

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

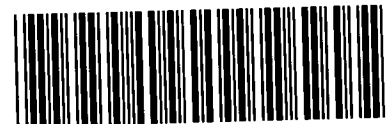
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

Myrus Smith
Chartered Accountants

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

WEDNESDAY



A8JL9AKH

A15

04/12/2019

#169

COMPANIES HOUSE

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

CONTENTS	PAGES
Directors' Report	1 - 9
Independent Auditors' Report	10 - 12
Statement of Financial Activities	13
Balance Sheet	14
Notes forming part of the Financial Statements	15 - 19

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Directors of the Institute of Alcohol Studies (IAS) submit their annual report and the audited financial statements for the year ended 31 March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

IAS Objectives and activities

The objectives of IAS are:

- *to educate and to preserve and protect the good health of the public by promoting the scientific understanding of beverage alcohol and the individual, social and health consequences of its consumption.*
- *to promote measures for the prevention of alcohol related problems*
- *to promote for the public benefit, research into beverage alcohol and to publish the useful results.*

Our main work is based around helping to bridge the gap between the scientific evidence on alcohol and the wider public. We want to make all of this evidence accessible to anyone with an interest in alcohol – politicians, reporters, health professionals, students, youth workers and others – and to advocate for effective responses that will reduce the toll of alcohol in society.

This takes place through four major parts of our work:

- We write occasional major reports and research papers
- We exchange information and advocate for evidence-based alcohol policy as active members of alliances and forums for public interest groups
- We produce up-to-date information and factsheets on key aspects of alcohol policy in the UK that are freely available on our website, and monthly magazine Alcohol Alert
- We answer queries from the media and general public and make media appearances when requested

During the financial year 2018/19 IAS delivered a Business Plan that was prepared and agreed by Staff and Trustees. Objectives outlined in the business plan related to the following activities:

- Arranging symposia and seminars
- Publication of reports
- Advocacy and campaigning
- IAS staffing
- IAS website
- Media Activity
- IAS magazine Alcohol Alert
- Networks and partnerships

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Achievements and performance 2018/19

Arranging symposia, seminars and publication of reports

IAS arranged a number of symposia and seminars during the year 2018/19 and published corresponding reports. Details of these activities are outlined below:

1. Alcohol and pregnancy
IAS hosted a symposium on how information on alcohol is communicated to pregnant women in June 2018. Key experts in attendance included the Royal College of Midwives, Public Health England Maternity Transformation team, the Lullaby Trust, NOFAS-UK and the Family Nurse Partnership. Researchers from Edinburgh and Hull Universities were commissioned to conduct a survey of midwives across the UK supplemented by focus groups to explore how alcohol guidelines are communicated to pregnant women and what challenges midwives face in providing information on alcohol. A full report will be published in Summer 2019.
2. Workplace productivity
IAS commissioned market research company Populus to conduct a nationally representative survey of UK adults to investigate the impact of alcohol on workplace productivity. Field research took place in March 2019 and a full report will be launched at an IAS event in July 2019.
3. Alcohol tax regressivity and experience of crime by socio-economic status
IAS hosted a symposium on the impacts of alcohol policy on different population sub groups. The "Winners and Losers of Alcohol Policy: The impact of UK alcohol policy on socio-economic inequalities" took place on 12th September 2018. Members of the IAS team presented new research on how alcohol policy affects different social groups in two areas: tax and crime. Representatives from several government departments attended the event, which was held under Chatham House Rules. Corresponding reports will be published in Autumn 2019.
4. Women and alcohol marketing
IAS commissioned researchers at Liverpool John Moores University to conduct a rapid review of research on the relationship between gender, alcohol marketing, alcohol use and related harms. A full report will be published in Summer 2019.
5. Alcohol and Air Travel
IAS commissioned Eurocare to arrange an international stakeholder event examining the problems associated with alcohol and air travel and possible policy solutions. The event was held in Brussels on 4 June and speakers included the Corporate Director of Public Affairs at Ryan Air, the Commercial Director of Glasgow Airport, the Legal Advisor to the House of Lords Licensing Review Committee and the Executive Director of the Nordic Drug and Alcohol Policy Network. A full report capturing the discussions that took place and some YouGov public opinion polling on the issue was published on 16 August 2018.
6. Alcohol policy and Brexit
IAS published 'Brexit Battlegrounds' on 30 May 2018, a report which gave an overview of public positions on alcohol policy, in relation to Brexit, from alcohol industry and public health groups. This report was shared with partners, relevant policy officials and parliamentarians, including a presentation to the Cross Party Group on Alcohol and Justice.

