



DRUGFAM / THE NICHOLAS MILLS FOUNDATION (Trading as DrugFAM)

Annual Report And Financial Statements 31 December 2019

DrugFAM / 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



The National Lottery Community Fund



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

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DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

KEY HIGHLIGHTS

- Mr Charles Owen-Conway became Chairman of the Board of Trustees
- Mrs Catherine Adcock, Mr Noel McDermott, Mr Jason Kew and Mr Rodney D'Costa joined the Board as Trustees
- The Founder, Elizabeth Burton-Phillips received special recognition at the 25th Birthday National Lottery Awards at the BBC in October 2019
- The 11th annual Bereavement Conference took place in October 2019
- The Nicholas Mills Memorial Project was rebranded as 'BEYOND' (Bereaved Young Adults through Alcohol and Drugs)

DrugFAM/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.

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

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, BEYOND 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 of 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 offers audiences the opportunity to watch the play and then take part in a forum theatre workshop.

Other activities include the published book (same title), audible drama 'Inseparable', podcast of play, talks in schools, prisons and elsewhere.

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 support increased community engagement and reduces isolation.

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CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

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.

FUNDING

2019 was a steady year for fundraising. Total income of £213,180 was down by 10% from total income in 2018.

The stage adaptation of 'Mum Can You Lend Me Twenty Quid' took place in March. The play is part of DrugFAM's Schools Programme which also includes awareness workshops.

DrugFAM benefitted from its second year of generous funding from The Big Lottery. £92,627 was recorded as income from the Big Lottery in 2019 (2018: £96,344). This funding has been crucial in supporting the Charity's Helpline service.

As indicated in previous years, the Charity is primarily dependent on donations from trusts and foundations, corporations and individuals. The Charity was helped by a professional fundraiser for part of the year, targeting trusts and foundations, and also by a lot of hard work from the Founder. Funding from these sources has continued but was lower than in 2018 by £16,779. Larger donors and details of restricted funds are listed in the notes to the accounts.

At 31 December 2019, cash in hand and on deposit was £82,949 (2018: £116,647). Free cash reserves represented 4.7 months' worth of unrestricted net cash costs versus our policy of holding 6 months. This was mainly due to the timing of funds received towards the year end date.

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

STAFF

During 2019, Charles Owen-Conway joined the Board as Chair of Trustees. He brings a wealth of knowledge in the business and banking industries as well as having chaired the Buckinghamshire Adults Safeguarding Board for 6 years. His appointment has allowed Elizabeth Burton-Phillips MBE, the Founder of the Charity, to concentrate on her unique skills as well as continuing as a full-time volunteer and trustee. The Founder focusses on the promotion of the Charity, external networking and fundraising. She continues with 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.

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

STAFF - continued

At the beginning of 2020, Mr A McBarnett, previously Finance Director, left the Charity to pursue other opportunities. His departure has enabled DrugFAM to secure the services of Mrs Natalie Archer, ACA, as Financial Controller. Her extensive financial background and experience will enable her to help take the Charity forward as it grows and increases its reach in the wider community.

DrugFAM is committed to staff and volunteer development. We also increased our volunteer numbers in 2019 recruiting a further 5 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.

CHAIRMAN'S FOREWORD continues on next page

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

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, Wokingham and Witney) and in Borehamwood (Herts) and Peterborough. Clients received additional 7 day-a-week support through the helpline and one-to-ones. During the year the Slough and Chesham groups merged with the High Wycombe group and a new group opened in Sandhurst.
 - In the year to end December 2019, there were 1,464 attendances at groups. DrugFAM has seen a 13% decrease in contact volume in 2019 (via groups, one-to-one, helpline and email) compared to the previous year. This is largely attributable to the increased complexity and range of calls which have become more time consuming. 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 respondents' satisfaction with various aspects of their lives since first attending the groups.
 - All staff and volunteers are trained in Group facilitation skills and also undertake a programme of relevant training provided by the Charity's Helpline Manager, the Senior Family Support Worker and the very experienced consultant, Peter Cartwright, who also provides the independent staff supervision role. 66% 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. For first time callers it is a non-intimidating service which can be used anonymously if desired. In 2019 DrugFAM received close to 10,000 calls.
 - The BEYOND Project (formerly known as 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 to 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.
- Plans to re-develop the Project commenced with a focus group which took place in April 2019.
- DrugFAM's 11th Bereaved by Addiction conference was held in Gerrard's Cross in October with families and professionals attending from all over the UK and Europe.

