

**Airedale Voluntary Drug and Alcohol Agency Limited**

operating as

# **Project 6**

(A company limited by guarantee)

## **Trustees' Annual Report and Financial Statements For the year ended 31st March 2021**

Company number: 3430925

Charity Number: 1173006



Airedale Voluntary Drug and Alcohol Agency Limited  
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Airedale Voluntary Drug and Alcohol Agency Limited  
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Trustees' annual report

for the year ended 31st March 2021

**Company number** 3430925

**Charity number** 1173006

**Registered office and operational address** 11/19 Temple Street  
Keighley  
West Yorkshire  
BD21 2AD

**Trustees** Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Quentin Marris: Chair  
Anthony Ball: Treasurer  
Peter Bower (resigned 3 December 2020)  
Pam Essler  
Enid Feather (resigned 10 May 2021)  
Paul Gledhill (appointed 20 August 2020,  
resigned 17 March 2021)  
Sara Lewis (appointed 20 August 2020)  
Emma Wells (appointed 20 August 2020,  
resigned 10 June 2021)  
Jane McGeagh (appointed 10 May 2021)  
Joanne Morley (appointed 10 May 2021)  
Julie Petereit (appointed 10 May 2021)  
Gurprit Singh Jabbal (appointed 10 May 2021)

**Senior Leadership team** Vicki Beere Chief Executive  
Lynn Lawson Director of Development and Communications  
Michael Ng Director of Operations  
Jan Mayor Director of Learning and Development  
Julie Watt Director of Finance  
Philip Taylor Deputy Director of Operations

**Bankers** Unity Trust Bank  
Nine Brindleyplace  
4 Oozels Square  
Birmingham B1 2HB

**Auditor** BHP LLP  
2 Rutland Park  
Sheffield S10 2PD

Trustees' annual report

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their report and the audited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts, and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

## Objectives and activities

### Purpose and Aims

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

In setting plans and priorities for areas of work, the trustees have referred to the guidance from the Charity Commission on the provision of public benefit, in accordance with section 17 of the Charities Act 2011. In particular, the trustees consider how activities will continue to meet the objectives they have set and focus on the services which will deliver the greatest benefit to the most vulnerable of the potential service users. In delivering these services we clearly identify, and measure where possible, the benefits that have been delivered.

We monitor progress to ensure that benefits are accruing as planned, and to learn any lessons that can be fed back into the planning and delivery cycle. Throughout this report, and particularly in the Headline Outcomes and Achievements sections, we note the numbers and categories of service users who have benefitted.

Our work benefits society as a whole, as well as the direct service users, by our activities in support of families and groups which assist the reintegration of service



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users into wider society. In doing so, the trustees believe that they are meeting the public benefit requirement, as set out in section 4 of the Charities Act 2011.

**Our core purpose remains as follows:**

To provide opportunities and choices for individuals, families and communities to create meaningful and sustainable change in their wellbeing.

Our **Objectives** are described in our governing documents as being:

To promote the relief of sickness and the protection and preservation of good health of persons in the area of benefit who are misusing, or at risk of misusing, such substances as alcohol, illicit and prescribed drugs, in particular but not exclusively by the provision of information, advice, counselling and support.

To promote the protection and preservation of good health and the advancement of the education of the public within local communities; to facilitate, support and sustain positive change for those of all ages affected by substance use, multiple and complex health and social care needs and their families, by the provision of information and advice concerning the prevention of the misuse of alcohol, illicit and prescribed drugs and other substances which are capable of misuse in a manner harmful to health.

Project 6's value statements are as stated below, having been reviewed during the year. These values drive our strategic and operational work and guide how we behave internally and externally to the organisation. The people and families we work with are at the heart of our organisation.

The organisation is committed to our Values which are as follows:

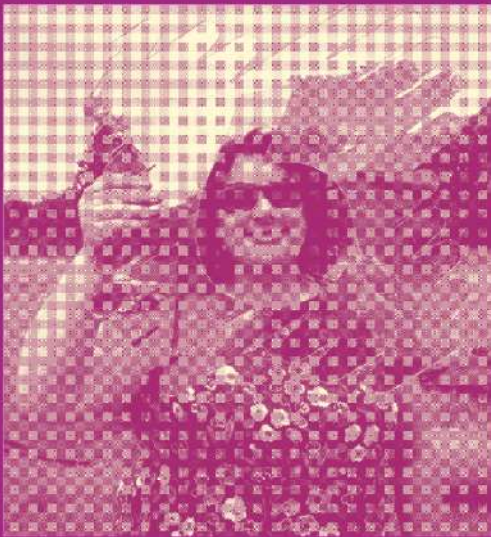
- **People Matter**
- **Everyone can Change**
- **We care about doing things well**

In order to meet our charitable objects and our core purpose, our activities are structured in to the following services, delivered both in West and South Yorkshire through a wide variety of income sources:

- Alcohol and Complex Needs support
- Children, young people and family support
- Recovery Support
- Training and Enterprise

We have continued to use the 5 Ways to Wellbeing across the organisation, both internally and externally, to promote the well-being of everyone who works for us, volunteers for us or receives our service.

# Summary of Achievements and Impact on Beneficiaries



**CEO**  
**Introduction**  
Vicki Beere,  
CEO Project 6

**What an extraordinary year and what a remarkable role Project 6 played in supporting our communities throughout it. We are now over 500 days into the pandemic and the impact on us will be felt for a decade or more. →**



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→ Our first 100 days were spent moving at incredible pace to deliver most of our interventions online, getting equipment and technology out to staff and the people who use our services and learning how to exist in this new, scary and often isolated world. Simultaneously we worked out how to keep some of our face-to-face services going safely. Working initially with no guidance and no PPE; then reviewing the huge rafts of guidance sometimes daily and sometimes weekly to ensure we remained safe. All whilst constantly checking what our communities needed and seconding staff to work with other organisations who needed the resource such as externally the Salvation Army and internally our Pathways crisis service.

