

# DrugFAM / The Nicholas Mills Foundation

(A Company Limited by Guarantee)

## Report of The Trustees and Financial Statements for The Year Ending 31 December 2021



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## 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) Rodney D'Costa (Treasurer) Simon Mills (Secretary – resigned July 2021) Catherine Adcock Miranda Dunn – appointed 31 January 2022 Jason Kew – resigned 29 April 2021 Noel McDermott Isobel Morrow MBE
Ambassadors	Heather Harper MBE Professor Keith Humphreys Susan Jackson Professor John Kelly Nellie Williams
Junior Ambassador	James Sabin
Chief Executive Officer	Paul Rompani
Secretary	Simon Mills - resigned July 2021 Natalie Archer, ACA - appointed July 2021
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

## CHAIR'S FOREWORD

As with many charities, 2021 was again a difficult year for DrugFAM as our existing clients struggled to cope with the ongoing Covid pandemic whilst the volume of new clients contacting DrugFAM increased rapidly.

Obtaining ongoing funding remained a challenge as grant providers were unable to deliver the level of funding as they tried to help a greater number of applicants.



The pattern of 2020 continued as lockdown placed great strains on family units and regrettably the number of bereavements that we dealt with nearly doubled in number.

To manage these demands we were able to facilitate more online group sessions particularly for bereaved families, which will continue through into 2022. Interestingly the work of DrugFAM is becoming ever more widely known with clients now contacting us from outside the UK.

Our Annual National Bereavement Conference was again held online and was well attended. For 2022 we have decided to offer a hybrid version to cater both for physical attendees as well as providing an online presence, which we hope will enable many more of our clients to attend.

We were delighted that significant funding was again obtained from the National Lottery. We also secured a funded partnership to enable us to recruit two new Family Support Workers to develop our capacity to support people affected by a loved one's harmful gambling.

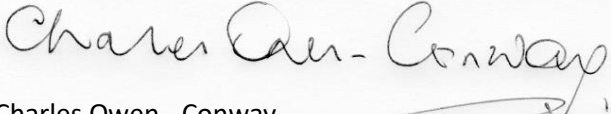
Whilst the National Lottery were unable to immediately grant our request in full, they have suggested we re-apply in 2022.

As Covid eases we are hoping to be able to recommence local events which have always been such a backbone of our total funding for many years.

With still no central government monetary support available we decided, somewhat reluctantly, to ask our clients to contribute to our funds if they had the means to do so. I am very pleased to report that they have understood the need for us to do this. The response has been very encouraging and it is already proving to be a very worthwhile and regular source of income.

Of course, none of this would be possible without the whole DrugFAM team. Our staff and volunteers tirelessly continue their amazing work and our ability to attract much needed additional high quality volunteers has actually been helped by being able to recruit from a much wider geographical base as all interviews and training is now conducted online.

Looking forward, DrugFAM continues to make a significant difference to so many families as they continue their struggle with the addiction and now more frequent bereavement of a loved one. We were therefore delighted that as part of the recognition of our work, a member of our staff was recognised in the Queens New Year's Honours List for their contribution to Charity within Buckinghamshire.



Charles Owen - Conway  
Chair of Trustees  
DrugFAM

10<sup>th</sup> May 2022

## **OBJECTIVES AND ACTIVITIES**

DrugFAM provides a safe, caring and confidential support service free of charge 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.

### **ACTIVITIES**

#### **Strategy**

For his first six weeks in the role our new CEO undertook a strategic review of DrugFAM to determine key areas of opportunity and the challenges we face, to best develop and expand to deliver an effective and efficient programme of support and services nationwide. The strategic review included holding semi structured one to one video meetings/interviews with 39 people including every volunteer, member of staff and trustee as well as some of our consultants and ambassadors.

In April he submitted a report on his findings with recommendations for change, which informed the development of a new Strategic Plan Framework that we approved in July. The new plan confirms:

Our mission to support people affected by or bereaved from another person's harmful use of alcohol, drugs, substances, or gambling, including family, friends and colleagues.

Our vision of a future without the stigma of addiction and for those affected by or bereaved from addiction to have the support and understanding they want and need from their family, friends, colleagues and the wider community.

#### **Operations**

A significant amount of 'future proofing' of DrugFAM operations was undertaken during the year which included:

- Moving online: Replacing all paper/word document forms that need completing with online/web-based platforms, the data from which will eventually be automatically uploaded to a database.
- Becoming paperless: Scanning all paper documents stored in filing cabinets in the office and staff members' homes and safely saving and storing them as electronic documents.
- Automating processes: Replacing all interaction based 'manual' ways of working with automated online/web-based systems (e.g., Helpline and one to one planning and management).
- Becoming agile: Introducing greater flexibility in staff and volunteer working patterns.

We launched a new telephone system to handle our Helpline calls and created a new excel Helpline rota shift planning and management spreadsheet, that we will look to replace with an online tool in 2022.

Later in the year we adopted five service delivery objectives taken from the '5-Step Method' which is a widely recognised, evidence-based, outcome evaluated brief intervention for supporting family members. These five objectives are to engage with clients with a view to:

- Getting to know them and their problem - listen, reassure, understand and explore.
- Providing them with relevant, specific, and targeted information.
- Exploring how they are reacting, responding and coping.
- Exploring and enhancing their social support (family, friends and colleagues).
- Identifying their further needs and referring on for further help.

