



Supporting drug and
alcohol recovery

www.hawkspring.org.uk

Trustees' Report and Financial Statements for the year ended 31st March 2023

Charity number 1120320
Company Number 05138449

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Registered Company no: 5138449 Registered Charity no: 1120320

Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements of Hawkspring for the year ended 31st March 2023.

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Reference and Administrative Information

Charity Name:	Hawkspring
Charity Registration Number:	1120320
Company Registration Number:	5138449
Registered Office /Operational address:	@symes Community Building, Peterson Avenue, Hartcliffe, Bristol BS13 0BE
Trustees 2022 - 2023:	Katie Hipkiss (Chair) Terry Wright (Vice Chair) Derek Pickup Mark Brain Paul Goggin Patricia Willis

Structure, Governance & Management

Governing Document

The organisation is a registered charity and a company limited by guarantee. Established in 2002, it was incorporated on 26th May 2004 and registered as a charity on 27th July 2007. The company was established under a Memorandum of Association which established the objects and powers of the company, and is governed under its Articles of Association. These were updated in November 2013 to reflect the current purposes of the organisation, in agreement with the Charity commission and Companies House.

The trustees of the Charity, who are also the Directors of the Company for the purposes of Company Law, exercise all the powers of the Charity and Company. The Board of Trustees meets monthly and is responsible for the strategic direction and policy of the charity. They delegate responsibility for the day to day running of the charity to the Chief Executive Officer, Chloe Duff.

Recruitment and Appointment of Trustees

Under the articles one-third of the members of the board retire from office each year by rotation and are eligible for re-election. The composition of the board is such that it seeks to ensure that the needs of its client group are appropriately reflected through the diversity of those appointed. The board seeks to ensure the right set of appropriate skills and knowledge required to take the organisation through its next phase of development. In order to maintain this broad mix of experience and skills the board undertakes a regular skills audit and potential trustees are identified and invited to offer themselves for appointment.

Objects and Activities

Charitable Objects

To advance the education of the public, particularly young people and their families, about all matters relating to drugs, alcohol and other substance misuse.

To preserve the good mental health of relatives and carers of the people who misuse drugs, alcohol and other substances by the provision of information and support.

To relieve sickness and distress amongst persons who are dependent on drugs, alcohol and other substances by supporting the rehabilitation of such persons.

Our values

- Innovation: We maintain a cutting edge approach to our service delivery.
- Client-centred: We offer flexible services that provide choice and ease of access.
- Quality: We use evidenced based models of treatment.
- Engagement: We involve service users, the community and our partners, and use their feedback to develop our services.

How our activities deliver public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The public benefit provided by the charity is detailed below, with specific outcomes listed in the section "Achievements and Performance".

About Hawkspring

Hawkspring is a registered charity and company limited by guarantee. We are a community rooted organisation based in Hartcliffe, South Bristol, an area that is within the worst 5% of deprivation in England and Wales. Hawkspring (originally Hawks) was established in Bristol in 2002 to address the needs of people affected by substance misuse and addiction within the family and community. It was born out of a community need and started by local residents who were concerned about addiction within their families and community. Our work with vulnerable children began after local police on drug raids, were appalled by the neglectful conditions young children were living in. At that time there was nowhere for local families to turn to for support. In 2013, Hawks merged with Kwads, another South Bristol charity and changed its name to Hawkspring. The merger gave rise to our unique whole family approach and over the last 7 years we have developed that model with impressive results.

Our clients are the true hidden harm of substance misuse and our work combines prevention, treatment and education for people aged 5 to pensioners. These families are often leading chaotic lives and they face complex issues in addition to the addiction in their homes and in their communities: carers struggle in isolation and children feel alone, afraid and stigmatised. Individuals misusing come to us in crisis.

They have complex issues including mental ill-health, debt and food poverty. Through our accessible local services, we aim to lessen the negative impact of drug and alcohol misuse on vulnerable individuals, families and the community. We are the only service in Bristol offering specialist support of this kind to primary school aged children.

What we aim to achieve

To create communities where people live free from the damage caused by drugs and alcohol misuse, and are leading fulfilling, healthy lives.

