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Charity no: 1123316
Co. Registration no: 06414684*

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

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2009**



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

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2009

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**The Nicholas Mills Foundation
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COMPANY INFORMATION

Registered office	1 Brook House Brook Street Wivenhoe Essex CO7 9DP
Company registration no.	06414684
Charity registration no.	1123316
Directors	Dr A Canham Mrs S Mackintosh Mrs R Pugh Mr S Mills Mr S Israel Mrs H Harper Mr P Short
Company secretary	Ms K Semple
Staff team	Mrs J Nolan - Operations Manager (Mr T Ward till 30 April 2010)
Reporting Accountant	Mr T Kemp AIMS Top Barn, Rectory Road Steppingley Bedford MK45 5AT
Bankers	HSBC 9 Penn Road, Beaconsfield, Bucks , HP9 2PT

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

CHAIRMAN'S FOREWORD

YEAR ENDED 31 DECEMBER 2009

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
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CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

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 key working
- Education and Substance Misuse Awareness

Cost to users

Services are mainly free to clients although voluntary contributions either financial or voluntary working for the charity are encouraged

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 funding

The past year has seen significant developments and changes for DrugFAM. The High Wycombe support group continues to flourish and supported 131 clients during 2009. In June 2009, Crack-it!, a small church run support group in Wokingham, became part of DrugFAM. In the remaining six months of 2009, 28 clients were supported at its bi monthly meetings. The Wokingham group will move to new, more central premises in September and be held weekly. In May 2009 Slough DAAT approached DrugFAM and a thriving weekly support group has been run in Slough since July 15th 2009. 20 clients attended meetings at Slough in 2009 and another 22 have been supported since then. Qualitative feedback is also collected for all locations and has been very positive.

There have been approaches to run similar groups in other locations and we are now working to define 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 will be necessary for each new location. Clear protocols and policy for training and performance review of all DrugFAM employees and volunteers are being defined within AdFAM and BACP (British Association of Counselling and Psychotherapy) guidelines. New locations will be prioritised in agreement with the local DAATs and other Drug treatment agencies.

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CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

With recognition that families bereaved by addiction face additional and different issues a very successful 'Bereaved by Addiction' day was held at the end of November 2009 in High Wycombe, with bereaved families and friends of addicts coming from all over the UK and as far afield as Holland. The Trustees have agreed to continue to support another such day in November 2010 and with the Trustees backing Elizabeth Burton Phillips is researching the appropriate support that we can offer to bereaved families. She has run a number of focus groups and is also working closely with CRUSE before reporting her findings and proposals to the Trustees at the end of the year.

Elizabeth also attended a European Action on Drugs day in Brussels at the invitation of the European Commission, along with a number of other drug action groups across Europe. During the visit she pledged that DrugFAM would continue to be an ongoing lifeline of support for those families struggling to cope with the nightmare of addiction, through weekly family support groups.

In February 2010 Tricia White was appointed to the role of Lead Counsellor. Tricia who is an experienced counsellor has set up the one to one counselling service and in the past few months has provided confidential counselling for 10 clients on a one to one basis. She is now building up a team of counsellors to meet the increasing demand for confidential one to one counselling.

Having completed his project to set up the offices and establish DrugFAM's support group services Tom Ward left DrugFAM at the end of April 2010. Jacky Nolan joined us on 7th June 2010 as Operations Manager. Jacky has extensive Charity experience and is responsible for all DrugFAM support group services with the exception of the one to one counselling. She will ensure that we build on solid foundations to meet the considerable, and sadly, increasing demand for our services.

The Trustees are delighted 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.

My thanks to Tom, Jacky, Tricia, 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. I would also like to add my thanks to Elizabeth Burton-Phillips who remains active in the charity especially in focusing the bereavement service.



Ann Canham
Chairman
31st July 2010

**The Nicholas Mills Foundation
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DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2009

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2009

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 Memorandum and 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 are being 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 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
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DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

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

Other trustees - Mrs Sheela Mackintosh, Mr Simon Mills and Mr Simon Israel

Mrs Heather Harper and Mr Peter Short joined the Board on 1st September 2009

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 2009

Dr Anthony Seldon

The Rt Hon Theresa May MP

Mr Clive Lewis

Judge Justin Phillips

The Rt Hon Theresa May MP resigned as a patron on 23rd May 2010 on her appointment as Home Secretary in the new coalition government

Financial review

At the beginning of the year the company had cash holdings of £28,956 This has increased by £23,306 to £52,262 at the end of December The main source of income has been grants from local government organisations, donations from charitable foundations, other organisations and individuals, and funds generated from events A net £21,432 (£30,331 income less £8,899 costs) was generated from fund raising events The company commenced operations in January 2009 at its base in High Wycombe At the end of June the company assumed the operations of Crack-It, an unincorporated charity which ran a support group for family members of people suffering from substance misuse problems in Wokingham Crack-It had funds of £10,866 at that date which passed to the company The company also commenced support groups in Slough in July 2009 with the aid of Slough DAAT

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DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

Financial review (continued)

In late 2009 the directors agreed a financial reserves policy of holding cash reserves equivalent to 6 months' costs. It was felt that this gave sufficient cover against swings in funding and to support the growth in operations of the company. In 2010 the company's operations have expanded with the setting up of a one-to-one counselling service and a bereavement support service. The level of reserves plus 2010/11 grants secured, continued donations and expected fundraising should ensure the cost of the increased operations in 2010 can be met. Further funding will be required in 2011 if the company wishes to continue to operate at this level.

