



THE NICHOLAS MILLS FOUNDATION (Trading as DrugFAM)

Annual Report And Financial Statements 31 December 2018

The Nicholas Mills Foundation
85 Hurst Park Road
Twyford
Berkshire
RG10 0EZ

Registered Charity Number: 1123316



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



**NATIONAL
LOTTERY FUNDED**

The Nicholas Mills Foundation (Trading as DrugFAM)

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The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

KEY HIGHLIGHTS

- The Founder, Elizabeth Burton-Phillips MBE, became Chair of the Board of Trustees
- Simon, the surviving twin son of the Founder, joined the Board as a Trustee
- The Cadogan Hall in Sloane Square London, hosted a charity concert performed by L'Orchestre Du Monde (The Orchestra of the World) conducted by Janusz Piotrowicz in aid of DrugFAM
- The Theatre In Education performance of "Mum Can You Lend Me £20? What drugs did to my family" was redeveloped by It is What It Is Productions and was premiered in Portsmouth in December 2018

The Nicholas Mills Foundation was set up in August 2006 as a voluntary organisation in memory of Nick Mills who tragically died as a result of drug abuse in February 2004. The Foundation was incorporated as a company in October 2007 and was registered as a charity in March 2008. The first support group was held in High Wycombe in January 2009.

The families of those affected by someone else's drug or alcohol use, often experience isolation, loneliness, prejudice and even disownment from friends, family and the wider community; this is often accompanied with feelings of shame, helplessness and fear.

We recognise that the term family includes family members, carers, partners, neighbours, friends, colleagues, or anyone concerned about someone else's wellbeing.

DrugFAM's services provide vital support to families nationally and to local communities. There are nearly 1.5 million adults who are significantly affected by a relative's drug use (UKDPC, 2012); with approx. 1 in 3 adults affected by a relative's alcohol misuse (Addaction, 2008). The cost of harm to family members' amounts to £1.8 billion per year (UKDPC, 2009). The hidden support offered by families, friends and un-official carers amounts to approx. £747 million per year (2008) if it were to be delivered by health and social care professionals' (Copello, & Templeton, 2012:2). In 2017 there were 3,756 drug poisoning deaths involving both legal and illegal drugs registered in England and Wales and it is the highest since comparable records began in 1993 (ONS, 2018) and the highest figure across Europe. In 2016 there were 7,327 alcohol-specific deaths in the UK, an age-standardised rate of 11.7 deaths per 100,000 population. For the UK, the 2016 alcohol-specific deaths rate continues to remain unchanged since 2013, but is still higher than that observed 15 years ago (ONS, 2018)

VISION

Every family struggling with the nightmare of someone else's substance or alcohol abuse gets the support they need to rebuild their lives.

MISSION

Provide a lifeline of safe, caring and professional support services to give families the strength to break free from the impact of someone else's drug or alcohol use.

The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

STRATEGIC AIMS

DrugFAM's strategic aims are to provide support in three main areas.

- 1) Support to families, friends or partners affected by someone's else's drug or alcohol use

Activities: Weekly support groups, one-to-one support, telephone helpline (7 days a week, 9am to 9pm) and email support.

- 2) Support to families, friends or partners bereaved by someone's drug or alcohol use, or related causes.

Activities: Quarterly support groups, Annual bereaved by addiction conference, bespoke bereaved by addiction handbook, one-to-one support and local befriending, Nicholas Mills Memorial Project for 18 – 30 year olds bereaved by addiction, helpline (7 days a week, 9am to 9pm) and email support.

- 3) Education and awareness-raising on the impact of someone's drug or alcohol use on families, professionals, prisons, schools and the wider community at large.

Activities: In 2012 a Theatre In Education performance of "Mum Can You Lend Me £20? What drugs did to my family" made its debut performance. It has since been performed over 120 times all around the country.

The play has been recently redeveloped by It is What It Is Productions, who have produced a one-hour performance and workshop package suitable for four key audience groups;

- Families of those who are addicted to drugs/alcohol
- Young people in secondary and higher education
- Addicts and individuals in recovery in rehabs, or in prisons
- Professionals who may work with those who are addicted to drugs/alcohol

The flexible package gives audiences the opportunity to watch the play and then take part in a forum theatre workshop.

