



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



**Drug and Alcohol Addiction
Families need support too**

**The Nicholas Mills Foundation
(trading as DrugFAM)**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2016**

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Charity no: 1123316
Co. Registration no: 06414684*

*Registered office:
85 Hurst Park Road
Twyford
Berks
RG10 0EZ*



**NATIONAL
LOTTERY FUNDED**

MONDAY



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COMPANIES HOUSE

**The Nicholas Mills Foundation
(trading as DrugFAM)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

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**The Nicholas Mills Foundation
(trading as DrugFAM)**

CHAIRMAN'S FOREWORD

YEAR ENDED 31 DECEMBER 2016

Key highlights

- *Service of celebration and hope 'Lives worth talking about' at Westminster Abbey May 2017*
 - *Receipt of Queens Award for Voluntary Services to be awarded September 2017*
 - *MBE for charitable services awarded to our founder Elizabeth Burton-Phillips in the Queen's Birthday Honours June 2017*
 - *Big Lottery award May 2017 - £266,709 over 3 years to develop our national helpline*
-

The Nicholas Mills Foundation was set up in August 2006 as a voluntary organisation in memory of Nick Mills who tragically died as a result of drug abuse in February 2004. The Foundation was incorporated as a company in October 2007 and was registered as a charity in March 2008. The first support group was held in High Wycombe in January 2009.

The families of those affected by addiction often experience isolation, loneliness, prejudice and even disownment from friends, family and the wider community; this is often accompanied with feelings of shame, helplessness and fear.

DrugFAM's services provide vital support to families nationally and to local communities. There are nearly 1.5 million adults who are significantly affected by a relative's drug use (UKDPC, 2012); with approx. 1 in 3 adults affected by a relative's alcohol misuse (Addaction, 2008). The cost of harm to family members amounts to 1.8million per year (UKDPC, 2009). The hidden support offered by families, friends and un-official carers amounts to approx. £747 million per year (2008) if it were to be delivered by health and social care professionals' (Copello, & Templeton, 2012:2). In 2015 there were 3,674 drug poisoning deaths involving both legal and illegal drugs registered in England and Wales in 2015, the highest since comparable records began in 1993 (ONS, 2017). In 2015, there were 8,758 alcohol-related deaths in the UK, an age-standardised rate of 14.2 deaths per 100,000 populations. For the UK as a whole, alcohol-related death rates have not changed in recent years, but the rate in 2015 is still higher than that observed in 1994 (ONS, 2017).

In June 2017, the Trustees reviewed DrugFAM's strategy including our Vision, Mission Statement and values. These guide all our activities and growth.

VISION

Every family struggling with the nightmare of someone else's addiction to drugs or alcohol gets the support they need to rebuild their lives.

MISSION

Provide a lifeline of safe, caring and professional support services to give families the strength to break free from the impact of someone else's drug or alcohol use..

CORE VALUES

Our values describe how we go about achieving our mission and form the basis for how we behave with all our clients, stakeholders and our team. **Quality | Commitment | Integrity | Innovation**

The Nicholas Mills Foundation (trading as DrugFAM)

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Strategic aims

DrugFAM's strategic aims are to provide support in three main areas.

- 1) Support to families, friends or partners affected by someone's addiction to drugs and alcohol. Activities: Weekly support groups, one to one and befriending, telephone help line (7 days a week) and email support
- 2) Support to a families, friends or partners bereaved by someone's addiction to drugs and alcohol. Activities: Quarterly support group, Annual bereaved by addiction conference, bespoke bereaved by addiction handbook, one-to-one support and local befriending, Nicholas Mills Memorial Project for 18 – 30 year olds bereaved by addiction (new in 2015), telephone help line (7 days a week) and email support .
- 3) Education and awareness-raising on the impact of someone's addiction on communities, families, friends or carers. Activities: Theatre in Education Play 'Mum, can you lend me twenty quid? What drugs did to my family' and Forum Theatre Workshops (new in 2015), published book (same title), podcast of play, talks in schools, prisons and elsewhere, bi-annual prison arts competition

In addition to the wide range of activities delivered through our three strategic aims, DrugFAM provides added value through the knowledge and expertise of our staff and volunteers. We are able to provide training and workshops to develop other agencies skills. The staff and volunteers will attend local partnership meetings, awareness and promotion events and support other professionals to develop their skills in terms of the impact of substance misuse on families. DrugFAM offers volunteer opportunities which supports increased community engagement and reduces isolation.

Cost to users

All services are free at point of access to clients although voluntary contributions either financial or voluntary working for the charity are strongly encouraged.