In practice, we already work to achieve these objectives, and train staff and volunteers to engage with clients accordingly, so adopting the five objectives hasn't required us to change what we do. However, in 2022 we will embed the 5-Step Method more deeply, and clearly, into everything we do and monitor and evaluate accordingly.

It is important that whilst we change how we operate we continue to provide people with the space to legitimately express their feelings and to respond with compassion, care and understanding.

### **Recruitment**

During the year a former volunteer joined us as a part time Administrator, and we said goodbye to our HR and Office Manager. We recruited three new Family Support Workers and began recruiting for two Project Workers for the 'Six To Ten' pilot project of which we are a partner.

### **Training**

New role play, case study and recorded call modules were introduced to the Helpline training programme and 14 people attended our group facilitator training programme, two of whom went on to facilitate two new online support groups. We also piloted role play sessions for groups of trainees, which proved to be a success, and we will be looking to deliver more group training in 2022.

Volunteers and staff undertook a variety of training courses including the Fully Funded NCFE Level 2 Certificate in Counselling Skills (RQF) Course.

### **Staff and volunteer support**

Monthly Helpline volunteer meetings have been introduced to update on developments, provide training, share good practice and give support. A new 'buddy' mentoring system was rolled out where each volunteer has another volunteer or Family Support Worker to engage with for support.

### **Supporting bereaved clients**

To accommodate the increase in newly bereaved people who turned to DrugFAM during the year we started holding small support groups in the interim period between the larger quarterly group meetings, which focused on supporting parents, siblings or partners.

In October we held our 13<sup>th</sup> Annual National Bereavement Conference which was well received by the 70 people who attended online. The 14<sup>th</sup> DrugFAM Annual National Bereavement Conference is going to be held on Saturday 8 October both in person at the Crowne Plaza Gerrards Cross Hotel, in Buckinghamshire, and streamed online.

### **Marketing and communications**

During the year we made a number of changes to the website to improve function and useability including changing the names and order of some of the sections and pages. We hope to be able to continue to develop and update the website in 2022.

We advertised our services and appealed for volunteers on fan pages of four football clubs and with an NHS Trust.

Elizabeth was busy giving presentations and being interviewed, including by Russell Brand for his Under the Skin Podcast and on two live radio shows for BBC Radio Berkshire and BBC Radio Surrey. She was also interviewed by Helen Jackson for her Resilience Toolbox Podcast to mark National Grief Awareness Week, where Elizabeth shared her experience coping with loss, building resilience, strength and self-care as well as discussing the available support that DrugFAM can provide for families dealing with addiction and loss.

Later in the year an interview with Elizabeth and DrugFAM volunteer and supporter Leo Bourne, titled 'I realised all I was doing was killing myself: How former heroin addict found his road to recovery' was aired on ITV Meridian.

### **Partnership pilot project**

During the year, in partnership with Ara Recovery4All and Beacon Counselling Trust, we started planning the 2022 launch of a pilot project to provide person centred, structured, treatment, counselling, support, education, training and guidance to people affected by a loved one's harmful gambling. We will also be using this as an opportunity to provide gambling disorder specific training to staff and volunteers in 2022.

### **Governance**

During the year our Trustee Rodney D'Costa agreed to take on the role of Treasurer and our Finance & Fundraising Manager became Secretary to the Board.

### **Risk and safeguarding**

We discussed and approved a new Risk Register and introduced a new method of monitoring safeguarding concerns brought to the attention of our Designated Safeguarding Lead.

It is worth noting that none of the 87 cases regarding the potential risk of harm to a child or vulnerable adult brought to the Designated Safeguarding Lead's attention had to be referred to Safeguarding Boards, Police or Social Services. During the year the number of safeguarding concerns per volunteer/staff member per month fell significantly, which suggests Helpline staff and volunteers are becoming more confident with identifying relevant concerns.

## **ACHIEVEMENT AND PERFORMANCE**

*Such knowledge and understanding gave me hope and support the likes I have never experienced before.*

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

<b>Description</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Total Reach (# of Clients)	2,543	2,664	3,094
Total Volume (# of Contacts)	10,019	15,196	15,337
Total Helpline Calls Received	9,707	9,461	11,601
Average Call Length (minutes)	25	27	27
Helpline Reach (# of Clients)	2,171	2,217	2,249
Helpline Volume (# of Contacts)	4,482	5,025	4,775
Total Cost Per Client	£98	£86	£82

*Thank you for listening when I didn't know what to do.*

During the year 3,094 clients engaged with us 15,337 times (compared to 2,664 people engaging 15,196 times in 2020), maintaining the higher engagement since COVID (2019).

*DrugFAM has quite literally transformed my life. I was in a complete mess when I first contacted you.*

The number of Helpline calls received in 2021 (4,775) was slightly lower than those received in 2020 (5,025). The chart below shows Helpline calls taken by quarter 2019 to 2021.