Other activities include the published book (same title), podcast of play, talks in schools, prisons and elsewhere, bi-annual prison arts competition

In addition to the wide range of activities delivered through our three strategic aims, DrugFAM provides added value through the knowledge and experience of our staff and volunteers. We are able to provide training and workshops to develop other third parties. The staff and volunteers will attend local partnership meetings, awareness and promotion events and support other professionals to develop their skills in terms of the impact of substance use on families. DrugFAM offers volunteer opportunities which supports increased community engagement and reduces isolation.

COST TO USERS

All services are free at point of access to clients although voluntary contributions either financial or voluntary working for the charity are strongly encouraged.

The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

FUNDING

2017 was an extraordinarily successful year for fundraising and one which we knew would not be matched in 2018.

The two biggest reasons for this were due to a downturn in fundraising event activities and also due to charity falling victim of a 'push' fraud.

In 2017, the annual summer ball was highly successful and raised just over £50,000, but due to ill-health of the primary organiser, the ball had to be cancelled in 2018.

Furthermore, 2017 had benefitted from some £60,000 in additional donations from individuals and companies that could be associated with the Westminster Abbey service that year. Of this amount, £13,475 was specifically restricted to contributing towards the costs of the event.

In the Autumn of 2018, the charity fell prey to a push fraud worth £20,400. The Charity Commission was satisfied that the charity had taken the appropriate steps and had managed the incident correctly.

Despite these three factors, Total Income of £236,152 in 2018, was only down (25)% compared to 2017.

As indicated in previous years, the charity is primarily dependent on donations from trusts and foundations, corporations and individuals. With support from a professional fundraiser targeting trusts and foundations and a lot of hard work from the Founder. Funding from these sources continued and was higher than in 2017 by £26,108.

This meant that by 31 December 2018, cash in hand and on deposit was £116,647 which was in line with Budget. Free cash reserves represented 9.2 months' worth of unrestricted net cash costs versus our policy of holding 6 months.

We will continue to employ the excellent services of Christina Lake Consulting, a professional fundraiser to target trusts and foundations, which has borne fruit over the last three years. Larger donors and details of restricted funds are listed in the notes to the accounts.

We are very grateful to all the organisations and individuals who have supported us, either through donations, through raising funds on our behalf and through supporting fundraisers in their efforts; their contributions are the means by which we can support clients through their time of need.

STAFF

During 2018, the Founder, Elizabeth Burton-Phillips MBE continued as a full-time volunteer and trustee. The Founder focussed her particular skillset on promotion, external networking and fundraising, her very valuable work supporting bereaved families and education and awareness work through the play and presentations at speaking events including to schools and prisons. DrugFAM was therefore delighted when the Founder's dedication and work was recognised with the award of an MBE for services to people who experience drug addiction and their families in the 2017 Queen's Birthday Honours list.

The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

STAFF (Continued)

It is with regret and gratitude that we announce Sarah Bromfield's departure as Chief Executive Officer (CEO) of DrugFAM. Since 2009, Sarah has been an active volunteer of the charity, taking on a paid role in January 2015. Sarah has played a crucial role in the development, growth and success of DrugFAM.

We would like to thank Sarah for her dedicated service not only as a CEO, but also as a front-line volunteer who worked tirelessly on the helpline and we wish her all the best for the future.

DrugFAM is committed to staff and volunteer development. We also increased our volunteer numbers in 2018 recruiting a further 11 volunteers working with the helpline, support groups, in office administration, education in schools and prisons, and speaking roles. Our volunteer group facilitators receive excellent training from a very experienced expert in the field. Additionally, the team is offered a range of training packages including safeguarding, listening skills, group facilitation and trauma training. Team meetings also offer opportunities for workshops and peer led support. The staff team is supported to attend national conferences to enhance their knowledge and skill base. Clinical supervision is offered to the team members and volunteers.

We are extremely grateful to all our staff and volunteers for their dedication and commitment and were delighted they were awarded the Queens Award for Volunteer Services in 2017 by the Lord Lieutenant of Buckinghamshire at a ceremony hosted by the High Wycombe Mayor in September 2017. DrugFAM was incredibly proud when two of our volunteers Karen Golden and Gill Owen-Conway were given the Prime Ministers Points of Light Award for their services to the community. As we develop and grow it is essential that we continue to appoint staff and volunteers who embrace the DrugFAM values and ethos.