Funding

By the end of 2016, DrugFAM's financial position had significantly improved compared to the position in September 2015 and the charity was back in compliance with its reserves policy. The steps taken by the Board to review costs and services provided led to a restructuring programme involving the loss of two members of staff and reduction in numbers of support groups. This programme was completed by the end of April 2016. DrugFAM's funding historically was through a mix of payments from local authorities for services provided, through grants from trusts and foundations, through individual donations and through fundraising events. Most local authority funding disappeared during 2015, and our largest fund raising event, the annual ball, was not held in 2016 for timing reasons. This meant that in 2016 we were predominantly dependent on donations from trusts and foundations, corporations and individuals. With support from a professional fundraiser targeting trusts and foundations and a lot of hard work from Elizabeth Burton-Phillips and Sarah Bromfield in particular, funds raised were sufficient to bring the level of our free reserves back into compliance with policy by the end of the year. At 31 December cash in hand and on deposit was £64,182, £2,707 higher than the end 2015 total of £61,475 and free cash reserves represented 6.2 months worth of unrestricted net cash costs versus our policy of holding 6 months. In 2017 to date, we have seen a substantial increase in the level of donations, particularly associated with the Westminster Abbey event in May, and the annual ball, also held in May, raised a large £53,000 surplus of income over expenditure. Along with the award of a grant from the Big Lottery worth £266,709 over three years this means our financial position looks more secure for the next few years assuming we can continue to source funds. We will continue to employ the services of a professional fundraiser to target trusts and foundations which has borne fruit in 2015/16. Larger donors are listed in the notes to the accounts.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Funding (continued)

We are very grateful to all the organisations and individuals who have supported us, either through donations, through raising funds on our behalf and through supporting fundraisers in their efforts; their contributions are the means by which we can support clients through their time of need.

Staff

During 2016, Elizabeth Burton Phillips continued as a full-time volunteer and trustee. We benefit greatly from her energy, enthusiasm and hard work for the charity. Elizabeth focussed particularly on promotion, external networking and fundraising, her very valuable work with bereaved families and education and awareness work through the play and presentations to schools and prisons. Elizabeth previously sat as the Family Representative on the Advisory Committee on the Misuse of Drugs New Recovery Committee and completed her four year tenure in spring 2015. Elizabeth represents DrugFAM on the Reading Independent Review Panel for those applying for rehab. We were therefore delighted when Elizabeth's dedication and work was recognised with the award of an MBE for services to people who experience drug addiction and their families in the 2017 Queen's Birthday Honours list.

Sarah Bromfield was appointed the full-time Chief Executive Officer in January 2016. Sarah brings a wealth of expertise from the public, private and voluntary sector. Sarah is passionate about supporting families and breaking down the stigma and shame often associated with a family member's addiction to drugs or alcohol. Sarah is a visiting lecturer at Buckinghamshire New University and delivers seminars and workshops to a range of students studying undergraduate and postgraduate courses. Sarah graduated with a first class honours in Early Years Practice Development and has a Masters Degree in Child Protection and Adult Safeguarding. Sarah represents DrugFAM on the Berkshire and Buckinghamshire Drug Related Death Forums.

As stated above, to ensure the long term sustainability of the charity the board made a strategic decision to review costs and the services provided. A restructuring programme was carried out at the beginning of 2016 which resulted in two members of staff leaving the charity via redundancy and some changes in working hours for those remaining. Two support groups were closed. Other costs have also been cut including savings from in-sourcing payroll work. At the same time the management was restructured with Elizabeth Burton-Phillips relinquishing the CEO role to become a trustee and Sarah Bromfield becoming CEO.

DrugFAM is committed to staff and volunteer development. We have also increased our volunteer numbers and now have 20 volunteers working with the support groups, in office administration, education in schools and prisons, befriending and speaking roles. Our volunteer group facilitators receive excellent training from a very experienced expert in the field. Additionally the team is offered a range of training packages including safeguarding, listening skills, group facilitation and trauma training. Team meetings also offer opportunities for workshops and peer led support. The staff team is supported to attend national conferences to enhance their knowledge and skill base. Clinical supervision is offered to the team members and volunteers.

We are extremely grateful to all our staff and volunteers for their dedication and commitment. As we develop and grow it is essential that we continue to appoint staff and volunteers who embrace the DrugFAM values and ethos.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Activities

The past year has seen significant developments for DrugFAM.