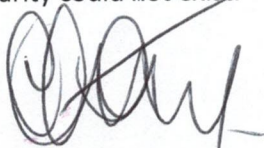
DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2019

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 and one to one meetings at the office are also part of the bereavement support offered. 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, a role that has now passed to Peter Cartwright. This included group reflective practice and telephone supervision for the helpline volunteers and support group facilitators.
- During the year DrugFAM continued to develop excellent links with the Thames Valley Police. DrugFAM 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 also in advanced discussions with local MPs, the Home Office, The National Lottery and The Gambling Commission as it seeks to extend significantly its funding to allow the Charity to expand and manage the major upturn in the demand for its services.
- DrugFAM is also 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.



Charles Owen-Conway
Chairman

23 June 2020

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT YEAR ENDED 31 DECEMBER 2019

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2019.

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

DrugFAM/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 DrugFAM/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.

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2019

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 and early in 2020:

Elizabeth Burton-Phillips MBE - Resigned as Chairman 4 June 2019
Simon Mills – Director who was Appointed Company Secretary 2 April 2019
Charles Owen-Conway - Appointed Director & Chairman 4 June 2019
Catherine Adcock – Appointed 9 October 2019
Noel McDermott – Appointed 29 October 2019
Jason Kew – Appointed 31 March 2020
Rodney D'Costa – Appointed 31 March 2020

Paul Rubin – Resigned 30 January 2019
Isobel Morrow MBE – Resigned 2 April 2019
Daren Forsyth – Resigned 17 June 2019

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 2019:

Sir Anthony Seldon
Professor Sir John Strang

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.

DrugFAM/The Nicholas Mills Foundation (Trading as DrugFAM)

DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2019

Financial Review

The Charity achieved an improved performance in 2019 ending with a deficit of income below expenditure of £35,534, compared to a deficit of £43,150 in 2018.

This was driven by savings in expenditure on charitable activities offsetting the shortfall in income.

Total income fell by £22,972 to £213,180 driven mainly by lower donation income and reduced income from charitable activities.

The Charity received a higher volume of material donations (greater than £2,000 in value) in 2019, but total donation income fell due to a lower average award in 2019. We believe that this might be due to funders attempting to support a greater number of worthy causes and hence giving a larger volume of smaller grants in monetary terms.

Despite a strong line-up of speakers, including Professor Sir John Strang, the Annual Bereavement conference suffered from lower attendance in the year. Although generating £10,134 in income, the event failed to break even due to a higher venue cost as the event had to be moved.

The Charity receives a significant proportion of its grant funding from The National Lottery, who supported the expansion of the Helpline in 2017. In 2019, £92,627 was received which enabled the Charity to support twice as many families as it did pre-funding. During the year 4,331 calls were supported from 2,124 families.

Costs were managed throughout the year and this meant that total expenditure fell to £248,713 compared to £279,302 in 2018.

Cash in hand and on deposit at 31 December 2019 was £82,949 which is £33,698 lower than prior year.

In terms of the reserves, free cash reserves of £37,132 represents 4.7 months of unrestricted net cash costs (2018 – 9.2 months) versus the policy of holding 6 months. This is due to timing differences of funds received near the year end. The Charity's cashflow is monitored regularly.

Since March 2020 DrugFAM has swiftly responded to Lockdown constraints by moving its weekly support groups online (using Zoom). The quarterly bereavement conference, held in May 2020, was also conducted on a virtual platform. Feedback from attendees has been positive and DrugFAM will continue to invest time and expense in working this way.

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

**DIRECTOR'S REPORT (Continued)
YEAR ENDED 31 DECEMBER 2019**

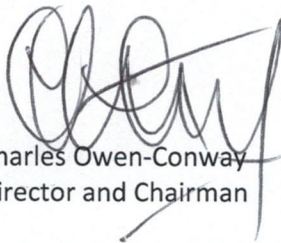
Responsibilities of the Directors

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



Charles Owen-Conway
Director and Chairman

Approved by the Board of Directors on 23/6/2020

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

**REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF DRUGFAM/THE NICHOLAS MILLS FOUNDATION
YEAR ENDED 31 DECEMBER 2019**

I report on the accounts of DrugFAM/The Nicholas Mills Foundation (charity no 1123316) for the year ended 31 December 2019 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.