The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

ACTIVITIES

The past year has seen significant developments for DrugFAM.

- DrugFAM continues to provide weekly support groups in the Thames Valley area (located in High Wycombe, Slough, Wokingham, Witney and Chesham) and in Borehamwood (Herts) and Peterborough. Clients received additional 7 day-a-week support through the helpline and one-to-ones. Further support groups due to open in quarter two 2019, include Sandhurst and Farringdon.
- In the year to end March 2017, there were 1,554 attendances at groups. DrugFAM has seen a 57% increase in clients reached (groups, one-to-one and helpline) over the previous year. Quantitative and qualitative feedback is collected for all groups and continues to be very positive. We continue to measure life satisfaction of group members. The data collected so far shows substantial improvements in respondent's satisfaction with various aspects of their lives since first attending the group.
- All staff and volunteers are trained in Group facilitation skills and also undertake a programme of relevant training provided by Peter Cartwright. 68% of our volunteers are former clients who have reached a stage in their personal recovery where they are able to offer their services to the charity. All training is regularly updated.
- Our 7 day a week helpline operates between 9am and 9pm and provides vital 'on demand' services to support families, friends and partners experiencing distress, and for first time callers it is a non-intimidating service which can be used anonymously if desired. In 2018 DrugFAM received over 10,000 calls representing a 55% increase in call volume over the previous year.
- The Nicholas Mills Memorial Project was developed to support young people aged 18 – 30 years who are bereaved by addiction. It has provided opportunities for young people to meet others in a similar situation share their stories and access their emotions in a safe, supportive environment. The project outcomes have supported young people to develop ways to process and cope with their loss through a range of interventions including telephone and email support, support groups, one-to-one support, social media applications, attending the bereaved by addiction conference and creative workshops.

This is under review with plans to re-develop the Project. It will commence with a focus group of comprising of young people at various ages and at a variety of stages of grief where the scope of the re-development will be defined. It is important that young people have a voice and are heard in their own private space. This focus group is scheduled to take place on Sunday, 7 April 2019.

- DrugFAM's 10th Bereaved By Addiction conference was held in High Wycombe in October with families and professionals attending from all over the UK and Europe.

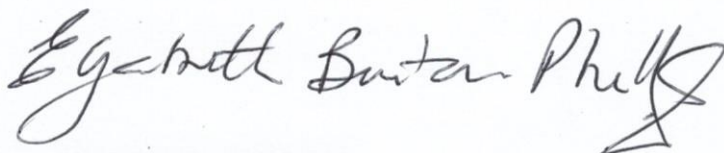
The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2018

ACTIVITIES (Continued)

- DrugFAM continues to offer those bereaved through substance use quarterly support groups with the opportunity to attend our conference in October each year. Ongoing telephone and email support, one to one meetings at the office are also part of the bereavement support offered and where possible home befriending can be organised subject to limited geographical distance. Bereaved families nationwide and internationally benefit from our support services and are very grateful for our work. The charity is grateful to our sponsor, who wishes to remain anonymous, for their generous sponsorship of this event.
- Supervision was provided by an external supervisor, Paul Cockcroft. This included group reflective practice and telephone supervision for the helpline volunteers and support group facilitators.
- During 2018 we continued to develop excellent links with the Thames Valley Police. Our posters and information are held in all custody suites. The charity works closely with Thames Valley Police in order to ensure joined-up support for families affected by CDL (County Drugs Lines) exploitation – we are supporting a current CDL Intensification initiative, as well as the Drugs Diversion Scheme pilot project in West Berkshire.
- DrugFAM continues to be a member of the Suicide Prevention Alliance and Helplines Partnership. DrugFAM strongly believes in working in partnership with other agencies to support agendas which align with the DrugFAM mission. We look forward to contributing to these joint strategies and raising awareness of the impact of drug and alcohol addiction on families, friends and carers.
- DrugFAM continues to receive excellent support and goodwill from Design Directions in Twyford, Berkshire for organizational branding.
- The charity is in discussion with several high-profile celebrities who have expressed an interest in our work. We hope to be able to report of this progress in next year's report.

My thanks to all of our staff and volunteers, my fellow trustees and our patrons for their hard work, expertise and commitment and for giving so much of their time to act as a life line and to improve the quality of life for all those struggling with the nightmare of addiction. Without each of them, the charity could not exist.