Our internal focus became monitoring and managing staff wellbeing. We developed all kinds of ways of connecting over this time from book clubs, to creative writing lessons, desert island discs, yoga and woodland WhatsApp walks. Staff were supported to access psychological first aid courses and we held regular wellbeing check-ins across the organisation, even producing a book! Slowly we started to look up and out; needing to continue to manage a slow opening back up, balancing the needs of the people who use our services with ever changing guidance and several more local and national lockdowns.



In the midst of this we also;

- Merged with our friends Doncaster Alcohol Services and started to build networks and partnerships in Doncaster.
- Developed new partnerships — especially around our MAST Team in Keighley and Bradford, with colleagues in Sheffield via the VCSE COVID Hub and, later in the year, with the Modality Partnership delivering much needed and valuable vaccine support in our Keighley Community.
- Generated a significant amount of COVID income which allowed us to fill much needed gaps in services during the first wave, develop our Training services and create a springboard for new essential services such as Doncaster Pathways.
- Reviewed our values and strategic objectives to make them fit for a post-COVID world through working with the people who use our services, our staff and our Board.
- Revamped our entire training offer, refocusing on becoming a genuinely trauma informed organisation and doing the work that comes with it.
- Worked on our response to equality, diversity and inclusion, which included recruiting and supporting a new and far more diverse board, setting targets for monitoring our EDI data internally and externally plus embarking on various learning opportunities as individuals and teams.



—→ Operationally we were incredible. I am extraordinarily proud of everyone @Project 6, our staff, volunteers and the people who come and are brave enough to walk through our doors for some support.

We lost some really great people this year, not to COVID, but as Michael Marmot would say deaths of despair; overdoses, pneumonia from long term drug use and far too many suicides. Every one avoidable and a tragedy.

We supported 8,233 people this year. At one point we were running 40 online groups a week, plus delivering 6 services face to face. We launched new projects, developed existing ones, sadly closed some down, built incredible spaces, made new partnerships, engaged in away days and supported each other all the way. An amazing organisation. Thank you all who supported us.



## **Chair**

### **Introduction**

Quentin Marris,  
Chair of the Board  
of Trustees

**In my introduction to the 2020 Impact Report, I wrote: ‘We knew by the end of the period that the next 12 months would be like no other. The advent of COVID-19 was going to fundamentally change the ways in which we work. Worsening health and social pressures would raise levels of need; more care would be provided digitally; more work would be done outside the workplace; public sector funding would be stretched even more thinly’. →**



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→ I think I can safely say that 2021 was indeed the 'extraordinary year' that Vicki writes about in her introduction to this year's report. COVID-19 had a huge impact on everything. Levels of need increased and some of our services helped far more people than we ever envisaged. The organisation made significant moves towards delivering interventions remotely. Staff adapted to working for long periods from home. Thankfully there was short term funding available to bridge some of the gaps.

At a difficult time for everyone, the organisation and its staff stepped up to the mark. Services continued to be delivered. Face-to-face work for the most vulnerable was maintained. Contract targets were met and exceeded. New ways of working emerged. Fresh partnerships were forged. Additional funding was obtained. The Project 6 ship stayed upright and on course.

None of the above would have been possible without the commitment and dedication of staff and volunteers at the coal face. Neither would we have steered a path through the pandemic without the leadership and adaptability of our senior management team. As always, a special mention goes to Vicki, our admirable Chief Executive, who calmly and capably managed the organisation through demanding times.



→ As a Board we are committed to planned growth of the organisation in Yorkshire, whether that be in our current localities or into neighbouring areas. This year we welcomed Doncaster Alcohol Service into Project 6. The merger means that we now work across three localities, which brings both opportunity and challenge.

It is a constant battle to access new sources of funding and replace others as they come to an end. The income generation arm of the organisation continues to flourish and we are very hopeful of fresh opportunities in mainstream drug and alcohol services in the near future. Despite the uncertainties of the funding environment, Project 6 remains financially sound. We have sufficient reserves both to insulate us against temporary setbacks and to use in developing the organisation to remain fit for purpose in an ever-changing world.

The Board itself underwent significant changes this year. Two long-standing members left and my thanks go to Peter and Enid for their years of support for the organisation. We took on a new member, Sara, from the DAS Board. We mounted a targeted recruitment campaign to attract new members to diversify the Board and were very pleased to welcome Jane, Joanne, Jae and Julie.



→ Although the enlarged Board has never met in person, only over Zoom, we have managed to gel together and to operate effectively. With the help of David Harries, an organisational consultant, we have led a refresh of Project 6's values, reviewed our governance systems and developed our medium-term strategic objectives. The Board is well placed to oversee the strategic direction of the organisation.

On behalf of the Board, I commend this Impact Report, which shows how much great work was done by so many. I also offer thanks to all those individuals and organisations that have supported Project 6 in different ways, whether that be financially, practically or with their goodwill.

We know about long COVID as a physical condition but we are also aware that the psychological and social ramifications will come to the fore and be long lasting. Project 6 has a big part to play in providing responses in the communities we serve. I look forward with confidence and with hope too.





# Core Purpose

We work with people with drug and alcohol problems and complex needs. These issues don't just impact on the individual, they also affect families and communities.

**Our Core purpose therefore is:**

To provide opportunities and choices for individuals, families and communities to create meaningful and sustainable change in their wellbeing.

**To achieve this we deliver services in 4 key areas:**

- Alcohol and Complex Needs Services
- Family Support Services including Children and Young People
- Recovery Support
- Training Services



# Our Values

Our values are integral to how we do business and underpin every piece of work we undertake. This year as part of a process of setting new strategic objectives for the organisation, we reviewed our values to make them more concrete and accessible.

## People matter

- We instil hope
- We create safe caring spaces where people can flourish
- We trust each other
- We welcome difference and treat people equally, honestly and fairly
- We recognise and stand up for people's rights

## Everyone can change

- We help people to bring about positive change in their lives
- We don't give up when things are difficult
- We help people to help themselves

## We care about doing things well

- We say what we mean and we listen to what people tell us
- If we say we are going to do something we do it
- We are always working to do things better

# Headline Achievements 2021

8233

- 8,233 individuals received services, **176% above** our contracted target of 4680.