- DrugFAM continues to provide weekly support groups in the Thames Valley area (located in High Wycombe, Slough, Wokingham, Witney and Chesham) and in Borehamwood (Herts) and Peterborough. Clients received additional 7 day a week support through the helpline and one-to-ones.
- In the year to end March 2017, there were 1554 attendances at groups. DrugFAM has seen a 57% increase in clients reached (groups, one-to-one and helpline) over the previous year. Qualitative feedback is collected for all groups and continues to be very positive. We continue to measure life satisfaction of group members. The data collected so far shows substantial improvements in respondent's satisfaction with various aspects of their lives since first attending the group.
- All staff and volunteers are trained in Group facilitation skills and also undertake a programme of relevant training provided by Peter Cartwright, the national trainer for Adfam. Many of our volunteers are former clients who have reached a stage in their personal recovery where they are able to offer their services to the charity. All training is regularly updated.
- Our 7 day a week helpline provides vital 'on demand' services to support families, friends and partners experiencing distress, and for first time callers it is a non-intimidating service which can be used anonymously if desired. In the year to end March 2017 we took 3250 calls on the helpline, an increase of 51% over the previous year.
- The Nicholas Mills Memorial project was originally funded by the Amy Winehouse Foundation. The project was developed to support young people aged 18 – 30 years who are bereaved by addiction. It has provided opportunities for young people to meet others in a similar situation share their stories and access their emotions in a safe, supportive environment. The project outcomes have supported young people to develop ways to process and cope with their loss through a range of interventions including telephone and email support, support groups, one-to-one support, social media applications, attending the bereaved by addiction conference and creative workshops.
- DrugFAM's 8th bereaved by addiction conference was held in High Wycombe in October with families and professionals attending from all over the UK and Europe.
- DrugFAM continues to offer those bereaved through substance use quarterly support groups with the opportunity to attend our conference in October each year. Ongoing telephone and email support, one to one meetings at the office are also part of the bereavement support offered and where possible home befriending can be organised subject to limited geographical distance. Bereaved families nationwide and internationally benefit from our support services and are very grateful for our work.
- 15 performances of the play were delivered in 2016. The performances were delivered to a wide range of audience members including family members, drug services, rehabs, schools, prisons and a safeguarding conference. During 2016/17 we have been re-evaluating the play with the help of an independent consultant. As a result, the last performance of the play in its current form was delivered at the Citadel Arts Theatre, St Helens in January 2017. We anticipate the new version of the play and related products will be available in April 2018.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Activities (continued)

- Supervision was provided by an external supervisor, Paul Cockcroft. This included group reflective practice and telephone supervision for the helpline volunteers and support group facilitators. We commissioned an independent supervisor, Peter Cartwright, to provide clinical supervision to the DrugFAM CEO. During 2016 we continued to develop excellent links with the Thames Valley Police and became one of the official referral routes for the appropriate adult information leaflet. Our posters and information is held in all custody suites. DrugFAM provided quarterly training to the custody suite health partners Mountain Healthcare who chose DrugFAM as their official partner.
- DrugFAM continues to be a member of the Suicide Prevention Alliance, Helplines Partnership and Opioid Dependence Alliance. DrugFAM strongly believes in working in partnership with other agencies to support agendas which align with the DrugFAM mission. We look forward to contributing to these joint strategies and raising awareness of the impact of drug and alcohol addiction on families, friends and carers.
- DrugFAM continues to receive support from Design Directions in Twyford, Berks for organizational branding.
- DrugFAM commissions technical remote support by Chris Jarrad and Simon Mills continues to volunteer his time as an IT specialist.
- DrugFAM's Enchanted Summer Ball held in May 2017 was a resounding success. The ball offers the opportunity to thank staff, volunteers, donors and friends of DrugFAM for their support, but is also an opportunity to raise funds for our ongoing costs and activities. This year we were very privileged that Lady Elizabeth Howe and Earl Howe donated the spectacular venue at Penn House. We are also really grateful to Jonty Hearnden (Celebrity Auctioneer) who also donated his time and support to the event. This year the ball raised £53,000, a 150% increase on the previous ball.
- DrugFAM is delighted to announce the charity has been honoured with The Queen's Award for Voluntary Service, 2017. This is the most prestigious award available to voluntary organisations and is the equivalent of an MBE. The award recognises excellence in voluntary activities carried out by groups in the community.
- Our founder Elizabeth Burton-Phillips was awarded an MBE in the Queen's Birthday honours list, 2017. This was for services to people who experience drug addiction and their families.
- On Tuesday 9th May Westminster Abbey and DrugFAM hosted 2,000 guests for a service of Celebration and Hope 'Lives Worth Talking About'. This was a pioneering event in the history of this national institution. The service was a unifying event, which inspired a national discussion about the prejudice and stigma family members affected by addiction are exposed to. The service provided opportunities for families to proudly and publically remember the lives of those lost to addiction, and to acknowledge the strength and courage of all those who are affected by someone else's drug or alcohol misuse. These are all 'Lives Worth Talking About'. Such an event involves much effort from many people. In addition to the hard work of Elizabeth Burton-Phillips, Sarah Bromfield and staff and volunteers of DrugFAM we would like to acknowledge contributions from Annie Tempest for the Sculpture in bronze and steel (O'Shea Gallery), Susan Dolan, Founder of SEO Web Marketing, the team at Design Directions Limited, Paul Mostowyj, Social Media and Communications, Martin Lucas, Simon Jack, Glenn Thorsen, Co-Founders of Mastermindset.co, Louise Harvey, Public Relations Manager, Buckinghamshire New University. Dan Dodergren, Founder of Great Marketing Works, Martin Gallagher, CEO of The Clare Foundation, Heather Wilde, Coach at Roceteer and Jason Schaub, Senior Lecturer Buckinghamshire New University in enabling this event to be such a success.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Activities (continued)

