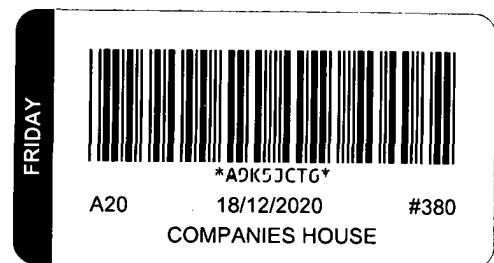


Charity Registration No. 1028663

Company Registration No. 02634372 (England and Wales)

REVISED

**COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**



COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr D H Knight Mr M Ingram Mrs A Whitfield Mr J Di Palma (Appointed on 1 April 2020)
Senior Management Team	Mr Franco Toma, CEO Mrs Alexandra Thomas, Grants Manager
Charity number	1028663
Company number	02634372
Registered office	296a Kingston Road Wimbledon Chase London SW20 8LX
Independent examiner	Andrew Miller BSc FCA Azets Audit Services Trinity Court 34 West Street Sutton Surrey SM1 1SH
Bankers	HSBC Plc 54 Woodcote Road Wallington Surrey SM6 0NJ CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

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COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and accounts for the year ending 31st March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Articles of Association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1st January 2016).

Objectives and Activities

CDARS's vision:

"Improve the lives of vulnerable people and those with complex needs arising from the ill-effects of addiction to alcohol, drugs, mental health and other psychosocial conditions."

CDARS's Mission:

- Providing a holistic approach to help improve the mental, physical, social, and emotional health and well-being of clients
- Focusing on their recovery and re-integration in society
- Supporting and providing information to members of their families and carers

CDARS's Values:

CDARS is a well-respected organisation with over 25 years' experience delivering psychosocial services to substance misusers, mental health, and their family members. At the heart of our organisation are strong values, we are:

- Client centred
- Inclusive
- Respectful
- Non-judgemental
- Confidential

CDARS's Purpose and Objectives:

The purpose of the charity is the advancement of health, the relief of poverty, the relief of those in need and the advancement of education by, particularly but not exclusively, the provision of:

- 1) Health and well-being programmes.
- 2) Training and education classes, such as CV writing, interview skills, and job application classes.
- 3) The delivery of recovery cafés for people who are at risk of mental health.
- 4) Counselling, support groups and other psychosocial interventions for people affected by addictions, mental health, and other related psychosocial conditions, as well as for carers and families.
- 5) Day programme for people affected by addiction to substance and alcohol misuse.
- 6) Access, whenever possible and appropriate, to research institutions for the advancement of education and knowledge in the areas that we cover.

From our inception, we have also endeavoured to provide strong support for family members and carers who are affected by those with such problems.

Our support services help service users build their resilience to face difficult problems, receive knowledge that creating a strong network of with people who share similar experiences can become an important part of the rehabilitation process.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Our aspirations are also to provide:

- An integrated, holistic, psychosocial, whole family system approach service
- Full support to service users and to their carers and family members, based on the concept of recovery capital and strong aftercare
- Support service users and their families to achieve full functionality and full integration within the local community

We review our aims, objectives, and activities each year. This review looks at the achievements and outcomes of our work in the 12 months from April 2019 to March 2020. The review looks at the success of each key activity and the benefits they have brought to the groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities have remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Our main objectives for the year have continued to be the promotion and prevention of the misuse of illegal and legal substances and the promotion of good mental health and the rehabilitation of our service users within the community.

The strategies we have used to meet these objectives include:

- Providing a range of services which are reflective of relevant quality standards, and addressing the potential problems related to the issues mentioned above
- Focussing upon limiting the harm which comes from such issues, not only for the individual but also for their family and friends and the wider community
- Working towards applying national standards of service and the implementation of the National Occupational Standards
- Working in partnership with other agencies to ensure the widest range of services is available to best match the needs of our client population

Projects and Services Delivered during the Year 2019 – 2020.

Achievements and performance

The Wandsworth Day Programme

We have managed to bring the contract for the Wandsworth Day Programme for substance and alcohol misuse with Wandsworth Public Health successfully to its conclusion in March 2020, this is in partnership with South West London and St George's Trust (SWLSTG).

We have managed to win the same contract again, as part of the consortium managed by South London and Maudsley (SLAM) for the next six years. This has enlarged to provide the service within the Borough of Richmond alongside the Borough of Wandsworth.

The new Day Programme started in April 2020, the programme is designed to support people with an addiction to substance misuse and/or alcohol misuse, works even closer within the local community and in partnership with a wide variety of local organisations.

Ethos of the New Day Programme

The service is delivered once more presenting strong elements of innovation, creativity and with strong links with the local community, local organisations, as well as local businesses and local residents.

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It is designed to be:

- Strongly Recovery Based.
- Strongly linked to and utilises existent community assets (such as existent: ETE, housing, debt advice, sexual health, etc) that meet service users holistic needs.
- Utilising service user's inner and external strengths and opportunities, by helping them to get in touch and foster these to the fullest.

The Service aims to:

- Involve proactively the local community and utilise Community Assets
- Develop a Therapeutic Community
- Operate a Recovery Approach, drawing on and utilising to the full the inner resources of the services user
- Provide high quality and flexible psychosocial services

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES
TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)
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Achievements of the Day Programme during the year 2019 – 2020

Outcome after referral	Number					Percentage %
	Q1	Q2	Q3	Q4	Total	
New Referrals	60	69	65	78	272	
Contacted for Assessment within 1 week of referral	60	69	65	78	272	100%
Number Assessed	58	52	47	60	217	80%
Declined or DNA assessment	2	17	18	18	55	20%
Commenced programme within 3 weeks of assessment	58	52	47	60	217	
As % of starts	100%	100%	100%	100%	100%	100%
Abstinent Starts	27	30	32	36	125	58%
Non Abstinent Starts	31	22	15	23	91	42%
Day Programme starts	46	40	37	33	156	72%
Evening Programme Start	12	10	8	6	36	17%

Primary Substance of New Abstinent starters	Number					Percentage %
	Q1	Q2	Q3	Q4	Total	
Alcohol	22	25	23	26	96	76%
Cannabis	1			1	2	2%
Heroin	1		3	2	6	5%
Crack	1	2	1	5	9	7%
Amphetamines					0	0%
Cocaine	2	2	4	2	10	8%
Other	1	1	1		3	2%
Total	28	30	32	36	126	100%

