

REGISTERED COMPANY NUMBER: 03328628 (England and Wales)
REGISTERED CHARITY NUMBER: 1067428

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31 March 2019
for
Adfam National
(A Company Limited by Guarantee)**

Grant Harrod Lerman Davis LLP
Chartered Accountants
Statutory Auditors
1st Floor
Healthaid House
Marlborough Hill
Harrow
Middlesex
HA1 1UD

Adfam National

**Contents of the Financial Statements
for the year ended 31 March 2019**

| | Page |
|------------------------------------|----------|
| Report of the Trustees | 1 to 9 |
| Report of the Independent Auditors | 10 to 11 |
| Statement of Financial Activities | 12 |
| Balance Sheet | 13 |
| Cash Flow Statement | 14 |
| Notes to the Cash Flow Statement | 15 |
| Notes to the Financial Statements | 16 to 24 |

Adfam National

**Report of the Trustees
for the year ended 31 March 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Trustees take this opportunity to thank all the donors for their support and financial commitment without which they would be unable to meet their objectives.

**Report of the Trustees
for the year ended 31 March 2019**

OBJECTIVES AND ACTIVITIES

Objectives and aims

Adfam's Vision, Mission and Values

Vision

We want anyone affected by someone else's drug or alcohol use, or problem gambling, to have the chance to benefit from healthy relationships, be part of a loving and supportive family and enjoy mental and physical wellbeing.

Mission

Drug and alcohol use, or problem gambling, can threaten and ultimately destroy family relationships and wellbeing. We empower family members and carers, support front-line workers and influence decision-makers to stop this happening.

What we value

We listen to families and front-line workers

We know that people who face challenges often also have answers. So what we do is informed by our supporters: using compassion and evidence we inform, support and empower both people affected by a loved one's substance misuse and the workers who support them. We build skills, resources, confidence and pathways so both groups can help themselves, their peers, clients and communities.

We're driven by what works

The impact of substance use on family relationships and wellbeing is both profound and varied. We approach our work with care and close attention to what works in the real world. To do this we embrace evidence in all its diversity, never underestimating the value of real-life experience as well as formal research evidence. Our work is driven by our friends, supporters and colleagues and what they tell us works.

We're serious about our mission

We are serious about our work, and our partnerships, and committed to delivering them to the highest quality. We know that prejudice and stigma are barriers to recovery and cause harm, and we promise to treat individuals and families affected by drugs and alcohol with respect and dignity. We want to see a society free from stigma towards drug and alcohol users and their families, and will fight until it exists.

Who we work with

Families, friends and carers - We inform and empower those affected by another's substance use, and amplify their voices to ensure they have a stake in the issues that affect them.

Frontline workers - We build the confidence, capacity and capability of practitioners to ensure the support they deliver is effective and appropriate.

Decision-makers - We engage and influence key national and local decision-makers to shape policy and ensure they understand the issues the families we work with face every day.

Adfam's current areas of activity:

We base our activities on our Theory of Change, comprising three components:

1. Making a difference for families: we do this in the following ways:

- Running innovative pilot projects to develop models of direct work with families; examples are: a project for older carers in London, with kinship carers in Peterborough, with substance using parents and their children in L.B Newham, with families with a loved one with Hepatitis C and with families experiencing mental health problems.
- Providing information leaflets and an on-line peer support forum

**Report of the Trustees
for the year ended 31 March 2019**

OBJECTIVES AND ACTIVITIES

Objectives and aims

2. Capacity building to effect change for practitioners: we do this by:

- Providing accredited training
- Running 7 forums in regional centres across the country which serve as a network for a wide range of professionals from relevant sectors to share and develop good practice
- Providing a consultancy service to build the capacity of practitioners to work with families, enabling the development of a family focused approach

3. Influencing strategic change: we do this by:

- Running 'thought leadership' events on relevant topics
- Supporting volunteers as advocates, giving a voice to family member/carers, challenging stigma and raising awareness of their needs
- providing access to national policy consultations disseminating policy and good practice briefings
- involving volunteers and practitioners in qualitative research
- developing and disseminating materials designed to advocate on behalf for families, for example, policy briefings, press and media communications, qualitative research, focus groups, consultations, surveys, and round table discussions and events

Public benefit

The public benefits from Adfam's services through our direct work with vulnerable families and families in isolated, and hard to reach communities. Adfam's indirect services influence government policy so that the needs of these families and the general public are taken into account in national government strategies. Adfam also provides information and the testimonies of families affected by substance use to the media, and to local and national opinion formers.

