

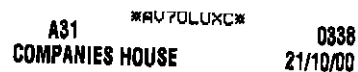


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3692925

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS

FOR THE PERIOD 8 JANUARY 1999 TO 31 MARCH 2000



DAFFERN & CO
chartered accountants
Coventry and Leamington Spa

SWANSWELL CHARITABLE TRUST

INDEX TO THE FINANCIAL STATEMENTS
for the period 8 January 1999 to 31 March 2000

| | Page |
|--|-------------|
| Company Information | 1 |
| Report of the Directors | 2 |
| Report of the Auditors | 12 |
| Statement of Financial Activities | 13 |
| Balance Sheet | 14 |
| Notes to the Financial Statements | 15 |

SWANSWELL CHARITABLE TRUST

COMPANY INFORMATION
for the period 8 January 1999 to 31 March 2000

DIRECTORS:

Dr J Bland (CHAIR)
Mr R Wadkin
Mrs E Stuart) Operational
Ms A Hastings) Sub Committee
Mr M Singh) Member
Mr C Elliott
Mr R Moore

SECRETARY:

Ms C Haydon

REGISTERED OFFICE:

Swanswell House
Norton Street
Coventry CV1 5FY

REGISTERED COMPANY NUMBER:

3692925 (England and Wales)

REGISTERED CHARITY NUMBER:-

1074891

AUDITORS:

Daffern & Co Chartered Accountants
Queens House
Queens Road
Coventry CV1 3DR

SOLICITORS:

Seymours
Queens House
Queens Road
Coventry CV1 3JN

BANKERS:

Midland Bank PLC
2 Station Avenue
Tile Hill
Coventry CV4 9GQ

Abbey National PLC
19-19a Cross Cheaping
Coventry CV1 1LQ

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS for the period 8 January 1999 to 31 March 2000

The directors who are also the trustees present their report with the financial statements of the charitable company for the period ended 31 March 2000.

COMMENCEMENT OF OPERATIONS

The company was incorporated on 8 January 1999 and took over the affairs of Alcohol and Drugs Community Services (Coventry and Warwickshire). The company commenced operations on 1 April 1999.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was primarily to promote safer use of alcohol and to reduce harm associated with alcohol and substances use and misuse.

DIRECTORS

The directors in office were:-

| | |
|-------------------------|----------------------------|
| Dr. J. Bland (Chairman) | appointed 8 January 1999 |
| Mrs. E. Stuart | " |
| Mr. R. Moore | " |
| Ms. A Hastings | appointed 23 February 2000 |
| Mr. M. Singh | " |
| Mr. R. Wadkin | " |
| Mr. C. Elliott | " |

All the above directors having been appointed during the period retire and offer themselves for re-election at the company's first Annual General Meeting.

ADMINISTRATIVE INFORMATION

The company is governed by its Memorandum and Articles of Association and is limited by guarantee and is a registered charity (No. 1074891).

CHARITABLE OBJECTIVES

These state that in particular but not exclusively the objective is to provide for those who are suffering from, or who have suffered from alcohol or drug abuse of any sort.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED)
for the period 8 January 1999 to 31 March 2000

POLICIES TO ACHIEVE OBJECTIVES

In pursuance of this objective, the company operates within the terms of the following policies:-

- a) Constitution
- b) Mission statement
- c) Health and Safety Policy
- d) Equal opportunities Policy
- e) Confidential Policy
- f) Staff at Risk Policy
- g) Grievance and Disciplinary Policy
- h) Partnership "purchasing" Policies of
 - 1. Coventry Social Services Department
 - 2. Coventry Health Authority
 - 3. Warwickshire Health Authority
 - 4. Warwickshire Probation Authority
 - 5. West Midland Probation Office
- i) Specific policies and requirements arising from the NHS and Community Care Act 1989, including policies which determine eligibility for services from the company.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED) for the period 8 January 1999 to 31 March 2000

INTRODUCTION

This report marks the end of the first year of the existence of the Swanswell Charitable Trust. The necessity to review and revise the constitution of the previous organisation – Alcohol and Drugs Community Services (Coventry and Warwickshire), colloquially known as ADCS, followed extensive consultation between the Trustees, staff, users of the service, our funders and of equal importance, partner agencies with which we work. It was necessary to recognise that the previous constitution, although having served us well, restricted our activities to Coventry and Warwickshire, as well as constraining our service user group to those affected by alcohol and/or drug misuse. While there is no immediate plan to consider working with other service user groups (indeed the service continues to expand and we have so much to do with the existing client bases), nor is there any early intention of seeking to operate beyond the boundaries of the current service, we do require a constitution which enables the organisation to anticipate its position in the next decade and beyond. Health and Social Care is evolving at an unprecedented rate, the Government is outlining its expectations of the manner in which “Compacts” will be established between statutory agencies and Local Authorities, and the traditional funders (Health Authorities, Social Service departments, Probation Services) are driven both by the need for versatility, excellence, client demand and cost effectiveness, to find new ways of providing services. As a high performing “not for profit” agency, we are in a position to contribute to that evolution.