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Primary Substance of New Non-Abstinent starters	Number					Percentage %
	Q1	Q2	Q3	Q4	Total	
Alcohol	17	15	7	12	51	57%
Cannabis	3	2	1	2	8	9%
Heroin	3	1	3	3	10	11%
Crack	3	1	2	1	7	8%
Methadone					0	0%
Cocaine	3	3	2	3	11	12%
Other	1			1	2	2%
Total	30	22	15	22	89	100%

Abstinent Discharges	Number					Percentage %
	Q1	Q2	Q3	Q4	Total	
All discharges	15	9	21	23	68	
successful completions	14	7	21	18	60	88%
Transfers	1	2		5	8	12%

Non-Abstinent Discharges	Number					Percentage %
	Q1	Q2	Q3	Q4	Total	
All discharges	11	29	21	14	75	
successful completions	3	19	9	8	39	52%
Drop outs/Treatment Start Declined	6	10	7	6	29	39%
Transfers	2		5		7	9%

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES
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Three month Follow up outcomes	Number				Total	Percentage %
	Q1	Q2	Q3	Q4		
Number who are abstinent	8	6	10	9	33	56%
Number who are in regular employment	2	3	4	4	13	22%
Number who cannot be contacted	3	2	3	5	13	22%
Number who have relapsed	0	0	2	0	2	3%

Aftercare	Number				Total
	Q1	Q2	Q3	Q4	
Clients who attended 'Living Sober' and/or 'Recovery in Focus' group on at least one occasion	2	3	3	4	12
Clients who attended a SMART Recovery group on at least one occasion	4	4	6	7	21
Successful completions from last quarter attending AC groups	3	2	2	4	11
Successful completions from last quarter attending AA as preferred AC support	4	3	8	4	19
Total successful completions from last quarter attending any AC group (3 months on)	3	2	3	3	0

Discovery Champions (DCs)	Number				Total
	Q1	Q2	Q3	Q4	
Number of new DCs beginning induction in Q	12	0	0	4	16
Number completing induction and becoming DC	12	0	0	4	16
Number leaving service	0	4	2	2	8
Number of DCs at Q End	12	8	6	8	

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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The Sunshine Recovery Café

The Sunshine Recovery Café has been now running for over three years and is extremely well established and popular. The Sunshine Recovery Café is a service to cater for people diagnosed with mental health issues, or who are at risk of developing mental health issues. The idea of the service is to provide a relaxed informal environment that service users can access at a time when they need it most, without feeling the pressure to talk about any problems or issues, but they can simply have a cup of coffee and some food and socialise with other service users, or they can drop-in in a crisis, if needed and talk this through with a professionally trained counsellor. The service is open 7 days per week 365 days per year till 11.00pm.

The Sunshine Recovery Café is a unique service, it offers:

- Non-clinical and friendly atmosphere, conducive to feelings of relaxation, trust, and openness. This is facilitated by the training and attitudes of staff as much as the design of the environment itself.
- Combine services designed to simply help service users feel welcome and relaxed by having some food and refreshments, or if required dealing with immediate crisis, as all staff are trained to do so. Also, it provides a service that empowers service users to develop the necessary skills to prevent, manage and deal with future crisis' as these could arise in any situation.
- Combines further services from our comprehensive Health and Well-Being programme funded by the Big Lottery Fund.

The service has been very effective so far, in particular in reducing attendance to local A&E and police custody and reducing pressure on local medical services. It has attracted lots of attention and we have had many important interested visitors, indicating a need for more of these services. Feedback from service users has been highly positive.

Some of the services offered are:

- Advice, guidance, and referrals
- Assessment
- One to one counselling or key work
- Support Groups
- Life skills training
- ETE Training
- Sociotherapies. e.g. art therapies, knitting, evening quiz night, etc.
- Health and Well-Being programmes, includes mindfulness, stop smoking classes, eating well and nutrition, educational and fun days out, yoga classes, etc.

In the last year we have added some new important services within, such as the Suicide Prevention Programme and a service for Veterans. More information is given later in this report.

Some data for the Period April 2019 to March 2020 is reported below.

- 445 service users attended the café with 6,616 accumulative visits
- 394 onward referrals were made from the café
- 6 adult safeguarding were reported to the local SVA
- 1 complaint
- 52 official compliments
- 95% of customers reported having a positive experience through feedback cards
- 64 customers reported coming to the cafe instead of attending A&E on feedback cards

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TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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Some feedback from service users are reported below:

- *I am grateful the Café has stayed open and for the support offered to me through this and the new food project which is going to be starting. Just being able to come here if I need to is beneficial for my well being*
- *Staff ringing me regularly really helps. It gives me someone to talk to even if I can't get to the Café because of the virus. It makes me feel less anxious and not alone*
- *Very happy about the visual support and phone calls.*
- *Happy with support and prefer also group support.*
- *Happy with the key working and contacted by Phone.*
- *Grateful with food parcel delivered by CDARS.*
- *"The café is absolutely lifesaving while giving me a structure in my life. I find both staff and other customers understand me and it is a friendly environment. I feel comfortable speaking about my mental health where I couldn't before."*

The Health and Well Being Programme

In August 2016 we started the "Health and Well Being Programme"; a programme funded with a 3 year grant of £396,966 from Big Lottery Community Fund (BLCF). The programme covering the boroughs of Wandsworth and Merton with the aim to improve the health and well-being of 360 clients over 3 years. It includes services, such as: nutrition classes, mindfulness sessions, yoga sessions, health advice, ETE classes, education and skills improvements, educational and recreational outing days, gym attendance, stop smoking classes. The first grant period of 3 years from the BLCF, came to an end in September 2019. However, we have managed to secure an extension in funding from the BLCF for another 3 years, the project is now funded up until September 2022.

As a result, the programme has expanded taking into account our learning experience, feedback and suggestions from our service users. Therefore, we run now an even more consolidated and comprehensive programme than the previous one.

We have also managed to receive further funding which has supported us in developing the service further. One funding scheme is from City Bridge in February 2020, this is to provide the Health and Well-Being programme on an outreach basis as well. This gives us the opportunity to bring the Health and Well-Being programme straight into the community in strategic and deprived areas where is most needed in Wandsworth and Merton. Another funding scheme received is from Wimbledon Foundation, this has supported us in developing the programme in the provision of the arts and cultures, to be used as therapeutic elements.

A significant number of service users who have accessed the programme reported better general health, also have gained employed, enrolled in further education, professional training or work experience, reported feeling less lonely and isolated, more positive and motivated about their recovery.

