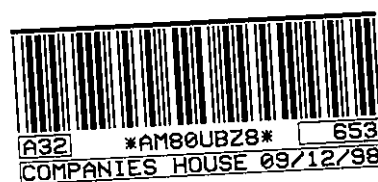


# **CYNGOR ALCOHOL INFORMATION** **SERVICE LIMITED**

(A company limited by guarantee and not having a share capital)

Report and Accounts

31 March 1998



Registration number 2751104  
Company number 506771

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**DIRECTORS AND OFFICERS**

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**DIRECTORS**

Dr DA Jones (Chairman)  
Dr DHO Lloyd  
EW Jones  
RFP Drennan  
P Braid  
Rev ER Lloyd-Jones

**SECRETARY**

L Waldron

**REGISTERED OFFICE**

Tyldesley House  
Clarence Road  
Llandudno

**AUDITORS**

Aston Hughes & Co  
Colwyn Bay

**BANKERS**

National Westminster Bank plc  
Llandudno

## **CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**

### **DIRECTORS' REPORT**

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The directors present their report and accounts for the year ended 31 March 1998.

#### **Principal activities**

The company was incorporated on 28 September 1992, limited by guarantee, not having a share capital. On that date the undertaking of the Clwyd and Gwynedd Alcohol Information Service was transferred to the company.

Cyngor Alcohol Information Service Limited (CAIS) is a community based agency working in a multi disciplinary setting. It is a registered charity - Registration number 506771.

CAIS was established by the then Clwyd and Gwynedd Health Authorities and the then Clwyd and Gwynedd County Councils, with support from churches, voluntary and statutory organisations and the Welsh Office.

The range of services which CAIS provides for people suffering with problems of drug and alcohol misuse continues to be developed in an attempt to counteract this ever-growing national and, indeed, international problem. Consequently, during the past two years, CAIS has seen tremendous growth in its overall activities.

It was felt that the most effective way for CAIS to address the problem was to separate the administration into three specific areas of the charity:-

1. CAIS Community Services
2. CAIS Treatment Services
3. CAIS Residential Services

#### **1. CAIS Community Services**

In order that CAIS can provide a ready access to the public, CAIS Community Services has, during the year, opened a number of new counselling centres across the whole of North Wales. In order to do this we have availed ourselves of the facilities of Citizens Advice Bureaux in many towns enabling us to more than double the coverage offered at modest extra cost.

CAIS Community Services operate with a small full-time management team, together with a substantial pool of volunteers and, indeed, one of the remits of the Health Authority and Local Authorities throughout North Wales is for CAIS to train volunteers in the community, providing the most cost-effective and readily accessible counselling service.

In addition to offering a service to those affected by drug and alcohol misuse, CAIS community Services also provide a range of further services, including a service to those affected by other people's drinking, a service to the clients of the North Wales Probation Service who have a drug and alcohol problem, training for primary care workers to increase their skills, dissemination of information in order that the service can be further developed and promote working in co-operation with other agencies in a multi-disciplinary environment.

#### **2. CAIS Treatment Services**

CAIS Treatment Services, in association with the North Wales Medical Trust, manage Hafan Wen, a 24 bedded treatment unit, opened on 13 January 1997. This year has seen a consolidation of the unit's position, which has become recognised as a centre of excellence in the treatment of drug and alcohol misuse throughout Wales and beyond. 20 of the 24 beds are contracted by the North Wales Health Authority exclusively for NHS patients, and Hafan Wen has become the North Wales Health Authority's only specialist treatment service, covering their population of 650,000.

## **CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**

### **DIRECTORS' REPORT**

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Administratively dividing the company has enabled CAIS Treatment Services to liaise with the statutory community services to establish an effective admission criteria to Hafan Wen for in-patient treatment whenever necessary. Inevitably, admissions to the unit are regulated by bed availability and the restriction of Health Authority funding, and, regrettably this results in a waiting list.

#### **3. CAIS Residential Services**

CAIS Residential Services operate a 7 bedded rehabilitation unit in Bangor in the county of Gwynedd, with a further 17 move-on places, mainly consisting of 2 bedded flats or houses, in Holyhead, Bangor, Llanrwst, Denbigh and Rhyl. Clients entering the move-on units are received following treatment in Hafan Wen or by direct social worker or other referral.

