

DrugFAM / The Nicholas Mills Foundation

(A Company Limited by Guarantee)

Report of The Trustees & Financial Statements for The Year Ending 31 December 2020



CONTENT

Reference and Administrative Information	3
Chair's Foreword	4
Objectives and Activities	5
Achievements and Performance	8
Funding	10
Staff and Volunteers	11
Structure, Governance and Management	12
Responsibilities of the Trustees	12
Financial Review	13
Report of the Independent Examiner	14
Statement of Financial Activities	15
Balance Sheet	16
Statement of Cashflows	17
Notes to the Financial Statements	18

REFERENCE AND ADMINISTRATIVE INFORMATION

Company / Charity name	DrugFAM / The Nicholas Mills Foundation
Registered Company number	06414684
Registered Charity number	1123316
Registered Office	85 Hurst Park Road Twyford Reading RG10 0EZ
Patrons	Emilia Fox Sir Anthony Seldon FRSA FRHistS FKC Professor Sir John Strang MBBS, FRCPsych, FRCP, MD, F.Med.Sci.
Directors / Trustees	Elizabeth Burton-Phillips MBE (Founder) Charles Owen-Conway (Chair) Simon Mills (Secretary) Catherine Adcock Rodney D'Costa – appointed 31 March 2020 Jason Kew – appointed 31 March 2020 Noel McDermott Isobel Morrow MBE – appointed 23 June 2020
Ambassadors	Heather Harper MBE Professor Keith Humphrey Susan Jackson Professor John Kelly James Sabin Nellie Williams
Chief Executive Officer	Paul Rompani – appointed 1 December 2020
Independent Examiner	Tim Kemp, FCA Top Barn Rectory Road Steppingley Bedfordshire MK45 5AT
Bank	HSBC UK Bank plc 9 Penn Road Beaconsfield Bucks HP9 2PT

“Thank you so very much - I don't think for a minute that I would be much further on from the confused state I was in without the amazing supportive conversation I had with you. Your staff are amazing and the service you provide is invaluable.”

CHAIR'S FOREWORD

I would like to start by welcoming Isobel Morrow (Trustee), Paul Rompani (CEO) and Natalie Archer (Finance & Fundraising Manager) to the DrugFAM family.



Little did any of us know what 2020 held for us in the form of the COVID epidemic. Overnight DrugFAM had to reinvent itself as an online presence, as our one-to-one sessions, group meetings, Annual National Bereavement Conference and Theatre in Education play, "Mum Can You Lend Me £20 Quid", could no longer be delivered in their physical format.

It became clear, as the year wore on, with families being thrown together and the consequent increase in addiction, domestic abuse and bereavement, that demand for our services was accelerating rapidly. Fortunately, we were able to move all our services to video platforms to engage our clients. Our staff were quickly equipped and trained to operate from home as our office had to close. The results were quite amazing. The flexibility that we were able to offer our clients was tangible and our newfound ability to recruit new staff and volunteers remotely enabled us to meet, to some degree, the increased demand.


Funding was inevitably a major concern as, like many other charities, our major fundraising events had to be cancelled. In monetary terms that cost us between £70,000 and £90,000. However, I am pleased and very grateful that our staunch supporter The National Lottery proved wonderfully proactive in providing significant emergency funding that allowed us to continue, and expand, our work seamlessly. Our ability to forge new partnerships has inevitably been difficult, in particular with Public Health England and the NHS, who are understandably embroiled in coping with the COVID problem. Nevertheless, we remain in a solid financial situation and are actively working with grant providers to take the charity forward in 2021 and beyond.

During the year we became more aware of the link between problem gambling and the harmful use of drugs and alcohol. It is an area which, regrettably, we believe will continue to grow and we are developing partnerships with experts from the sector to enable us to prepare ourselves to serve and support clients facing these difficulties.

Looking further forward, it is our aim to develop significantly both in the services we offer and the volume of clients we can reach. Demand for our 365 days a year helpline is growing rapidly but with all our induction and training now undertaken remotely we have been able to recruit high quality volunteers and staff from a much wider geographic area than before.

Ultimately, it is our aim to grow our presence and reputation, which will help us to attract more funding which, in turn, will enable us to develop our capacity to help significantly more people and families who struggle with a loved one's addiction. Ironically, I believe we will come out of the pandemic stronger and more capable of satisfying the rapidly growing demands for our services and support.

None of this could have been achieved without our amazing staff and volunteers to whom I want to express my deepest thanks for their devotion and expertise, they are all truly amazing people.



Charles Owen - Conway
Chair of Trustees
DrugFAM

OBJECTIVES AND ACTIVITIES

DrugFAM provides a safe, caring and confidential support service for free to those affected by someone else's harmful use of or death from alcohol, drugs, substances and gambling. These 'affected others' often experience isolation, loneliness, prejudice and even disownment from friends, family and the wider community; often accompanied with feelings of guilt, shame, helplessness and fear.