Through this programme we have also implemented a range of activities to help build our clients' resilience: relapse prevention groups; social activities such as walking and talking and a knitting group; life skills groups to help clients improve their self-esteem, build their skills and get back into work. Service users have also embraced peer mentoring schemes as they get a chance to give back to others who need help to achieve abstinence as well as to volunteer in their community.

During the period April 2019 to March 2020, we have achieved the following outcomes:

- 122 participants have reported having a better diet and eating more healthily. We have learnt that our service users do not benefit from theoretical nutrition classes but benefit more from learning to cook as part of a group. In addition, a key problem we have identified is that our clients do not know how to shop healthy on a budget.
- 109 participants reported better fitness levels. Participants have been encouraged to participate in fitness activities, some of which are linked to social activities, these are the most enjoyed activities by our service

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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users. For instance 'walking and talking' is well attended in Wandsworth. Boxing has been very popular at the Sunshine Recovery Café.

- 127 participants reported better general health as they have not only focused on their physical health, but also their mental health. Participants with a dual diagnosis have particularly benefitted from the Wellness and Recovery Programme.
- 87 participants have reported better confidence and better skills to find employment. Participants have attended life skills groups as well as talks from local organisations specialising in helping clients back into work. Their involvement in peer mentoring schemes has also helped them gain confidence and has helped them acquire new life skills.
- 44 participants are now in education, training or work.
- 14 participants have volunteered at CDARS, thus benefiting from the peer mentoring schemes they have been involved.
- 26 participants have secured better accommodation through the support they have received within the Wellness and Recovery Programme. Spear Charity delivered a clinic from our Merton centre once a month to provide advice on housing to our clients. Moreover, we were able to refer clients to specialist housing services/associations when required.
- 106 participants have participated in new activities and have made new friends by engaging in the social activities proposed as part of the programme, such as trips to the theatre, the museum as well as the regular activities such as knitting club.
- 124 participants have reported feeling less isolated.
- 119 clients have engaged in relapse prevention groups, with 84% of them maintaining their sobriety.
- 134 participants reported feeling positive and motivated about their recovery

The Phoenix Project. Perpetrators of Domestic Violence

Background

At Community Drug and Alcohol Recovery Services, we have worked with perpetrators of domestic violence (DV) since 2013. Following this we have run the Phoenix programme in the Boroughs of: Merton, Sutton, Wandsworth, Richmond and Kingston and we have acquired vast experience with a high degree of success. During the last five years we have worked with 358 perpetrators of DV with a success rate in completion and significant improvement of 68%.

During the last 3 years and up to December 2019 the Phoenix Programme has been funded by both Charles Hayward Foundation and the Rayne Foundation. From January 2020 the programme has been running on a limited capacity without any dedicated funding, but funded by CDARS reserves; this is because the outcomes have been so good and the programme so well received, therefore, while we continue to look for funding to continue the programme, we do not want to stop running the programme.

Principles of the Programme

The programme is based on the core element of DV perpetrator intervention of behavioural change, on the following principles and research findings:

1. Perpetrators who receive treatment, whether in prison or in the community have a lower reconviction rate than those who do not receive treatment.
2. Mandatory treatment has similar levels of impact as voluntary treatment.
3. Programmes that offer a combination of group and individual work is more effective.
4. Perpetrators of DV must take responsibility for their violent behaviour, the behaviour was learned and can be unlearned.
5. Violence against women and children is unacceptable and perpetrators are accountable for their abusive behaviours.

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6. Assists perpetrators to change by recognising that use of violence is a choice and challenge any denial, justification or blaming of others (while treating them with respect).
7. Seeks to understand the complexity and different paths that may lead up to violence and how perpetration factors may be disrupted at the societal, institutional, community and individual levels.
8. Tailored towards different "types" of perpetrators (based on background, personality, and attitudes).

What the Programme Offers:

- ▶ Prior to starting the programme, each participant is assessed both in terms of their suitability for the programme, to explain the programme, their individual needs and the risks posed in working with them.
- ▶ We use structured tools and a holistic assessment looking at their wider needs. Each perpetrator signs a consent form which lays out expectations including full participation.
- ▶ We adopt a safety-first approach to assessment.
- ▶ We look at the perpetrators' history, motivation, and the impact they might have on others.
- ▶ The DV perpetrator programme follows a cognitive-behavioural combined with a psycho-educational approach, making use of recognised models of the Motivational Interviewing model, aimed at increasing motivation to change and adherence to treatment.
- ▶ We monitor perpetrators' motivation to complete treatment and different motivational factors, during the programme.
- ▶ We provide a weekly group of 2 hours each session of 12 facilitated themed group sessions for each group, composed of up to 12 perpetrators plus two qualified and experienced facilitators.
- ▶ In addition, we provide weekly one-to-one counselling sessions aimed at helping participants to acknowledge the harm they have caused, change their behaviour, and develop respectful non-abusive relationships.
- ▶ For those who are parents, skills development on how to be better fathers.
- ▶ At programme completion an evaluation is performed, and attendees can attend an aftercare/relapse group or a one to one session if required.
- ▶ If the participant has other needs, like substance misuse or mental health for example, they will be referred to other specialists within the field.

The Programme is designed to:

- ▶ To take measures to maximise programme retention and completion.
- ▶ To consider the different sources of motivation at intake/initial assessment and monitor this throughout the programme.

The programme, although challenging, has been so far very successful and well received, some of the feedback from service users this last year has been:

How has the project benefited you since you joined?

- *It has opened my eyes in terms of what I was doing to my ex. It made me think.*
- *It has helped me out a lot and realise how you treat women.*
- *To stay calm and focussed.*
- *Control behaviour and anger.*
- *Very very good, everyone talks, and you know you are not the only one.*

What are you learning from the project?

- *Opened eyes – it's hard to explain it's a big wakeup call and has helped.*
- *You actually don't realise what is abuse – there is quite a lot in it*
- *It has enabled me to become calmer.*
- *Understanding about anger and abuse and this is broken down.*
- *Learned about how someone can abuse someone and how it can grow into something bigger.*
- *Learned about speaking to others and giving them advice as well and share my learning with my kids and wife.*

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How has the programme enabled you to take control of your behaviour and take responsibility?

- *If I get angry, I take time away from my partner and decide to go away and then come back into the house when I feel calmer and then talk things through.*
- *I stop and think and learn to put others before myself.*
- *Think about things more calmly.*
- *Speak openly about violence – sexual and economic violence and can discuss this with my wife which helps me understand.*

Overall, what long lasting effect has the phoenix project had on you?