**Report of the Trustees
for the year ended 31 March 2019**

STRATEGIC REPORT

Achievement and performance

Charitable activities

Adfam's achievements include :

One key development for Adfam is the growth of our reach, and direct work. We now have Family Support Co-ordinators delivering direct work with families in Peterborough, Buckinghamshire, Suffolk and Essex. We continue to have a successful relationship with local authorities. In Essex and Suffolk, we have received grants to build on existing services. We received funding to work with NHS Inclusion to embed family work within their treatment services in Buckinghamshire.

We are working with the Borough of Swindon, and with the London Borough of Haringey to deliver services for families, as part of the DHSC Children of Alcohol Dependent Parents Innovation Fund. We were successful in securing funding from this grant to work with Tavistock Relationships and One Plus One to deliver training and a website for practitioners working with the families of alcohol dependent parents and their children.

We received funding from GambleAware to set up a peer support network for the families of problem gamblers, and from The Forces in Mind Trust to work with York University on research into the needs of military veterans' families.

We were successful in receiving a grant from the Esme Fairbairn Foundation and from the John Ellerman Trust, to enable us to continue to provide our practitioner networks and to develop our advocacy and campaigning work on behalf of families. We received funding from the Halley Stewart Foundation to undertake further peer support activities for family members affected by a loved one's substance misuse and mental health problems.

In 2018/19:

- We worked with and supported over 1,000 families affected by problematic substance use via our projects, websites and information leaflets
- We facilitated peer support between parents experiencing abuse from a substance misusing child and between those supporting a loved one with a dual diagnosis
- We worked with London Friend to support the families and friends of LGBT people affected by drugs and alcohol or who are engaging in chemsex
- We provided support and activities for children living with kinship carers in Peterborough, families in Essex, Suffolk and young people in Newham
- We provided updated, evidence led advice for families on our website
- We empowered women to support other women who are affected by domestic abuse and substance use in their communities, and we directed families throughout the UK to local support with our family support map

- We worked with and supported over 1,000 practitioners in drug, alcohol and family services
- We delivered our accredited training courses to practitioners working with families affected by substance use across the country
- We launched a resource on Opioid Substitute Treatment (OST) for practitioners to use when supporting parents affected by substance use and their children
- We launched a resource on hepatitis C for practitioners to use when supporting families affected by hep C, and held roadshow events to promote awareness of the impact on family life
- We are working with One Recovery Bucks to integrate family support across their treatment service
- We held 19 regional forums across England to promote inter-service collaboration and spread of best practice

- We worked with over 600 strategic partners to effect positive structural change
- We launched #StigmaMakesMeFeel, an online campaign to raise awareness of the stigma facing families affected by substance use
- We held discussion roundtable events on the topics of kinship care, complex loss and complex needs as well as on gender and caring
- We launched the policy report Families First as part of the Alcohol & Families Alliance. Our recommendations are regularly mentioned in Parliament, and feature in the opposition's manifesto
- We held InterAction, a conference in London to promote the interplay and exchange of knowledge and ideas around substance use

Adfam National

Report of the Trustees for the year ended 31 March 2019

STRATEGIC REPORT

Achievement and performance

Charitable activities

Our reach this year:

- We have 5,807 Twitter followers
- We have been liked 786 times
- 85, 697 people have used our website
- Our monthly newsletter has 1,835 readers

We have strengthened our reputation and recognition as the national umbrella organisation for families affected by substance misuse.

