independent Auditor's Report

to the Members of

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

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.

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 (incorporating the Directors' Report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' 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 Directors' 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 Directors' 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 Directors' 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.

### **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

## Independent Auditor's Report

to the Members of

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

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](http://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:

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

Statement of Financial Activities incorporating an Income and Expenditure Account  
For the year ended 31 March 2019

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
	Note				
<b>Income from:</b>					
Donations and legacies	2	48,092	15,437	63,529	88,492
Charitable activities	3	50,717	1,505,872	1,556,589	1,211,947
Other trading activities	4	87,974	553	88,527	96,348
Investments	5	267	-	267	258
<b>Total income</b>		<b>187,050</b>	<b>1,521,862</b>	<b>1,708,912</b>	<b>1,397,045</b>
<b>Expenditure on:</b>					
Raising funds		379	-	379	1,173
Charitable activities	6	111,888	1,580,411	1,692,299	1,335,009
<b>Total expenditure</b>		<b>112,267</b>	<b>1,580,411</b>	<b>1,692,678</b>	<b>1,336,182</b>
Transfers between funds		6,239	(6,239)	-	-
<b>Net income before other Recognised gains and losses</b>		<b>81,022</b>	<b>(64,788)</b>	<b>16,234</b>	<b>60,863</b>
<b>Net movement in funds</b>		<b>81,022</b>	<b>(64,788)</b>	<b>16,234</b>	<b>60,863</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		430,497	253,349	683,846	622,983
<b>Total funds carried forward</b>		<b>511,519</b>	<b>188,561</b>	<b>700,080</b>	<b>683,846</b>

The notes on pages 24 – 43 form part of these financial statements

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

Balance Sheet  
As at 31 March 2019

	Note	2019		2018	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	11		<b>163,174</b>		172,937
<b>Current assets</b>					
Debtors	12		<b>141,581</b>		23,297
Cash at bank and in hand			<b>646,311</b>		744,226
			<b>787,892</b>		767,523
<b>Creditors:</b> amounts falling due Within one year	13		<b>(250,986)</b>		(256,614)
			<b>536,906</b>		510,909
Net current assets					
<b>Net assets</b>			<b>700,080</b>		683,846
<b>Charity Funds</b>					
Restricted funds	14		<b>188,561</b>		253,349
			<b>511,519</b>		430,497
Unrestricted funds	14				
<b>Total funds</b>			<b>700,080</b>		683,846

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 3 October 2019 and signed on their behalf, by:

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

The notes on pages 24 to 43 form part of these financial statements.

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

Statement of Cash Flows  
For the year ended 31 March 2019

	<b>Note</b>	<b>2019 £</b>	<b>2018 £</b>
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	16	<u><b>(97,915)</b></u>	<u>306,178</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		-	233
Proceeds from the sale of tangible fixed assets		-	-
Purchase of tangible fixed assets		<u>-</u>	<u>(17,389)</u>
<b>Net cash used in investing activities</b>		<u>-</u>	<u>(17,156)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>(97,915)</b>	289,022
Cash and cash equivalents brought forward		<u><b>744,226</b></u>	<u>455,204</u>
<b>Cash and cash equivalents carried forward</b>	17	<u><b>646,311</b></u>	<u>744,226</u>

The notes on pages 24 to 43 form part of these financial statements.



Notes to the Financial Statements  
for the year ended 31 March 2019

**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.

**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 company 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.

Notes to the Financial Statements  
for the year ended 31 March 2019

1. Accounting Policies (continued)

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.

**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.

Costs of raising 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.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Notes to the Financial Statements  
for the year ended 31 March 2019

1. Accounting Policies (continued)

**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
Freehold buildings	2%	Straight line

**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.

**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.

Notes to the Financial Statements  
for the year ended 31 March 2019

1. Accounting Policies (continued)

**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.

**1.14 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.

**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.

Notes to the Financial Statements  
for the year ended 31 March 2019

**2. Income from donations and legacies**

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
Donations	<b>11,328</b>	-	<b>11,328</b>	9,935
Bradford MDC - Community Funding Unit	-	-	-	14,940
Bradford MDC - Social Care	-	-	-	12,126
Beatherder	<b>8,500</b>	-	<b>8,500</b>	8,500
National Lottery Community Fund - LSF	-	-	-	4,661
Garfield Weston	<b>28,264</b>	-	<b>28,264</b>	15,385
Lloyds Foundation	-	<b>15,437</b>	<b>15,437</b>	5,789
Transfer from SASS	-	-	-	17,156
<b>Total</b>	<b>48,092</b>	<b>15,437</b>	<b>63,529</b>	88,492
<b>Total 2018</b>	<b>24,840</b>	<b>63,652</b>	<b>88,492</b>	