We seek to make a difference to the community by:

- Reducing the negative impact of drugs and alcohol on families;
- Relieve the sickness and distress caused by substance misuse;
- Tackle the stigma and discrimination these families and community experience;
- Encourage families and friends to believe that they can change their lives and the lives of their loved ones for the better.

We also support professionals, providing them with information and advice. We give talks and presentations, raising awareness of our work, and creating joint referral systems.

Our response to local issues and needs

We operate services from the @symes Community Building in a busy shopping area in Hartcliffe. 87% of our clients come from the South Bristol wards of Hartcliffe and Withywood, Filwood and Knowle, Hengrove and Whitchurch Park, an area with a population of around 70,000.

Bristol City Council's 2019 report 'Deprivation in Bristol' identifies that the 10 most deprived neighbourhoods in Bristol are all in the South Bristol areas of Hartcliffe, Whitchurch Park and Knowle West. The 'State of Bristol' 2018/19 report, highlights the disparities across the city, including life expectancy. Our marginalised community suffers from chronic social problems and challenges, many of the issues are inter-generational, leading to a sense of hopelessness and stigmatisation:

- 1 in 3 has no qualifications;
- social housing accounts for two thirds of provision;
- child poverty is the highest in Bristol;
- heart disease, stroke and cancer rates are higher than city averages as is child mental ill health;

- substance misuse and associated crime is a significant problem for the area – negatively impacting on community cohesion, safety and economic development.
- People tend not to travel out of their community and many children have never visited the centre of the city they live in.

3 years on from the first lockdown, and the conditions in the local area have further deteriorated, with the cost of living crisis seriously impacting our local community and clients. The need and demand for resources in the area is constantly increasing, with available resources decreasing. We are seeing increased social issues such as antisocial behaviour, mental illness, and the need for foodbanks. Demand for our recovery and children's services has rapidly increased over the last year.

Our pioneering 'whole family approach' was born out of our understanding of our community and our clients; the challenges they face and the solutions that work for them. With their feedback and involvement, we have continued to improve our services enabling us to bring about positive changes in their lives. We take a holistic approach proven to facilitate recovery, prevent relapses, and improve family relationships, support carers and other family members, including children.

We are increasingly within a rare breed of organisations which provide intensive and long-term support. We also are adaptable and flexible, putting the individual at the heart of what we do. It is this approach, together with intensive support via our structured 1:1s, that enables us to achieve what we do.

In February 2018, we entered a specific partnership with a larger regional charity to provide a conjoined recovery project in South Bristol. The partnering contract was signed in August 2018 and 4 Hawkspring staff were recruited between October 2018 and January 2019. We are now in the process of making some positive improvements and changes to the contract to better meet the needs of the local community, playing to each organisation's strengths.

Achievements and Performance

Our Services

We offer three main programmes of support and as an expansion of these services, we now offer some additional services for professionals, and are piloting new projects with clients.

Complex Needs Recovery Service: provides treatment and intensive support for those misusing drugs and alcohol. This offers clients greater flexibility and choice, and urgent and/or longer support. We provide them with information and increase their knowledge of drug and alcohol misuse. We seek to improve their physical and mental well-being and to positively change their lives.

Concerned Others' Service: Carers can take up to 7 years to seek help. They present with mental and physical ill health and are traumatised; their lives often controlled by the addict in their home. The service provides 1:1 support and an educational/therapeutic peer support groups aimed at any family members with a loved one who is misusing drugs or alcohol. We improve their self-confidence, wellbeing, knowledge, awareness and understanding of substance misuse to improve their resilience and ability to cope, thereby improving their capacity to protect other family members.

Children and Young People Services: We support children aged between 5 and 13 years old. In 2019-2020, 50% of our children were aged 8 and under. Our structured programme of 1:1 sessions are delivered within the safety of the child's school. The young people are vulnerable, living with the adverse impact of drug and alcohol addiction at home; they are at risk of being drawn into addiction or used to distribute drugs.

Professional Services: We developed a training programme aimed at teachers who are working with families negatively impacted by substance misuse during the pandemic. The programme came about through a request for help from a headteacher of a local primary school who predicts that between 15% and 20% of the children in her school are living with some kind of parental or familial substance misuse. We believe these percentages are similar across the board and this is not an isolated situation. The pilot was a huge success and we now offer this training to schools.