We provided email support to 1,363 different people (1,034 in 2020) exchanging 7,261 emails (7,868 in 2020) suggesting a more efficient service supporting more people with fewer emails per person.

*I just wanted to thank you for holding the bereavement meeting today. I found it a very supportive place to be. Yes, there were a lot of emotions displayed but it is invaluable to have a safe place like this for them to manifest themselves.*

We provided 494 one to one sessions to 207 different people during the year, compared to 514 sessions delivered to 186 people in 2020, suggesting greater efficiency of support.

*DrugFAM has been an amazing source of guidance and support for me.*

The number of individuals attending our support groups increased from 318 in 2020 to 407 in 2021 mostly as a result of opening two new groups, which also explains the increase in attendances at group meetings from 1,769 in 2020 to 2,734.

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	43%	Other Support Group	2%
FRANK/NHS Choices	24%	Counselling Services	2%
Family Member	5%	Drink Aware	1%
Drug & Alcohol Service	5%	EBP's Book	2%
Friend	4%	Drinkline	2%
Adfam	1%	Media	2%
General Practitioner	2%	Other	5%



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 a support group.

*I can't thank you and the charity enough for the support and guidance you have given to me over this nightmare that I've lived through. Consequences will always be a word I use with so much respect. The word that changed everything and for that I thank you.*

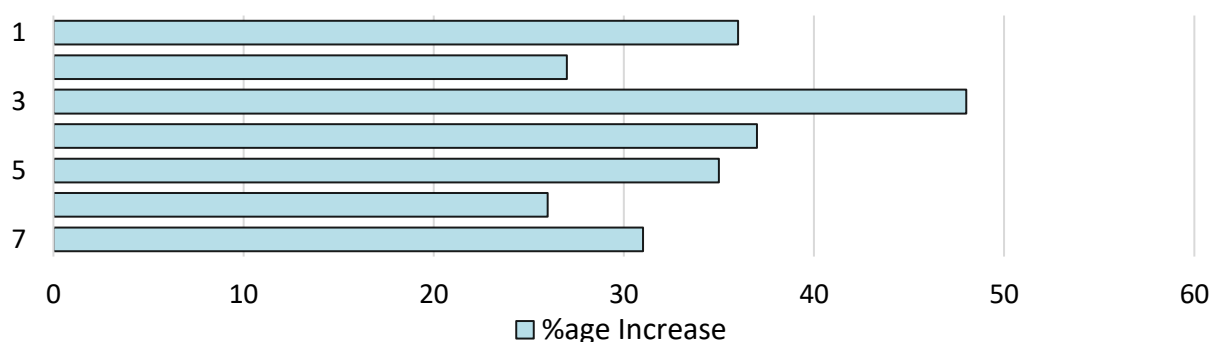
In 2021, 99% (2020: 92%) of our clients said contacting DrugFAM had made a positive difference to them.

*Can I take this opportunity to thank you for the wonderful work that you do at DrugFAM. I have been receiving support by phone since July 2021 having had the shock of learning that my daughter has become addicted. Like many parents it is a journey that was not on my agenda. It is a perilous, unknown and emotional journey as you know, therefore linking with DrugFAM has been a lifeline for me.*

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:

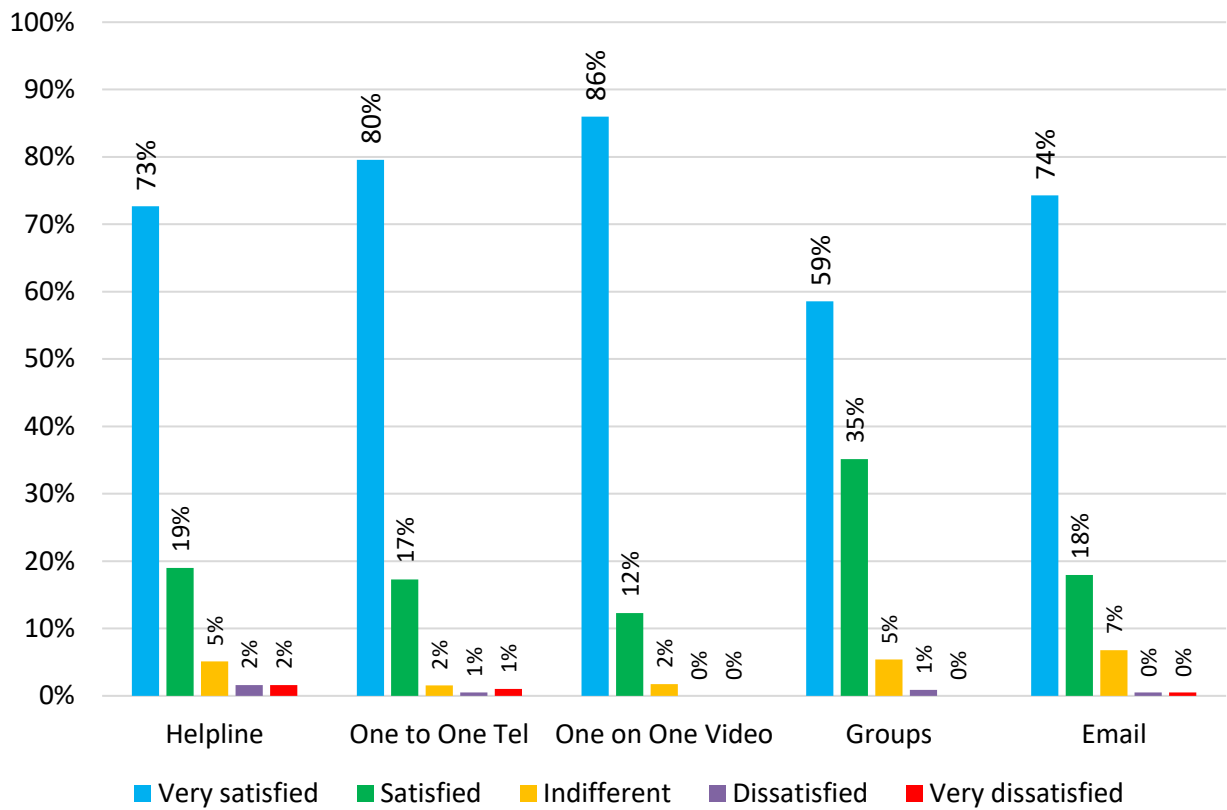
	Statement	Start	Finish	Change	%age
1	I've been feeling optimistic about the future	2.31	3.15	0.84	36%
2	I've been feeling useful	2.64	3.34	0.70	27%
3	I've been feeling relaxed	1.99	2.94	0.95	48%
4	I've been dealing with problems well	2.48	3.40	0.92	37%
5	I've been thinking clearly	2.62	3.54	0.92	35%
6	I've been feeling close to other people	2.84	3.59	0.75	26%
7	I've been able to make up my own mind about things	2.85	3.74	0.89	31%