Relevant professional qualification or body: FCA

Address: Top Barn, Rectory Road, Steppingley, Bedford MK45 5AT

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

**STATEMENT OF FINANCIAL ACTIVITIES
Year to 31 December 2019**

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Income From:					
Donations	3	50,806	144,601	195,408	212,187
Charitable Activities	4	13,265	3,841	17,106	23,538
Other Trading Activities	5	480	0	480	282
Investments		186	0	186	145
Total Income		64,737	148,443	213,180	236,152
Expenditure On:					
Raising Funds	6	8,538		8,538	13,818
Charitable Activities	7	91,733	148,443	240,176	265,483
Total Expenditure	8	100,271	148,443	248,713	279,302
Net Income/(Expenditure)		(35,534)	0	(35,534)	(43,150)
Reconciliation of Funds:					
Net Movement In Funds		(35,534)	0	(35,534)	(43,150)
Total Funds Brought Forward 1 January 2019		88,922	(7,492)	81,430	124,580
Total Funds Carried Forward 31 December 2019		53,389	(7,492)	45,897	81,430

DrugFAM/The Nicholas Mills Foundation
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BALANCE SHEET
At 31 December 2019

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Fixed Assets					
Computer & Telephone Equipment	10	5,166		5,166	2,812
Total Fixed Assets		5,166	0	5,166	2,812
Current Assets					
Debtors	11	7,957		7,957	7,087
Cash At Bank & In Hand		37,132	45,816	82,949	116,647
Total Current Assets		45,089	45,816	90,905	123,734
Current Liabilities					
Creditors: Amounts Falling Due Within One Year	12	(50,174)		(50,174)	(45,115)
Net Current Assets		(5,085)	45,816	40,731	78,618
Total Net Assets		80	45,816	45,897	81,430
The Funds Of The Charity					
Unrestricted Funds		80	-	80	43,554
Restricted Income Funds		-	45,816	45,816	37,876
Total Charity Funds		80	45,816	45,897	81,430

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 23 June 2020, and are signed on their behalf by:



Charles Owen-Conway
Director and Chairman

**DrugFAM/The Nicholas Mills Foundation
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**STATEMENT OF CASHFLOWS
Year to 31 December 2019**

	Note	2019 Total £	2018 Total £
Cashflow From Operating Activities			
Net Cash Provided By (Used In) Operating Activities		(29,816)	(55,971)
Cashflows From Investing Activities			
Purchase of Computer & Telephone Equipment	10	(3,883)	(2,406)
Net Cash Provided By (Used In) Investing Activities		(3,883)	(2,406)
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		(33,699)	(58,377)
Cash & Cash Equivalents At The Beginning Of The Reporting Period		116,647	175,024
Cash & Cash Equivalents At The End Of The Reporting Period		82,949	116,647
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)		(35,534)	(43,150)
Adjustments For:			
Depreciation Charges	10	1,528	1,022
(Increase)/Decrease In Debtors	11	(870)	(3,440)
Increase/(Decrease) In Creditors	12	5,059	(10,403)
Net Cash Provided By (Used In) Operating Activities		(29,816)	(55,971)

**DrugFAM/The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS
Year to 31 December 2019**

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 2019 and 2018.

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.

DrugFAM/The Nicholas Mills Foundation
(Trading as DrugFAM)

NOTES TO THE FINANCIAL STATEMENTS
Year to 31 December 2019

	Unrestricted Funds	Restricted Funds	2019 £	2018 £
3. Income From Donations				
Berkshire Community Foundation		10,507	10,507	10,435
Bernard Lewis Foundation	10,000		10,000	10,000
Camurus AB	8,490		8,490	0
Clothworkers Foundation		2,550	2,550	0
Garfield Weston Foundation			0	10,000
Herts of Bucks		2,083	2,083	2,917
Indivior			0	15,000
John Lewis Partnership		1,302	1,302	0
Oxfordshire DAAT		2,278	2,278	6,833
Oxfordshire Community Foundation		3,627	3,627	0
Paradigm Foundation		3,320	3,320	6,640
Rothschilds Foundation			0	2,402
Rydes Hill Preparatory School			0	2,595
Thames Valley Police			0	10,000
Thames Valley Community Chest		3,667	3,667	0
The National Lottery		92,627	92,627	96,344
The Wates Foundation		5,833	5,833	0
Wokingham Borough Council		6,875	6,875	0
Wokingham United Charities		2,306	2,306	0
Wycombe District Council			0	4,869
Other Individuals, Trusts & Companies	32,316	7,627	39,943	34,154
Total Income From Donations	50,806	144,601	195,408	212,187

Movement of restricted funds – see note 16

Where donations in this list are performance related, the proportion carried forward to 2020 is not included above.