7821

- 7,821 (95%) individuals demonstrated **positive changes** in one of more of our core outcome areas.

- Following lockdown in March 2020, we moved rapidly to providing online and telephone appointments and group support, providing training for staff and volunteers on using Zoom and online safety.
- We dealt with large increases in referrals to both our crisis and alcohol services
- We joined local partnership initiatives to set up and manage food distribution pathways.
- We brought in additional funds to provide extra resilience sessions for young people and digital equipment and mobile data to ensure adults service users were able to access our digital offer.
- We created a COVID-safe outdoor space for people with highly complex needs who use our Third Place Service.
- We supported staff to cope through a range of wellbeing initiatives.
- We completed a successful merger with Doncaster Alcohol Services, expanding our reach in South Yorkshire and setting up a new Pathways Crisis Service in Doncaster primary care.
- We started to deliver our ESF funded Shine employment project for disadvantaged families in central Keighley



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# Our Services



We work with individuals and families to achieve meaningful and sustainable impact and improve life chances.

The communities we work in have suffered disproportionately as a result of the virus and this year has been all about delivery under pressure in a rapidly changing landscape. We're very proud that we've managed to meet the needs of our local communities by increasing capacity where the need was greatest, finding resources for practical needs such as food, shelter, digital inclusion and continuing to expand our offer with new services. By rapidly moving around 90% of our delivery to digital and telephone support and increasing capacity at the front end we were able to provide easy access through a wide front door, continue to provide digital 1:1 and group work interventions, and face-to-face services where people were most vulnerable. →



## → **Alcohol and Complex Needs Services**

Our Alcohol and Complex Needs Services work within primary and secondary care services and provide open door access across the whole community. They offer crisis interventions, structured alcohol treatment, health and wellness interventions and information and awareness.

### **Preparing Christmas packs for vulnerable families**





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Our **Keighley Pathways Service** is a partnership project offering open access specialist support to all the Keighley community at a time of crisis. Working with local partners we offer support with domestic abuse, welfare advice, food poverty, health and well-being, mental health and substance misuse issues. **The service played a major part in enabling us to provide an accessible and rapid response to crisis when the lockdown started.** By redeploying staff to respond to immediate need we were able to provide interventions to **2,110** people — a massive **264%** above target. By offering the right support at the right time, we deflected people from the local health and social care services at a time when those services were under extreme pressure. **99%** of people asked reported an improvement in health and wellbeing as the result of the intervention.

**ASIST** (Alcohol Specialist Interventions and Support Team) works in partnership with Airedale General Hospital. We worked with **88** people admitted to hospital due to alcohol related issues, supporting them from the ward back into their homes and in the community. The pandemic and restrictions meant that we were slightly below our target this year but of those people we did see, **81%** engaged in the service and went on to a positive discharge.

## MAST (Multi-Agency Support Team)

MAST was a new initiative piloted on winter pressures money to support the pressure points in the health systems, helping to reduce frequent attendance and admissions at the Emergency Department in AGH and BRI.

Project 6 coordinates VCS partners to provide specialist alcohol liaison, mental health peer support, and older peoples support based in the Emergency Departments of Airedale General Hospital, Bradford Royal Infirmary and also out in the community, specifically targeting frequent attenders. They were able to maintain their presence in the hospitals during the pandemic and saw **1,912 people**. They also provided intensive case support to **555** of the **865** people referred to them (**360% above target**).

## The Third Place Project

In August 2019 we moved into new premises in Keighley, enabling us to develop our Third Place project, working with street drinkers and some of the most vulnerable and excluded people in Keighley. Throughout the lockdown periods we continued to provide food and harm reduction services in a safe way outdoors, providing gazebo's as shelter against the weather and fundraising to build an outdoor sheltered space and classroom. Over the year we worked with **125** individuals providing a range of harm reduction interventions, food and pathways into treatment. **80%** of participants showed improvements in mental and physical health through contact with the project.



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## Families, Children and Young People's Services

Our Families Services work with some of the most vulnerable families in Keighley and Sheffield. The interventions provide direct benefit to families, concerned other and grandparents/kin carers. By working with parents, children and other concerned family members we achieve sustainable positive outcomes for the whole family.

Our **Fresh Start Service** (Sheffield) supports women who have had one or more children removed, to take time out from parenting, deal with loss and learn new skills for the future. This year the service worked with **24** mothers who have had children removed providing over **2593 hours of contact, a 32% increase on the previous year** due to the increased needs of the women using the service during the pandemic.

In Keighley, our Family Support Service worked with **101** children of substance misusing parents and **134** Concerned Others, to build skills in understanding and managing feelings, increase resilience and reduce risk. **84%** of the children and young people we worked with reported improvements in mental and physical health and wellbeing on the Outcomes Recovery Star. Our Maternity and Alcohol Service worked with **21** pregnant women to reduce the impact of drugs and alcohol on the unborn child.

We work with vulnerable young people to increase resilience and reduce risk, using evidence based approaches which inspire the individuals to take more responsibility for themselves and their own actions. In Keighley, our **Young Persons Resilience Service — RISE** worked with **89** young people providing weekly 1:1 interventions to young people experiencing mental health issues who are below the threshold for CAMHS. **94%** showed an improvement in resilience.

Our **Trusted Relationships Service** (Keighley) works in partnership with Barnardo's, J.A.M.E.S. and YMCA to provide 1:1 work with young people at risk of exploitation who are referred through the Bradford C.S.E. Hub. We worked intensively with **19** young people **90%** of whom showed an improvement on the Young Persons Outcomes Star.

Our **SPOT** Service (Sheffield) delivered support for **48** looked after children and care leavers, using online approaches to group sessions and moving back to face to face delivery in line with the Local Authority. **88%** showed improvement on the 5 Ways to Wellbeing framework monitoring tool to build confidence, esteem, resilience and life-skills. Our **Specialist Mentoring Service** worked with **70** young people via **5512** hours of volunteer support.