Due to interest and demand we have adapted the programme and will be providing training to other professionals and organisations who work with people with substance misuse issues. For small organisations and charities like ours we are looking into setting up training swaps to help make good use of limited resources, and for larger organisations and professional bodies we will charge a fee for the training which will help generate income to feed back into Hawkspring services.

Children and Young People's Groups:

Vaping Education Programme: Our Senior CABS (Children Affected By Substances) Practitioner has worked in partnership with the Lead Youth Worker from HWCP (Hartcliffe and Withywood Community Partnership) to develop an educational programme aimed at children in primary schools who have taken up vaping. We were approached by a local primary school who were finding children as young as 8 using vapes with nicotine. This programme will be provided to children who are already known by the school to be using vapes; the programme was interactive, educational and empowering and we will be offering this to other schools we work with.

Prefects Programme: We have designed and implemented a new pilot programme for secondary schools, called the Prefects Programme. The purpose of this programme is to train and support year 10 and 11 pupils to be a point of access for other pupils, who might have questions or concerns about substances, alcohol, vaping and smoking etc. This programme provides a bridge for young people to access advice around topics that they might not feel able to address with a teacher or other adult. There are some cases where young people may have concerns about getting others into trouble, whether that be peers or family members. The prefect programme offers a safe place for young people to have their questions answered. The prefects are given ongoing support from Hawkspring and the school, and the training and responsibility they receive through the programme is beneficial to them as they progress into adulthood and positions of responsibility in the future.

Adult Services Groups:

Freedom Programme: Our Senior D&A (Drug and Alcohol) Practitioner developed a group programme for women from who are recovery and carers clients which combines The Freedom Programme and an addiction and substance misuse educational programme. A large number of our clients across all services are impacted by domestic violence and it is something that often goes hand in hand with substance misuse. By offering this unique and combined programme, we are able to deepen our support and impact, reaching more people. The programme has been running successfully with demand for it increasing and a growing waiting list.

Kick Start: We have created a new weekly drop-in session for people who are on the waiting list, called the Kick-Start Group. The idea behind this is to provide some support to people whilst they are waiting for access to our full service, and ensure that a momentum is kept up between them contacting us and receiving our full support service. When people make the big, and sometimes very difficult, step to reach out for support, it can be counter-productive for their recovery and wellbeing to then be left without contact whilst waiting to reach the top of our waiting list. This group gives people the opportunity to have regular contact with Hawkspring, and access to advice and resources in advance of the commencement of their personal support programme. With recovery waiting lists at an all time high, the need for this group has significantly increased. In addition to this group, we offer fortnightly check in call to clients, so that we can keep in touch with them whilst they are on the waiting list.

Covid: Following the ending of Covid-restrictions, we had a phased return to office working with all staff now working predominantly in the office or in schools. Whilst face-to-face support remains the preferred method for service delivery, we are continuing to offer remote support as an option, as it makes our services more widely accessible. This is a positive outcome, arising from adaptations that we, along with all organisations, had to make whilst covid restrictions were ongoing.

By offering the online option, it removes barriers, such as allowing working people to minimise the impact on their working day by eliminating travel time, removing travel costs and saving people potentially difficult journeys on public transport.

Remote support is offered by way of video or telephone, but we do encourage video sessions, as they allow more effective human connection and retain many of the benefits of in-person sessions. To help enable people to access remote support, we are offering an informal video taster-session and support to learn to use the software if needed, so that people can try it out before making a decision as to which platform they would like to use.

The largest proportion of our clients are resident in Hartcliffe and Withywood; areas which continue to suffer with extremely high levels of deprivation and associated issues, including technology poverty. <https://app.powerbi.com/view?r=eyJrJoiOGJkZDc5ODMtYmQ2YS00NWZhLTlmYTMTMGUwNzcyMDYxZmRmliwidCI6IjYzNzhN2E1LTBmMjEtNDQ4Mi1hZWUwLTg5N2ViN2RlMzMxZiJ9> – Bristol City Council local area deprivation data, showing that these local areas are amongst the most deprived.