- Also in May 2017, DrugFAM was awarded a grant from the Reaching Communities budget of the Big Lottery Fund. The grant is worth £266,709 over 3 years which, together with £45,000 funding from other sources, will go towards expanding our national helpline.
- Sir Anthony Seldon kindly hosted an afternoon garden party for DrugFAM in September 2016 in recognition of our 10 years as a charity. The event was attended by staff, volunteers, trustees, patrons, ambassadors and clients.
- DrugFAM hosted the 3rd National Prison Art Competition in 2016. The Stephen Friedman Gallery generously donated space at their Mayfair gallery for the event.
- In June 2016 some of our trustees, volunteers and clients climbed Snowdon, the highest mountain in Wales. The walk was a dedicated memorial walk to remember loved ones who have lost their lives to addiction. The event raised £7,300.
- Operation Lock-up was held in Maidenhead custody suite on the 26th February 2016. This was a joint charity event between Thames Valley Police, its custodial partner agencies; Resource and Mountain Health Care Ltd and the charity DrugFAM. The event saw DrugFAM founder, Elizabeth Burton-Phillips and a number of police staff, managers and partners spending time held in a cell during a marathon event lasting 48 hours. The event raised £5,000.
- Elizabeth Burton-Phillips (for the second time) and Belinda Knight joined the Board in 2016. Daniel Tang resigned from the Board in 2017; we will miss his valuable input to the charity. It is our intention to appoint Isobel Morrow MBE, Martin Lucas and Professor John Clark as board members in September 2017. A full list of directors/trustees is included in the Directors Report.

The Trustees are, yet again, pleased at the take up of our services in the past year and the encouragement this has given us to extend our services further. We will continue to ensure that we proceed wisely. It is however a sad reflection that these services are increasingly necessary.

My thanks to all of our staff and volunteers, my fellow trustees and our patrons for their hard work, expertise and commitment and for giving so much of their time to act as a life line and to improve the quality of life for all those struggling with the nightmare of addiction. Without each of them the charity could not exist.



Peter Short
Chairman
29 August 2017

The Nicholas Mills Foundation (trading as DrugFAM)

DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2016

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2016.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association and 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 (FRS102).

Constitution and Organisation

The Nicholas Mills Foundation is a registered charity (No. 1123316) and a company (No. 06414684), incorporated on 31 October 2007. The assets of the predecessor organisation (The Nicholas Mills Foundation), founded in August 2006, were transferred to the new company on incorporation. A board of directors manages The Nicholas Mills Foundation in accordance with the Articles of Association of the company and the Board of Trustees – Terms of Reference.

Objects of the charity

The objects set out in the Memorandum of Association of the company are:

To relieve the suffering caused by drug abuse by making help, support and advice available to the families, friends, dependants and carers of drug users and in addition to give supplementary help to drug users.

To advance education and research in regard to addiction to licit or illicit drugs including alcohol, solvents and any other psycho-active substance – prescribed or otherwise – and to disseminate the results of any such research.

In October 2013 the trustees adopted as their vision statement: *'Every family struggling with the nightmare of someone else's addiction to drugs or alcohol gets the support they need to rebuild their lives'*. Further detail on the vision statement and the strategy chosen to meet this statement are included in the Chairman's Foreword.

