

Charity number: 1047945  
Company number: 03061079

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**  
**(formerly Cyswllt Ceredigion Contact Limited)**  
**Trustees' report and financial statements**  
**for the year ended 5 April 2010**

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**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

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**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Legal and administrative information**

<b>Former company name</b>	Cyswllt Ceredigion Contact Limited	Name changed on 9 June 2008
<b>Charity number</b>	1047945	
<b>Company registration number</b>	03061079	
<b>Registered office</b>	49 North Parade Aberystwyth Ceredigion SY23 2JH 01970 626470 Website www.recovery.org.uk	
<b>Trustees</b>	WM Crockett A Thomas A Kenny B Williams D Lucas D Eisenberg S Jones-Davies	Appointed 11 June 2009 Appointed 19 October 2009
<b>Secretary</b>	Wendy Crockett	
<b>Chief executive</b>	Nicola Webb	
<b>Independent examiner</b>	Mark Baker FCCA Davies & Lewis 31 Bridge Street Aberystwyth Ceredigion SY23 1QB	
<b>Bankers</b>	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME17 4JG	Lloyds Bank plc 12 Terrace Road Aberystwyth Ceredigion
<b>Solicitors</b>	Powell Davies Market Chambers, 27 Eastgate Aberystwyth Ceredigion SY23 2AR	

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 5 April 2010**

The trustees present their report and the financial statements for the year ended 5 April 2010

**Constitution, Objects and Principal Activities**

The Charity is constituted as a Company limited by guarantee, and is governed by memorandum and articles of association

The trustees, who are also the directors, meet every two months. The trustees of the charity also comprise its membership. Trustees are appointed by the existing board at each annual general meeting being proposed by members. One third of the trustees retire by rotation at each annual general meeting (AGM). When a trustee resigns they also resign as a member. The Trustees who served during the year and up to the date of this report, are as stated on the information page.

Trustee vacancies and additional appointments may be made by the trustees, such trustees holding office only until the next following AGM.

Day-to-day management of the charity is delegated to the Director and Deputy Director, who attend and present to the trustees at the bi-monthly meetings.

The principal activities of the charity are to

- 1 Advise and assist persons with alcohol or drug related problems, or who are suffering from eating disorders or connected personal problems associated in overcoming those problems
- 2 Assist the families and dependants of such persons
- 3 Advance the education of the general public with regard to the misuse of drugs, alcohol and other substances

**Developments and Activities**

**How our activities deliver public benefit**

Our main activities and who we try to help are explained below. All our charitable activities focus on the prevention and treatment of addiction and are undertaken to further our charitable purposes for the public benefit. We endeavour to meet the needs of our more rural communities here in Wales and this year we have expanded to take in Powys and Pembrokeshire within this commitment.

**Staff and developments**

2009 saw the launch of the ESF Peer Mentoring Project in Dyfed and Powys. During the first six months of the project we were already receiving impressive outcomes.

Over the year Cyswllt Contact lost four members of staff all of whom played a large part in the organisation and are sadly missed. These were

Marty Spittle (Deputy Director)  
Stephanie Lynch (Counsellor)  
Suzanne Wood-Garner (Counsellor)  
Andrew Kentish (Counsellor)

Cyswllt Contact would like to offer special thanks to Marty Spittle for all her dedication and hard work over the last decade of Cyswllt Contact's history.

We continue to have difficulty in funding and recruiting for our counselling service. However we are pleased to have been able to recruit a locally trained counsellor this year who had the previous experience of working in the mental health field.

**Cyswllt Contact Limited**  
(A company limited by guarantee)

**Report of the trustees (incorporating the directors' report)  
for the year ended 5 April 2010**

**Projects**

*Peer mentoring project*

Cyswllt Contact was successful in its bids to Europe to provide Peer Mentoring for both Dyfed and Powys. The contract was awarded in October 2009 and the project is fully underway with all paid staff in post, impressive partnership working and a strong management commitment both time wise and in its overall development. We are working closely with our partner agencies Turning Point Cymru, who are sub-contracted to run the programme in Carmarthenshire, and Helping Groups to Grow, who will provide mentor placements. We also work closely with the Welsh Assembly Government who manage the Pan Wales contract, in ensuring we meet the stringent monitoring and high targets both in soft outcomes and those more challenging like paid employment.