Both these services have now ended. The SPOT was decommissioned by Sheffield City Council during the summer and the mentoring service was retendered and ZEST, a Sheffield VCS provider, now deliver this service.



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## Recovery Services

Our vibrant Recovery Services in both Sheffield and Keighley exist as a result of the on-going support of the Big Lottery Community Fund and aim to provide long term and sustainable recovery from drug and alcohol problems. Following our merger with Doncaster Alcohol Services during this period we are pleased to be able to add Sober Social to our portfolio of recovery services. We achieve impressive results through a range of therapeutic groups, health and wellness activities, Active Citizens programmes, peer support, training and volunteering opportunities.

COVID had a big impact on our recovery services during this period with a large increase in demand for our Sheffield service and a reported deterioration in mental and physical health, reflecting the impact of the pandemic, lockdown and social isolation.

Social isolation is one of the most challenging things for someone in recovery and we worked very hard to overcome this and ensure people had access to peers and support throughout the restrictions. Despite the challenges of delivering services, we were able to continue to offer peer support and SMART groups online via Zoom. We extended this to therapeutic groups and positive social activities. At one point during this period we were delivering **40** groups a week over Zoom.

Over the year a total of **1147** people were supported by our recovery services with **954** being new to services. Sheffield ARC experienced a large increase in referrals as the pandemic caused increased drinking for people. They saw a massive **554**

new people during the year. In Keighley the number of new people entering the service dropped **145**, due to the impact of the pandemic on local people and the pathways into the service, as well as concentration on crisis services, however we continued to support more people than ever (**329**).

Recovery Services provide a pathway from the drug and alcohol treatment systems into sustainable recovery. We started a new employment project, SHINE to provide support for people in recovery who are furthest from the labour market, experience significant barriers to employment, and have difficulty breaking this cycle. Although due to lockdown and business closures our pathways through the project and out into ETE (Education, Training and Employment) and sustained recovery slowed to a halt at points, by maintaining support via telephone and online therapeutic groups, we were able to help people maintain their recovery and prevent relapse.

**Despite the challenges of virtual services and lockdowns we still managed to support 18 people into employment and an additional 88 into volunteering, education and training.**



## Trustees' annual report

for the year ended 31st March 2021

### Waypoint Training Services

Waypoint is our social enterprise training and consultancy service. We have a proven track record of delivering high-quality, vocational training that promotes excellence in working with people experiencing multiple disadvantages, troubling behaviour and emotional distress. Keeping up to date with the latest evidence-based approaches for working with people, we devise innovative, interactive training courses.

### Waypoint During the Pandemic

The impact of coronavirus and lockdown on our customers has been varied. Many are frontline services and their priority has not been training. Added to this is a diminished workforce due to illness and having to find cover. Nevertheless, some training needs have emerged with varying degrees of urgency, as detailed below.

Since March 2020, Waypoint has shifted delivery to online via Zoom and Microsoft Teams, initially helping customers adjust to the new circumstances including wellbeing training/ psycho-educational events, coming to grips with Zoom technicalities and connecting online to promote staff/ volunteer wellbeing.

We have continued with a compassionate wellbeing focus and supported Project 6 activities in this. 'Caremongering' emerged in the week following lockdown as an antidote to the fears and anxiety at the time, as the organisation responded to the circumstances we were living and working in. There was a need to create

host and facilitate safe spaces for people to explore their experiences, to learn about the impacts of coronavirus on themselves and the people they support as well as connect with our peers on a non-work focussed basis.

Our emerging understanding of the impacts and responses to the pandemic has been useful both in this context and in designing and delivering training. Consistent with the last couple of years' development of a trauma informed paradigm threaded through all our training, our delivery during lockdown has been explicitly trauma-sensitive, transparently accommodating the diverse experiences of learners (and the people they support).

This deliberate and transparent creating of a safe space, normalising of distress and responses to it has opened a door to the emergence, during training itself, of non- and anti-stigmatising practices. Our marketing, particularly on social media, has adapted to reflect this and explicit reference to this approach adds marketable value to the portfolio.

### Online and Blended Learning

The year began with us all in lockdown. Waypoint was prepared, we had been considering online learning for most of the previous year and had developed a pilot online Motivational Interviewing Course. We had already commissioned a new website with an up to the minute learning site which launched in July 2020. During lockdown we honed our online delivery. We now offer all our courses online. We also offer one bite-sized free taster course and are developing more.

## Workforce Development Programmes

We continued delivering a number of programmes for Social Prescribers in the Midlands and training to mental health and drug worker staff in the Prison estate, including a follow-on coaching element.

In October we gained Centre Approval and became one of only two (at the time – now three at the time of writing) organisations approved to deliver the only accredited training for **Social Prescribers**. Delivery began on the 8-month course in Q1 of 2021-22. This is a potentially huge market as there are significant policy drivers to implement social prescribing across the country (for example, every GP surgery should have a social prescriber in post by 2024).

Find out more at:

[www.waypoint-training.org.uk](http://www.waypoint-training.org.uk)

[www.facebook.com/WaypointTraining](https://www.facebook.com/WaypointTraining)

[www.twitter.com/WaypointTrain](https://www.twitter.com/WaypointTrain)



‘I didn’t think coming to Project 6 would work for me. I can now see how helpful it is to talk and not feel judged. People have hope for you and it’s nice to be told you’re doing good.’

# RECOVERING OUR STORIES



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# Our Outcomes & Impact



‘Helping  
people to help  
themselves’ is  
one of our core  
values — when  
individuals and  
families start  
to make positive  
changes the  
whole community  
benefits’



Trustees' annual report

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**Our core purpose is to provide opportunities and choices for individuals, families and communities to create meaningful and sustainable change in their wellbeing.**

**Individuals:** In our annual Satisfaction Survey — **85%** of individuals reported improvements in mental health and wellbeing and **78%** reported improved physical health.