Public benefit

The charity has met its objective of relieving the suffering caused by drug abuse to families, friends, dependants and carers of drug users by running facilitated peer support groups in many centres across England, by providing advice and information either in the groups or in a one-to-one discussion, and by providing a telephone and email service. The services are free and open to anyone above the age of 18. People below the age of 18 are referred to other bodies competent to deal with that age group. DrugFAM facilitators will also see anyone who requests one-to-one advice. The charity also provides support to those who have suffered bereavement of loved ones through addiction and runs an annual bereaved by addiction day and quarterly bereavement peer support groups open to all.

The charity has also met its education objective through the provision of presentations to schools and prisons and through the sponsorship of the play "Mum can you lend me 20 quid" based on Mrs Elizabeth Burton-Philips' book of the same name which tells the story of her experiences as a mother of twin sons who became drug addicts. Performances of the play has been commissioned by prisons, schools, police forces and local authorities who have invited guests to attend and it has also been on show at local theatres in London and the North West.

The trustees have considered the Charity Commission's guidance on public benefit and have taken the guidance into account when making any decision it is relevant to. The trustees believe that they have complied with their obligations under section 17(5) of the Charities Act 2011.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Directors

The Board is responsible for the recruitment and appointment of directors/trustees.

The following directors served on the Board at some stage during the year:

Chairman and Treasurer - Peter Short

Others - Carol-Anne Bidwell, Elizabeth Burton-Phillips MBE, Belinda Knight,
Paul Rubin, Daniel Tang

Having resigned as voluntary (unpaid) CEO, Elizabeth Burton-Phillips joined the Board on 19th January 2016. Belinda Knight joined the Board on 25th October 2016. Daniel Tang resigned as a trustee on 19th February 2017.

Founder

The charity was founded by Elizabeth Burton-Phillips in memory of her son Nicholas Mills who died as a result of drug abuse in 2004.

Patrons

The following kindly acted as patrons of the charity during 2016:

Sir Anthony Seldon

Mr Clive Lewis

Review of activities and achievements

The review is included in the Chairman's Foreword above.

Reserves policy

The current reserves policy was adopted in 2013. The policy is that the charity should hold 'free' (ie unrestricted) cash reserves of at least 6 months unrestricted net (being net of trading activity) cash costs to allow for shortcomings (including timing differences) in income and to cover the cost of closing down the charity should such a need ever arise.

The directors have reviewed the reserves policy during the year and decided to leave it unchanged.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

Financial review

The charity recorded a deficit of income over expenditure in 2015 of £7,338, compared to a deficit of £12,792 in 2015.

The largest impact on these results was the lack of our annual ball – the main fundraising event. This reduced income and expenditure and increased the deficit by £71,256, £50,259 and £20,997 respectively in comparison to 2015.

Expenditure was reduced by £85,505, principally due to lack of the annual fundraising ball but also due to the impact of the restructuring programme carried out in the first quarter.

The fall in income totalled £80,051. Most of this was the impact of the lack of the annual fundraising ball and the full year impact of the loss of all but one of our local authority and NHS grants in 2015. Voluntary donations were £10,534 higher than in 2015.

Cash in hand and on deposit at 31 December 2015 was £64,182 which is £2,707 higher than a year previously. In terms of reserves policy, free cash reserves of £53,126 represents 6.2 months of unrestricted net cash costs (2015 – 5.3 months) versus the policy of holding 6 months.

Income in 2017 will be much higher than in 2016 following the very successful service at Westminster Abbey and the record-breaking midsummer ball both held in May 2017. Expenditure will be higher (not least because of the ball) but even allowing for this the charity expects to have a substantial surplus of income over expenditure for 2017 and to have free cash reserves in excess of its policy. The award of the Big Lottery grant covered in the Chairman's foreword is not expected to have a significant impact on 2017 as the project will commence only in the fourth quarter.

Responsibilities of the Directors

Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity at the end of the period and of the surplus or deficiency for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 14, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

85 Hurst Park Road
Twyford
Berks
RG10 0EZ

Signed on behalf of the Board of Directors



Mr P Short
Chairman

Approved by the Board of Directors on 29 August 2017

**The Nicholas Mills Foundation
(trading as DrugFAM)**

**REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF THE NICHOLAS MILLS FOUNDATION**

YEAR ENDED 31 DECEMBER 2016

I report on the accounts of The Nicholas Mills Foundation (charity no 1123316) for the year ended 31 December 2016 which are set out on pages 11 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

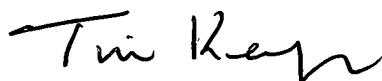
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Tim Kemp