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019

/contd...

7. Industry reliance on high risk drinkers

IAS Policy Analyst Aveek Bhattacharya was lead author for the report 'How dependent is the alcohol industry on heavy drinking in England?' published in the journal *Addiction* on 23 August 2018. This report was produced with researchers at Sheffield Alcohol Research Group and looked at quantifying the alcohol industry's reliance on high-risk drinkers and estimated the impact on industry profits if all UK consumers drank within the recommended low risk drinking levels. The report received widespread media coverage and has been referenced in a number of parliamentary debates and journal articles.

8. Alcohol Industry Global Actions

Two reports were published in peer-reviewed journals relating to the international 'Global Actions' project which analysed global alcohol industry corporate social responsibility (CSR) actions to reduce harm. IAS has been a partner in this project with Professor Tom Babor and researchers at the University of Connecticut since 2013. IAS Chief Executive Katherine Severi was a co-author on both papers which were published in the *WHO Public Health Panorama* and *BMJ Open* respectively in September 2018.

9. European Alcohol Policy Conference

IAS was one of the main sponsors of the 8th European Alcohol Policy Conference, held 20-21 November 2018 at the Royal College of Physicians Edinburgh. The conference theme was "Enlightened alcohol policy for the 21st century" and presentations were made by representatives from WHO, European Commission and leading NGOs. The Scottish Minister for Health and Sport, Joe FitzPatrick, launched the new Scottish alcohol prevention framework at the event, which gained considerable media coverage.

10. IAS Budget Analysis

IAS published an analysis of the decisions taken in the Budget on 24 November 2018 which presented data on the impacts of alcohol duty cuts on alcohol affordability, consumption, health impacts and the consequences for the economy and public finances.

11. Bombarded by Booze: Children's real-time exposure to alcohol marketing

IAS held a seminar on 22nd January where Professor Louise Signal, Director of the Health Promotion and Policy Research Unit at the University of Otago, Wellington, New Zealand and Dr Tim Chambers from the Centre for Health Economics and Policy Innovation at Imperial College London presented research with children using wearable cameras and GPS devices to capture the extent and nature of their exposure to alcohol marketing.

All reports were made available on the IAS website where possible and promoted via news stories and press releases where appropriate. Where it was not possible to publish the full text of a report (if it appeared in a peer-reviewed journal) a summary was provided with a link to the relevant publication website.

Advocacy and campaigning

IAS was active in parliament during the year, working to influence alcohol policy and inform decision-makers. Whilst Brexit debates have dominated throughout the year and deprioritised domestic policy issues, IAS has been able to increase its parliamentary presence compared to the previous year. The following results were achieved during 2018/19:

- IAS staff had 37 meetings with parliamentarians
- IAS instigated the tabling of 60 parliamentary questions
- IAS was mentioned 7 times in parliamentary debates
- IAS responded to 12 government consultations

IAS supported the Alcohol Health Alliance (AHA) and the Alcohol and Families Alliance (AFA) parliamentary campaign work this year. As a result of this support:

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

- AHA met with 40 MPs at Labour and Conservative party conferences and hosted a conference stand to promote the 'Right to Know' campaign for mandatory health information labelling for alcohol products
- AFA held fringe events at Labour and Conservative party conferences on the issue of alcohol safeguarding children and vulnerable adults
- More than 100 post cards were sent to MPs from supporters of the AHA 'cheap alcohol' campaign
- Four MP 'Action visits' to local liver units and alcohol treatment centres have been arranged
- The AFA manifesto 'Families First' was launched in July 2018 at an event in parliament sponsored by Caroline Flint MP and speakers included the Public Health Minister and Shadow Health Secretary

Staff recruitment, HR policies and processes

Ensuring that all staff are supported to perform to the best of their ability is a key objective for IAS. All staff completed personal performance and development reviews and all staff met or exceeded their objectives. One staff member reduced her working hours to two days per week from September 2018 in order to study for a PhD in criminology at the London School of Economics.

