

3692925

SWANSWELL CHARITABLE TRUST

REPORT AND FINANCIAL STATEMENTS

31st March 2008

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SWANSWELL CHARITABLE TRUST

COMPANY INFORMATION

For the year ended 31st March 2008

DIRECTORS:

Mr M Wells	CHAIR
Mrs J Wiglesworth	VICE-CHAIR
Ms S Basham (appointed 3rd December 2007)	
Dr J Bland	PRESIDENT
Mr P Forrester	
Mr T Goodman	
Mrs H Norgrove (appointed 3rd June 2008)	
Mr M Singh	
Mr S Smith	
Ms L Williams (resigned 13th August 2007)	
Mr A Youd (appointed 3rd December 2007)	

SECRETARY: Ms N Forbes

CHIEF EXECUTIVE: Ms D Bannigan (appointed 1st October 2007)

REGISTERED OFFICE: Hilton House, Suite 5
Corporation Street
Rugby
Warwickshire CV21 2DN

REGISTERED COMPANY NUMBER: 3692925 (England and Wales)

REGISTERED CHARITY: 1074891

AUDITORS: Luckmans Duckett Parker
Victoria House
Coventry CV1 3EH

SOLICITORS: Band Hatton Solicitors
1 Copthall House
Station Square
Coventry CV1 2FY

BANKERS: NatWest Bank
4th Floor
1 St Phillips Place
Birmingham
B3 2PP

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008

INTRODUCTION

The Trustees, who are also Directors for the purposes of the Companies Act, submit their annual proved and audited financial statements for the year ended 31 March 2008. The Trustees adopted the provision of the Statement of Recommended Practice (SORP) issued in March 2005 in preparing the annual report and financial statements of the charity.

ADMINISTRATIVE INFORMATION

The Swanswell Charitable Trust (Swanswell) is a registered charity (No. 1074891) and a Company limited by guarantee (No. 3692925).

The directors in office were:

Dr J Bland (President)
Mr M Wells (Chair)
Ms S Basham (appointed 3rd December 2007)
Mr P Forrester
Mr T Goodman
Ms H Norgrove (appointed 3rd June 2008)
Mr M Singh
Mr S Smith
Mrs J Wigglesworth
Ms L Williams (resigned 13th August 2007)
Mr A Youd (appointed 3rd December 2007)

In accordance with the Articles of Association, Mr P Forrester, Mr S Smith, and Mr T Goodman retire at the forthcoming Annual General Meeting and will be eligible to stand for re-election.

One Director is an employee of one the Councils who fund services for Swanswell. This person is not responsible for, or has any involvement in, any decision making activities between the two parties.

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

STRUCTURE, GOVERNANCE AND MANAGEMENT

1. TRUSTEES

Swanswell commenced its charitable activity with the delivery of alcohol treatment services in Coventry in 1968. It was incorporated as a Company limited by guarantee on 8th January 1999 and is governed by its Memorandum and Articles of Association. Swanswell's Trustees are appointed by the Company in General Meeting and Swanswell has expressed a policy intention to appoint a minimum of two Trustees who identify themselves as Service Users. The Trustees adhere to the Nolan principles of public life and exercise a constant oversight of the Company's performance, ensuring that, through robust governance arrangements, Swanswell works to further its charitable objects in accordance with trust policies and best practice. Swanswell's policies and procedures for the recruitment, induction and training of Trustees are set out in a Trustees' handbook.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008 (continued)

2. STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year in order to provide a true and fair picture of the state of the Company's affairs and the profit and loss of the company for that period. In preparing the financial statements the Trustees:

- Select suitable accounting policies to ensure that the statements are complete and fit for purpose
- Make judgements and estimates that are responsible, reasonable and prudent
- Prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with 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 2006. They are also responsible for safeguarding the assets of the company and take reasonable steps for the prevention or detection of fraud and other irregularities, of which there have been none to date.

3. DECISION MAKING

The Board of Directors (Trustees) meets bi-monthly to set Swanswell's strategy, monitor progress towards achievement of organisational goals, review operational performance and oversee the management of organisational risk. The meeting is quorate with the attendance of a minimum of four Trustees and each meeting is formally minuted. The Executive of the organisation comprises the Chief Executive Officer, through whom the Board exercises its Governance, the Director of Operational Services, the Head of Business Resources, who is also the Company Secretary, and the Head of Marketing and Communications. The Chief Executive Officer holds responsibility for Swanswell's strategic and operational management and is authorised to deploy resources, through the Executive Team, towards the achievement of Swanswell's business objectives.

