

**WEST LOTHIAN DRUG & ALCOHOL SERVICE**  
(A company limited by guarantee)

**Report and Financial Statements**  
**for the year ended 31 March 2006**

**Charity no: SC005776**

**Company no: SC212157**



# **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

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# **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

## **Report of the Board Management for the Year Ended 31<sup>st</sup> March 2006**

The Board of Management presents its report and audited financial statements for the year ended 31<sup>st</sup> March 2006.

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Charity Name</b>	West Lothian Drug & Alcohol Service	
<b>Charity Registration No.</b>	SC005776	
<b>Company Registration No.</b>	SC212157	
<b>Registered Office and Operational Address</b>	43 Adelaide Street Craigshill LIVINGSTON EH54 5HQ	
<b>Board of Management</b>	Sandy Milne Patricia Aniello Eadie Hogg  Bob Burnett  Paul Thomson Bill Davidson Gill Cottrell Stephen Pender	Chair Treasurer Representative, Community Services, West Lothian Council Co-opted Member, West Lothian Healthcare NHS Trust      Resigned 24 October 2005
<b>Directors</b>	Sandy Milne Gill Cottrell Patricia Aniello Paul Thomson Bill Davidson Stephen Pender	     Resigned 24 October 2005
<b>Company Secretary</b>	Margot Ferguson	
<b>Senior Management Team</b>	Margot Ferguson Heather Watson Yvonne Kerr	General Manager Counselling & Support Manager Education & Training Manager
<b>Auditors:</b>	G. O. Thomson & Co. Chartered Accountants & Registered Auditor 13 Hope Street LANARK ML11 7NL	
<b>Bankers</b>	Lloyds TSB Scotland plc Wishaw Branch 12 Stewarton Street WISHAW ML2 8AW	

## **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

### **Report of the Board Management for the Year Ended 31<sup>st</sup> March 2006**

#### **STRUCTURE, GOVERNANCE & MANAGEMENT**

##### Governing document

The organisation is a charitable company limited by guarantee, incorporated on 20<sup>th</sup> October, 2000 and registered as a charity on 21<sup>st</sup> July, 1992. 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. Under those Articles, the directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Management. Under the requirements of the Memorandum and Articles of Association the members of the Board of Management are elected at the AGM to serve a period of 3 years, subject to ratification at each AGM.

##### Recruitment and appointment of Board of Management

Due to the size of the organisation, the complexity of funding and the services offered, the Board of Management seeks to ensure that appropriate business and development skills to manage such diversity are reflected in its membership. To enhance the direct client provision, both in education and training, and adult and young people counselling and rehabilitation, expertise in these areas is well represented.

##### Board of Management induction and training

Most Board Members are already familiar with the practical work of the charity. Additionally, members are invited to meet with the General Manager and are given the previous year's Minutes of Meetings, latest financial statements and major reports, and the SCVO Handbook on the Roles and Responsibilities of Voluntary Management Committees.

When needs dictate, the Board will also have a training day, with senior staff in attendance, to discuss strategic planning and organisational development.

##### Risk management

The Board of Management has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the service. The continuing implementation of the QuADS Standard (Quality Assurance for Drug and Alcohol Services) and COSCA Accreditation ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

##### Organisational Structure

West Lothian Drug & Alcohol Service has a Board of Management of 7 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present, the Board has members from a variety of professional backgrounds relevant to the work of the charity. The Company Secretary also sits on the Board but has no voting rights.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rest with the senior management team. The General Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The managers have responsibility for the day-to-day operational management, individual supervision of the respective staff teams and also ensuring that the teams continue to develop their skills and working practices in line with good practice.

##### Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. At a national level drug treatment is steered by the ten-year strategy "Tackling Drugs to Build a Better Britain", and the Drug Action Teams (DATs) are the local partnerships charged with responsibility for delivering the Scottish Drug Strategy – "Tackling Drugs in Scotland" and commissioning services at local level. West Lothian Drug Action Team includes representatives from, amongst others, the local authority, health and voluntary sector agencies. The General Manager sits on both the Operational and Strategic DATs for West Lothian. The 3 senior managers all sit on various multi-agency groups where developments and funding appointments are discussed.