Other achievements:

Despite the cost of living crisis, and various organisational challenges, the Hawkspring team supported a total of 274 people through our intensive services.

We have built on existing and new relationships with more schools, including Fair Furlong (Primary), Shirehampton (Primary), Oasis Connaught (Primary), Compass Point (Primary), Ashton Gate (Primary), Westham Lane (Primary), Stoke Park (Primary), St Brendan's College (6 Form), Bedminster Down (Secondary), and Merchants Academy (Primary and Secondary).

We became aware that there were sometimes situations where children who needed to access our services were not being referred, due to the referral fees that we charged to referring bodies, such as schools and social services. We have been able to remove the fees, and therefore any barriers to children being referred into our services and as a result have seen a sharp rise in the number of referrals.

There are now several more schools who have requested our support.

Practitioners – Additional staffing: In 2022 we carried out a comprehensive review to identify risks to the organisation and are now in the process of addressing these issues to mitigate any risks. One of the risks we identified was that due to our small size, we had very few people able to deliver our specialist services that we have developed over many years, and it is essential that the knowledge and learning we have built up is not lost. We therefore recruited and trained four new part-time practitioners, who are working across our three services. They are receiving extensive support, training and mentoring from our two senior practitioners, and we are seeing excellent progress and very positive client outcomes.

Monitoring: We measure a range of indicators and monitor the changes from start and end of service including: abstinence; reduction in use of substances/alcohol; mental and physical health; reduced isolation; improved social lives/relationships; ability to cope, build resilience and reduce the impact of lapses/relapses; improved self-confidence; improved life skills; and improved overall wellbeing. We actively seek client feedback which we collaborate and review. This feeds into our continuous efforts to improve our services and ensure we are always meeting the needs of the people with whom we are working, so far as possible. We also monitor demographics and record equalities data, which helps us to ensure that we are effectively catering to, and reaching, all sections of the community. It also provides insights into changing or emerging patterns and trends, which we can then use to inform our service delivery.

We are currently in the process of moving from paper files to an electronic database, which we are setting up to gather further detailed information which will help us to continue to improve our services and to more effectively process statistics and data. The electronic database will also help us to continue to meet the requirements of the GDPR.

We maintain case files for each client, recording notes from each one-to-one session, and have reflective practice and supervision sessions where we share learning and reflect on particular issues.

We have provided other means of support:

- During the summer of 2022, we continued to provide support to some Hawkspring children and their families across the summer holidays. The parents/guardians also received support and advice over this period.
- In December 2022 we arranged a Christmas boat trip for the children we support. The children had a day out in the city centre, a boat ride where we met Santa and he gave them each a gift.
- In December 2022 we distributed 75 Christmas hampers and presents, donated by Lloyds Foundation, to children and families who otherwise would have had nothing at Christmas.

What People Say About Us

Children

- *"The best day ever"* - Children and Young People's Client, about the boat trip
- *"It's changed me because I have had a lot of difficulties in my life and I believe in myself now instead of just being -- me."*
- *"It helps me with my anger at home, at school."*
- *"I don't live with my mum and dad 'cos they have drug addiction."*

Concerned Others

- *"Without the guidance from Hawkspring I wouldn't have known the best way to handle my son's addiction, but their experience of such matters helped me make good decisions for me, my son and my wellbeing. Thank you so much for your help and direction."* - Concerned Others Client
- *"I have grown as a mother, grandmother and person who has developed strategies to move forward on a day to day basis. Our lives are so much better now as a result of this support."*
- *"You provided me with support so that I could support my son through a very difficult and dangerous part of his life."*
- *"My daughters were dangerously ill but Hawkspring gave me my daughters back. I can't thank them enough."*

Recovery

- *"Hawkspring and it's staff is a lifeline for people in the local community to turn to for help. For that I thank you."* Recovery Client
- *"I would have died without the help I got from Hawkspring, I wouldn't have got my liver transplant if I did not work with Hawkspring and if they did not keep in touch with the alcohol nurse at the hospital."* Recovery Client
- *"I couldn't have got to 5 months sober without the help of Hawkspring."*
- *"I was given a number of tools and techniques to help me manage my usage and think about consequences. What was very useful was a tool to delay my daily usage, which helped me to start reducing down."*
- *"I was warned by my doctor that if I didn't get help fast, I could be dead in months. I was seriously declining because of the high levels of alcohol I had been drinking over many years. Hawkspring supported me to reduce my use to a level that was safe enough to start a detox."*