OUR AIMS

Our six key strategic aims are:

- Increase the number and diversity of volunteers effectively and efficiently recruited, inducted, trained and supported to deliver services and support nationwide.
- Increase the number and diversity of people contacting us requiring help, interested in volunteering and offering support.
- Ensure efficient and effective management and delivery of physical and digital support services to every person who contacts us.
- Monitor, evaluate and report on the output, outcomes and impact of all aspects of our operations.
- Develop and diversify sustainable income streams from a variety of sources.
- Identify, engage and partner with individuals, groups and organisations in the education, recovery, rehabilitation, treatment and family support sectors to achieve our aims.

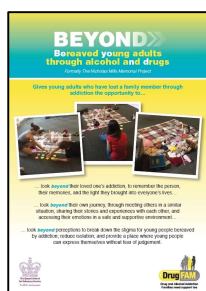
We endeavour to achieve these aims whilst keeping our clients at the centre of what we do and how we do it.

ACTIVITIES

At the start of the year our Founder, Elizabeth Burton-Phillips MBE, participated in the UK Drugs Summit in Glasgow that brought together a variety of experts from across the UK to focus on reducing the impact of problem drug use. The meeting provided an update on Dame Carol Black's review of drugs, an opportunity to discuss the issues of drug use across the UK, share best practice on common goals and identify areas for closer collaboration.

During 2020 we continued to deliver our programme of services but from March we found ourselves adapting to the impact of COVID-19. We rapidly shifted all in-person services online, which required us to purchase new equipment, develop new procedures, revise policies and support staff and volunteers through the change.

Our regular one to one sessions and weekly day and evening support groups in Buckinghamshire (High Wycombe), Berkshire (Wokingham), Oxfordshire (Witney), Hampshire (Sandhurst), Hertfordshire (Borehamwood) and Cambridgeshire (Peterborough) were soon all being delivered by video.

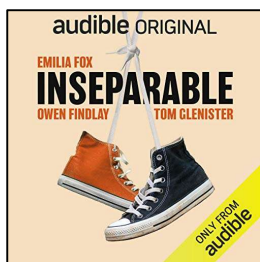


The BEYOND Project had to be put on hold. BEYOND, formerly known as The Nicholas Mills Memorial Project, supports young people aged 18 – 30 years who are bereaved by addiction. It provides opportunities for young people to meet others in a similar situation, share their stories and access their emotions 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 Annual National Bereavement Conference and creative workshops.

Unfortunately, we had to postpone all our education programme including talks and presentations to be given to schools, universities, prisons, rehabilitation and recovery centres, professional conferences and community centres. All performances of our play, adapted using Theatre for Social Change from the memoir 'Mum, Can You Lend Me Twenty Quid? What Drugs Did to My Family' by Elizabeth Burton-Phillips, were also postponed.



The one-hour play tells the heart-breaking story of Nicholas and Simon Mills. It follows their journey into heroin addiction, from school age through to adulthood and the strain their addiction placed on their family and their relationship with each other. We would like to thank the actors involved for their dedication and performance skills.



All fundraising events had to be cancelled, the expected funds from which were a significant percentage of our budgeted income. Further details about our fundraising in 2020 can be found on page 10.

In April, in collaboration with Amazon Audible, we launched the ten-part radio drama 'Inseparable' adapted from the founder's book, which stars Tom Glenister as Simon and Nicholas and Emilia Fox as his mother, Elizabeth.

Meetings were held in June and July with Public Health England and Steve Baker MP to note the number of referrals we receive from the public sector and government funded service Talk to Frank and to discuss opportunities for the government to fund our work. We were grateful for the support of The Rt Hon Theresa May MP who wrote to The Secretary of State for Health and Social Care, The Rt Hon Matt Hancock MP noting:

"DrugFAM is a fantastic charity and its hard work deserves to be recognised."



Unfortunately, due to the demands of COVID-19, this was put to the side. We will approach the government again, with a strong case for support, when the time is right.

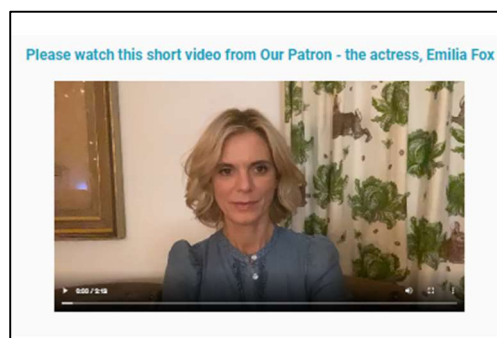
In September we provided guest speakers for two radio shows and were pleased to begin delivering school education presentations online.

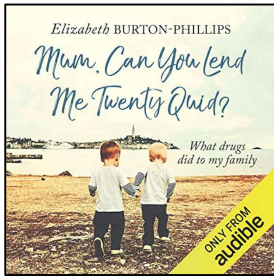


On Saturday 10 October we held our 12th Annual National Bereavement Conference, for the first time online. Since 2009 we have been running our annual conference to help support those who have been bereaved by addiction. The conference is a unique event which allows bereaved families to come together and share their feelings and stories with others who have either gone through or are going through the same emotions they are experiencing. Over 100 people attended from all over the country.