Elizabeth Burton-Phillips MBE
Founder & Chairman
15 May 2019

The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT YEAR ENDED 31 DECEMBER 2018

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2018.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association 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 (FRS102).

Constitution and Organisation

The Nicholas Mills Foundation is a registered charity (No. 1123316) and a company (No. 06414684), incorporated on 31 October 2007.

The assets of the predecessor organisation (The Nicholas Mills Foundation), founded in August 2006, were transferred to the new company on incorporation. A board of directors manages The Nicholas Mills Foundation in accordance with the Articles of Association of the company and the Board of Trustees – Terms of Reference.

Objects of the Charity

The objects set out in the Memorandum of Association of the company are:

To relieve the suffering caused by drug abuse by making help, support and advice available to the families, friends, dependants and carers of drug users and in addition to give supplementary help to drug users.

To advance education and research in regard to addiction to licit or illicit drugs including alcohol, solvents and any other psycho-active substance – prescribed or otherwise – and to disseminate the results of any such research.

In October 2013 the trustees adopted as their vision statement: 'Every family struggling with the nightmare of someone else's addiction to drugs or alcohol gets the support they need to rebuild their lives'. Further detail on the vision statement and the strategy chosen to meet this statement are included in the Chairman's Foreword.

Public Benefit

DrugFAM has met its charitable aims through the delivery of a national helpline 7 days a week (9.00 am – 9.00 pm) 365 days a year, one-to-one support and facilitated peer support groups. The services are free at point of delivery to anyone above the age of 18.

The charity also provides support to those who have suffered bereavement as a result of a loved one's drug or alcohol use and runs quarterly support groups, 7 days a week (9.00 am – 9.00 pm) 365 days a year, one-to-one support, young people's bereavement project and an annual bereaved by addiction conference.

The charity has also met its education objective through the provision of presentations and workshops and the commissioning of the Theatre for Social Change. The education programme has been delivered to a wide range of audiences including; universities, prisons, rehabs, drug services, professional conferences and to the wider community at large.

The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2018

The trustees have considered the Charity Commission's guidance on public benefit and have taken the guidance into account when making any decision it is relevant to. The trustees believe that they have complied with their obligations under section 17(5) of the Charities Act 2011.

Directors

The Board is responsible for the recruitment and appointment of directors/trustees.

The following directors served on the Board at some stage during the year:

Elizabeth Burton-Phillips MBE - Appointed Chairman 24 July 2018
Isobel Morrow MBE - Appointed Treasurer & Company Secretary on 30 July 2018
Daren Forsyth – Appointed on 21 September 2018
Paul Rubin – Appointed on 29 October 2018
Simon Mills – Appointed on 11 December 2018

Carol-Anne Bidwell – Resigned on 1 May 2018
Martin Lucas – Resigned on 5 July 2018
John Clark - Chairman (Resigned on 24 July 2018)
Belinda Knight – Resigned on 29 July 2018
Andrew McBarnett FCMA CGMA - Treasurer (Resigned on 1 August 2018)

Founder

The charity was founded by Elizabeth Burton-Phillips in memory of her son Nicholas Mills who died as a result of his drug abuse in 2004.

Patrons

The following kindly acted as patrons of the charity during 2018:
Sir Anthony Seldon

Review of Activities and Achievements

The review is included in the Chairman's Foreword above.

Reserves Policy

The current reserves policy was adopted in 2013. The policy is that the charity should hold 'free' (i.e. unrestricted) cash reserves of at least 6 months unrestricted net (being net of trading activity) cash costs to allow for shortcomings (including timing differences) in income and to cover the cost of closing down the charity should such a need ever arise.

The directors have reviewed the reserves policy during the year and decided to leave it unchanged.

The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2018

Financial Review

The charity recorded a deficit of income below expenditure in 2018 of £(43,150), compared to a surplus of £71,313 in 2017.

The two biggest reasons for this were due to a downturn in fundraising activities and also due to charity falling victim of a 'push' fraud.

In 2017, the annual summer ball was highly successful and raised just over £50,000, but due to ill-health of the primary organiser, the ball had to be cancelled in 2018.

Furthermore, 2017 had benefitted from some £60,000 in additional donations from individuals and companies that could be associated with the Westminster Abbey service that year. Of this amount, £13,475 was specifically restricted to contributing towards the costs of the event.

