



SWANSWELL CHARITABLE TRUST

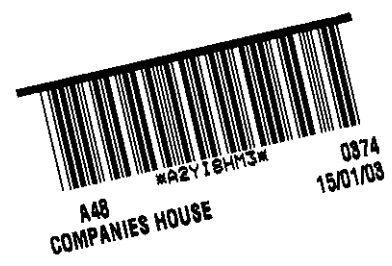
REPORT OF THE DIRECTORS AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2002

Dafferns

Chartered Accountants



SWANSWELL CHARITABLE TRUST

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for the year ended 31 March 2002

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SWANSWELL CHARITABLE TRUST

COMPANY INFORMATION  
for the year ended 31 March 2002

DIRECTORS:	Dr J Bland (CHAIR) Mr R Wadkin Mrs E Stuart Ms A Hastings Mr M Singh Mr R Moore Mrs Y Morgan Mr R Chauhan Mrs E Smith Mrs J Wiglesworth Mrs A Keeble Mr M Wells
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:	Dafferns Chartered Accountants Queens House Queens Road Coventry CV1 3DR
SOLICITORS:	Seymours Queens House Queens Road Coventry CV1 3JN
BANKERS:	Abbey National PLC Smithford Way COVENTRY CV1 1FY

# SWANSWELL CHARITABLE TRUST

## REPORT OF THE DIRECTORS for the year ended 31 March 2002

The directors who are also the trustees present their report with the financial statements of the charitable company for the year ended 31 March 2002.

### 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)	
Mrs. E. Stuart	- resigned 9 January 2002
Mr. R. Moore	
Ms. A. Hastings	- resigned 7 September 2001
Mr. M. Singh	
Mr. R. Wadkin	
Mrs. Y. Morgan	- resigned 8 April 2002
Mr. R Chauhan	- appointed 5 December 2001
Mrs. E. Smith	- appointed 5 December 2001, resigned 16 May 2002
Mrs J Wigglesworth	- appointed 5 December 2001
Mrs A. Keeble	- appointed 5 December 2001
Mr. M. Wells	- appointed 5 December 2001

In accordance with the Articles of Association Dr. J. Bland and Mr. R. Moore will retire at the forthcoming Annual General Meeting and being eligible will stand for re-election.

Mr. R. Chauhan, Mrs. J. Wigglesworth, Mrs. A. Keeble and Mr. M. Wells having been appointed directors during the year will also retire at the forthcoming Annual General Meeting and being eligible will stand for re-election.

### 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.

REPORT OF THE DIRECTORS (CONTINUED)  
for the year ended 31 March 2002

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.
- j) Reserves policy  
The directors have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 12 and 24 months of the resources expended, which equates to £60,000 to £120,000 in general funds. At this level, the directors feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.
- k) Risk review  
The directors have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Plans for the continued development of the Charity have been put in place to reduce the risks to external funding and allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

## THE SWANSWELL CHARITABLE TRUST

### REPORT OF THE DIRECTORS (CONTINUED) for the year ended 31 March 2002

#### INTRODUCTION.

This year marks a period of strong consolidation throughout the infrastructure of the organisation, coupled with deliberate steps to further 'modernise' the Governance by Directors/Trustees, while simultaneously achieving the major award of a new drug service contract to be implemented across the city of Birmingham. However it has all taken place in a period of uncertainty as responsibility for commissioning the health service element of our service transfers from Health Authorities to Primary Health Care Trusts.

#### REVIEWING GOVERNANCE.

The incremental but important changes taking place within the Trust necessitate continuing evolution and refinement of the arrangements for Directors/Trustees to exercise their influence and controls on the 'business' for which we exist. The Swanswell Trust will become an organisation with income of approximately £2.25 millions when the new Birmingham contract is fully implemented, employing approximately 80 staff. By any standard, this is a very significant advancement in the company/charity's business. This necessitates effective arrangements for the Board to remain clear about the policy, practice and financial planning of the organisation at a strategic level, while giving sufficient clarity and delegated powers to the Chief Executive and the Senior Management Team to enable them to 'deliver' effectively. This is described by Carver as the Board needing to have 'its arms safely around the organisation, without having its fingers irresponsibly in it'. In other words, achieving transparent and effective definitions of the respective roles and responsibilities of all involved in the affairs of the organisation.