Swanswell's Executive Team exercises operational management through a team of Business Managers, based in the localities where Swanswell delivers services. Regular business meetings are held where performance is monitored both operationally and financially, potential improvements are discussed and actions agreed. Business Managers, in turn, discharge their responsibilities through the activities of teams of skilled and committed workers engaged in day to day contact with Swanswell's service users and clients.

4. CONNECTIONS TO A WIDER NETWORK

Swanswell is the organisation of choice for a diverse range of commissioners. The relationship with commissioners is based on mutually agreed contracts and service level agreements through which demanding targets are set. Swanswell holds an impressive, demonstrable track record of achievement against these targets and strives continuously to improve performance and service quality whilst achieving competitive service costs. Targets are set locally but reflect the Key Performance Indicators which central government has determined for substance misuse services.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008 (continued)

5. RISK MANAGEMENT

(i) Business Risk

Swanswell has adopted rigorous risk management processes which ensure that Trustees, the Executive Team, Business Managers and staff are engaged with the routine assessment of risk and its mitigation. Trustees receive risk management reports at alternate meetings and scrutinise the progress achieved by the Executive in managing and mitigating business risk.

Key areas of risk which are identified through the risk management process are subject to management action, expressed through Swanswell's business plan and team plans, ensuring that the management of risk forms an integral part of Swanswell's operational activity.

(ii) Operational Activity

Swanswell's operational activity is subject to extensive external scrutiny in terms of outputs and outcomes achieved and the processes through which our work is delivered to our service users and clients. Sound clinical governance is integral to our working practice, ensuring that risk assessment is carried out on an on-going basis and is subject to thorough clinical supervision.

Swanswell delivers services for people, with people, through people, so employment practice is of critical importance to the quality of Swanswell's work. The Trustees have expressed a commitment to the achievement of world class employment practice through which to exercise their responsibilities as good employers and to ensure that employment risk is minimised.

CHARITABLE OBJECTIVES AND ACTIVITIES

Swanswell's charitable objects are clear and enabling, based upon improving the conditions of life of the public with particular, but not exclusive, reference to service delivery in the field of substance misuse. The area of benefit has recently been extended beyond the midlands to enable Swanswell to work throughout England and Wales.

Swanswell believes that everybody deserves the chance to free themselves of problematic behaviour and lead a happier life.

Swanswell's Trustees, Executive and staff are committed to building a national organisation that offers the prospect of change to all who seek a happier life. This will be achieved by systematically eliminating the barriers to long term sustainable change and building a national brand and service that is trusted by service users, funders, policy makers and partners.

A Strategic Business Plan was adopted for the period 2007 - 2009. Swanswell has made good progress towards achievement of the objectives set out in this business plan. Work is now in hand to create a comprehensive business strategy for 2009-12 which will support and inform development so that Swanswell can offer its excellent services to more people in a wider geographical area.

Swanswell's portfolio of services is focused on service users with problems relating to drugs and alcohol use. This includes a substantial shared care drug treatment service - delivered in partnership with GP surgeries - in Birmingham and innovative, community-based alcohol treatment services across Coventry and Warwickshire. Swanswell also works alongside the criminal justice system to

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008 (continued)

provide effective interventions for people where drug and/or alcohol use has contributed to their offending behaviour. Swanswell's high quality floating support services are delivered in close alignment with treatment services, which contributes to the excellent outcomes achieved by many of Swanswell's service users and clients. Swanswell has also provided separate services for young people in Coventry and has designed and delivered significant pilots in other areas such as domestic violence prevention.

ACHIEVEMENTS AND PERFORMANCE

2007/8 marked the departure of Chief Executive Geoff Cobbe, who had led Swanswell through a period of exceptional growth and change. Trustees are indebted to Chris Robinson who, as Interim Chief Executive, steered the organisation through this time of transition. Swanswell's new Chief Executive, Debbie Bannigan, took up her post from 1 October 2007.