Improvement was observed across all measures:

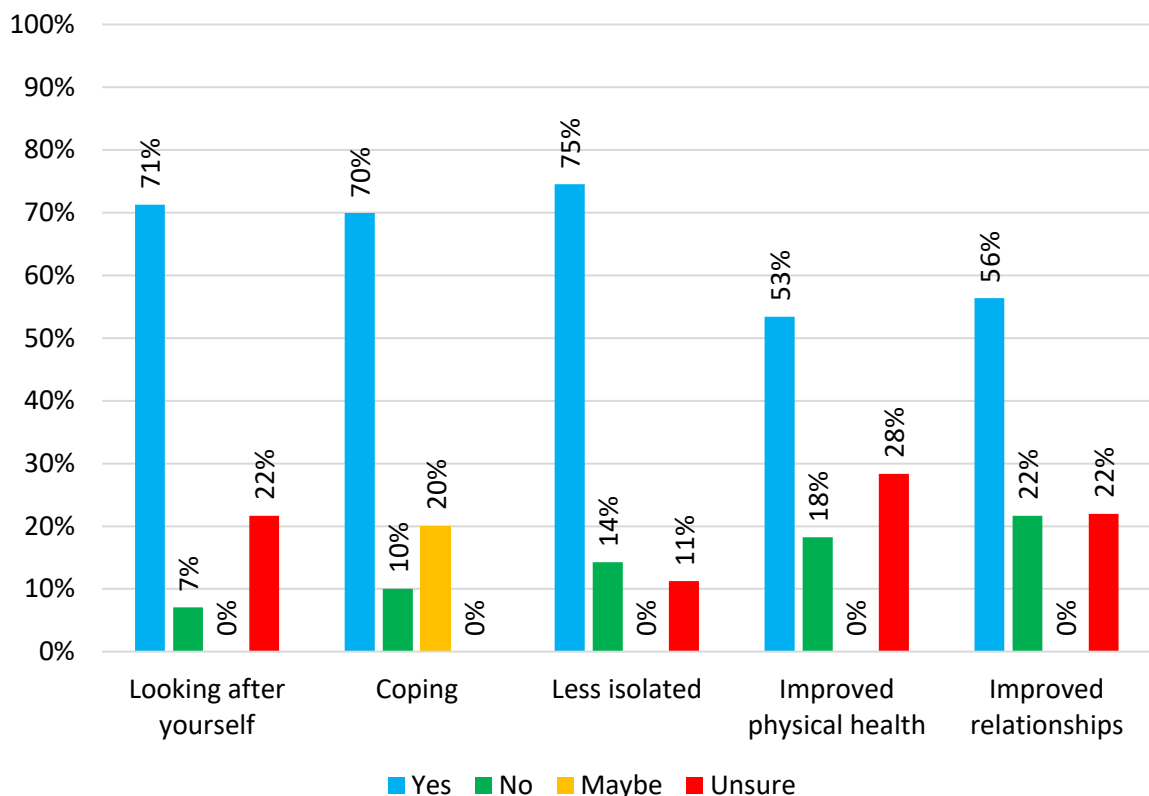


*I am so very thankful that I found your wonderful charity. Your invaluable help and support has enabled me to keep going. I really don't know how I would have been able to, without you. There is nothing comparable to DrugFAM out there, in my opinion.*

In early 2022 a new Client Satisfaction Survey was completed by 432 clients who had received support in 2021. In response to being asked how satisfied they were with the support they received they responded:



In response to being asked how better they were looking after themselves, coping, feeling less isolated and whether their physical health or relationships had improved, following support from DrugFAM, they responded:



## **FUNDING**

Total income in 2021 was £237,242, which is almost identical to the 2020 income figure of £233,577. Note 3 to the Accounts gives a breakdown of income for the year and the prior year.

