



Supporting drug and
alcohol recovery

www.hawkspring.org.uk

Trustees' Report and Financial Statements for the year ended 31st March 2024

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 2024.

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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 2023-24:

Katie Hipkiss (Chair)
Terry Wright (Vice Chair)
Derek Pickup
Mark Brain
Louise Charlton
Patricia Willis
Paul Goggin (resigned 4th June 2024)

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

- Whole Family Approach: We are committed to our whole family approach and supporting everyone impacted by substance misuse.
- Client-centred: We offer flexible and personalised 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.
- Adaptable: We adapt to the needs of the individuals we support and the wider community.
- Safe: We take the safety of clients very seriously and provide a safe space for people to access support.

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.

Four 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

Hawkspring Services Overview and Updates

We continue to offer our three main programmes of support for three categories of client - Recovery Clients, Concerned Others and Children and Young People. We have expanded our services within these client groups, in response to needs we identified within some of our client groups.

We have been working on expanding and improving the availability of training programmes for professionals, which we will be advertising in

During this year we supported 231 individuals, 182 adults and 49 children.

Recovery Services:

Recovery One-to-One Programme: our main recovery service is a 12-week one-to-one therapeutic programme, following an established, structured programme of weekly sessions. For each of the sessions we have many different ways we can deliver that session, and we choose the most appropriate method of delivery depending on the needs of the individual client. The programme is structured over the 12 sessions but is flexible and is very much tailored to meet the needs of the individual.

Crisis Intervention: our practitioners help clients prevent things spiralling, by helping people to address issues as they arise, whether this be by making appropriate referrals, signposting or helping them access medical or mental health support where needed.

Recovery Clients Group: regular meetings offering a chance for discussion and support.

Creative Connections Group: following a similar programme of topics as the Recovery Group, but delivery designed for people who have different styles of learning, using creative arts and crafts to help people access information and understand concepts and ideas in practical ways.

Peer Support Group: facilitating peers to support clients who are earlier in their recovery journey. The support of peers is a valuable addition to other services, provides the opportunity for connection, shared insight, and building supportive networks with people who have experienced similar issues.

Kick Start Group and Waiting List: we offer weekly drop-in sessions and check-in calls for people who are on the waiting list. This is an effective way of ensuring that people who have made the big step of seeking help, do not lose momentum between initial contact with Hawkspring and being offered a place on the one-to-one recovery programme. People are now able to access support and information from Hawkspring without delay, even whilst on the waiting list.

SMART Recovery Group: we are now running an online SMART Recovery Group weekly. This is run in the evening, which makes it accessible for people who may be working. Hawkspring is licenced to deliver SMART Recovery via UK SMART Recovery (UKSR) which *"teaches rational, easy to learn and self-empowering skills to help participants abstain from any addictive behaviour and to develop a lifestyle that supports sustained recovery."*

Concerned Others Services:

Concerned others 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 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.

Concerned Others Group: a supportive group for adults who are affected by a loved one's substance/alcohol misuse or addiction issues. This programme is designed to provide clients with increased knowledge and understanding of addiction and misuse, to develop healthy coping mechanisms, and to help people find ways to protect themselves, their families, and to support their loved one in their recovery in constructive ways, and to help people recognise if they could inadvertently enable their loved one's addiction or misuse issues, where they may just be trying to look after them.

Combined Freedom Programme: our Senior Adults Practitioner developed a group programme for women who are impacted by domestic abuse, and as this is something which so often is connected with alcohol and substance misuse and addiction, we have combined our alcohol and substance education programme with the freedom programme, into one dedicated group for women who are in such situations. By offering this unique and combined programme, we are able to deepen our support and impact, reaching more people.

Children and Young People Services

We support children aged between 5 and 13 years old. 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.

Children and Young People One-to-One Programme: we provide a targeted one-to-one therapeutic support programme for children and young people who are experiencing parental substance or alcohol misuse. Through this programme, we build trusting relationships with the children and young people and provide a safe environment for them to tell their stories. We help them to learn techniques to cope, deal with the complex emotions of their situation and to gain awareness of addiction and its effects as a whole. We help to break the cycle of addiction, working to improve their self-esteem and their chances to achieve their full potential.