Swanswell has continued to provide an expanding range of services through a team of highly skilled workers. Swanswell's commitment to high quality training was recognised through achievement of a National Training Award for the Drug Worker Trainee Scheme, which was both developed and delivered in-house.

Ambitious targets were set and achieved to deliver training to operational managers. This training contributed to Swanswell's alignment with the National Treatment Agency's Workforce Strategy, and ensures that managers are fully up to date with relevant legislation in order to manage effectively and appropriately.

Swanswell has continued to build upon our excellent reputation for providing good quality services which successfully engage people with substance misuse problems and this is reflected in the monitoring information which is provided to commissioners, notably local Drug Action Teams and, ultimately, central government. Swanswell has consistently exceeded targets set by commissioners as well as our own internal goals. This is a testament to the innovation and problem-solving skills of Swanswell's operational managers and workers who work closely with commissioners and partners to develop effective approaches and interventions.

Operational activity is audited on a rolling programme across all services to identify areas of good practice that could be replicated and to take management action should any areas of weakness be identified. Achievements are evidenced through systematic collection, collation and analysis of performance data. Swanswell's capacity to review performance in this way has been enhanced through a new database system, implementation of which has been commenced in Birmingham and will be rolled out organisation-wide in the next 12 months.

Swanswell's commitment to continuous improvement and cost competitiveness has been underpinned by a thorough review of business processes which will inform a new systems strategy and enable Trustees to invest in state-of-the-art technology in support of our services.

Trustees were pleased to endorse a strategic approach to Service User Involvement, which continues to underpin the quality of all of Swanswell's services. Swanswell's commitment to the inclusion of Service Users into our decision making was evidenced through the adoption of a policy to appoint a minimum of two Trustees who identify themselves as Service Users. Service Users have also been included in the recruitment process for senior management positions where their insight has added significant value.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008 (continued)

FINANCIAL REVIEW

Swanswell's financial position has continued to improve. Costs remained within budget, demonstrating the capacity of our managers to control costs and manage expenditure.

Principal funding sources are from Drug and Alcohol Action Teams (DATs), Local Authorities, Primary Care Trusts (PCTs) NHS Hospital Trusts and Probation Services in respect of services delivered under contract or service level agreements. Two contracts came to an end during 2007/08. Whilst this has been balanced to some extent by new business, this experience exemplifies the need to win new work in a highly competitive market which, in turn, requires investment in sound marketing and sales capacity.

(i) Investment Policy

Under the Memorandum and Articles of Association, the charity has the power to invest the monies not immediately required for the furtherance of its objects in or upon investments, securities or property as may be thought fit. Swanswell's investment arrangements were reviewed during 2007/08 to ensure that the investments are yielding the highest returns at the lowest risk. This is particularly significant in light of the volatility experienced by the financial sector during this time.

(ii) Reserves Policy

Unrestricted funds not committed or invested in tangible fixed assets held by the charity should be held at a level that is both necessary and in the charity's best interests. Reserves are needed to both meet the working capital requirements of the charity and to meet the cost of management of a potential significant drop in funding, so that the charity would be able to meet any costs of significantly restructuring its activities.

After funding the Central Support Services, without which the Swanswell could not function, any balances remaining have hitherto been put into unrestricted reserves. The adoption of a market-led business strategy, focussing on growth and development, demands that we create a more sophisticated financial strategy which enables resources to be deployed towards the achievement of business objectives, balanced with a need for prudent risk management.

Having recognised the need to invest in new business development, pending the creation of a comprehensive financial strategy during 2008/09, Trustees have reviewed Swanswell's reserves policy and have determined that unrestricted funds generated from Swanswell's current activity, after meeting the costs of Central Services, will be allocated to business development.

Unrestricted reserves are therefore held at the same level as at 31 March 2007, this being £732,000.

DESIGNATED FUNDS

Swanswell's Business Development Fund has been increased by £249,000 bringing the total designated for this purpose to £322,000 as at 31 March 2008. A marketing strategy is being prepared which will demonstrate how these funds will be applied towards the achievement of new business.