This has not been a simple “re-branding” exercise but a thorough and detailed approach to anticipate the business needs of the Charity and its potential to do even more to address health and social care needs in communities.

The working practices of the agency do have the hallmark of thoroughness in terms of processes and attention to detail and a clearly understood appreciation of the importance of working on a partnership basis with service users, their families (some of whom carry very high levels of responsibility in supporting people with complex needs) and the agencies with whom we work in partnership both to achieve improvements in the quality of life for clients, and the other cases to ensure acceptable standards of safety for individuals, communities or both. Our success is based not only on policy and management practices but upon the increasingly high calibre of staff appointed through what to many addiction services is a radical model of recruitment.

Our in-service staff development programme is very able to equip our employees with contemporary skills to assist them working in the care of treatment of addictive behaviours. What we cannot do however, is from our resources, train them to adequately understand the complexities of working, for example, in the NHS, in the Social Services Department or Probation Service. It is with such organisations that we must work effectively to ensure that our day-to-day operational partnerships are as smooth, co-operative and effective as possible.

Having employees working for the Swanswell Trust, recruited from such backgrounds and who do themselves understand the pressures of working in such agencies their priorities, legislation and obligations, means that we anticipate the requirements of joint working and hope to inspire confidence within those services.

Furthermore the in-service training programme is equipping people to work in a very consistent and contemporary manner, using current research evidence of what is likely to be the most effective means of addressing needs – frequently solution focussed and cognitive approaches – which as well as getting rapid results is empowering for clients.

These changes in recruitment and forward planning have been in process for over two years but are now reaching a point where they are becoming well consolidated within the culture and practice of the agency. The determination to provide a service of excellence is widely shared at all levels, but will ultimately be delivered by our employees, hence this strategy and commitment in staff development.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED) for the period 8 January 1999 to 31 March 2000

FUNDING ARRANGEMENTS

The Swanswell Trust continues to benefit from the funding arrangements established by ADCS, receiving contracts from the Health Authorities, Social Service Departments and Probation Services based in both Coventry and Warwickshire. Furthermore, the organisation has been successful in attracting two short-term grants from Alcohol Concern to undertake experimental work. Firstly a project working with primary care services and younger people in North Warwickshire has operated, successfully but briefly, providing us with a pattern for future service development if funding materialises on a longer term basis, and a research study has been undertaken in Coventry to examine the most effective means of promoting alcohol services in primary care.

Contracts have not been static from year to year. Important variations have been introduced into both Crime and Alcohol Projects, with it being necessary to introduce radical changes into the Warwickshire scheme in order to maintain the contract. The results however, are impressive.

Unusually, we are seeking clearer and tighter contracts with our funders in a drive for a higher degree of efficiency and targeting of our resources. As the financial year concludes, very helpful discussions are taking place with Coventry Health Authority with a view to re-design on a comprehensive contract framework which will be based upon the PQASSO quality standard system. The relationship between funding arrangements and contracts is extremely important and the negotiation of greater clarity would benefit funders, ourselves in managing the agency, but more importantly would target the groups of population in greatest need.

FINANCIAL MANAGEMENT

As the activity and business of the agency increases, ebbs and flows of funding become much more complex and the degree of precision required in financial planning and management must be increased at every reasonable opportunity. Financial responsibility is not simply the province of the company finance officer, but must be evident at all levels in the organisation as a matter of course. Money is everybody's business and responsibility. Fortunately this feature has become embodied within the culture of the agency and sound financial property is achieved without the necessity to be either monotonous or oppressive. There is no inconsistency in meeting our charitable objectives and doing so cost effectively. Indeed we have a clear obligation to do so.

During this year the cost centre structure of the organisation has been revised to give far greater detail to financial planning and control, and to enable all cost centre managers to have accurate monthly statements of their expenditure.