Notes to the Financial Statements  
for the year ended 31 March 2019

**3. Income from charitable activities**

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
<b>Grants and Service Level Agreements</b>				
<b>Recovery Services</b>				
National Lottery Community Fund				
ARC	-	<b>141,757</b>	<b>141,757</b>	76,796
Drugs (Bradford MDC – Public Health)	-	-	-	30,240
Alcohol (lifeline)	-	-	-	29,073
Aftercare (Bradford MDC – Public Health)	-	-	-	15,146
New Directions (CGL)	-	<b>210,095</b>	<b>210,095</b>	70,770
Big Lottery WaVE / Progress	-	<b>113,359</b>	<b>113,359</b>	110,515
Non recurring grants	-	<b>340</b>	<b>340</b>	-
<b>Families Service</b>				
Airedale, Wharfedale and Craven CCG	-	<b>92,000</b>	<b>92,000</b>	91,980
SCC – Befriending	-	<b>15,699</b>	<b>15,699</b>	-
SCC – Spot (CAST)	-	<b>32,100</b>	<b>32,100</b>	-
SCC - Fresh start (Sheffield)	-	<b>81,143</b>	<b>81,143</b>	-
SCC – Families Together / BSF	-	<b>247,321</b>	<b>247,321</b>	123,661
Comic Relief	-	<b>14,002</b>	<b>14,002</b>	41,400
CIN	-	<b>36,093</b>	<b>36,093</b>	19,768
CSE Trusted Relationship	-	<b>15,308</b>	<b>15,308</b>	-
Resilience Support (WACA)	-	<b>3,750</b>	<b>3,750</b>	-
Co-operative Foundation	-	<b>3,600</b>	<b>3,600</b>	-
SCC – SMS	-	<b>81,838</b>	<b>81,838</b>	42,304
Non recurring grants	-	<b>126</b>	<b>126</b>	-

Notes to the Financial Statements  
for the year ended 31 March 2019

3. Income from charitable activities (continued)

	2019 £	2019 £	2019 £	2018 £
<b>Alcohol and Complex Needs</b>				
NHS Bradford Districts – Clinical Commissioning Group	-	-	-	70,000
Bradford MDC – Public Health Alcohol Treatment	-	-	-	35,172
National Lottery Community Fund	-	-	-	8,750
DWAU	-	229,980	229,980	112,736
P2 – KPS (Pathways)	-	81,529	81,529	-
AWC CCG (ACIST)	-	70,000	70,000	70,020
Health & Wellness	-	35,832	35,832	-
<b>Core Services</b>				
Bradford MDC – Public Health				
Pooled Treatment budget	-	-	-	231,101
Fresh start (Keighley)	-	-	-	21,214
Bradford MDC – Social Care	-	-	-	11,301
Access Impact grant	45,862	-	45,862	-
Non recurring grants	4,855	-	4,855	-
<b>Total</b>	<b>50,717</b>	<b>1,505,872</b>	<b>1,556,589</b>	<b>1,211,947</b>
Total 2018	-	1,211,947	1,211,947	

4. Other trading activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Fees and other income	87,974	553	88,527	96,348
Total 2018	81,828	14,520	96,348	

Notes to the Financial Statements  
for the year ended 31 March 2019

**5. Investment income**

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>	<b>Total funds 2018 £</b>
Interest received	<b>267</b>	-	<b>267</b>	258
Total 2018	258	-	258	-