SWANSWELL CHARITABLE TRUST

REPORT OF THE DIRECTORS For the year ended 31st March 2008 (continued)

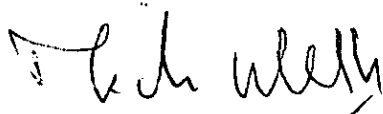
KEY OBJECTIVES FOR THE FUTURE

Trustees have approved a strategic development plan, based on an assessment of the highly competitive marketplace in which Swanswell operates, which sets out high level business objectives for the next 3 – 5 years. Swanswell's ambition to offer more of our excellent services to people who need them will be achieved by becoming a service provider with national presence and developing a portfolio of services, based upon our demonstrable skills and capacity to innovate, which deliver behaviour change for our service users and clients.

Swanswell is also keen to join up our services with those of other providers and our objectives for the future include exploration of opportunities presented by new media and new technology.

The foundations for achievement of this strategy are already in place. Swanswell is good at what it does and has an enviable reputation for delivering what we promise. Trustees have endorsed investment in new systems and in marketing capability together with a commitment to achieve world-class employment practice for our talented and committed workforce. We are confident that this combined strength will enable our intentions to be achieved.

ON BEHALF OF THE BOARD



**Mick Wells
Chair
8th September 2008**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS
OF SWANSWELL CHARITABLE TRUST**

We have audited the financial statements of Swanswell Charitable Trust for the year ended 31st March 2008 which comprise the Statement of Financial Activities, Summary of Income and Expenditure Account, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

As described in the Statement of Trustees' Responsibilities the Trustees (who are also the directors of Swanswell Charitable Trust for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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 whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the Charity is not disclosed.

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

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity'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 assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS
OF SWANSWELL CHARITABLE TRUST
(continued)**

Opinion

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the Charitable company's affairs as at 31st March 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- The financial statements have been properly prepared in accordance with the Companies Act 1985; and
- The information given in the Report of the Trustees is consistent with the financial statements.

Luckmans Duckett Parker

LUCKMANS DUCKETT PARKER
Registered Auditors
Victoria House
44-45 Queens Road
Coventry
CV1 3EH

8th September 2008

SWANSWELL CHARITABLE TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2008**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES					
Incoming resources from charitable activities	2	-	5,420,812	5,420,812	5,864,557
Donations		40	1,020	1,060	730
Investment Income - Interest Received		100,591	-	100,591	84,810
Other income resources		217	1,875	2,092	14,269
Total Incoming Resources		100,848	5,423,707	5,524,555	5,964,366
RESOURCES EXPENDED					
Costs of activities in furtherance of the charity's activities	3	-	5,153,784	5,153,784	5,007,634
Central Services Costs	4	807,406	-	807,406	654,490
Governance Costs	5	27,395	-	27,395	30,914
Total Resources Expended		834,801	5,153,784	5,988,585	5,693,038
NET INCOMING RESOURCES BEFORE TRANSFERS	6	(733,953)	269,923	(464,030)	271,328
Gross Transfers between funds	10	860,135	(860,135)	-	-
Net Incoming Resources for the year	6	126,182	(590,212)	(464,030)	271,328
Fund Balances brought forward 1 April 2007		980,647	1,267,429	2,248,076	1,976,748
FUND BALANCES CARRIED FORWARD AT 31 MARCH 2008	10,11,12	1,106,829	677,217	1,784,046	2,248,076

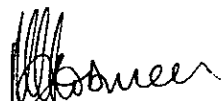
SWANSWELL CHARITABLE TRUST

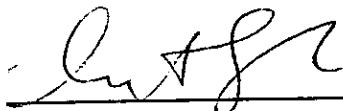
**BALANCE SHEET
AS AT 31ST MARCH 2008**

	Note	<u>2008</u>	<u>2007</u>
		£	£
<u>FIXED ASSETS</u>			
Tangible Fixed Assets	7	309,337	352,729
<u>CURRENT ASSETS</u>			
Stocks		1,175	-
Debtors	8	164,689	115,649
Cash at Bank and in hand		<u>1,712,672</u>	<u>2,154,263</u>
		1,878,536	2,269,912
<u>LIABILITIES</u>			
Creditors Amounts falling due within one year	9	<u>403,827</u>	<u>374,565</u>
NET CURRENT ASSETS		1,474,709	1,895,347
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>1,784,046</u></u>	<u><u>2,248,076</u></u>
<u>FUNDS</u>			
Restricted Funds	10,11	436,328	998,564
Restricted Capital Funds	10,11	240,889	268,865
Designated Funds	11,12	374,879	248,700
Unrestricted Funds	11,12	731,950	731,947
TOTAL CHARITY FUNDS		<u><u>1,784,046</u></u>	<u><u>2,248,076</u></u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities(effective January 2007)