- *Helped with anger.*
- *Made me think*
- *Helping me deal with a relationship as a whole.*
- *Taking it all on board.*

Outcomes for the last year have been:

- 54 People have engaged
- 36 (67%) have reported making significant positive progress and their behaviour has significantly improved

The Veteran's Programme

Initially, the programme started in August 2017, with a funding scheme from the Royal British Legion. Currently CDARS with new funding from the Armed Forces Covenant Fund, is delivering a music choir for veterans and civilians experiencing a mental health crisis or more chronic mental health conditions, as well as substance misuse.

Open to residents of South West London, the project aims to enable veterans with an addiction or a mental health problem to maintain long-term sobriety, good health and wellbeing and to get back into work, volunteering or training. To achieve this, the veterans are integrating CDARS' mainstream (civilian) services and CDARS' recovery café alongside civil service users. The project helps combat loneliness and isolation by creating a sense of camaraderie and cohesion between civilians and veterans who will build support networks and long-lasting friendships, which will carry on beyond the existence of this project. It will also challenge the stigma of each group about one another.

Evaluation of the project

Activities and Outcomes

Activities:

Since the beginning of the choir, we have had a core group of participants who have encouraged other members to join session by session. The choir usually starts with three or four members and regularly grows to eight members and more within the first thirty minutes.

Meeting for 2 hours weekly, the group has established a pattern and repertoire with more than twenty songs added to the library. The first half of each session has allowed the choir to work on details of individual pieces of music already in the library. This has developed from basic timing and pacing, vocal production, and reading, and now the choir works on developing harmonies, handing out solos across the choir, and developing repertoire. The second half of each session is mostly made up of first tries of pieces of music that have been suggested by the choir in the first half. If the choir likes the experience of these new pieces, they are retained to be worked on in subsequent sessions.

Over this period we organised two musical concerts: Morden Hall Baptist Church, attended by 11 local residents, and the Sunshine Recovery Café, attended by 14 Café customers who suffer from a variety of mental health issues and dual diagnosis (mental health and substance misuse issues combined).

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Other activities include:

- Comprehensive assessment
- One to one counselling sessions
- Support groups
- Social activities
- Access to a full Health and wellbeing programme
- Build a choir
- Run weekly music rehearsal sessions on Saturdays
- Deliver biweekly workshops for those new to music to build skills
- Deliver 4 concerts yearly

CDARS employs a Music Choir Coordinator who oversees the smooth delivery of the programme, coordinating the activities delivered by the Choir Master. He is responsible for promoting the programme, working with local partners to raise awareness about the programme locally, including Haig Housing in Morden, WDP, St George's Hospital, Kingston Hospital, Richmond Hospital, Sutton Gym, The Bridge Café Kingston, Hestia Café in Tooting, Wimbledon Guild, YMCA in Wimbledon, Faith in Action in Wimbledon, and the voluntary sector Mental Health Forum. He also manages the monitoring and evaluation of the programme.

At the forefront of the programme is Ben Saul, a professional Music Therapist and clinician from Greenwich NHS Teaching Primary Care Trust. Ben has extensive experience working with vulnerable people with complex mental health issues. He is therefore experienced to deliver the music choir therapeutically, adapting the sessions to the specific needs of our clients.

The music sessions have taken place as planned once a week. Originally the sessions started at the Sunshine Recovery Café, our mental health recovery café. In order to increase the number of veterans and facilitate access, we decided to move the sessions to the Haig Housing Association, which houses British soldiers who have come out of The Royal Airforce, the Army and the Navy.

The aim was to move the choir to where veterans live to make it as easy as possible for them to attend. This proved successful as the project was well attended by veterans and civilians. Since the project started, we have worked with 62 beneficiaries, including 42 veterans and 22 civilians. Out of this cohort, 11 people have referred to CDARS due to their substance misuse issues, while 21 have referred for counselling and support around their mental health.

Outcomes:

"The choir is my lifeline when I'm anxious and down. Knowing it's there when I have an off day is a God send."

"I enjoyed attending the veterans' choir because it brings back memories of my time spent in the military and I can also socialize with other veterans. It's good to know that a group like the veterans' choir exists for veterans after leaving the military. I did 14 and half years in the British army and have to see smiles on fellow veterans faces knowing what we've been through, while some suffer from PTSD is just heart-warming."

The programme has undeniably had great outcomes in terms of generating social cohesion and reducing social isolation and loneliness. For some of our beneficiaries, the choir has offered a unique opportunity to get out of the house and interact with others. Without this opportunity days could go by without talking to anyone. Beyond the leisure and entertainment of singing together, the participants have enjoyed making new friends and being part of a like-minded community. The project has therefore had a great impact on improving our clients' general health and wellbeing and mental health. Clients have reported that singing together has therapeutic benefits.

The choir has also helped our participants acquire new skills that are transferrable beyond their use in the choir. Life skills that have been acquired which include working as a team; time-keeping and self-confidence. Our beneficiaries have reported that they feel the project is supporting their employability as they can use these skills in their job search and when they find a new employment role.

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TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

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Saving Lives. The Suicide Prevention Programme

At CDARS we acknowledge that supporting people with suicidal ideation is perhaps the hardest issue to support someone with, which can leave staff feeling anxious and reduce their confidence levels, if staff are not adequately trained, prepared or provided with enough resources. Therefore, in order to respond effectively to this specific and sensitive need, CDARS has sought external funding to employ a Suicide Prevention Specialist Worker.

The programme has been funded for 3 years by Henry Smith Charity since October 2019. The programme is delivered from our Sunshine Recovery Café in Wimbledon Chase. The programme is designed to respond to crisis episodes of residents of the Boroughs of Merton, Wandsworth, Sutton, Richmond and Kingston affected by mental health issues.

What we aim to achieve

This aim of the programme is to support people who are at risk of suicide or suicidal ideation, residents in the five London Boroughs of Merton, Wandsworth, Sutton, Richmond and Kingston. The Programme aims also to reduce numbers of suicide attempts among people with mental health problems within these Boroughs.

It provides a holistic suicide prevention service for service users who have severe and enduring mental health issues or a common mental disorder such as stress, anxiety or depression. The programme helps service users identify being at risk and to reduce their feelings of suicidal ideation and provide the propensity to plan and commit this by providing a mixture of immediate short-term crisis help, medium and long-term support.

What we offer

The programme employs a highly trained and experienced Suicide Specialist Worker supported by two trained and well volunteers/recovery champions.