**Families:** Drug and alcohol misuse and complex needs don't only affect the individual user, the harm can extend to the whole family. By adopting a family focussed approach across our services we believe we achieve a greater impact — **73%** of our service users in our annual Satisfaction Survey reported improved relationships with families and friends.

**“My mental health has increased massively since coming to Project 6”**

**From Satisfaction Survey 2021**

**“I rediscovered myself after so many years of pain, grief and chaos thanks to ARC staff and volunteers for their hard work, friendship and the belief in me”**

**From Satisfaction Survey 2021**



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**Communities:** The impact of drug and alcohol misuse and complex needs on the local community can be high in terms of the cost to local services and social cohesion. We believe that by being a visible and active presence in the local community we can reduce stigma and show the positive side of recovery. **76%** of our service users in our annual Satisfaction Survey felt accepted as part of the community and able to give back to their community and **84%** felt optimistic about their ability to have a positive future.

**We build on the assets in our recovery communities and engage with the local community in working together to improve things for everyone.**

## Core Outcomes

**Our services, activities and interventions are designed to facilitate positive change which lead to meaningful and sustained impact through our core outcomes.**

### Improved mental health and wellbeing

- **85%** of individuals reported improvements in mental health and wellbeing in our annual satisfaction survey
- **88%** of young people using our SPOT youth service showed improvement on the 5 WWB framework
- **82%** of people using our ARC (Alcohol Recovery Community) project reported improvements in their mental health and wellbeing.
- **92%** of young people using our Family Support Service reported increases in confidence and self-esteem

### Improved physical health and wellbeing

- **78%** of individuals reported improvements in physical health and wellbeing in our annual Satisfaction Survey
- **92%** of young people in our Family Support Service reported improved physical health and wellbeing
- **88%** of people using the ARC report decreased drinking on Audit to below 8
- **90%** of people using the ARC report improved physical health and wellbeing



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**Improved relationships  
with family and friends**

- **97%** of people using our Recovery Services report increased recovery and social capital
- **94%** of young people using our Keighley Family Support Service reported improvements in relationships on the outcome rating scale
- **90%** of young people in our Trusted Relationships service showed an improvement on the Family Outcome Star

**Improved Life Chances**

- **84%** of people responding to our annual Satisfaction Survey felt more optimistic about their ability to have a positive future
- **101** people using the ARC took part in volunteering, education and training including **42** accessing external opportunities and **18** moving into employment
- **84%** of the children and young people we worked with reported improvements in both mental and physical health and wellbeing

**Greater Community Connectedness**

- **76%** of people in our annual Satisfaction Survey feel more accepted as part of their community and able to give something back
- **84%** of people attending the ARC report an increase in recovery capital
- **87%** of people using our Progress Recovery Services reported feeling more connected to their communities

**Delivering on our Values**

This year we asked people who used our services how they feel about us:

- **87%** feel respected and not judged
- **92%** feel treated as an equal
- **98%** feel that the service really believes in their ability to make changes
- **90%** feel the service goes the extra mile when needed
- **85%** feel that they're learning how to help themselves

“The level of contact and personal effort on behalf of the Project 6 team is to be highly commended especially in these difficult times of social distancing. Thank you.”

**From Satisfaction Survey 2021**



## Emma's Story     i's Story

→ Emma had been using cocaine for many years in a regular binge pattern. She had been accessing Narcotics Anonymous (NA) & Cocaine Anonymous (CA) regularly for 18 months but continued to have regular lapses. Emma has said she fell pregnant because she was under the influence of substances at the time, and though it was consensual she wouldn't otherwise have planned the pregnancy, so it was quite a shock to her.

Following disclosure at her maternity booking appointment, Emma was referred to Project 6's Multi-agency Antenatal Service (MAS) in November 2020 at 12 weeks pregnancy, when information was provided to her around the risks to the unborn child of continued use.

As it was difficult for Emma to travel to Keighley to attend the MAS clinic, she was supported by fortnightly telephone support, and joint face-to-face appointments with the MAS worker and her midwife, at her GP practice. Though she was delighted at becoming pregnant, Emma found her change in circumstances difficult to adjust to and she began to lose motivation to address her substance use during her first trimester. She dropped out of her NA and CA groups and the fortnightly urine drug screens conducted by her midwife found her testing positive for cocaine 3 times in the first 4 months of pregnancy. The MAS worker consulted with the MAS manager and the midwife, who consulted with their Safeguarding Officer, and it was deemed that there were enough protective factors in place that Emma did not require referral to social services at that stage but that this continued to be monitored.



→ The multi-agency nature of the intervention ensured that risk was well managed. Into her second trimester, Emma was able to engage well in reflective discussion around her lapses, and the MAS worker carried out Relapse Prevention work, using solution-focussed and strengths-based approaches, and through collaborative SMART-goal setting. As Emma progressed through her pregnancy, she became keen to achieve and maintain abstinence. Emma developed a good rapport with the MAS worker and maintained good engagement with the support. For the final 5 months of her pregnancy, Emma did not use cocaine at all and all her urine drug screens were returned negative. Her son was born in May 2021, full term at 39 weeks, at a very healthy weight, and mother and baby were well enough to return straight home, requiring no time on the Special Care Baby Unit.

Since giving birth Emma has continued to remain abstinent, and has returned to her CA support, attending a weekly group and is continuing with fortnightly telephone support from the MAS worker. Emma has described the support she received from the MAS service: "It's really helped having someone to talk to about it [my substance use] where I can be completely honest and have no shame about it. You [the MAS worker] never judge me and you've kept on with me even when I was relapsing. It's been brilliant to know that you [the MAS worker] and [my midwife] are both there working away together to help me cause its meant that [my son] has arrived safely, and he's the love of my life".



## Partners and Supporters:

### Acknowledgements

Ethical collaboration and partnership working is central to our approach to ensuring the best outcomes for the people who use our services. This year partnerships have been more important than ever, as organisations came together to provide a rapid response to the needs of their local communities.