Approved by the Directors on 8th SEPTEMBER 2008 and signed on their behalf by:





SWANSWELL CHARITABLE TRUST

Notes for the Accounts for the year ended 31st March 2008

1. STATEMENT OF ACCOUNTING POLICIES

Basis of Accounts Preparation

These accounts are prepared under the Charities Act 1993 under the historical cost convention in accordance with the Financial Reporting Standard for Smaller Entities effective January 2007. In preparing the financial statements the charity complies with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005 and the Companies Act 1985.

Incoming Resources

Income from charitable activities includes income received under contract, or where funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided).

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donations received for general purposes of the Charity are credited to Unrestricted Funds. Donations for purposes restricted by the wishes of the donor are taken to Restricted Funds. All donations received are accounted for on a receipts basis.

All other income is accounted for on an accrual basis.

Resources Expended

All resources are accounted for on an accrual basis. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. Where costs relate to more than one cost centre, they have been apportioned on the number of staff relevant to the service. The irrecoverable element of VAT is included with the item of expenses to which it relates.

Support Costs comprises the cost of the Head Office function. This includes the organisation of contracts for service delivery, Human Resources facility, Finance function, Central Administration and Operational management.

Governance costs comprises the cost of running the Charity, including strategic planning for the future development, also external audit, any legal advice for the trustees and the cost of complying with constitutional and statutory requirements, such as the cost of trustee meetings and the preparing of statutory accounts.

Transfers

The charity operates through contracts for service delivery. These contracts are organised by and utilise the support services. The Charity has a policy of charging up to 15% of the contract value (management charge) which is transferred from the Restricted Fund to Unrestricted Funds. This funds the support and governance costs and other related costs.

SWANSWELL CHARITABLE TRUST

Notes for the Accounts for the year ended 31st March 2008 (continued)

Transfers between Restricted funds occur when a project has finished, any balances are transferred to the service that delivered the project or when a service amalgamates with another.

Transfers between Designated Funds occur when a particular designated goal is attained and funds may be re-allocated for other designated purposes.

Tangible Fixed Assets and Depreciation

All long-lasting assets the Charity own and costing more than £500 are capitalised. Depreciation is provided to write-off the cost of all fixed assets. It is calculated on a straight line basis over the expected useful lives at the following annual rate:-

Short Leasehold	over the term of the lease
Fixtures and fittings	20%
Computer equipment	33%

Stocks

Stocks are valued at the lower of cost and net realisable value.

Fund Structure

Unrestricted funds are any incoming resources receivable or generated which do not relate to the furtherance of the Charity and the element of the management charge. Support and governance costs are charged to these funds. Designated funds comprise corporate funds that are set aside by the directors for specific purposes.

Restricted Funds are incoming resources that are to be used for a specific purpose. A fund is set up dependent on whether the funder needs costs to be identified separately. Expenditure relating to these activities are charged to these funds. Any capital purchases from these funds are identified separately and the income relating to these funds are transferred to the Capital Fund.

Operating Leases

Rentals paid under operating leases are charged to the Statement of Financial Activities as incurred.

Pensions

The Charity operates a defined contribution pension scheme. The Charity also contributes to individual personal pension schemes and will pay a percentage of annual salary on both schemes. Contributions to both schemes are charged to the Statement of Financial Activities as they become payable.

2 INCOMING RESOURCES

The following are the principle sources and purposes of the restricted income received by this organisation:-

Coventry City Council Social Services and Coventry Primary Care Trust for the Coventry Community Alcohol Service.

SWANSWELL CHARITABLE TRUST

**Notes for the Accounts for the year ended
31st March 2008
(continued)**

Coventry City Council Housing Department for the Coventry 'Supporting People' Floating Tenancy Support Service.

Coventry City Council and Coventry PCT to provide the Coventry Substance Misuse Service for Younger People, known as 'Discovery' and 'CADDY' (Crime, Alcohol, Drugs, Disaffection and Youth').

New Deal for Communities funded via Coventry City Council contributes to the Drug and Alcohol Support project (DASP) which is located at Hillmorton Road, Woodend, Coventry.