	2019 £	2018 £
4. Income From Charitable Activities		
Support Groups And Associated Services		
Wokingham DAAT	0	2,500
Play	5,982	0
Fundraising Concert - Cadogan Hall	0	6,391
School, Prison And Other Presentations	990	4,369
Bereavement Conference	10,134	10,278
Total Income From Donations	17,106	23,538

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

**DrugFAM/The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2019**

	2019 £	2018 £
5. Income From Other Trading Activities		
Annual Dinner Dance	0	0
Others	480	282
	<hr/>	<hr/>
Total Income	480	282
	<hr/>	<hr/>
6. Expenditure On Raising Funds		
Annual Dinner Dance	0	4,296
Other Events	0	0
Support Costs (See Note 8)	8,538	9,522
	<hr/>	<hr/>
Total Expenditure	8,538	13,818
	<hr/>	<hr/>
7. Expenditure On Charitable Activities		
Support Groups & Associated Services	223,808	245,329
Play - Redevelopment	4,469	13,998
School, Prison And Other Presentations	0	0
Bereavement Conference	10,445	6,007
Westminster Abbey Service	0	0
The Nicholas Mills Memorial Project	1,454	150
Downing Street Reception	0	0
	<hr/>	<hr/>
Total Expenditure	240,176	265,483
	<hr/>	<hr/>

DrugFAM/The Nicholas Mills Foundation
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2019

8. Support Costs

	Raising Funds £	Charitable Activities £	2019 Total £	2018 Total £
Staff Costs (See Note 15)		174,857	174,857	160,439
Accounting & Bookkeeping Costs			0	0
Advertising & Promotion		693	693	3,068
Computer & Internet Equipment		5,872	5,872	5,431
Consultancy Fees	5,890		5,890	13,585
Depreciation of Fixed Assets		1,529	1,529	1,021
Governance Costs		396	396	6,000
Insurance Costs		1,256	1,256	1,251
Office Expenses	1,459	3,803	5,262	3,961
Print, Post & Stationery	868	4,100	4,968	3,504
Rent And Premises Costs		8,634	8,634	10,322
Telephone		6,090	6,090	7,637
Training Costs		1,873	1,873	3,939
Travel And Subsistence	322	10,266	10,588	8,395
Extraordinary Costs - Fraud			0	20,400
Miscellaneous		4,438	4,438	5,899
Total Support Costs	8,538	223,808	232,345	254,852
The Play		4,469	4,469	13,998
Bereavement Conference		10,445	10,445	6,007
Annual Dinner Dance			0	0
Westminster Abbey (Hire/reception costs)			0	0
Fundraising Concert - Cadogan Hall			0	4,296
BEYOND (The Nicholas Mills Memorial Project)		1,454	1,454	150
Downing St reception costs			0	0
Total Support Costs	8,538	240,176	248,713	279,302

Consultancy fees in 2019 of £5,890 (2018 - £13,585) consisted of bid writer fees.

A list of restricted grants received is given in note 16. All of the expenditure met by these grants, a total of £240,176 (2018 - £157,438), is included in expenditure on charitable activities (note 7).

9. Audit, Independent Examination and Other Financial Service Fees

No fee was charged for the independent examination in 2019 or 2018. No fee was paid for accounting, bookkeeping and payroll services in 2019 or 2018.

**DrugFAM/The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2019**

10. Tangible Fixed Assets

	Computer & Telephone Equipment £	2019 Total £	2018 Total £
Cost			
Balance Brought Forward	22,206	22,206	19,800
Additions	3,883	3,883	2,406
Disposals	0	0	0
Balance Carried Forward	<u>26,089</u>	<u>26,089</u>	<u>22,206</u>
Accumulated Depreciation			
Balance Brought Forward	19,395	19,395	18,373
Additions	1,528	1,528	1,022
Disposals	0	0	0
Balance Carried Forward	<u>20,923</u>	<u>20,923</u>	<u>19,395</u>
Net Book Value			
Balance Brought Forward	2,812	2,812	2,812
Balance Carried Forward	<u>5,166</u>	<u>5,166</u>	<u>2,812</u>

