

**ADDICTION PROFESSIONALS LTD**  
**(A CHARITY LIMITED BY GUARANTEE)**  
**DIRECTORS' AND TRUSTEES' ANNUAL REPORT**  
**AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31ST JANUARY 2024**

Company No: 7869819

(England and Wales)

Charity No: 1144964

**ADDICTION PROFESSIONALS LTD**

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**ADDICTION PROFESSIONALS LTD**

**COMPANY INFORMATION**

<b>COMPANY NUMBER:</b>	7869819 (England and Wales)
<b>CHARITY NUMBER:</b>	1144964
<b>REGISTERED OFFICE:</b>	Suite 227 8 Shoplatch Shrewsbury Shropshire SY1 1HF
<b>DIRECTORS:</b>	A Geel (Chair) J Barnard P Bonnet H Luck J Lakha R Milani
<b>ACCOUNTANTS:</b>	Bodnant Associates Ltd 76 Sutherland Grove Southfields London SW18 5QW
<b>INDEPENDENT EXAMINER:</b>	Palmer McCarthy Suite 70, Capital Business Centre 22 Carlton Road South Croydon Surey CR2 0BS
<b>BANKERS:</b>	Unity Trust Bank plc Four Brindley Place Birmingham B1 2JB

**ADDICTION PROFESSIONALS LTD**  
**COMPANY NO: 7869819 (ENGLAND AND WALES)**  
**DIRECTORS' AND TRUSTEES' REPORT**

The members of the Board, who are trustees for the purpose of charity law and directors of the company for the purpose of company law, present their report and financial statements for the year ended 31 January 2024.

Addiction Professionals Ltd is constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association. It was incorporated on 2 December 2011 and was registered as a charity with the Charity Commission on 7 December 2011. The guarantee of individual members is limited to £10 each. The company information set out on page 1 forms part of this report.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS102) and The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1 January 2015) (the SORP) including Bulletin 1.

**OBJECTS OF THE CHARITY**

The principal objects of Addiction Professionals Ltd are to:

- Promote the provision of effective care for people who use addictive substances, services and behaviours, and preserving and protecting their mental and physical health.
- Promote best practice in primary care treatment for people with alcohol and drug problems, and other addictive behaviours.
- Fostering and encouraging co-operation between individuals, voluntary organisations and/or public bodies whether local or national, operating in connection with addictive substances, services and behaviours policies and addictive substances, services and behaviours related
- Advocating for an understanding of the needs and experiences of people who use addictive substances, services and behaviours in local and national fora

**DIRECTORS AND TRUSTEES**

The directors and trustees who served as trustees of the Council during the year and up to the date of this report are as follows:

A Geel

J Barnard

H Luck

R Milani - appointed 16.02.23

J Lakha

P Bonnet - appointed 16.02.23

H Emden - resigned 30.10.23

E Browne - resigned 16.02.23

**ELECTION OF TRUSTEES**

Trustees are elected at the Annual General Meeting and hold office for three years. The board has the power by resolution to appoint any person to be a member of the board and to determine the rotation by which any additional directors/trustees are to retire.

**ADDICTION PROFESSIONALS LTD**  
**DIRECTORS' AND TRUSTEES' REPORT (Continued)**

**ORGANISATIONAL STRUCTURE & DECISION MAKING**

The Trustees meet three times per year and communicate via telephone conferences and via email to oversee the management of the charity at other times. There are meetings between the Board and staff every 6 weeks to provide operational overview. The Senior Management Team comprises the Clinical Director, Executive Director and Membership Lead. Day to day operations are delegated to the Executive Director who works with the project team and reports to the trustees at Board meetings and liaises and communicates on a regular basis with the Chair of Trustees and individual Trustees as necessary. Addiction Professionals has 2 volunteers with lived experience who support the board with decision making and with other activities of the charity.

**RISK MANAGEMENT**

The Trustees continually assess the major risks to which the charity is exposed to, in particular those related to the operations and finances of the charity, and believe that adequate procedures are in place to minimise exposure to these major risks.

**REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS**

Addiction Professionals Ltd's Membership scheme delivers on the promise to our Premium CPD Members of providing 15 hours of Continuing Professional Development annually. The CPD includes webinars and clinical updates (research summaries) and e-learning.