**6. Analysis of expenditure on charitable activities**

	<b>Core services £</b>	<b>Recovery services £</b>	<b>Family services £</b>	<b>Alcohol &amp; complex needs services £</b>	<b>Training £</b>	<b>Total funds 2019 £</b>
Staff costs	<b>59,194</b>	<b>373,056</b>	<b>476,292</b>	<b>346,423</b>	<b>67,863</b>	<b>1,322,828</b>
Training and recruitment	<b>3,526</b>	<b>4,415</b>	<b>727</b>	<b>1,612</b>	<b>(770)</b>	<b>9,510</b>
Premises and administration	<b>23,785</b>	<b>72,473</b>	<b>93,059</b>	<b>31,365</b>	<b>1,557</b>	<b>222,239</b>
Project costs	<b>11,449</b>	<b>19,201</b>	<b>54,999</b>	<b>27,331</b>	<b>5,329</b>	<b>118,309</b>
Depreciation	<b>4,193</b>	-	<b>5,570</b>	-	-	<b>9,763</b>
Governance costs (note 7)	<b>135</b>	<b>3,500</b>	<b>3,150</b>	<b>2,865</b>	-	<b>9,650</b>
Total	<b>102,282</b>	<b>472,645</b>	<b>633,797</b>	<b>409,596</b>	<b>73,979</b>	<b>1,692,299</b>



Notes to the Financial Statements  
for the year ended 31 March 2019

**Analysis of expenditure on charitable activities - prior year**

	Core services £	Recovery services £	Family services £	Alcohol 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
<b>Total</b>	<b>368,071</b>	<b>392,499</b>	<b>299,283</b>	<b>236,362</b>	<b>38,794</b>	<b>1,335,009</b>

**7. Governance costs**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Auditor's remuneration	-	5,610	5,610	7,740
Accountancy fees	135	3,905	4,040	1,080
	<b>135</b>	<b>9,515</b>	<b>9,650</b>	<b>8,820</b>

Notes to the Financial Statements  
for the year ended 31 March 2019

**8. Net income/(expenditure)**

This is stated after charging:

	<b>2019</b>	2018
	<b>£</b>	£
Depreciation of tangible fixed assets:		
- owned by the charity	<b>9,763</b>	10,377
Auditor's remuneration - audit	<b>5,610</b>	7,740
Auditor's remuneration - other services	-	1,080
Operating lease rentals	<b>4,887</b>	4,198

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

During the year, no Trustees received a reimbursement of expenses (2018 - £20).

**9. Staff costs**

Staff costs were as follows:

	<b>2019</b>	2018
	<b>£</b>	£
Wages and salaries	<b>1,171,919</b>	918,595
Social security costs	<b>93,934</b>	70,548
Other pension costs	<b>56,975</b>	49,174
	<b>1,322,828</b>	1,038,317

Note:

In 2018 total staff costs were allocated £1,037,143 to charitable activities and £1,174 to raising funds

During the year redundancy payments of nil (2018: £5,541) were made.

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

	<b>2019</b>	2018
	<b>No.</b>	No.
	<b>58</b>	46
Average headcount expressed as a full time equivalent	<b>46</b>	41

Notes to the Financial Statements  
for the year ended 31 March 2019

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 £197,062 (2018: £153,278)

# 10. Government grants

	2019 £	2018 £
Bradford MDC - Public Health	-	326,769
NHS Bradford Districts	-	70,000
NHS Airedale, Wharfedale & Craven - CCG	278,529	162,000
	<b>278,529</b>	<b>558,769</b>

# 11. Tangible fixed assets

	Freehold property £	Leasehold Improvements £	Fixtures and fittings £	Total £
<b>Cost</b>				
At 1 April 2018	215,359	142,097	42,877	400,333
Additions	-	-	-	-
At 31 March 2019	<b>215,359</b>	<b>142,097</b>	<b>42,877</b>	<b>400,333</b>
<b>Depreciation</b>				
At 1 April 2018	56,625	142,097	28,674	227,396
Charge for the year	4,301	-	5,462	9,763
At 31 March 2019	<b>60,926</b>	<b>142,097</b>	<b>34,136</b>	<b>237,159</b>
<b>Net book value</b>				
At 31 March 2019	<b>154,433</b>	<b>-</b>	<b>8,741</b>	<b>163,174</b>
At 31 March 2018	158,734	-	14,203	172,937

Notes to the Financial Statements  
for the year ended 31 March 2019

**12. Debtors**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>121,782</b>	22,171
Other debtors	<b>1,458</b>	1,126
Prepayments and accrued income	<b>18,341</b>	-
	<hr/> <b>141,581</b>	<hr/> 23,297

**13. Creditors: Amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>44,227</b>	14,264
Other taxation and social security	<b>25,171</b>	21,838
Other creditors	<b>19,830</b>	15,196
Accruals and deferred income	<b>161,758</b>	205,316
	<hr/> <b>250,986</b>	<hr/> 256,614

Accruals include company contributions to pensions transferred as not yet paid over or transferred of £11,827 (2018: £8,245)

