

REGISTERED COMPANY NUMBER: 02497437 (England and Wales)
REGISTERED CHARITY NUMBER: 900565

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020
FOR
ESSENTIAL DRUG AND ALCOHOL SERVICES**

C.V. Paget & Co Ltd
Chartered Certified Accountants
Statutory Auditor
96 - 98 Castle Lane West
Bournemouth
Dorset
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ESSENTIAL DRUG AND ALCOHOL SERVICES

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report, incorporating the directors' report, with the financial statements for the charity for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019) and the Financial Reporting Standard 102 'Financial Reporting Standard applicable in the UK and Republic of Ireland' section 1a.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company's object and principal activities are to:

Benefit the public by promoting the prevention of drug misuse and to support those suffering from drug and alcohol misuse within the area of Bournemouth, Poole and Dorset and surrounding areas.

The main objectives and activities for the year continue to focus upon the promotion of the prevention of the misuse of substances and the support of drug/alcohol users and others affected by their drug/ alcohol use.

The strategies employed to assist the charity to meet these objectives include the following:

- Providing a range of services which meet relevant quality standards and address the potential problems related to substance misuse.
- Focusing upon limiting the harm which comes with substance misuse, not only for the individual but also their family and friends and the wider community.
- Working towards applying national standards of service and implementation of the HSC standards through accredited training.
- Working in partnership with other agencies to secure the widest range of services is available that best matches the needs of its client population.

Volunteers

Our highly trained EDAS volunteers serve a vital role in supporting service users who access the clinical projects. They support the delivery of brief interventions and psychosocial one to one support and group work interventions alongside qualified clinical staff.

Performance

EDAS performance is measured by The National Drug Treatment Monitoring Service (NDTMS) via Public Health England by a number of key performance indicators. Most commonly: numbers of planned and unplanned discharges, waiting times and time in treatment.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

OBJECTIVES AND ACTIVITIES

Significant activities

Poole Project

The Poole project encompassing Poole adult Psycho-social care, Poole Young people's project (YADAS), the SMART assessment team, FitDAS and a needle & syringe provision commenced on 1 November 2017 under the name Poole Better Together. This is therefore the third full year of the contract. Due to the merger of Bournemouth, Christchurch and Poole Councils in May 2019, the contract extension is now granted for a further 12 months and will be tendered in Spring 2021 for a November 2021 start. At the moment, it is uncertain whether the retendering will be carried out by BCP Council or by Public Health Dorset, currently Bournemouth services are commissioned by BCP Council and Christchurch and Poole by Public Health Dorset. As a part of the Poole collaborative project the prescribing service provided by Avon and Wiltshire Partnership also bases their provision at our Ashley Road site.

The Poole Adult PSI service provides a day programme which is a real alternative to residential rehabilitation. It is cost effective, whilst allowing service users to remain in the community. The service is designed to allow service users to regain control over their lives following drug/alcohol misuse and allows them to make changes to achieve and maintain a healthier and safer lifestyle.

The day programme runs a combined programme for drug and alcohol users and stable and abstinent service users. The service runs social groups which include such activities as complementary therapy, structured groups and workshops. Service users can be in the programme between 12-28 weeks depending on their bespoke treatment journey.

During the year, the education provision for clients has continued to provide Level 1, 2 & 3 qualifications and non-accredited resilience building training to clients engaging in its education pathways.

The Poole Adult programme continues to deliver a mentoring programme, offering clients the opportunity to accredit their learning at NOCN Level 2 in Mentoring and provide mentoring services across Poole. To date, EDAS has provided mentors to Poole General Hospital, SMART, Sea View Learning Centre and the EDAS core programme. In 2013/14, the Mentoring and Befriending Quality Standard Award was achieved for EDAS.

The YADAS (Young Adults Drug & Alcohol Service) in Poole has a fully equipped team of professional staff ready to engage with young people aged 10 to 24 who live in Poole and have drug and/or alcohol problems. The YADAS team offers a full range of treatment options, from 1 to 1 advice, counselling, group work and detoxification if needed.

The service is set up to offer appointments in locations suitable and convenient to the young person. This could be within the school, home, youth club, advice centres or any other location suitable and conducive for change talk.

The SMART team (Substance Misuse and Referral Team) accepts self-referrals, referrals from GPs, other agencies, and any other health care services or professionals for any adult who would like support with their substance misuse. The project offers an assessment and care coordination service to anyone wishing to seek help for drug and alcohol related issues and point them in the right direction to making the positive steps into recovery.

The static NSP (Needle Syringe Provision) is situated in the EDAS premises at 54a Ashley Road. It provides a service offering harm minimization advice and support and the distribution of clean and sterile equipment to drug users. This can range from clean needles, swabs, filters, syringes and condoms to training and dispensing of Naloxone.