Relevant professional qualification or body: FCA

Address: Top Barn, Rectory Road, Steppingley, Bedford MK45 5AT

Date: 29 August 2017

**The Nicholas Mills Foundation
(trading as DrugFAM)**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2016

	Note	Unrestricted funds £	Restricted income funds £	2016 Total £	2015 Total £
Income from:					
Donations	3	74,901	37,700	112,601	102,167
Charitable activities	4	22,976	-	22,976	39,645
Other trading activities	5	1,745	-	1,745	75,565
Investments		31	-	31	27
		-----	-----	-----	-----
Total		99,653	37,700	137,353	217,404
		-----	-----	-----	-----
Expenditure on:					
Raising funds	6	9,031	-	9,031	60,636
Charitable activities	7	106,153	29,507	135,660	169,560
		-----	-----	-----	-----
Total		115,184	29,507	144,691	230,196
		-----	-----	-----	-----
Net income/(expenditure)		(15,531)	8,193	(7,338)	(12,792)
		-----	-----	-----	-----
Net movement in funds		(15,531)	8,193	(7,338)	(12,792)
Reconciliation of funds:					
Total funds brought forward		65,935	2,863	68,798	81,590
		-----	-----	-----	-----
Total funds carried forward		50,404	11,056	61,460	68,798
		-----	-----	-----	-----

**The Nicholas Mills Foundation
(trading as DrugFAM)**

BALANCE SHEET

31 DECEMBER 2016

	Note	Unrestricted funds £	Restricted income funds £	2016 Total £	2015 Total £
Fixed assets					
Computer and telephone equipment	10	933	-	933	2,515
Total fixed assets		933	-	933	2,515
Current assets					
Debtors	11	4,537	-	4,537	13,410
Cash at bank and in hand		53,126	11,056	64,182	61,475
Total current assets		57,663	11,056	68,719	74,885
Liabilities:					
Creditors: amounts falling due within one year	12	(8,192)	-	(8,192)	(8,602)
Net current assets		49,471	11,056	60,527	66,283
Total net assets		50,404	11,056	61,460	68,798
The funds of the charity					
Unrestricted funds		50,404	-	50,404	65,935
Restricted income funds	16	-	11,056	11,056	2,863
Total charity funds		50,404	11,056	61,460	68,798

The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 relating to small companies.

- Directors' responsibilities: the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Directors on 29 August 2017, and are signed on their behalf by:

Mr P Short
Chairman

**The Nicholas Mills Foundation
(trading as DrugFAM)**

**STATEMENT OF CASH FLOWS
YEAR ENDED 31 DECEMBER 2016**

	Note	£	£
Cash flow from operating activities			
Net cash provided by (used in) operating activities		2,707	(14,016)
Cash flows from investing activities			
Purchase of computer and telephone equipment	10	-	(1,301)
Net Cash provided by (used in) investing activities		-	(1,301)
Change in cash in the reporting period		2,707	(15,317)
Cash at the beginning of the reporting period		61,475	76,792
Cash at the end of the reporting period		64,182	61,475

All cash is held as cash in hand or in bank accounts without a notice period.

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Note	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)		(7,338)	(12,792)
Adjustments for:			
Depreciation charges	10	1,582	4,002
(Increase)/decrease in debtors	11	8,873	1,436
Increase/(decrease) in creditors	12	(410)	(6,662)
Net cash provided by (used in) operating activities		2,707	(14,016)

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2016

1. Basis of preparation

The financial statements have been prepared on the basis of historic cost 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 (FRS102), and with the Charities Act.

The financial statements are prepared on the accruals basis.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

To comply with FRS102, the accounts include a Statement of Cash Flows for both 2016 and 2015.

With the exception of the Statement of Cash Flows, no changes have been made to accounts for previous years.

2. Accounting policies

Income

Income is included in the SoFA when the charity becomes entitled to the income, when the trustees are virtually certain they will receive the income, and when the monetary value can be measured with sufficient reliability.

Where income has related expenditure (as with fundraising or contract income) the income and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants are only included in the SoFA once the related goods or services have been delivered.

The value of any volunteer help received is not included in the accounts but is described elsewhere in the report.

Investment income is included in the accounts when receivable.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost.