DrugFAM's fundraising activities in 2021 were similar to those in the previous year, with the majority of income coming from The National Lottery, Trusts and Foundations and from individual supporters.

The financial benefit of the COVID-19 support grants which were given to DrugFAM in 2020 continued into the early part of 2021 enabling the charity to continue to deliver its key support services, remotely, during a time of increased demand: a £10,000 grant from Berkshire Community Foundation of which £5,000 was recognised as income in 2021, and a £100,000 grant from HM Government via The National Lottery's Coronavirus Community Fund of which £50,000 was received in January 2021.

In November, a new three-year grant was awarded to DrugFAM from The National Lottery Community Fund, as part of their Reaching Communities England Wide programme, to ensure the sustainability and growth of DrugFAM's support services for three years. We are immensely grateful to The National Lottery for their support and belief in our work. Despite COVID-19 and the resultant limitations on events and large gatherings taking place throughout most of 2021, smaller fundraising activities were carried out by individuals which included eBay selling, a sky dive, a half marathon and other running events, a body combat challenge, a virtual Atlantic crossing and an awareness / break the stigma campaign by a health and fitness consultant. A call for donations from our clients and supporters late in the year yielded close to £15,000 which funded our work during winter.

DrugFAM's grant writing was boosted by the assistance, free of charge, of a grant writing professional at Involve Community Services, a charity based in Bracknell, Berkshire.

Our Founder's education and awareness presentations to schools continued throughout 2021, most of which were delivered online.

Our Annual National Bereavement Conference took place in October 2021. We are very grateful to Mountain Healthcare and Camurus UK for their kind financial support of this event.

2021 saw a Public Relations campaign which involved press releases in the health and well-being sector and a text donate campaign in November to coincide with Giving Tuesday and World Kindness Day, and national/regional television exposure in December. This resulted in valuable awareness raising and donations from the public.

We are extremely grateful to all the organisations and individuals who have supported us, either through donations of money, time and expertise, through raising funds on our behalf or through supporting fundraisers in their efforts.

## **STAFF AND VOLUNTEERS**

We received 41 enquiries from people interested in volunteering on our Helpline (almost double the 21 received in 2020), 39 of which converted into formal applications (more than double the 17 in 2020).

The 24 of the 39 who provided references were invited to interview. Of the 21 who were interviewed 20 were offered the opportunity to train to become a Helpline volunteer, 18 of whom began training. By the end of the year 11 of those 18 completed their training, compared to 7 the previous year.

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.

## **STRUCTURE, GOVERNANCE AND 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 Trustees/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 1<sup>ST</sup> 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.

## **FINANCIAL REVIEW**

### **Performance**

DrugFAM ended the year with a deficit of £47,680 compared with a small surplus of income above expenditure of £4,996 in 2020. This was mainly driven by an increase in staff related costs in 2021 due to the recruitment of more Family Support Workers early in the year to help meet the increased demand for our support services. To fund the higher operating costs for the forthcoming year, we are working on further diversifying sources of income, including broadcasting an appeal on BBC Radio 4 on 5 June, and have established a fundraising work group to plan our physical fundraising activities and events.

Thanks to The National Lottery's support and our ongoing fundraising work we are confident that DrugFAM will continue to be financially viable for the forthcoming year and beyond.

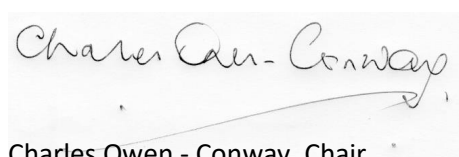
DrugFAM is committed to controlling and reducing costs where necessary and only if the quality of service is not compromised. However, it is recognised that increased training, evaluation, IT and printing costs will be necessary in 2022.

Cash in hand and on deposit on 31 December 2021 totalled £80,088 which is £37,484 less than prior year. Free cash reserves at the year-end represented 2.2 months' worth of unrestricted (net) cash costs versus our policy of holding 6 months. Given the charity's actual cashflow post year end and forecast cashflow for the remainder of 2022 there are no immediate concerns about DrugFAM's cashflow which 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.

A handwritten signature in black ink that reads "Charles Owen - Conway". The signature is written in a cursive style and is positioned above a horizontal line.