The Harm Minimisation Worker also delivers the NSP provision from some outreach locations across the conurbation and offers support and input into strategic and operational policy development.

The aim of the FitDAS programme is to provide learners with an introductory overview of healthy living. It deals with issues including basic concepts in healthy eating, a balanced diet, the maintenance of a healthy diet, food labels and activity and exercise. Our Healthy Living courses are fully accredited, and learners achieve nationally recognised accreditations in Level 1 & 2 Healthy Living Awards. With the help of our certified personal trainer and Healthy Living Lead the learner will have the opportunity to learn effective ways of keeping their body healthy whilst building endurance and strength through physical exercise. This year, EDAS extended the FitDAS offer to learners to engage in further accredited study by securing the provision of delivering Level 2 Extended Certificate in Health & Social Care Professions.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

OBJECTIVES AND ACTIVITIES

Due to the success of the FitDAS programme, EDAS was commissioned by Public Health Dorset to pilot a Smoking Cessation Programme and Nicotine Replacement Therapy to EDAS service users. To date, 35 service users have engaged on the programme with great outcomes. The project is now going to be funded for a further year.

The Corona Virus outbreak has led to the delivery of some services having to be redesigned using on-line and telephone methodology to protect the health and safety of employees and service users from March 2020. In particular, the 1:1 psychosocial support and group therapy sessions have been facilitated using technology. All employees have been supplied equipment to be able to work remotely from home.

Training

During 2019/20 EDAS continued to secure a stream of funding from Skills and Learning Dorset Bournemouth and Poole; Project and Partnership funding for non-accredited training. This funded 'Family Workshops' in locations across Dorset. A wide range of accredited and non-accredited training continued to be offered to service users, professionals in the field and the general public. EDAS also secured funds from Nat West Bank under a scheme named 'Back Her Business'. This allows EDAS to provide Business Workshops to Women who are considering starting their own business and empowering them to think about taking those first steps.

Serenitea

In October 2017, EDAS secured a three-year lease for 50 - 52 Ashley Road. In addition to providing much needed extra office space this allowed us to launch our new recovery café which commenced trading in December 2018. Serenitea provides an alcohol-free social environment for people in recovery. Despite being a growing trend, recovery cafes are still in short supply in the UK. The objective of the Serenitea Café is to provide a safe and nurturing environment where individuals can increase their social, emotional and financial capital as they move through their journey of recovery. The support offered at Serenitea offers individuals the chance to grow, heal, discover, take risks, and surprise themselves by doing and becoming what they never thought possible. While the word "recovery" does not appear in the Café's name, every visit is designed to provide support, wisdom, and companionship for the challenging work of making healthier choices as people deal with issues from whatever substance/vulnerability it is they are recovering from. Throughout 2019/20 the delivery of accredited courses from within Serenitea continued in Level 1 and 2 Healthy Living Awards, Level 2 Extended Certificate in Health & Social Care Professionals and a range of other courses were also launched including the SMART women initiative funded by Royal Bank of Scotland.

The cafe was awarded the Royal Society for Public Health (RSPH) 'Health on the High Street' Award in 2019 for its excellent work in bring in the community together with shared learning and social experiences. As a consequence of this award, EDAS has now secured the delivery rights to provide accredited RSPH courses from their sites to deliver the following qualifications:

- Level 2 Encouraging Physical Activity
- Level 2 NHS Health Checks
- Level 2 Smoking Cessation
- Level 2 Young Health Champions
- Level 3 Diploma in Health & Social Care

Voluntary income and Fundraising

We are very grateful to have received a total of £4594 from voluntary income and £5000 from fundraising activities during 2019/20

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

OBJECTIVES AND ACTIVITIES

Public benefit statement

The trustees have given due regard to public benefit when planning the charity's activities, in accordance with the Charity Commission's Guidance on Public Benefit. The activities carried out have been described above and are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through general and specialist advice, delivered free to any member of the public in the local community, to provide immediate and lasting assistance with all types of problems relating to substance misuse. These benefits are directly related to the aims of the charity and the Charity Commission's General Guidance on Public Benefit. The paragraphs below set out our activities, achievements and performance during the year, which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through general and specialist advice and are fully compliant with the Charity Commission Principles on Public Benefit.

STRATEGIC REPORT

Achievement and performance

2019/20 was another busy year continuing to build on our service contracts with Public Health and delivering a continuously successful and effective clinical service. The staff settled into their new roles following a relatively disruptive TUPE and recommissioning process and EDAS began to find balance and equilibrium once more.

The subsequent calmness allowed projects to blossom and as such growth and expansion has taken place with outreach delivery and a greater number of group workshop activities embedded onto the main programme of care.