IAS secured funding from Cancer Research UK to cover 50% salary for the position of AHA Policy and Advocacy Manager. This post holder was recruited and joined the IAS team in April 2018.

Maintenance of the IAS website

Maintenance of the IAS website is a key activity for IAS that includes reviewing the core information presented in the 'Alcohol Knowledge Centre' in light of research developments, statistical releases and reporting on relevant news stories. Three factsheets were updated during the year to reflect new evidence or trend data. IAS webpage Google rankings have risen this year, as have the number of visitors to the site: The IAS website was visited 161,944 times by 130,865 unique users since 1st April 2018.

Media activity

IAS continues to be awarded significant media exposure and receives many requests for interviews each month. The majority of IAS media activity is reactive, responding to queries and requests as they emerge. IAS issues press statements when it is appropriate to comment publicly on a topic and to publicise releases of IAS research reports and occasional papers. IAS appeared in 524 national and international media outlets during the year.

IAS has a Twitter account that enables the dissemination of information and news stories to key opinion formers and decision makers, including MPs, the media and other interested parties. The number of IAS followers on Twitter increased from 2,342 to 3,137 between April 2018 and March 2019.

Alcohol Alert

IAS produces and publishes an online monthly magazine, Alcohol Alert, which covers alcohol policy issues in the UK. Each edition is accompanied by an audio podcast of an interview corresponding with the lead story. Between April 2018 – March 2019 podcast interviews were downloaded 2,139 times. Leading Stories throughout the year were as follows:

- April: Launch of IAS Alcohol and the Economy report
- May: MUP introduced in Scotland
- June: Wales passes MUP legislation
- July: Families First report launch in parliament
- August: Fit to Fly? Report finds 60% Brits have encountered drunk passengers in transit
- September: Getting the message – AHA launches postcard campaign on cheap alcohol
- October: No duty to public health – Chancellor freezes taxes on beers, ciders and spirits in Budget
- November: Scotland's new alcohol prevention framework
- December: 2018: A year in review
- January: NHS 10-year plan – what does it mean for alcohol harm prevention?
- February: Alcohol harms growing: Data shows divide in location and age increasing in UK
- March: SHAAP sponsorship of Scottish Women's Football's National Performance League

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Networks and partnerships

IAS is a member of several alcohol networks, coalitions and associations, including:

- Alcohol Health Alliance UK
- European Alcohol Policy Alliance (Eurocare)
- Home Office Alcohol Health & Enforcement Network
- Public Health England Licensing Network
- Alcohol and Families Alliance
- Lancet Commissions on Liver Disease
- Medical Council on Alcohol
- Society for the Study of Addiction
- Public Health England Alcohol Leadership Board

During the year 2018/19, IAS continued to play an active role in these networks, working to exchange information on evidence to support policies to reduce alcohol harm.

Expert Advisory Panel

IAS continues to seek advice from its panel of Expert Advisors, drawing on a range of experience and skills relating to alcohol research and policy. During the year two new Expert Advisors were recruited to the panel, Crispin Acton, former Head of Alcohol Policy at the UK Department of Health and Dr Phillip Hadfield, alcohol licensing consultant. Dr Marsha Y. Morgan ceased to serve as an expert Advisor in September 2018. Each of the IAS Expert Advisors was consulted throughout the year. Activities included peer reviewing IAS reports, drafting responses to consultations and advising on IAS strategy.