## **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

### **Report of the Board Management for the Year Ended 31<sup>st</sup> March 2006**

#### **OBJECTIVES AND ACTIVITIES**

The company's objects and principal activities are:

The main objectives and activities for the year continued to focus upon the promotion and prevention of the misuse of drugs and the rehabilitation of those drug users. The strategies employed to assist the charity to meet these objectives included the following:

- Providing a range of services which are reflective of relevant quality standards and address the potential problems related to drug misuse;
- Focussing upon limiting the harm which comes with drug abuse, not only for the individual but also their family and friends and the wider community of West Lothian;
- Working towards applying national standards of service;
- Working in partnership with other agencies to secure the widest range of services available that best matches the needs of its client population.

#### **ACHIEVEMENTS AND PERFORMANCE**

The main areas of charitable activity are the provision of advice and information; health promotion; counselling and support; education and training; and rehabilitation for adults and young people in the areas of drugs, alcohol, tobacco and sexual health.

##### Advice and information

A resource library is based at the central office and provides help and advice to drug users, teachers, social workers and others wanting to know more about the effects of drug use. Funding for the service is primarily provided by NHS Lothian.

We assisted in the production of new leaflets on alcohol use for young women and updated our Fags and Hash leaflet.

##### Health promotion

We collaborated with West Lothian Drug Action Team on a health promotion cinema campaign "The Trouble With ..... alcohol, cannabis, solvents and tobacco" which was one of the four finalists for a Public Service Excellence Award. Similarly, we have worked with them again to produce an alcohol leaflet for young women "Everything You Need for a Good Night Out", which has reached the final of the awards this year.

Working with colleagues in Lothian & Borders Police and West Lothian DAT, we produced a poster to deter adults from buying alcohol for young people. These posters were distributed to licensed premises throughout West Lothian.

##### Counselling and support

The past 3 years has seen the establishment of the Drug Care Partnership where all the drug agencies in West Lothian work together on joint assessments of the referrals and direct clients into the most appropriate drug service based on their needs. Almost 50% of our work however is with people who are motivated to refer themselves into treatment. WLDAS took 1,173 referrals in 2005/6, of which 454 clients became ongoing.

Our young people's counselling service, Back on Track, has been extended up to age 21 due to demand from services such as HMYOI Polmont to see clients who do not fit easily into 'adult' services. More collaborative work has taken place with our Education Team.

Work with offenders is now an established part of services we offer. 280 arrestees were screened by the Arrest Referral Worker in the custody suite at 'F' Division, Lothian & Borders Police and 126 prisoners were assessed by our Prison Throughcare Workers.

## **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

### **Report of the Board Management for the Year Ended 31<sup>st</sup> March 2006**

Last year we unfortunately sustained major cuts of £60,841 to our successful community rehabilitation project, Headway, and two of our four posts were made redundant. Reassessing our referral criteria and establishing assessment clinics meant different ways of working for the remaining staff and some agencies were disappointed that we could no longer take on some of their more needy clients. However, we are still assessing our clients to establish healthier lifestyles through more physical activity and improving their employment prospects through college courses, driving lessons and voluntary work.

#### **Education and training**

Using our pool of trained sessional workers, we are able to deliver drug awareness sessions to 2,214 students in West Lothian schools. 2,411 pupils in P6/7 of primary schools benefited from our tobacco education programme.

South Lanarkshire Health Board contracted us in to run 3 workshops on alcohol and the elderly for health professionals and social workers. Much of this training was repeated in West Lothian for professionals working with the older population.

Last year our focus was on educating parents on substance use and young people. Sessions were delivered with foster carers both at local and national level, schools and in the workplace.

Our adult smoking service commissioned a smoking cessation needs assessment of people with mental health problems.

We were fortunate to benefit from the new tobacco money made available by the Scottish Executive to support smoking cessation initiatives. Cloud Nine, one of our young people's smoking cessation services, was continued until 2007.

#### **FINANCIAL REVIEW**

Against the backdrop of cuts and insecurities to funding and alongside one-year arrangements, it has continued to be difficult to plan or develop services. The move to quarterly payments from yearly payments from stakeholders means that the charity no longer benefits from bank interest at the same level.