While revenue is increasing through contracts/grant aid generally so is income resulting from training activities, sale of publications, room hire etc and there is a growing need to take these out of the main cost centres, which are becoming more complex and the need to transfer money after each quarter and at the end of the financial year is becoming more complicated. The new systems, creating two Income Centres – one for Coventry and one for Warwickshire – allows the purchaser "funded" budgets to be separate from the income generating aspects of the service and allow a clearer breakdown of year end income and expenditure of both grant income and agency revenue. The practice introduced in the previous financial year of seeking to make small savings at every opportunity in an exercise known as "trimming the overheads" continues to make small but significant gains which are of particular importance in Warwickshire, where with three cost centres for Nuneaton, Rugby and Leamington offices, flexibility is slight. There is however an increasing case for combining Warwickshire budgets into one pool of funding, which while continuing to identify funding sources and activity levels very clearly, would give greater flexibility in meeting the needs of the Warwickshire population.

Banking arrangements adopted in the previous year in which the Abbey National Bank have taken responsibility for dealing with all of the Swanswell Trust funds continues to operate very smoothly and effectively.

REPORT OF THE DIRECTORS (CONTINUED)
for the period 8 January 1999 to 31 March 2000

ORGANISATION AND MANAGEMENT CONSIDERATIONS

The changes introduced in the previous year to achieve the most cost effective management arrangements possible have been very successful. The unusual achievement of re-investing management capacity into direct client care has had major gains in Warwickshire because even that small additional capacity has a very high potential in the context of hard work and small teams.

A major and important change is in progress in Coventry and will be consolidated early within the next financial year. This is the creation of a new Children's and Younger Persons' Team specifically funded and designed to deal with both drug and alcohol misuse among people in the age group of 12 to 18 years of age, later almost certainly to be extended to 21 years of age. Within this team will also be the CADDY, SRB funded scheme, (Crime, Alcohol, Drugs Disaffection among Youth) which will be dealing with younger offenders in the age group of 16-24 years.

Key decisions must be taken about the management of such services. Are they to be integrated into other teams or is specialised management focus and identifiable team necessary? The evidence strongly suggests the latter, particularly to take account of the legislative differences which apply to younger people, the necessity to work effectively with Youth Offending Teams and the sometimes intricate difficulties which arise in needing to reconcile the often conflicting requirements of younger people misusing substances, and the views of their families.

As this financial year concludes, the foundations of a Children and Younger Person service are advancing well, not only in practical terms in the sense of organising accommodation, telephone systems, publicity, consultation with partner agencies and potential service users, but very importantly in addressing the detail of policies which will be necessary to deal with the problems encountered by younger people and their families and the specific legislative requirements which must be taken into account. Detailed attention to Government policy and evidence of what actually works in dealing with younger people will underpin this development. This new and exciting development will also be based on a very clearly defined operational protocol with the Coventry Community Drug Team, members of which will be seconded into the new service.

DEVELOPING QUALITY

The PQASSO quality standard system (Performance and Quality Assurance Systems for Small Organisations) is progressing well and is increasingly at the core of each of the agency's activities. The new contract earlier mentioned with the Coventry Health Authority is intended to be based on the PQASSO Standards, as already are the performance returns provided to the new main Coventry funders. PQASSO standards are applied in three levels and already level one has been achieved in every standard, level two has been achieved in a significant number. The Board of Directors, two of whom have very keen interests and areas of expertise in this subject, pay particular regard to these achievements, and a detailed work plan has been set for the next year to make further progress, but emphasising our response to our clients and "customer care". PQASSO is central to all staff training activities and the Staff Development Officer is now leading the implementation of the PQASSO policy throughout the organisation. While initially some reservations were expressed that adopting PQASSO would become demanding of both time and resources, that has not been shown to be the case at all, and there are increasing benefits to be seen throughout the agency as the meaning of the scheme is enthusiastically embraced.

Developing quality standards is not a simple marketing gimmick, service providers must all be competitive on price and effectiveness, but a point is reached where prices cannot be driven down further. At that point the question of quality and results for service users may become the issue which determines our success when contrasted with the many competing organisations in the field.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED) for the period 8 January 1999 to 31 March 2000

PREMISES

IN COVENTRY

Important developments have taken place within Swanswell House, first to create a team base for the Younger Persons Team downstairs, while upstairs walls have been removed in order to create a large open plan space for the increasing number of primary care workers, community nurses etc. in the adult teams. Not only have these offices been organised in such a way as to use space effectively, but of greater importance they can already been seen to be enhancing interpersonal and inter-professional communications and team cohesion.