The review was undertaken by an independent NCVO approved consultant – Margaret Pankhurst – and has lead to a series of important developments:-

- Clarification of roles, delegation arrangements, etc..
- Revised patterns of Board meetings – now 2 monthly with clearly defined agenda , and systematic review of all client services
- Revised reporting methods, including financial balances, projections, related information and client activities
- New arrangements for involving Directors/Trustees in key events within the Trust
- Production of a regular newspaper circulated to all Directors/Trustees, staff and partner agencies with the aims of ensuring communication and consultation about key developments, policy, practice, and especially to keep all staff informed of Board affairs.

Early indications are that the results of the work with Margaret Pankhurst have been very productive. Further work will follow to consider how to adapt the Governance of the Trust to adequately enshrine the affairs of the new Birmingham service.

#### COVENTRY ADULT SERVICE DEVELOPMENTS.

The National Probation Service in Warwickshire has invited the Swanswell Charitable Trust to deliver the Drink Impaired Drivers Programme which is a nationally accredited Probation programme which will be offered to offenders in both Coventry and Warwickshire. Three members of staff have successfully completed both the National Probation internal selection process and the intensive national training to deliver the programme. This is the first time that a voluntary agency has been contracted to deliver an accredited programme for the National Probation Service and marks an exciting development for the Trust.

The funding for the work of the Senior Practitioners in secondary care at Walsgrave Hospital will fall out in April 2003 and a bid is being submitted to the SwaFF round in order that the innovative and nationally recognised work will continue.

## THE SWANSWELL CHARITABLE TRUST

### REPORT OF THE DIRECTORS (CONTINUED) for the year ended 31 March 2002

#### WARWICKSHIRE ADULT SERVICE DEVELOPMENTS.

The Warwickshire alcohol service continues to make very impressive achievements although the level of investment per head of the adult population is 25% of that of Coventry. It is not that need is less, simply that the policy of neighbouring Health services are very different. Our continuing concern is to raise the level of income and range of services in Warwickshire to address unmet need. However more fundamental than that is the now almost annual fight to maintain existing funding, with the continuing problem that commissioning confusion within Warwickshire funding organisations has resulted in an annual shortfall of approximately £40,000. We are assured however that this is an 'internal matter' and that our full budget for 2002/03 will materialise. However this is not the way that contracting statutory services are intended to behave.

#### COVENTRY YOUNG PEOPLE'S DRUG AND ALCOHOL SERVICE.

The service is now well established, providing a high standard of services generally through the 'Discovery' arm of its activities, while working increasingly effectively with the Coventry Youth Offending Service through 'CADDY' – Crime, Alcohol, Drugs and Disaffection among Young People. The excellent premises at 9 Lamb Street Coventry was opened on 14<sup>th</sup> June 2002 by Home Office Minister and Coventry MP Bob Ainsworth, together with Stella Manzie, Chief Executive of Coventry City Council and Chair of the Coventry Drug Action Team.

YPSMS have been successful in securing funding through the New Deal for Communities initiative and will be recruiting in two Senior Practitioners to develop services in the Wood End, Manor Farm and Henley Green area of the city which will link in closely not only to YPSMS but also to the adult drug and alcohol services. In addition, a further drugs worker post has been established within the YPSMS team which has been funded through the Youth Offending Service.

#### NEW BIRMINGHAM PRIMARY CARE AND CRIMINAL JUSTICE DRUGS SERVICE.

This major and prestigious contract for 2002/03 and beyond, was awarded (after a national tender exercise) in February 2002. Our services are already based on systems of care that are research and evidence based, and use the 'Assessment and Care Management' processes introduced in the NHS reforms and Community Care Act. This plus our recent success in designing and delivering a very effective drug service for younger people put the Swanswell Trust in a strong position to compete for this very important development. It will involve creating from 'scratch' an entirely new service – new office, 28 new staff, new systems and infrastructure, policies relevant to Birmingham and its existing services. At 2002 prices the value of this contract is in the order of £0.8 million and the next year offers many challenges that will absorb our Chief Executive and Senior Managers. As important as the new development is, existing services must also be continued at no reduction in standard and results.

#### STAFF DEVELOPMENTS.

All of our services are administered by employees who need to be of a very high calibre to achieve the results that we require to satisfy both our own demands and those of our funders. Thankfully they are, but we must take steps to retain them in what has become a very competitive labour market. To this end, the staff remuneration structure has been revised this year, bringing it much closer to its statutory service counterparts. Already we can see some improvement in recruitment results, and hope that our recruitment in Birmingham is assisted by our new terms, all of which have been achieved within existing resources.