Charles Owen - Conway, Chair

Date: 10<sup>th</sup> May 2022

## 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 2021 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 applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether any particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the applicable 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**

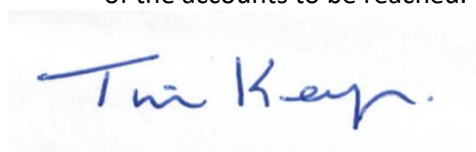
In connection with my examination, no matter has come to my attention:

(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: 21<sup>st</sup> March 2022

Relevant professional qualification or body: FCA

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

# STATEMENT OF FINANCIAL ACTIVITIES

Year to 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Income from:</b>					
Donations	3	68,531	163,663	<b>232,194</b>	230,075
Charitable activities	4	5,048	-	<b>5,048</b>	2,915
Other trading activities	5	-	-	-	509
Investments		-	-	-	78
<b>Total income</b>		<b>73,579</b>	<b>163,663</b>	<b>237,242</b>	<b>233,577</b>
<b>Expenditure on:</b>					
Raising funds	6	31,130	-	<b>31,130</b>	2,086
Charitable activities	7	90,129	163,663	<b>253,792</b>	226,495
<b>Total expenditure</b>	8	<b>121,259</b>	<b>163,663</b>	<b>284,922</b>	<b>228,581</b>
<b>Net (expenditure) / income</b>		<b>(47,680)</b>	<b>-</b>	<b>(47,680)</b>	<b>4,996</b>
<b>Reconciliation of funds:</b>					
Net movement in funds		(47,680)	-	<b>(47,680)</b>	4,996
Total funds brought forward at the beginning of the year		58,384	(7,492)	<b>50,892</b>	45,896
Transfer between funds		(7,492)	7,492	-	-
<b>Total funds carried forward at the end of the year</b>		<b>3,212</b>	<b>-</b>	<b>3,212</b>	<b>50,892</b>

**BALANCE SHEET**  
At 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Tangible fixed assets</b>					
Computer equipment	10	4,154	-	<b>4,154</b>	6,865
<b>Total tangible fixed assets</b>		<b>4,154</b>	<b>-</b>	<b>4,154</b>	<b>6,865</b>
<b>Current assets</b>					
Debtors	11	3,218	-	<b>3,218</b>	6,181
Cash at bank & in hand		3,300	76,788	<b>80,088</b>	117,572
<b>Total current assets</b>		<b>6,518</b>	<b>76,788</b>	<b>83,306</b>	<b>123,753</b>
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	12	(7,460)	(76,788)	<b>(84,248)</b>	(79,726)
<b>Net current (liabilities) / assets</b>		<b>(942)</b>	<b>-</b>	<b>(942)</b>	<b>44,027</b>
<b>Total net assets</b>		<b>3,212</b>	<b>-</b>	<b>3,212</b>	<b>50,892</b>
<b>The funds of the charity</b>					
Unrestricted funds		3,212	-	<b>3,212</b>	50,892
Restricted income funds		-	-	-	-
<b>Total charity funds</b>		<b>3,212</b>	<b>-</b>	<b>3,212</b>	<b>50,892</b>

For the year ending 31 December 2021, the company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies ('The Act').

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

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 10th May 2022, and are signed on their behalf by:

  
Charles Owen-Conway  
Director and Chair of Trustees

10<sup>th</sup> May 2022



## STATEMENT OF CASHFLOWS

Year to 31 December 2021

	Note	2021 Total £	2020 Total £
<b>Cashflow from operating activities</b>			
<b>Net cash provided by / (used in) operating activities</b>		<b>(37,484)</b>	41,115
<b>Cashflows from investing activities</b>			
Purchase of computer equipment	10	-	(6,490)
<b>Net cash (used in) investing activities</b>		<b>-</b>	<b>(6,490)</b>
<b>Cashflows from financing activities</b>		<b>-</b>	<b>-</b>
<b>Net cash provided by (used in) financing activities</b>		<b>-</b>	<b>-</b>
<b>Change in cash &amp; cash equivalents in the reporting period</b>		<b>(37,484)</b>	34,625
Cash & cash equivalents at the beginning of the reporting period		117,572	82,947
<b>Cash &amp; cash equivalents at the end of the reporting period</b>		<b>80,088</b>	117,572
All cash is held as cash in hand or in bank accounts without a notice period.			
<b>Reconciliation of net movement in funds to net cashflow from operating activities</b>			
<b>Net movement in funds for the reporting period (as per the Statement of Financial Activities)</b>		<b>(47,680)</b>	4,996
<b>Adjustments for:</b>			
Depreciation charges	10	2,711	2,041
Write off of tangible fixed asset	10	-	2,750
Decrease in debtors	11	2,963	1,776
Increase in creditors	12	4,522	29,552
<b>Net cash provided by / (used in) operating activities</b>		<b>(37,484)</b>	41,115

# NOTES TO THE FINANCIAL STATEMENTS

Year to 31 December 2021

## 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 2021 and 2020.

No changes have been made to the accounts for previous years.

## 2. Accounting policies

### Income

Income is included in the Statement of Financial Activities 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 Statement of Financial Activities.