### Supporters

We'd like to say a big thank you to our partners and stakeholders who have supported us in numerous ways. A special thanks to all our volunteers, to FareShare, Kid Acne, Glenn Hustler, Oscar Humphries, and Keighley Rotary Club for their continuing support. We were able to counteract the worst effects of the pandemic through the funders who quickly galvanised Covid-centred funding, including Martin Lewis and Police and Crime Commissioners.

Outside of the pandemic, thank you to our grant funders who continue to believe in what we're doing. Through this, we achieved our ambition of creating a wet garden and classroom at our Keighley Devonshire Street premises. Our gratitude to Keighley Town Council and the Kirkby Foundation for their generous support for this initiative.

Thanks everyone who fundraised and donated to our work. Everything we receive is used to enhance the delivery of front-line services.

### Partnerships

Project 6 is embedded in many local multi-agency delivery and strategic partnerships.

### West Yorkshire:

- Airedale NHS Foundation Trust
- Bradford and Craven CCG
- The Cellar Trust
- Keighley Healthy Living
- Carers Resource
- BMDC C.S.E. hub
- Change Grow Live
- Barnardo's
- J.A.M.E.S.
- Citizens Advice
- Bangladeshi Community Association



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for the year ended 31st March 2021

- Modality
- Wharfedale, Airedale & Craven Alliance (WACA)
- FareShare

### **South Yorkshire**

- Sheffield Health and Social Care
- Sheffield City Council
- Sheffield Primary Care Network
- Sheffield Hallam University
- Sheffield Teaching Hospitals Foundation Trust
- Voluntary Action Sheffield
- Aspire Doncaster
- Voluntary Action Doncaster
- Endeavour

### **Covid Related Partnerships**

The onset of the pandemic and lockdown led to the rapid developments of both strategic and operational partnerships.

Local Area Response and VCS Leadership teams were set up in Keighley and Sheffield and attended by our CEO and Operations Director.

We began working with new partners, including the Salvation Army, Mosques in Keighley and the Army. We made new links in Sheffield, supporting organisations like Manor & Castle and Zest. Operationally, staff were redeployed to multi-agency emergency food and crisis pathways. New partnerships also included our MAST Team; the Sheffield VCSE COVID Hub and Modality, delivering much needed vaccine support in Keighley.

## **Plans for the future**

It's probably never been as uncertain, and while it's our long-term goal to work ourselves out of business, it feels as though that is further away than ever. COVID has shone a great light on health inequalities, but our systems seem to be suffering from total inertia in taking any action. We are still operating under the historic legal framework of the Misuse of Drugs Act, which was 50 years old this year and causes more problems than it solves.



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We know that the need for our services will only increase over the next few years and that the impact of the pandemic will probably still be being felt in 5-10 years. What's less sure is what the external environment will look like. We are in the middle of a huge system change in health, local authorities are feeling the economic squeeze and the world feels more volatile than at any other point in the previous two decades.

However, there are some glimmers of hope. There are small amounts of short-term money coming into the sector - which may indicate a seed change, and health and care systems are looking to the VCSE to support them and make the left shift into investing in prevention and resourcing community organisations. The Black report has shone a light on the impact of 10 years of austerity on our sector, which has shown a sector damaged more than any other by austerity. It's important that we don't just use any extra funding to shore our broken system up - we must build back better, invest in the right things which include decent harm reduction services, proper psychosocial interventions and recovery services. We can't prescribe ourselves out of substance use, trauma and those experiencing multiple disadvantages. We have to start designing and delivering services with people with all levels of lived experience at the centre of them. Anything else is merely rearranging deckchairs on the Titanic. That is not what Project 6 intends to do! We intend to challenge this and shout as loud as we can for the people who use and need our services, and for their voices to be heard.

## Business Planning

During this period, following the initial impact of COVID, Project 6 has undertaken a review of our values and strategic objectives, which inform our organisational and operational objectives and formulate a risk register. The plan is reviewed on a quarterly basis, the targets are RAG rated and all reds/exceptions are discussed at Performance Management Meetings and Board Meetings.

Our new strategic objectives are as follows:

1. We will put the needs of people and communities who use our services at the heart of our work
2. We will position Project 6 as experts in the field
3. We will strengthen and improve our internal systems and processes in order to provide the best possible services
4. We will become a learning organisation
5. We will provide a flexible funding structure



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We are working to achieve our new objectives, and have developed a set of actions that will drive this, all of which are aligned across the organisation from the Board to the Sub Committees, to the Senior Leadership Team and their individual work plane.

Our organisational objectives were structured around the areas of service detailed above and all targets were managed, monitored and achieved through the use of Framework and the quarterly Performance Management Meetings. Our performance and outcomes remain exceptional, despite the pandemic.

The charity has achieved these exceptional outcomes despite operating in a very challenging external environment of COVID, austerity and uncertainty. We remain focused on delivering excellent outcomes for our beneficiaries and achieving the charities aims at all times.

## Financial

The results for the year are shown on page 53. These show that there has been a slight reduction in total income from £2.19m to £2.16m, despite a challenging external environment for the sector.

The merger of Doncaster Alcohol Services into Project 6 has continued to allow us to build on the delivery strengths and expertise across South and West Yorkshire, whilst ensuring the cost effectiveness of our core team and facilities.

Unfortunately, we were unsuccessful in retendering for our Specialist Mentoring services and this transferred to another charity on the 31st of March 2020. This left us needing to review our Young People's Provision in Sheffield.

As in previous years our biggest expense has been Staff costs. At £1.4m (a reduction from £1.5m in 2020), staff costs account for 73% of our total expenditure.

During this financial period we have made a surplus of £308,470 (2020: £206,454).

We achieved a surplus of £88,422 on our ongoing activities; the balance relates to the transfer of DAS' reserves, which are shown as a donation to Project 6 of £220,048.

Our principal funding sources remain as follows, and they fund our core services as detailed above.

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- Partnerships including the delivery of the New Directions Substance Misuse Contract in Keighley
- Airedale and Wharfedale Clinical Commissioning Group
- National Lottery Community Fund: this includes 3 Reaching Community grants
- Grant funders such as Comic Relief, Children in Need, Cooperative Foundation and Garfield Weston
- COVID related funds for delivering COVID related services

In addition to these, we are committed to the generation of earned income through the sale of specific expertise in the form of training.