*Wrap-Around Project*

Supporting People continue to fund and enable us to provide high quality support services which allow individuals to stabilise enough to access treatment for their substance misuse. This project provides access to housing, advice and information on benefits and debt management as well as encourages motivation towards positive change. The staff work closely with Peer Mentors from our Peer Mentoring project to match individuals to Mentors who can support informally and keep them engaged in diversionary activities and treatment, and support them to reintegrate back into their communities and eventually back into employment.

*Drug Interventions Programme (DIP)*

The Drug Intervention programme has gone through some major developments this year as it faces future reductions in funding from the Criminal Justice System. The Programme has managed to weather the political climate, continue to achieve high performance and play an important local role in Ceredigion's National 'Tackling Drugs Changing Lives' agenda.

*Diversionary Work*

With the support of all the project workers this element of provision has been essential in allowing individuals to build self esteem, promote non using friendships and work towards an active, healthy lifestyle far from the lives they are trying to leave behind.

*Pembrokeshire*

Cyswllt Contact was successful in its pilot scheme and now offers treatment packages from Cardigan for clients and their families in Pembrokeshire. Originally set up for the North of Pembrokeshire individuals have been known to be travelling up to an hour each way to attend our Cardigan Programmes.

*Eating Disorders*

This year we have had to reduce and turn away referrals for this service due to lack of funding for this work. It has been a difficult decision and the skills held by our counsellors have only been consolidated through co-morbidity cases where substance misuse is a primary aspect of their overall needs.

**Services**

Cyswllt Contact internal restructuring incorporates some major changes within the delivery of our programmes and over management of the charity. In line with some changes in how we record data we have split the programmes into Tier Two and Tier Three provision.

The Wraparound Team - (Supporting People, DIP and prevention funded) now provide the Tier 2 frontline engagement and initial assessments with individuals. These workers have undergone training to support the new developments including Motivational Interviewing and Reality Therapy and offer key working/case management for DIP and Supporting People clients. One to one practical support is offered as well as more Criminal Justice focussed work where individuals are encouraged towards accessing more structured treatment. They work closely with the Peer Mentoring Projects to keep individuals engaged and help to stabilise with the focus of them accessing Tier Three treatment.

**Cyswllt Contact Limited**  
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**Report of the trustees (incorporating the directors' report)**  
**for the year ended 5 April 2010**

Tier Three Clinical - (Structured Counselling, Structured Abstinence Day Treatment Programme) with some transition back in to Tier Two through care and relapse prevention work. All work includes elements of therapeutic group work, psycho-educational work and the Monday to Friday '12 Step Minnesota Plus model' day treatment programme. The Family Programme also includes some psycho-educational group work, and structured Counselling.

**Activities**

Cyswllt Contact received 391 referrals between April 2009 and April 2010, this represents a 6% decrease on last year's figure (416). This is due to a decreased counselling team and a Tier 2/Tier 3 restructuring. Roughly 170 of referrals engaged with services. This year there has been a 9% increase of clients engaging in abstinence based day treatment (19%). 83% successfully completed Aftercare. This continues to demonstrate a good long-term record for those completing treatment. Any inconsistencies within the data may be as a result of national changes in the way data is collected.

Referrals have remained fairly constant throughout the year with the exception of a slight increase in March possibly due to the Peer Mentoring Scheme becoming more established in Dyfed and launching in Powys. Problems presented in similar proportions to previous years, with Alcohol-only clients continuing to make up the largest group with 49% of all referrals. This is a 10% increase in Alcohol-only clients from the year 2008 - 2009. Although the percentage of Alcohol and Drugs and Drugs-only referrals have dropped, absolute numbers are similar to the previous year. Family Member referrals increased from last year. Meanwhile, the male/female split remains around 3:2.

Over the year referrals to Cyswllt Contact continued to be overwhelmingly made by the clients themselves, there is a 9% increase in self referrals over the previous year. The second largest referral source is Criminal Justice accounting for 16%. Referrals from the remaining sources are fairly evenly spread. Ceredigion continued to form by far the greatest client catchment area with 87% of all referrals. 25% of all Ceredigion referrals were to the Cardigan Centre which now receives approximately 1/3 of all referrals reflecting the massive growth seen in this centre over the past

Of the 416 referrals received, 131 were to the Cardigan Centre and 260 to the Aberystwyth Centre. Unlike previous years referrals to the Cardigan Centre reflect the trends observed by the Aberystwyth Centre. The usual drop in referrals can be seen during the Christmas period, however unusually there is an increase in referrals during August and September as well as March. The March increase may be due to the launch of the Peer Mentoring Scheme. There is little difference in proportions apart from amongst Family Members, referrals of which are much higher to the Cardigan Centre. It is as a result of this need in the South of the county that we are seeking to launch a Family Programme in Pembrokeshire.

