

CYNGOR ALCOHOL INFORMATION **SERVICE LIMITED**

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

REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 MARCH 2004



Charity Registration number 1039386
Company number 2751104

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2004

STATUS

The organisation is a company limited by guarantee and a registered Charity governed by its memorandum and articles of association. Charity Number 1039386. Company Number 2751104.

DIRECTORS AND TRUSTEES

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The directors and trustees serving during the year and since the year end were as follows:-

Dr D A Jones (Chairman)
P Braid
Rev E R Lloyd-Jones
R C Williams
S Jeffries (resigned 16.09.03)
E R Jones
L M Hughes
A L Roberts

No trustee has any beneficial interest in the charitable company. All the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The number of guarantees at 31 March 2004 was 7 (31 March 2003: 8).

COMPANY SECRETARY AND CHIEF EXECUTIVE

A D White

THE DIRECTOR OF SERVICE

O A Owen

The Director is not a Director in the legal sense (Companies Act 1985).

REGISTERED OFFICE AND PRINCIPAL ADDRESS

12 Trinity Square
Llandudno
Conwy
LL30 2RA

AUDITORS

Williams Denton Cyf
13 Trinity Square
Llandudno
LL30 2RB

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2004

SOLICITORS

J Owens
Hanover House
The Roe
St Asaph

BANKERS

National Westminster Bank plc
62 Mostyn Street
Llandudno
LL30 2SN

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2004

The trustees present their report and accounts for the year ended 31 March 2004. Administrative information set out on page 2 forms part of this report. The financial statements have been prepared in accordance with the accounting policies set out in note 1; they comply with the Charitable company's Memorandum and Articles of Association, current statutory requirements and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Charity's Objectives

The objects of the charity are the relief of persons suffering from problems caused by alcohol or drug misuse; the prevention of alcohol problems through the provision of treatment units, education and training for professionals and volunteers in the field, and the advancement of the education of the public about the incidence and effects on society of the use and abuse of and dependence upon alcohol or drugs within North Wales and the Marches.

Organisation

The company is a Registered Charity Number 1039386. It is also a Limited Company by Guarantee Number 2751104, not having a share capital. It is regulated by its Memorandum and Articles of Association which came into effect on incorporation. The Articles state that the board of membership shall be the Chairperson, Vice Chairpersons and Finance Officer along with the members elected at the Annual General Meeting and members co-opted by the Board.

Activities and review of the year

For the 12th year running, CAIS has delivered more service than ever before, spanning 17 identified services and employing over 120 staff. In this year we have received 2,319 referrals, with a further 855 referrals being received by the CAIS-managed DAWN project and 39 by the CAIS-managed HM Prison Service TSS contract. Additionally, the CAIS "Don't Touch-Tell!" schools drug awareness programme has been seen by in excess of 20,000 infant/primary and junior school children across North Wales during the year.

With the rapid expansion that the company has achieved over the past few years, it was felt necessary that our Community Services division was reorganised, and during the year major preparations were put in place for this to happen with effect from 1st April 2004.

The CAIS-managed central and north west Wales DAWN project, funded by the European Social Fund and based at the Colwyn Bay DAWN Centre but now operating throughout the counties of Denbighshire, Conwy, Ynys Mon and Gwynedd, brings an innovative, creative concept to the four counties within the European Objective One area.

The Colwyn Bay DAWN Centre is a wholly-owned CAIS property which received support from the National Lottery Community Fund for the complete refurbishment. During the year we have set up a central referral facility, enabling both members of the public and service professionals to refer into CAIS via one identified telephone number, allowing immediate appointments to be provided for those needing the Charity's help.

During the year, together with our DAWN partners, we were successful in tendering for the HM Prison Service Transitional Support Scheme project, working closely with Altcourse and Swansea Prisons in the rehabilitation of ex-prisoners to north, mid and west Wales. To date the project has proved extremely successful, with referrals considerably in excess of target.

In September 2003, a Finance, Performance & General Purposes Committee of the Board was set up, which now meets regularly.

CAIS' activities have again focused on the needs of individuals, and will continue to do so.

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2004

The organisational structure is that of a Board of Trustees who set the Charity's policies, with a Company Secretary/Chief Executive and Director with delegated powers to carry those policies out reporting to the Trustees at regular Board meeting. Additionally, detailed reports are made to the Finance, Performance and General Purposes Committee, consisting of four Board members (Trustees). The organisational structure and a description of the decision-making processes within the Charity have been provided to the Charity Commission as part of the Commission's review of CAIS in September 2003.