Preliminary plans are in hand towards the end of this financial year to launch a major community based initiative - "Drugs/Drink : Community Link". It is anticipated that this will be officially launched in the coming financial year 1998/99.

Much change is taking place within the National Health Service at this time. Inevitably, this will effect attitudes towards the treatment of drug and alcohol misuse and could well result in the further development of CAIS services over the next few years.

Overall, during this year, CAIS has consolidated its position; it has strengthened its management team and looks forward to providing an effective, caring and comprehensive service to people needing the charity's help.

#### **Directors and directors' interests**

The directors of the company during the year are listed on page 1. In accordance with the Articles of Association of the company all the directors appointed under Article 35 retire from office and being eligible offer themselves for re-election.

The company is limited by guarantee and does not have a share capital.

The limit of the members' guarantee is £1 per person.

#### **Directors' responsibilities**

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**DIRECTORS' REPORT**

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**Auditors**

A resolution to reappoint Aston Hughes & Co as auditors will be put to the members at the Annual General Meeting.

**Small company special provisions**

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on 8-9-98



L Waldron  
Secretary

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**AUDITORS' REPORT**

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**Report of the auditors  
to the members of CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**

We have audited the accounts on pages 6 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

**Respective responsibilities of directors and auditors**

As described on page 3, the company's directors are responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

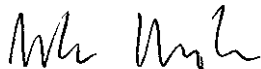
**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 31 March 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies.



Aston Hughes & Co  
Chartered Accountants  
Registered Auditors

Colwyn Bay

8-9-98

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED****INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 1998**

	Notes	1998 £	1997 £
<b>Income</b>			
Fees and rents		104,060	96,282
Service level agreements and grants		1,202,683	931,475
Donations		14,347	13,985
Other income		11,693	28,319
Investment income		9,374	3,400
		<u>1,342,157</u>	<u>1,073,461</u>
<b>Expenditure</b>			
Direct expenditure		1,005,070	899,887
Management and administration		236,786	108,056
Finance and depreciation		54,244	23,444
Interest payable	4	2,040	1,190
		<u>1,298,140</u>	<u>1,032,577</u>
<b>Surplus for the financial year</b>	12	<u>44,017</u>	<u>40,884</u>

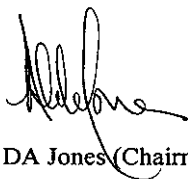
**Statement of total recognised gains and losses**

The company has no recognised gains or losses other than the surplus for the above two financial years.

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED****BALANCE SHEET****AS AT 31 MARCH 1998**

	Notes	1998		1997	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	6		41,200		36,159
<b>Current assets</b>					
Debtors	7	20,375		17,853	
Cash at bank and in hand		231,574		227,199	
		<u>251,949</u>		<u>245,052</u>	
<b>Creditors: amounts falling due within one year</b>	8	(186,433)		(211,655)	
<b>Net current assets</b>			<u>65,516</u>		<u>33,397</u>
<b>Total assets less current liabilities</b>			<u>106,716</u>		<u>69,556</u>
<b>Creditors: amounts falling due after more than one year</b>	9		(11,286)		(18,143)
			<u>95,430</u>		<u>51,413</u>
<b>Capital and reserves</b>					
Other reserves	11		3,020		3,020
Income and expenditure account	12		92,410		48,393
	13		<u>95,430</u>		<u>51,413</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities.



Dr DA Jones (Chairman)  
Director

Approved by the board on 8-9-98



**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 1998**

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**1 Accounting policies**

**Accounting convention**

The accounts have been prepared under the historical cost convention and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted in the preparation of the financial statements.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Motor vehicles	20% on cost
Furniture and equipment	10% on cost

**Grants receivable**

Grants receivable are recognised in the income and expenditure account in the period in which the related expenditure is incurred.

**Income**

Income comprises grants, service level agreements, donations, rents and receipts from other associated services rendered during the year.

**Leasing and hire purchase commitments**

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives.

The interest element of the rental obligations is charged to the income and expenditure account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to the income and expenditure account on a straight line basis over the term of the lease.