The Nicholas Mills Foundation
(trading as DrugFAM)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

3. Income from donations

	2016	2015
	£	£
Beds Are Uzzz**	3,500	-
Berkshire Community Foundation *	7,000	1,000
Bernard Lewis Foundation	10,000	10,000
Buckinghamshire County Council *	-	2,540
Christopher Laing Foundation	5,000	-
David Brownlow Foundation	-	2,000
Englefield Estate	2,000	-
Garfield Weston Foundation *	10,000	-
Heart of Bucks *	5,000	5,000
Lord Barnby Foundation **	2,000	-
Mobbs Memorial Trust	-	3,400
Philip Oppenheimer Foundation	-	10,000
Santander Foundation *	4,000	-
Thames Valley Police Benevolent Fund	-	5,000
The One Foundation	-	25,000
Other individuals, trusts and companies	64,101	38,227
	<u>112,601</u>	<u>102,167</u>

* These donations are restricted funds – see note 16

** These donations are restricted as part of the Westminster Abbey event fund – see note 16

4. Income from charitable activities

	2016	2015
	£	£
Support groups and associated services		
Bucks DAAT	-	2,167
Slough DAAT	-	5,866
Wokingham DAAT	7,500	7,500
NHS Berkshire West	-	2,800
KCA	-	1,250
Play	10,789	14,488
School, prison and other presentations	2,567	3,784
Bereavement conference	2,120	1,790
	<u>22,976</u>	<u>39,645</u>

Income from DAATs and the NHS are to help fund support groups and associated services for residents in their respective local areas.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

5. Income from other trading activities

	2016	2015
	£	£
Annual dinner dance	-	71,256
Others	1,745	4,309
	<hr/> 1,745	<hr/> 75,565

6. Expenditure on raising funds

	2016	2015
	£	£
Annual dinner dance	-	50,259
Other events	-	-
Support costs (see note 8)	9,031	10,377
	<hr/> 9,031	<hr/> 60,636

7. Expenditure on charitable activities

	2016	2015
	£	£
Support groups and associated services	120,996	145,877
Play	11,591	21,170
School, prison and other presentations	310	277
Bereavement conference	2,763	2,236
	<hr/> 135,660	<hr/> 169,560

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

8. Support costs

	Raising funds £	Charitable activities £	2016 Total cost £	2015 Total cost £
Staff costs	3,950	78,667	82,617	96,512
Accounting and bookkeeping costs		2,193	2,193	3,805
Advertising and promotion	-	72	72	1,515
Computer and internet expenses		3,105	3,105	3,105
Consultancy fees	-	2,604	2,604	-
Depreciation of fixed assets	-	1,582	1,582	4,002
Governance costs	-	540	540	540
Insurance costs	-	1,162	1,162	1,045
Office expenses	694	2,866	3,560	10,543
Print, post, and stationery	-	3,713	3,713	1,545
Rent and premises costs	-	8,971	8,971	8,616
Telephone	-	7,303	7,303	3,793
Training costs	-	449	449	3,628
Travel and subsistence	-	14,349	14,349	18,365
Miscellaneous	4,387	1,354	5,741	5,719
	<u>9,031</u>	<u>128,930</u>	<u>137,961</u>	<u>162,733</u>

In addition to the £128,930 (2015 - £152,356) shown above, expenditure on charitable activities includes £4,150 (2014 - £6,299) spent on fees for the actors and director of the play and £2,580 (2014 - £2,375) being the cost of the bereavement conference venue.

Consultancy fees in 2016 of £2,604 (2015 - £0) consisted of £2,250 paid to re-evaluate the play and £354 for HR advice on the 2016 redundancy programme.

Governance costs consist of company secretarial costs only in both 2016 and 2015.

A list of restricted grants received is given in note 16. All of the expenditure met by these grants, a total of £29,507 in 2016 (2015 - £22,600), is included in expenditure on charitable activities.

Where appropriate, support costs are allocated between expenditure on raising funds and expenditure on charitable activities on the following basis: staff costs are allocated on an estimated time basis, and other support costs directly attributable to an activity are allocated to that activity.

9. Audit, independent examination and other financial service fees

No fee was charged for the independent examination in 2016 or 2015. In 2016 the charity paid £2,193 (2015 - £3,805) for accounting, bookkeeping and payroll services.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

10. Tangible Fixed Assets

Cost

	Computer and telephone equipment £	2016 Total £	2015 Total £
Balance brought forward	19,217	19,217	17,916
Additions	-	-	1,301
Disposals	-	-	-
	-----	-----	-----
Balance carried forward	19,217	19,217	19,217
	-----	-----	-----

Accumulated depreciation

	Computer and telephone equipment £	2016 Total £	2015 Total £
Balance brought forward	16,702	16,702	12,700
Depreciation charge	1,582	1,582	4,002
Disposals	-	-	-
	-----	-----	-----
Balance carried forward	18,284	18,284	16,702
	-----	-----	-----

