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**The Nicholas Mills Foundation
(trading as DrugFAM)
ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2011**

SATURDAY



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22/09/2012
COMPANIES HOUSE

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

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2011

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The Nicholas Mills Foundation (trading as DrugFAM)

CHAIRMAN'S FOREWORD

YEAR ENDED 31 DECEMBER 2011

The Nicholas Mills Foundation was set up in August 2006 in memory of Nick Mills who tragically died as a result of drug abuse in February 2004. Substance misuse services are mainly focused on problem heroin and stimulant users while failing to notice the problems faced by families of users, who themselves experience extreme distress, hardship and chaos as a result of their loved one's addiction.

There are an estimated seven million people in the UK affected by someone else's substance misuse. In England alone, more than 1.5 million people may be affected by a family member who is a regular user of class-A drugs (Adfam, 2007). It is believed the severe and enduring stress experienced by family members can, in parents, result in a high level of physical and psychological morbidity (Orford et al 1998). A 2001 survey by Adfam ('We count too') showed that one in five (21%) carers in the UK providing substantial care are not in good health, compared to 11% of those who do not have caring responsibilities.

At the first Trustees meeting in December 2006 it was agreed that the foundation should seek to become both an incorporated company and a registered charity. Incorporation was achieved in October 2007 and registration of the charity was completed in March 2008. It was also agreed that the charity would trade under the name of DrugFAM.

While establishing the necessary protocols and procedures for charitable and company status the work of the charity focused on getting the message - that addiction could affect anyone - to schools and community groups. In spring 2008 it was agreed to extend the work and with the support of DrugFAM, the Buckinghamshire Drug and Alcohol Action Team (DAAT) agreed to commission a survey to identify the needs of families with a substance abusing member. The findings of this research were delivered in August 2008 (Survey to identify the needs of families with a substance abusing member, Bucks DAAT August 2008). Of the people surveyed either through focus groups or questionnaire, those with personal experience were all in agreement that the strain of substance misuse on families is enormous. It deprives them of normality and they are never far from breaking-point. Families from all ethnic groups also suffer from isolation. Additionally the survey sought to establish the type of support that respondents would like. 51% chose one-to-one support with support groups as the second preferred form of support chosen by 46% of respondents. It was highlighted that one-to-one sessions might be necessary to prepare some family members for support groups.

The findings of this research still form the basis of DrugFAM's services.

Mission Statement

'Our mission is to establish ourselves as a lifeline for families struggling with the nightmare of Addiction.'

Values

'DrugFam, as a not-for-profit social enterprise, sets its Core Values as Trust, Hope, Integrity, Inclusion, Change and Progress.'

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

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

Services we aim to provide

The range of services can be classified as -

- Supporting family members, significant others and friends of people who are experiencing substance misuse problems through provision of support groups, one to one counselling services, telephone support and a befriending service
- Education and Substance Misuse Awareness
- Support for those bereaved through addiction

Cost to users

Most services are free to clients although voluntary contributions either financial or voluntary working for the charity are strongly encouraged. From April 2012, one to one counselling is charged on an hourly basis.

Funding

DrugFAM's main funding is through relevant grants from local and national funding bodies. However individual donations and fundraising events form a significant amount of our total funding. We continue to look for new sources of funding and to investigate potential grant sources and to apply for these where possible. In 2012 to date we have been fortunate to obtain funding support from The Big Lottery, Reckitt Benckiser and The Bucks Community Fund.

Activities

The past year has seen significant developments for DrugFAM. The support groups in High Wycombe, Slough and Wokingham continue to flourish. In the year to end June 2012, the number of clients supported at each location was 75 at High Wycombe, 40 at Slough and 72 at Wokingham. Qualitative feedback is collected for all groups and continues to be very positive. Additionally during 2011 we started to measure life satisfaction of Slough group members in agreement with the local DAAT. The data collected so far shows substantial improvements in respondent's satisfaction with various aspects of their lives since they started attending the group. We are in the process of rolling out this 'output' measurement across all groups during 2011/12.

The cost of increased services in 2011 was not matched by increase in funding. In October 2011 we entered a consultation period with staff and, with their positive attitude and support, we were able to reorganise the organisational structure of the charity. It was agreed during this process that the charity needed a dedicated General Manager and Elizabeth Burton Phillips volunteered to step down as a Trustee and take on the role of CEO on a voluntary basis. DrugFAM is already benefitting from her untiring work in the role. Other changes made as part of the restructuring were to charge clients for one to one counselling (effectively we have 'outsourced' the counselling service) and to start a befriending service. Gail Pitts has been employed to work part-time in the office whilst continuing to carry out her education and bereavement work on a voluntary basis for the remainder of the week. Although Jacky Nolan was offered and started a new role in this reorganisation, she decided to move on in her career and resigned from DrugFAM. We thank her for her significant contribution and wish her well in her new role.