The agenda included an address from the actress Emilia Fox, five guest speakers, live music and poetry. We were delighted to announce during the event that Emilia Fox had

become our newest Patron and present the video she made explaining why she chose to support our work.

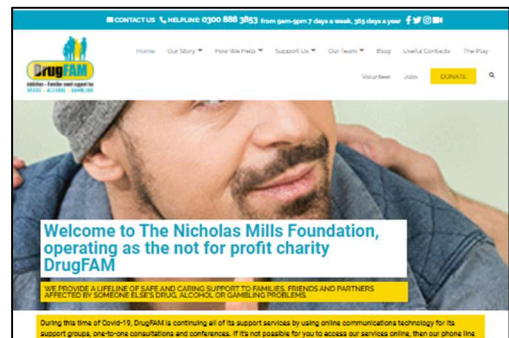




Shortly after, Elizabeth spent three days recording for Audible her memoir, which originally was published in 2007 and updated in 2017.

Elizabeth articulates the impact of the experience in an article, which can be found in the Blog section of our website.

In November we launched an updated and refreshed version of our website (right) that better presents to those coming to the site who we are, what we do and how we can help those in need of support.



We will continue to develop the site as and when we see opportunities to improve it. We also commissioned a new helpline telephone system, to be launched in 2021.



In November Elizabeth Burton-Phillips MBE was honoured with a Special Recognition Award at the 25th Birthday National Lottery Awards.

The star-studded event was broadcast on BBC One and Downton Abbey star Hugh Bonneville alongside presenter Ore Oduba handed a trophy to Elizabeth; with Laurence Fox, Masterchef's John Torode and Greg Wallace and singer Emeli Sande amongst the famous faces in the audience. Viewers also saw a short film highlighting the inspirational work DrugFAM does, when The One Show's Alex Jones went to interview Elizabeth unbeknown to her that she had won an award.



“It came as a huge shock to be awarded this recognition- I had no idea! It’s truly such an honour. National Lottery-funding has helped make a big difference to our work and enabled us to do so much over the years. I’m absolutely delighted that we’ve been recognised in this way”, said Elizabeth.

“I am eternally grateful to DrugFAM in the support that they have offered. I was specifically supported by X who has been an immense sense of emotional support. She recognised that I was clearly not coping from the initial call and arranged to call me one hour per week to talk. The way in which DrugFAM helped me was to offer 121 telephone support, with X, who listened, provided me with a consistent and safe space to be completely open about the way I felt, that continuity of care where I knew, each week, I was free to talk about new developments or new challenges without having to repeat any contextual stories, nothing was ever too much. They know me well at DrugFAM, and what sets them apart is that they are really invested in their clients. They have the experience of dealing with addiction themselves or of caring for a family member that does, which helped me to connect.”

ACHIEVEMENT & PERFORMANCE

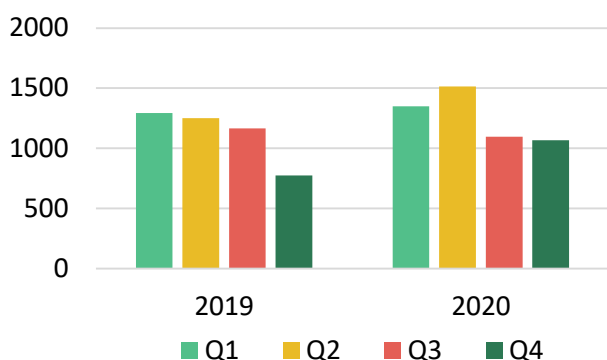
During the year we engaged 2,664 clients, which was a small increase compared to the 2,543 supported in 2019, but we saw a 50% increase in the number of times they engaged with us, from 10,000 in 2019 to more than 15,000 in 2020, which is a direct result of the challenges of COVID.

The chart below shows the distribution of engagement across our services.

Description	2019	2020
Total Reach (# of Clients)	2,543	2,664
Total Volume (# of Contacts)	10,019	15,196
Helpline Reach (# of Clients)	2,171	2,217
Helpline Volume (# of Contacts)	4,482	5,025
Average Helpline Contacts Per Client	2.1	2.3
Total Cost Per Client	£98	£86

“DrugFAM have added so much value to my life, they have given me hope and empowered me to make decisions based on self-compassion as opposed to co-dependency.”

Whilst the number of Helpline calls received (9,461) in 2020 was slightly smaller than those received in 2019 (9,707) the increase in average Helpline call times from 25 minutes to 27 minutes reflects the increase in need for support. The chart below shows Helpline calls taken by quarter in 2019 and 2020.



“Thank you so very much - I don’t think for a minute that I would be much further on from the confused state I was in without the amazing supportive conversation I had with you. Your staff are amazing and the service you provide is invaluable.”