Public Benefit

IAS pursues activities that aim to contribute to the improvement in the quality of life for the general public and to this end the Directors have taken into consideration the Charity Commission's guidance on public benefit, including the guidance "Public Benefit: running a charity (PB2)".

IAS seeks to influence public policy in a direction which would protect and promote the health and welfare of individuals and the population at large, and that to achieve this end it gathers relevant information and disseminates it without restriction to anyone who seeks it, and generally by means such as the website and social media accounts which can be freely accessed by any person with an interest in the subject.

Future Plans

IAS will continue to pursue its charitable objectives through new and ongoing initiatives. The year 2018/19 represented the second year of a three-year Business Plan which was approved by the Board of Trustees following a strategy planning day with staff in December 2016. In January 2018 the IAS Board agreed a proposed set of projects and initiatives to be conducted by IAS staff during the year 2018/2019, in accordance with the priorities of the Plan.

Financial review

During the financial year IAS received £483,467 mainly from grant funding. Expenditure totalled £460,647 resulting in an excess of income over expenditure for the year of £22,820. At 31 March 2019 the balance of funds held in reserve totalled £115,001. These have accumulated over the past five years due to shortfalls in planned expenditure. The Trustees are aware that this is in excess of the agreed policy on reserves. During 2019/2020, IAS has plans to spend £80,000 of this accumulated surplus on specific approved projects and anticipates other items of expenditure during the financial year that will reduce the balance.

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Funding

The main source of IAS funding was from a guaranteed support grant from the Alliance House Foundation. This grant has been confirmed for a further one-year period and IAS will seek to source further external funding to support and expand current and future activities.

Reserves Policy

Reserves are held to cover any shortfall in income or to fund any unplanned expenditure on activity which the Directors agree to pursue during the financial year. The target level of reserves should be 15% of grant income in any financial year. Unrestricted reserves at 31 March 2019 amounted to £115,001.

Restricted Fund

Alcohol Health Alliance Project

Contributions to this fund are used to meet salary costs in supporting the work of Alcohol Health Alliance UK.

Pension Liability

From 1 April 2010 the Charity joined a defined contribution scheme, the Flexible Retirement Plan with The Pensions Trust, there is no liability associated with this scheme.

Investment Policy

IAS does not hold any investments and does not have an investment policy.

Principal Funding Sources

The principal source of funding for the charity is from grant funding. Expenditure during the year was planned and the income was adequate to cover these commitments.

Going Concern

The Directors undertake an annual Risk Assessment, which gives careful consideration to factors that may impact upon the ability of the Charity to move forward as a going concern, including business critical risks. The most recent assessment gave us confidence that any risks had been sufficiently mitigated and the Directors are confident the charity is a going concern.

Structure, Governance and Management

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The Articles of Association allow for a maximum of six Directors. The Directors meet three times per year.

The Directors of the company are also charity trustees for the purpose of charity law. New members of the Board are appointed by the Charity and are confirmed at the next annual general meeting. They are elected for a period of three years after which they retire by rotation and may seek re-election.

Recruitment of Board of Directors

Three of the Directors were appointed from the trustee body of Alliance House Foundation, it has been agreed that the other three would be recruited from professionals from the alcohol policy field. The Directors were appointed for their relevant charity/professional skills particularly in the field of research and their interest in alcohol issues. The charity periodically conducts a skills audit to ensure that there is an appropriate mix of skills amongst the Board members and this is updated annually and taken into account in future retirement and recruitment.

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Director Induction and Training

All Directors are conversant with the day-to-day practical work of the charity and Directors are kept up to date with developments in the charitable sector.

Upon appointment all Directors attend an induction meeting where their obligations under charity and company law are explained. Directors are supplied with the Charity Commission Welcome Pack, the guide "The Essential Trustee" and details of the Charity Commission guidance on public benefit. In addition, Directors are supplied with copies of the Memorandum and Articles of Association and the latest copy of the annual report and financial statements. Directors are invited to attend a regular strategic planning event, which is next scheduled to take place at Cambridge in December 2019.

All Directors give their time voluntarily and receive no benefits from the Charity. Any expenses reclaimed from the Charity are set out in note 10 of the accounts.