If the anticipated increase in client visitors and professional visitors attending Swanswell House materialises, both for Health and Safety reasons, but also to improve our response to our visitors, most of whom are service users, we will be examining ways of expanding the reception area, and in so doing take steps to increase confidentiality.

IN WARWICKSHIRE

We continue to seek a resolution to the unsuitability of the Rugby office. Time has been taken examining alternative premises, none of which have been suitable due either to location, condition, or inherent design problems, and it is quite clear that office accommodation of a reasonable standard in the centre of Rugby is in very short supply. We therefore intend to seek to negotiate for the purchase of 18 Regents Place from the current Landlord and if this negotiation is successful, an application to the National Lotteries Board will follow. The building is ideally suited, now well known as being the centre of our service in Rugby, and lends itself to purposeful internal adaptations. It is essential to take account of the question of access to buildings, particularly for people with disabilities.

It is therefore likely that even if the Rugby premises can be secured and will of course be adapted to fully meet our obligations to people with disabilities, it will be necessary together with the South Warwickshire Combined Care Trust (with whom the Leamington Office is shared) to find alternative accommodation because there is no prospect whatsoever of being able to achieve satisfactory adaptation to those premises, and treat our service users with dignity, as well as to fulfil our legal requirements.

ACTIVITY LEVELS AND RELATED DEVELOPMENTS

Appendix A (attached) provides indicators of activity for year ending 31 March 2000, and for the two preceding years.

The increase in referral rates is disproportionately high when compared with budget increases between 99/00 and previous years. We welcome that achievement which is in large part a reflection of improving practice, enhanced partnership working and the effect of increasingly effective staff. It is also important to look beyond simple referral rates and to measure the volume of "appointments kept" - the "turn up rate".

Coventry in particular has made major strides forward, as have both South Warwickshire and Rugby. The North Warwickshire pattern does not show a similar increase, yet figures at this office have always been high and the referrals quoted include drug users attending the NHS drug service, which shares premises with us. Next year's returns will be alcohol specific. While these figures are very sound indicators of performance, work is taking place to produce criteria of the effectiveness of interventions, which will give measurable indications of what the service can achieve.

REPORT OF THE DIRECTORS (CONTINUED)
for the period 8 January 1999 to 31 March 2000

ACTIVITY LEVELS AND RELATED DEVELOPMENTS (CONTINUED)

During this year our performance in Coventry for members of Asian communities has been disappointing. This is due to the long-term sickness of the specialist worker and our inability, in spite of major effort, to be able to recruit a temporary replacement. The development of our service in primary care settings does mean that we will be able to promote service delivery in Asian communities with less reliance on specialist workers, but do intend to take special measures to be able to recruit, if necessary, by the creation of a trainee post which will enable us to train a suitable member of staff to address this need, and to ensure a well informed Asian perspective in the operational activity of Swanswell House, just as we have it on both the Board of Directors and in Warwickshire. It is very important that it is understood that all staff are expected (and indeed expect themselves) to work with members of all communities. However we would benefit from a more sensitive contemporary awareness of what is happening in local communities and how best to respond. We also anticipate taking steps within the next financial year to promote the interest of Irish Communities. Coventry has the largest Irish Community outside of London, and will also be seeking to create a response to members of the African/Caribbean Community into the Younger Persons Service. While there are significant strengths in small organisations, building in the capacity to respond to the needs of all communities as we wish and as they need, is far more difficult than would be the case in a much larger organisation.

Targets however will be set within the PQASSO framework and closely monitored to ensure that measurable and meaningful progress is achieved.

FINANCIAL AND DEVELOPMENT OUTLOOK FOR 2000/01

The key priority in Warwickshire will be to consolidate the important developments achieved in primary care settings, and to negotiate for continued funding.

In Coventry two very exciting new schemes are in prospect – to establish screening systems to identify people presenting in the Walsgrave Hospital with drink related difficulties and thereafter to NHS train staff in those screening processes and to ensure the smooth transition and discharge from hospital back to primary care alcohol services. Beyond helping individuals at an earlier stage, it is expected that this will produce repeated demand on in-patient facilities within that hospital. Secondly the primary care development which has progressed well since its initiation in April 1999 is now moving to a point where we can take account of the research evidence of our study in Coventry and devise "Phase three" which is intended to place staff from the Alcohol Service out in key primary care settings offering an integrated and intensive service in communities instead of being mainly in a City Centre office.

The big development however in Coventry is undoubtedly the creation of the Younger Persons Service which will result in a budget expansion of £174,127.00 at provisional estimates, and an increase in staff of again 6 posts.