Our programmes have been tailored to the children we support, through many years of experience and learning. We understand that the more people who trust and believe in the children we work with, the less likely they are to themselves go on to become alcohol/substance misusers, or get drawn into crime and gangs. This type of support helps to counter the fact that the more trauma and abuse they have suffered, the more likely they are to go down this path.

The one to one workshops comprise of a series of topics, but we can be flexible with the delivery, providing a more organic process depending on the young person.

Summer Activities and Christmas Trip: We ran a summer holiday club again this year, with weekly sessions of crafts and physical activities for some of the children who have been through our one-to-one therapeutic support programme. This offered children the chance to maintain contact with us through the long summer holiday, which is important to them when their home lives are difficult. At Christmas we provided some of the children and young people with small gifts which were donated, and took a group of children on a Christmas trip.

Training Programmes for Professionals

We have 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.

We are continuing to work on the preparation for this and have recently expanded our available training programme and written additional training materials, in readiness for future bookings.

Operational Updates

New Website and Organisational Branding

We have this year launched our brand new website. We were extremely fortunate to receive a grant in kind for a complete rebrand and new website, from local business “The Discourse”. The website is an enormous improvement to our old website, and we are working on a new social media strategy to encourage engagement and raising awareness in the community, having also received advice around this from The Discourse. We are proud that the new Hawkspring website better reflects the expertise and work that our talented and dedicated team achieve in the community.

New Case Management Electronic Database

We have upgraded our systems to online database, Advice Pro. This is a significant upgrade from our previous system and we are working on making the most of the reporting tools and resources. The new system is proving hugely beneficial for the practitioners in their casework, as well as for the organisation as a much more effective tool for monitoring and measuring impact, offering new tools to manage and analyse useful data, which we will continue to explore and develop to help inform our services and ensure our team are best prepared for emerging trends, to best serve different demographics and make the most of our limited resources and helps us to ensure that we are effectively catering for, and reaching, all sections of the community.

We will be able carry out more in-depth utilisation of the information we gather, and use it to better inform our services, help us to identify trends and patterns, and to better demonstrate impact.

We measure a range of indicators with clients, including measuring 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.

Recognition

We are very proud that our late CEO, Lorraine Bush, was recognised by Voscur, who has named an award after her, in recognition of her work and dedication to Hawkspring:

The Lorraine Bush Award – Voscur

Our first CEO, Lorraine Bush, who we tragically lost to cancer in 2019 has been recognised by Voscur, the support and development agency for Bristol's Voluntary, Community and Social Enterprise (VCSE) sector, who have named an award after her:

"The Lorraine Bush Award for Resilience" - *This award, in memory of Lorraine Bush, a key member of the team who set up Hawkspring, is for an organisation that has demonstrated inspiring resilience.*

<https://www.voscur.org/news/nominations-open-bristol-social-impact-awards>

Client Feedback

We actively seek client feedback which we collate and review. This feeds into our ongoing 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. This approach directly led to the creation and implementation of some of our additional services.

"I came in feeling so low, I came out feeling there is hope, there is something that I can do, I feel upbeat and lighter, it grounds me" – **Recovery Client**

"You help me to see and think about things from different perspectives and it's so helpful" – **Recovery Client**

"I can't believe this support is free. It's so helpful and would be amazing if more people knew about it and could access it" – **Recovery Client**

"[Child] is always excited on a Tuesday morning as he knows he will be working with Richard. [Child] does not always find the school environment easy to navigate so these positive experiences for him are vital developing his confidence within the school setting. [Child] seems considerably more settled in school and this is demonstrated through a marked reduction in behaviour warnings this term." - **Mike Rylands, Assistant Head / SENDCo**

"[Child's] enthusiasm to work with Richard (Hawkspring Practitioner) shows great relationships have been made quickly and things do seem calmer. Reduced incidents and reduced lengths of outbursts." - **Lisa Craig, Headteacher**

"[Child] loves working with [Hawkspring Practitioner]." - **Child's Mum**

"[Child] is very happy to see [Hawkspring Practitioner] every week. [Hawkspring Practitioner] has been amazing and has really got to know [Child]. The time they spend together is full of fun. We will all be sad when [Hawkspring Practitioner] has to leave us." - **Lianne Sheldon - Family Link and Pastoral Support worker.**

Quotes from Children who have been through our one-to-one programme:

"I don't worry because I come to see you"

"If I don't have anymore sessions I will scream!"