Risk Management

The Directors have conducted a review of the major risks to which the charity is exposed. This will be an ongoing process of assessing the types of risk facing the charity and identifying the means of mitigating those risks. The charity maintains a risk register and internal control risks are minimised by the application of internal procedures for the charity. The Directors will follow the policy of ensuring regular reviews and assessments.

Organisational Structure

The Directors delegate the day-to-day management of the charity to the IAS Chief Executive. The Directors take decisions at their meetings or, when urgent decisions are necessary, the Chief Executive, in consultation with the Chair or Vice Chair, makes these. The next meeting of the Board then ratifies these decisions.

The Chief Executive is accountable to the Directors for the efficient running of the Institute of Alcohol Studies and is responsible for the implementation of the policies and strategies of behalf of the Directors.

Remuneration

Three members of the Board undertake the duties and responsibilities of a remuneration committee and are not themselves remunerated.

The Board adopted a pay scale and benchmarks its pay and performance structure against the nationally agreed academic single pay spine. Within this framework IAS will mirror London institutions' 'professional services' scales, such as those adopted by Imperial College London. This currently comprises a scale of 52 spine points encompassed within 6 levels. Employees may progress to the next salary point in their level by receiving a satisfactory annual appraisal.

Every twelve months the Board will determine whether the salary points should be adjusted to reflect changes in the cost of living. The Remuneration Policy establishes a series of criteria that should be used in reaching a decision. Applying them in September 2018, the Board determined that the salary points should be increased by 2.3%.

Employees also received pension contributions equivalent to 14.5% of gross salary with employees contributing 7.5%.

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Reference and Administrative information

The Institute of Alcohol Studies is a charitable company, number 5661538 limited by guarantee, incorporated on 22 December 2005 and registered with the Charity Commission for England and Wales under number 1112671 in 2006.

Directors

Mr Michael Carr	Chair
Professor Linda Bauld	
Dr Marsha Y. Morgan	(appointed 4 th September 2018)
Reverend Professor Stephen Orchard	
Dr Peter Rice	
Reverend Dr Janet E. Tollington	Vice Chair

Secretary to the Board of Trustees

Paul Whitaker

Registered Office

Alliance House, 12 Caxton Street, London, SW1H 0QS

Senior Management Team

Katherine Severi, Chief Executive of IAS

Auditors

Myrus Smith, Norman House, 8 Burnell Road, Sutton, Surrey, SM1 4BW

Bankers

National Westminster Bank PLC, PO Box 3038, 57 Victoria Street London, SW1H 9NH

Solicitors

Lee Bolton Monier Williams, 1 The Sanctuary, Westminster, London. SW1W 0LS.

Board of Directors

A resolution to re-appoint Reverend Professor Stephen Orchard, who retires by rotation and puts himself forward for re-election will be considered at the annual general meeting.

INSTITUTE OF ALCOHOL STUDIES

Company Number: 5661538

Charity Number: 1112671

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2019 /contd...

Trustees' Responsibilities Statement

The Directors (who are also trustees of The Institute of Alcohol Studies for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

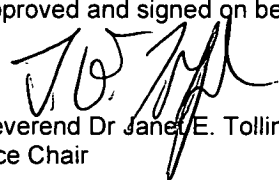
Auditors

A resolution to re-appoint Myrus Smith as Auditors of the Company will be put to the Annual General Meeting.

Exemption Statement

The Directors Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved and signed on behalf of the Board.


Reverend Dr Janet E. Tollington
Vice Chair

20 November 2019

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:
INSTITUTE OF ALCOHOL STUDIES**

Opinion

We have audited the financial statements of The Institute of Alcohol Studies (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:
INSTITUTE OF ALCOHOL STUDIES**

/contd...

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:
INSTITUTE OF ALCOHOL STUDIES**

/contd...