The actual income for year ending 31 March 2000 demonstrates an increase of £40,705 over year ending 31 March 1999. We cannot and do not take any of our funding sources for granted and believe that we must continue to demonstrate value for money and effectiveness to merit expenditure of this level. At this point, other than some uncertainty in Warwickshire (although officer re-assurances have been very clear) there is no reason to anticipate any serious financial problems in the immediate to medium term. The pattern of annual expansion continues, but even if it were to level out for a brief period, that would not be unwelcome. Instead of expending so much time and energy in planning and negotiating new developments, there would be much to be gained from a period of consolidation.

IT SYSTEMS

The predictions of the agency as computer maintenance companies have systematically addressed the risk of failure in any of its IT systems has been demonstrated to be sound. A small number of pieces of older equipment have been replaced and work is now progressing to develop a contemporary database which will contain a range of necessary management information systems, particularly outcome measures which will be of importance in being able to readily present to funders the value of our services.

REPORT OF THE DIRECTORS (CONTINUED)
for the period 8 January 1999 to 31 March 2000

INCREASING THE INFLUENCE OF THE BOARD OF DIRECTORS

The constitutional changes introduced last year have been of considerable benefit. Directors have played an increasing part in the agency, the service benefiting from their energies, wide ranging expertise, and credibility when involved in negotiations.

The "Operational Sub-Committee" has become a very hard working group of four directors, meeting quarterly and addressing operational features of the organisation, particularly new developments, initial questions of policy revision/development, staffing and client care. The quality of inter-change between staff and directors through this setting has been of great benefit, while the Sub-Committee was anticipated as being very helpful, the results continue to exceed expectations by far and the Sub-Committee is now a core feature of the agency's management and development, additional enhancing accountability which senior managers welcome.

CONCLUSION

This has been a very successful year in which Directors and staff have worked hard and productively together to make major measurable progress. Morale among staff has remained high, as have their outputs showing the gains of our unusual but well devised recruitment strategy. As we face New Year, each service has both individual and collective targets to meet, but our most immediate priorities will be to:-

- Improve the Rugby office, purchasing it if possible
- Designing an appropriate IT system
- Finally securing Warwickshire funding
- Developing the Primary Care initiatives of both Coventry and Warwickshire further
- Consolidating the Younger Person Service, including consideration and negotiation of freestanding offices.

SWANSWELL CHARITABLE TRUST

APPENDIX A

SUMMARY OF CLIENT STATISTICS

| | <u>1999/2000</u> | <u>1998/99</u> | <u>1997/1998</u> |
|------------------------------------|------------------|----------------|------------------|
| <u>North Warwickshire</u> | | | |
| Initial Client Contacts | 734 | 599 | 508 |
| Appointments Kept/Initial Contacts | 489 | 402 | 332 |
| Appointments Made | 3,907 | 3,612 | 2,648 |
| Appointments Kept | 2,581 | 2,651 | 1,832 |
| <u>South Warwickshire</u> | | | |
| Initial Client Contacts | 416 | 296 | 238 |
| Appointments Kept/Initial Contacts | 238 | 130 | 117 |
| Appointments Made | 1,577 | 1,078 | 887 |
| Appointments Kept | 1,122 | 771 | 662 |
| <u>Rugby</u> | | | |
| Initial Client Contacts | 272 | 199 | 224 |
| Appointments Kept/Initial Contacts | 128 | 97 | 117 |
| Appointments Made | 1,338 | 1,102 | 1,130 |
| Appointments Kept | 882 | 829 | 889 |
| <u>Coventry</u> | | | |
| Initial Client Contacts | 1,143 | 879 | 683 |
| Appointments Kept/Initial Contacts | 730 | 337 | 265 |
| Appointments Made | 4,478 | 2,816 | 2,346 |
| Appointments Kept | 3,087 | 1,956 | 1,699 |

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED)
for the period 8 January 1999 to 31 March 2000

STATEMENT OF DIRECTORS' RESPONSIBILITIES

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

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

The directors are responsible for keeping 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 financial statements 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.

AUDITORS

The auditors, Daffern & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

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

ON BEHALF OF THE BOARD:

Dr. J. Bland - CHAIR

Ms C Haydon - COMPANY SECRETARY

Dated: 6 September 2000

C Haydon

SWANSWELL CHARITABLE TRUST

REPORT OF THE AUDITORS TO THE MEMBERS OF THE SWANSWELL CHARITABLE TRUST

We have audited the financial statements on pages 13 to 19 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), under the historical cost convention and the accounting policies set out on page 15.

