



# THE NICHOLAS MILLS FOUNDATION (Trading as DrugFAM)

## Annual Report And Financial Statements 31 December 2017

The Nicholas Mills Foundation  
85 Hurst Park Road  
Twyford  
Berkshire  
RG10 0EZ

Registered Charity Number: 1123316

SATURDAY



\*A7GZKBOQ\*  
A20 20/10/2018 #238  
COMPANIES HOUSE



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

*'The MBE for volunteer groups'*



**NATIONAL  
LOTTERY FUNDED**

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

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# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

### **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
- Prime Minister holds reception at No.10 for DrugFAM in celebration of the charities achievements
- Karen Golden and Gill Owen-Conway awarded the Prime Ministers Points of Light award for 'making a difference in their communities'

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, friends and partners of those affected by someone else's drug or alcohol use, 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 2016 there were 3744 drug poisoning deaths involving both legal and illegal drugs registered in England and Wales in 2015, a 2% increase on 2014 and the highest since comparable records began in 1993 (ONS, 2018). In 2016 there were 7,327 alcohol-specific deaths in the UK, an age-standardised rate of 11.7 deaths per 100,000 populations. For the UK, the 2016 alcohol-specific deaths rate continues to remain unchanged since 2013, but is still higher than that observed 15 years ago (ONS, 2018)

In November 2017, DrugFAM was awarded a Building Capabilities grant from the Big Lottery to review our strategy, structure, capacity, capability and functionality. DrugFAM has commissioned David Milton from Shirlaws to coach DrugFAM through this process.

### **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.

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

### **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**

### **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 else's drug or alcohol use  
Activities: Weekly support groups, one-to-one support, telephone helpline (7 days a week) and email support.
- 2) Support to families, friends or partners bereaved by someone's drug or alcohol use, or related causes.  
Activities: Quarterly support groups, 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), helpline (7 days a week) and email support.
- 3) Education and awareness-raising on the impact of someone's drug or alcohol use on families, professionals, prisons, schools and the wider community at large.  
Activities: Theatre for social change '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 use 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**

2017 was an extraordinarily successful year for fundraising.

The big events – the midsummer ball and the Westminster Abbey service brought in substantial funds (net) which means DrugFAM's financial position as of 31 December 2017 was very healthy.

The midsummer ball held in May 2017 made a surplus after costs of around £50,000. No ball was held in 2016 (timing reasons) and previous years' balls made £20,000 at the most so this was a very welcome boost to the charity's cash balance.

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

The special service at Westminster Abbey was a huge success both in terms of attendance and presentation but also financially. Although it is not always possible to be sure why individual made their donations it seems that both many attendees and some who unfortunately had to miss the event donated a total of £60,000 (plus £10,000 in 2016) in recognition of the event.

In addition, The Big Lottery funded national helpline project (worth £266,709 over three years) commenced in the fourth quarter of 2017 and a total of £31,198 (which includes two supplementary grants totalling £8,600) was received by year end. Although this is a three-year programme, the main grant is paid quarterly and is dependent on meeting performance targets and is subject to review by the Big Lottery.

As indicated in previous years, the charity is primarily 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, funding from these sources continued and was slightly higher than in 2016. This meant that by 31 December cash in hand and on deposit was £175,024, £110,842 higher than the end 2016 total of £64,182, and free cash reserves represented 15.5 months' worth of unrestricted net cash costs versus our policy of holding 6 months.

We will continue to employ the services of a professional fundraiser to target trusts and foundations which has borne fruit over the last three years. Larger donors and details of restricted funds are listed in the notes to the accounts.

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. 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 Master's Degree in Child Protection and Adult Safeguarding. Sarah represents DrugFAM on the Berkshire Drug Related Death Forums.

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

### **STAFF (Continued)**

DrugFAM is committed to staff and volunteer development. We have also increased our volunteer numbers and now have 20 volunteers working with the helpline, support groups, in office administration, education in schools and prisons, 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 and were delighted they were awarded the Queens Award for Volunteer Services in 2017 by the Lord Lieutenant of Buckinghamshire at a ceremony hosted by the High Wycombe Mayor in September 2017. DrugFAM was incredibly proud when two of our volunteers Karen Golden and Gill Owen-Conway were given the Prime Ministers Points of Light Award for their services to the community. As we develop and grow it is essential that we continue to appoint staff and volunteers who embrace the DrugFAM values and ethos.