With the restructuring and assiduous pursuit of funding I am pleased to report that DrugFAM is back on track financially and by the end of 2012 will have re-established our policy of having a six months financial reserves position.

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

CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

We continue to ensure that we have a clear 'offer' of the services that DrugFAM can provide and the cost and timescale in which it is able to provide the service given the additional financial and people resource that is necessary for each new location. Clear protocols and policy for training and performance review of all DrugFAM employees and volunteers were defined within Adfam and BACP (British Association of Counselling and Psychotherapy) guidelines in 2010 and these are being adhered to in all locations. As I write we are opening a support group in Chesham and have appointed Kirsty Hawkins for one day per week to set up and run the group. New locations will be prioritised in agreement with the local DAATs and other drug treatment agencies. In 2010 Elizabeth Burton Phillips and Gail Pitts spent some time in Reading jail talking with prisoners about the impact of their substance misuse and related issues on their families. This has led to further work in prisons and as a result the Trustees agreed to extend the education work of DrugFAM to include prison talks and visits. All of our education work is done with the aim of supporting families dealing with the impact of substance misuse. An additional and exciting part of our education programme is the production of a play based on Elizabeth Burton-Phillips' book 'Mum can you lend me 20 quid'. This has been written and produced by Michael Howl and premiered at the Citadel Theatre in St Helens, Lancashire. Subsequent performances have been held at Wellington School and more are scheduled for schools and prisons in 2012. The play has had the additional benefit of helping to raise funds for the charity.

With recognition that families bereaved by addiction face additional and different issues a third very successful 'Bereaved by Addiction' day was held in October 2011 in High Wycombe, with bereaved families and friends of addicts coming from all over the UK and with some participants travelling from Europe. The Trustees have agreed to continue to support another such day in October 2012. This is being organised yet again by Elizabeth Burton-Phillips supported by Gail Pitts. We continue to research the appropriate support that we can offer to bereaved families and to work closely with Cruse Bereavement Care and offer one-to-one support for bereaved families.

We continued to build the DrugFAM support group services and have increased our volunteer numbers to facilitate the groups. All volunteers are trained in Group facilitation and also undertake a programme of relevant training provided by Adfam and the DAATs. 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. Sandra Vanstone and Gail Pitts are building the offer of telephone support and Sandra Vanstone, a qualified nurse, has also started a befriending service.

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, my fellow trustees, patrons and our many volunteers for their hard work, expertise and commitment and for giving so much of their time to make someone else's life that much better. Without each of them the charity could not exist.



Ann Canham

Chairman

15 September 2012

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

DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2011

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2011

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. The financial statements have been prepared in accordance with these documents, relevant statutory requirements and the Statement of Recommended Practice on Accounting and Reporting by Charities 2005.

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 2007 the trustees adopted the following mission statement *'Our mission is to establish ourselves as a lifeline for families struggling with the nightmare of Addiction'*. Further detail on the mission 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 support groups in High Wycombe, Slough and Wokingham, by providing advice and information either in the groups or in a one-to-one discussion and by providing a telephone 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. In 2010 DrugFAM's services were extended to provide one-to-one counselling with a trained counsellor. This service is open to anyone who requests counselling as a result of the drug abuse of someone they know. Clients are asked to make a contribution to the cost of the counselling session but this is not compulsory. The charity also provides support to those who have suffered bereavement of loved ones through addiction and run an annual bereaved by addiction day open to all.

The trustees have considered the Charity Commission's guidance on public benefit and believe that they have complied with their obligations under s4 of the Charities Act 2006.