## THE SWANSWELL CHARITABLE TRUST

### REPORT OF THE DIRECTORS (CONTINUED) for the year ended 31 March 2002

#### MINORITY ETHNIC GROUP SERVICE DEVELOPMENT.

The organisation is very highly committed to the advancement of services across all population groups, but typical of other services, has difficulty in attracting staff from so called minority groups. We need those staff not only to employ a work force representative of the populations that we serve, but to give our service greater insight into the needs of those communities. The standard response from services is that they lag behind because they are unable to attract suitably skilled and qualified black or minority ethnic staff. That approach takes services nowhere, and results in serious levels of unmet need. This year we have introduced a new concept of creating a special trainee post for a suitably academically qualified Asian person who would be willing to undergo a very thorough 12 month programme of formal training – some of it in an external academic institution, to become a full Primary Care Alcohol Worker after 12 months, subject to fulfilling reasonable performance requirements. The scheme is already in place and will be evaluated at 12 months to enable us to judge whether it should be retained, and if so with what amendments. However 6 months into the scheme, the results are very encouraging and we believe that we may have found a cost effective solution to the question of providing culturally relevant services to the richly diverse communities that we are privileged to be able to serve.

#### INFORMATION NETWORK STRATEGY

In order to be able to work rapidly and effectively to be able to take advantage of modern technology, the Board has committed itself to the development of an information network that will provide electronic mailing, client database material, and access to financial information for budget holders. This will be implemented during the summer/autumn of 2003 and policy work, together with system designs, are nearing completion. Given the spread of services across 6 offices in Coventry, Warwickshire and Birmingham, this system will greatly increase the efficiency and cost effectiveness of the service.

#### FINANCIAL PLANNING AND MANAGEMENT

Although we have the continuing difficulty of collecting income from Warwickshire funders, our financial position is otherwise relatively clear and secure. The attention to medium term business planning adopted by the Chief Executive and Board of Directors/Trustees is pointing clearly to the peaks and troughs of our funding cycle, enabling us to anticipate where pro-active steps are required to avert service reduction or closure. Negotiating monies has not been helped as yet by the creation of Primary Care Health Trusts to whom much of our contract processes will be transferred upon the demise of Health Authorities. However this year has again seen the financial affairs of the Trust to be within reasonable and predicted limits. No significant overspends have occurred, and equally importantly managers have been pro-active in ensuring that budgets are used for their intended purpose of meeting client need, thereby avoiding significant underspends. Revised systems for involving the Board in financial planning and related activities are already yielding very real and transparent benefits.



REPORT OF THE DIRECTORS (CONTINUED)  
for the year ended 31 March 2002

CONCLUSION.

This has been a very stimulating year for Board members, the revisions in Governance are already yielding very relevant advancements in the manner in which the Board exercise its functions, and we look forward to moving further to embrace the new Birmingham service. Our Managers have certainly worked very credibly, winning the new Birmingham drug service contract in competition with major national drug service providers. It reflects very well upon them, while the 'Head Office' has again, although increasingly busy, provided both staff and the Board with an excellent service. Client workers and administrators have maintained an increasingly sound response to our public and performance standards and activity targets have been maintained. We look forward to seeing the results in Birmingham, and hope next year to be able to report that the Primary Care Trust Purchasing systems are working well and recognising the needs of the drink and drug affected populations that we serve, thereby helping them, their children and families and of equal importance, their communities. What we lack however remains a National Alcohol Strategy and while we are told by the Government to expect one in 2004, we lack any serious strategic approach to alcohol issues, which continue to be starved of resources as drug services receive major comparative investment. The obvious health economics alone of alcohol related harms surely justify an early and comprehensive response, regardless of the complaints that may follow from the brewing trades.