To meet with standards in service and suitably qualified practitioners, as well as being able to compete in the lucrative 'drug service' job market, the Board and Senior Management decided to regrade salaries in line with 'Agenda for Change'.

While small amounts of money were generated for much smaller pieces of work, the Service has substantially relied on its accumulated reserve to instigate improvements to premises and staff conditions of service, increase initiatives and make up for standstill budgets from some of its stakeholders.

#### **Principal funding sources**

The principal funding sources for the charity are grant income from the following parties:

Lothian NHS Board  
NHS Lothian, West Lothian Division  
West Lothian Council – Social Policy (Adult Services)  
West Lothian Council – Social Policy (Communities & Information)  
West Lothian Council – Education & Cultural Services  
West Lothian Council – Policy & Quality (Community Safety)  
West Lothian Council – Children's Services (Children's Change)  
West Lothian Drug Action Team  
HEBS – Cloud 9 Funding  
New Opportunities Fund (Big Lottery Fund)

As a result of increasing constraints on local authority and health board expenditure, the charity has to seek funding from a much broader range of stakeholders.

#### **Investment policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the shorter term. There are few funds for longer term investments.

## **WEST LOTHIAN DRUG & ALCOHOL SERVICE**

### **Report of the Board Management for the Year Ended 31<sup>st</sup> March 2006**

#### Reserves policy

The Board of Management has examined the charity's requirements in light of the risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 3 months expenditure. Budgeted expenditure for 2006/2007 is £994,000 with mainly standstill funding or a maximum of 3% increase from stakeholders. Unrestricted funds amount to £58,067. Therefore the present level of reserves available to the charity falls significantly short of this target level. Although the strategy is to continue to build reserves through operating surpluses, it has become necessary for the Board to look to other sources of income to meet the financial demands placed on the charity. We will have the opportunity to re-submit more realistic costings for 2007/2008. In the short term, the Board of Management has also considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

#### **PLANS FOR FUTURE PERIODS**

The charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory and realistic funding arrangements.

The charity will also continue to operate to QuADS Standards (Quality Assurance for Drug & Alcohol Services) and the more recent Standards for Drug Agencies published by the Scottish Executive, as well as improving our monitoring and data recording and reporting to the Drug Action Team.

#### **RESPONSIBILITIES OF THE BOARD OF MANAGEMENT**

Company law requires the Board of Management to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Management should follow best practice and:

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

The Board of Management is responsible for maintaining proper accounting records which, 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, 1985. The Board of Management is 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.

#### Members of the Board of Management

Members of the Board of Management who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on Page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

#### **AUDITORS**

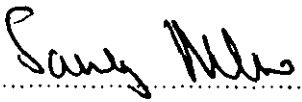
G. O. Thomson & Co. were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March, 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

**WEST LOTHIAN DRUG & ALCOHOL SERVICE**

**Report of the Board Management  
for the Year Ended 31<sup>st</sup> March 2006**

Approved by the Board of Management on 23<sup>rd</sup> August, 2006 and signed on its behalf by:

  
.....

Sandy Milne, Director



## WEST LoTHIAN DRUG & ALCOHOL SERVICE

### Report of the Independent Auditors to the Members of West Lothian Drug & Alcohol Service

We have audited the financial statements of West Lothian Drug & Alcohol Service for the year ended 31 March 2006 which comprise Statement of Financial Activities, Balance Sheet and related notes (on pages eight to fourteen). 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 June 2002).

This report is made solely to the 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 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the Board of Management and auditors**

As described on the Responsibilities of the Board of Management on page 5 the members of the Board of Management (who are trustees for the purposes of charity law and includes directors of West Lothian Drug & Alcohol Service for the purposes of company law) are responsible for the preparation of the Board of Management's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 report to you whether in our opinion the information given in the Board of Management's Annual Report is consistent with the financial statements. We also report to you if, in our opinion, the charity 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 is not disclosed.

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

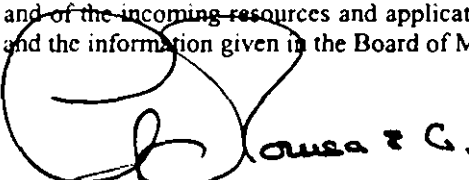
#### **Basis of audit opinion**

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 Board of Management 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 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.