The volunteers/recovery champions have themselves lived experience of suicide ideation and support the Specialist Worker throughout the delivery of the programme. We also provide support in the area of Suicide Prevention and Management, to other local organisations, as well as carers and family members within the five London Boroughs, Merton, Sutton, Wandsworth, Kingston and Richmond. Such as:

- Training
- Workshops
- Education
- Guidance and Advice

Outcome and Achievements

Since starting in October 2019 up to May 2020, we have achieved the following:

- 85 people have accessed the service

Demographics:

Gender:

- 38 females
- 47 males

Ethnicity:

- 10 Asian
- 11 Black British
- 7 Black African
- 41 White British
- 12 White European
- 4 White Others

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The services provided have been: one to one counselling, telephone support, support groups face to face, online counselling, and online support groups.

The service has been extremely well received and most service users have reported significant improvements in:

- Learned effective coping mechanisms in dealing with and managing suicidal thoughts
- Developed knowledge, skills and confidence with a significant positive impact on reducing the triggers that lead to suicidal ideation episodes
- Increased significantly their knowledge and confidence on when to access and how to access effective support thus reducing the likelihood of suicide
- Improved significantly their skills, social networks and support leading to improved mental wellbeing, quality of life, and life skills.

Some examples of some service users who have accessed the Suicide Prevention Programme are:

SK

He has been very suicidal and has a history of cutting himself with a sharpie. He is receiving one to one support under the Saving Lives project and now he is trying to get his SIA license and get a part time job

NP

"I feel able to be more open and honest with Joe and he is able to understand and identify the issues I face. This has proven invaluable as, unfortunately, I have struggled with this elsewhere. The Sunshine Recovery Café is an excellent safe place to come to especially during the current social isolation that I and others are facing during this Lock down."

PD

"I hit rock bottom when I went through divorce and lost nearly everything. I came to the cafe and had Joe help me through my darkest hour and guiding me. I can say I am trying to get back on my feet. I have got into a new flat and also I have found a full time job at B&Q. I am able to cope on my own and thank you for helping me."

CE

Has a history of harming herself and has been coming to the Sunshine Recovery Café for support. She has been known for taking overdose and cutting her arms and has been admitted many times to St George's Hospital. CE mentions that coming to the service and getting one to one support has helped a lot to cope with suicidal ideation and self-harm. She is grateful that there is somewhere she can go to when she feels very suicidal or cannot just cope at all.

SM

SM was brought to the service by her parents due to depression and self-harming. Her Mum mentioned that she cuts her wrists. "When I arrived into café I was already feeling very anxious. One to one sessions with Joe helped a lot, talking to someone that listen to my issues and give really good feedback it's amazing. Changes a lot in such a small space of time. When I feel low, I come here I feel better and have good energy and support in this place. I have tried to move on with my life and cope by myself and not rely on others. I have got a part time job now working at St George's hospital cleaning"

A Vision for the Future for CDARS

Plans for the near future

As we all know, the UK and the rest of the World has entered a period of intense uncertainty due to the COVID19, including a significant total lockdown. All our services have therefore had to adapt to ensure the safety of our vulnerable clients. We have therefore, since the end of March 2020, moved all support to be accessible digitally including video groups, one to one telephone calls and calls to ensure our clients maintain their mental health and wellbeing during this period of anxiety and our staff are there to offer this crucial support. Except the recovery café, which continues to run face to face with all the due safety measures as advised by the UK Government.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Thanks to the generosity of our existing funders, like the Big Lottery Community Fund, City Bridge, Wimbledon Foundation, etc. who have permitted us to adapt our services, and the generosity of new funders who have invested in CDARS, such as the Wimbledon Foundation, Wandsworth Grants Fund, Albert Gubay Foundation, Awards for All, Carluccios Foundation and many others mentioned at the end of the report. We have managed to put in place an emergency service to ensure that our most vulnerable service users who are self-isolating have access to their basic needs, including food and medicines. To do so, we have safely since April 2020 cooked healthy and warm meals every day and delivered this with other groceries to their door.

Since April 2020 we have delivered over 1000 warm meals to over 300 service users regularly, as well as with new grants obtained at the beginning of year 2020, we have managed to equip vulnerable service users with smartphones and sim cards with data, so that they can all have access to our online services. Furthermore, we have managed to equip our vulnerable service users with kitchen equipment so that they can cook at home, this together with regular cooking classes via online zoom sessions which are provided by our qualified and passionate Nutritionist Dr. Lesley Anne Kerr.

The services above have been highly well received and it is obvious that for most of the service users, these have been and are crucial services, through the COVID19 pandemic emergency crisis. Therefore, CDARS has decided to continue to provide these services and have become embedded with our other services provided.

Financial review

CDARS has a reserves policy which states that a reserve equivalent to at least one quarter of the total annual expenditure should be held in case of a non-predicted fall in funding or financial changes.

For the year ended 31st March 2020 the total expenditure amounted to £615,128. A sum of at least £153,782 should therefore be set aside as a reserve. Total unrestricted reserves held on 31st March 2020 amounted to £193,374 (2019 - £271,890).

CDARS adopts a policy on risks assessment and risks review for financial and funding matters whereby every three years a business plan is produced, where potential risks of a financial nature are highlighted. The management committee meets every three months with the CEO and other staff members as appropriate. At these meetings, potential risks are assessed and reviewed by all committee members.

The Management Committee conducts regular reviews of the major risks to which the charity is exposed. Where appropriate, systems or procedures are established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients, and visitors to the centre. The continuing implementation of the Drugs and Alcohol National Occupational Standards (DANOS) and the adoption of the NICE Guidelines (National Institute Clinical Excellence) ensure a consistent quality of delivery for all operational aspects of the charity. The charity is compliant with various quality management systems, as listed further below, and is audited regularly by its funders, generally annually. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

The partnership works very closely together with our commissioners, other stakeholders, and the feedback that we are given by our service users, in regular focus groups and needs assessments, are followed through in the redesign and development of services. As a result of the above the following new services and programmes have recently started.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

Structure, Governance, and Management

Governing Document

Community Drug and Alcohol Recovery Services (CDARS) is a registered charity (No. 1028663). It is a company limited by guarantee (No. 02634372), which does not have a share capital. Every member of the charity undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

The total number of such members at 31st March 2020 was 33 (2019 - 33). The company was established in August 1991 under a Memorandum of Association, which set out its objects and powers. Its Articles of Association governs it. Under those Articles, the members of the Executive Committee are elected at an Annual General Meeting to serve for a period of two years.