Respective responsibilities of the directors and auditors

As described on page 11 the directors, who are also the trustees of Swanswell Charitable Trust for the purposes of company law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the financial statements 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 financial statements. It also includes an assessment of the judgements made by the directors in the preparation of the financial statements, 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 information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurances as to whether the financial statements are free from material mis-statement, 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 financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2000 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

Daffern & Co
Chartered Accountants
Registered Auditors
Queens House
Queens Road
Coventry
CV1 3DR



Dated: 6 September 2000

SWANSWELL CHARITABLE TRUST

STATEMENT OF FINANCIAL ACTIVITIES
for the period 8 January 1999 to 31 March 2000

| | <u>Note</u> | <u>Restricted funds</u> £ | <u>Unrestricted fund</u> £ | <u>Period Total 2000</u> £ | <u>Year Total 1999</u> £ |
|---|-------------|----------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|
| INCOME AND EXPENDITURE | | | | | |
| Incoming resources | | | | | |
| Local Authority grants | | 709,352 | - | 709,352 | 652,393 |
| Project grants | | 105,630 | - | 105,630 | 119,947 |
| Donations | | 9,000 | 1,909 | 10,909 | 3,633 |
| Bank interest | | - | 24,093 | 24,093 | 14,423 |
| Other income | | 51,037 | - | 51,037 | 69,920 |
| Total incoming resources | | <u>875,019</u> | <u>26,002</u> | <u>901,021</u> | <u>860,316</u> |
| Resources expended | | | | | |
| Direct charitable expenditure: | | | | | |
| Counselling services | 4 | 732,289 | - | 732,289 | 618,207 |
| Community alternatives | | 7,618 | - | 7,618 | 13,125 |
| Management and administration of the charity | 5 | 114,161 | 5,421 | 119,582 | 105,712 |
| Total resources expended | | <u>854,068</u> | <u>5,421</u> | <u>859,489</u> | <u>737,044</u> |
| Net incoming/(outgoing) resources before transfers | | 20,951 | 20,581 | 41,532 | 123,272 |
| Transfers between funds | | (15,487) | 15,487 | - | - |
| Net incoming/(outgoing) resources for the year | | 5,464 | 36,068 | 41,532 | 123,272 |
| Fund balances brought forward | | 214,863 | 114,995 | 329,858 | 206,586 |
| Fund balances carried forward | | <u>220,327</u> | <u>151,063</u> | <u>371,390</u> | <u>329,858</u> |

All gains and losses recognised in the year are included in the Statement of Financial Activities.

The notes form part of these financial statements

The comparative figures are memo only (see note 2 to the financial statements)

SWANSWELL CHARITABLE TRUST

**BALANCE SHEET
31 March 2000**

| | <u>Notes</u> | <u>2000</u> | <u>1999</u> |
|---|--------------|----------------|----------------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible fixed assets | 7 | 26,054 | 17,273 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 43,531 | 22,924 |
| Cash at bank and in hand | | 324,004 | 315,892 |
| | | <u>367,535</u> | <u>338,816</u> |
| CREDITORS: Amounts falling due within one year | 9 | <u>22,199</u> | <u>26,231</u> |
| NET CURRENT ASSETS | | 345,336 | 312,585 |
| NET ASSETS | | <u>371,390</u> | <u>329,858</u> |
| FUNDS | | | |
| Restricted | 11 | 220,327 | 214,863 |
| Unrestricted | 10 | 151,063 | 114,995 |
| | | <u>371,390</u> | <u>329,858</u> |

Approved by the Directors on 6 September 2000
and signed on their behalf by:

Dr. J.W. Bland - CHAIR



The notes form part of these financial statements

The comparative figures are memo only (see note 2 to the financial statements)

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS for the period 8 January 1999 to 31 March 2000

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

- a) The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice ("Accounting by Charities") issued in October 1995.
- b) The financial statements are prepared on an accruals basis.
- c) The lease on Swanswell House is included at cost less amortisation over the period of the lease (30 years).
- d) The other fixed assets are depreciated at the following annual rates in order to write off each asset over its estimated useful life.
Furniture, fixtures and equipment - 20% on cost.
- (e) Donations received are accounted for on a receipts basis.
- (f) Grants receivable are accounted for on an accruals basis, in line with the specifications set by the donor.
- (g) Pension costs represent payments to a defined contribution scheme in the year.

2. COMPARATIVE FIGURES

The comparative figures relate to the Alcohol and Drugs Community Services (Coventry and Warwickshire) whose business was taken over by the company on 1 April 1999. The figures are memo only and are included to assist users of the accounts.