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Stephen Jones FCA (Senior Statutory Auditor)
For and on behalf of Myrus Smith
Chartered Accountants and Statutory Auditors
Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

20 November 2019

INSTITUTE OF ALCOHOL STUDIES
STATEMENT OF FINANCIAL ACTIVITIES
INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income from:					
Donations and grants	2	453,200	30,000	483,200	450,000
Charitable activities	3	182	-	182	459
Investments – Bank interest		85	-	85	8
Total		<u>453,467</u>	<u>30,000</u>	<u>483,467</u>	<u>450,467</u>
Expenditure on:					
Charitable activities	4	430,647	30,000	460,647	414,712
Total		<u>430,647</u>	<u>30,000</u>	<u>460,647</u>	<u>414,712</u>
Net income/(expenditure)		22,820	-	22,820	35,755
Transfers between funds		-	-	-	-
Net movement in funds		<u>22,820</u>	<u>-</u>	<u>22,820</u>	<u>35,755</u>
Reconciliation of funds					
Total funds brought forward		92,181	-	92,181	56,426
Total funds carried forward		<u><u>£115,001</u></u>	<u><u>£Nil</u></u>	<u><u>£115,001</u></u>	<u><u>£92,181</u></u>

The Statement of Financial Activities includes all recognised gains and losses.

All income and expenditure derives from continuing activities.

The notes form part of these Financial Statements.

INSTITUTE OF ALCOHOL STUDIES

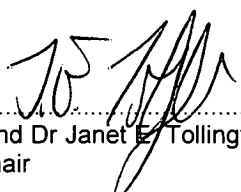
BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	2018 £
CURRENT ASSETS			
Debtors	12	10,449	12,899
Cash at bank and in hand		144,105	100,062
		<u>154,554</u>	<u>112,961</u>
CREDITORS: Amounts falling due within one year	13	39,553	20,780
NET CURRENT ASSETS		<u>115,001</u>	<u>92,181</u>
NET ASSETS		<u><u>£115,001</u></u>	<u><u>£92,181</u></u>
Represented by:			
FUNDS			
Unrestricted Funds	14	<u><u>£115,001</u></u>	<u><u>£92,181</u></u>

These Financial Statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Directors on 20 November 2019

.....

 Reverend Dr Janet E. Tollington
 Vice Chair

Signed on behalf of the Board

The notes form part of these Financial Statements

INSTITUTE OF ALCOHOL STUDIES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

General information and basis of accounting

The Institute of Alcohol Studies is a registered charity (no. 1112671) and private company limited by guarantee (no. 5661538), incorporated in Great Britain and registered in England and Wales. The liability in respect of the guarantee is limited to £10 per member. The registered office is given in the Reference and Administrative Details in the Trustees' Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities.

Fund accounting

Unrestricted general funds are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Pensions

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

Financial Instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

INSTITUTE OF ALCOHOL STUDIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

/contd...

2. DONATIONS AND GRANTS	Unrestricted funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Grants				
Alliance House Foundation	453,200	-	453,200	440,000
Cancer Research UK	-	20,000	20,000	-
Donations				
Birmingham Temperance Society	-	-	-	10,000
Alcohol Health Alliance	-	10,000	10,000	-
	<u>£453,200</u>	<u>£30,000</u>	<u>£483,200</u>	<u>£450,000</u>

All of the £450,000 recognised in 2018 related to unrestricted funds.

3. INCOME FROM CHARITABLE ACTIVITIES	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Literature sales	182	-	182	155
Sundry income	-	-	-	304
	<u>£182</u>	<u>£Nil</u>	<u>£182</u>	<u>£459</u>

All of the £459 recognised in 2018 related to unrestricted funds.

4. EXPENDITURE ON CHARITABLE ACTIVITIES	Direct costs	Support costs	Total 2019	Total 2018
Research and dissemination	<u>£373,256</u>	<u>£87,391</u>	<u>£460,647</u>	<u>£414,712</u>

All of the £414,712 expenditure recognised in 2018 was charged to unrestricted funds.