The trustees, who are also the directors for the purpose of company law and under the company's Articles are known as members of the Management Committee, who served during the year 2019-2020 were:

Mrs J Rowley (Resigned on 12 July 2020)

Mr D H Knight

Mr M Ingram

Mrs A Whitfield

Mr Laurence Mascarenhas (Resigned on 22 October 2019)

Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee gave their time voluntarily and received no remuneration from the charity. Any expenses reclaimed from the charity are set out in the accounts. The Management Committee seeks to ensure that the needs of the client group are appropriately reflected through the diversity of the trustee body.

To enhance the potential pool of Trustees, we include rehabilitated substance/alcohol misusers who would be willing to become members of the centre and use their own experience to assist the charity. The organisation aims to fully represent and maintain as far as possible a broad mix of skills at Management Committee level. In the event of particular skills being lost, the organisation has a system in place to replace the required skills.

Most Trustees are already familiar with the practical work of the charity. Additionally, new Trustees are invited and encouraged to attend induction and a series of short training sessions to familiarise themselves with the charity and the context within which it operates.

These are jointly led by the Chair of the Management Committee and the Chief Executive of the charity and cover:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

An information pack and guidance book prepared from Charity Commission publication, the Commission's guide "The Essential Trustee", is distributed to all new Trustees along with the Memorandum and Articles and the latest financial statements.

CDARS has a Management Committee who meet every three months and is responsible for the strategic direction and policy of the charity. At the end of March 2020 the Committee had five members from a variety of professional backgrounds relevant to the work of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the CEO.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met; he also has responsibility for the day to day operational management of the organisation, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. At a national level, under guidance and monitoring of Public Health England (PHE), while at a local level under guidance and monitoring of local Public Health, the bodies charged with responsibility for delivering the National Drug Strategy and commissioning services.

Quality systems that we employ include:

- Drugs and Alcohol National Occupational Standards
- National Institute for Clinical Excellence Guidelines
- Standards for Better health
- International Organisation for Standardisation - ISO 27001
- Federation for Drugs and Alcohol Professionals Guidelines
- Chartered Institute of Management Code of Conduct
- Local authority and other commissioners' agreements
- Regular client surveys
- Safeguarding Vulnerable Adults Board and Child Protection Board
- Health and Safety and around 85 other policies
- Complaints System

Statement of Trustees' responsibilities

The trustees, who are also the directors of Community Drug and Alcohol Recovery Services for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

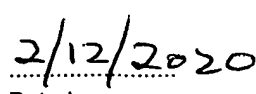
In preparing these accounts, the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They 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.

The Trustees' report was approved by the Board of Trustees.


Mr D H Knight


Dated

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

I report to the trustees on my examination of the financial statements of Community Drug and Alcohol Recovery Services (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

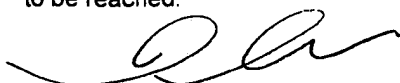
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Andrew Miller BSc FCA
ICAEW

Azets Audit Services
Trinity Court
34 West Street
Sutton
Surrey
SM1 1SH

Dated: 14/12/20

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020	Restricted funds 2020	Total 2020	Unrestricted funds 2019	Restricted funds 2019 as restated	Total 2019 as restated
	Notes	£	£	£	£	£	£
<u>Income from:</u>							
Donations and legacies	3	1,500	-	1,500	-	-	-
Charitable activities	4	365,139	219,849	584,988	608,427	207,971	816,398
Investments	5	157	-	157	226	-	226
Total income		366,796	219,849	586,645	608,653	207,971	816,624
<u>Expenditure on:</u>							
Charitable activities	6	445,312	169,816	615,128	775,624	277,742	1,053,366
Net (expenditure)/income for the year/ Net movement in funds		(78,516)	50,033	(28,483)	(166,971)	(69,771)	(236,742)
Fund balances at 1 April 2019							
As originally reported		271,890	5,889	277,779	438,861	72,009	510,870
Prior year adjustment		-	(55,922)	(55,922)	-	(52,271)	(52,271)
As restated		271,890	(50,033)	221,857	438,861	19,738	458,599
Fund balances at 1 April 2019		271,890	(50,033)	221,857	438,861	19,738	458,599
Fund balances at 31 March 2020		193,374	-	193,374	271,890	(50,033)	221,857

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2020

		2020		2019 as restated	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		45,316		58,753
Current assets					
Debtors	10	17,929		60,737	
Cash at bank and in hand		170,948		261,677	
		<u>188,877</u>		<u>322,414</u>	
Creditors: amounts falling due within one year	11	<u>(40,819)</u>		<u>(159,310)</u>	
Net current assets			148,058		163,104
Total assets less current liabilities			<u>193,374</u>		<u>221,857</u>
Income funds					
Restricted funds	13		-		(50,033)
<u>Unrestricted funds</u>					
Designated funds	14	20,347		25,435	
General unrestricted funds		<u>173,027</u>		<u>246,455</u>	
			193,374		271,890
			<u>193,374</u>		<u>221,857</u>

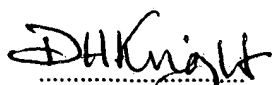
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

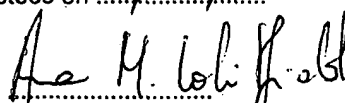
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 2/12/2020


Mr D H Knight
Trustee


Mrs A Whitfield
Trustee

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash absorbed by operations	18		(88,752)		(208,859)
Investing activities					
Purchase of tangible fixed assets		(2,134)		-	
Interest received		157		226	
Net cash (used in)/generated from investing activities			(1,977)		226
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(90,729)		(208,633)
Cash and cash equivalents at beginning of year			261,677		470,310
Cash and cash equivalents at end of year			170,948		261,677

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Community Drug and Alcohol Recovery Services is a private company limited by guarantee incorporated in England and Wales. The registered office is 296a Kingston Road, Wimbledon Chase, London, SW20 8LX.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's memorandum of association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. During the year the trustees implemented a plan to reduce expenditure and are continuing to focus on smaller more local projects. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are funds which have been set aside from the unrestricted funds for a specific use. The charity holds designated funds relating to specific fixed assets which historically were shown as restricted funds.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset. Grants received during the year have been treated using the accruals model.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is allocated to each activity where it relates directly to that activity. Support and governance costs that do not relate directly to each activity are apportioned on the basis of income percentage or percentage use of the associated premises.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold Improvements	20% Straight Line
Plant and machinery	20% Reducing Balance
Fixtures, fittings & equipment	20% Reducing Balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Significant estimations include the apportionment of support and governance costs, accruals and depreciation. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Total
	2020	2019
	£	£
Donations and gifts	1,500	-