We have multiple funding streams across a diverse range of services, which provides us with a high level of sustainability. Each of our service areas has a substantial income and this provides us with some stability and a base from which to grow. During this year, we have continued our aim to grow a sustainable and flexible funding structure through the diversification of income streams.

More information is available in our Income Generation Plan and our Training Business Plan.

The Trustees have taken note of the directive made by the Fundraising Regulator and consider that they are compliant. The charity has no contracts or other arrangements with professional fund-raisers or commercial participators, and had received no complaints about fundraisers apparently acting on behalf of the charity.

Fundraising activities may be undertaken by staff, volunteers or service users. The charity management are always made aware of these activities, and ensure that proper fundraising practice is followed and that there is no risk to the charity's reputation or vulnerable people.



## Reserves:

The Reserves held by the charity at the end of this reporting period are:

- Total: £1,215,004
- Restricted: £253,289
- Designated: £118,000
- Unrestricted General: £843,715
- Free reserves: £495,047

## Reserves Policy

The past 18 months have been a challenge for financial planning and the Trustees are pleased to report that the substantial levels of reserves built up in recent years, together with a further addition to unrestricted reserves arising from the merger with Doncaster Alcohol Service, have given flexibility to cope well with the pandemic. The conventional measure of having unrestricted funds equivalent to three month's expenditure (about £450,000) has been maintained. This would enable the organisation to meet its legal and moral commitments for a defined period of time.

Without wishing to disturb this prudent baseline commitment, the Trustees have been developing a more risk-based approach to utilising the reserves for the benefit of the organisation and the public. Low returns on financial investments mean that reserves held in bank accounts are not contributing to future benefits.

As can be seen in note 15 to the accounts, two designated funds amounting to £281,638 proved to be largely not needed for the specified purposes and these have been replaced by commitments to three further projects. These projects are intended to improve and expand the organisation's capacity and service delivery. A risk-based approach allows that these projects can be funded effectively as capital developments without expecting any immediate returns, and the Trustees would be able to support a number of similar projects should the need or opportunity arise.

84% of the income in these accounts has come through restricted funds, usually contracts to provide services, and such contracts are becoming increasingly prescriptive, meaning that a very small proportion of the income is available for discretionary spending by Project 6. Thus, in order to deliver services to the high standard to which the organisation aspires, it may be necessary for the Trustees to

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authorise running a deficit on a service or project by allowing a deficit budget, subsidised from unrestricted reserves. The level of unrestricted reserves makes it possible to accept this risk given that the service users are the ultimate beneficiaries, and small deficits are sustainable in the short term.

## Investment Policy

The trustees invest the surplus liquid funds in short-term, interest-bearing accounts to maximise funds in a liquid form. We will undertake an investment review during 2021/22.

## Going Concern

We do not have any going concern worries at the moment. Despite 2021 being extremely challenging in terms of delivery, we have been able to continue to provide support to users of our services, either through online methods or through socially distanced one-to-one support. Our existing funders have been very supportive of our use of different methods of engagement. We have not furloughed any staff, as all staff continue to deliver, albeit using different means of communication / places of delivery.

Our income remains relatively stable and we remain able to “cut our cloth” accordingly, in terms of core costs, and we are working strategically to achieve some longer-term solutions to the challenges faced by our sector across all of the areas we work in.

On this basis our forecast turnover for the year 2021/22 remains unchanged.

## Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 3rd September 1997 and registered as a charity on 23rd June 1989. The company was established under a memorandum of association, which established the objects and powers of the charitable company and is governed under its articles of association and its charitable constitution.



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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 2021 was 6 (2020: 6). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity, any expenses reclaimed from the charity are set out in note 8 to the accounts.

The charity is managed by a Board of Trustees who meet regularly as a full Board and in sub-committee groups to set and monitor the strategic direction of the charity, steer the planning of the organisation and manage its work and risk.

There are two key roles at the top of the decision-making chain within Project 6 – Chair of Trustees and the Chief Executive. The Chair is responsible for representing the views of the Board in their role as charity governors, along with ensuring a good trustee induction and professional development. Day-to-day management and leadership responsibilities of Project 6 are delegated to the Chief Executive, who is named as Vicki Beere. The Chief Executive will ensure good information flows between The Board, the Senior Leadership Team and Project 6 projects. The Chair also provides support and supervision to the Chief Executive on behalf of the Board. Staff are employed to manage and deliver direct services to beneficiaries and administer the charity's work.

The roles of Chair and Chief Executive will never be exercised by the same individual and a Chief Executive will not go on to become Chair of Project 6. The division of responsibilities between The Chair and Chief Executive will be clearly established and agreed by The Board. Project 6 has a comprehensive Governance Handbook which deals with all aspects of Trustees, including recruitment, induction, training and roles/responsibilities.

## Recruitment and Induction of Trustees

The Board will ensure that Board recruitment adheres to the spirit and the letter of Project 6 values and Code of Conduct. This includes actively promoting diversity and equal opportunities in the appointment of Board members. The Board will actively seek Trustees from areas that add significant value to Project 6 and review current skills through an annual skills audit. The Board will strive to increase the breadth and diversity of experience that can in turn increase its effectiveness. Appointment to the board will

## Trustees' annual report

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follow the processes set out in the Governance Handbook and include reference to the appropriate governing documents.

Board members will undertake an induction to the organization which will include completing a skills audit, reviewing the annual report and previous accounts, reviewing the business plan, completing a trustee declaration form and conflicts of interest register, meeting with the CEO and spending the minimum of an afternoon with members of the wider organisation.

# Remuneration policy for key management personnel

Project 6's salaries have been reviewed and are no longer pegged to the NCJ scale. Key Management Personnel are paid at the following scales.