5. ANALYSIS OF DIRECT COSTS	2019	2018
	£	£
Wages and salaries	290,136	224,964
Advisory panel	7,000	6,000
Travel, conferences and symposia	33,848	70,508
Website development	4,965	1,967
Publications and subscriptions	37,307	25,576
	<u>£373,256</u>	<u>£329,015</u>

INSTITUTE OF ALCOHOL STUDIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

/contd...

6. ANALYSIS OF SUPPORT COSTS	2019	2018
	£	£
Wages and salaries	13,784	12,911
Staff training and recruitment	8,166	5,946
Office rent	38,500	38,500
Office costs	7,972	10,024
IT and computer costs	14,643	13,096
Governance costs (see Note 7)	4,326	4,982
Depreciation	-	238
	<u>£87,391</u>	<u>£85,697</u>
7. GOVERNANCE COSTS	2019	2018
	£	£
Audit fees and related costs	2,833	1,898
Directors' meetings	1,493	3,084
	<u>£4,326</u>	<u>£4,982</u>
8. NET INCOME/(EXPENDITURE) FOR THE YEAR	2019	2018
This is stated after charging:		
Auditor's remuneration - audit services	£2,800	£1,898
- non-audit services	£1,560	£1,560
Depreciation	£Nil	£238
	<u></u>	<u></u>
9. STAFF COSTS AND NUMBERS	2019	2018
	£	£
Salaries	245,630	193,016
Social security costs	23,400	17,463
Pension costs	33,573	26,487
Other costs	1,317	909
	<u>£303,920</u>	<u>£237,875</u>

During the year 2019, one employee received total employee benefits (excluding employers national insurance and pension costs) falling in the £70,000 - £80,000 band. In 2018, one employee fell in the £60,000 - £70,000 band.

The average number of employees based on full-time equivalents was 4 (2018: 5). The average monthly number of employees was 8 (2018 : 7).

Total employee benefits received by key management personnel amounted to £96,500 (2018: £87,131).

Employee benefits includes salary, employers national insurance, employers pension contributions and benefits in kind.

INSTITUTE OF ALCOHOL STUDIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

/contd...

10. DIRECTORS' REMUNERATION AND EXPENSES

The Directors received no remuneration during either year. Travel and subsistence costs of £1,830 (2018: £3,377) were reimbursed to/paid on behalf of five Directors (2018 : five) for attendance at Directors meetings in the year.

11. TAXATION

The Company has charitable status and is therefore exempt from Corporation Tax on its charitable activities.

12. DEBTORS

	2019	2018
Prepayments and other debtors	<u>£10,449</u>	<u>£12,899</u>

13. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Accruals	2,500	1,500
Other creditors	<u>37,053</u>	<u>19,280</u>
	<u>£39,553</u>	<u>£20,780</u>

14. RESERVES

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
2019					
Restricted funds					
Alcohol Health Alliance Project	-	30,000	30,000	-	-
Unrestricted Funds					
General funds	<u>92,181</u>	<u>453,467</u>	<u>430,647</u>	<u>-</u>	<u>115,001</u>
	<u>£92,181</u>	<u>£483,467</u>	<u>£460,647</u>	<u>£Nil</u>	<u>£115,001</u>

Comparative information for the previous financial year is as follows

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2018 £
2018					
Unrestricted Funds					
General funds	<u>£56,426</u>	<u>£450,467</u>	<u>£414,712</u>	<u>£Nil</u>	<u>£92,181</u>

INSTITUTE OF ALCOHOL STUDIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

/contd...

15. RELATED PARTY TRANSACTIONS

Details of related party transactions during the year are as follows:

Name of related party	Nature of relationship	Transaction details	Amount £	Balance £
2019				
Alliance House Foundation	Connected charity	Grant funding	453,200	(515)
Alliance House Foundation	Connected charity	Rent payable	38,500	-
2018				
Alliance House Foundation	Connected charity	Grant funding	440,000	-
Alliance House Foundation	Connected charity	Rent payable	38,500	-

16. CONTINGENT ASSETS

The total amount of grant funding awarded but not recognised as income is £522,020. These funds relate to the next financial year