**Completion Rates**

Completion rates are broadly similar to last year although we can see a drop in completion rates during the fourth quarter due to a change in how data was being recorded on National Monitoring Systems. In the new financial year we are seeking to develop our own statistical monitoring system to ensure all data is captured.

**Thanks**

Cyswllt Contact would like to take this opportunity to thank all of the team for their hard work and dedication throughout the past year. Christopher Williams for our website development and to our Board of Trustees for their continued support. New to the list but definitely not least is the support of our Peer mentors who are crucial in the success of making our aims for service user involvement real.

**Financial position**

Cyswllt Contact has expanded rapidly over the last five years due to demand and to a number of new funding streams. In the year 2008 - 2009 Cyswllt Contact struggled to fill the gap left by European Funding, however due to the launch of the ESF Peer Mentoring Scheme in the medium term this gap has been filled. During the first six months of the scheme the agency has been under considerable financial pressure to ensure the scheme was successfully launched. We are confident that as the project settles in the next financial year this pressure will ease.

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 5 April 2010**

Although the 'no-frills' budget will continue into 2010 - 2011 Cyswllt Contact is confident that the slightly unsettled financial position in 2009 - 2010 was due to extremely rapid expansion which will in turn allow us to access a greater variety of larger funding streams. With the charity looking set to pass the £500,000 milestone in the next financial year, Cyswllt Contact is eager to explore the new challenges and funding options that will be available to us as we grow into a medium sized charity.

**Policies and Financial Management**

- 1 The charity seeks to set aside out of its unrestricted funds sufficient to cover immediate staff costs (notice and redundancy), and the average amount of central running costs for a one-month period, should it face an unexpected shortfall in funding. The targeted reserve is currently £54,915. At the end of the financial year unrestricted funds stood at £40,299. In the next financial year we will be seeking to build upon these.
- 2 The trustees are empowered by the Articles of Association to invest the funds of the Charity as they see fit. Any funds not required for immediate expenditure are placed in a bank deposit account until required.
- 3 The trustees confirm that they have identified major risks to which the charity is exposed and have established systems to mitigate these risks. Cyswllt Contact is currently developing its risk policy further. This should be completed and implemented during the next financial year.

Internal financial risks are minimised by the implementation of control and authorisation procedures.

Procedures are in place to ensure compliance with health and safety for staff, clients and visitors to the centre.

The implementation of the Drugs and Alcohol National Occupational Standards (DANOS) has ensured a consistent quality of delivery for all operational aspects of the charity.

All procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

**Statement of trustees' responsibilities**

The trustees (who are also directors of Cyswllt Contact Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 these financial statements, the trustees are required to

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

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 which 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.

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 5 April 2010**

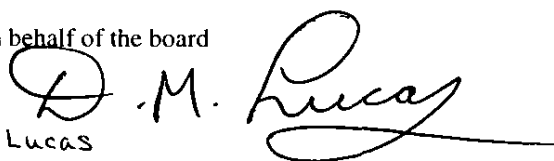
The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

D Lucas  
Trustee

A handwritten signature in dark ink, appearing to read 'D. M. Lucas', is written over the printed name and title.

Date 15 November 2010

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Independent examiner's report to the trustees on the unaudited financial statements of Cyswllt Contact Limited.**

I report on the accounts of Cyswllt Contact Limited for the year ended 5 April 2010 set out on pages 2 to 21

**Respective responsibilities of trustees and independent examiner**

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended, and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep proper accounting records in accordance with section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met, or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Mark Baker**

FCCA

**Independent examiner**

Davies & Lewis  
Oregon House  
Powell Street  
Aberystwyth  
SY23 1QQ

16 November 2010

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating the income and expenditure account)**  
**for the year ended 5 April 2010**