Notes to the Financial Statements  
for the year ended 31 March 2019

13. Creditors falling due within one year (continued)

<b>Deferred income</b>	<b>£</b>
Deferred income as at 31 March 2018	<b>182,782</b>
Resources released during the year	<b>182,782</b>
Resources deferred during the year	<b>149,422</b>
	<hr/>
Deferred income at 31 March 2019	<b>149,422</b>
	<hr/>
National Lottery Community Fund ARC	12,944
NHS Bradford - The Third Place	10,000
Garfield Weston	36,352
Family Support (CIN)	3,280
Big Lottery WaVE/Progress	27,466
NHS Airedale	17,500
Cooperative Foundation	15,930
Bradford VCS project	12,900
PCC funding	4,800
WACA	8,250
	<hr/>
<b>Total</b>	<b>149,422</b>
	<hr/>

Notes to the Financial Statements  
for the year ended 31 March 2019

**14. Statement of funds**

	Balance at 1 April 2018 £	Incoming Resources £	Expenditure £	Transfers £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>	<b>430,497</b>	<b>187,050</b>	<b>(112,267)</b>	<b>6,239</b>	<b>511,519</b>
<b>Restricted funds</b>					
<b>Recovery Services</b>					
National Lottery Community Fund					
ARC	20,541	141,757	(141,757)	-	20,541
New Directions (CGL)	-	210,095	(210,095)	-	-
BLF Capability WaVE	1,794	-	(1,794)	-	-
Big Lottery WaVE/Progress	16,522	114,199	(130,721)	-	-
<b>Family Services</b>					
Befriending	-	15,699	(15,699)	-	-
Spot (CAST)	-	32,100	(32,100)	-	-
Fresh Start	-	81,196	(81,196)	-	-
Families Together	-	247,321	(247,321)	-	-
AWC CCG	-	92,000	(92,000)	-	-
Comic Relief	-	14,002	(14,002)	-	-
Family Support (CIN)	19,768	36,093	(55,861)	-	-
CSE Trusted Relationships	-	15,308	(15,308)	-	-
Resilience support (WACA)	-	3,750	(3,750)	-	-
Cooperative Foundation	-	3,600	(3,600)	-	-
Food Parcels	465	-	(465)	-	-
SMS	11,104	81,964	(81,964)	-	11,104
Integrated family recovery	13,677	-	-	(13,677)	-
Non recurring grants	1,001	-	(1,001)	-	-
<b>Alcohol and Complex Needs</b>					
DWAW (BLF)	7,720	229,980	(229,980)	-	7,720
KPS (Pathways)	-	81,529	(81,529)	-	-
Assist/Alcohol Services	-	70,000	(70,000)	-	-
Health & Wellness	-	35,832	(35,832)	-	-
<b>Core Services</b>					
Premises capital	153,497	-	(4,301)	-	149,196
Well-being - stressbuster	7,260	-	(14,698)	7,438	-
Lloyds Foundation	-	15,437	(15,437)	-	-
<b>Total Restricted Funds</b>	<b>253,349</b>	<b>1,521,862</b>	<b>(1,580,411)</b>	<b>(6,239)</b>	<b>188,561</b>
<b>Total Funds</b>	<b>683,846</b>	<b>1,708,912</b>	<b>(1,692,678)</b>	<b>-</b>	<b>700,080</b>

Notes to the Financial Statements  
for the year ended 31 March 2019

**Statement of funds – prior year**

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

Notes to the Financial Statements  
for the year ended 31 March 2019

**Note:**

In the prior year statement of funds, the restricted funds have been re-categorised under the same headings used in the 2018/19 statement of funds. This is because the work streams have been restructured during the year. The prior year's funds have been re-categorised so that year on year comparisons can be made.

**Recovery Services:**

ARC (National 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. New Directions (CGL) – is a partnership between CGL and Project 6 to deliver elements of the Bradford Treatment Services.

BLF Capability WaVE - Funding from the Big Lottery to build capacity for organisational change in the organisation. WaVE/ Progress - Is a Lottery Funded initiative to develop our recovery pathway, recruit and support volunteers and develop a social enterprise.

**Family Services**

Befriending – a spot purchase arrangement to provide support and paid mentoring for vulnerable young people from SCC

Spot (CAST) – an initiative to provide support for young people leaving care via a youth club offer.

Fresh start – is an initiative that works with women in Sheffield who have had multiple children removed to engage them and prevent repeat pregnancies and therefore removals.