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

4 Charitable activities

	Sutton Substance Misuse Service	Suicide Prevention Programme	Wandsworth Substance Misuse Service	Health & Wellbeing Big Lottery Fund	Phoenix Domestic Violence Programme	Veterans Support Programme	Recovery Cafe	Total 2020	Total 2019 as restated
	£	£	£	£	£	£	£	£	£
Services provided under contract	-	-	153,829	-	-	-	208,620	362,449	598,444
Grants	-	20,242	5,017	150,570	-	31,020	13,000	219,849	207,971
Other income	-	-	-	-	-	-	2,690	2,690	9,983
	<u>-</u>	<u>20,242</u>	<u>158,846</u>	<u>150,570</u>	<u>-</u>	<u>31,020</u>	<u>224,310</u>	<u>584,988</u>	<u>816,398</u>
Analysis by fund									
Unrestricted funds	-	-	153,829	-	-	-	211,310	365,139	
Restricted funds	-	20,242	5,017	150,570	-	31,020	13,000	219,849	
	<u>-</u>	<u>20,242</u>	<u>158,846</u>	<u>150,570</u>	<u>-</u>	<u>31,020</u>	<u>224,310</u>	<u>584,988</u>	
For the year ended 31 March 2019									
Unrestricted funds	245,600	-	149,667	5,000	-	-	208,160		608,427
Restricted funds	-	-	-	130,561	24,000	27,310	26,100		207,971
	<u>245,600</u>	<u>-</u>	<u>149,667</u>	<u>135,561</u>	<u>24,000</u>	<u>27,310</u>	<u>234,260</u>		<u>816,398</u>

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

5 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Interest receivable	<u>157</u>	<u>226</u>

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

	Sutton Substance Misuse Service	Merton Substance Misuse Service	Wandsworth Substance Misuse Service	Health & Wellbeing Big Lottery Fund	Phoenix Domestic Violence Programme	Veterans Support Programme	Recovery Cafe	Total 2020	Total 2019
	£	£	£	£	£	£	£	£	£
Staff costs	-	9,509	98,572	52,132	13,890	30,322	99,984	304,409	579,249
Events related expenses	-	-	-	-	-	-	-	-	903
Volunteer expenses	-	-	-	-	-	-	-	-	452
Client welfare	-	-	6,890	1,966	-	531	740	10,127	4,299
Client expenses	-	-	120	-	-	-	-	120	7,372
Grant repayments	-	-	-	-	-	2,000	-	2,000	-
	-	9,509	105,582	54,098	13,890	32,853	100,724	316,656	592,275
Share of support costs (see note 7)	-	8,801	78,578	50,232	6,495	6,407	94,715	245,228	375,117
Share of governance costs (see note 7)	-	1,931	11,413	12,971	1,859	4,830	20,240	53,244	85,974
	-	20,241	195,573	117,301	22,244	44,090	215,679	615,128	1,053,366
Analysis by fund									
Unrestricted funds	-	-	190,556	22,653	22,244	7,180	202,679	445,312	
Restricted funds	-	20,241	5,017	94,648	-	36,910	13,000	169,816	
	-	20,241	195,573	117,301	22,244	44,090	215,679	615,128	
For the year ended 31 March 2019									
Unrestricted funds	306,287	-	183,651	17,646	30,458	-	237,582		775,624
Restricted funds	-	-	-	198,376	31,844	21,422	26,100		277,742
	306,287	-	183,651	216,022	62,302	21,422	263,682		1,053,366

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

7 Support costs

	Support costs	Governance costs	2020	2019	Basis of allocation
	£	£	£	£	
Staff costs	122,630	-	122,630	207,325	Usage by project
Insurance	1,371	-	1,371	1,378	Usage by project
Motor expenses	-	-	-	5	Usage by project
Office expenses	13,247	-	13,247	16,525	Usage by project
Safety & security costs	588	-	588	909	Usage by project
IT & communication	24,395	-	24,395	25,591	Usage by project
Premises expenses	82,997	-	82,997	123,384	Premises used for activity
Audit fees	-	9,785	9,785	4,950	Governance
Legal and professional	-	27,887	27,887	64,187	Governance
Depreciation	-	15,572	15,572	16,837	Governance
	<u>245,228</u>	<u>53,244</u>	<u>298,472</u>	<u>461,091</u>	
Analysed between					
Charitable activities	<u>245,228</u>	<u>53,244</u>	<u>298,472</u>	<u>461,091</u>	

Governance costs includes payments to the independent examiner of £3,000 (2019- £4,950) for independent examiners fees and £4,740 (2019- £nil) for bookkeeping services.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

8 Employees

Number of employees

The average number of employees during the year was:

	2020	2019
Office and management	2	4
Clinical staff	15	12
	<u>17</u>	<u>27</u>

Employment costs

	2020 £	2019 £
Wages and salaries	375,517	692,839
Social security costs	28,216	57,380
Other pension costs	14,092	25,239
	<u>417,825</u>	<u>775,458</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2020 Number	2019 Number
£60,000-£70,000	<u>1</u>	<u>1</u>

9 Tangible fixed assets

	Leasehold Improvements £	Plant and machinery £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 April 2019	45,993	84,111	9,775	139,879
Additions	-	934	1,200	2,134
At 31 March 2020	<u>45,993</u>	<u>85,045</u>	<u>10,975</u>	<u>142,013</u>
Depreciation and impairment				
At 1 April 2019	17,794	58,758	4,573	81,125
Depreciation charged in the year	9,199	5,133	1,240	15,572
At 31 March 2020	<u>26,993</u>	<u>63,891</u>	<u>5,813</u>	<u>96,697</u>
Carrying amount				
At 31 March 2020	<u>19,000</u>	<u>21,154</u>	<u>5,162</u>	<u>45,316</u>
At 31 March 2019	<u>28,199</u>	<u>25,353</u>	<u>5,201</u>	<u>58,753</u>

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

9 Tangible fixed assets (Continued)

Fixed assets with a net book value of £20,347 (2019 - £25,435) are designated funds.