We are grateful to the following funders for their continued support:

Alcohol Change UK
Awards for All
BBC Children in Need
Big Lottery
Charles S. French Charitable Trust
Collective Voice
Comic Relief
Department of Culture Media and Sport
Esme Fairbairn Foundation
FSJ Trust
GambleAware
Halley Stewart Trust
Hickinbotham Trust
Institute of Alcohol Studies
John Ellerman Trust
London Borough of Haringey
London Joint Working Group on Hep C
NHS Inclusion
Royal Borough of Greenwich
Tavistock Relationships
The Brian Woolf Trust

We continued to lead the Alcohol and Families Alliance, with the Institute of Alcohol Studies and Alcohol Change UK, produced a report on parental drinking, which we launched in the House of Commons. We held a round table debate on the issue of gender and the role of carer of a loved one with a drug/alcohol problem, and a similar event to focus on the needs of kin carers, in partnership with Grandparents Plus. We continued to provide administrative and policy support to Collective Voice.

Adfam organises a carol concert at St Bride's church every December.
Adfam is invited to relevant Government consultations and policy groups.

Adfam National

Report of the Trustees for the year ended 31 March 2019

STRATEGIC REPORT

Financial review

Reserves policy

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be equal to 3 months of unrestricted operating expenditure, which equated to £70,000 in general funds. At this level the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation.

The present level of reserves available to the charity met the target level. Although the strategy is to continue to build reserves through planned operating surpluses, the Management Committee has also considered the extent to which existing activities can be rationalised, should such circumstances arise.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Adfam National is a charitable company (trading and widely known as Adfam) limited by guarantee and governed by its memorandum and articles of association. The company was incorporated on 28 February 1997 and registered as a charity on 14 January 1998. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Under the articles of association the board of trustees appoint new trustees, who are required to stand for re-election at the next Annual General Meeting. One third of the existing trustees are required to stand for re-election at the same meeting.

The board of Trustees, chaired by Siwan Hayward, meet 4 times per annum and focuses on strategic, policy and finance issues. Daily management of the organisation is delegated to the Chief Executive.

Recruitment and appointment of new trustees

Trustees are identified via open recruitment. Our Chair, Katie Aston stepped down this year, and was replaced by Siwan Hayward, OBE.

New Trustees are encouraged to undertake an orientation and familiarisation day with the organisation, and to visit our projects.

Away days for Board members are held on an annual basis, when the overall strategy for the organisation is reviewed and agreed.

Organisational structure

In order to achieve our objectives, Adfam maintains a flexible staffing structure, allowing us to recruit new staff as demand and funding allows. Our emphasis on internal consultation allows us to use the strengths of our entire staff.

Our Senior Management Team (SMT), which currently consists of the Directors of Finance & Administration, and Programmes, plus the Chief Executive, reports to the Trustees.

Induction and training of new trustees

New Trustees are offered an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity. Trustees receive a copy of Adfam's Governance manual, policies and procedures.

New Trustees also meet Adfam team members. They are invited and encouraged to attend Adfam events as well as visit Adfam projects.

Adfam National

Report of the Trustees for the year ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Adfam supports government initiatives that reflect a measured, realistic approach to the issues of drugs and alcohol where they affect families and communities. Adfam believes in the need for families to have support in their own right.

There have been significant changes in the substance misuse field since Adfam was founded, reflected in Government strategies and policies. Adfam reflects these changes in its strategy.

Adfam still relies heavily on Trust and Foundation funding, for which competition is acute.

Adfam continues to have an important role in supporting voluntary community groups to build their capacity and to help ensure that they continue to support families at local level. This is even more important in a climate of financial cuts as local family support groups are finding survival more difficult.

We recognise there is potential for more lobbying work in order to ensure strategy is translated into practice. We continue to work on strengthening our policy, parliamentary influencing and communications activities. This is facilitated by grants from the Esme Fairbairn Foundation and from the John Ellerman Trust. We are actively developing a network of advocates - family members with lived experience, who give us valuable information to inform our strategic direction, and take part in our debates and conferences.

Adfam strongly believes in collaborative working and actively participates in the activities of a variety of membership organisations, networking forums and advisory groups. We work with Alcohol Change UK and the Institute of Alcohol Studies to deliver the Alcohol And Families Alliance, which attracts membership from organisations across the substance misuse, families and children's sectors. We are members of the Kin Care Alliance and the Collective Voice Strategic Group.