"I feel like I need sessions until I'm an adult"

"I find it hard to talk to my family about my worries"

"I don't talk to my parents about my worries, I'm afraid they would be angry"

What Next

We are looking to the new commissioning period from 2025, and in discussions in respect of new projects and partnerships, whilst these are dependent on the outcome of the recommissioning, we are feeling positive about the future of services across Bristol, which we are hopeful will benefit our clients. We have taken part in the Bristol City Council Recommissioning Engagement Events, and provided comprehensive feedback around current services and where improvements and investment is desperately needed, advocating for the people in our community.

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.

Financial Review

The charity's unrestricted funds are in surplus, and each year spending is limited to the available funding and budgeted carefully. Therefore the trustees are satisfied that the charity is a going concern on an ongoing basis.

Fundraising Strategy

In 2023-2024 we had a successful fundraising year, which has provided the organisation with increased stability and security.

We are grateful to all our funders and donors, in particular John James Bristol Foundation, Trusthouse, Tudor Trust, Lloyds Bank Foundation, Henry Smith Charity, Quartet, Nisbet, 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 been working on our new and ambitious fundraising strategy, which includes seeking out new donors, grant-making trusts and corporate sponsors.

We have utilised the subscription to the Funds Online Databases, which has allowed us to identify a number of new funders and potential funders.

We have researched and compiled lists of potential new funders from a number of other sources.

We continue to forge 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 cash reserves amounted to £80,852 (2023 £83,720). Four designated reserve funds have been set up: a Staff Notice fund to cover salaries paid during notice of redundancy; a Closing Costs fund to cover contractual payments in the event of closure; a Redundancy fund to cover statutory redundancy payments; and a general Reserves fund to cover running costs for up to 6 months. For further details please see Note 9 of the Accounts. As the balance of the free reserves is below the target level, the latter fund is not at the desired level, and the balance of this fund at 31st March 2024 is £3,000 [2023 £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 2024 was 6 (2023 - 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 9th January 2025 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 2024, which are set out on pages 12 to 18.

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

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.



..... 10th January 2025
Rupert Taylor
5 Mount Pleasant
Millbrook
Torpoint
Cornwall PL10 1BH

Hawkspring

Statement of Financial Activities (incorporating Income & Expenditure Account)

Year to 31st March 2024

		Restricted funds 2024	Unrestricted funds 2024	Total funds 2024	Total funds 2023 [See Note 12]
	Notes	£	£	£	£
Income					
Donations	[2]	2,500	2,227	4,727	2,379
Charitable activities	[3]	156,400	73,831	230,231	271,770
Investments		-	-	-	-
Total Income		158,900	76,058	234,958	274,149
Expenditure					
Costs of raising funds	[4]	16,351	5,456	21,807	6,975
Charitable activities	[5]	150,404	70,203	220,607	310,935
Total Expenditure		166,755	75,659	242,413	317,910
Net Income / (Expenditure)		(7,855)	399	(7,456)	(43,761)
Transfers between funds		4,200	(4,200)	-	-
Net Movement in Funds		(3,655)	(3,801)	(7,456)	(43,761)
Total funds brought forward		52,676	85,022	137,698	181,459
Total funds carried forward		49,021	81,221	130,243	137,698

Hawkspring
Balance Sheet
As at 31st March 2024

Company no. 05138449
Charity no. 1120320

	Notes	2024 £	2023 £
Fixed Assets	[6]	-	-
Current Assets			
Cash at bank and on hand		135,795	135,600
Debtors and prepayments	[7]	2,065	9,545
		<hr/> 137,860	<hr/> 145,144
Current Liabilities			
Creditors and accruals	[8]	7,617	7,446
		<hr/> 130,243	<hr/> 137,698
Net Current Assets			
Net Assets		130,243	137,698

Statement of funds

Unrestricted funds:

General funds	[9]	19,353	19,720
Designated funds	[9]	61,869	65,302

Restricted funds	[9]	49,021	52,676
		<hr/> 130,243	<hr/> 137,698

- For the year ending 31st March 2024 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 9th January 2025
and signed on its behalf by



.....
Katie Hipkiss
Trustee



.....
Terry Wright
Trustee

Hawkspring

Notes to the Accounts

Year to 31st March 2024

[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

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. For more details, see the Reserves Policy above.