10 Debtors

	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	-	46,295
Other debtors	410	410
Prepayments and accrued income	17,519	14,032
	<u>17,929</u>	<u>60,737</u>

11 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	10,783	845
Other creditors	2,408	2,225
Accruals and deferred income	27,628	156,240
	<u>40,819</u>	<u>159,310</u>

Deferred income of £18,042 (2019 - £111,942) has been recognised in the year. £14,458 relating to income for the Suicide Prevention Programme which started on 1st September 2019 for three years. £3,584 from Sport England to support the Kicking Goals Project lasting one year from 2nd September 2019.

12 Retirement benefit schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £14,092 (2019 - £25,239).

£8,858 (2019 - £18,439) has been allocated to unrestricted funds and £5,234 (2019 - £6,800) to restricted funds.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2018 as restated	Incoming resources as restated	Resources expended	Balance at 1 April 2019 as restated	Incoming resources	Resources expended	Balance at 31 March 2020
	£	£	£	£	£	£	£
Henry Smith	-	-	-	-	20,242	(20,242)	-
Wimbledon							
Foundation	-	-	-	-	25,000	(25,000)	-
Big Lottery							
Community							
Fund	11,894	130,561	(198,377)	(55,922)	119,428	(63,506)	-
The City							
Bridge Trust	-	-	-	-	6,142	(6,142)	-
The Rayne							
Foundation	3,922	12,000	(15,922)	-	-	-	-
Charles							
Hayward							
Foundation	3,922	12,000	(15,922)	-	-	-	-
The Royal							
British Legion	-	22,320	(17,507)	4,813	-	(4,813)	-
Armed							
Forces							
Covenant							
Trust Fund	-	4,990	(3,914)	1,076	14,970	(16,046)	-
The Pilgrim							
Trust	-	14,000	(14,000)	-	13,000	(13,000)	-
Postcode							
Trust People	-	12,100	(12,100)	-	6,050	(6,050)	-
The Forces							
Trust	-	-	-	-	10,000	(10,000)	-
Sports							
England	-	-	-	-	5,017	(5,017)	-
	19,738	207,971	(277,742)	(50,033)	219,849	(169,816)	-

The Henry Smith Charity awarded a total of £106,500 over a three year period for the Suicide Prevention Programme. The first year of this programme started within the reporting period and as such £20,242 has been recognised and fully utilised.

The Wimbledon Foundation awarded a grant of £75,000 for a three year period. This is towards the Culture + Diversity = Cohesion Programme. £25,000 has been recognised within the year and fully utilised on associated costs within the period.

During the year, an amount of £119,428 (2019 - £130,561) was received from the Big Lottery Community Fund. We remain extremely grateful to The Big Lottery Community Fund for their continued support of the Health and Wellbeing Programme by granting a further three years funding totalling £341,500. The grant can be spent on all costs relating to the project and was fully expensed during the year.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

13 Restricted funds

(Continued)

Income from the Rayne Foundation and Charles Hayward Foundation was recognised in full in the prior year.

The City Bridge Trust have awarded a grant of £111,550 for a three year period. This is to cover the cost of a Health and Wellbeing Outreach worker delivering mental health support services across the City of London. £6,142 of the grant has been recognised in the year and fully utilised.

The Armed Forces Covenant Trust Fund awarded a grant of £19,960 for a music choir for veterans and civilians at the charities café. The project started on 1st January 2019 for one year, £14,970 was recognised in the year and fully utilised on associated costs.

The Pilgrims Trust awarded £40,000 for the Women's Recovery Café project which will run for 3 years. The second payment of £13,000 was received during the year and was fully utilised.

The Postcode Trust People awarded £18,150 for a 3 month Veterans support programme which started on 1st February 2019. The remaining grant of £6,050 was recognised in the period and fully utilised.

The Forces Trust awarded £10,000 for the Veterans Voices Programme which aims to help ex-service men and women maintain recovery from mental health or addiction. The grant has been fully recognised and utilised in the year.

Sport England awarded a grant of £12,870 towards the Kicking Goals Project which is expanding the Health and Wellbeing Programme. £5,017 has been recognised in the year and fully utilised.

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2018 £	Resources expended £	Balance at 1 April 2019 £	Resources expended 31 March 2020 £	Balance at 31 March 2020 £
Fixed Assets	31,794	(6,359)	25,435	(5,088)	20,347
	<u>31,794</u>	<u>(6,359)</u>	<u>25,435</u>	<u>(5,088)</u>	<u>20,347</u>

15 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2020 are represented by:			
Tangible assets	45,316	-	45,316
Current assets/(liabilities)	148,058	-	148,058
	<u>193,374</u>	<u>-</u>	<u>193,374</u>

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases:

2020	2019
£	£
136,667	177,583

17 Related party transactions

None of the trustees (or any persons connected with them) received any remuneration during the year, and no trustees were reimbursed for expenses (2019 - £nil).

At the year end, an amount of £410 (2019 - £410) was owed to the charity by Franco Toma, Managing Director.

18 Cash generated from operations

	2020	2019
	£	£
Deficit for the year	(28,483)	(236,742)
Adjustments for:		
Investment income recognised in statement of financial activities	(157)	(226)
Depreciation and impairment of tangible fixed assets	15,571	16,838
Movements in working capital:		
Decrease/(increase) in debtors	42,808	(12,297)
(Decrease)/increase in creditors	(118,491)	23,568
Cash absorbed by operations	(88,752)	(208,859)

19 Analysis of changes in net funds

The charity had no debt during the year.

COMMUNITY DRUG AND ALCOHOL RECOVERY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

20 Prior period adjustment

Changes to the balance sheet

	At 31 March 2019		
	As previously reported	Adjustment	As restated
	£	£	£
Creditors due within one year			
Other creditors	(103,388)	(55,922)	(159,310)
	<u> </u>	<u> </u>	<u> </u>
Capital funds			
Income funds			
Restricted funds	5,889	(55,922)	(50,033)
Unrestricted funds	271,890	-	271,890
	<u> </u>	<u> </u>	<u> </u>
Total equity	277,779	(55,922)	221,857
	<u> </u>	<u> </u>	<u> </u>

Changes to the profit and loss account

	Period ended 31 March 2019		
	As previously reported	Adjustment	As restated
	£	£	£
Income from:			
Charitable activities	820,049	(3,651)	816,398
	<u> </u>	<u> </u>	<u> </u>
Net movement in funds	(233,091)	(3,651)	(236,742)
	<u> </u>	<u> </u>	<u> </u>

During the year it was identified that income from the Big Lottery Community Fund, which funds the Health & Wellbeing project was being recognised annually from 1st March, however each year of the project starts from 1st September. A prior year adjustment was made to reflect this by increasing the deferred income in the prior years.