Risk management

The Trustees carry out a regular review of the external risks which the charity may face. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects. We have developed protocols and policies to ensure consistent quality of delivery of all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors in the workplace. We have both adult and children's safeguarding policies in place. All staff, regardless of role, are DBS checked.

A risk assessment to enable decisions about possible corporate sponsorship has been developed.

Plans for Future Periods

Review of the activities and future developments

Adfam has worked with families affected by drug use since 1984, when it was established by the mother of a heroin user who was unable to find support for herself. Since then it has developed a reputation as leader in the field of substance related family work. Our status as an umbrella body consolidates our experience and our reputation. Adfam acts as a networking organisation for local providers, commissioners, and family members themselves, via its website, newsletters, forums, advocacy programmes, direct work, information leaflets and telephone contacts. Adfam is in touch with over 2,500 supporters who attend our consultation events, receive our policy briefings, and respond to our requests for information about our future strategy and activities.

We will continue to bid for innovative projects which will endorse our position as the leading charity for families affected by addiction.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03328628 (England and Wales)

Adfam National

**Report of the Trustees
for the year ended 31 March 2019**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1067428

Registered office
2nd Floor
120 Cromer Street
London
WC1H 8BS

Trustees

| | | |
|-----------------|-------|------------------------|
| S L Anthony | | |
| J W Armstrong | | |
| C Aston OBE | Chair | - resigned 28.11.2018 |
| E J Brown | | - resigned 28.11.2018 |
| A Dale-Perera | | |
| S Jerrim | | |
| R B Lambourn | | |
| D R Mackintosh | | |
| J Nicholls | | |
| L J Templeton | | |
| E Yeo | | |
| J Smith | | |
| S L Hayward OBE | Chair | - appointed 28.11.2018 |

Company Secretary
O Amin

Auditors

Grant Harrod Lerman Davis LLP
Chartered Accountants
Statutory Auditors
1st Floor
Healthaid House
Marlborough Hill
Harrow
Middlesex
HA1 1UD

Adfam National

Report of the Trustees for the year ended 31 March 2019

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Adfam National for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

In so far as the trustees are aware:

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

Chief Executive

Vivienne Evans OBE (non trustee)

AUDITORS

The auditors, Grant Harrod Lerman Davis LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on and signed on the board's behalf by:

.....
S L Hayward OBE - Trustee

Report of the Independent Auditors to the Members of Adfam National

Opinion

We have audited the financial statements of Adfam National (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

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

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

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

**Report of the Independent Auditors to the Members of
Adfam National**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

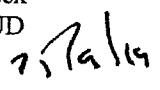
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Jeremy Harrod FCCA (Senior Statutory Auditor)
for and on behalf of Grant Harrod Lerman Davis LLP
Chartered Accountants
Statutory Auditors
1st Floor
Healthaid House
Marlborough Hill
Harrow
Middlesex
HA1 1UD



Date:

Adfam National

**Statement of Financial Activities
for the year ended 31 March 2019**

| | Notes | Unrestricted fund £ | Restricted funds £ | 2019 Total funds £ | 2018 Total funds £ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 23,774 | - | 23,774 | 12,390 |
| Charitable activities | 5 | | | | |
| Discrete Projects | | 145,000 | 392,870 | 537,870 | 534,500 |
| Other trading activities | 3 | 17,758 | - | 17,758 | 26,706 |
| Investment income | 4 | 201 | - | 201 | 85 |
| Total | | <u>186,733</u> | <u>392,870</u> | <u>579,603</u> | <u>573,681</u> |
| EXPENDITURE ON | | | | | |
| Raising funds | 6 | - | 11,066 | 11,066 | 10,074 |
| Charitable activities | 7 | | | | |
| Discrete Projects | | 187,599 | 454,596 | 642,195 | 570,409 |
| Charitable | | 8,225 | - | 8,225 | 7,855 |
| Other | | <u>2,881</u> | <u>-</u> | <u>2,881</u> | <u>514</u> |
| Total | | <u>198,705</u> | <u>465,662</u> | <u>664,367</u> | <u>588,852</u> |
| NET INCOME/(EXPENDITURE) | | <u>(11,972)</u> | <u>(72,792)</u> | <u>(84,764)</u> | <u>(15,171)</u> |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 108,647 | 124,909 | 233,556 | 248,727 |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>96,675</u></u> | <u><u>52,117</u></u> | <u><u>148,792</u></u> | <u><u>233,556</u></u> |