	Notes	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds					
Voluntary income	2	34,682	6,634	41,316	44,576
Investment income	3	1,912	-	1,912	4,883
Incoming resources from charitable activities	4	193,660	232,749	426,409	331,912
Other incoming resources		685	1,371	2,056	2,507
<b>Total incoming resources</b>		<u>230,939</u>	<u>240,754</u>	<u>471,693</u>	<u>383,878</u>
<b>Resources expended</b>					
Costs of generating funds					
Cost of generating voluntary income		2,425	30,001	32,426	17,413
Charitable activities		266,838	171,628	438,466	416,907
Governance costs	6	3,141	13,652	16,793	21,918
<b>Total resources expended</b>		<u>272,404</u>	<u>215,281</u>	<u>487,685</u>	<u>456,238</u>
<b>Net movement in funds/Net income/(expenditure) for the year</b>		(41,465)	25,473	(15,992)	(72,360)
Total funds brought forward		<u>86,308</u>	<u>2,076</u>	<u>88,384</u>	<u>160,744</u>
<b>Total funds carried forward</b>		<u>44,843</u>	<u>27,549</u>	<u>72,392</u>	<u>88,384</u>

Notes 1 to 20 form an integral part of these financial statements.

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Balance sheet**  
**as at 5 April 2010**

	Notes	£	2010 £	£	2009 £
<b>Fixed assets</b>					
Tangible assets	12		4,544		12,034
<b>Current assets</b>					
Debtors	13	55,589		40,196	
Cash at bank and in hand		260,714		92,770	
		<u>316,303</u>		<u>132,966</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(229,209)</u>		<u>(56,616)</u>	
<b>Net current assets</b>			<u>87,094</u>		<u>76,350</u>
<b>Total assets less current liabilities</b>			91,638		88,384
<b>Creditors: amounts falling due after more than one year</b>	15		<u>(19,246)</u>		<u>-</u>
<b>Net assets</b>			<u>72,392</u>		<u>88,384</u>
<b>Funds</b>	16				
Restricted income funds	18		27,549		2,076
Unrestricted income funds	17		44,843		86,308
<b>Total funds</b>			<u>72,392</u>		<u>88,384</u>

The Balance Sheet continues on the following page

Notes 1 to 20 form an integral part of these financial statements.

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Balance sheet (continued)**

**Trustees statements required by the Companies Act 2006  
for the year ended 5 April 2010**

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 5 April 2010

(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 15 November 2010 and signed on its behalf by



D Lucas  
**Trustee**

Registered company number 3061079  
Registered charity number 1047945

**Cyswllt Contact Limited**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 5 April 2010**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

**1.2. Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

The analysis of funds was changed at 6 April 2009 from an analysis by source of funding to an analysis by activity centre. Incoming resources are apportioned between funds according to the annual budget.

**1.3. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, including grants for the purchase of fixed assets, donations and gifts and is included in full in the statement of financial activities when receivable. Grants provided for use in a specific period are recognised in that period. Other grants are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of training time provided to clients by other agencies is quantified on the basis of teaching hours provided. The value of services provided by volunteers has not been included.

The charity commissions certain services from other agencies on behalf of its clients. Where these services are funded by a third party and paid in cash by the third party directly to the commissioned agency, the value of these services are not included in the charity's accounts.

Income raised to fund the budgeted expenditure of future periods is treated as deferred income in the current period.

Income from investments is included in the year in which it is receivable.

**Cyswllt Contact Limited**  
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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**1.4. Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income.

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.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly. Support costs are apportioned on an appropriate basis as described in Note 7.

Where the administrative burden of identifying particular support costs to be charged to a restricted fund is too onerous then these are charged in total to the restricted fund.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

**1.5. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

Leasehold properties	-	Straight line over the life of the lease
Fixtures, fittings and equipment	-	25% straight line

Assets costing less than £500 are not capitalised.

**1.6. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**1.7. Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**Cyswllt Contact Limited**  
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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**2. Voluntary income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2010 Total £</b>	<b>2009 Total £</b>
Donations	433	-	433	560
Grants receivable - government	12,249	6,384	18,633	18,489
Grants from trusts and businesses	22,000	250	22,250	25,527
	<u>34,682</u>	<u>6,634</u>	<u>41,316</u>	<u>44,576</u>
Grant income receivable during the year by source				
	<b>Income (due)/ in advance 06/04/09 £</b>	<b>Income received 2010 £</b>	<b>Income due/ (in advance) 05/04/10 £</b>	<b>Income receivable 2010 £</b>
<b>Government grants</b>				
CCC- Mental Illness Strategy Grant		6,384		6,384
CCC Social Services		12,249		12,249
	<u>-</u>	<u>18,633</u>	<u>-</u>	<u>18,633</u>
<b>Grants from trusts and businesses</b>				
Henry Smith Charity		22,000		22,000
Mind your Heart	250			250
	<u>250</u>	<u>22,000</u>	<u>-</u>	<u>22,250</u>