SWANSWELL CHARITABLE TRUST

APPENDIX A

SUMMARY OF CLIENT STATISTICS

	<u>2001/2002</u>	<u>2000/2001</u>	<u>1999/2000</u>
<u>North Warwickshire</u>			
Initial Client Contacts	500	435	734
Appointments Kept/Initial Contacts	337	293	489
Appointments Made	2,679 *	4,460	3,907
Appointments Attended	1,853 *	2,887	2,581
<u>South Warwickshire</u>			
Initial Client Contacts	641	601	416
Appointments Kept/Initial Contacts	339	245	238
Appointments Made	2,231	1,686	1,577
Appointments Attended	1,565	1,152	1,122
<u>Rugby</u>			
Initial Client Contacts	342	297	272
Appointments Kept/Initial Contacts	174	149	128
Appointments Made	1,222	1,207	1,338
Appointments Attended	781	825	882
<u>Coventry</u>			
Initial Client Contacts	1,061	960	1,143
Appointments Kept/Initial Contacts	691	549	730
Appointments Made	6,350	4,649	4,478
Appointments Attended	3,106	3,420	3,087

\* North Warwickshire figures for 2001/02 are for alcohol services only. Previous years included drug and alcohol activities but drug services statistics are now recorded by the drug service provider - South Warwickshire Combined Care NHS Trust.

Appointments attended figures include new clients and ongoing clients.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS (CONTINUED)  
for the year ended 31 March 2002

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

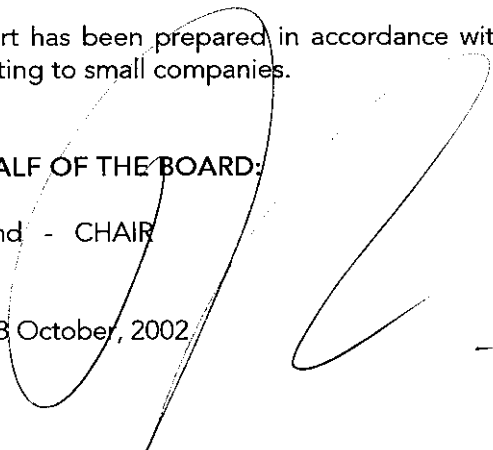
The auditors, Dafferns, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

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

Dated: 18 October, 2002



## SWANSWELL CHARITABLE TRUST

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

We have audited the financial statements of Swanswell Charitable Trust for the year ended 31 March 2002 on pages 13 to 18. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

#### **Respective responsibilities of the directors and auditors**

As described on page 9 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 in accordance with applicable law and United Kingdom Accounting Standards.

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

We report to you our opinion as to whether the financial statements 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 Directors' Report is not consistent with the financial statements, if the 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 directors' remuneration and transactions with the company is not disclosed.

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

#### **Basis of 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 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 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Dafferns  
Chartered Accountants  
Registered Auditors  
Queens House  
Queens Road  
Coventry  
CV1 3DR

Dated: 18 October, 2002

SWANSWELL CHARITABLE TRUST

STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
for the year ended 31 March 2002

	<u>Notes</u>	<u>Restricted funds</u> £	<u>Unrestricted fund</u> £	<u>Total 2002</u> £	<u>Total 2001</u> £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming resources</b>					
Activities to further the charity's objects					
Local Authority grants		719,318	-	719,318	688,845
Projects grants		390,431	-	390,431	310,978
Capital grants		82,611	-	82,611	24,800
Other income		-	7,477	7,477	64,479
Donations		-	752	752	1,047
Investment income and interest		-	21,469	21,469	17,048
<b>Total income resources</b>		<u>1,192,360</u>	<u>29,698</u>	<u>1,222,058</u>	<u>1,107,197</u>
<b>Resources expended</b>					
Charitable expenditure:					
Advisory services	2	953,186	-	953,186	811,411
Management of charity	3	156,681	58,902	215,583	164,488
<b>Total resources expended</b>		<u>1,109,867</u>	<u>58,902</u>	<u>1,168,769</u>	<u>975,899</u>
<b>Net incoming/(outgoing) resources before transfers - net income for year</b>		82,493	(29,204)	53,289	131,298
Transfers between funds		(52,469)	52,469	-	-
<b>Net incoming resources for the year</b>		<u>30,024</u>	<u>23,265</u>	<u>53,289</u>	<u>131,298</u>
<b>Fund balances brought forward</b>		<u>316,877</u>	<u>185,811</u>	<u>502,688</u>	<u>371,390</u>
<b>Fund balances carried forward</b>		<u>346,901</u>	<u>209,076</u>	<u>555,977</u>	<u>502,688</u>