Warwickshire County Council Social Services Department and Rugby Primary Care NHS Trust to provide the Warwickshire Community Alcohol Service.

Birmingham Drug Action Team operating through the Heart of Birmingham Primary Care NHS Trust to provide Drug Solutions Birmingham Primary Care and Criminal Justice Drugs Services.

Birmingham City Council Housing Department for the Birmingham 'Supporting People' Floating tenancy Support Service.

Warwickshire Probation to provide the Warwickshire 'Drink Impaired Drivers Programme'.

West Midlands Probation to provide both the 'Drink Impaired Drivers programme' and the 'Low Intensity Alcohol Programme'.

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

3 EXPENDITURE ON ADVISORY SERVICES

	2008 £	2007 £
a) By service provided:		
Coventry Service/PCP/Healthy Foleshill	383,818	362,188
Alcohol Training	1,178	1,178
Crime & Alcohol Project	52,238	51,092
Discovery YPSMS	318,235	257,921
CADDY	-	85,926
Hospital Liaison	390	36,228
New Deal	137,986	162,686
YOS	30,846	42,806
Coventry Supporting People	85,721	77,715
Homeless at Risk	9,275	8,287
Warwickshire Service	495,089	448,322
DIDS	107,560	100,455
Community Care	5,963	15,637
Drug Solutions Birmingham	2,861,385	2,728,863
Drug Solutions Birmingham-CJIP	2,842	3,169
Drug Solutions Birmingham-DIP	255,697	278,282
Birmingham Supporting People	254,715	270,755
Tier 2	255	17,222
Warwickshire Supporting People	92,292	29,369
PPO	34,703	29,533
Respect	19,632	-
Self Help Referral	3,964	-
	5,153,784	5,007,634

	2008 £	2007 £
b) By category of expenditure		
Administration	165,709	166,431
Information Technology	74,659	66,884
Payroll	4,224,435	3,992,742
Personnel & Training	87,447	191,231
Premises	349,578	302,336
Resources	124,687	131,690
Group Expenses	19,507	31,358
Volunteer Expenses	-	36
Other	39	1
Allocations	-	14,163
Depreciation	107,544	110,762
Profit/Loss on Disposal of Assets	179	-
	5,153,784	5,007,634

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

4 CENTRAL SERVICES COSTS

	2008 £	2007 £
Administration	49,184	27,186
Information Technology	20,322	10,234
Payroll	548,097	462,866
Personnel & Training	76,293	41,301
Premises	77,939	76,814
Resources	8,981	6,373
Group Expenses	-	-
Volunteer Expenses	-	-
Other	2,669	8,101
Allocations	-	(45)
Designated funds- Depreciation	16,762	16,762
Depreciation	6,564	4,898
Profit/Loss on Disposal of Assets	595	-
	807,406	654,490

5 GOVERNANCE

	2008 £	2007 £
External Audit	6,700	7,633
Cost of trustees meetings	525	975
Apportionment of staff time based	18,691	20,681
Governors liability insurance	1,479	1,625
Consultancy on Governance	-	-
	27,395	30,914

6 NET INCOMING RESOURCES

Included in net incoming resources in the year are:-

	2008 £	2007 £
Audit Fees	6,700	7,633
Depreciation	130,864	118,495
Loss on Disposal	774	14,479
Pension	62,818	65,758

SWANSWELL CHARITABLE TRUST

**Notes to the Accounts
for the year ended 31 March 2008
(continued)**

7 TANGIBLE FIXED ASSETS

	Short Leasehold Property	Fixtures & Fittings	Computer Equipment	Totals
	£	£	£	£
Cost				
As at 1st April 2007	224,970	266,555	283,151	774,676
Additions	1,558	5,306	81,382	88,246
Disposals	(58,983)	(6,257)	(67,800)	(133,040)
As at 31st March 2008	<u>167,545</u>	<u>265,604</u>	<u>296,733</u>	<u>729,882</u>
Depreciation				
As at 1st April 2007	159,163	68,659	194,125	421,947
Charge for the year	28,006	50,983	51,875	130,864
Disposals	(58,982)	(5,484)	(67,800)	(132,266)
As at 31st March 2008	<u>128,187</u>	<u>114,158</u>	<u>178,200</u>	<u>420,545</u>
Net Book Value				
As at 31st March 2008	<u>39,358</u>	<u>151,446</u>	<u>118,533</u>	<u>309,337</u>
As at 31st March 2007	<u>65,807</u>	<u>197,896</u>	<u>89,026</u>	<u>352,729</u>