Partners and stakeholders

- **Health professional:** *“Hawkspring is a locality service and as such gives us an insight into the working of that community. They are well respected and have a history in the community. Their engagement with young people is excellent and they help young people access our specialist service. They work closely with parents and carers, and are accessible and responsive to need.”*
- **Local organisation:** *“It’s vital to have community-based services as people may not be able to get to city services. The Hawkspring services are well respected by professionals and residents alike, and network well to let everyone know what’s happening.”*
- **University Hospitals Bristol NHS Foundation Trust (Alcohol CNS):** *“As a team we refer lots of patients to services and we don’t always see the patients again to get feedback but I would definitely say as would the rest of the team, that we have received good feedback from patients who have attended Hawkspring.”*
- **Local GP Practice:** *“All the work of Hawkspring is both recognised and used and is greatly valued by the practice. The most particular benefit seen by us is the work done with families.”*
- **Primary school teacher:** *“Teachers lack the expertise and time to give 1-1 support of this nature to pupils, extremely valuable resource”*

What’s Next

We will continue to provide our core services to our consistently high standards, with the ongoing aims of expanding and increasing our capacity to meet the ever-increasing need.

We will be expanding our support in schools, offering a complete support package for school communities which consists of:

- One to one therapeutic support sessions in school for children affected by substances;
- Training for staff and teachers;
- Specific targeted group work with children e.g. vaping education group;
- Positive activities for children;
- Drug and alcohol educational sessions for key stage 3 children;
- Work experience opportunities for young people; and
- D&A Practitioner offering one to one and group support sessions for parents from within the school.

Through offering the parents support in the school we hope this will help overcome several barriers. The parents will be able to access support in school time, The support will be local, helping to overcoming issues such as transport to and from appointments, and parents won’t have to be seen going in and out of a drug and alcohol support service which can act as a barrier for some.

Financial Review

Fundraising Strategy

In 2022-23, we had a successful fundraising year, continuing to consolidate and expand our activities. We are grateful to all our funders and donors, in particular John James Bristol Foundation, Trusthouse, Tudor Trust, Lloyds Bank Foundation, Henry Smith Charity, and Garfield Weston Foundation who have helped us sustain a solid platform and made it possible to offer the life changing support we provide. We hope to continue working with these wonderful organisations.

We have a new and ambitious fundraising strategy, which includes seeking out new donors, grant-making trusts and corporate sponsors, including the following:

- We have invested in Funds Online Database subscriptions, to help us identify, and apply to, many new organisations and businesses;
- We have had an extremely generous grant from Garrett Creative, a design and marketing agency local to Bristol, who is providing us with £20,000 worth of website, social media and promotional materials work. They are providing Hawkspring with a complete rebrand and new website, which will improve the public image of Hawkspring, by promoting and sharing the work that we do, our expertise and experience, and therefore be invaluable in our fundraising efforts.
- We are expanding our professional training courses and workshops, with the aim of creating a new income stream through offering these as a paid-for service to other professionals and organisations;
- We are forging partnerships with more schools, from which we are paid to provide some of our children's services, via the pupil premium that schools receive for eligible pupils. This will enable us to expand our children's services and increase capacity in the team.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds not earmarked for future activities should be between 3 and 6 months of resources expended, which equates to between £65,000 and £130,000. At the balance sheet date free reserves amounted to £83,720 (2022 £78,660). Four designated reserve funds have been set up: a Staff Notice fund (£27,000 [2022 £27,000]) to cover salaries paid during notice of redundancy; a Closing Costs fund (£2,000 [2022 £2,000]) to cover contractual payments in the event of closure; a Redundancy fund (£32,000 [2022 £32,000]) to cover statutory redundancy payments; and a general Reserves fund to cover running costs for up to 6 months. As the free reserves are below the target level, the latter fund is not at the desired level, and the balance of this fund at 31st March 2023 is £3,000 [2022 £3,000].

Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiners are unaware.

The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiners.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2023 was 5 (2022 - 5). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Approved by the trustees on 3rd October 2023 and signed on their behalf by



.....
Katie Hipkiss (trustee)



.....
Terry Wright (trustee)

Independent Examiner's report to the trustees of Hawkspring

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company'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 the Institute of Chartered Accountants in England and Wales (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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



6th October 2023

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

Hawkspring

Statement of Financial Activities (incorporating Income & Expenditure Account)

Year to 31st March 2023

		Restricted funds 2023	Unrestricted funds 2023	Total funds 2023	Total funds 2022
					[See Note 12]
	Notes	£	£	£	£
Income					
Donations	[2]	-	2,379	2,379	6,726
Charitable activities	[3]	116,801	154,969	271,770	304,631
Investments		-	-	-	-
Total Income		116,801	157,348	274,149	311,357
Expenditure					
Costs of raising funds	[4]	6,975	-	6,975	13,238
Charitable activities	[5]	157,201	153,734	310,935	272,574
Total Expenditure		164,176	153,734	317,910	285,811
Net Income / (Expenditure)		(47,375)	3,614	(43,761)	25,546
Transfers between funds		-	-	-	-
Net Movement in Funds		(47,375)	3,614	(43,761)	25,546
Total funds brought forward		100,051	81,408	181,459	155,914
Total funds carried forward		52,676	85,022	137,698	181,459

Hawkspring
Balance Sheet
As at 31st March 2023

Company no. 05138449
Charity no. 1120320

	Notes	2023 £	2022 £
Fixed Assets	[6]	-	-
Current Assets			
Cash at bank and on hand		135,600	177,499
Debtors and prepayments	[7]	9,545	13,040
		<hr/>	<hr/>
		145,144	190,539
Current Liabilities			
Creditors and accruals	[8]	7,446	9,080
		<hr/>	<hr/>
Net Current Assets		137,698	181,459
		<hr/>	<hr/>
Net Assets		137,698	181,459

Statement of funds

Unrestricted funds:

General funds	[9]	19,720	14,659
Designated funds	[9]	65,302	66,749

Restricted funds	[9]	52,676	100,051
		<hr/>	<hr/>
		137,698	181,459

- For the year ending 31st March 2023 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 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.

Approved by the Board of Trustees on 3rd October 2023
and signed on its behalf by



Katie Hipkiss
Trustee



Terry Wright
Trustee

Hawkspring

Notes to the Accounts

Year to 31st March 2023

[1] Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below.

(a) Basis of preparation

The financial statements have been prepared in accordance with the 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) 2nd edition and the Charities Act 2011 and the Companies Act 2006.

Hawkspring Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

The charity recorded a small surplus on unrestricted funds during the year, and each year expenditure is budgeted according to the available funding. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

(c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of activities is deferred until the criteria for income recognition have been met. There was no such income during the year in question.

(d) Donated services and facilities

Donated professional services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. There were no such donations during the year in question. In accordance with the Charities SORP (FRS 102), the general volunteer time of trustees and volunteers is not recognised with any monetary value.

(e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(f) Fund Accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds set aside by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(g) 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. The charity is not registered for Value Added Tax, therefore all expenditure is expressed inclusive of VAT. Expenditure is classified under the following activity headings:

[i] Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

[iii] Other expenditure represents those items not falling into any other heading. There were no such costs during the year in question.

(h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These include office costs, finance, personnel, payroll and governance costs which support the charity's charitable activities.

(i) Fixed Assets

Tangible fixed assets are written off over the expected useful life of the asset, at 50% per annum on the straight line method. Individual items costing less than £1,000 are not treated as fixed assets.

(j) Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2023

	Restricted 2023	Unrestricted 2023	Total 2023	Restricted 2022	Unrestricted 2022	Total 2022
	£	£	£	£	£	£
[2] <u>Income from donations</u>						
Individual donations	-	1,700	1,700	300	2,703	3,003
Trusts and corporate donations	-	-	-	3,000	-	3,000
Gift Aid	-	679	679	-	723	723
	-	2,379	2,379	3,300	3,426	6,726

	Restricted 2023	Unrestricted 2023	Total 2023	Restricted 2022	Unrestricted 2022	Total 2022
	£	£	£	£	£	£
[3] <u>Income from charitable activities</u>						
Grants	114,801	154,969	269,770	155,327	145,264	300,591
Fees income	2,000	-	2,000	4,040	-	4,040
	116,801	154,969	271,770	159,367	145,264	304,631

The charity received no government grants during the year (2022 £4,343).