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

**DrugFAM/The Nicholas Mills Foundation
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2019**

	2019 £	2018 £
11. Debtors		
Accrued Revenue	0	0
Other Debtors	7,957	7,087
	7,957	7,087
Total Debtors	7,957	7,087
 12. Creditors		
Prepaid Revenue	(45,816)	(37,876)
Payroll Liabilities	(2,738)	(2,081)
Accruals	(1,620)	(5,158)
	(50,174)	(45,115)
Total Creditors	(50,174)	(45,115)
 13. Payments To Trustees		
Elizabeth Burton-Phillips MBE	6,306	3,768
Isobel Morrow	97	0
Daren Forsyth	627	0
Simon Mills	168	0
Charles Owen-Conway	309	0
	7,508	3,768
Total Payments	7,508	3,768

Throughout 2019, the following Trustees have received payment from DrugFAM. The Board has agreed that they should continue to be repaid expenses incurred in carrying out volunteer services and fundraising services for DrugFAM but not for carrying out Trustee related duties.

Payment of £11,250 was made to Daren Forsyth for interim general manager services (2018 - £1,400).

14. Transactions With Related Parties

There were no transactions with related parties in 2019 or 2018.

DrugFAM/The Nicholas Mills Foundation
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
Year to 31 December 2019

	2019	2018
15. Employees	Total	Total
Employee Count		
Employees beginning of year	6	4
Employees end of year	7	6
Full time equivalent	5.7	4.3
	£	£
Staff Costs		
Wages and salaries	105,950	123,240
Employers NI	8,265	5,780
Pension contribution	915	1,246
Temporary & Contract staff	59,727	30,173
	<hr/>	<hr/>
Total Staff Costs	174,857	160,439

The workplace pension scheme commenced 1st April 2016.

16. Restricted Income Funds

Movement Of Funds During 2019 Was As Follows:

	Fund Balances Brought Fwd	Incoming Resources	Outgoing Resources	Fund Balances Carried Fwd
	£	£	£	£
Austin Hope Pilkington Trust	0	1,000	286	714
Red Kite Community Housing	0	1,750	1,750	0
Clothworkers	0	2,550	2,550	0
Groundworks	0	2,775	2,775	0
Wokingham Borough Council	0	6,875	6,875	0
Anonymous Client	0	25	25	0
Sandhurst Town Council	0	500	500	0
Green Hall Foundation	0	1,000	1,000	0
Chiltern District Council	0	1,400	560	840
HMP Oakwood	0	3,199	1,066	2,133
Garfield Weston Foundation	0	10,000	0	10,000
Berkshire Community Foundation	10,507		10,507	0
Oxfordshire Community Foundation	0	4,836	3,627	1,209
Oxfordshire DAAT	2,278		2,278	0
John Lewis Partnership	0	6,250	1,302	4,948
The Wates Foundation	0	10,000	5,833	4,167
Wokingham United Charities	0	3,075	2,306	769
Wycombe District Council	496		496	0
Heart of Bucks	2,083		2,083	0
The Doris Field Trust	1,000		1,000	0
Paradigm Foundation	3,320		3,320	0
Thames Valley Community Chest	3,667		3,667	0
Janes Ralls & Ann-Marie Graham	2,010		2,010	0
The National Lottery *	12,516	87,814	92,627	7,703
The High Sheriff of Berkshire	0	5,000	0	5,000
Shanly Foundation	0	2,000	0	2,000
Objective AN Ltd	0	1,050	0	1,050
Heart of Bucks (Kop Hill Climb Fund)	0	4,186	0	4,186
Indivior	0	1,098	0	1,098
	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	37,876	156,383	148,443	45,816

There were no transfers between funds.

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

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

COMPANY INFORMATION

Registered Office

85 Hurst Park Road
Twyford
Berkshire
RG10 0EZ

Company Registration Number

06414684

Directors

Mr C Owen-Conway
Mrs E Burton-Phillips MBE
Mr S Mills
Mr N McDermott
Ms C Adcock

Company Secretary

Mr S Mills

Staff Team

Mrs N Archer ACA - Accountant
Mr S Jessop - Senior Family Support Worker
Mr P Plaistowe - Family Support Worker
Mrs D Sear - Family Support Worker
Ms J Buckley - Family Support Worker
Ms G Owen-Conway - Helpline Manager
Mrs S Harris - Office Manager

Reporting Accountant

Mr T Kemp
AIMS
Top Barn, Rectory Road
Steppingley
Bedford
MK45 5AT

Bankers

HSBC
9 Penn Road
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