Grants and donations are only included in the Statement of Financial Activities when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

Contractual income and performance related grants are only included in the Statement of Financial Activities 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	<b>2021 Total</b>	2020 Total
<b>3. Income from donations</b>	£	£	£	£
Ara Recovery4All	6,300	-	<b>6,300</b>	-
ASDA		200	<b>200</b>	-
Berkshire Community Foundation		5,000	<b>5,000</b>	5,000
Bernard Lewis Foundation		-	-	10,000
Buckinghamshire Council		-	-	4,905
Camurus Ltd		9,722	<b>9,722</b>	-
Garfield Weston Foundation		-	-	4,000
Groundwork UK (Tesco)		2,166	<b>2,166</b>	-
Heart of Bucks		2,084	<b>2,084</b>	5,000
Heart of Bucks (Kop Hill Climb)		-	-	4,186
Indivior		-	-	1,348
John Lewis Partnership		1,823	<b>1,823</b>	3,125
Mountain Healthcare		500	<b>500</b>	500
Oxfordshire Community Foundation		-	-	1,209
Shanly Foundation		-	-	2,000
Southern Coop Funeralcare		2,083	<b>2,083</b>	2,917
Thames Valley Police		15,000	<b>15,000</b>	-
The Albert Hunt Trust	2,000	-	<b>2,000</b>	1,500
The Clare Foundation		5,000	<b>5,000</b>	-
The National Lottery		36,377	<b>36,377</b>	91,533
The National Lottery Coronavirus Community Support Fund		74,458	<b>74,458</b>	25,542
The Wates Foundation		-	-	-
Wokingham Borough Council		6,250	<b>6,250</b>	7,500
Wokingham In Need		3,000	<b>3,000</b>	-
Wokingham United Charities		-	-	769
Other Individuals, Trusts & Companies	60,231	-	<b>60,231</b>	59,041
<b>Total income from donations</b>	<b>68,531</b>	<b>163,663</b>	<b>232,194</b>	<b>230,075</b>

Movement of restricted funds – see note 16.

Where donations in this list are performance related, the proportion carried forward to 2022 is not included above.

	2021	2020
	£	£
<b>4. Income from charitable activities</b>		
Annual National Bereavement Conference*	927	2,751
The play	-	91
Educational and awareness presentations	3,950	-
Miscellaneous	171	73
	<u>5,048</u>	<u>2,915</u>
<b>Total income from charitable activities</b>	<u>5,048</u>	<u>2,915</u>

\* The 2021 and 2020 Annual National Bereavement Conferences were held as online events.

	2021	2020
	£	£
<b>5. Income from other trading activities</b>		
Other	-	509
	<u>-</u>	<u>509</u>
<b>Total income</b>	<u>-</u>	<u>509</u>

<b>6. Expenditure on raising funds</b>		
Support costs (see note 8)	31,130	2,086
	<u>31,130</u>	<u>2,086</u>
<b>Total expenditure</b>	<u>31,130</u>	<u>2,086</u>

<b>7. Expenditure on charitable activities</b>		
Support services and associated costs (see note 8)	252,192	222,534
The play	-	2,763
Annual National Bereavement Conference	1,600	799
BEYOND (The Nicholas Mills Memorial Project)	-	400
	<u>253,792</u>	<u>226,496</u>
<b>Total expenditure</b>	<u>253,792</u>	<u>226,496</u>

## 8. Support costs

	Raising Funds	Charitable Activities	2021 Total	2020 Total
	£	£	£	£
Staff costs (See note 15)	30,238	205,210	<b>235,448</b>	172,076
Temporary staff costs		-	-	360
Advertising and promotion		673	<b>673</b>	550
Computer software & equipment		13,070	<b>13,070</b>	15,419
Counselling fees		390	<b>390</b>	645
Depreciation of tangible fixed assets		2,711	<b>2,711</b>	2,041
Evaluation and survey costs		364	<b>364</b>	-
Fundraising platform fee	412	-	<b>412</b>	-
Gifts		667	<b>667</b>	1,109
Governance costs		523	<b>523</b>	711
Insurance		1,856	<b>1,856</b>	1,394
Media expenses		1,210	<b>1,210</b>	-
Office expenses		2,024	<b>2,024</b>	6,248
Printing, postage and stationery	480	1,325	<b>1,805</b>	1,652
Professional fees (Human Resources and recruitment)		4,061	<b>4,061</b>	3,673
Rent and premises costs		5,463	<b>5,463</b>	6,830
Safeguarding and supervision*		300	<b>300</b>	2,340
Subscriptions		638	<b>638</b>	338
Telephone and internet		6,879	<b>6,879</b>	5,743
Training costs		3,647	<b>3,647</b>	7
Travel and subsistence		782	<b>782</b>	2,558
Miscellaneous		399	<b>399</b>	926
<b>Total support costs</b>	<b>31,130</b>	<b>252,192</b>	<b>283,322</b>	224,620

A list of restricted grants received is given in note 16. All the expenditure met by these grants, a total of £253,792 (2020: £226,496), is included in Expenditure on charitable activities (note 7).

\*During the year, safeguarding supervision was carried out by the Designated Safeguarding Lead who is an employee whose costs are included in staff costs. During the prior year, safeguarding supervision was provided by an external consultant at an additional cost which is included in support costs for 2020.

## 9. Audit, independent examination and other financial service fees

No fee was charged for the independent examination in 2021 or 2020.