#### **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 Charity's affairs as at 31 March 2006, and of the incoming resources and application of resources, including income and expenditure, for the year then ended and the information given in the Board of Managements Annual Report is consistent with the financial statements.

  
G O Thomson & Co  
Chartered Accountants  
& Registered Auditor  
13 Hope Street  
Lanark  
ML11 7NL

23<sup>rd</sup> August 2006

# WEST LOTHIAN DRUG & ALCOHOL SERVICE

## Statement of Financial Activities (Including Income and Expenditure Account) for the Year Ended 31 March 2006

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
- Donations		301	-	301	276
- Grants receivable	2	360	-	360	-
Activities for generating funds:					
- Sale of publications		60	-	60	95
- Lecture and placement fees		2,400	-	2,400	838
- Counselling services		-	-	-	180
- Miscellaneous income		564	-	564	2,577
Investment income		14,909	-	14,909	13,549
<b>Incoming resources from charitable activities:</b>					
- Grants receivable	3	-	886,468	886,468	754,456
<b>Total Incoming Resources</b>		<u>18,594</u>	<u>886,468</u>	<u>905,062</u>	<u>771,971</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds:</b>					
- Costs of generating voluntary income	4	1,434	-	1,434	1,337
<b>Charitable activities</b>	4	2,167	922,689	924,856	790,327
<b>Governance costs</b>	4	<u>12,540</u>	-	<u>12,540</u>	<u>11,657</u>
<b>Total Resources Expended</b>		<u>16,141</u>	<u>922,689</u>	<u>938,830</u>	<u>803,321</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>2,453</u>	<u>(36,221)</u>	<u>(33,768)</u>	<u>(31,350)</u>
<b>RECONCILIATION OF FUNDS</b>					
Balances brought forward at 1 April 2005		55,614	146,886	202,500	233,850
Net movement in funds		<u>2,453</u>	<u>(36,221)</u>	<u>(33,768)</u>	<u>(31,350)</u>
<b>Balances Carried Forward at 31 March 2006</b>		<u>58,067</u>	<u>110,665</u>	<u>168,732</u>	<u>202,500</u>

All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements

# WEST LOTHIAN DRUG & ALCOHOL SERVICE

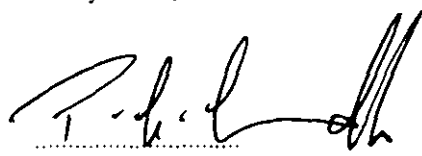
## Balance Sheet as at 31 March 2006

		2006		2005	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	9		7,649		6,658
<b>CURRENT ASSETS:</b>					
Debtors	10	20,296		23,836	
Cash at bank and in hand		<u>164,551</u>		<u>251,920</u>	
		184,847		275,756	
<b>CREDITORS:</b> Amounts falling due within one year	11	<u>23,764</u>		<u>79,914</u>	
<b>Net current assets</b>			<u>161,083</u>		<u>195,842</u>
<b>Net assets</b>			<u>168,732</u>		<u>202,500</u>
<b>THE FUNDS OF THE CHARITY:</b>					
Unrestricted Funds:					
General funds			47,734		43,114
Designated funds	13		<u>10,333</u>		<u>12,500</u>
			58,067		55,614
Restricted Funds	13		<u>110,665</u>		<u>146,886</u>
<b>Total Charity Funds</b>			<u>168,732</u>		<u>202,500</u>

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the Board of Management on 23<sup>rd</sup> August 2006 and signed on its behalf by:

  
Sandy Milne, Director

  
Patricia Aniello, Director

The notes form part of these financial statements

## WEST LOTHIAN DRUG & ALCOHOL SERVICE

### Notes to the Financial Statements for the Year Ended 31 March 2006

#### 1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.
- (b) Voluntary income is received by way of grants, donations and gifts and is included in the Statement of Financial Activities when receivable.
- (c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the period in which they are receivable.
- (d) Incoming resources from investments are included when receivable.
- (e) Expenditure is recognised on an accrual basis as a liability is incurred and is reported as part of the expenditure to which it relates:
- Costs of generating funds comprise the costs associated with attracting voluntary income.
  - Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
  - All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in note 4.
- (f) Fixed assets are capitalised in the year of acquisition and depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
- |           |                 |
|-----------|-----------------|
| Equipment | -33.33% on cost |
|-----------|-----------------|
- (g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (h) Designated funds are unrestricted funds earmarked by the Board of Management for particular purposes.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (j) The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Contributions payable for the year are charged in the Income and Expenditure Account.