(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 2024

	Restricted 2024	Unrestricted 2024	Total 2024	Restricted 2023	Unrestricted 2023	Total 2023
[2] <u>Income from donations</u>	£	£	£	£	£	£
Individual donations	2,500	1,927	4,427	-	1,700	1,700
Gift Aid	-	300	300	-	679	679
	<u>2,500</u>	<u>2,227</u>	<u>4,727</u>	<u>-</u>	<u>2,379</u>	<u>2,379</u>
	Restricted 2024	Unrestricted 2024	Total 2024	Restricted 2023	Unrestricted 2023	Total 2023
[3] <u>Income from charitable activities</u>	£	£	£	£	£	£
Grants	153,000	73,831	226,831	114,801	154,969	269,770
Fees income	3,400	-	3,400	2,000	-	2,000
	<u>156,400</u>	<u>73,831</u>	<u>230,231</u>	<u>116,801</u>	<u>154,969</u>	<u>271,770</u>

The charity received no government grants during the year (2023 nil).

	Restricted 2024	Unrestricted 2024	Total 2024	Restricted 2023	Unrestricted 2023	Total 2023
[4] <u>Analysis of fundraising costs</u>	£	£	£	£	£	£
Fees to fundraiser	-	-	-	6,975	-	6,975
Fundraising salary	16,351	5,456	21,807	-	-	-
	<u>16,351</u>	<u>5,456</u>	<u>21,807</u>	<u>6,975</u>	<u>-</u>	<u>6,975</u>

	Supporting Family Members 2024	Supporting Recovery 2024	Total 2024	Supporting Family Members 2023	Supporting Recovery 2023	Total 2023
[5] <u>Analysis of expenditure on charitable activities</u>	£	£	£	£	£	£
<u>Direct costs:</u>						
External supervision	1,182	1,378	2,560	426	534	960
Activities costs	305	-	305	780	-	780
Salaries	37,455	57,391	94,846	54,665	139,492	194,157
Recruitment	6	10	16	43	4,648	4,691
Staff training and wellbeing	878	923	1,801	1,319	1,210	2,529
Travel	697	33	730	743	7	750
Volunteer expenses	19	32	50	16	34	50
Total Direct Costs	<u>40,541</u>	<u>59,766</u>	<u>100,307</u>	<u>57,992</u>	<u>145,926</u>	<u>203,918</u>
<u>Support costs:</u>						
Bank charges	8	16	24	6	26	32
Repairs and renewals	382	584	966	1,804	1,286	3,090
Insurance	643	725	1,367	364	923	1,287
Postage, printing and stationery	963	1,058	2,022	1,540	1,391	2,931
Professional fees	2,622	3,044	5,666	2,116	6,601	8,717
Fee for independent examination	194	331	525	116	410	525
Publicity	17	13	30	-	-	-
Refreshments	349	391	740	305	642	947
Rent, rates and room hire	7,763	8,425	16,188	8,411	5,392	13,803
Salaries	37,918	43,220	81,137	20,688	47,056	67,744
Severance payment	1,387	-	1,387	-	3,436	3,436
Computer software	2,337	3,156	5,493	306	758	1,064
Subscriptions	218	138	356	22	68	90
Telephone	1,462	1,657	3,119	1,305	738	2,043
Utilities	548	654	1,202	349	865	1,214
Sundry expenses	44	33	77	23	72	95
Total Support Costs	<u>56,855</u>	<u>63,444</u>	<u>120,299</u>	<u>37,354</u>	<u>69,663</u>	<u>107,017</u>
Total Charitable Expenditure	<u>97,397</u>	<u>123,210</u>	<u>220,607</u>	<u>95,346</u>	<u>215,589</u>	<u>310,935</u>

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Notes to the Accounts (continued)

Year to 31st March 2024

[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 2024 £	Office Equipment 2024 £	Total 2024 £
<u>Cost</u>			
Opening balance	181	3,754	3,935
Additions during the year	-	-	-
Disposals	(181)	(3,754)	(3,935)
	-	-	-
<u>Depreciation</u>			
Opening balance	181	3,754	3,935
Charge for the year	-	-	-
Eliminated on disposal	(181)	(3,754)	(3,935)
	-	-	-
Net Book Value at 31/03/24:	-	-	-
Net Book Value at 31/03/23:	-	-	-