Our new Trustees have contributed well to strategic debates and discussions and provided a sound Board which has driven clinical and non-clinical development in a secure, yet innovative way.

Preliminary discussions have secured a future contract for 2019/20 for Nicotine Replacement Therapy distribution following the success of the FitDAS programme and secured an additional income for EDAS alongside greater opportunities for EDAS clients to engage in smoking cessation support in-house.

The Young People's programme underwent a robust inspection by Ofsted in line with Dorset County Council with the main focus on Child Sexual Exploitation. This gave rise to contribution to strategic development and improvement across the county, for which EDAS has been praised for its contribution.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020

STRATEGIC REPORT

**Financial review
(including reserves policy)**

The organisation moved from a surplus of £63,529 in the year ended 31 March 2019 to a deficit of £18,222 in the year ended 31 March 2020. The relative figures were made up as follows

	31.03.20	31.03.19
Unrestricted funds	3,008	15,716
Restricted funds - projects	(£19,228)	£40,549
Restricted funds - fundraising	(£2,003)	£7,264

Reserves Policy

The charity aims to retain sufficient free reserves to cover its unrestricted costs for approximately eighteen months. This level would enable the Charity to continue providing services and support in the short term. This would amount to approximately £160k.

If the brought forward unspent funds for restricted projects were insufficient and project funding were cut, the free unrestricted reserves would also be needed to enable an orderly cessation of those activities. In addition to this, further reserves are needed as a contingency as it is anticipated that in the current climate there is the risk of further considerable government funding cuts. It is therefore essential to maintain reserves to:

- fulfil contractual obligations to staff;
- fulfill lease agreements on rented properties should contracts be lost mid-term and make good dilapidations on premises on completion of leases

The Trustees have set aside amounts to designated reserves to cover these obligations and the future depreciation charges on fixed assets.

At the year end, that leaves approximately £172,000 of free unrestricted funds available which would be sufficient to cover the £160k requirement for operating costs above.

General reserves at year end were £172,754 (2019: £155,845), designated reserves were £283,660 (2019: £297,560, restricted reserves were £104,970 (2019: £126,201). Total funds held were £561,384 (2019: £579,606).

Future plans

In April 2019, Bournemouth, Poole & Christchurch Councils merged to make one unitary body (BPC).

As such, the way in which drug and alcohol services are currently commissioned by Public Health Dorset are set to change which will bring some potential challenges to the future of EDAS. Bournemouth are best placed to take the lead in commissioning for the new BPC Council and our current Public Health Dorset commissioners may step aside and commission Dorset based services only (excluding Christchurch).

As such, EDAS is looking to see how they may be best placed to secure future tenders with BCP and how we can strengthen partnerships with other allied health professionals to submit partner bids.

The EDAS Executive Leadership Team are drawing up plans in light of the possibility of not securing the pending BCP Tender and looking to see how the future of EDAS will be sustainable with the other health offers that it provides.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 30 April 1990. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1. The original name of the company was East Dorset Drugs and Alcohol Advisory service; the name was changed in August 2006 to reflect the fact that operations had expanded throughout the whole of Dorset. A Certificate of Incorporation on change of name was issued on 31 August 2006. A new governing document was introduced during the year ended 31 March 2014 which was approved by Companies House and the Charities Commission. The new governing document widens the powers of the organization to operate in Dorset and surrounding areas.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the EDAS Board. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next EDAS Board Meeting.

Due to the nature of our service, each trustee is allocated one of the following themes and meets with Project Managers and Leads to understand more about specific strategic or operational elements of the service as follows:

- Training
- Policy
- Quality Assure Management
- Young People Engagement & Intervention (incl Young People data)
- Adult Engagement & Intervention (incl Adult data)
- Fundraising (National & local trends)
- Service User voice
- Finance & Audit
- Legal/Premises/Complaints

One new Trustee joined the EDAS Board during year and our chair Mrs Lynda Clarke resigned during the year. We continuously strive to attract additional potential Trustees from our continuous networking and communication opportunities.

The more traditional business and medical skills are represented on the Board of Trustees with trustees from medical and business backgrounds. In an effort to maintain this broad skills mix, members are requested to provide a list of their skills (with annual updates) and in the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election to maintain this skills base.

Organisational structure

The EDAS Board has a membership of nine who meet every three months and are responsible for the strategic direction and policy of the charity. At present the members come from a variety of professional backgrounds relevant to the work of the charity. The Company Secretary and CEO also sit on the Board but have no voting rights.