### **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 1,554 attendances at groups. DrugFAM has seen a 57% increase in clients reached (groups, one-to-one and helpline) over the previous year. Quantitative and 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. 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 2017 DrugFAM had a 114% increase in call volume based on the previous year.

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

### **ACTIVITIES (Continued)**

- The Nicholas Mills Memorial 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 9th 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.
- During 2016/17 we re-evaluated 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. DrugFAM received a grant in late 2017 from Indivior and are in the process of developing a Theatre for Social Change and 5 associated forum theatre workshops.
- 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 are 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 and Helplines Partnership. 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.

## **The Nicholas Mills Foundation (Trading as DrugFAM)**

### **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

#### **ACTIVITIES (Continued)**

- DrugFAM commissions technical remote support by Chris Jarred 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. Thanks to Sacha Cooper and the Ball Committee. 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 publicly 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.
- 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.



# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **CHAIRMAN'S FOREWORD YEAR ENDED 31 DECEMBER 2017**

### **ACTIVITIES (Continued)**

• Daniel Tang and Paul Rubin both resigned from the Board in 2017; we will miss their valuable input to the charity. Peter Short, Chair also resigned in December 2017 after 10 years of supporting DrugFAM on the board, Chair and Treasurer. Peter was a very committed supporter of DrugFAM's work and will be missed. We have appointed Isobel Morrow MBE and Martin Lucas. Andrew McBarnett FCMA CGMA joined the team in December 2017 as Treasurer, Andrew brings a wealth of experience from charities such as BAPEN, the Institute of Directors, and global brands like Vodafone and Panasonic. Following an election by the trustees I was honoured to be appointed to the role of Chair in December 2017, following six months as a Trustee. As a Registered Nurse with over 25 years' experience I have held a series of senior roles in the NHS and university sector and am a Visiting Professor with the University of Bedfordshire. 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.



Elizabeth Burton-Phillips MBE  
Chairman  
29 August 2018

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **DIRECTOR'S REPORT YEAR ENDED 31 DECEMBER 2017**

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2017.

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**

DrugFAM has met its charitable aims through the delivery of a national helpline 7 days a week (9.00am – 9.00pm) 365 days a year, one-to-one support and facilitated peer support groups. The services are free at point of delivery to anyone above the age of 18.

The charity also provides support to those who have suffered bereavement as a result of a loved one's drug or alcohol use and runs quarterly support groups, 7 day-a-week helpline, one-to-one support, young people's bereavement project and an annual bereaved by addiction conference.

The charity has also met its education objective through the provision of presentations and workshops and the commissioning of the Theatre for Social Change. The education programme has been delivered to a wide range of audiences including; universities, prisons, rehabs, drug services, professional conferences and to the wider community at large.

# **The Nicholas Mills Foundation (Trading as DrugFAM)**

## **DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2017**

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.

### **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:

Peter Short - Chairman (resigned on 11 December 2017)  
John Clark - Chairman (appointed 11 December 2017 and joined board 1 September 2017)  
Peter Short - Treasurer (resigned on 11 December 2017)  
Andrew McBarnett FCMA CGMA - Treasurer (appointed 11 December 2017)  
Carol-Anne Bidwell  
Elizabeth Burton-Phillips MBE  
Belinda Knight  
Isobel Morrow MBE - Appointed on 1 September 2017  
Martin Lucas - Appointed on 1 September 2017  
Paul Rubin - Retired on 11 December 2017  
Daniel Tang - Retired on 19 February 2017

### **Founder**

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

### **Patrons**

The following kindly acted as patrons of the charity during 2017:  
Sir Anthony Seldon

### **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' (i.e. 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)**

## **DIRECTOR'S REPORT (Continued) YEAR ENDED 31 DECEMBER 2017**

### **Financial Review**

The charity recorded a surplus of income over expenditure in 2017 of £97,416, compared to a deficit of £7,338 in 2016.