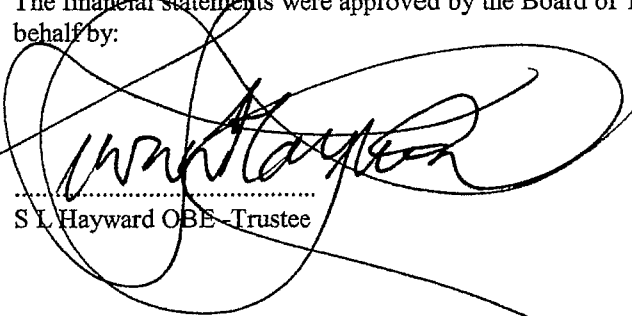
The notes form part of these financial statements

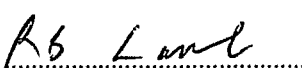
Adfam National

Balance Sheet
At 31 March 2019

| | Notes | Unrestricted fund £ | Restricted funds £ | 2019 Total funds £ | 2018 Total funds £ |
|--|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 13 | 12,440 | - | 12,440 | 20,928 |
| CURRENT ASSETS | | | | | |
| Debtors | 14 | 14,265 | 39,912 | 54,177 | 44,171 |
| Cash at bank | | 97,447 | 157,205 | 254,652 | 185,888 |
| | | <u>111,712</u> | <u>197,117</u> | <u>308,829</u> | <u>230,059</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 15 | (27,477) | (145,000) | (172,477) | (17,431) |
| NET CURRENT ASSETS | | <u>84,235</u> | <u>52,117</u> | <u>136,352</u> | <u>212,628</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>96,675</u> | <u>52,117</u> | <u>148,792</u> | <u>233,556</u> |
| NET ASSETS | | <u><u>96,675</u></u> | <u><u>52,117</u></u> | <u><u>148,792</u></u> | <u><u>233,556</u></u> |
| FUNDS | 16 | | | | |
| Unrestricted funds | | | | 96,675 | 108,647 |
| Restricted funds | | | | <u>52,117</u> | <u>124,909</u> |
| TOTAL FUNDS | | | | <u><u>148,792</u></u> | <u><u>233,556</u></u> |

The financial statements were approved by the Board of Trustees on 27/2/19 and were signed on its behalf by:


S L Hayward OBE -Trustee


R B Lambourn -Trustee

The notes form part of these financial statements

Adfam National

**Cash Flow Statement
for the year ended 31 March 2019**

| | Notes | 2019 £ | 2018 £ |
|---|-------|-----------------------|-----------------------|
| Cash flows from operating activities: | | | |
| Cash generated from operations | 1 | 71,762 | 8,366 |
| Net cash provided by (used in) operating activities | | <u>71,762</u> | <u>8,366</u> |
| Cash flows from investing activities: | | | |
| Purchase of tangible fixed assets | | (3,199) | (330) |
| Interest received | | 201 | 85 |
| Net cash provided by (used in) investing activities | | <u>(2,998)</u> | <u>(245)</u> |
| Change in cash and cash equivalents in the reporting period | | <u>68,764</u> | <u>8,121</u> |
| Cash and cash equivalents at the beginning of the reporting period | | <u>185,888</u> | <u>177,767</u> |
| Cash and cash equivalents at the end of the reporting period | | <u><u>254,652</u></u> | <u><u>185,888</u></u> |