In the Autumn of 2018, the charity fell prey to fraudsters who managed to access the email account of a member of the Board of Trustees, ticking staff into paying invoices to the value of £20,400. This matter was immediately reported to the bank, but they were unable to recover the money.

Having informed the Police, the Charity Commission was notified of the fraud and of the improvements to security procedures to prevent this happening again in the future. The Charity Commission were satisfied that the charity had taken the appropriate steps and had managed the incident correctly.

Income from donations totalled £212,187 in 2018 and exceeded the previous year by £26,108. Additionally, income from charitable activities in 2018, amounted to £23,538 which was 62% higher than 2017. This was driven by the annual bereavement conference where the charity was able to secure a sponsor for the event.

The charity receives a significant proportion of its grant funding from the Big Lottery £96,344. £87,311 was from the Reaching Communities programme and is paid quarterly.

Expenditure (including the cost of the fraud, worth £20,400) was £35,045 higher than in 2017. This reflects the savings of the summer ball expenditure of £59,738, which was offset by higher staff costs of £70,307 to support growing demand and higher consultancy costs of £12,145 which was mainly funded by the Big Lottery Building Capabilities grant.

Cash in hand and on deposit at 31 December 2018 was £116,647 which is £(58,377) lower than a year previously reflecting the lower income performance in 2018.

In terms of the reserves policy, free cash reserves of £78,770 represents 9.2 months of unrestricted net cash costs (2017 – 15.5 months) versus the policy of holding 6 months.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**DIRECTOR'S REPORT (Continued)
YEAR ENDED 31 DECEMBER 2018**


Responsibilities of the Directors

Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity at the end of the period and of the surplus or deficiency for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 15, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Board of Directors



Elizabeth Burton-Phillips MBE
Founder & Chairman

Approved by the Board of Directors on 15 May 2019

85 Hurst Park Road
Twyford
Berks
RG10 0EZ

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF THE NICHOLAS MILLS FOUNDATION
YEAR ENDED 31 DECEMBER 2018**

I report on the accounts of The Nicholas Mills Foundation (charity no 1123316) for the year ended 31 December 2018 which are set out on pages 12 to 22.

Respective Responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

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

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

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

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

Signed: 
Name: Mr Tim Kemp

Date: 30th April 2019

Relevant professional qualification or body: FCA
Address: Top Barn, Rectory Road, Steppingley, Bedford MK45 5AT

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**STATEMENT OF FINANCIAL ACTIVITIES
Year to 31 December 2018**

	Note	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Income From:					
Donations	3	54,749	157,438	212,187	186,079
Charitable Activities	4	23,538	0	23,538	14,555
Other Trading Activities	5	282	0	282	114,907
Investments		145	0	145	30
Total Income		78,714	157,438	236,152	315,570
Expenditure On:					
Raising Funds	6	13,818		13,818	73,358
Charitable Activities	7	108,045	157,438	265,483	170,900
Total Expenditure	8	121,863	157,438	279,302	244,257
Net Income/(Expenditure)		(43,149)	(0)	(43,150)	71,313
Reconciliation of Funds:					
Net Movement In Funds		(43,149)	(0)	(43,150)	71,313
Total Funds Brought Forward 1 January 2017		132,072	(7,492)	124,580	53,267
Total Funds Carried Forward 31 December 2017		88,923	(7,492)	81,430	124,580

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

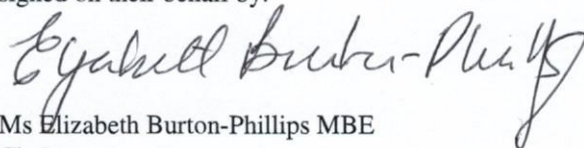
**BALANCE SHEET
At 31 December 2018**

	Note	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Fixed Assets					
Computer & Telephone Equipment	10	2,812		2,812	1,427
Total Fixed Assets		2,812	0	2,812	1,427
Current Assets					
Debtors	11	7,087		7,087	3,647
Cash At Bank & In Hand		78,770	37,876	116,647	175,024
Total Current Assets		85,857	37,876	123,734	178,671
Current Liabilities					
Creditors: Amounts Falling Due Within One Year	12	(45,115)		(45,115)	(55,518)
Net Current Assets		40,742	37,876	78,618	123,153
Total Net Assets		43,554	37,876	81,430	124,580
The Funds Of The Charity					
Unrestricted Funds		43,554	-	43,554	98,477
Restricted Income Funds		-	37,876	37,876	26,103
Total Charity Funds		43,554	37,876	81,430	124,580

The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 relating to small companies.