Addiction Professionals provides a voluntary professional body registration for those working in the addictions sector, with Standards of Conduct and Ethics, accreditation and a complaints and disciplinary procedure.

Addiction Professionals Ltd supports general practitioners and other allied professionals by providing educational activities. We run a yearly conference with the RCGP and provide secretariat to a newly formed Addictions Community of Practice. We provide secretariat to the National Substance Misuse Non Medical Prescribing Forum and hold educational meetings on their behalf. We continue to work with pharmaceutical companies to support education of medications for the treatment of addiction.

We continue to offer a range of free learning opportunities and general information to everyone registered for free membership with Addiction Professionals Ltd.

**FINANCIAL REVIEW**

Trustees regard the careful and responsible management of the charity's resources as a primary responsibility. A summary of the charity's performance will be found in the Statement of Financial Activities on succeeding pages. As at the year end, the charity held no reserves under restricted funds.

**INVESTMENT POLICY**

Under the Memorandum and Articles of Association the charity has the power to make investments as the trustees see fit. No investments were made during the period and the charity holds no investments.

**ADDICTION PROFESSIONALS LTD**  
**DIRECTORS' AND TRUSTEES' REPORT (Continued)**

**RESERVES**

The policy of the Trustees is to maintain a minimum balance of approximately 3 months' operating costs. This policy has been achieved for the year ended 31<sup>st</sup> January 2024.

**PUBLIC BENEFIT**

The charity's work by definition is of considerable benefit to the public.

**GOING CONCERN**

Given the above and having considered a period of at least 12 months from the date the financial statements were signed, the Trustees are confident that the Charity will continue as a going concern and the accounts have therefore been prepared on this basis.

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The charity trustees (who are also the directors of Addiction Professionals Ltd for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**AUDIT**

The trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of Section 477 Companies Act 2006 and confirm that no notice has been received under section 476 from members requiring an audit. The trustees also consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

**ADDICTION PROFESSIONALS LTD**  
**DIRECTORS' AND TRUSTEES' REPORT (Continued)**

**SMALL COMPANY PROVISIONS**

In preparing this report the trustees have taken advantage of the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 including the small companies' exemptions provided by section 414B and 415A of the Companies Act 2006 from the requirement to prepare a strategic report and in preparing the trustees' report on the grounds that the charitable company is entitled to prepare its accounts for the year in accordance with the small companies' regime.

This report was approved by the Council of trustees and board of directors on 24/05/24 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'A Geel', written over a dotted line.

Signature of A Geel  
Director and trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADDICTION  
PROFESSIONALS LTD**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 January 2024 which are set out on pages 7 to 14.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the charity 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 company'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.

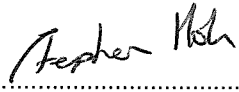
**INDEPENDENT EXAMINER'S STATEMENT**

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 that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the 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 (FRS102)].

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.

Signed.....

  
Stephen Hole, FCCA  
Palmer McCarthy  
Suite 70,  
Capital Business Centre  
22 Carlon Road  
South Croydon  
Surrey  
CR2 0BS

Date: .....

4/11/2024



**ADDICTION PROFESSIONALS LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JANUARY 2024**

		Unrestricted	Year to	Year to
		Funds	31 Jan	31 Jan
	<u>Notes</u>	£	2024	2023
			£	£
<b>Income and endowments from</b>				
Donations & legacies	5	35,683	35,683	23,600
Charitable activities	6	74,664	74,664	64,762
Investments		-	-	-
<b>Total Income</b>		<u>110,347</u>	<u>110,347</u>	<u>88,362</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>97,367</u>	<u>97,367</u>	<u>76,325</u>
<b>Total Expenditure</b>		<u>97,367</u>	<u>97,367</u>	<u>76,325</u>
Net Income		12,980	12,980	12,037
Transfers between funds		-	-	-
Net outgoing resources before other recognised gains and losses		<u>12,980</u>	<u>12,980</u>	<u>12,037</u>
<b>Net movement in funds</b>		12,980	12,980	12,037
<b>Reconciliation of Funds:</b>				
Total funds brought forward		107,047	107,047	95,010
<b>Total Funds carried forward</b>		<u>120,027</u>	<u>120,027</u>	<u>107,047</u>

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9 to 14 form part of these financial statements.

