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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 2010**



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

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2010

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

COMPANY INFORMATION

Registered office	Ropery House 16 - 18 The Cross Wivenhoe Essex CO7 9QN
Company registration no.	06414684
Charity registration no.	1123316
Directors	Dr A Canham Mrs E Burton-Phillips Mrs H Harper Mrs S Mackintosh Mrs R Pugh Mr P Short
Company secretary	Ms K Semple
Staff team	Mrs J Nolan-Geldard - Operations Manager Mrs P White – Counselling Manager Mrs S Vanstone – Office Manager
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 2010

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 2010

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
- Support for those bereaved through addiction

Cost to users

Services are mainly free to clients although voluntary contributions either financial or voluntary working for the charity are strongly 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. Acknowledging that we need to increase the range of our grant funding early in 2011 the Trustees engaged the services of Hossein Sharifi to investigate potential grant sources and to apply for these where possible. Other means to source funding are also being pursued.

The past year has seen significant developments for DrugFAM. The support groups in High Wycombe, Slough and Wokingham continue to flourish. The Wokingham group has relocated to more central premises in Swallowfield and now meets weekly rather than bi-monthly in line with High Wycombe and Slough. In the year to end June 2011, the number of clients supported at each location was 73 at High Wycombe, 49 at Slough and 41 at Wokingham. Qualitative feedback is collected for all groups and continues to be very positive. Additionally during 2011 we have started to measure life satisfaction of Slough group members in agreement with the local DAAT. The data collected so far shows substantial improvements in respondent's satisfaction with various aspects of their lives since they started attending the group. We hope to roll out this 'output' measurement across all groups during 2011/12.

We have worked 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 have been 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. In the past few months, as a result of a personal approach, Elizabeth Burton Phillips and Gail Pitts have spent some time in Reading jail talking with prisoners about the impact of their substance misuse and related issues on their families. There is potential to increase this work and it will be reviewed when the Trustees next review DrugFAM's strategy as well as in the light of potential funding opportunities. Any work done will be with the aim of supporting families dealing with the impact of substance misuse.

**The Nicholas Mills Foundation
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CHAIRMAN'S FOREWORD (CONTINUED)

YEAR ENDED 31 DECEMBER 2010

With recognition that families bereaved by addiction face additional and different issues a second very successful 'Bereaved by Addiction' day was held in November 2010 in High Wycombe, with bereaved families and friends of addicts coming from all over the UK and with some participants travelling from Europe. The Trustees have agreed to continue to support another such day in October 2011 and with the Trustees backing Elizabeth Burton Phillips supported by one of our volunteers, Gail Pitts, continues to research the appropriate support that we can offer to bereaved families. They continue to work closely with Cruse Bereavement Care and offer one-to-one support for bereaved families.

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 year to end June 2011 has provided confidential counselling for 39 clients on a one-to-one basis. Due to demand she has engaged a part time counsellor and is now building up a team of counsellors, many of them voluntary, to meet the increasing demand for confidential one to one counselling. This service is offered for a minimum small nominal charge with special consideration given to cases of extreme hardship.

Jacky Nolan who joined us on 7th June 2010 as Operations Manager has continued to build the DrugFAM support group services and has increased our volunteer numbers to facilitate the groups. All volunteers have been trained in Group facilitation and have also undertaken a programme of relevant training provided by Adfam and the DAATs. Many of our volunteers are former clients who have reached a stage in their personal recovery where they are able to offer their services to the charity. Jacky is also building the offer of telephone support and in July 2010 we employed Sandra Vanstone, a qualified nurse, who with the support of Jacky and Tricia is re-energising our telephone support service.

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

My thanks to all of our staff, my fellow trustees, patrons and our many volunteers for their hard work, expertise and commitment and for giving so much of their time to make someone else's life that much better. Without each of them the charity could not exist. I would also like to add my thanks to Elizabeth Burton-Phillips who remains active in the charity and whose passion and energy is an inspiration.