- Directors' responsibilities: the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Directors on 15 May 2019, and are signed on their behalf by:



Ms Elizabeth Burton-Phillips MBE
Chairman

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**STATEMENT OF CASHFLOWS
Year to 31 December 2018**

	Note	2018 Total £	2017 Total £
Cashflow From Operating Activities			
Net Cash Provided By (Used In) Operating Activities		(55,971)	112,052
Cashflows From Investing Activities			
Purchase of Computer & Telephone Equipment	10	(2,406)	(1,210)
Net Cash Provided By (Used In) Investing Activities		(2,406)	(1,210)
Cashflows From Financing Activities			
		0	0
Net Cash Provided By (Used In) Financing Activities		0	0
Change In Cash & Cash Equivalents In The Reporting Period		(58,377)	110,842
Cash & Cash Equivalents At The Beginning Of The Reporting Period		175,024	64,182
Cash & Cash Equivalents At The End Of The Reporting Period		116,647	175,024

All cash is held as cash in hand or in bank accounts without a notice period.

Reconciliation Of Net Movement In Funds To Net Cashflow From Operating Activities

Net Movement In Funds Fror The Reporting Period (as per the statement of financial activities)		(43,150)	71,313
Adjustments For:			
Depreciation Charges	10	1,022	716
(Increase)/Decrease In Debtors	11	(3,440)	890
Increase/(Decrease) In Creditors	12	(10,403)	39,133
Net Cash Provided By (Used In) Operating Activities		(55,971)	112,052

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**NOTES TO THE FINANCIAL STATEMENTS
Year to 31 December 2018**

1. Basis of Preparation

The financial statements have been prepared on the basis of historic cost 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 (FRS102), and with the Charities Act.

The financial statements are prepared on the accruals basis.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

To comply with FRS102, the accounts include a Statement of Cash Flows for both 2017 and 2016.

With the exception of the Statement of Cash Flows, no changes have been made to accounts for previous years.

2. Accounting Policies

Income

Income is included in the SoFA when the charity becomes entitled to the income, when the trustees are virtually certain they will receive the income, and when the monetary value can be measured with sufficient reliability.

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants are only included in the SoFA once the related goods or services have been delivered.

The value of any volunteer help received is not included in the accounts but is described elsewhere in the report.

Investment income is included in the accounts when receivable.

Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year and cost at least £500.

They are valued at cost.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**NOTES TO THE FINANCIAL STATEMENTS
Year to 31 December 2018**

	Unrestricted Funds	Restricted Funds	2018 £	2017 £
3. Income From Donations				
Berkshire Community Foundation		10,435	10,435	11,269
Bernard Lewis Foundation	10,000		10,000	10,000
Compass Payment Company			0	2,000
David Barnett			0	5,000
David Mayhew			0	10,000
Derek Quinn			0	2,650
Duncan Hunter			0	10,000
Garfield Weston Foundation		10,000	10,000	0
Herts of Bucks		2,917	2,917	0
Indivior		15,000	15,000	8,320
John Lewis Plc			0	5,250
John Swire 1989 Charitable Trust			0	5,000
Kemp-Welch Charitable Trust			0	2,500
Lady Hind Trust			0	5,000
Lord Farringdon			0	2,500
Martindale Pharmaceuticals			0	5,000
Oxfordshire DAAT		6,833	6,833	0
Paradigm Foundation		6,640	6,640	0
Rothschilds Foundation		2,402	2,402	2,402
Rubin Foundation Charitable Trust			0	10,000
Rydes Hill Preparatory School	2,595		2,595	0
Thames Valley Police	10,000		10,000	0
The Big Lottery		96,344	96,344	16,505
The Findlay Charitable Trust			0	2,000
The Swire Charitable Trust			0	5,000
Westcoast Ltd			0	5,000
Wokingham Lions			0	3,000
Wycombe District Council		4,869	4,869	0
Other Individuals, Trusts & Companies	32,154	2,000	34,154	57,683
Total Income From Donations	54,749	157,438	212,187	186,079

Movement of restricted funds – see note 16

Where donations in this list are performance related; the proportion carried forward to 2018 is not included above.