## 10. Tangible fixed assets

	Computer and Telephone Equipment £	2021 Total £	2020 Total £
<b>Cost</b>			
Balance brought forward	29,579	<b>29,579</b>	26,089
Additions	-	-	6,490
Disposals	-	-	(3,000)
<b>Balance carried forward</b>	<u>29,579</u>	<u><b>29,579</b></u>	<u>29,579</u>
<b>Accumulated depreciation</b>			
Balance brought forward	22,714	<b>22,714</b>	20,923
Charge for the year	2,711	<b>2,711</b>	2,041
Disposals	-	-	(250)
<b>Balance carried forward</b>	<u>25,425</u>	<u><b>25,425</b></u>	<u>22,714</u>
<b>Net book value</b>			
Balance brought forward	<u>6,865</u>	<u>6,865</u>	<u>5,166</u>
<b>Balance carried forward</b>	<u><b>4,154</b></u>	<u><b>4,154</b></u>	<u>6,865</u>

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

	2021 £	2020 £
<b>11. Debtors</b>		
Prepayments	<u>3,218</u>	<u>6,181</u>
<b>Total debtors</b>	<u><b>3,218</b></u>	<u>6,181</u>

## 12. Creditors

Trade creditors	(1,996)	(58)
Prepaid revenue (restricted funds only) – see note 16	(76,788)	(70,863)
Payroll liabilities	(4,556)	(6,364)
Accruals	<u>(908)</u>	<u>(2,441)</u>
<b>Total creditors: amounts falling due within one year</b>	<u><b>(84,248)</b></u>	<u>(79,726)</u>

	<b>2021</b>	2020
	£	£
<b>13. Payments to trustees for expenses</b>		
Elizabeth Burton-Phillips MBE	<b>4,171</b>	5,934
Simon Mills	<b>523</b>	160
Charles Owen-Conway	<b>672</b>	810
	<hr/>	<hr/>
<b>Total payments</b>	<b>5,366</b>	6,904

Throughout 2021, the above Trustees received the above reimbursements from DrugFAM in the course of carrying out volunteer duties and fundraising services including reasonable travel, postage and printing expenses. 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.

#### **14. Transactions with related parties**

During 2021, payments totalling £7,377 (2020: £8,064) were made to a trustee for contracted professional IT support services for the charity, which included configuring computer equipment for staff working from home.

During 2021, the spouse of another trustee was remunerated as part of a contract of employment with the charity. The amount is included in note 15 – Employees.

There were no other transactions with related parties during the year.

	<b>2021</b>	2020
	Total	Total
<b>15. Employees</b>		
<b>Employee count</b>		
Employees at beginning of year	<b>8</b>	7
Employees at end of year	<b>10</b>	8
Full time equivalent at end of year	<b>7.0</b>	6.4
<b>Staff costs</b>	£	£
Wages and salaries	<b>212,523</b>	153,944
Employer's national insurance	<b>13,200</b>	8,380
Employer's pension contribution	<b>3,969</b>	2,086
Temporary and contract staff	-	7,666
Employment termination costs	<b>5,756</b>	-
	<hr/>	<hr/>
<b>Total staff costs</b>	<b>235,448</b>	172,076

The workplace pension scheme commenced 1st April 2016.

The termination costs have been recognised as expenditure in the year they were incurred and have been funded from the charity's unrestricted funds.

There are no employees who received remuneration of more than £60,000 in the year (2020: none).

## 16. Restricted income funds

Movement of funds during 2021 was as follows:

	Fund Balance Brought Fwd £	Incoming Resources £	Transferred to Unrestricted Funds £	Outgoing Resources £	Fund Balances Carried Fwd £
AbbVie UK	-	3,852	-	-	<b>3,852</b>
Ara Recovery4All	-	21,000	6,300	-	<b>14,700</b>
ASDA	-	200	-	200	-
Austin Hope Pilkington Trust	714	-	-	-	<b>714</b>
Camurus Ltd	-	9,722	-	9,722	-
Garfield Weston Foundation	6,000	-	-	-	<b>6,000</b>
Groundwork UK (Comic Relief)	1,988	-	-	-	<b>1,988</b>
Groundwork UK (Tesco)	1,166	1,000	-	2,166	-
Heart of Bucks	-	5,000	-	2,084	<b>2,916</b>
The High Sheriff of Berkshire	5,000	-	-	-	<b>5,000</b>
HMP Oakwood	1,066	-	-	-	<b>1,066</b>
Indivior	1,173	-	-	-	<b>1,173</b>
John Lewis Partnership	1,823	-	-	1,823	-
Mountain Healthcare	-	500	-	500	-
The Clare Foundation	-	5,000	-	5,000	-
The National Lottery	-	36,377	-	36,377	-
The National Lottery Community Fund	-	34,612	-	-	<b>34,612</b>
The Rank Foundation	600	-	-	-	<b>600</b>
Southern Coop Funeralcare	2,083	-	-	2,083	-
Thames Valley Police	15,000	-	-	15,000	-
The Wates Foundation	4,167	-	-	-	<b>4,167</b>
Wokingham Borough Council	625	5,625	-	6,250	-
Wokingham In Need	-	3,000	-	3,000	-
Coronavirus funding:					
Berkshire Community Foundation					
Coronavirus grant	5,000	-	-	5,000	-
Government Coronavirus Community Support Fund via The National Lottery	24,458	50,000	-	74,458	-
<b>Total</b>	<b>70,863</b>	<b>175,888</b>	<b>6,300</b>	<b>163,663</b>	<b>76,788</b>