	Restricted 2023	Unrestricted 2023	Total 2023	Restricted 2022	Unrestricted 2022	Total 2022
	£	£	£	£	£	£
[4] <u>Analysis of fundraising costs</u>						
Fees to fundraiser	6,975	-	6,975	13,238	-	13,238
	6,975	-	6,975	13,238	-	13,238

[5] Analysis of expenditure on charitable activities

	Supporting Family Members 2023	Supporting Recovery 2023	Total 2023	Supporting Family Members 2022	Supporting Recovery 2022	Total 2022
	£	£	£	£	£	£
<u>Direct costs:</u>						
External supervision	426	534	960	413	587	1,000
Activities costs	780	-	780	656	13	669
Salaries	54,665	139,492	194,157	42,274	126,546	168,820
Recruitment	43	4,648	4,691	66	5,096	5,162
Staff training and wellbeing	1,319	1,210	2,529	470	3,660	4,131
Travel	743	7	750	500	-	500
Volunteer expenses	16	34	50	12	49	62
Total Direct Costs	57,992	145,926	203,918	44,392	135,952	180,343
<u>Support costs:</u>						
Bank charges	6	26	32	6	25	31
Repairs and renewals	1,804	1,286	3,090	150	646	796
Insurance	364	923	1,287	249	882	1,131
Postage, printing and stationery	1,540	1,391	2,931	508	1,781	2,289
Professional fees	2,116	6,601	8,717	6,790	22,960	29,750
Fee for independent examination	116	410	525	83	293	375
Publicity	-	-	-	23	81	104
Refreshments	305	642	947	32	119	151
Rent, rates and room hire	8,411	5,392	13,803	2,057	7,179	9,236
Salaries	20,688	47,056	67,744	9,555	34,619	44,174
Severance payment	-	3,436	3,436	-	-	-
Computer software	306	758	1,064	256	908	1,164
Subscriptions	22	68	90	387	700	1,088
Telephone	1,305	738	2,043	367	1,201	1,568
Utilities	349	865	1,214	83	292	375
Sundry expenses	23	72	95	-	-	-
Total Support Costs	37,354	69,663	107,017	20,545	71,685	92,231
Total Expenditure	95,346	215,589	310,935	64,937	207,637	272,574

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2023

[5] Analysis of expenditure on charitable activities (continued)

Support costs that do not relate specifically to one charitable activity are apportioned according to the staff time spent on each activity.

[6] Tangible Fixed Assets

	Fixtures & fittings 2023 £	Office Equipment 2023 £	Total 2023 £
<u>Cost</u>			
Opening balance	181	3,754	3,935
Additions during the year	-	-	-
	<hr/> 181	<hr/> 3,754	<hr/> 3,935
<u>Depreciation</u>			
Opening balance	181	3,754	3,935
Charge for the year	-	-	-
	<hr/> 181	<hr/> 3,754	<hr/> 3,935
Net Book Value at 31/03/23:	-	-	-
Net Book Value at 31/03/22:	-	-	-

[7] Debtors and prepayments

	2023 £	2022 £
Trade debtors	9,163	12,558
Prepayments	381	483
	<hr/> 9,545	<hr/> 13,040

[8] Creditors

	2023 £	2022 £
Amounts due within 12 months:		
Trade creditors	1,819	681
PAYE & National Insurance	3,890	3,972
Accrued staff holiday pay	1,214	3,904
Accruals	522	522
	<hr/> 7,446	<hr/> 9,080