Net book value

	Computer and telephone equipment £	2016 Total £	2015 Total £
Balance brought forward	2,515	2,515	5,216
	-----	-----	-----
Balance carried forward	933	933	2,515
	-----	-----	-----

The assets are being depreciated on a straight line basis over 3 years from the date of installation.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

11. Debtors

	2016	2015
	£	£
Accrued revenue	2,500	11,861
Other debtors	2,037	1,549
	<u>4,537</u>	<u>13,410</u>

12. Creditors: Amounts falling due within one year

	2016	2015
	£	£
Prepaid revenue	1,875	-
Accruals	6,317	8,602
	<u>8,192</u>	<u>8,602</u>

13. Payments to trustees

In January 2016, Elizabeth Burton-Phillips resigned from her position as voluntary (unpaid) CEO of DrugFAM and became a trustee. She continued to provide volunteer services and fundraising services to DrugFAM. The Board agreed that she should continue to be repaid expenses incurred in carrying out these duties but not for carrying out trustee related duties. In accordance with this agreement, Elizabeth Burton-Phillips was paid £1,499 mileage expenses and another £2,489 in other expenses. All expenses were approved by the Chair of Trustees.

No payments were made to any of the other trustees in 2016 and no payments were made to any trustee in 2015.

14. Employees

The charity started the year with 6 employees (2015 – 5 employees) and finished the year with 4 employees (2015 - 6 employees). The average number of employees on a full-time equivalent basis was 2.8 (2015 – 3.3 full-time equivalent people).

Staff costs of £82,617 (2015 - £96,512) are comprised of employee wages and salaries £75,423 (2015 - £87,101), employer National Insurance contributions £4,488 (2015 - £3,406), redundancy costs £1,696 (2015 - £0), temporary staff costs £0 (2015 - £6,005) and workplace pension contributions £1,010 (2015 - £0). No employee received emoluments of more than £60,000.

The workplace pension scheme commenced 1st April 2016.

15. Transactions with related parties

There were no transactions with related parties in 2016 or 2015.

**The Nicholas Mills Foundation
(trading as DrugFAM)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2016

16. Restricted income funds

The charity received restricted grants during 2016 and 2014 as follows:

Fund name	Purpose and restrictions
2014	
Amy Winehouse Foundation	£15,000 to fund the Nicholas Mills Memorial Project set up to offer support for young people bereaved by addiction.
2016	
Berkshire Community Foundation	£7,000 (2015 - £1,000) to fund provision of peer support group and one-to-one counselling services in Slough.
Chiltern District Council	£1,200 (2015 - £0) towards the costs of funding the weekly peer support group in Chesham.
Garfield Weston Foundation	£10,000 (2015 - £0) towards the cost of providing the national helpline service.
Heart of Bucks	£5,000 (2015 - £5,000) to fund provision of peer support group and helpline services in High Wycombe.
Santander Foundation	£4,500 (2015 - £0) towards the cost providing bereavement services including the annual bereavement conference.
Westminster Abbey event	£10,000 (2015 - £0) made up of seven donations from individuals, trusts and foundations towards the cost of the 'Service of Celebration and Hope' held at Westminster Abbey on May 9 th , 2017.

Movement of funds during 2016 was as follows:

Fund name	Fund balances brought forward	Incoming resources	Outgoing resources	Fund balances carried forward
	£	£	£	£
Amy Winehouse Foundation	2,863	-	2,863	-
Berkshire Community Foundation	-	7,000	5,250	1,750
Chiltern District Council	-	1,200	1,200	-
Garfield Weston Foundation	-	10,000	10,000	-
Heart of Bucks	-	5,000	5,000	-
Santander Foundation	-	4,500	4,500	-
Westminster Abbey event	-	10,000	694	9,306
Total	2,863	37,700	29,507	11,056

There were no transfers between funds

**The Nicholas Mills Foundation
(trading as DrugFAM)**

COMPANY INFORMATION

Registered office	85 Hurst Park Road Twyford Berks RG10 0EZ
Company registration no.	06414684
Charity registration no.	1123316
Directors	Mr P Short Mrs C-A Bidwell Mrs E Burton-Phillips MBE Ms B Knight Mr P Rubin
Company secretary	Ms K Semple
Staff team	Miss S Bromfield – CEO Mr S Jessop – Family Support Worker Mr P Plaistowe – Family Support Worker Mrs D Sear – Family Support Worker/Administrator
Reporting Accountant	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
Bankers	HSBC 9 Penn Road, Beaconsfield, Bucks., HP9 2PT