**3. Investment income**

	<b>Unrestricted funds £</b>	<b>2010 Total £</b>	<b>2009 Total £</b>
Bank interest receivable	1,912	1,912	4,883
	<u>1,912</u>	<u>1,912</u>	<u>4,883</u>

**Cyswllt Contact Limited**  
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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**4. Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £	
Grants & Contracts with public bodies	193,200	232,749	425,949	331,912	
Training and services provided	460	-	460	-	
	<u>193,660</u>	<u>232,749</u>	<u>426,409</u>	<u>331,912</u>	
Grants and contracts with public bodies by source					
	Income (due)/ in advance 06/04/09 £	Income received 2010 £	Income due 05/04/10 £	Income (in advance) 05/04/10 £	Income receivable 2010 £
<b>Government grants</b>					
Supporting people	(7,918)	114,486			106 568
Drug Intervention Programme	(3,750)	100,861	28,398		125,509
Substance Misuse Action Team (SMAT)					
SMAT (capital)	47 334	170,000		(182,485)	34,849
Ceredigion SMAT (slippage)		27,159			27,159
Ceredigion SMAT (revenue)		77,194			77,194
Pembrokeshire SMAT (revenue)		14,863			14 863
Powys SMAT		10,000			10,000
European Social Fund for Dyfed		52 420		(24,228)	28 192
European Social Fund for Powys		504	1,111		1 615
	<u>35,666</u>	<u>567,487</u>	<u>29,509</u>	<u>(206,713)</u>	<u>425 949</u>

**Cyswllt Contact Limited**  
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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**5. Costs of charitable activities - programme running costs**

	<b>2010</b>	<b>2009</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Clinical Staff - Wages & Salaries	202,243	184,730
Clinical Staff Employer's NIC	17,988	16,304
Clinical staff pension costs	4,200	2,597
Other staff costs	15,200	19,307
Subcontracted clinical services	12,815	-
Insurance	1,458	1,219
Travel	12,277	12,813
Telephone	6,708	4,893
Client diversionary activities	628	553
Website	270	92
Client expenses	3,680	4,164
Clinical materials	175	9,580
Publicity	814	1,374
Programme support costs	160,009	159,281
	<u>438,465</u>	<u>416,907</u>

**6. Governance costs**

	<b>2010</b>	<b>2009</b>
	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Accountancy fees	2,687	2,557
Independent examination	1,469	690
Trustee indemnity insurance	518	701
Other governance costs	3,981	557
Support Staff Wages & salaries	5,284	11,808
Premises rent and utilities	1,874	3,452
Equipment and repairs	343	317
Office expenses	240	404
Depreciation & impairment	300	1,134
Computer costs	67	298
Translation	30	-
	<u>16,793</u>	<u>21,918</u>

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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**7. Analysis of support costs**

	Cost of generating voluntary income	Programmes	Governance costs	2010 Total	2009 Total
	£	£	£	£	£
Staff costs	21,137	105,686	5,284	132,107	131,818
Operating lease payments	7,494	35,226	1,874	44,594	38,360
Repairs and maintenance	1,370	6,852	343	8,565	3,524
Other office expenses	959	4,796	240	5,995	4,492
Depreciation and impairment	1,198	5,992	300	7,490	12,600
Computer costs	268	1,338	67	1,673	3,313
Translation	-	119	30	149	-
	<u>32,426</u>	<u>160,009</u>	<u>8,138</u>	<u>200,573</u>	<u>194,107</u>

Support costs are allocated on the basis of staff hours

**8. Net outgoing resources for the year**

	2010	2009
	£	£
Net outgoing resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	7,490	12,600
Independent examiner's fee	1,469	690
Independent examiner's remuneration from non-audit work	<u>2,687</u>	<u>2,557</u>

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**9. Employees**

<b>Employment costs</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Wages and salaries	322,361	305,426
Social security costs	29,061	27,426
Pension costs	4,200	2,597
Other costs	16,116	19,307
	<u>371,738</u>	<u>354,756</u>

No employee received emoluments of more than £60,000 (2009 None)

**Number of employees**

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	<b>2010</b>	<b>2009</b>
	<b>Number</b>	<b>Number</b>
Director	1	1
Programme activities	9	9
Administration and support	5	5
	<u>15</u>	<u>15</u>

No remuneration was paid to trustees during the year (2009 NIL) No expenses were reimbursed to trustees during the year (2009 £NIL)

**10. Pension costs**

The company operates a defined contribution pension scheme in respect of the support and arrest referral workers. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity.