We provided email support to 1,034 different people exchanging 7,868 emails compared to 3,987 emails to 963 different people in 2019. The almost doubling of emails sent is an indicator of the more intense and frequent support required during the period and the increased need for confidentiality and privacy during lockdown conditions.

When the first lockdown took place in the second quarter of 2020, we saw a 72% increase in the number of calls and emails received compared to the second quarter of 2019.

We provided 514 one to one sessions to 186 different people during the year, compared to 180 sessions delivered to 81 people in 2019. We were able to meet this significant increase in demand because of the shift to online delivery.

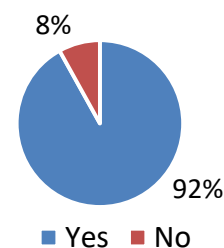
The number of individuals attending our support groups decreased slightly from 347 in 2019 to 318 in 2020 as some group members were not comfortable with attending meetings online. However, the numbers of meetings increased from 1,464 in 2019 to 1,769 in 2020 indicating, again, the need for more frequent support during the year. In Autumn we opened a new national group and plan to open more new groups serving clients nationwide in 2021.

During the year we asked our clients how they heard about us. In keeping with previous years' findings, almost 50% tell us they found us on the internet, almost 30% from the public sector and 12% directly from family and friends. The figures are shown on the table below.

Source	%		%
Internet	44%	Other Support Group	2%
FRANK/NHS Choices	22%	Counselling Services	2%
Family Member	8%	Drink Aware	1%
Drug & Alcohol Service	6%	EBP's Book	1%
Friend	4%	Drinkline	1%
Adfam	2%	Media	1%
General Practitioner	2%	Other	4%

"It was so helpful to discuss issues with someone who can give a different perspective and with knowledge and understanding. Invaluable!"

Quantitative and qualitative feedback is collected for all clients and continues to be very positive. Data collected shows substantial improvements in respondents' satisfaction with various aspects of their lives since first attending the group.

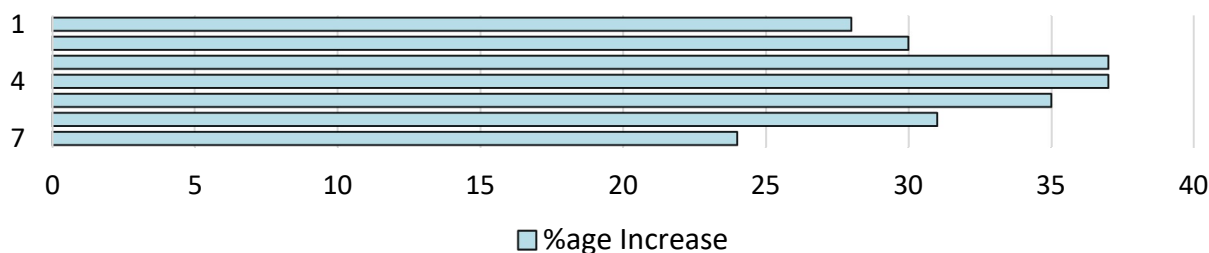


In 2020, 92% of our clients said contacting DrugFAM had made a positive difference to them.

We measure project outcomes using the Short Warwick Edinburgh Mental Well-Being Scale (SWEMWBS). The below average SWEMWBS scores show a positive change (improved client outcome) achieved across the board:

	Statement	Start	Finish	Change	%age
1	I've been feeling optimistic about the future	2.49	3.18	0.69	28%
2	I've been feeling useful	2.63	3.41	0.78	30%
3	I've been feeling relaxed	2.13	2.91	0.78	37%
4	I've been dealing with problems well	2.53	3.47	0.94	37%
5	I've been thinking clearly	2.70	3.64	0.94	35%
6	I've been feeling close to other people	2.73	3.57	0.84	31%
7	I've been able to make up my own mind about things	3.04	3.78	0.74	24%

Improvement was observed across all measures. The best improvement suggests that clients are becoming more empowered to deal with their situation themselves.



"Made me see my life in a different way and understand that it was not my fault and made me stronger towards the drug user, the group has also allowed me to make sure I looked after me and the rest of the family."

FUNDING

Total income in 2020 was £233,577, which was 10% higher than total income for 2019. Note 3 to the Accounts gives a breakdown of income for the year and the prior year.

Despite COVID-19 and the resultant limitations on events and large gatherings taking place throughout most of 2020, DrugFAM's fundraising activities during the year were largely similar to those in 2019, with the majority of income coming from The National Lottery, trusts, foundations and individuals.

Due to COVID-19 restrictions, two major fundraising events which had been organised for 2020 had to be cancelled: A music and drama event which was planned to take place at Penn House, Buckinghamshire in March and our Annual Ball, which was arranged for September.



However, DrugFAM was fortunate to be awarded three COVID-19 support grants during the year which went a long way to compensate for these cancelled events, enabling the Charity to continue to deliver its key support services remotely, during a time of increased demand. These grants were: £4,905 from Buckinghamshire Council; £10,000 from the Berkshire Community Foundation, of which £5,000 was recognised as income in 2020, and £50,000 from HM Government via The National Lottery's Coronavirus Community Fund, of which £25,542 was recognised as income in 2020. The second instalment of £50,000 was received in January 2021.