The notes form part of these financial statements

SWANSWELL CHARITABLE TRUST

BALANCE SHEET  
31 March 2002

	<u>Notes</u>	<u>2002</u>	<u>2001</u>
		£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	6	82,836	31,802
<b>CURRENT ASSETS</b>			
Debtors	7	200,332	111,290
Cash at bank and in hand		369,386	414,575
		<u>569,718</u>	<u>525,865</u>
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>96,577</u>	<u>54,979</u>
<b>NET CURRENT ASSETS</b>		473,141	470,886
<b>NET ASSETS</b>		<u>555,977</u>	<u>502,688</u>
<b>FUNDS</b>			
Restricted	10	346,901	316,877
Unrestricted	9	209,076	185,811
		<u>555,977</u>	<u>502,688</u>

Approved by the Directors on 18 October, 2002 and signed on their behalf by:

Dr. J.W. Bland CHAIR

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

1. PRINCIPAL ACCOUNTING POLICIES

a) **Accounting convention**

The financial statements are prepared under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) issued in October 2000.

b) **Donations**

Donations received are accounted for on a receipts basis.

c) **Grants receivable**

Including capital grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable and are included as restricted funds. All material grants are received from local Authorities, County Councils or Local Probationary Committees.

d) **Resources expended**

Expenditure is included on an accruals basis.

Advisory services comprise those costs directly attributable to the Charity's activities.

Management and administration comprises costs for the running of the charity itself as an organisation.

e) **Tangible fixed assets and depreciation**

The cost of the lease on Swanswell House is amortised over the period of the lease.

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
Computer equipment	-	50% on cost

f) **Fund accounting**

Restricted funds comprise grants received from Local Authorities etc. less attributable costs in line with the specifications set by the donor.

g) **Pension schemes**

The charity operates a defined contribution pension scheme. Contributions payable in the year are charged in the Statement of Financial Activities.

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

2. EXPENDITURE ON ADVISORY SERVICES

	<u>2002</u> £	<u>2001</u> £
a) By service provided:		
Coventry adult advisory service	318,585	281,916
Warwickshire adult advisory service	336,160	311,879
Working with offenders - Coventry	29,811	24,302
Working with offenders - Warwickshire	25,175	22,265
Working in the community	34,479	16,965
Drug and alcohol education for young people	144,763	109,405
Drug and alcohol education for young offenders	64,213	44,679
	<hr/>	<hr/>
	953,186	811,411
	<hr/>	<hr/>

b) By category of expenditure

	<u>2002</u> £	<u>2001</u> £
Payroll	758,058	638,825
Personnel and training	67,796	57,132
Premises	62,283	61,779
I.T.	9,683	14,105
Administration, including finance	41,336	37,272
Resources	14,030	2,298
	<hr/>	<hr/>
	953,186	811,411
	<hr/>	<hr/>

3. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	<u>2002</u> £	<u>2001</u> £
Payroll	133,088	110,421
Personnel and training	24,996	12,635
Premises	189	329
I.T.	1,233	2,151
Administration, including finance	3,053	5,325
Audit	1,600	1,500
Accountancy	5,185	6,013
Resources	2,846	4,966
	<hr/>	<hr/>
Depreciation/amortisation - owned assets	172,190	143,340
	43,393	21,148
	<hr/>	<hr/>
	215,583	164,488
	<hr/>	<hr/>



SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

4. STAFF COSTS	<u>2002</u> £	<u>2001</u> £
Wages and salaries	799,666	660,043
Social security costs	70,974	57,718
Pension costs	20,506	9,233
	<u>891,146</u>	<u>726,994</u>

No employee earned £40,000 or more.

The average number of employees analysed by function was:

Advisory services	25	28
Project advisory services	14	8
Management and administration of the charity	5	4
	<u>44</u>	<u>40</u>

Directors remuneration and expenses

No remuneration, directly or indirectly, was 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. Five directors were paid expenses totalling £129 during the year.