The Charity has extensive relationships with other related parties and organisations in the pursuance of its charitable goals. CAIS actively and collaboratively works with the Welsh Assembly Government, the National Health Service, the Probation Service, North Wales Police, the various North Wales Social Services Departments, HM Prison Service, the Employment Service, Bangor University, the Duke of Edinburgh's Award, NACRO, Prince's Trust and SOVA.

CAIS' plans for the future are the further development of its services.

Results

The financial results are as per the attached financial statements

Reserve policy

CAIS has free reserves that currently stand at £325,148. These reserves are the reserves that are not invested in tangible fixed assets. The trustees consider that the level of free reserves the charitable company will require to sustain its operations over the coming period is £480,000. There is a shortfall of £154,852 from the targeted figure; whilst the current level of reserves may prove sufficient it is prudent to ensure that there are enough free reserves to provide financial flexibility to meet forthcoming challenges, to cover temporary timing differences for grant claims and adequate working capital to allow CAIS to respond to emergencies.

Investment policy

The charitable company has a policy of keeping liquid funds on short-term deposits, which can be accessed readily. The Charitable company has a finance department that monitors the return on investment and maximises income risk free.

Risk Management

All CAIS developments are subject to proven financial control. Service need is assessed and careful financial planning occurs at monthly meetings between senior managers and the finance team. Each new project is assessed on its merit and CAIS has successfully avoided becoming a project driven charitable company. Service Level Agreements, service contracts or funding is in place before activity begins. Staff employed within "time limited" projects are placed on specific task contracts.

The board have assessed the relevant major risks to which the charitable company is exposed, ie: financial control, investment arrangements and reserves and are satisfied that systems are in place to mitigate exposure to these risks.

Conclusion

The creation of the National Assembly of Wales has enabled matters on the ground to be brought to the attention of politicians more easily.

It is clear that the Welsh Assembly Government for Wales continues to have the will and commitment to tackle the problem of drug and alcohol abuse, and this will inevitably have implications for CAIS and other providers throughout Wales.

CAIS is committed to multi-agency working within the statutory and voluntary sector alike in pursuance of the best possible service to our client group.

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2004

Overall, CAIS has again consolidated its position. CAIS constantly seeks to strengthen its management team and looks forward to providing an effective, caring and comprehensive service to those people seeking the Charitable company's help.

Trustees and Trustees' Interests

The directors and trustees of the company during the year are listed on page 2. In accordance with the Articles of Association of the company all directors and trustees appointed under Article 35 retire from office and being eligible offer themselves up 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.

Responsibilities of the Directors and Trustees

Company law requires the directors and trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of its financial position at the end of the year. In preparing those accounts the directors and trustees 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 charity will continue on that basis
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements

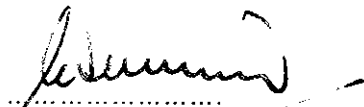
The directors and trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985 and Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

The auditors Williams Denton Cyf were appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

This report was approved by the Board on 20th July 2004



A D White
Company Secretary

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED

Report Of The Independent Auditors To The Members Of Cyngor Alcohol Information Service Limited For The Year Ended 31 March 2004

We have audited the accounts of Cyngor Alcohol Information Service Limited for the year ended 31 March 2004 which comprise pages 8 to 19. These accounts have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and auditors

As described in the Statement of Directors' and Trustees' Responsibilities, the charitable company's trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

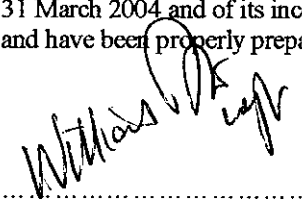
Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 31 March 2004 and of its incoming /outgoing resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.


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Williams Denton Cyf
Chartered Certified Accountants
Registered auditors
13 Trinity Square
Llandudno
LL30 2RB

Date: 26/1/04

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF FINANCIAL ACTIVITIES FOR
THE YEAR ENDED 31 MARCH 2004

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2004 £	Total Funds 2003 £
Incoming Resources					
Donations, legacies and similar income		11,772	-	11,772	1,530
Activities in furtherance of the objects of the charitable company:					
Residents income		157,787	-	157,787	348,130
Service level agreements and grants	2	3,116,211	13,189	3,129,400	2,605,922
Activities to generate funds		-	-	-	-
Other income		84,347	-	84,347	17,424
Investment income and interest		14,197	-	14,197	12,405
Total incoming resources		3,384,314	13,189	3,397,503	2,985,411
Resources Expended					
Cost of generating funds					
Fundraising and publicity		29,677	-	29,677	17,233
Charitable expenditure					
Operating costs	3	2,602,202	55,161	2,657,363	1,881,600
Management and administration	4	693,687	29,804	723,491	632,393
Total Resources Expenditure		3,325,566	84,965	3,410,531	2,531,226
Net Incoming/(outgoing) Resources for the year before transfers		58,748	(71,776)	(13,028)	454,185
Transfers between funds		109,000	(109,000)	-	-
Net Incoming/(Outgoing) Resources for the year		167,748	(180,776)	(13,028)	454,185
Total funds at 1 April 2003		583,103	710,594	1,293,697	839,512
Total funds at 31 March 2004		750,851	529,818	1,280,669	1,293,697

There were no recognised gains or losses for the year other than those included in the Statement of Financial Activities.