The two biggest reasons for this dramatic improvement were the highly successful summer ball held in May and income and expenditure associated with the Westminster Abbey service also held in May 2017. The Big Lottery grant started in the fourth quarter. The Big Lottery is paying the main grant in quarterly instalments so only the fourth quarter receipts are included in income in 2017.

Income increased by £204,321. Of this, £114,332 was the gross income raised by the 2017 summer ball. There was no ball in 2016. Net of expenses (see below) the ball raised just over £50,000 which is a huge increase on earlier year balls which raised around £20,000 when held.

Although difficult to be certain of the exact amount, we estimate we received some £60,000 in additional donations from individuals and companies that could be associated with the Westminster Abbey service. Of this amount, £13,475 (£10,000 in 2016) was specifically restricted to contributing towards the costs of the event.

Grants from the Big Lottery (Reaching Communities budget) received in the fourth quarter totalled £31,198 and other donations from individuals, trusts and companies exceeded the amount raised in 2016 by some £10,000.

Expenditure was £99,567 higher than in 2016. The summer ball expenses totalled £64,034, the Westminster Abbey service costs were £30,335 and helpline costs incurred in 2017 covered by the Big Lottery grant were £15,695. Excluding these items, expenses in 2017 were only some £6,000 higher than in 2016 reflecting good budgetary control.

Cash in hand and on deposit at 31 December 2017 was £175,024 which is £110,842 higher than a year previously reflecting the strong income performance in 2017. In terms of reserves policy, free cash reserves of £148,219 represents 15.3 months of unrestricted net cash costs (2015 – 6.2 months) versus the policy of holding 6 months.

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

**DIRECTOR'S REPORT (Continued)  
YEAR ENDED 31 DECEMBER 2017**

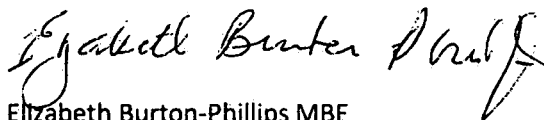
**Responsibilities of the Directors**

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.

Signed on behalf of the Board of Directors



Elizabeth Burton-Phillips MBE  
Chairman

Approved by the Board of Directors on 29 August 2018

85 Hurst Park Road  
Twyford  
Berks  
RG10 0EZ

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

**REPORT OF THE INDEPENDENT EXAMINER  
TO THE TRUSTEES OF THE NICHOLAS MILLS FOUNDATION  
YEAR ENDED 31 DECEMBER 2017**

I report on the accounts of The Nicholas Mills Foundation (charity no 1123316) for the year ended 31 December 2017 which are set out on pages 13 to 23.

**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.

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:

Signed:



Name: Mr Tim Kemp

Date: 27 August 2018

Relevant professional qualification or body: FCA

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

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

**STATEMENT OF FINANCIAL ACTIVITIES  
Year to 31 December 2017**

	Note	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
<b>Income From:</b>					
Donations	3	132,153	53,926	186,079	104,408
Charitable Activities	4	14,555	0	14,555	22,976
Other Trading Activities	5	114,907	0	114,907	1,745
Investments		30	0	30	31
<b>Total Income</b>		261,645	53,926	315,571	129,160
<b>Expenditure On:</b>					
Raising Funds	6	73,358		73,358	9,031
Charitable Activities	7	106,619	64,280	170,900	135,660
<b>Total Expenditure</b>		179,977	64,280	244,257	144,691
<b>Net Income/(Expenditure)</b>		81,668	(10,355)	71,313	(15,531)
<b>Reconciliation of Funds:</b>					
Net Movement In Funds		81,668	(10,355)	71,313	(15,531)
Total Funds Brought Forward 1 January 2017		50,404	2,863	53,267	68,798
<b>Total Funds Carried Forward 31 December 2017</b>		132,072	(7,492)	124,580	53,267