The notes form part of these financial statements

Adfam National

**Notes to the Cash Flow Statement
for the year ended 31 March 2019**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2019 £ | 2018 £ |
|---|---------------|--------------|
| Net income/(expenditure) for the reporting period (as per the statement of financial activities) | (84,764) | (15,171) |
| Adjustments for: | | |
| Depreciation charges | 11,687 | 11,337 |
| Interest received | (201) | (85) |
| (Increase)/decrease in debtors | (10,006) | 38,103 |
| Increase/(decrease) in creditors | 155,046 | (25,818) |
| | <u>71,762</u> | <u>8,366</u> |
| Net cash provided by (used in) operating activities | <u>71,762</u> | <u>8,366</u> |

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

Allocation and apportionment of costs

Direct costs incurred in connection with a particular project are allocated to that particular project. Fundraising and publicity costs comprise costs incurred with raising voluntary contributions. General and overhead costs which are not specific to Management and Administration, Fundraising and Publicity, or Direct Charitable activities are allocated as Support costs to these headings. The basis of allocation is on an analysis of the resources utilised by each of these activities. Support costs are those costs which enable fund generating and charitable activities to be undertaken. Support costs calculated as 15% of the total cost of resources expended.

Tangible fixed assets

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

| | |
|---------------------|---------------|
| Plant and machinery | - 25% on cost |
| Computer equipment | - 20% on cost |

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

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

Adfam National

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

2. DONATIONS AND LEGACIES

| | 2019 | 2018 |
|-----------|---------------|---------------|
| | £ | £ |
| Donations | <u>23,774</u> | <u>12,390</u> |

3. OTHER TRADING ACTIVITIES

| | 2019 | 2018 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Activities for generating funds | <u>17,758</u> | <u>26,706</u> |

4. INVESTMENT INCOME

| | 2019 | 2018 |
|--------------------------|------------|-----------|
| | £ | £ |
| Deposit account interest | <u>201</u> | <u>85</u> |

5. INCOME FROM CHARITABLE ACTIVITIES

| | 2019 | 2018 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Grants | <u>537,870</u> | <u>534,500</u> |
| Activity Discrete Projects | | |

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

5. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

| | 2019 | 2018 |
|---|----------------|----------------|
| | £ | £ |
| Awards For All | 10,000 | - |
| City Bridge | - | 13,000 |
| Esmee Fairbairn Foundation | 25,000 | - |
| Essex County Council | - | 8,000 |
| Royal Borough of Greenwich | 21,000 | 21,000 |
| Collective Voice | 20,000 | 32,000 |
| Big Lottery - Whole Family | - | 97,915 |
| Cruse | - | 6,826 |
| London Joint Working Group on Hep C | 112,227 | 66,105 |
| Institute of Alcohol Studies | 5,003 | - |
| Gilead | - | 12,000 |
| Comic Relief | 38,279 | 40,806 |
| Institute of Alcohol Studies | - | 5,000 |
| 29th May Charitable Foundation | - | 7,500 |
| Big Lottery - Newham | 98,367 | 67,745 |
| London Borough of Newham Go For It | - | 1,000 |
| Metropolitan Masonic Charity | - | 3,650 |
| Halley Stewart Trust | 24,000 | 24,573 |
| ARUK | 10,000 | 18,200 |
| Department of Culture, Media & Sports | 56,974 | 27,421 |
| BBC Children In Need | 32,339 | 32,354 |
| Essex Community Fund | - | 7,000 |
| The Brian Woolf Trust | 5,004 | 5,000 |
| London Friend | - | 2,750 |
| Suffolk Community Foundation | - | 14,655 |
| Midlands Partnership NHS Foundation - Inclusion | 10,000 | 20,000 |
| Charles S. French Charitable Trust | 1,500 | - |
| Ellerman | 40,000 | - |
| Hickinbotham Trust | 500 | - |
| FSJ Trust | 3,000 | - |
| Gambleaware | 15,000 | - |
| London Borough of Haringey | 2,550 | - |
| Tavistock Relationships | 7,127 | - |
| | <u>537,870</u> | <u>534,500</u> |

6. RAISING FUNDS

Other trading activities

| | 2019 | 2018 |
|---------------------------|---------------|---------------|
| | £ | £ |
| Costs of generating funds | <u>11,066</u> | <u>10,074</u> |