**Pensions**

The company operates a defined contribution pension scheme. Contributions payable to this scheme are charged to the income and expenditure account in the period to which they relate. These contributions are invested separately from the company's assets.

The company administers, on behalf of the employees who transferred from the employment of the Clwydian Community Care NHS Trust, a pension scheme provided by the National Health Service. The pension cost represents contributions payable by the company to the fund.

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 1998**

<b>2 Surplus for the year</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation of owned fixed assets	3,408	2,714
Depreciation of assets held under finance leases and hire purchase contracts	5,800	3,383
Auditors' remuneration	3,541	1,898
	<hr/>	<hr/>
<b>3 Information on employees emoluments</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Wages and salaries	627,168	532,894
Social security costs	51,985	46,859
Other pension costs	50,013	29,092
	<hr/>	<hr/>
	729,166	608,845
Employees with emoluments over £40,000 were as follows:	<b>1998</b>	<b>1997</b>
	<b>No.</b>	<b>No.</b>
£40,001-£45,000	-	1
£45,001-£50,000	1	-
£80,001-£85,000	1	-
	<hr/>	<hr/>
	1998	1997
	<b>No.</b>	<b>No.</b>
Average number of employees during the year:	<hr/>	<hr/>
	34	33
No remuneration or expenses were paid or reimbursed to the Trustees.		
<b>4 Interest payable and similar charges</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Lease finance charges and hire purchase interest	<hr/>	<hr/>
	2,040	1,190

**5 Pension costs****Defined contributions scheme**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £33,715 (1997:£12,721).

**Defined benefit scheme**

The company administers, on behalf of the employees who transferred from the employment of the Clwydian Community Care NHS Trust, a pension scheme provided by the National Health Service.

The pension charge for the year was £16,298 (1997:£16,371).

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 1998**

**6 Tangible fixed assets**

	<b>Plant and machinery £</b>
<b>Cost</b>	
At 1 April 1997	56,300
Additions	14,249
At 31 March 1998	<u>70,549</u>
<b>Depreciation</b>	
At 1 April 1997	20,141
Charge for the year	9,208
At 31 March 1998	<u>29,349</u>
<b>Net book value</b>	
At 31 March 1998	<u>41,200</u>
At 31 March 1997	<u>36,159</u>

	<b>1998 £</b>	<b>1997 £</b>
Net book value of plant and machinery included above held under finance leases and hire purchase contracts	<u>19,817</u>	<u>25,617</u>

**7 Debtors**

	<b>1998 £</b>	<b>1997 £</b>
Other debtors	275	225
Prepayments and accrued income	20,100	17,628
	<u>20,375</u>	<u>17,853</u>

**8 Creditors: amounts falling due within one year**

	<b>1998 £</b>	<b>1997 £</b>
Obligations under finance lease and hire purchase contracts	6,857	6,857
Other taxation and social security	17,844	21,791
Accruals and deferred income	122,234	142,430
Other creditors	39,498	40,577
	<u>186,433</u>	<u>211,655</u>

**9 Creditors: amounts falling due after one year**

	<b>1998 £</b>	<b>1997 £</b>
Obligations under finance lease and hire purchase contracts	<u>11,286</u>	<u>18,143</u>

**CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 1998**

<b>10 Obligations under finance leases and hire purchase contracts</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Amounts payable:		
Within one year	6,857	6,857
Within two to five years	11,286	18,143
	<u>18,143</u>	<u>25,000</u>
Net obligations under finance leases and hire purchase contracts are secured on the assets acquired.		
<b>11 Other reserves</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
Balance at beginning and end of the year	<u>3,020</u>	<u>3,020</u>
<b>12 Income and expenditure account</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
At 1 April 1997	48,393	7,509
Surplus for the year	44,017	40,884
At 31 March 1998	<u>92,410</u>	<u>48,393</u>
<b>13 Reconciliation of movements in members' funds</b>	<b>1998</b>	<b>1997</b>
	<b>£</b>	<b>£</b>
At 1 April 1997	51,413	10,529
Surplus for the year	44,017	40,884
At 31 March 1998	<u>95,430</u>	<u>51,413</u>