A scheme of delegation is in place and day-to-day responsibility for the provision of the EDAS services rest with the Chief Executive supported by the Deputy CEO and her Senior Management Team. They are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Service Managers have responsibility for the day-to-day operational management of the centres, individual supervision of the staff and volunteers within their projects and ensuring that the teams continue to develop their skills and working practices in line with good practice. Working alongside them is the new Senior Leadership Team and monthly 'Navigation Meetings' are held to ensure all Managers and Leads communicate and share information that will benefit the whole organisation as opposed to their specific area of responsibility.

Pay for key management personnel is set using a management pay scale that offers increments of £600 per year subject to good performance and/or financial constraints.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

Most trustees are already familiar with the practical work of the charity having been encouraged to take part in the trustee training events and by tours of the EDAS projects.

Additionally, trustees are invited and encouraged to attend project team meetings throughout the course of the year to familiarise themselves with the charity and the context in which it operates. In 2019/20 EDAS continued to encourage Trustees to be part of 'Themed' areas of delivery and engage more closely with the service managers responsible for these themes. Please see table below:

Theme	Lead Trustee	Members
Training	Diane Evans	Dylan Phillips
Policy	Doreen Exon	Linda Cartwright
Quality Assurance Management	Lyn Clarke	Diane Evans
Young People Engagement & Intervention (incl YP data)	Diane Evans	Doreen Exon & Nicola Plumb
Adult Engagement & Intervention (incl Adult data)	Linda Cartwright	Doreen Exon
Fundraising (National & local trends)	Philip Norman	Linda Cartwright
Service User voice	Ted Taylor	Philip Norman
Finance and audit	Dylan Phillips	Babs plumbridge
Legal/Premises/Complaints	Marc Del Llano	Diane Evans

Risk management

During the year the trustees considered the major risks to which the charity is exposed and the procedures currently in place to mitigate these. The management of these and any other risks will be kept under annual review.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a supplier, commissioner, co-provider or employee must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party.

Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein, in our capacity as company directors.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02497437 (England and Wales)

Registered Charity number
900565

Registered office
54a Ashley Road
POOLE
Dorset
BH14 9BN

Trustees

L J Clarke (resigned 8.8.19)
M Del Llano
Dr L Cartwright
D L Evans (Chair)
D M Exon
P L Norman
Dr D G L Phillips (Vice Chair)
N K Plumb
E J Taylor
Mrs B L Plumbridge Retired (appointed 8.8.19)

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are shown.

Mrs D Evans appointed as Chair 08.08.19, Dr D Phillips appointed as Vice Chair 08.08.19, Mr M Del Llano resigned as Vice Chair 08.08.19.

Day to day management

The Chief Executive is delegated the day to day management of the charitable company by the board of trustees. In addition, management duties are performed by Michele Lyall Deputy CEO and Diana Wood Finance Manager & Company Secretary.

Company Secretary
Ms D R Wood

Senior Statutory Auditor
James Robert Paget

Auditors
C.V. Paget & Co Ltd
Chartered Certified Accountants
Statutory Auditor
96 - 98 Castle Lane West
Bournemouth
Dorset
BH9 3JU

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

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

AUDITORS

The auditors, C.V. Paget & Co Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 25 November 2020 and signed on the board's behalf by:

D L Evans (Chair) - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ESSENTIAL DRUG AND ALCOHOL SERVICES

Opinion

We have audited the financial statements of Essential Drug and Alcohol Services (the 'charitable company') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

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

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

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

Opinions on other matters prescribed by the Companies Act 2006

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

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

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ESSENTIAL DRUG AND ALCOHOL SERVICES

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

Our responsibilities for the audit of the financial statements

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

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

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Robert Paget (Senior Statutory Auditor)
for and on behalf of C.V. Paget & Co Ltd
Chartered Certified Accountants
Statutory Auditor
96 - 98 Castle Lane West
Bournemouth
Dorset
BH9 3JU

3 December 2020

Trading as Paget Reid York

ESSENTIAL DRUG AND ALCOHOL SERVICES

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	-	6,529	6,529	2,651
Charitable activities	6				
Drug and Alcohol Dependency Services		58,205	1,037,375	1,095,580	1,059,124
Other trading activities	4	47,609	5,000	52,609	60,235
Investment income	5	3,945	-	3,945	3,739
Other income		4,087	-	4,087	1,032
Total		<u>113,846</u>	<u>1,048,904</u>	<u>1,162,750</u>	<u>1,126,781</u>
EXPENDITURE ON					
Raising funds	7	-	-	-	503
Charitable activities	8				
Drug and Alcohol Dependency Services		118,465	1,062,507	1,180,972	1,062,749
Total		<u>118,465</u>	<u>1,062,507</u>	<u>1,180,972</u>	<u>1,063,252</u>
NET INCOME/(EXPENDITURE)		<u>(4,619)</u>	<u>(13,603)</u>	<u>(18,222)</u>	<u>63,529</u>
Transfers between funds	21	<u>7,627</u>	<u>(7,627)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>3,008</u>	<u>(21,230)</u>	<u>(18,222)</u>	<u>63,529</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		453,405	126,201	579,606	516,077
TOTAL FUNDS CARRIED FORWARD		<u>456,413</u>	<u>104,971</u>	<u>561,384</u>	<u>579,606</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**BALANCE SHEET
31 MARCH 2020**