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

DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

Directors

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

The following directors served on the Board during the year

Chairman -	Dr Ann Canham
Treasurer -	Mrs Rachel Pugh
Others -	Mrs Elizabeth Burton-Phillips, Mrs Heather Harper, Mr Peter Short

During 2011, Mr Simon Israel and Mrs Sheela Mackintosh resigned from the Board on 1st March and 31st October respectively

Since the year end, Mrs Sacha Cooper and Dr Albert Zandvoort were appointed to the Board on 1st January 2012 and Mrs Heather Harper resigned the same day Mrs Elizabeth Burton-Phillips resigned on 12th July 2012 following her appointment (unpaid) as acting CEO

Founder

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

Patrons

The following kindly act as patrons of the charity through 2011

Dr Anthony Seldon
Mr Clive Lewis
Judge Justin Phillips

Financial review

At the beginning of the year the company had cash holdings of £64,857 This has reduced by £31,982 to £32,875 at the end of December This is a result of substantially higher costs and lower revenue The cost increase is principally due to higher staff costs resulting from the decision to start up a one-to-one counselling service in 2010 and the one-off payment for project consultancy Unfortunately these higher costs were not matched by higher income income was down through the loss of our grant from Bucks DAAT (partly replaced by a new grant from Wokingham DAAT) and lower revenue from fund raising activity The project consultancy was to develop a plan and associated funding application to further develop the company's service offer Late in 2011 the decision was made to halt the project due to the company's unsatisfactory financial position The financial position led to a review of activity and a consultation process with staff That resulted, by the end of March 2012, in a series of decisions to reduce staff costs through changes in staff hours and pay and to re-structure the counselling service so that the counsellors are remunerated through fees paid by the recipients of the service rather than by the company Following these changes, Mrs Elizabeth Burton-Phillips became acting CEO on an unpaid basis Concurrently the company embarked on efforts to improve income which have been rewarded with grants from Reckitt Benckiser plc, the Big Lottery and the Bucks Community Fund (the latter two dedicated to replacing IT and telephony equipment) Other fund raising activity has also brought in increased income As a result of these efforts the company expects to generate a surplus of income over expenditure in 2012 and, by the end of the year, to repair its cash holdings sufficiently to once again meet its financial reserves policy of holding cash reserves equivalent to 6 months' costs

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

DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

Review of activities and achievements

The review is included in the Chairman's Foreword above

Responsibilities of the Directors

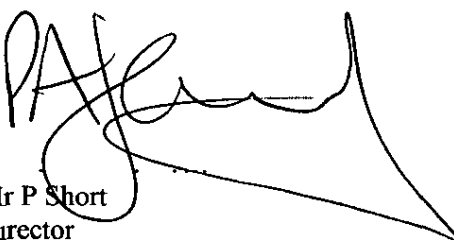
The Charities Act requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity at the end of the period and of the surplus or deficiency for the period then ended

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 11, 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 charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. 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

Ropery House
16 - 18 The Cross
Wivenhoe
Essex
CO7 9QN


Mr P Short
Director

Approved by the Board of Directors on 15 September 2012.

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

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

YEAR ENDED 31 DECEMBER 2011

I report on the accounts of The Nicholas Mills Foundation for the year ended 31 December 2011 which are set out on pages 8 to 12

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 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 you as 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

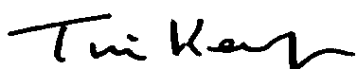
In connection with my examination, no matter has come to my attention

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 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

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

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2011

	Note	2011 £	2010 £
Incoming resources			
Grants receivable	2	25,214	26,752
Donations receivable	3	21,554	24,414
Fund raising activities	4	21,071	35,212
Interest receivable		29	2
		-----	-----
Total incoming resources		67,868	86,380
		-----	-----
Resources expended			
Direct charitable expenditure	5	87,585	71,655
Cost of fund raising activities	6	15,690	10,595
Governance costs	7	866	523
		-----	-----
Total resources expended	8	104,141	82,773
		-----	-----
Net (outgoing)/incoming resources for the year		(36,273)	3,607
Balances brought forward		54,036	50,429
		-----	-----
Balances carried forward		17,763	54,036
		-----	-----

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

BALANCE SHEET

31 DECEMBER 2011

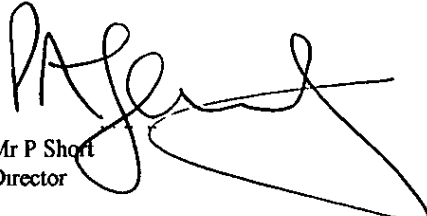
	Note	£	2011 £	£	2010 £
Current assets					
Debtors	9	4,837		1,656	
Cash at bank and in hand		32,875		64,857	
		-----		-----	
		37,712		66,513	
Creditors: amounts falling due within one year	10	(19,949)		(12,477)	
		-----		-----	
Net current assets			17,763		54,036
			-----		-----
Total assets less current liabilities			17,763		54,036
			-----		-----
Funds					
Unrestricted			17,763		54,036
			-----		-----
			17,763		54,036
			-----		-----