Adfam National

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

7. CHARITABLE ACTIVITIES COSTS

| | Direct costs | Support costs (See note 8) | Totals |
|-------------------|----------------|-------------------------------|----------------|
| | £ | £ | £ |
| Discrete Projects | 642,195 | - | 642,195 |
| Charitable | 2,925 | 5,300 | 8,225 |
| | <u>645,120</u> | <u>5,300</u> | <u>650,420</u> |

8. SUPPORT COSTS

| | Governance costs |
|--------------------------|------------------|
| | £ |
| Other resources expended | 2,881 |
| Charitable | 5,300 |
| | <u>8,181</u> |

Support costs, included in the above, are as follows:

Governance costs

| | Other resources expended | 2019 | 2018 |
|---|--------------------------|--------------|------------------|
| | £ | Charitable | Total activities |
| | £ | £ | £ |
| Trustees' expenses | 2,881 | - | 2,881 |
| Auditors' remuneration | - | 2,400 | 2,400 |
| Auditors' remuneration for non audit work | - | 2,900 | 2,900 |
| | <u>2,881</u> | <u>5,300</u> | <u>8,181</u> |
| | | | <u>5,794</u> |

9. NET INCOME/(EXPENDITURE)

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

| | 2019 | 2018 |
|---|---------------|---------------|
| | £ | £ |
| Auditors' remuneration | 2,400 | 2,400 |
| Auditors' remuneration for non audit work | 2,900 | 2,880 |
| Depreciation - owned assets | <u>11,687</u> | <u>11,337</u> |

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

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

| | 2019 | 2018 |
|--------------------|--------------|------------|
| | £ | £ |
| Trustees' expenses | <u>2,881</u> | <u>514</u> |

11. STAFF COSTS

| | 2019 | 2018 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 278,786 | 292,910 |
| Social security costs | 27,761 | 25,012 |
| Other pension costs | 11,871 | 12,070 |
| | <u>318,418</u> | <u>329,992</u> |

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

| 2019 | 2018 |
|-----------|-----------|
| <u>11</u> | <u>10</u> |

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

| | 2019 | 2018 |
|-------------------|----------|----------|
| £60,001 - £70,000 | <u>1</u> | <u>1</u> |

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|-----------------------------------|---------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 12,390 | - | 12,390 |
| Charitable activities | | | |
| Discrete Projects | 80,899 | 453,601 | 534,500 |
| Other trading activities | 26,706 | - | 26,706 |
| Investment income | 85 | - | 85 |
| Total | <u>120,080</u> | <u>453,601</u> | <u>573,681</u> |
| EXPENDITURE ON | | | |
| Raising funds | - | 10,074 | 10,074 |
| Charitable activities | | | |
| Discrete Projects | 109,749 | 460,660 | 570,409 |
| Charitable | 7,855 | - | 7,855 |
| Other | 514 | - | 514 |
| Total | <u>118,118</u> | <u>470,734</u> | <u>588,852</u> |

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

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|-----------------------------|---------------------------|--------------------------|---------------------|
| NET INCOME/(EXPENDITURE) | 1,962 | (17,133) | (15,171) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 106,685 | 142,042 | 248,727 |
| TOTAL FUNDS CARRIED FORWARD | 108,647 | 124,909 | 233,556 |

13. TANGIBLE FIXED ASSETS

| | Plant and machinery £ | Computer equipment £ | Totals £ |
|-----------------------|-----------------------------|----------------------------|-------------|
| COST | | | |
| At 1 April 2018 | 35,047 | 63,696 | 98,743 |
| Additions | - | 3,199 | 3,199 |
| At 31 March 2019 | 35,047 | 66,895 | 101,942 |
| DEPRECIATION | | | |
| At 1 April 2018 | 17,524 | 60,291 | 77,815 |
| Charge for year | 8,762 | 2,925 | 11,687 |
| At 31 March 2019 | 26,286 | 63,216 | 89,502 |
| NET BOOK VALUE | | | |
| At 31 March 2019 | 8,761 | 3,679 | 12,440 |
| At 31 March 2018 | 17,523 | 3,405 | 20,928 |