2020 saw DrugFAM's first digital fundraising campaign, called 'The Power of 7' which was launched by our founder in October to attract donations from individuals, particularly current and former contacts of the charity who would have supported the big fundraising events that were planned for 2020. So far, this digital campaign has raised £8,972 plus gift aid, for DrugFAM.

Two performances of the stage adaptation of 'Mum Can You Lend Me Twenty Quid' took place in the first two months of 2020 before COVID-19 restrictions. Funds are in place to resume physical performances of the play and workshops in 2021 when circumstances allow.

DrugFAM benefitted from its third and final year of generous funding from The National Lottery's Reaching Communities Grant: £91,533 was recorded as income from this grant in 2020 (2019: £92,627). This funding has been crucial in supporting the expansion of DrugFAM's Helpline service since October 2017. An application for a new and different Reaching Communities grant was submitted to The National Lottery in April 2021 which, if successful, would enable DrugFAM to achieve growth and sustainability across all its support services for a further three years.

Another funder, Wokingham Borough Council, continued its financial support of DrugFAM's services for Wokingham residents during 2020, and has extended its Block Contract for Adult Services with DrugFAM for five years commencing 1 April 2021. DrugFAM is delighted that a Local Authority has demonstrated its faith in DrugFAM's services and hopes that other Local Authorities will follow suit.

At the beginning of the year, we hosted a visit from the Chief Executive of The Gambling Commission to discuss our work supporting families dealing with a gambling disorder as well as drug and alcohol addictions. Two further meetings took place and plans to submit a proposal in 2021 have been prepared. Other funding applications and appeals are in the pipeline.

We are very grateful to all the organisations and individuals who have supported us, either through donations of money, time or expertise, through raising funds on our behalf or through supporting fundraisers in their efforts. Particular mention goes to Design Directions who provide all our design work pro bono. DrugFAM's fundraising activities in 2020 were also greatly boosted by the tireless work of its founder, Elizabeth Burton-Phillips, and from the expertise of a professional bid-writer which was provided, for free, by The Clare Foundation.

STAFF & VOLUNTEERS

At the beginning of 2020, Mr Andrew McBarnett, previously Finance Director and acting CEO, left the charity to pursue other opportunities. For the rest of the year our Chair, Charles Owen-Conway, assumed the acting CEO role and in April we appointed Mrs Natalie Archer, FCA, as Finance & Fundraising Manager. We also recruited a former volunteer as a new Family Support Worker and in December welcomed Paul Rompani as our new CEO.

COVID-19 had a significant impact on the number of families affected by a loved one's harmful use of alcohol, drugs and gambling. We saw the number of calls to our 9am to 9pm, 7 days a week, 365 days a year telephone Helpline increase significantly and demand for one to one sessions was rising. Recruiting more volunteers and staff became a priority.

We received 21 enquiries from people interested in volunteering on our Helpline, 17 of which converted into formal applications. Six of these applicants could not commence training due to concerns about IT or commitment issues. The remaining 11 applicants were trained, using the new online modules and video training. One of these volunteers has become a paid employee, and three had to leave for personal reasons. The remaining seven started shifts on the Helpline.

As hoped for, our new volunteers come from a wider geographic base than before: South London, Wrexham, Leeds, Bristol, Rickmansworth, Lewes and Newbury as well as within ten miles of DrugFAM's office in High Wycombe.

DrugFAM is committed to staff and volunteer learning and development. Our people receive excellent training and are offered a range of learning and development packages including safeguarding, listening skills, group facilitation and trauma training.



Regular team meetings were held via Zoom with staff, facilitators, helpline volunteers and those in training to help them feel connected and part of the DrugFAM family. Clinical supervision is offered to the team members and volunteers. In February we appointed new HR advisors and in April we recruited a new external supervisor to support volunteers and staff.

“Thank you, everyone has been so welcoming and supportive and I feel so valued, I was anxious that changing jobs was a risk for me and stepping out of my comfort zone but I’m so glad that I did and I am finding the role so rewarding, its lovely to work with clients who really want to engage with support and are always so appreciative, it really is so much more rewarding than my previous job. I can’t thank you enough for giving me this opportunity.”

We would like to express our gratitude to Charles Owen-Conway our Chair of Trustees who during 2020, gave so much of his time leading the charity and securing vital funding. In his humorous and straight-talking style, he has helped DrugFAM weather the COVID storm and has nurtured a good working relationship with The National Lottery, which should stand the charity in good stead. Charles will continue with his duties as Chair of Trustees.

STRUCTURE, GOVERNANCE & MANAGEMENT

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.

Responsibilities of the Directors

Company and Charity laws require 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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the Trustees should follow best practice and: - select suitable accounting policies and then apply them consistently; - make judgements and estimates that are reasonable and prudent; - state whether the policies adopted are in accordance with the Charities Statement of Recommended Practice (SORP) effective 1ST January 2019 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and - prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

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

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.