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Pension charge	<u>4,200</u>	<u>2,597</u>

**11. Taxation**

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

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**Notes to the financial statements**  
**for the year ended 5 April 2010**

<b>12. Tangible fixed assets</b>	<b>Improvements to short leasehold property £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 6 April 2009 and At 5 April 2010	12,448	55,136	67,584
<b>Depreciation</b>			
At 6 April 2009	10,110	45,440	55,550
Charge for the year	2,334	5,156	7,490
At 5 April 2010	12,444	50,596	63,040
<b>Net book values</b>			
At 5 April 2010	4	4,540	4,544
At 5 April 2009	2,338	9,696	12,034

<b>13. Debtors</b>	<b>2010 £</b>	<b>2009 £</b>
Amounts due from Turning Point	14,264	-
Other debtors	15,114	505
Prepayments and accrued income	26,211	39,691
	<u>55,589</u>	<u>40,196</u>

Debtors include estimated grants claimed from the European Social Fund of £3,660 not yet approved pending a decision from the European Social Fund on the method of calculation of the grant  
The amounts due from Turning Point include £7,263 due after more than 1 year

<b>14. Creditors: amounts falling due within one year</b>	<b>2010 £</b>	<b>2009 £</b>
Trade creditors	8,779	4,020
Other taxes and social security	-	615
Other creditors	12,085	215
Accruals and deferred income	208,345	51,766
	<u>229,209</u>	<u>56,616</u>

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**15. Creditors: amounts falling due**  
**after more than one year**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Grant advances repayable	<u>19,246</u>	<u>-</u>

**16. Analysis of net assets between funds**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Fund balances at 5 April 2010 as represented by			
Tangible fixed assets	4,544	-	4,544
Current assets	51,549	264,754	316,303
Current liabilities	(11,250)	(217,959)	(229,209)
Long-term liabilities	-	(19,246)	(19,246)
	<u>44,843</u>	<u>27,549</u>	<u>72,392</u>

**17. Unrestricted funds**

	<b>At 6 April 2009 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>At 5 April 2010 £</b>
General	73,086	230,939	(263,726)	40,299
Fixed Assets Reserve	12,034	-	(7,490)	4,544
Father's House (Aberystwyth) gift	1,188	-	(1,188)	-
	<u>86,308</u>	<u>230,939</u>	<u>(272,404)</u>	<u>44,843</u>

**Purposes of unrestricted funds**

The fixed assets reserve represents the net book value of fixed assets not owned under restrictions

The donation from Father's House (Aberystwyth) is designated for the Cardigan office service

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**Notes to the financial statements**  
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**18. Restricted funds**

	At 6 April 2009 £	Incoming resources £	Outgoing resources £	At 5 April 2010 £
Counsellors' salaries	-	75,126	(74,730)	396
Support workers' salaries	-	10,500	(7,769)	2 731
Other clinical salaries	492	4,227	(3,729)	990
Subcontracted clinical services	-	9,419	(9,419)	-
Beneficiary costs	1,253	7,759	(5,349)	3,663
Business team salaries	-	47,101	(47,101)	-
Premises	335	35,099	(35,434)	-
Cost of operations	(4)	51,523	(31,750)	19,769
	<u>2 076</u>	<u>240,754</u>	<u>(215,281)</u>	<u>27,549</u>

All restricted funds are funds received from donors to be expended on the basis of cost incurred on the activities listed above. Specific resources are held to enable each fund to be applied in accordance to its purpose.

**19. Financial commitments**

At 5 April 2010 the company had annual commitments under non-cancellable operating leases as follows

	2010 £	2009 £
<b>Expiry date:</b>		
Between one and five years	<u>49,688</u>	<u>5,000</u>

**20. Capital commitments**

	2010 £	2009 £
Details of capital commitments at the accounting date are as follows		
Contracted for but not provided in the financial statements, payable within one year	<u>16,538</u>	<u>-</u>

**21. Indemnity insurance**

The charity paid for the insurance premiums to indemnify trustees and senior staff from any loss arising from neglect or defaults of trustees or staff and any consequent loss.

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**Cyswllt Contact Limited**  
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**Notes to the financial statements**  
**for the year ended 5 April 2010**

**22. Company limited by guarantee**

Cyswllt Contact Limited is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member