**ADDICTION PROFESSIONALS LTD**  
**BALANCE SHEET AS AT 31 JANUARY 2024**

	<u>Notes</u>	<u>31/01/2024</u> £	<u>31/01/2023</u> £
<b>Current assets</b>			
Debtors	10	8,666	1,669
Cash at bank and in hand		<u>113,731</u>	<u>111,188</u>
		122,397	112,857
<b>Creditors</b>			
Amounts falling due within one year	11	<u>(2,370)</u>	<u>(5,810)</u>
<b>Net Current Assets</b>		<u>120,027</u>	<u>107,047</u>
<b>Total assets less current liabilities</b>		<u>120,027</u>	<u>107,047</u>
<b>Funds</b>			
<b>Unrestricted funds</b>	12	<u>120,027</u>	<u>107,047</u>
<b>Total funds carried forward</b>		<u>120,027</u>	<u>107,047</u>

Company No 7869819

For the financial year ending 31 January 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the members have not required an audit in accordance with section 476 of the same act.

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 of the Companies Act 2006: and
- The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect accounting records and the preparation of accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 of the Companies Act 2006 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charitable company.

These accounts have been prepared in accordance with the special provisions relating to small companies as set out in part 15 of the Companies Act 2006.

These financial statements were approved by the board on 24/05/24 and signed on its behalf by



A Geel

Director and trustee

The notes on pages 9 to 14 form part of these financial statements.

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

(a) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the charity and which have not been designated for specific purposes. All assets and liabilities are attributed to the charity's general activities. There were no reserves under restricted funds.

(b) Statement of compliance

These financial statements were prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), The 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) (effective 1 January 2015) (the SORP) including Update Bulletin 1 and in accordance with the Companies Act 2006, from which there were no material departures.

(c) Basis of accounting

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

The functional currency of the charity is considered to be pounds sterling (£) because that is the currency of the primary economic environment in which the charity operates. The financial statements are presented in pounds sterling (£).

(d) Judgements and key sources of estimation uncertainty

In the opinion of the Trustees there are no judgements or key sources of estimation uncertainty which could materially affect the financial statements.

(e) Income

All incoming resources are recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The principal policies on income are as follows:

- 1) Donations – Donations are credited in the year in which they are received.
- 2) Grant income – Applications are made for grants and are recognised in the period they are received.
- 3) Membership income – All membership is recognised on application and receipt, membership gives access to our website, online training, accreditation, CPD, and for FDAP, registration.
- 4) Conference and training – Attendance fees are recognised in the period in which the conference is run.
- 5) External Supervision and Appraisal – Fees are recognised in the period the supervision and appraisals are run.

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024 (continued)**

- 6) Investment income – Interest from savings is accounted for in the period in which it was received.

(f) Expenditure

Charitable expenditure includes all expenses incurred by the charity in pursuing its charitable aims and include governance costs intrinsic to the charity's operation, they are recognised when the invoice is received.

The principal policies on expenditure are as follows:

- 1) Maintenance and advancement of the website and membership - costs incurred running and maintaining the website and online payment system, accounted for in the period in which they relate.
- 2) Professional fees for external advisory and supervision work – costs for consultants to run the advisory and supervision work, accounted for in the period in which they relate.
- 3) Expenses for attending or hosting conference and training activities – cost incurred in running conferences and activities, accounted for in the period in which they relate.
- 4) Administration costs – those incurred in the administration of the charity activities and accounted for in the period to which they relate.
- 5) Accounting and professional fees - those incurred for the accounting of the charity activities and accounted for in the period to which they relate.
- 6) Independent Examiners Fees - those incurred examining the year end financial report and accounted for in the period to which they relate.
- 7) Other miscellaneous costs – Costs outside normal activities and accounted for in the period to which they relate.

(g) Value Added Tax

Value added tax is not recoverable by the charity, and as such, is included in relevant costs in the Statement of Financial Activities.

(h) Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

(i) Cash and cash equivalents

Cash comprises cash on hand and held at bank.

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024 (continued)**

(j) **Debtors**

Debtors are amounts due from subscribers for services performed in the ordinary course of business as well as grants for which conditions for recognition as income have been met but where the grant has not yet been paid.

Debtors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

(k) **Creditors**

Creditors are obligations to pay for goods acquired or services received acquired in the ordinary course of business. Creditors are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**2. FRS102**

The charity complies with the FRS102 regulations.