"I find that DrugFAM gives me an opportunity to offload my frustrations and I walk away feeling better."

"But most of all X specifically helped me to recognise aspects of myself that I probably wouldn't have if I hadn't have spoken to her. She helped me to see new perspectives. She went above and beyond to consistently keep an eye on me from a distance...helped me to understand my role within my brother's life better, helping me to understand co-dependency, letting go and the need to control certain outcomes."

FINANCIAL REVIEW

Performance

DrugFAM achieved an improved performance in 2020, ending the year with a small surplus of income above expenditure of £4,996, compared to a deficit of £35,534 in 2019. This was mainly driven by savings in travel, subsistence and meeting expenditure along with a 10% increase in income overall.

The necessary shift to delivering support services remotely (via telephone, email and video) resulted in cost savings across most expense categories, although computer hardware and software costs were greater in 2020 as a result: £15,419 in 2020 compared to £5,872 in 2019.

Unlike in 2019, no professional bid-writer's costs were incurred in 2020, however in February 2020 DrugFAM entered into a contract with a Human Resources consultancy to provide professional expertise and an Employee Assistance Programme for a combined monthly fee of £130.

DrugFAM is committed to controlling and reducing costs where necessary and where the quality of service will not be comprised. However, it is recognised that increased training, evaluation and printing costs will be necessary in 2021.

Total income for 2020 was £233,577 compared to £213,180 in 2019. The income profile in 2020 was similar to 2019, with the majority of income coming from The National Lottery, trusts, foundations and from donations from individuals. Note 2 to the Accounts details DrugFAM's accounting policy with reference to income.

In October, the Annual National Bereavement Conference was held as an online event for the first time. The financial result was a small surplus of £1,916, thanks to donations from attendees and to Mountain Healthcare who very kindly sponsored the online event.

Cash in hand and on deposit on 31 December 2020 was £117,572 which is £34,625 greater than prior year. Free cash reserves at the year-end represented 8.75 months' worth of unrestricted net cash costs versus our policy of holding 6 months. The charity's cashflow is monitored regularly.

Reserves

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 six 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.
Signed on behalf of the Board of Directors.

On behalf of the Board of Trustees:



Charles Owen - Conway, Chair

Date: 28 April 2021

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF DRUGFAM / THE NICHOLAS MILLS FOUNDATION

I report on the accounts of DrugFAM / The Nicholas Mills Foundation (charity no 1123316) for the year ended 31 December 2020 which are set out on pages 15 to 24.

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.

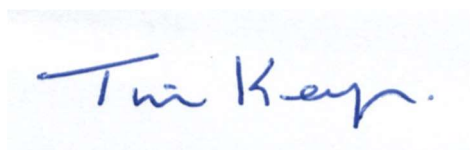
Independent examiner's statement

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.



Date: 20th April 2021

Relevant professional qualification or body: FCA

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

STATEMENT OF FINANCIAL ACTIVITIES

Year to 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Income from:					
Donations	3	65,553	164,522	230,075	195,408
Charitable activities	4	2,915	-	2,915	17,106
Other trading activities	5	509	-	509	480
Investments		78	-	78	186
Total income		69,055	164,522	233,577	213,180
Expenditure on:					
Raising funds	6	2,086	-	2,086	8,538
charitable activities	7	61,973	164,522	226,495	240,176
Total expenditure	8	64,059	164,522	228,581	248,714
Net income/(expenditure)		4,996	-	4,996	(35,534)
Reconciliation of funds:					
Net movement in funds		4,996	-	4,996	(35,534)
Total funds brought forward at the beginning of the year		53,388	(7,492)	45,896	81,430
Total funds carried forward at the end of the year		58,384	(7,492)	50,892	45,896

BALANCE SHEET
At 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Fixed assets					
Computer & telephone equipment	10	6,865	-	6,865	5,166
Total fixed assets		6,865	-	6,865	5,166
Current assets					
Debtors	11	6,181	-	6,181	7,957
Cash at bank & in hand		46,709	70,863	117,572	82,947
Total current assets		52,890	70,863	123,753	90,904
Current liabilities					
Creditors: amounts falling due within one year	12	(8,863)	(70,863)	(79,726)	(50,174)
Net current assets		44,027	-	44,027	40,730
Total net assets		50,892	-	50,892	45,896
The funds of the charity					
Unrestricted funds		50,892	-	50,892	80
Restricted income funds		-	-	-	45,816
Total charity funds		50,892	-	50,892	45,896

For the year ending 31 December 2020, 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 28 April 2021, and are signed on their behalf by:


Charles Owen-Conway
Director and Chair of Trustees

STATEMENT OF CASHFLOWS

Year to 31 December 2020

	Note	2020 Total £	2019 Total £
Cashflow from operating activities			
Net cash provided by (used in) operating activities		41,115	(29,816)
Cashflows from investing activities			
Purchase of Computer & Telephone Equipment	10	(6,490)	(3,883)
Net cash provided by (used in) investing activities		(6,490)	(3,883)
Cashflows from financing activities			
Net cash provided by (used in) financing activities		-	-
Change in cash & cash equivalents in the reporting period		34,625	(33,699)
Cash & cash equivalents at the beginning of the reporting period		82,947	116,646
Cash & Cash Equivalents at the end of the reporting period		117,573	82,947
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 for the reporting period (as per the Statement of Financial Activities)		4,996	(35,534)
Adjustments for:			
Depreciation charges	10	2,041	1,528
Write off of tangible fixed asset	10	2,750	-
(Increase)/decrease in debtors	11	1,776	(870)
Increase/(decrease) in creditors	12	29,552	5,059
Net cash provided by (used in) operating activities		41,115	(29,817)

NOTES TO THE FINANCIAL STATEMENTS

Year to 31 December 2020

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 (SORP) 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 2020 and 2019.

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. Depreciation is provided at the following annual rates in order to write off the asset over its estimated future economic life: Computer and Telephone Equipment - 33% on cost.

Tangible Fixed Assets are valued in the accounts at cost less accumulated depreciation.

	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
3. Income from donations	£	£	£	£
Berkshire Community Foundation		5,000	5,000	10,507
Bernard Lewis Foundation	10,000	-	10,000	10,000
Buckinghamshire Council		4,905	4,905	-
Camurus AB		-	-	8,490
Clothworkers Foundation		-	-	2,550
Garfield Weston Foundation		4,000	4,000	-
Heart of Bucks		5,000	5,000	2,083
Heart of Bucks (Kop Hill Climb)		4,186	4,186	-
Indivior	250	1,098	1,348	-
John Lewis Partnership		3,125	3,125	1,302
Oxfordshire DAAT		-	-	2,278
Oxfordshire Community Foundation		1,209	1,209	3,627
Paradigm Foundation		-	-	3,329
Shanly Foundation		2,000	2,000	-
Thames Valley Community Chest		-	-	3,667
The Albert Hunt Trust		1,500	1,500	-
The National Lottery		91,533	91,533	92,627
The National Lottery Coronavirus Community Support Fund		25,542	25,542	-
The Wates Foundation		-	-	5,833
Wokingham Borough Council		7,500	7,500	6,875
Wokingham United Charities		769	769	2,306
Other Individuals, Trusts & Companies	55,303	7,155	62,458	39,934
Total Income from donations	65,553	164,522	230,075	195,408

Movement of restricted funds – see note 16.

Where donations in this list are performance related, the proportion carried forward to 2021 is not included above.

	2020	2019
	£	£
4. Income from charitable activities		
National Bereavement Conference *	2,751	10,134
Play	91	5,982
School, Prison and other Presentations	-	990
Miscellaneous	73	-
	<u>2,915</u>	<u>17,106</u>
Total income from charitable activities	<u>2,915</u>	<u>17,106</u>

* The 2020 National Bereavement Conference was held as an online event.

* Included in the National Bereavement Conference income for 2020 is a donation from Mountain Healthcare to cover the costs of the conference.

	2020	2019
	£	£
5. Income from other trading activities		
Other	509	480
Total Income	<u>509</u>	<u>480</u>

6. Expenditure on raising funds		
Support Costs (see note 8)	2,086	8,538
Total expenditure	<u>2,086</u>	<u>8,538</u>

7. Expenditure on charitable activities		
Support Groups & Associated Services (see Note 8)	222,534	223,808
The Play	2,763	4,469
National Bereavement Conference	799	10,445
BEYOND (The Nicholas Mills Memorial Project)	400	1,454
Total expenditure	<u>226,496</u>	<u>240,176</u>

8. Support costs

	Raising Funds £	Charitable Activities £	2020 Total £	2019 Total £
Staff Costs (See note 15)		172,076	172,076	174,857
Accounting and Bookkeeping Costs		360	360	-
Advertising & Promotion		550	550	693
Computer & Internet Equipment		15,419	15,419	5,872
Consultancy Fees		-	-	5,890
Counselling fees		645	645	664
Depreciation of Fixed Assets		2,041	2,041	1,529
Gifts		1,109	1,109	-
Governance Costs		711	711	396
Insurance Costs		1,394	1,394	1,256
Office Expenses	1,190	5,058	6,248	5,262
Print, Post & Stationery	97	1,555	1,652	4,968
Professional fees		3,673	3,673	-
Rent and Premises Costs		6,830	6,830	8,634
Safeguarding and Supervision		2,340	2,340	2,420
Subscriptions		338	338	252
Telephone		5,743	5,743	6,090
Training Costs		7	7	1,873
Travel and Subsistence		2,558	2,558	10,588
Miscellaneous	799	127	926	1,102
Total support costs	2,086	222,534	224,620	232,345
The Play		2,763	2,763	4,469
National Bereavement Conference		798	798	10,445
BEYOND (The Nicholas Mills Memorial Project)		400	400	1,454
Total expenditure	2,086	226,495	228,581	248,713

Consultancy fees in 2020 were £nil (2019 - £5,890).