3. GRANTS RECEIVABLE

All material grants are received from Local Authorities, County Councils or Local Probationary Committees.

4. EXPENDITURE ON COUNSELLING SERVICES

| | <u>2000</u> | <u>1999</u> |
|-------------------------------------|----------------------|----------------------|
| | £ | £ |
| a) By area and project | | |
| Counselling services | | |
| Coventry | 263,856 | 228,220 |
| North Warwickshire | 120,174 | 95,988 |
| Rugby | 106,373 | 74,097 |
| South Warwickshire | 92,136 | 66,417 |
| | <hr/> 582,539 | <hr/> 464,722 |
| Project counselling services | | |
| Working with offenders/Warwick | 18,488 | 38,340 |
| Working with offenders/Coventry | 27,752 | 32,684 |
| Peer education for young | 42,816 | 29,068 |
| Services linked to G.P. Surgeries | 60,694 | 53,393 |
| | <hr/> 149,750 | <hr/> 153,485 |
| Total counselling services | <hr/> <u>732,289</u> | <hr/> <u>618,207</u> |

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS
for the period 8 January 1999 to 31 March 2000

4. EXPENDITURE ON COUNSELLING SERVICES (CONTINUED)

| b) By category of expenditure | Counselling services £ | Project costs £ | Total 2000 £ | Total 1999 £ |
|-------------------------------|------------------------------|-----------------------|--------------------|--------------------|
| Direct staff costs | 414,999 | 95,794 | 510,793 | 453,015 |
| Indirect staff costs | 84,802 | 38,757 | 123,559 | 74,531 |
| Establishment | 38,498 | 3,438 | 41,936 | 43,797 |
| Administration | 19,373 | 5,357 | 24,730 | 21,744 |
| Printing | 15,790 | 5,059 | 20,849 | 18,263 |
| Miscellaneous | 9,077 | 1,345 | 10,422 | 6,857 |
| | <u>582,539</u> | <u>149,750</u> | <u>732,289</u> | <u>618,207</u> |

5. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

| | Period 2000 £ | Year 1999 £ |
|--|---------------------|-------------------|
| Establishment charges | 4,910 | 2,068 |
| Staff costs - direct | 84,264 | 80,620 |
| - indirect | 11,153 | 9,221 |
| Administration | 4,439 | 4,140 |
| Audit fees | 1,070 | 1,040 |
| Accountancy | 3,040 | 1,341 |
| Printing | 4,425 | 3,121 |
| Legal fees | 860 | - |
| | <u>114,161</u> | <u>101,551</u> |
| Depreciation/amortisation - owned assets | 5,421 | 4,161 |
| | <u>119,582</u> | <u>105,712</u> |

6. STAFF COSTS

| | 2000 £ | 1999 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 537,947 | 476,907 |
| Social security costs | 46,801 | 45,406 |
| Pension costs | 10,309 | 11,225 |
| | <u>595,057</u> | <u>533,538</u> |

No employee earned £40,000 or more.

The average number of employees analysed by function was:

| | | |
|--|-----------|-----------|
| Counselling services | 24 | 21 |
| Project counselling services | 8 | 7 |
| Management and administration of the charity | 3 | 3 |
| | <u>35</u> | <u>31</u> |

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS
for the period 8 January 1999 to 31 March 2000

6. STAFF COSTS (CONTINUED)

Directors remuneration and expenses

No remuneration or expenses, directly or indirectly, were paid or payable out of the funds of the charity in the period to any director or to any person or persons known to be connected with any of them.

7. TANGIBLE FIXED ASSETS

| | Short leasehold property £ | Furniture fixtures and equipment £ | Total £ |
|-----------------------|-------------------------------------|---|------------|
| COST | | | |
| At 1 April 1999 | 16,000 | 21,415 | 37,415 |
| Additions | - | 14,202 | 14,202 |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2000 | 16,000 | 35,617 | 51,617 |
| | <hr/> | <hr/> | <hr/> |
| DEPRECIATION | | | |
| At 1 April 1999 | 2,665 | 17,477 | 20,142 |
| Charge for the period | 533 | 4,888 | 5,421 |
| | <hr/> | <hr/> | <hr/> |
| At 31 March 2000 | 3,198 | 22,365 | 25,563 |
| | <hr/> | <hr/> | <hr/> |
| NET BOOK VALUE | | | |
| 31 March 2000 | 12,802 | 13,252 | 26,054 |
| | <hr/> | <hr/> | <hr/> |
| 31 March 1999 | 13,335 | 3,938 | 17,273 |
| | <hr/> | <hr/> | <hr/> |