Movements in funds are disclosed in note 17.

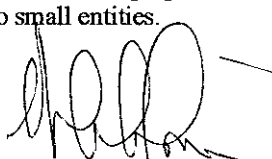
CYNGOR ALCOHOL INFORMATION SERVICE LIMITED

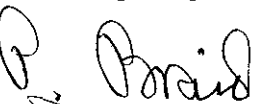
BALANCE SHEET AS AT 31 MARCH 2004

	Notes	2004 £	2003 £
Fixed assets			
Tangible assets	9	640,012	649,025
Current assets			
Debtors	10	391,874	337,398
Cash at bank and in hand		638,432	653,999
		<u>1,030,306</u>	<u>991,397</u>
Creditors: amounts falling due within one year	11	(389,649)	(295,210)
		<u></u>	<u></u>
Net current assets		640,657	696,187
		<u></u>	<u></u>
Total assets less current liabilities		1,280,669	1,345,212
Creditors: amounts falling due after more than one year	13	-	(51,515)
Net Assets		<u>1,280,669</u>	<u>1,293,697</u>
Funds			
Restricted Funds			
Fixed assets		281,290	281,538
Other restricted funds		248,527	429,056
		<u>529,817</u>	<u>710,594</u>
Unrestricted funds			
General fund		651,399	581,493
Designated funds		99,453	1,610
		<u>750,852</u>	<u>583,103</u>
Total Funds		<u>1,280,669</u>	<u>1,293,697</u>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Dr D A Jones
Chairman




Vice-Chairman

Approved by the Board on 20th July 2004

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2004

1 Accounting Policies

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Small Entities (effective June 2002), the Companies Act 1985 and applicable accounting standards, and the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) issued in October 2000, SORP Update Bulletin 1 issued in December 2002.

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

Tangible fixed assets

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Land and buildings	10-50 years
Plant and machinery	10-25%

Incoming resources

Service level agreements, grants, fees and rents

Income from service level agreements, grants, fees and rents, including capital grant, is included in incoming resources when these are receivable, except as follows:

- When it is specified that income from service level agreements and grants received by the charitable company are to be used in future periods, the income is deferred until those period.
- When conditions are imposed which have to be fulfilled before the charitable company becomes entitled to use such income the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When specified that income, including capital grants, is for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Investment income

Investment income is included when receivable by the charitable company.

The trustees have considered the most appropriate policy for investing funds and have invested in risk free bonds and other investments designed for the charitable company sector. The return on investment has been 2% per annum.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

Pension costs

Defined Contribution Scheme

The charitable 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.

Defined Benefit Scheme

The charitable 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.

The charitable company is not liable for any deficit on the pension fund in respect of its members therefore no FRS17 disclosures have been made.

Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the SOFA as charged.

Fund accounting

Funds held by the charitable company are either:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes, projects and fixed assets.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. 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 accounts.

Reserves

Reserves identify the funds invested in tangible fixed assets. This highlights the level of free reserves available to CAIS.

2 Service level agreements and grants

	2004	2003
	£	£
National Assembly	233,063	337,001
Supported Housing Revenue Grant (SHRG)	697,729	103,160
NW Probation Services	125,514	301,588
Unitary Authorities	135,852	167,248
Health service	1,253,982	1,417,577
Community Fund	5,728	57,518
Other/WEFO	677,532	221,830
	<hr/>	<hr/>
	3,129,400	2,605,922

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

3	Direct charitable expenditure	2004	2003
		£	£
	Accommodation and property costs	349,503	111,303
	Staffing and associated costs	1,983,423	1,303,806
	Treatment and patient expenses	117,420	130,407
	Other direct costs	207,017	336,084
		<u>2,657,363</u>	<u>1,881,600</u>
4	Management and administration costs	2004	2003
		£	£
	Staff and associated costs	605,853	414,021
	Legal and professional costs	24,845	
	Administration expenses	-	124,386
	Depreciation	83,082	72,353
	Professional fees	9,711	21,633
		<u>723,491</u>	<u>632,393</u>
5	Net Incoming/Outgoing resources for the year	2004	2003
		£	£
	This is stated after charging:		
	Depreciation of owned fixed assets	80,032	69,303
	Depreciation of assets held under finance leases and hire purchase contracts	3,050	3,050
	Auditors' remuneration	9,711	5,000
	Operating lease rentals:		
	Land & Buildings	37,997	21,098
	Other	22,557	17,778
	Trustees Remuneration	0	0
	Trustees Expenses	2,947	1,883