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

8 DEBTORS

	2008 £	2007 £
Trade Debtors	70,730	38,027
Other Debtors	1,046	-
Prepayments and Accrued Income	92,913	77,622
	164,689	115,649

9 CREDITORS

	2008 £	2007 £
Trade Creditors	193,084	212,566
Social Security & other taxes	113,795	112,054
Accruals	43,569	18,865
Deferred Income(See note 13)	44,758	23,072
Other creditors - pension contributions	8,621	8,008
	403,827	374,565

SWANSWELL CHARITABLE TRUST

**Notes to the Accounts
for the year ended 31 March 2008
(continued)**

10 RESTRICTED FUNDS

	Balance 1 April 2007	Incoming Resources	Expenditure	Transfers Restricted fund	Transfers Unrestricted	Balance 31 March 2008
	£	£	£	£	£	£
Community Care	3,146	8,364	(5,963)			5,547
YPSMS	178,391	229,661	(310,141)		(23,066)	74,845
New Deal	4,661	145,201	(126,618)		(23,244)	-
DSB	546,345	2,933,375	(2,798,111)		(527,526)	154,083
Birmingham Supporting People	95,278	313,599	(252,859)		(109,822)	46,196
Coventry Supporting People	28,924	108,328	(85,181)		(20,588)	31,483
DIDS	7,334	130,901	(107,556)		(18,589)	12,090
Coventry Service	62,783	440,295	(378,958)		(56,936)	67,184
YOS	6,136	44,519	(29,506)		(4,467)	16,682
Low Intensity Alcohol (formerly CAP)	761	58,836	(51,672)		(7,550)	375
Warwickshire	14,674	487,568	(486,988)		(15,254)	-
Homeless at Risk	3,517	11,275	(9,275)		(5,517)	-
DIP	39,196	251,558	(254,457)		(29,197)	7,100
Warwickshire Supporting People	7,373	108,059	(91,574)		(13,507)	10,351
PPO	45	34,220	(34,378)			(113)
Respect	-	23,973	(19,632)		(2,997)	1,344
Self Help Referral	-	15,000	(3,964)		(1,875)	9,161
	998,564	5,344,732	(5,046,833)	-	(860,135)	436,328

CAPITAL

YPSMS	12,222	1,402	(8,094)			5,530
New Deal	12,958	-	(11,368)			1,590
DSB	194,819	60,294	(63,274)			191,839
Birmingham Supporting People	3,215	126	(1,856)			1,485
Coventry Supporting People	1,551	123	(540)			1,134
DIDS	-	132	(4)			128
Coventry Service	13,364	7,782	(4,860)			16,286
YOS	1,722	156	(1,340)			538
Hospital Liaison	681	-	(390)			291
Low Intensity Alcohol (formerly CAP)	757	1,563	(566)			1,754
Warwickshire	12,005	6,176	(8,101)			10,080
Alcohol Training	2,327	-	(1,178)			1,149
DSB-CJIP	3,386	-	(2,842)			544
Tier 2	445	-	(255)			190
DIP	6,886	1,221	(1,240)			6,867
PPO	731	-	(325)			406
Warwickshire Supporting People	1,796	-	(718)			1,078
	268,865	78,975	(106,951)	-	-	240,889
Totals	1,267,429	5,423,707	(5,153,784)	-	(860,135)	677,217

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

10 RESTRICTED FUNDS - Continued

Community Care - a fund dedicated to providing service users with community and leisure activities to improve their physical and mental well-being.

YPSMS - the "Young Peoples Substance Misuse Service" is a free and confidential service offering drug and alcohol advice to young persons.

New Deal - a Tier 2 service providing drug and alcohol services to residents in the Wood End area.

DSB - "Drug Solutions Birmingham" provides high quality treatment to people with drug related difficulties in the Birmingham area.

Birmingham Supporting People - a practical service that helps people maintain their accommodation and become more independent, based in the Birmingham area.

Coventry Supporting People - a practical service that helps people maintain their accommodation and become more independent, based in the Coventry area.