Ann Canham
Chairman
7 September 2011

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

DIRECTORS' REPORT

YEAR ENDED 31 DECEMBER 2010

The directors have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2010

Constitution and Organisation

The Nicholas Mills Foundation is a registered charity (No 1123316) and a company (No 06414684), incorporated on 31 October 2007. The assets of the predecessor organisation (The Nicholas Mills Foundation), founded in August 2006, were transferred to the new company on incorporation. A board of directors manages The Nicholas Mills Foundation in accordance with the Articles of Association of the company and the Board of Trustees – Terms of Reference. The financial statements have been prepared in accordance with these documents, relevant statutory requirements and the Statement of Recommended Practice on Accounting and Reporting by Charities 2005.

Objects of the charity

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

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

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

In 2007 the trustees adopted the following mission statement *'Our mission is to establish ourselves as a lifeline for families struggling with the nightmare of Addiction'*. Further detail on the mission statement and the strategy chosen to meet this statement are included in the Chairman's Foreword.

Public benefit

The charity has met its objective of relieving the suffering caused by drug abuse to families, friends, dependants and carers of drug users by running support groups in High Wycombe, Slough and Wokingham, by providing advice and information either in the groups or in a one-to-one discussion and by providing a telephone service. The services are free and open to anyone above the age of 18. People below the age of 18 are referred to other bodies competent to deal with that age group. In 2010 DrugFAM's services were extended to provide one-to-one counselling with a trained counsellor. This service is open to anyone who requests counselling as a result of the drug abuse of someone they know. Clients are asked to make a contribution to the cost of the counselling session but this is not compulsory.

The 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 2010

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, Mrs Heather Harper, Mr Simon Israel, Mr Peter Short

Mrs Elizabeth Burton-Phillips joined the Board on 23rd November 2010

Mr Simon Mills and Mr Simon Israel resigned from the Board on 23rd November 2010 and 28th February 2011 respectively

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 2010

Dr Anthony Seldon

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 £52,262. This has increased by £12,595 to £64,857 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 £24,617 was generated from fund raising events.

Early in the year the company took on a professional counsellor, Tricia White, as our Counselling Manager on a part-time basis to start up our one-to-one counselling service. Mid-year the company also employed Sandra Vanstone as Office Manager, also on a part-time basis. These changes are the main explanation for the increase in staff costs from £27,611 in 2009 to £53,588 in 2010.

**The Nicholas Mills Foundation
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DIRECTORS' REPORT (CONTINUED)

YEAR ENDED 31 DECEMBER 2010

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. The cash reserves held at end December 2010 are greater than those required by the policy. In 2011 the company has seen a reduction in support from local authorities and so is actively seeking new sources of funds. The company has employed the services of a fund-raising consultant to help achieve this.

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

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



Dr A Canham
Chairman

Approved by the Board of Directors on 7 September 2011

**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 2010

I report on the accounts of The Nicholas Mills Foundation for the year ended 31 December 2010 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

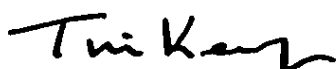
In connection with my examination, no matter has come to my attention

(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 7th September 2011

**The Nicholas Mills Foundation
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STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2010

	Note	2010 £	2009 £
Incoming resources			
Grants receivable	2	26,752	23 296
Donations receivable	3	24,414	14 927
Fund raising activities	4	35,212	30,331
Interest receivable		2	-
		-----	-----
Total incoming resources		86,380	68 554
		-----	-----
Resources expended			
Direct charitable expenditure	5	71,655	44 641
Cost of fund raising activities		10,595	8 899
Governance costs	6	523	2 521
		-----	-----
Total resources expended	7	82,773	56,061
		-----	-----
Net (outgoing)/incoming resources for the year		3,607	12 493
Balances brought forward		50,429	27 070
Merger with Crack-It	8	-	10 866
		-----	-----
Balances carried forward		54,036	50 429
		-----	-----