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2023

[9] <u>Movements in funds</u> [for previous year, see Note 12]	Balance at 31/03/2022	Income	Expenditure	Transfers between funds	Balance at 31/03/2023
	£	£	£	£	£
<u>Restricted Funds</u>					
Family Members	54,726	67,001	(99,711)	-	22,016
Recovery Service	45,325	49,800	(64,465)	-	30,660
Total Restricted Funds:	100,051	116,801	(164,176)	-	52,676
<u>Unrestricted Funds:</u>					
Designated Funds:					
Staff notice fund	27,000	-	-	-	27,000
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	32,000	-	-	-	32,000
Reserves fund	3,000	-	-	-	3,000
DHI fund	2,749	154,969	(156,416)	-	1,302
Total Designated Funds:	66,749	154,969	(156,416)	-	65,302
<u>General Funds</u>	14,659	2,379	2,682	-	19,720
Total Unrestricted Funds:	81,408	157,348	(153,734)	-	85,022
<u>Total Funds:</u>	181,459	274,149	(317,910)	-	137,698

The Family Members fund exists to provide help and support to those caring for addicts, and those living with them.
The Recovery Service fund exists to provide help and support to recovering addicts.
The Staff Notice fund is to pay notice periods at current levels of pay for all staff in case of closure.
The Closing Costs fund exists to ensure sufficient funds to pay liabilities and winding up costs in the event of closure.
The Redundancy fund is set at a level sufficient to pay statutory redundancy pay for all staff in case of closure.
The Reserves fund exists to enable the organisation to continue in the event of a significant drop in funding.
The DHI fund relates to a contract called "Developing Health and Independence". The unspent funds at the end of the year are earmarked for the continuation of the project during 2023-24.

[10] Payments to trustees and related party transactions

The trustees received no remuneration or expenses payments during the year (2022 nil).
One trustee made donations totalling £240 to the charity during the year (2022 £240 from one trustee).
There were no other related party transactions during the year.

[11] <u>Staff costs</u>	2023	2022
	£	£
Wages and salaries	240,593	196,735
Employer's National Insurance	14,249	10,266
Employer pension contributions	7,059	5,993
	261,901	212,994

The average number of staff employed during the year was 13.5 (2022: 11.4) and the average full time equivalent number of posts was 8.7 (2022: 8.1). No employee earned over £60,000 per annum during the year.

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits paid to the key management personnel during the year was £nil (2022 nil). The total fees paid to key management personnel during the year was £38,368 (2022 £26,475).

Hawkspring
Notes to the Accounts (continued)
Year to 31st March 2023

[12] Detailed comparison with previous year

<u>Statement of Financial Activities</u>		Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	
	Notes				
Income					
Donations	[2]	3,300	3,426	6,726	
Charitable activities	[3]	159,367	145,264	304,631	
Investments		-	-	-	
Total Income		162,667	148,690	311,357	
Expenditure					
Costs of raising funds	[4]	13,238	-	13,238	
Charitable activities	[5]	129,748	142,826	272,574	
Total Expenditure		142,986	142,826	285,811	
Net Income / (Expenditure)		19,681	5,865	25,546	
Transfers between funds		-	-	-	
Net Movement in Funds		19,681	5,865	25,546	
Total funds brought forward		80,370	75,544	155,914	
Total funds carried forward		100,051	81,408	181,459	
<u>Movements in funds</u>	Balance at 31/03/2021	Income	Expenditure	Transfers between funds	Balance at 31/03/2022
<u>Restricted Funds</u>	£	£	£	£	£
Family Members	48,883	77,340	(71,496)	-	54,726
Recovery Service	31,487	85,327	(71,489)	-	45,325
Total Restricted Funds:	80,370	162,667	(142,986)	-	100,051
<u>Unrestricted Funds:</u>					
Designated Funds:					
Staff notice fund	24,000	-	-	3,000	27,000
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	29,000	-	-	3,000	32,000
Reserves fund	3,000	-	-	-	3,000
DHI fund	1,911	140,921	(140,083)	-	2,749
Staff wellbeing fund	2,000	-	(2,000)	-	-
Total Designated Funds:	61,911	140,921	(142,083)	6,000	66,749
<u>General Funds</u>	13,633	7,769	(742)	(6,000)	14,659
Total Unrestricted Funds:	75,544	148,690	(142,826)	-	81,408
Total Funds:	155,914	311,357	(285,811)	-	181,459