DIDS - "Drink Impaired Drivers Scheme" is a nationally validated programme which helps people analyse and change their offending behaviour.

Coventry Service - provides high quality treatment to people with alcohol related difficulties in the Coventry area.

YOS - the "Youth Offenders Service" is part of the YPSMS project, dealing with youth offenders in particular.

Hospital Liaison - is part of the Coventry Service contract.

Low Intensity Alcohol Programme - a Probation Service accredited scheme being piloted in the West Midlands area, which addresses offending behaviour in which alcohol has played a significant part.

Warwickshire Service - provides high quality treatment to people with alcohol related difficulties in the Warwickshire area.

Homeless at Risk - provides outreach services to vulnerably housed people, who would not normally have access to drug and alcohol services.

DIP - the "Drug Intervention Programme" involves working with offenders in probation and transferring them into primary care when they are stable.

Warwickshire Supporting People - a practical service that helps people maintain their accommodation and become more independent, based in the Warwickshire area.

PPO - the "Priority and Prolific Offenders" scheme offers drug treatment to priority and prolific offenders within the Birmingham Criminal Justice system.

Respect - a project that works with parents who use alcohol to improve their parenting skills.

Self Help Referral - a scheme whereby drug and alcohol users are encouraged to confront their difficulties through the use of self-arranged peer groups.

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Tangible fixed assets	68,448	240,889	309,337	352,729
Net current assets	1,038,381	436,328	1,474,709	1,895,347
Total Net Assets	1,106,829	677,217	1,784,046	2,248,076

12 UNRESTRICTED FUNDS

	Balance 1 April 2007 £	Incoming Resources £	Expenditure £	Transfers Restricted fund £	Transfers Unrestricted £	Balance 31 March 2008 £
Designated funds						
Head Office Relocation	61,329	-	(16,762)	-	-	44,567
Diversity Review	20,000	-	(17,908)	-	(2,092)	-
Business Development	105,000	-	(32,283)	116,466	141,129	330,312
Central Services Recruitment	62,371	-	(46,766)	-	(15,605)	-
	248,700	-	(113,719)	116,466	123,432	374,879
Reserves						
Reserves	731,947	100,848	(721,082)	743,669	(123,432)	731,950
	980,647	100,848	(834,801)	860,135	-	1,106,829

Designated Funds

Head Office Relocation - fund for the refurbishing of the new Head Office which relocated in March 2006.

Diversity review to look at equal opportunities and diversity throughout the Trust to be completed in 2007/08

Business Development - The Board are setting aside monies to complete business strategy development, including the Marketing and Operations, Human Resources, Financial and Systems strategies.

Central Services recruitment - fund to recruit key strategic staff within Central Services

13 DEFERRED INCOME

	2008 £	2007 £
Birmingham Supporting People	18,718	16,577
Warwickshire Supporting People	6,039	6,495
Brief Intervention	20,000	-
	44,757	23,072

Birmingham Supporting People and Warwickshire Supporting People Income deferred in 2007 as income received relates to activity in 2008/09.

Brief Intervention Income deferred in 2007 as project does not commence until 2008/09 financial year.

SWANSWELL CHARITABLE TRUST

Notes to the Accounts for the year ended 31 March 2008 (continued)

14 STAFF COSTS

	2008 £	2007 £
Wages and salaries	3,955,206	3,684,476
Social Security costs	397,388	372,614
Pension costs	62,818	65,758
	<u>4,415,412</u>	<u>4,122,848</u>

The average number of employees analysed by function was:

Advisory services	158	151
Support costs	10	11
	<u>168</u>	<u>162</u>

The number of higher paid employees was

	2008	2007
Salary band		
£60,000-£70,000	0	1

Contributions paid towards pension funds for the year in respect of higher paid staff amounted to £0 (2006-07 £4,942.)

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. Four directors were paid expenses totalling £1,419 during the year (2006-07 £1,012).

15 COMMITMENTS UNDER OPERATING LEASES.

	Land & Buildings		Other	
	2008	2007	2008	2007
	£	£	£	£
Operating Leases which expire:				
Within 1 year	-	2,000	4,138	3,465
In 2 - 5 years	<u>90,033</u>	<u>116,533</u>	<u>33,957</u>	<u>31,133</u>