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
FIXED ASSETS					
Tangible assets	15	34,254	-	34,254	36,978
CURRENT ASSETS					
Stocks	16	3,500	-	3,500	3,500
Debtors	17	293,588	-	293,588	297,215
Cash at bank and in hand		<u>173,156</u>	<u>104,970</u>	<u>278,126</u>	<u>291,634</u>
		470,244	104,970	575,214	592,349
CREDITORS					
Amounts falling due within one year	18	(48,084)	-	(48,084)	(45,892)
NET CURRENT ASSETS		<u>422,160</u>	<u>104,970</u>	<u>527,130</u>	<u>546,457</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		456,414	104,970	561,384	583,435
CREDITORS					
Amounts falling due after more than one year	19	-	-	-	(3,829)
NET ASSETS		<u>456,414</u>	<u>104,970</u>	<u>561,384</u>	<u>579,606</u>
FUNDS	21				
Unrestricted funds:					
General fund				172,754	155,845
Closure reserve				205,898	227,346
Dilapidation reserve				40,000	40,000
Depreciation reserve				<u>37,762</u>	<u>30,214</u>
				456,414	453,405
Restricted funds:					
Voluntary Income Projects				22,264	24,267
Poole Better Together Project				62,644	87,622
Reach YP Project				<u>20,062</u>	<u>14,312</u>
				104,970	126,201
TOTAL FUNDS				<u>561,384</u>	<u>579,606</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 25 November 2020 and were signed on its behalf by:

D L Evans (Chair) - Trustee

ESSENTIAL DRUG AND ALCOHOL SERVICES

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	31.3.20 £	31.3.19 £
Cash flows from operating activities			
Cash generated from operations	1	<u>(6,060)</u>	<u>83,226</u>
Net cash (used in)/provided by operating activities		<u>(6,060)</u>	<u>83,226</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(7,627)</u>	<u>(14,758)</u>
Interest received		<u>3,945</u>	<u>3,739</u>
Net cash used in investing activities		<u>(3,682)</u>	<u>(11,019)</u>
Cash flows from financing activities			
Capital repayments in year		<u>(3,766)</u>	<u>7,364</u>
Net cash (used in)/provided by financing activities		<u>(3,766)</u>	<u>7,364</u>
Change in cash and cash equivalents in the reporting period		<u>(13,508)</u>	<u>79,571</u>
Cash and cash equivalents at the beginning of the reporting period		<u>291,634</u>	<u>212,063</u>
Cash and cash equivalents at the end of the reporting period		<u>278,126</u>	<u>291,634</u>

The notes form part of these financial statements

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

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

	31.3.20 £	31.3.19 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(18,222)	63,529
Adjustments for:		
Depreciation charges	9,933	14,952
Loss on disposal of fixed assets	418	157
Interest received	(3,945)	(3,739)
Increase in stocks	-	(3,000)
Decrease in debtors	3,627	6,091
Increase in creditors	2,129	5,236
Net cash (used in)/provided by operations	<u>(6,060)</u>	<u>83,226</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.19 £	Cash flow £	At 31.3.20 £
Net cash			
Cash at bank and in hand	<u>291,634</u>	<u>(13,508)</u>	<u>278,126</u>
	<u>291,634</u>	<u>(13,508)</u>	<u>278,126</u>
Debt			
Finance leases	<u>(7,364)</u>	<u>3,766</u>	<u>(3,598)</u>
	<u>(7,364)</u>	<u>3,766</u>	<u>(3,598)</u>
Total	<u>284,270</u>	<u>(9,742)</u>	<u>274,528</u>

The notes form part of these financial statements

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. STATUTORY INFORMATION

Essential Drug and Alcohol Services is a registered charitable company, registered in England and Wales. The address and registration numbers and the nature of the charitable company's operations and principal activities are given in the Report of the Trustees. The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of its liquidation.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis. The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

The financial statements are prepared in sterling (£) and rounded to the nearest £1.

Income

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

Donations and legacies

Donations are received when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is deferred only when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Investment income is recognised on a receivables basis.

Charitable activities

The charity receives government contracts in respect of its charitable activities. Income from these contracts are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

2. ACCOUNTING POLICIES - continued

Expenditure

Allocation and apportionment of costs

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising Funds

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

Tangible fixed assets

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	30% reducing balance method
Fixtures & fittings	25% reducing balance method
Motor vehicles	25% reducing balance method

Individual assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciated and impairment losses.