# WEST LoTHIAN DRUG & ALCOHOL SERVICE

## Notes to the Financial Statements for the Year Ended 31 March 2006

			Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
2.	<b>Donations and grants</b>					
	Shaw Trust		<u>360</u>	<u>-</u>	<u>360</u>	<u>-</u>
3.	<b>Incoming resources from charitable activities</b>					
	Grants receivable					
	West Lothian Council		-	243,877	243,877	156,450
	West Lothian Drug Action Team		-	317,572	317,572	295,085
	NHS Lothian		-	227,996	227,996	197,302
	NHS Lothian – West Lothian Division		-	25,480	25,480	35,150
	NHS Health Scotland – ASH Scotland		-	27,310	27,310	19,296
	Big Lottery Fund via NHS Lothian		-	44,233	44,233	50,393
	West Lothian Council Criminal Justice Team		<u>-</u>	<u>-</u>	<u>-</u>	<u>780</u>
			<u>-</u>	<u>886,468</u>	<u>886,468</u>	<u>754,456</u>
4.	<b>Total Resources Expended</b>					
	<b>Basis of Allocation</b>	<b>Voluntary Income £</b>	<b>Core Activities £</b>	<b>Governance £</b>	<b>Total 2006 £</b>	<b>Total 2005 £</b>
	<b>Costs directly allocated to activities</b>					
	Audit fees	Direct	-	2,335	2,335	1,847
	Annual report	Direct	-	6,889	6,889	6,565
	Staff costs	Direct	-	770,296	773,612	649,336
	Training	Direct	-	37,855	37,855	29,555
	Mental health research	Direct	-	4,667	4,667	-
	No smoking day	Direct	-	9,848	9,848	-
	<b>Support costs allocated to activities</b>					
	Staff costs	Usage	1,434	-	1,434	3,662
	Operating costs	Usage	-	48,227	48,227	60,685
	Premises costs	Usage	1,108	41,532	42,640	38,419
	General expenses	Usage	-	5,834	5,834	9,923
	Depreciation	Usage	<u>1,059</u>	<u>4,430</u>	<u>5,489</u>	<u>3,329</u>
			<u>3,601</u>	<u>922,689</u>	<u>938,830</u>	<u>803,321</u>
5.	<b>Net Incoming resources for the period</b>					
	This is stated after charging:					
					2006 £	2005 £
	Depreciation – owned assets				5,489	3,329
	Trustee's remuneration				-	-
	Trustee's expenses				-	-
	Auditors' remuneration					
	Audit services				2,335	1,847
	Accountancy services				2,892	2,317

# WEST LoTHIAN DRUG & ALCOHOL SERVICE

## Notes to the Financial Statements for the Year Ended 31 March 2006

### 6. Staff costs and numbers Staff costs were as follows:

	2006	2005
	£	£
Salaries and wages	657,945	550,731
Social security costs	61,986	51,880
Superannuation costs	<u>40,756</u>	<u>33,018</u>

No member of the Board of Management accrues any benefits from the defined retirement benefit scheme.

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2006	2005
Directors	-	-
Core service	10	12
Tobacco issues worker	1	1
Cloud 9	1	1
Back on Track worker	2	2
Headway	4	4
Counsellor	6	4
Healthy Respect	½	½
Packit In	<u>1</u>	<u>2</u>

### 7. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

### 8. Trustees Remuneration and Related Party Transactions

No members of the Board of Management received any remuneration (2005 - £Nil) or expenses (2005 - £Nil) during the year.

Margot Ferguson is on the Board of Management at Acredale House. The charity hires the meeting room and Headway clients provide volunteer services. West Lothian Drug and Alcohol is invoiced on a commercial basis for the room hire and volunteer expenses. The total paid to Acredale House in the year to 31 March 2006 was £1,099 (2005 - £340).

David Watson, husband of Heather Watson, provides driving lessons to Headway clients. The total cost in the year to 31 March 2006 was £3,415 (2005 - £955).