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

6	Information on employees' emoluments	2004	2003
		£	£
	Wages and salaries	2,115,020	1,420,572
	Social security costs	185,084	115,049
	Other pension costs	70,281	56,050
		<u>2,370,385</u>	<u>1,591,671</u>

Employees with emoluments over £50,000 were as follows:	2004	2003
	No.	No.
£50,001-£60,000	1	1
£60,001-£70,000		
£70,001-£80,000	2	2

	2004	2003
	No.	No.
Average number of employees during the year:	114	85

The charitable company trustees received no remuneration. The following expenses were paid:

Conferences	2,601	1,502
Mobile phone	320	381
Travel	26	-
	<u>2,947</u>	<u>1,883</u>

7	Interest payable and similar charges	2004	2003
		£	£
	Lease finance charges and hire purchase interest	2,781	5,069

8 Pension costs

Defined contributions scheme

The company operates a defined benefit 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 £41,801 (2003: £28,385). 50 members of staff are accruing benefits from this scheme.

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. As this is a multi-employer scheme and the employers' contributions are set in relation to the current service period only this has been accounted for as if it were a defined contribution scheme.

The pension charge for the year was £28,480 (2003: £27,665). 13 members of staff are accruing benefits from this scheme. The charitable company is not liable for any deficit on the pension fund in respect of its members therefore no FRS17 disclosures have been made.

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

9	Tangible fixed assets	Freehold Land and Buildings £	Plant and Machinery £	Total £
	Cost			
	At 1 April 2003	506,634	269,606	776,240
	Additions		75,342	75,342
	Disposals		(1,271)	(1,271)
	At 31 March 2004	<u>506,634</u>	<u>343,677</u>	<u>850,311</u>
	Depreciation			
	At 1 April 2003	17,899	109,318	127,217
	Charge for the year	11,751	71,331	83,082
	At 31 March 2004	<u>29,650</u>	<u>180,649</u>	<u>210,299</u>
	Net book value			
	At 31 March 2004	<u>476,984</u>	<u>163,028</u>	<u>640,012</u>
	At 31 March 2003	<u>488,736</u>	<u>160,289</u>	<u>649,025</u>
			2004 £	2003 £
	Net book value of plant and machinery included in above held under finance leases and hire purchase contracts		<u>3,558</u>	<u>6,608</u>
10	Debtors		2004 £	2003 £
	Debtors		276,991	140,781
	Prepayments and accrued income		114,883	196,617
			<u>391,874</u>	<u>337,398</u>
11	Creditors: amounts falling due within one year		2004 £	2003 £
	Bank loans and overdrafts (see note 14)		-	10,800
	Obligations under finance leases and hire purchase contracts		1,122	4,200
	Other taxation and social security		74,081	51,958
	Deferred income (see note 12)		184,659	117,664
	Creditors and accruals		125,056	105,266
	Other creditors		4,731	5,322
			<u>389,649</u>	<u>295,210</u>

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

12	Deferred income	2004	2003
		£	£
	At 1 April 2003	117,453	140,453
	Deferred income received	1,087,539	-
	Released to statement of financial activities	1,020,333	(22,789)
	At 31 March 2004	<u>184,659</u>	<u>117,664</u>
Income has been deferred on the grounds that either the charitable company is not entitled to that income or the income has been specified as for a future accounting period.			
13	Creditors: amounts falling due after one year	2004	2003
		£	£
	Bank loans and overdrafts	-	50,356
	Obligations under finance lease and hire		
	Purchase contracts	-	1,159
		<u>-</u>	<u>51,515</u>
14	Borrowings	2004	2003
		£	£
	Amounts repayable by instalments any of which fall for payment after five years	-	22,934
15	Obligations under finance leases and hire purchase contracts	2004	2003
		£	£
	Amounts payable:		
	Within one year	1,122	4,200
	Within two to five years	-	1,159
		<u>1,122</u>	<u>5,359</u>