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2019 £ | 2018 £ |
|--------------------------------|-----------|-----------|
| Trade debtors | 42,087 | 31,687 |
| Other debtors | 3,647 | 3,473 |
| Prepayments and accrued income | 8,443 | 9,011 |
| | 54,177 | 44,171 |

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

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2019 £ | 2018 £ |
|---------------------------------|----------------|---------------|
| Trade creditors | 11,345 | - |
| Social security and other taxes | 8,077 | 7,002 |
| Other creditors | 5,615 | 5,989 |
| Accruals and deferred income | 147,440 | 4,440 |
| | <u>172,477</u> | <u>17,431</u> |

16. MOVEMENT IN FUNDS

| | At 1.4.18 £ | Net movement in funds £ | At 31.3.19 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted funds | | | |
| General fund | 108,647 | (11,972) | 96,675 |
| Restricted funds | | | |
| Discrete Projects | 124,909 | (72,792) | 52,117 |
| TOTAL FUNDS | <u>233,556</u> | <u>(84,764)</u> | <u>148,792</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 186,733 | (198,705) | (11,972) |
| Restricted funds | | | |
| Discrete Projects | 392,870 | (465,662) | (72,792) |
| TOTAL FUNDS | <u>579,603</u> | <u>(664,367)</u> | <u>(84,764)</u> |

Comparatives for movement in funds

| | At 1.4.17 £ | Net movement in funds £ | At 31.3.18 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted Funds | | | |
| General fund | 106,685 | 1,962 | 108,647 |
| Restricted Funds | | | |
| Discrete Projects | 142,042 | (17,133) | 124,909 |
| TOTAL FUNDS | <u>248,727</u> | <u>(15,171)</u> | <u>233,556</u> |

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 120,080 | (118,118) | 1,962 |
| Restricted funds | | | |
| Discrete Projects | 453,601 | (470,734) | (17,133) |
| TOTAL FUNDS | <u>573,681</u> | <u>(588,852)</u> | <u>(15,171)</u> |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.17 £ | Net movement in funds £ | At 31.3.19 £ |
|---------------------------|----------------|-------------------------------|-----------------|
| Unrestricted funds | | | |
| General fund | 106,685 | (10,010) | 96,675 |
| Restricted funds | | | |
| Discrete Projects | 142,042 | (89,925) | 52,117 |
| TOTAL FUNDS | <u>248,727</u> | <u>(99,935)</u> | <u>148,792</u> |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 306,813 | (316,823) | (10,010) |
| Restricted funds | | | |
| Discrete Projects | 846,471 | (936,396) | (89,925) |
| TOTAL FUNDS | <u>1,153,284</u> | <u>(1,253,219)</u> | <u>(99,935)</u> |

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

16. MOVEMENT IN FUNDS - continued

Purposes of Restricted funds:

Prison and Discrete Projects:

Adfam also incurs significant restricted expenditure on prison and discrete projects, as determined by their respective service level agreements and/or contracts. These expenses are mainly utilised in delivering the outputs of the project.

Influencing and public information

Although the charity receives no restricted funds for Influencing and Public Information, the charity incurs significant expenditure on this area. As part of its objectives the charity undertakes "publicity and educational work of all descriptions". The expenditure on this area:

- makes the public aware of the incidence and effects of alcohol and drug abuse and everyone's shared responsibility to act to stop it.
- provides evidence for the need for policy change and legislative reform to better understand and better represent the issues facing families affected by alcohol and drug abuse.

17. OTHER FINANCIAL COMMITMENTS

Financial commitments

At 31 March 2019 the charity had annual commitments under non-cancellable operating leases as follows :

Land and Buildings

| | <u>£</u> |
|----------------------------|----------|
| Expiry date : | |
| Less than one year | - |
| Between one and two years | - |
| Between two and five years | - |

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

19. LIABILITY OF MEMBERS

The charity is constituted as a company limited by guarantee. In the event of the charity being wound up members are required to contribute an amount not exceeding £1.

20. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.