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

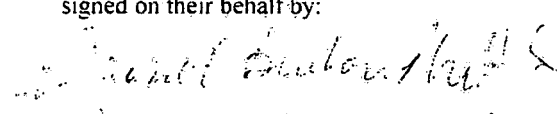
**BALANCE SHEET  
At 31 December 2017**

	Note	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
<b>Fixed Assets</b>					
Computer & Telephone Equipment	10	1,427		1,427	933
<b>Total Fixed Assets</b>		1,427	0	1,427	933
<b>Current Assets</b>					
Debtors	41	3,647		3,647	4,537
Cash At Bank & In Hand		148,921	26,103	175,024	64,182
<b>Total Current Assets</b>		152,568	26,103	178,671	68,719
<b>Current Liabilities</b>					
Creditors: Amounts Falling Due Within One Year	12				
<b>Net Current Assets</b>		97,050	26,103	123,153	52,334
<b>Total Net Assets</b>		98,477	26,103	124,580	53,267
<b>The Funds Of The Charity</b>					
Unrestricted Funds		98,477	-	98,477	50,404
Restricted Income Funds		-	26,103	26,103	2,863
<b>Total Charity Funds</b>		98,477	26,103	124,580	53,267

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 2018, and are signed on their behalf by:

  
Mrs Elizabeth Burton-Phillips  
Chairman



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

**STATEMENT OF CASHFLOWS  
Year to 31 December 2017**

	Note	2017 Total £	2016 Total £
<b>Cashflow From Operating Activities</b>			
<b>Net Cash Provided By (Used In) Operating Activities</b>		<b>112,052</b>	<b>2,707</b>
<b>Cashflows From Investing Activities</b>			
Purchase of Computer & Telephone Equipment	10	(1,210)	0
<b>Net Cash Provided By (Used In) Investing Activities</b>		<b>(1,210)</b>	<b>0</b>
<b>Cashflows From Financing Activities</b>			
		0	0
<b>Net Cash Provided By (Used In) Financing Activities</b>		<b>0</b>	<b>0</b>
<b>Change In Cash &amp; Cash Equivalents In The Reporting Period</b>		<b>110,842</b>	<b>2,707</b>
Cash & Cash Equivalents At The Beginning Of The Reporting Period		64,182	61,475
<b>Cash &amp; Cash Equivalents At The End Of The Reporting Period</b>		<b>175,024</b>	<b>64,182</b>

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

**Reconciliation Of Net Movement In Funds To Net Cashflow From Operating Activities**

<b>Net Movement In Funds Fror The Reporting Period (as per the statement of fincancial activities)</b>		<b>71,313</b>	<b>(15,531)</b>
<b>Adjustments For:</b>			
Depreciation Charges	10	716	1,582
(Increase)/Decrease In Debtors	11	890	8,873
Increase/(Decrease) In Creditors	12	39,133	7,783
<b>Net Cash Provided By (Used In) Operating Activities</b>		<b>112,052</b>	<b>2,707</b>

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

**NOTES TO THE FINANCIAL STATEMENTS  
Year To 31 December 2017**

**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**  
**Year to 31 December 2017**

	2017 £	2016 £
<b>3. Income From Donations</b>		
Beds Are Uzzz **		3,500
Christopher Laing Foundation		5,000
Englefield Estate		2,000
Garfield Weston Foundation *		10,000
Herts of Bucks *		5,000
Lord Barnby Foundation **		2,000
Santander Foundation *		4,000
Berkshire Community Fund *	11,269	7,000
Bernard Lewis Foundation	10,000	10,000
Compass Payment Company **	2,000	
David Barnett	5,000	
David Mayhew	10,000	
Derek Quinn	2,650	
Duncan Hunter	10,000	
Indivior **	8,320	
John Lewis plc *	5,250	
John Swire 1989 Charitable Trust	5,000	
Kemp-Welch Charitable Trust	2,500	
Lady Hind Trust	5,000	
Lord Farringdon **	2,500	
Martindale Pharmaceuticals **	5,000	
Rothschilds Foundation *	2,402	
Rubin Foundation Charitable Trust	10,000	
The Big Lottery *	16,505	
The Findlay Charitable Trust	2,000	
The Swire Charitable Trust	5,000	
Westcoast Ltd	5,000	
Wokingham Lions	3,000	
Other Individuals, Trusts & Companies	83,786	64,101
	<hr/>	<hr/>
<b>Total Income From Donations</b>	<b>212,182</b>	<b>112,601</b>

\* These donations are restricted funds – see note 16

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

Where donations in this list are performance related; the proportion carried forward to 2018 is not included above.