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

16 Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Creditors over 1 year £	Total £
Restricted funds				
Community fund	277,769			277,769
Mobile unit and site fees		6,491		6,491
Young Persons Substance Misuse Project		16,040		16,040
Treatment fund		6,226		6,226
Wrexham rehabilitation scheme		2,530		2,530
Family support scheme		811		811
NAW Take Five project		1,424		1,424
Critical moment intervention		9,000		9,000
Brief Intervention	3,521	233		3,754
Criminal Justice intervention fund		205,772		205,772
	281,290	248,527		529,817
Designated funds				
Welsh European Funding Office		99,453		99,453
General funds				
	326,251	325,148		651,399
	<u>607,541</u>	<u>673,128</u>		<u>1,280,669</u>

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

17 **Movement in funds**

	Balance 1 April 2003	Incoming	Movement in Funds Outgoing	Transfers	Balance 31 March 2004
	£	£	£	£	£
Restricted funds:					
Community funded fixed assets	294,949	5,728	22,908		277,769
Mobile unit and site fees	12,338		5,847		6,491
Young Persons Substance Misuse Project	32,659		16,619		16,040
Treatment fund	6,226				6,226
Wrexham rehabilitation scheme	2,530				2,530
Family support scheme	811				811
NAW Take Five project	1,424				1,424
Critical moment intervention	9,000				9,000
WAG S180 Homelessness	2,203		2,203		-
Brief Intervention	231	7,461	3,940		3,754
Welsh European funding office	109,000			(109,000)	-
NW Probation Service	235,774		30,000		205,772
Don't Touch Tell campaign	3,447		3447		-
Total restricted funds	<u>710,592</u>	<u>13,189</u>	<u>84,964</u>	<u>(109,000)</u>	<u>529,817</u>
Unrestricted funds:					
Fixed assets					
General fund	581,494	3,185,911	3,089,824	(26,182)	651,399
Designated funds:					
Brief Intervention Scheme	1,610			(1,610)	-
Welsh European Funding Office		198,403	235,742	136,792	99,453
Total unrestricted funds	<u>583,104</u>	<u>3,384,314</u>	<u>3,325,566</u>	<u>109,000</u>	<u>750,852</u>
Total funds	<u>1,293,696</u>	<u>3,397,503</u>	<u>3,410,530</u>	<u>-</u>	<u>1,280,669</u>

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

Purposes of restricted funds

The Community Fund financed refurbishment of the DAWN Centre in Colwyn Bay, the fund will reduce annually by depreciation.

The mobile unit project was established for the purchase, equipping and siting of a mobile display and information unit. This fund is reducing annually with depreciation and other fees.

The Young Persons Substance Misuse Project provides support to young people undergoing treatment for substance misuse.

The Treatment Fund was established to improve treatment programmes for in-patients undergoing detoxification. The initial use of this fund was to produce a bilingual leaflet, however it appears that a website may be more appropriate. The development of a website will take place in the foreseeable future. The funds will also be used to assess the needs for a safe house, this is ongoing and some funding will be utilised for development in the foreseeable future.

The Wrexham rehabilitation scheme was set up to support the people living in the Wrexham area. The remaining funds are surplus on the scheme and will be used for outcome monitoring in the foreseeable future.

The Family Support scheme was established to support families. The funds were initially going to be used to develop information packs, however a family support website has been suggested as an alternative and discussions on the development are taking place.

Take Five was a training project supported by the National Assembly for Wales of which funds remain unused. The funds will be used to publish a training manual that is currently being developed.

The Critical Moment Intervention Fund scheme has been set up to assist the people of Wrexham who require immediate access to treatment. The funds may be used to design a research programme associated with the Wrexham Youth offending team

Brief Intervention reserve is to fund the depreciation of IT equipment used by employees working on the project.

The North Wales probation fund will be used to carryout Treatment Orders for Offenders, and that will include Detoxification and Relapse Prevention Intervention.

18 Related party transactions

During the year payments of £9,133(2003: £5,569) were made to Mrs S Young for Data Services. £879 (2003: £402) was still outstanding and included in creditors at the year end. Mrs S Young is the daughter of Mr A D White Chief Executive/Company Secretary.

CYNGOR ALCOHOL INFORMATION SERVICE LIMITED**NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2004**

19	Operating lease commitments	2004	2003
		£	£
	At 31 March 2004 the charitable company had annual commitments under non-cancellable operating leases as set out below:-		
	<i>Land & Buildings</i>		
	Within one year	37,997	37,997
	Between one and two years	88,198	75,994
	Between two and five years	-	88,198
	<i>Other</i>		
	Within one year	13,598	12,280
	Between one and two years	27,469	25,878
	Between two and five years	31,876	39,749

20 Taxation

The charitable company is exempt for corporation tax on its charitable activities.