8. DEBTORS

| | <u>2000</u> £ | <u>1999</u> £ |
|--------------------------------|------------------|------------------|
| Debtors | 29,631 | 17,377 |
| Prepayments and accrued income | 13,900 | 5,547 |
| | <hr/> | <hr/> |
| | 43,531 | 22,924 |
| | <hr/> | <hr/> |

9. CREDITORS: Amounts falling due within one year

| | <u>2000</u> £ | <u>1999</u> £ |
|----------|------------------|------------------|
| Accruals | 22,199 | 26,231 |
| | <hr/> | <hr/> |

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS
for the period 8 January 1999 to 31 March 2000

10. RESERVES

| | Income and expenditure account (unrestricted funds) £ | Grant funding (designated funds) (note 10) £ |
|---------------------------------|--|---|
| At 31 March 1999 | 114,995 | 214,863 |
| Retained surplus for the period | 36,068 | 5,464 |
| At 31 March 2000 | <u>151,063</u> | <u>220,327</u> |

11. RESTRICTED FUNDS

| | Balance at 1 April 1999 £ | Incoming resources £ | Expenditure and transfers £ | Balance at 31 March 2000 £ |
|-----------------------------------|---------------------------------|----------------------------|-----------------------------------|----------------------------------|
| Coventry | 8,055 | 275,354 | 277,117 | 6,292 |
| North Warwickshire | 50,287 | 89,611 | 120,461 | 19,437 |
| Rugby | 10,000 | 116,373 | 106,373 | 20,000 |
| South Warwickshire | - | 102,730 | 92,730 | 10,000 |
| Projects: | | | | |
| Working with offenders/Warwick | 23,277 | 14,010 | 18,488 | 18,799 |
| Working with offenders/Coventry | 315 | 33,858 | 27,752 | 6,421 |
| Peer education for young | 9,693 | 37,444 | 42,816 | 4,321 |
| Services linked to G.P. Surgeries | 44,425 | 68,050 | 60,694 | 51,781 |
| Community alternatives | 21,913 | 34,837 | 7,618 | 49,132 |
| Head office | 46,898 | 93,752 | 114,161 | 26,489 |
| Database | - | 9,000 | 1,345 | 7,655 |
| | <u>214,863</u> | <u>875,019</u> | <u>869,555</u> | <u>220,327</u> |

SWANSWELL CHARITABLE TRUST

**NOTES TO THE FINANCIAL STATEMENTS
for the period 8 January 1999 to 31 March 2000**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | <u>Fixed assets</u> £ | <u>Cash balances</u> £ | <u>Other net assets</u> £ | <u>Total</u> £ |
|-----------------------------------|------------------------------|-------------------------------|----------------------------------|-------------------|
| RESTRICTED FUNDS: | | | | |
| Coventry | - | 6,292 | - | 6,292 |
| North Warwickshire | - | 19,437 | - | 19,437 |
| Rugby | - | 20,000 | - | 20,000 |
| South Warwickshire | - | 10,000 | - | 10,000 |
| Projects: | | | | |
| Working with offenders/Warwick | - | 18,799 | - | 18,799 |
| Working with offenders/Coventry | - | 6,421 | - | 6,421 |
| Peer education for young | - | 4,321 | - | 4,321 |
| Services linked to G.P. Surgeries | - | 51,781 | - | 51,781 |
| Community alternatives | - | 49,132 | - | 49,132 |
| Head Office | - | 26,489 | - | 26,489 |
| Database | - | 7,655 | - | 7,655 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | - | 220,327 | - | 220,327 |
| Unrestricted fund | 26,054 | 103,677 | 21,332 | 151,063 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 26,054 | 324,004 | 21,332 | 371,390 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

13. CONTROLLING PARTY

The charity is controlled by the trustees.

14. OPERATING LEASE COMMITMENTS

The following payments are committed to be paid within one year:-

| | <u>2000</u> £ | <u>Land</u> <u>1999</u> £ | <u>2000</u> £ | <u>Others</u> <u>1999</u> £ |
|---------------------|------------------|---------------------------------|------------------|-----------------------------------|
| Expiring: | | | | |
| Within one year | 9,000 | - | - | - |
| Within 2 to 5 years | - | 12,000 | 2,882 | 2,882 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 9,000 | 12,000 | 2,882 | 2,882 |
| | <hr/> | <hr/> | <hr/> | <hr/> |