Stocks

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in first-out (FIFO) method.

Taxation

The charity is exempt from corporation tax on its charitable activities. The charity is also potentially exempt from income or capital gains taxes to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

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

Pension costs and other post-retirement benefits

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

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

2. ACCOUNTING POLICIES - continued

Donated goods, services and facilities

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The time of volunteers is not recognised, refer to the trustees' annual report for more information about their contribution.

Debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business. They are initially recognised at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amount due according to the original terms of the receivables.

Prepayments and other debtors are valued at the amount prepaid after taking account of any discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Trade creditors are obligation to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least 12 months after the reporting date. If there is an unconditional right to defer settlement for at least 12 months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

3. DONATIONS AND LEGACIES

	31.3.20	31.3.19
	£	£
Donated gifts	1,935	-
Donations	<u>4,594</u>	<u>2,651</u>
	<u>6,529</u>	<u>2,651</u>

4. OTHER TRADING ACTIVITIES

	31.3.20	31.3.19
	£	£
Serenitea takings	47,609	51,432
Local fundraising	<u>5,000</u>	<u>8,803</u>
	<u>52,609</u>	<u>60,235</u>

5. INVESTMENT INCOME

	31.3.20	31.3.19
	£	£
Deposit account interest	<u>3,945</u>	<u>3,739</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.20	31.3.19
		£	£
Funding income	Drug and Alcohol Dependency Services	<u>1,095,580</u>	<u>1,059,124</u>

7. RAISING FUNDS

Other trading activities

	31.3.20	31.3.19
	£	£
Purchases	<u>-</u>	<u>503</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9)	Support costs (see note 10)	Totals
	£	£	£
Drug and Alcohol Dependency Services	<u>1,170,099</u>	<u>10,873</u>	<u>1,180,972</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.20	31.3.19
	£	£
Staff costs	914,108	817,432
Other employee benefits	2,964	-
NRT Supplies	3,900	-
BBV testing costs	6,152	4,500
Drug testing costs	4,165	3,290
CAB costs	3,900	3,900
NSP supplies	8,476	6,495
Serenitea costs	13,366	15,670
Advertising	1,797	1,256
Canteen	651	874
Equipment repairs	16,902	14,800
Insurance	9,160	9,129
Members' activities	8,654	8,721
Light and heat	6,242	5,965
Legal & professional	1,064	1,706
Rent & rates	58,115	57,160
Building repairs	12,482	7,619
Printing, postage, stationery and telephone	31,788	33,715
Subscriptions	908	2,776
Sundries	4,992	6,741
Training costs	22,255	9,510
Travelling expenses	24,621	25,174
Donated goods	1,935	-
Depreciation	9,933	14,952
Loss on sale of assets	418	157
Interest payable and similar charges	1,151	2,949
	<u>1,170,099</u>	<u>1,054,491</u>

10. SUPPORT COSTS

	Governance costs
	£
Drug and Alcohol Dependency Services	<u>10,873</u>

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

Governance costs

	31.3.20	31.3.19
	Drug and Alcohol Dependency Services	Total activities
	£	£
Audit fees	9,600	7,534
Bank charges	1,273	724
	<u>10,873</u>	<u>8,258</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

11. NET INCOME/(EXPENDITURE)

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

	31.3.20	31.3.19
	£	£
Depreciation - owned assets	9,933	14,952
Deficit on disposal of fixed assets	418	157
Audit fees	<u>9,600</u>	<u>7,534</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

13. STAFF COSTS

	31.3.20	31.3.19
	£	£
Wages and salaries	826,545	737,062
Social security costs	63,448	58,281
Other pension costs	<u>24,115</u>	<u>22,089</u>
	<u>914,108</u>	<u>817,432</u>

Other employee benefits for the year totalled £2,964 (2019: £NIL)

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

	31.3.20	31.3.19
Project workers	9	7
Administration and support	12	12
Training and Outreach	13	11
Advisors and Councillors	<u>5</u>	<u>5</u>
	<u>39</u>	<u>35</u>

The total employee benefits of the key management personnel of the charity were £ 125,595 (2019: £136,621)

During the year the charity made redundancy and/or termination payments which totalled £22,000 (2019: £1,441)

1 employee received emoluments of more than £60,000 (2019: 1).