Ian Simpson, brother of Heather Watson provided routine maintenance during the year to 31 March 2006. The total cost in the year was £375 (2005 - £Nil).

# WEST LoTHIAN DRUG & ALCOHOL SERVICE

## Notes to the Financial Statements for the Year Ended 31 March 2006

### 9. Tangible fixed assets

	Equipment	Totals
	£	£
<b>COST:</b>		
At 1 April 2005	9,987	9,987
Additions	<u>6,480</u>	<u>6,480</u>
At 31 March 2006	<u>16,467</u>	<u>16,467</u>
<b>DEPRECIATION:</b>		
At 1 April 2005	3,329	3,329
Charge for year	<u>5,489</u>	<u>5,489</u>
At 31 March 2006	<u>8,818</u>	<u>8,818</u>
<b>NET BOOK VALUE:</b>		
At 31 March 2006	<u>7,649</u>	<u>7,649</u>
At 31 March 2005	<u>6,658</u>	<u>6,658</u>

### 10. Debtors

	2006	2005
	£	£
Accrued income	16,527	23,836
Prepayments	<u>3,769</u>	<u>-</u>
	<u>20,296</u>	<u>23,836</u>

### 11. Creditors: amounts falling due within one year

	2006	2005
	£	£
Accrued charges	23,764	16,573
Advance funding	<u>-</u>	<u>63,341</u>
	<u>23,764</u>	<u>79,914</u>

### 12. Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	2,118	5,531	7,649
Current assets	56,144	8,215	120,488	184,847
Current liabilities	<u>(8,410)</u>	<u>-</u>	<u>(15,354)</u>	<u>(23,764)</u>
	<u>47,734</u>	<u>10,333</u>	<u>110,665</u>	<u>168,732</u>

# WEST LOTHIAN DRUG & ALCOHOL SERVICE

## Notes to the Financial Statements for the Year Ended 31 March 2006

### 13. Movements in funds

	Balance 31/03/2005 £	Movement in Resources: Incoming £	Outgoing £	Balance 31/03/2006 £
<b>Restricted funds</b>				
Core Service Fund	87,221	314,867	340,724	61,364
Tobacco Issues Fund	17,312	68,918	57,252	28,978
Cloud 9 Fund	17,650	27,310	36,076	8,884
Back on Track Fund	1,762	81,661	80,265	3,158
Additional Counselling Fund	9,128	176,364	198,256	(12,764)
Headway Fund	(5,470)	154,068	156,230	(7,632)
Healthy Respect Fund	4,221	19,047	20,638	2,630
Packit In Fund	12,124	44,233	32,127	24,230
Various Small Funds	2,938	-	1,121	1,817
	<u>146,886</u>	<u>886,468</u>	<u>922,689</u>	<u>110,665</u>
<b>Unrestricted funds</b>				
Designated premises fund	12,500	-	2,167	10,333
General funds	<u>43,114</u>	<u>18,594</u>	<u>13,974</u>	<u>47,734</u>
	<u>55,614</u>	<u>18,594</u>	<u>16,141</u>	<u>58,067</u>
<b>Total funds</b>	<u>202,500</u>	<u>905,062</u>	<u>938,830</u>	<u>168,732</u>

### 14. Purposes of restricted funds

Core service fund	Core activities include education, training, counselling and support, and is funded by NHS Lothian and West Lothian Council.
Tobacco issues fund	Activities include education, training, counselling and community development and it is funded by NHS Lothian, West Lothian Council and West Lothian Healthcare NHS Trust.
Cloud 9 fund	The fund is to develop a smoking cessation service for the young people in West Lothian.
Back on Track fund	Activities include counselling and support, groupwork for young people at risk of drug and alcohol problems or offending behaviour.
Headway fund	This fund is to develop a rehabilitative project to assist ex and stabilised drug users into education, training and employment.
Healthy respect fund	The fund is to develop Health Information Clinics to address underage pregnancies and sexually transmitted infection.
Packit In fund	A tobacco prevention and cessation project.
Various small funds	These funds are for specific projects concerning drug, alcohol and tobacco misuse and sexual health promotion in the community.

### Purposes of designated funds

Premises fund	The Board of Management has designated funds for the future development of the premises.
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