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. AWC CCG – is an initiative that provides a maternity and families worker to work with women and families affected by pregnancy and substance use and supports our Young Peoples work.

Comic Relief – as per Children in Need below.

Family Support (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. CSE Trusted Relationships – a partnership with Young Lives Bradford to provide targeted support to young people at risk of CSE.

Resilience Support (WACA) – An initiative to work in partnerships with GP practices to deliver support on an enhanced brief intervention basis to young people.

Co-operative Foundation – a short term piece of funding to explore solutions to Youth Loneliness.

Food parcels – a small initiative to provide food parcels to the vulnerable of Keighley.

SMS - A project to support young people experiencing challenges in life through the provision of mentoring services delivered by trained volunteers.

**Alcohol and complex Needs**

DWAW (Big Lottery) - Is a 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.

KPS (Pathways) – an initiative to provide crisis support for individuals across Keighley, Wharfedale and Craven

Assist / Alcohol Services – Funded via the CCG to provide speciality alcohol services targeted at repeat attendees at Airedale General Hospital.



Notes to the Financial Statements  
for the year ended 31 March 2019

Health & Wellness – an initiative working with the pain management team to deliver psychosocial support to those affected by prescribed opiate use and pain management.

**Core Services**

**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.

**Well-being promotion** - Stressbusters - A Bradford District Care Trust pilot project with the VCS. Funds a partnership project with the Cellar Trust (lead partner) to deliver 45minute stress psycho-education sessions to all.

**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.

**Transfers**

During the year a transfer was made of £7,438 from unrestricted funds to restricted funds to cover Well-being – stressbuster activity that was not directly funded.

A transfer of £13,677 was made from restricted to unrestricted funds. This relates to Integrated family recovery work. This activity had been completed in prior years using unrestricted funds.

**Summary of funds - current year**

	Balance at 1 April 2018	Income	Expenditure	Transfers in/out	Balance at 31 March 2019
	£	£	£	£	£
General funds	430,497	202,488	(127,704)	6,239	511,519
Restricted funds	253,349	1,506,425	(1,564,974)	(6,239)	188,561
	<b>683,846</b>	<b>1,708,912</b>	<b>(1,692,678)</b>	<b>-</b>	<b>700,080</b>

Notes to the Financial Statements  
for the year ended 31 March 2019

14. Statement of funds (continued)

**Summary of funds - prior year**

	Balance at 1 April 2017	Income	Expenditure	Transfers in/out	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
	622,983	1,397,045	(1,336,182)	-	683,846

15. Analysis of net assets between funds

**Analysis of net assets between funds - current year**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	13,978	149,196	163,174
Current assets	663,282	124,610	787,892
Creditors due within one year	(165,741)	(85,245)	(250,986)
	511,519	188,561	700,080

Notes to the Financial Statements  
for the year ended 31 March 2019

**Analysis of net assets between funds - prior 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)
	<hr/> 430,497	<hr/> 253,349	<hr/> 683,846

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

	2019 £	2018 £
Net income for the year (as per Statement of Financial Activities)	<b>16,234</b>	60,863
<b>Adjustment for:</b>		
Depreciation charges	<b>9,763</b>	10,377
Interest from investments	-	(233)
Loss on the sale of fixed assets	-	-
Increase in debtors	<b>(118,284)</b>	(7,993)
(Decrease)/increase in creditors	<b>(5,628)</b>	243,164
<b>Net cash provided by/(used in) operating activities</b>	<hr/> <b>(97,915)</b>	<hr/> 306,178

**17. Analysis of cash and cash equivalents**

	2019 £	2018 £
Cash in hand	<hr/> <b>646,311</b>	<hr/> 744,226
Total	<hr/> <b>646,311</b>	<hr/> 744,226

Notes to the Financial Statements  
for the year ended 31 March 2019

**18. Operating lease commitments**

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	<b>2019</b>	2018
	<b>£</b>	£
<b>Amounts payable:</b>		
Within 1 year	<b>35,613</b>	32,024
Between 1 and 5 years	<b>45,297</b>	61,499
Total	<b>80,910</b>	93,523

**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.

Vicki Beere (CEO) is a Director of Bradford VCS Alliance, who awarded funding of £12,900 to Project 6 for "harnessing the power of community" activities during the year.

**20. Post year end event**

Post year end the charity has committed to purchasing a new property in Keighley which is to be fully funded via a grant from Public Health England.