	2017 £	2016 £
<b>4. Income From Charitable Activities</b>		
Support Groups And Associated Services		
Wokingham DAAT	7,500	7,500
Play	1,275	10,789
School, Prison And Other Presentations	3,120	2,567
Bereavement Conference	2,660	2,120
	<hr/>	<hr/>
<b>Total Income From Donations</b>	<b>14,555</b>	<b>22,976</b>

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 to 31 December 2017**

	2017 £	2016 £
<b>5. Income From Other Trading Activities</b>		
Annual Dinner Dance	114,332	0
Others	575.00	1,745
	<hr/>	<hr/>
<b>Total Income</b>	<b>114,907</b>	<b>1,745</b>
	<hr/>	<hr/>
<b>6. Expenditure On Raising Funds</b>		
Annual Dinner Dance	64,034	0
Other Events	0	0
Support Costs (See Note 8)	9,324	9,031
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>73,358</b>	<b>9,031</b>
	<hr/>	<hr/>
<b>7. Expenditure On Charitable Activities</b>		
Support Groups & Associated Services	133,463	120,996
Play	656	11,591
School, Prison And Other Presentations	122	310
Bereavement Conference	3,681	2,763
Westminster Abbey Service	30,335	0
Downing Street Reception	2,643	0
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>170,900</b>	<b>135,660</b>
	<hr/>	<hr/>

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

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**Year to 31 December 2017**

**8. Support Costs**

	Raising Funds £	Charitable Activities £	2017 Total £	2016 Total £
Staff Costs	4,329	85,803	90,132	82,617
Accounting & Bookkeeping Costs		0	0	2,193
Advertising & Promotion		2,269	2,269	72
Computer & Internet Equipment		6,788	6,788	3,105
Consultancy Fees		1,440	1,440	2,604
Depreciation of Fixed Assets		716	716	1,582
Governance Costs		540	540	540
Insurance Costs		1,231	1,231	1,162
Office Expenses	1,910	4,209	6,119	3,560
Print, Post & Stationery		1,251	1,251	3,713
Rent And Premises Costs		8,337	8,337	8,971
Telephone		6,608	6,608	7,303
Training Costs		1,379	1,379	449
Travel And Subsistence		7,553	7,553	14,349
Miscellaneous	3,085	6,167	9,252	5,741
<b>Total Support Costs</b>	<b>9,324</b>	<b>134,291</b>	<b>143,615</b>	<b>137,961</b>
Fees for Play (Actors & Directors)		300	300	4,150.00
Bereavement conference		3,330	3,330	2,580
Dinner dance	64,034		64,034	
Westminster Abbey hire/reception costs		30,335	30,335	
Downing St reception costs		2,643	2,643	
<b>Total Support Costs</b>	<b>73,358</b>	<b>170,899</b>	<b>244,257</b>	<b>144,691</b>

Consultancy fees in 2016 of £2,604 (2017 - £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 2017 and 2016.

A list of restricted grants received is given in note 16. All of the expenditure met by these grants, a total of £64,280 in 2016 (2016 - £29,507), 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 2017 or 2016. In 2016 the charity paid £2,193 for accounting, bookkeeping and payroll services.

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

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**Year to 31 December 2017**

**10. Tangible Fixed Assets**

	Computer & Telephone Equipment £	2017 Total £	2016 Total £
<b>Cost</b>			
Balance Brought Forward	19,217	<b>19,217</b>	19,217
Additions	1,210	<b>1,210</b>	0
Disposals	(627)	<b>(627)</b>	0
<b>Balance Carried Forward</b>	<u>19,800</u>	<u><b>19,800</b></u>	<u>19,217</u>
<b>Accumulated Depreciation</b>			
Balance Brought Forward	18,284	<b>18,284</b>	16,702
Additions	716	<b>716</b>	1,582
Disposals	(627)	<b>(627)</b>	0
<b>Balance Carried Forward</b>	<u>18,373</u>	<u><b>18,373</b></u>	<u>18,284</u>
<b>Net Book Value</b>			
Balance Brought Forward	933	<b>933</b>	2,515
<b>Balance Carried Forward</b>	<u>1,427</u>	<u><b>1,427</b></u>	<u>933</u>