5. OPERATING LEASE RENTALS	<u>2002</u> £	<u>2001</u> £
Office equipment	5,534	5,803
Land and buildings	14,500	12,000
	<u>20,034</u>	<u>17,803</u>

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

6.	TANGIBLE FIXED ASSETS	Short leasehold property £	Furniture fixtures and equipment £	Total £
	Used for direct charitable purposes			
	<b>COST</b>			
	At 1 April 2001	23,807	54,706	78,513
	Additions	41,585	52,842	94,427
		<hr/>	<hr/>	<hr/>
	At 31 March 2002	65,392	107,548	172,940
		<hr/>	<hr/>	<hr/>
	<b>DEPRECIATION</b>			
	At 1 April 2001	4,056	42,655	46,711
	Charge for the year	14,454	28,939	43,393
		<hr/>	<hr/>	<hr/>
	At 31 March 2002	18,510	71,594	90,104
		<hr/>	<hr/>	<hr/>
	<b>NET BOOK VALUE</b>			
	31 March 2002	46,882	35,954	82,836
		<hr/>	<hr/>	<hr/>
	31 March 2001	19,751	12,051	31,802
		<hr/>	<hr/>	<hr/>
7.	DEBTORS		<u>2002</u> £	<u>2001</u> £
	Debtors		163,533	86,568
	Prepayments and accrued income		36,799	24,722
			<hr/>	<hr/>
			200,332	111,290
			<hr/>	<hr/>
8.	CREDITORS: Amounts falling due within one year		<u>2002</u> £	<u>2001</u> £
	Social security and other taxes		20,959	18,231
	Accruals		75,618	36,748
			<hr/>	<hr/>
			96,577	54,979
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SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

9. RESERVES

	Income and expenditure account (unrestricted funds) £	Grant funding (restricted funds) (note 10) £
At 31 March 2001	185,811	316,877
Retained surplus/(deficit) for the year	23,265	30,024
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At 31 March 2002	<u>209,076</u>	<u>346,901</u>

10. RESTRICTED FUNDS

	Balance at 1 April 2001 £	Income £	Expenditure £	Transfers £	Transfer to unrestricted funds £	Balance at 31 March 2002 £
Coventry Adult Advisory Service	63,970	383,428	(318,585)	(74,638)	(11,538)	42,637
Warwickshire Adult Advisory Service	43,821	359,790	(336,160)	(56,711)	(10,740)	-
North Warwickshire Development Project	-	20,680	-	-	-	20,680
Working with offenders - Coventry	6,345	29,227	(29,811)	(3,879)	-	1,882
Working with offenders - Warwickshire	21,418	29,330	(25,175)	(3,879)	-	21,694
Working in the Community	67,300	-	(34,479)	1,991	-	34,812
Drug and Alcohol education for Young People	61,715	243,102	(144,763)	(13,695)	-	146,359
Drug and Alcohol education for Young Offenders	-	68,092	(64,213)	(3,879)	-	-
Administration and management of the Charity	32,596	(23,900)	(156,681)	154,690	-	6,705
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	297,165	1,109,749	(1,109,867)	-	(22,278)	274,769
Capital funding	19,712	82,611	-	-	(30,191)	72,132
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	<u>316,877</u>	<u>1,192,360</u>	<u>(1,109,867)</u>	<u>-</u>	<u>(52,469)</u>	<u>346,901</u>

SWANSWELL CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2002

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed <u>assets</u> £	Cash <u>balances</u> £	Other current <u>net assets</u> £	<u>Total</u> £
<b>RESTRICTED FUNDS:</b>				
Coventry Adult Advisory Service	-	42,637	-	42,637
Warwickshire Adult Advisory Service				
North Warwickshire Development Project	-	20,680	-	20,680
Working with offenders - Coventry	-	1,882	-	1,882
Working with offenders - Warwickshire	-	21,694	-	21,694
Working in the Community	-	34,812	-	34,812
Drug and Alcohol education for Young People	-	112,151	34,208	146,359
Drug and Alcohol education for Young Offenders	-	(18,849)	18,849	-
Administration and management of the Charity	-	6,705	-	6,705
Capital funding	-	72,132	-	72,132
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	-	293,844	53,057	346,901
Unrestricted funds	82,836	75,542	50,698	209,076
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Total funds	<u>82,836</u>	<u>369,386</u>	<u>103,755</u>	<u>555,977</u>

12. CONTROLLING PARTY

The charity is controlled by the trustees.

13. OPERATING LEASE COMMITMENTS

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

	<u>2002</u> £	<u>Land</u> <u>2001</u> £	<u>2002</u> £	<u>Others</u> <u>2001</u> £
Expiring:				
Within 2 to 5 years	<u>22,000</u>	<u>12,000</u>	<u>5,533</u>	<u>5,412</u>