A list of restricted grants received is given in note 16. All the expenditure met by these grants, a total of £226,496 (2019 - £240,176), 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 2020 or 2019.

10. Tangible fixed assets

	Computer & Telephone Equipment £	2020 Total £	2019 Total £
Cost			
Balance Brought Forward	26,089	26,089	22,206
Additions	6,490	6,490	3,883
Disposals	(3,000)	(3,000)	-
Balance carried forward	<u>29,579</u>	<u>29,579</u>	<u>26,089</u>
Accumulated depreciation			
Balance Brought Forward	20,923	20,923	19,395
Charge for the year	2,041	2,041	1,528
Disposals	(250)	(250)	-
Balance carried forward	<u>22,714</u>	<u>22,714</u>	<u>20,923</u>
Net book value			
Balance Brought Forward	<u>5,166</u>	<u>5,166</u>	<u>5,166</u>
Balance carried forward	<u>6,865</u>	<u>6,865</u>	<u>5,166</u>

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

	2020 £	2019 £
11. Debtors		
Prepayments	<u>6,181</u>	<u>7,957</u>
Total debtors	<u>6,181</u>	<u>7,957</u>

12. Creditors

Trade Creditors	(58)	-
Prepaid Revenue (Restricted Funds only)	(70,863)	(45,816)
Payroll Liabilities	(6,364)	(2,738)
Accruals	(2,441)	(1,620)
Total creditors: Amounts falling due within one year	<u>(79,726)</u>	<u>(50,174)</u>

	2020	2019
	£	£
13. Payments to trustees		
Elizabeth Burton-Phillips MBE	5,934	6,306
Isobel Morrow	-	97
Daren Forsyth	-	627
Simon Mills	160	168
Charles Owen-Conway	810	309
Total payments	6,904	7,508

Throughout 2020, the above Trustees received payment from DrugFAM in the course of carrying out volunteer duties and fundraising services. The Board has agreed that they continue to be reimbursed expenses incurred in carrying out volunteer duties and fundraising services for DrugFAM but not for carrying out Trustee related duties.

During 2020, payments totalling £8,064 were made to Simon Mills for professional IT support services, which included configuring computer equipment for staff working from home. In 2019 another consultant provided DrugFAM's IT support services.

14. Transactions with related parties

There were no transactions with related parties in 2020 or 2019, other than those disclosed in note 13.

	2020	2019
15. Employees	Total	Total
Employee count		
Employees beginning of year	7	6
Employees end of year	8	7
Full time equivalent	6.4	5.7
Staff costs	£	£
Wages and Salaries	153,944	105,950
Employers NI	8,380	8,265
Pension contribution	2,086	915
Temporary & Contract staff	7,666	59,727
Total staff costs	172,076	174,857

The workplace pension scheme commenced 1st April 2016.

16. Restricted income funds

Movement of funds during 2020 was as follows:

	Fund Balances Brought Fwd £	Incoming Resources £	Transferred to Unrestricted Funds £	Outgoing Resources £	Fund Balances Carried Fwd £
Austin Hope Pilkington Trust	714	-	-	-	714
The Albert Hunt Trust	-	1,500	-	1,500	-
Chiltern District Council	840	-	-	840	-
Garfield Weston Foundation	10,000	-	-	4,000	6,000
Groundworks UK (Comic Relief)	-	1,988	-	-	1,988
Groundworks UK (Tesco)	-	3,498	-	2,332	1,166
Heart of Bucks	-	5,000	-	5,000	-
Heart of Bucks (Kop Hill Climb Fund)	4,185	-	-	4,185	-
The High Sheriff of Berkshire	5,000	-	-	-	5,000
HMP Oakwood	2,133	-	-	1,067	1,066
Indivior	1,098	1,173	-	1,098	1,173
John Lewis Partnership	4,948	-	-	3,125	1,823
The National Lottery *	7,703	83,830	-	91,533	-
Objective AN Ltd	1,050	-	1,050	-	-
Oxfordshire Community Foundation	1,209	-	-	1,209	-
The Rank Foundation	-	600	-	-	600
Shanly Foundation	2,000	-	-	2,000	-
Southern Coop Funeralcare	-	5,000	-	2,917	2,083
Thames Valley Police	-	15,000	-	-	15,000
The Wates Foundation	4,167	-	-	-	4,167
Wokingham Borough Council	-	8,125	-	7,500	625
Wokingham United Charities	769	-	-	769	-
Coronavirus funding:					
Berkshire Community Foundation					
Coronavirus grant	-	10,000	-	5,000	5,000
Buckinghamshire Council					
Coronavirus grant	-	4,905	-	4,905	-
Government Coronavirus					
Community Support Fund via The					
National Lottery	-	50,000	-	25,542	24,458
Total income	45,816	190,619	1,050	164,522	70,863

There were no transfers between funds, apart from Objective AN Ltd.

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