Computer & Telephone Equipment is 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 to 31 December 2017**

	2017 £	2016 £
<b>11. Debtors</b>		
Accrued Revenue	1,750	2,500
Other Debtors	1,897	2,037
	<hr/>	<hr/>
<b>Total Debtors</b>	<b>3,647</b>	<b>4,537</b>

**12. Creditors**

Prepaid Revenue	26,103	0
Prepaid Grants	1,875	1,875
Accruals	27,540	14,510
	<hr/>	<hr/>
<b>Total Creditors</b>	<b>55,518</b>	<b>16,385</b>

**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 £2,021 in 2017. All expenses were approved by the Chair of Trustees.

No payments were made to any of the other trustees in 2017 and no payments were made to any trustee in 2016.

**14. Employees**

	2017 Total	2016 Total
<b>Employee Count</b>		
Employees beginning of year	4	6
Employees end of year	4	4
Full time equivalent	3.1	2.8
	<hr/>	<hr/>
	£	£
<b>Staff Costs</b>		
Wages and salaries	83,657	75,423
Employers NI	5,598	4,488
Pension contribution	878	1,010
Redundancy	0	1,696
	<hr/>	<hr/>
<b>Balance Carried Forward</b>	<b>90,133</b>	<b>82,617</b>

The workplace pension scheme commenced 1st April 2016.

**15. Transactions With Related Parties**

There were no transactions with related parties in 2017 or 2016.

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

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
Year to 31 December 2017**

**16. Restricted Income Funds**

The charity received restricted grants during 2017 and 2016 as follows:

<b>Fund Name (2016)</b>	<b>Value £</b>	<b>Notes</b>
Berkshire Community Foundation	10,000	2016 - £7,000
Westminster Abbey Event	13,475	2016 - £10,000
<b>Fund Name (2017)</b>		
Berkshire Community Foundation	9,602	
Indivior	4,000	
John Lewis Community Fund	5,250	
Vintners Company	500	
Chiltern District Council	1,200	
The Rothschild Foundation	4,804	
Big Lottery (Grand Total) *	31,198	
Big Lottery/main grant		Grant value £22,598
Big Lottery/helpline accreditation		Grant value £3,800
Big Lottery/governance		Grant value £4,800
	<b>80,029</b>	

**Movement Of Funds During 2017 Was As Follows:**

	<b>Fund Balances Brought Fwd £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Fund Balances Carried Fwd £</b>
Berkshire Community Foundation		10,000	1,667	<b>8,333</b>
Westminster Abbey Event		13,475	13,475	<b>0</b>
Berkshire Community Foundation		9,602	9,602	<b>0</b>
Indivior/opioid		4,000	4,000	<b>0</b>
John Lewis Community Fund		5,250	5,250	<b>0</b>
Vintners Company		500	125	<b>375</b>
Chiltern District Council		1,200	900	<b>300</b>
The Rothschild Foundation		4,804	2,402	<b>2,402</b>
Big Lottery (Grand Total) *		31,198	16,505	<b>14,693</b>
<b>Total Income</b>	<b>0</b>	<b>80,029</b>	<b>53,926</b>	<b>26,103</b>

There were no transfers between funds.

\* Funding from the Big Lottery is subject to DrugFAM's quarterly review to ensure progress in meeting considerable performance targets and demonstrate financial accountability.



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

**COMPANY INFORMATION**

<b>Registered Office</b>	85 Hurst Park Road Twyford Berkshire RG10 0EZ
<b>Company Registration Number</b>	06414684
<b>Directors</b>	Mr J Clark Mr A McBarnett FCMA CGMA Mrs C-A Bidwell Mrs E Burton-Phillips MBE Ms B Knight Ms I Morrow MBE Mr M Lucas
<b>Company Secretary</b>	Ms K Semple
<b>Staff Team</b>	Miss S Bromfield - CEO Mr S Jessop - Helpline Supervisor Mr P Plaistowe - Family Support Worker Mrs D Sear - Family Support Worker/Administrator
<b>Reporting Accountant</b>	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
<b>Bankers</b>	HSBC 9 Penn Road Beaconsfield Bucks HP9 2PT