[7] Debtors and prepayments

	2024 £	2023 £
Trade debtors	1,700	9,163
Prepayments	365	381
	2,065	9,545

[8] Creditors

	2024 £	2023 £
Amounts due within 12 months:		
Trade creditors	1,101	1,819
PAYE & National Insurance	2,751	3,890
Staff pension liability	1,135	-
Accrued staff holiday pay	2,109	1,214
Accruals	522	522
	7,617	7,446

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Notes to the Accounts (continued)

Year to 31st March 2024

[9] <u>Movements in funds</u> [for previous year, see Note 12]	Balance at 31/03/2023	Income	Expenditure between funds	Transfers	Balance at 31/03/2024
<u>Restricted Funds</u>	£	£	£	£	£
Family Members	22,016	107,650	(98,747)	2,500	33,419
Recovery Service	30,660	51,250	(68,008)	1,700	15,602
Total Restricted Funds:	52,676	158,900	(166,755)	4,200	49,021
<u>Unrestricted Funds:</u>					
Designated Funds:					
Staff notice fund	27,000	-	-	(1,000)	26,000
Closing costs fund	2,000	-	-	-	2,000
Redundancy fund	32,000	-	-	(1,500)	30,500
Reserves fund	3,000	-	-	-	3,000
DHI fund	1,302	73,831	(74,764)	-	369
Total Designated Funds:	65,302	73,831	(74,764)	(2,500)	61,869
<u>General Funds</u>	19,720	2,227	(894)	(1,700)	19,353
Total Unrestricted Funds:	85,022	76,058	(75,659)	(4,200)	81,221
Total Funds:	137,698	234,958	(242,413)	-	130,243

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 2024-25.

[10] Payments to trustees and related party transactions

The trustees received no remuneration or expenses payments during the year (2023 nil).

Two trustees made donations totalling £2,740 to the charity during the year (2023 £240 from one trustee).

There were no other related party transactions during the year.

[11] <u>Staff costs</u>	2024	2023
	£	£
Wages and salaries	184,176	240,593
Employer's National Insurance	6,645	14,249
Employer pension contributions	6,074	7,059
	196,895	261,901

The average number of staff employed during the year was 11.6 (2023 13.5) and the average full time equivalent number of posts was 6.4 (2023: 8.7). 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 £27,369 (2023 nil). The total fees paid to key management personnel during the year was nil (2023 £38,368).

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Notes to the Accounts (continued)
Year to 31st March 2024

[12] Detailed comparison with previous year

<u>Statement of Financial Activities</u>		Restricted funds	Unrestricted funds	Total funds
		2023	2023	2023
	Notes	£	£	£
Income				
Donations	[2]	-	2,379	2,379
Charitable activities	[3]	116,801	154,969	271,770
Investments		-	-	-
Total Income		116,801	157,348	274,149
Expenditure				
Costs of raising funds	[4]	6,975	-	6,975
Charitable activities	[5]	157,201	153,734	310,935
Total Expenditure		164,176	153,734	317,910
Net Income / (Expenditure)		(47,375)	3,614	(43,761)
Transfers between funds		-	-	-
Net Movement in Funds		(47,375)	3,614	(43,761)
Total funds brought forward		100,051	81,408	181,459
Total funds carried forward		52,676	85,022	137,698
<u>Movements in funds</u>				
	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)	-
Recovery Service	45,325	49,800	(64,465)	-
Total Restricted Funds:	100,051	116,801	(164,176)	-
<u>Unrestricted Funds:</u>				
Designated Funds:				
Staff notice fund	27,000	-	-	-
Closing costs fund	2,000	-	-	-
Redundancy fund	32,000	-	-	-
Reserves fund	3,000	-	-	-
DHI fund	2,749	154,969	(156,416)	-
Total Designated Funds:	66,749	154,969	(156,416)	-
<u>General Funds</u>	14,659	2,379	2,682	-
Total Unrestricted Funds:	81,408	157,348	(153,734)	-
<u>Total Funds:</u>	181,459	274,149	(317,910)	-