	2018 £	2017 £
4. Income From Charitable Activities		
Support Groups And Associated Services		
Wokingham DAAT	2,500	7,500
Play	0	1,275
Fundraising Concert - Cadogan Hall	6,391	0
School, Prison And Other Presentations	4,369	3,120
Bereavement Conference	10,278	2,660
Total Income From Donations	23,538	14,555

Income from DAATs and the NHS are to help fund support groups and associated services for residents in their respective local areas.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2018**

	2018 £	2017 £
5. Income From Other Trading Activities		
Annual Dinner Dance	0	114,332
Others	282	575
	<hr/>	<hr/>
Total Income	282	114,907
	<hr/>	<hr/>
6. Expenditure On Raising Funds		
Annual Dinner Dance	4,296	64,034
Other Events	0	0
Support Costs (See Note 8)	9,522	9,324
	<hr/>	<hr/>
Total Expenditure	13,818	73,358
	<hr/>	<hr/>
7. Expenditure On Charitable Activities		
Support Groups & Associated Services	242,809	133,463
Play - Redevelopment	13,998	656
School, Prison And Other Presentations	0	122
Bereavement Conference	6,007	3,681
Westminster Abbey Service	0	30,335
The Nicholas Mills Memorial Project	150	0
Downing Street Reception	0	2,643
	<hr/>	<hr/>
Total Expenditure	262,963	170,900
	<hr/>	<hr/>

**The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2018**

8. Support Costs

	Raising Funds £	Charitable Activities £	2018 Total £	2017 Total £
Staff Costs (See Note 14)		160,439	160,439	90,132
Accounting & Bookkeeping Costs		0	0	0
Advertising & Promotion		3,068	3,068	2,269
Computer & Internet Equipment		5,431	5,431	6,788
Consultancy Fees	9,522	4,062	13,585	1,440
Depreciation of Fixed Assets		1,021	1,021	716
Governance Costs		6,000	6,000	540
Insurance Costs		1,251	1,251	1,231
Office Expenses		3,961	3,961	6,119
Print, Post & Stationery		3,504	3,504	1,251
Rent And Premises Costs		10,322	10,322	8,337
Telephone		7,637	7,637	6,608
Training Costs		3,939	3,939	1,379
Travel And Subsistence		8,395	8,395	7,553
Extraordinary Costs - Fraud		20,400	20,400	0
Miscellaneous		5,899	5,899	9,252
Total Support Costs	9,522	245,329	254,852	143,615
Fees for Play Development		13,998	13,998	300.00
Bereavement Conference		6,007	6,007	3,330
Annual Dinner Dance			0	64,034
Westminster Abbey (Hire/reception costs)			0	30,335
Fundraising Concert - Cadogan Hall	4,296		4,296	0
The Nicholas Mills Memorial Project		150	150	0
Downing St reception costs			0	2,643
Total Support Costs	13,818	265,483	279,302	244,257

Consultancy fees in 2018 of £13,585 (2017 - £1,440) consisted of £3,585 for bid writer fees, £4,992 for core case for support & case expression development. £2,520 for outcomes evaluation and other expenditure of £2,488.

Governance costs of £6,000 (2017 £540) consist of coaching, consulting and strategic direction to meet DrugFAM's aims and continued growth.

A list of restricted grants received is given in note 16. All of the expenditure met by these grants, a total of £157,438 in 2018 (2017 - £64,280), is included in expenditure on charitable activities.

Extraordinary expenditure of £20,400 was incurred as a consequence of the charity being a victim of a fraud. The incident was immediately reported to the Police and the Charity Commission, who were satisfied that the trustees dealt with the matter appropriately and responsibly.

9. Audit, Independent Examination and Other Financial Service Fees

No fee was charged for the independent examination in 2018 or 2017. No fee was paid £2,193 for accounting, bookkeeping and payroll services in 2018 or 2017.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2018**

10. Tangible Fixed Assets

	Computer & Telephone Equipment £	2018 Total £	2017 Total £
Cost			
Balance Brought Forward	19,800	19,800	19,217
Additions	2,406	2,406	1,210
Disposals	0	0	(627)
	<hr/>	<hr/>	<hr/>
Balance Carried Forward	22,206	22,206	19,800
Accumulated Depreciation			
Balance Brought Forward	18,373	18,373	18,284
Additions	1,022	1,022	716
Disposals	0	0	(627)
	<hr/>	<hr/>	<hr/>
Balance Carried Forward	19,395	19,395	18,373
Net Book Value			
Balance Brought Forward	1,427	1,427	933
	<hr/>	<hr/>	<hr/>
Balance Carried Forward	2,812	2,812	1,427

Computer & Telephone Equipment is being depreciated on a straight line basis over 3 years from the date of installation.