**3. LEGAL STATUS OF THE CHARITY**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

**4. TAXATION**

Addiction Professionals Ltd has charitable status and is not liable to corporation tax.

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024 (continued)**

**5. INCOME FROM DONATIONS AND LEGACIES** **2024** **2023**

Grants		
- NHS England	-	2,200
- Camurus Ltd	23,886	20,200
- Ethypharm UK Ltd	11,797	1,200
	<u>35,683</u>	<u>23,600</u>

Income from donations and legacies was entirely unrestricted in the year's ended 31 January 2024 and 31 January 2023.

**6. INCOME FROM CHARITABLE ACTIVITIES** **2024** **2023**

Membership	63,164	57,912
Conference & training	11,500	6,500
Other income	-	350
	<u>74,664</u>	<u>64,762</u>

Income from charitable activities was entirely unrestricted in the year's ended 31 January 2024 and 31 January 2023.

**7. EXPENDITURE ON CHARITABLE ACTIVITIES** **2024** **2023**

External advisory & supervision work	56,345	56,882
Website, newsletter & publicity	16,809	11,176
Conference and training activities	13,431	-
Travel & general administration costs	2,761	2,976
Accountancy & professional fees	3,029	5,292
Bad Debt	4,992	-
Other costs	-	-
	<u>97,367</u>	<u>76,325</u>

Expenditure on charitable activities was entirely unrestricted in the year's ended 31 January 2024 and 31 January 2023.

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024 (continued)**

**8. TRUSTEE REMUNERATION AND KEY MANAGEMENT PERSONNEL**

The Trustees comprise the key management personnel.

During the year no amounts were paid to Trustees as remuneration or reimbursement of expenses - £nil (2023: Nil).

**9. STAFF NUMBERS**

The average number of persons employed by the charity (including directors) during the year was Nil (2023: Nil).

<b>10. <u>DEBTORS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>Amounts falling due within one year:</b>		
Prepayments	2,666	-
Addiction Professionals Ltd outstanding	6,000	1,669
	<u>8,666</u>	<u>1,669</u>

<b>11. <u>CREDITORS</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>Amounts falling due within one year:</b>		
Trade creditors and accruals	2,370	5,810
	<u>2,370</u>	<u>5,810</u>

<b>12. <u>UNRESTRICTED FUNDS</u></b>				
<b><u>Year ended 31 January 2024</u></b>	<b><u>Balance at</u></b>	<b><u>Incoming</u></b>	<b><u>Outgoing</u></b>	<b><u>Balance at</u></b>
	<b><u>01/02/2023</u></b>	<b><u>Resources</u></b>	<b><u>Resources</u></b>	<b><u>31.01.24</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	107,047	110,347	(97,367)	120,027
Total funds	<u>107,047</u>	<u>110,347</u>	<u>(97,367)</u>	<u>120,027</u>

<b>13. <u>UNRESTRICTED FUNDS</u></b>				
<b><u>Year ended 31 January 2023</u></b>	<b><u>Balance at</u></b>	<b><u>Incoming</u></b>	<b><u>Outgoing</u></b>	<b><u>Balance at</u></b>
	<b><u>01/02/2022</u></b>	<b><u>Resources</u></b>	<b><u>Resources</u></b>	<b><u>31.01.23</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	95,010	88,362	(76,325)	107,047
Total funds	<u>95,010</u>	<u>88,362</u>	<u>(76,325)</u>	<u>107,047</u>

<b><u>Name of fund</u></b>	<b><u>Description, nature and purposes of the fund</u></b>
General funds	The 'fee reserves' after allowing for designated funds

**ADDICTION PROFESSIONALS LTD**  
**NOTES TO THE ACCOUNTS TO 31 JANUARY 2024 (continued)**

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

<u>Year ended 31 January 2024</u>	<u>Unrestricted</u> <u>funds</u> £
Current Assets	122,397
Current Liabilities	<u>(2,370)</u>
	<u>120,027</u>
 <u>Year ended 31 January 2023</u>	 <u>Unrestricted</u> <u>funds</u> £
Current Assets	112,857
Current Liabilities	<u>(5,810)</u>
	<u>107,047</u>

**15. EVENTS AFTER THE FINANCIAL PERIOD**

There have been no significant events between the year end and the date of approval of these financial statements which would require a change to, or disclosure in, the financial statements.