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 15 September 2012, and are signed on their behalf by


Mr P Short
Director

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2011

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities 2005

The financial statements are prepared on the accruals basis

2. Grants receivable

	2011	2010
	£	£
Bucks DAAT	-	6,487
Buckinghamshire County Council – Adult and Family Welfare	10,000	10,000
Slough DAAT	11,464	10,265
Wokingham DAAT	3,750	-
	-----	-----
	25,214	26,752
	-----	-----

3. Donations receivable

	2011	2010
	£	£
Bernard Lewis Foundation	10,000	10,000
Individuals and companies	11,554	14,414
	-----	-----
	21,554	24,414
	-----	-----

Donations from individuals and companies includes £6,181 (2010 - £2,502) from attendees at, and sponsors of, the bereavement conference and £1,120 (2010 - £440) from recipients of one-to-one counselling

4. Fund raising activities

This represents the income raised from the annual summer party Net of costs of £6,013 incurred in raising income, these activities generated funds of £15,058 (2010 - £24,617)

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

5. Direct charitable expenditure	2011	2010
	£	£
Provision of charitable services:		
Staff costs	69,427	53,588
Bereavement conference	2,835	2,679
Travel and subsistence	2,146	2,443
Rent and premises costs	4,273	3,901
Telephone	1,568	915
Print, post, and stationery	117	514
Training costs	2,486	1,373
Office expenses	1,037	2,147
Insurance costs	1,000	954
Miscellaneous	2,696	3,141
	<hr/>	<hr/>
	87,585	71,655
	<hr/>	<hr/>

The company employed three people throughout the year (2010 – one person at the beginning of the year and three people by the end of the year)

6. Cost of fund raising activities

In 2011 the company paid £9,677 to a consultant to develop and prepare a plan and funding application for a large project. Ultimately the company decided not to progress with the application.

7. Governance costs

	2011	2010
	£	£
Company secretarial costs	866	523
	<hr/>	<hr/>
	866	523
	<hr/>	<hr/>

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2011

8. Total resources expended

	Staff costs	Other costs	2011	2010
	£	£	£	£
Direct charitable expenditure	69,427	18,158	87,585	71,655
Cost of fund raising activities	-	15,690	15,690	10,595
Governance costs	-	866	866	523
	-----	-----	-----	-----
	69,427	34,714	104,141	82,773
	-----	-----	-----	-----

In 2011, Elizabeth Burton-Phillips was paid a total of £898 57 (2010 - £571 38) for travel expenses incurred in her role as bereavement services manager and founder of the charity. A payment of £111 15 was also made to her in reimbursement of postage and stationary costs relating to the bereavement conference. Two payments totalling £2,835 were made to Rachel Pugh in reimbursement of bereavement conference costs and one payment of £70 was made to Ann Canham in reimbursement of summer party event costs made by her on behalf of the company. Rachel Pugh was also reimbursed to the amount of £280 float paid into petty cash fund in cash. All of these payments were approved by the chairman of trustees (or in the case of payments to the chairman, by two other trustees). No other payments were made to any of the other trustees during the year.

In 2010 payments totalling £558 75, £40 24 and £249 20 were made to Rachel Pugh, Peter Short and Ann Canham respectively covering the cost of the annual party for volunteers, entertaining of staff on recruitment, a gift for the member of staff who left during the year and a payment to a consultant who facilitated a strategy meeting.

9. Debtors

	2011	2010
	£	£
Accrued revenue	3,870	770
Other debtors	967	886
	-----	-----
	4,837	1,656
	-----	-----

10. Creditors: Amounts falling due within one year

	2011	2010
	£	£
Prepaid revenue	6,616	5,366
Accruals	13,333	7,111
	-----	-----
	19,949	12,477
	-----	-----

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

COMPANY INFORMATION

Registered office	Ropery House 16 - 18 The Cross Wivenhoe Essex CO7 9QN
Company registration no.	06414684
Charity registration no.	1123316
Directors	Dr A Canham Mrs S Cooper Mrs R Pugh Mr P Short Dr A Zandvoort
Company secretary	Ms K Semple
Staff team	Mrs E Burton-Phillips – CEO Mrs P White – Counselling Manager Mrs G Pitts – Office Manager Mrs S Vanstone – Office Manager Mrs K Hawkins – Project Manager
Reporting Accountant	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
Bankers	HSBC 9 Penn Road, Beaconsfield, Bucks , HP9 2PT