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1	2,650	2,651
Charitable activities			
Drug and Alcohol Dependency Services	56,047	1,003,077	1,059,124
Other trading activities	51,432	8,803	60,235
Investment income	3,739	-	3,739
Other income	1,022	10	1,032
Total	<u>112,241</u>	<u>1,014,540</u>	<u>1,126,781</u>
EXPENDITURE ON			
Raising funds	-	503	503
Charitable activities			
Drug and Alcohol Dependency Services	102,152	960,597	1,062,749
Total	<u>102,152</u>	<u>961,100</u>	<u>1,063,252</u>
NET INCOME	<u>10,089</u>	<u>53,440</u>	<u>63,529</u>
Transfers between funds	<u>5,627</u>	<u>(5,627)</u>	<u>-</u>
Net movement in funds	<u>15,716</u>	<u>47,813</u>	<u>63,529</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	437,691	78,386	516,077
TOTAL FUNDS CARRIED FORWARD	<u><u>453,407</u></u>	<u><u>126,199</u></u>	<u><u>579,606</u></u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

15. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Motor vehicles £	Totals £
COST				
At 1 April 2019	76,896	25,461	20,572	122,929
Additions	1,829	5,798	-	7,627
Disposals	(6,940)	(1,495)	-	(8,435)
At 31 March 2020	<u>71,785</u>	<u>29,764</u>	<u>20,572</u>	<u>122,121</u>
DEPRECIATION				
At 1 April 2019	53,995	17,894	14,062	85,951
Charge for year	5,337	2,968	1,628	9,933
Eliminated on disposal	(6,929)	(1,088)	-	(8,017)
At 31 March 2020	<u>52,403</u>	<u>19,774</u>	<u>15,690</u>	<u>87,867</u>
NET BOOK VALUE				
At 31 March 2020	<u>19,382</u>	<u>9,990</u>	<u>4,882</u>	<u>34,254</u>
At 31 March 2019	<u>22,901</u>	<u>7,567</u>	<u>6,510</u>	<u>36,978</u>

16. STOCKS

	31.3.20	31.3.19
	£	£
Stocks	<u>3,500</u>	<u>3,500</u>

17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade debtors	264,820	259,920
Other debtors and prepayments	<u>28,768</u>	<u>37,295</u>
	<u>293,588</u>	<u>297,215</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Finance leases (see note 20)	3,598	3,535
Trade creditors	5,600	10,601
Social security and other taxes	21,419	17,831
Accrued expenses	13,366	11,233
Deferred income	4,101	2,692
	<u>48,084</u>	<u>45,892</u>

19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.3.20	31.3.19
	£	£
Hire purchase contracts and finance leases (see note 20)	<u>-</u>	<u>3,829</u>

20. LEASING AGREEMENTS

Minimum lease payments fall due as follows:

	Finance leases	
	31.3.20	31.3.19
	£	£
Net obligations repayable:		
Within one year	3,598	3,535
Between one and five years	<u>-</u>	<u>3,829</u>
	<u>3,598</u>	<u>7,364</u>
	Non-cancellable operating leases	
	31.3.20	31.3.19
	£	£
Within one year	44,775	-
Between one and five years	<u>2,673</u>	<u>56,398</u>
	<u>47,448</u>	<u>56,398</u>

The above annual operating lease commitments are for property and office machinery. Total lease commitments over this period are £47,448 (2019: £148,845).

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

21. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	155,845	(4,618)	21,527	172,754
Closure reserve	227,346	-	(21,448)	205,898
Dilapidation reserve	40,000	-	-	40,000
Depreciation reserve	30,214	-	7,548	37,762
	<u>453,405</u>	<u>(4,618)</u>	<u>7,627</u>	<u>456,414</u>
Restricted funds				
Voluntary Income Projects	24,267	(2,003)	-	22,264
Poole Better Together Project	87,622	(17,351)	(7,627)	62,644
Reach YP Project	14,312	5,750	-	20,062
	<u>126,201</u>	<u>(13,604)</u>	<u>(7,627)</u>	<u>104,970</u>
TOTAL FUNDS	<u>579,606</u>	<u>(18,222)</u>	<u>-</u>	<u>561,384</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	113,846	(118,464)	(4,618)
Restricted funds			
Voluntary Income Projects	9,593	(11,596)	(2,003)
Poole Better Together Project	872,309	(889,660)	(17,351)
Reach YP Project	167,002	(161,252)	5,750
	<u>1,048,904</u>	<u>(1,062,508)</u>	<u>(13,604)</u>
TOTAL FUNDS	<u>1,162,750</u>	<u>(1,180,972)</u>	<u>(18,222)</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

21. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds				
General fund	142,553	10,087	3,205	155,845
Closure reserve	217,809	-	9,537	227,346
Dilapidation reserve	40,000	-	-	40,000
Depreciation reserve	37,329	-	(7,115)	30,214
	<u>437,691</u>	<u>10,087</u>	<u>5,627</u>	<u>453,405</u>
Restricted funds				
ADCAP reserve	2,367	(2,367)	-	-
Poole Projects	493	-	(493)	-
Shadow Projects	5,002	(5,002)	-	-
Voluntary Income Projects	17,003	7,264	-	24,267
Poole Better Together Project	40,206	52,550	(5,134)	87,622
Reach YP Project	13,315	997	-	14,312
	<u>78,386</u>	<u>53,442</u>	<u>(5,627)</u>	<u>126,201</u>
TOTAL FUNDS	<u>516,077</u>	<u>63,529</u>	<u>-</u>	<u>579,606</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	112,241	(102,154)	10,087
Restricted funds			
ADCAP reserve	-	(2,367)	(2,367)
Shadow Projects	-	(5,002)	(5,002)
Voluntary Income Projects	11,455	(4,191)	7,264
Poole Better Together Project	836,085	(783,535)	52,550
Reach YP Project	167,000	(166,003)	997
	<u>1,014,540</u>	<u>(961,098)</u>	<u>53,442</u>
TOTAL FUNDS	<u>1,126,781</u>	<u>(1,063,252)</u>	<u>63,529</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

21. MOVEMENT IN FUNDS - continued

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

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	142,553	5,469	24,732	172,754
Closure reserve	217,809	-	(11,911)	205,898
Dilapidation reserve	40,000	-	-	40,000
Depreciation reserve	37,329	-	433	37,762
	<u>437,691</u>	<u>5,469</u>	<u>13,254</u>	<u>456,414</u>
Restricted funds				
ADCAP reserve	2,367	(2,367)	-	-
Poole Projects	493	-	(493)	-
Shadow Projects	5,002	(5,002)	-	-
Voluntary Income Projects	17,003	5,261	-	22,264
Poole Better Together Project	40,206	35,199	(12,761)	62,644
Reach YP Project	13,315	6,747	-	20,062
	<u>78,386</u>	<u>39,838</u>	<u>(13,254)</u>	<u>104,970</u>
TOTAL FUNDS	<u>516,077</u>	<u>45,307</u>	<u>-</u>	<u>561,384</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	226,087	(220,618)	5,469
Restricted funds			
ADCAP reserve	-	(2,367)	(2,367)
Shadow Projects	-	(5,002)	(5,002)
Voluntary Income Projects	21,048	(15,787)	5,261
Poole Better Together Project	1,708,394	(1,673,195)	35,199
Reach YP Project	334,002	(327,255)	6,747
	<u>2,063,444</u>	<u>(2,023,606)</u>	<u>39,838</u>
TOTAL FUNDS	<u>2,289,531</u>	<u>(2,244,224)</u>	<u>45,307</u>

ESSENTIAL DRUG AND ALCOHOL SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

21. MOVEMENT IN FUNDS - continued

Analysis of assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		
	£	£	£	£
Fixed assets	34,254	-	-	34,254
Current assets	186,584	283,660	104,970	575,214
Liabilities - less than one year	(48,084)	-	-	(48,084)
Liabilities - more than one year	-	-	-	-
	<u>172,754</u>	<u>283,660</u>	<u>104,970</u>	<u>561,384</u>

The General fund is made up of the management group, training and Serenitea operations.

The Designated fund represents the costs of redundancy, lease costs and dilapidations in the event of winding up the charitable company.

In Restricted funds, the Voluntary Income Project is for raising funds and donations. the remaining restricted funds are for those specific contracted projects.

Transfers between funds

The transfer of £7,627 from restricted funds represents fixed assets purchased with restricted funds that are deemed unrestricted when expended.

22. RELATED PARTY DISCLOSURES

During the year the charity made the following related party transaction:

Marc Del Llano - Partner in Aldridge Brownlee

Legal fees of £NIL were paid to Aldridge Brownlee during the year (2019: £2,252). At the balance sheet date the amount due to/from Aldridge Brownlee was £NIL (2019 £:NIL) During the year a refund of £40 was received from Aldridge Brownlee in respect of lease fee re 56 and 54a Ashley Road.

Edward Taylor - Trustee of Citizens Advice Bournemouth and Poole

During the year £3,900 worth of purchases were made from Citizens Advice Bournemouth And Poole (2019: £3,900). At the balance sheet date the amount due to/from Citizens Advice was £NIL (2019 £:NIL)

Mindy Bartlett and Michelle Lyall

During the current and previous year relatives of Mindy and Michelle were employed by the charity, the terms of employment are the same as for any other employee.

ESSENTIAL DRUG AND ALCOHOL SERVICES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

23. ULTIMATE CONTROLLING PARTY

The charitable company is controlled by the Trustees.

24. DONATED GOODS AND SERVICES

There were donated goods to the Poole Better Together Project of food to the value of £1,000 and a Dell laptop at £935.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.