**The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2018**

	2018	2017
	£	£
11. Debtors		
Accrued Revenue	0	1,750
Other Debtors	7,087	1,897
	<hr/>	<hr/>
Total Debtors	<u>7,087</u>	<u>3,647</u>

12. Creditors

Prepaid Revenue	(37,876)	(26,103)
Prepaid Grants	0	(1,875)
Accruals	(7,239)	(27,540)
	<hr/>	<hr/>
Total Creditors	<u>(45,115)</u>	<u>(55,518)</u>

13. Payments To Trustees

Throughout 2018, Elizabeth Burton-Phillips has been a trustee of DrugFAM. During this time she has provided volunteer services and fundraising services to DrugFAM. The Board agreed that she should continue to be repaid expenses incurred in carrying out these duties but not for carrying out trustee related duties. In accordance with this agreement, Elizabeth Burton-Phillips was paid £3,768 (£2,021 in 2017).

Payment of £1,400 was made to Daren Forsyth for interim general manager services. No payments were made to any of the other trustees in 2018 or 2017.

14. Employees

	2018	2017
Employee Count		
	Total	Total
Employees beginning of year	4	4
Employees end of year	6	4
Full time equivalent	4.3	3.1
	<hr/>	<hr/>
Staff Costs		
	£	£
Wages and salaries	123,240	83,656
Employers NI	5,780	5,598
Pension contribution	1,246	878
Contract staff	30,173	0
Redundancy	0	0
	<hr/>	<hr/>
Total Staff Costs	<u>160,439</u>	<u>90,132</u>

The workplace pension scheme commenced 1st April 2016.

15. Transactions With Related Parties

There were no transactions with related parties in 2018 or 2017.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2018**

16. Restricted Income Funds

Movement Of Funds During 2018 Was As Follows:

	Fund Balances Brought Fwd £	Incoming Resources £	Outgoing Resources £	Fund Balances Carried Fwd £
Berkshire Community Foundation	8,333		8,333	0
Garfield Weston Foundation		10,000	10,000	0
Berkshire Community Foundation		12,608	2,101	10,507
Indivior		15,000	15,000	0
Oxfordshire DAAT		9,110	6,833	2,278
Vintners Company	375		375	0
Chiltern District Council	300		300	0
The Rothschild Foundation	2,402		2,402	0
Wycombe District Council		6,357	5,861	496
Heart of Bucks		5,000	2,917	2,083
The Doris Field Trust		1,000	0	1,000
Paradigm Foundation		9,960	6,640	3,320
Thames Valley Community Chest		4,000	333	3,667
Janes Ralls & Ann-Marie Graham		2,010	0	2,010
Big Lottery *	14,693	94,167	96,344	12,516
Total Income	26,103	169,212	157,438	37,876

There were no transfers between funds.

* Funding from the Big Lottery is subject to DrugFAM's quarterly review to ensure progress in meeting considerable performance targets and demonstrate financial accountability.

**The Nicholas Mills Foundation
(Trading as DrugFAM)**

COMPANY INFORMATION

Registered Office	85 Hurst Park Road Twyford Berkshire RG10 0EZ
Company Registration Number	06414684
Directors	Mrs E Burton-Phillips MBE Ms I Morrow MBE Mr S Mills Mr D Forsyth Mr P Rubin
Company Secretary	Ms I Morrow MBE
Staff Team	Mr A McBarnett FCMA CGMA - FD Mr S Jessop - Senior Family Support Worker Mr P Plaistowe - Family Support Worker Mrs D Sear - Family Support Worker/Administrator Ms Jackie Buckley - Family Support Worker Ms Gill Owen-Conway - Helpline Manager
Reporting Accountant	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
Bankers	HSBC 9 Penn Road Beaconsfield Bucks HP9 2PT