**The Nicholas Mills Foundation
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BALANCE SHEET

31 DECEMBER 2010

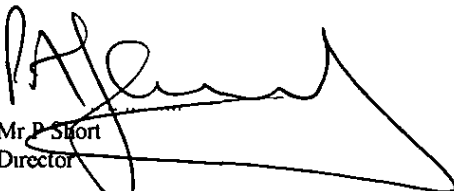
	Note	£	2010 £	£	2009 £
Current assets					
Debtors	9	1,656		4,646	
Cash at bank and in hand		64,857		52,262	
		-----		-----	
		66,513		56,908	
Creditors: amounts falling due within one year	10	(12,477)		(6,479)	
		-----		-----	
Net current assets			54,036		50,429
			-----		-----
Total assets less current liabilities			54,036		50,429
			-----		-----
Funds					
Unrestricted			54,036		50,429
			-----		-----
			54,036		50,429
			-----		-----

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

Directors' responsibilities

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

These financial statements were approved by the Board of Directors on the 7th September 2011, and are signed on their behalf by


Mr P Short
Director

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2010

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

	2010	2009
	£	£
Bucks DAAT	6,487	7,463
Buckinghamshire County Council – Adult Social Care	10,000	12,500
Slough DAAT	10,265	3,333
	-----	-----
	26,752	23,296
	-----	-----

3. Donations receivable

	2010	2009
	£	£
Charitable Trusts	10,000	10,000
Individuals	14,414	4,927
	-----	-----
	24,414	14,927
	-----	-----

Donations from individuals include £2,502 from attendees at the bereavement conference and £440 from recipients of one-to-one counselling

4. Fund raising activities

This represents the income raised from a champagne evening and the annual summer party. Net of costs of £10,595 incurred in raising income, these activities generated funds of £24,617 (2009 - £21,432)

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

YEAR ENDED 31 DECEMBER 2010

5. Direct charitable expenditure	2010	2009
	£	£
Provision of charitable services:		
Staff costs	53,588	27,611
Bereavement conference	2,679	839
Travel and subsistence	2,443	2,146
Rent and premises costs	3,901	3,035
Telephone	915	1,340
Print, post, and stationery	514	1,974
Training costs	1,373	1,225
Website development costs	-	2,007
Office expenses	2,147	1,790
Insurance costs	954	1,001
Miscellaneous	3,141	1,673
	-----	-----
	71,655	44,641
	-----	-----

The company employed one person at the beginning of the year and three people by the end of the year (2009 – one person throughout the year)

6. Governance costs	2010	2009
	£	£
Charity launch	-	2,090
Company secretarial costs	523	431
	-----	-----
	523	2,521
	-----	-----

The official launch of the charity on 6th February 2009 incurred costs of £2,090

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

YEAR ENDED 31 DECEMBER 2010

7. Total resources expended

	Staff costs	Other costs	2010	2009
	£	£	£	£
Direct charitable expenditure	53,588	18,067	71,655	44,641
Cost of fund raising activities	-	10,595	10,595	8,899
Governance costs	-	523	523	2,521
	53,588	29,185	82,773	56,061

Payments totalling £558 75, £40 24 and £249 20 were made to Rachel Pugh, Peter Short and Ann Canham respectively covering the cost of the annual party for volunteers entertaining of staff on recruitment, a gift for the member of staff who left during the year and a payment to a consultant who facilitated a strategy meeting. In addition, Elizabeth Burton-Phillips was paid a total of £571 38 for travel expenses incurred in her role as bereavement services manager and founder of the charity. All of these payments were approved by the chairman of trustees (or in the case of payments to the chairman, by two other trustees). No other payments were made to any of the other trustees during the year.

In 2009 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.

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

	2010	2009
	£	£
Accrued revenue	770	3,933
Other debtors	886	713
	1,656	4,646

10 Creditors: Amounts falling due within one year

	2010	2009
	£	£
Prepaid revenue	5,366	4,987
Accruals	7,111	1,492
	12,477	6,479