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 1993. 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

1 Brook House
Brook Street
Wivenhoe
Essex
CO7 9DP



Dr A Canham
Chairman

Approved by the Board of Directors on 31st July 2010

**The Nicholas Mills Foundation
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**REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF THE NICHOLAS MILLS FOUNDATION**

YEAR ENDED 31 DECEMBER 2009

I report on the accounts of The Nicholas Mills Foundation for the year ended 31 December 2009 which are set out on pages 9 to 13

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act, and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

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 31st July 2010

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STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2009

	Note	2009 £	2008 £
Incoming resources			
Grants receivable	2	23,296	-
Donations receivable	3	14,927	38,961
Fund raising activities	4	30,331	16,615
Interest receivable		-	12
Total incoming resources		68,554	55,588
Resources expended			
Direct charitable expenditure	5	44,641	10,039
Cost of fund raising activities		8,899	11,992
Governance costs	6	2,521	16,231
Total resources expended	7	56,061	38,262
Net (outgoing)/incoming resources for the year		12,493	17,326
Balances brought forward		27,070	9,744
Merger with Crack-It	8	10,866	-
Balances carried forward		50,429	27,070

**The Nicholas Mills Foundation
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BALANCE SHEET

31 DECEMBER 2009

	Note	£	2009 £	£	2008 £
Current assets					
Debtors	9	4,646		419	
Cash at bank and in hand		52,262		28,956	
		56,908		29,375	
Creditors: amounts falling due within one year	10	(6,479)		(2,305)	
Net current assets			50,429		27,070
Total assets less current liabilities			50,429		27,070
Funds					
Unrestricted			50,429		27,070
			50,429		27,070

For the year ending 31 December 2009 the company was entitled to exemption from audit 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 the 31st July 2010, and are signed on their behalf by



Dr A Canham
Director



Mr P Short
Director

**The Nicholas Mills Foundation
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2009

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

	2009	2008
	£	£
Bucks DAAT	7,463	-
Buckinghamshire County Council – Adult Social Care	12,500	-
Slough DAAT	3,333	-
	-----	-----
	23,296	-
	-----	-----

3. Donations receivable

	2009	2008
	£	£
Charitable Trusts	10,000	12,500
Individuals	4,927	26,461
	-----	-----
	14,927	38,961
	-----	-----

4. Fund raising activities

This represents the income raised from a quiz night, a summer party and a fashion show Net of costs of £8,899 incurred in raising income, these activities generated funds of £21,432

**The Nicholas Mills Foundation
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

5. Direct charitable expenditure	2009	2008
	£	£
Provision of charitable services:		
Staff costs	27,611	6,594
Travel and subsistence	2,146	1,113
Rent and premises costs	3,085	-
Telephone	1,340	-
Print, post, and stationery	2,168	1,519
Training costs	1,225	-
Website development costs	2,007	-
Office expenses	2,270	-
Insurance costs	1,001	-
Miscellaneous	1,788	813
	<u>44,641</u>	<u>10,039</u>
6. Governance costs	2009	2008
	£	£
Consultancy costs	-	14,359
Charity launch	2,090	-
Company secretarial costs	431	1,872
	<u>2,521</u>	<u>16,231</u>

The official launch of the charity on 6th February 2009 incurred costs of £2,090. The consultancy costs in 2008 were incurred in developing the objectives, policies, strategy and business plan of the charity. Company secretarial costs in 2008 included company formation costs.

**The Nicholas Mills Foundation
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 DECEMBER 2009

7. Total resources expended

	Staff costs	Other costs	2009	2008
	£	£	£	£
Direct charitable expenditure	27,611	17,030	44,641	10,039
Cost of fund raising activities	-	8,899	8,899	11,992
Governance costs	-	2,521	2,521	16,231
	<u>27,611</u>	<u>28,450</u>	<u>56,061</u>	<u>38,262</u>

The charity employed one person throughout the year (2008 – from 22nd October onwards)

Two payments totalling £260 84 were paid to one of the trustees in reimbursement of telephone and charity launch expenses incurred on behalf of the charity. No other payments were made to any of the other trustees during the year.

8. Merger with Crack-It

On the 30th June 2009, the charity took over the activities of Crack-It, an unincorporated charity running a family support group in Wokingham. Crack-It had a cash balance of £10,866 at that date which has been taken to reserves. There were no other assets or liabilities.

9. Debtors

	2009	2008
	£	£
Accrued revenue	3,933	-
Other debtors	713	419
	<u>4,646</u>	<u>419</u>

10. Creditors: Amounts falling due within one year

	2009	2008
	£	£
Prepaid revenue	4,987	-
Accruals	1,492	2,305
	<u>6,479</u>	<u>2,305</u>