CEO: £48,000

Director of Operations/Development/HR/Finance: £40,000

Pay grades and remuneration are agreed in the first instance by the Finance sub group then by the Board. As a consequence of the merger, there has been a considerable piece of work undertaken to review our terms and conditions. A new policy has been agreed by the Board of Trustees and all staff have been consulted with. More details are available in our policy handbook.

# Risk management

Project 6 has a robust approach to Risk Management. Risk is identified and managed through our Annual Business Plan and quarterly Business Plan reviews, which feed in to our Risk Register. Our Risk register is a live document and is structured according to the domains suggested by the charity commission.

1. Governance
2. Operational
3. Financial
4. External
5. Compliance with Law and Regulations



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Regular Senior Leadership meetings, plus quarterly reviews at Board Meetings, HR / Finance/ Quality and Performance Sub group meetings all review these risks. These reviews include a review of the following:

- Our Service Delivery Targets, which are monitored via Framework
- Our Organisational and Strategic Objectives, which are monitored via the quarterly reporting process
- HR issues, which are monitored via Perform

Exceptions are identified, added to the risk register and reviewed quarterly, or more frequently as appropriate, at Board Meetings.

The Board, alongside the Senior Leadership Team, are therefore able to identify and consider major risks to the organisation and be satisfied that systems and procedures are established to manage the risks.

**Key risks are currently considered to be:**

- The ongoing risks around income, sustainability and delivery around COVID and the recovery from COVID
- Risks around managing staff wellbeing and operations in the midst of a global pandemic
- The continued and increased effects of austerity on funders and commissioners, especially funding that comes from the Local Authorities
- There will be an increased risk to public sector funding as a consequence of a No-deal Brexit
- Increased demand on services with reducing funding
- The diminishing pots of funding from grant funders and increased competition in a very crowded market place dominated by large nationals.

# Statement of responsibilities of the Trustees

The Trustees (who are also directors of Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6 for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees 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 of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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 2019 (FRS 102)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



## Disclosure of information to auditor

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information

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.

## Auditor

BHP LLP were re-appointed as the charitable company's auditor during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 11<sup>th</sup> November 2021 and signed on their behalf by



**Quentin Marris**

**Chair**

## Opinion

We have audited the financial statements of Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6 (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The other information comprises the information included in the Trustees' Annual report, other than the financial statements and our Auditor's report thereon. The Trustees are responsible for the other information within the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (incorporating the Directors' Report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' Report and from the requirement to prepare a Strategic Report.



## Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;

## Independent Auditor's Report

to the Members of

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our knowledge and experience of the charity's sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including health and safety and safeguarding legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and a review of legal expenses;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risks of fraud through management bias and override controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- discussions with senior management regarding relevant regulations and reviewing the charitable company's legal and professional fees.



## Independent Auditor's Report

to the Members of

Airedale Voluntary Drug and Alcohol Agency Limited operating as Project 6

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the director's and other management and the inspection of regulatory and legal correspondence.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standardsandguidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our Auditor's report.

## Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Marshall (Nov 23, 2021 15:01 GMT)

Jane Marshall (Senior statutory auditor)  
for and on behalf of

**BHP LLP**

Chartered Accountants  
Statutory Auditor

2 Rutland Park  
Sheffield  
S10 2PD

Date: Nov 23, 2021

Statement of Financial Activities incorporating an Income and Expenditure Account  
For the year ended 31 March 2021

		<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
	<b>Note</b>				
<b>Income from:</b>					
Donations and legacies	2	<b>258,725</b>	<b>18,549</b>	<b>277,274</b>	56,811
Charitable activities	3	<b>14,000</b>	<b>1,794,486</b>	<b>1,808,486</b>	2,031,977
Other trading activities	4	<b>76,528</b>	-	<b>76,528</b>	100,331
Investments	5	<b>1,400</b>	-	<b>1,400</b>	430
<b>Total income</b>		<b>350,653</b>	<b>1,813,035</b>	<b>2,163,688</b>	2,189,549
<b>Expenditure on:</b>					
Raising funds		<b>11,409</b>	-	<b>11,409</b>	624
Charitable activities	6	<b>151,278</b>	<b>1,692,531</b>	<b>1,843,809</b>	1,982,471
<b>Total expenditure</b>		<b>162,687</b>	<b>1,692,531</b>	<b>1,855,218</b>	1,983,095
<b>Net income before other recognised gains and losses</b>		<b>187,966</b>	<b>120,504</b>	<b>308,470</b>	206,454
Transfers between funds	15	<b>17,104</b>	<b>(17,104)</b>	-	-
<b>Net movement in funds</b>		<b>205,070</b>	<b>103,400</b>	<b>308,470</b>	206,454
<b>Reconciliation of funds:</b>					
Total funds brought forward		<b>756,645</b>	<b>149,889</b>	<b>906,534</b>	700,080
<b>Total funds carried forward</b>		<b>961,715</b>	<b>253,289</b>	<b>1,215,004</b>	906,534

The notes on pages 54 - 81 form part of these financial statements.

All income and expenditure derive from continuing activities.

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



Balance Sheet  
As at 31 March 2021

	Note	2021	2020
		£	£
<b>Fixed Assets</b>			
Tangible assets	11	494,487	405,234
Investments	12	19,299	-
		<u>513,786</u>	<u>405,234</u>
<b>Current assets</b>			
Debtors	13	213,024	246,546
Cash at bank and in hand		859,975	539,812
		<u>1,072,999</u>	<u>786,358</u>
<b>Creditors:</b> amounts falling due within one year	14	<u>(371,781)</u>	<u>(285,058)</u>
Net current assets		<u>701,218</u>	<u>501,300</u>
<b>Net assets</b>		<u>1,215,004</u>	<u>906,534</u>
<b>Charity Funds</b>			
Restricted funds	15	253,289	149,889
Unrestricted funds	15	961,715	756,645
<b>Total funds</b>		<u>1,215,004</u>	<u>906,534</u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 11 November 2021 and signed on their behalf, by:



.....  
**Quentin Marris (Chair)**

The notes on pages 54 - 81 form part of these financial statements.

Statement of Cash Flows  
For the year ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	17	<u>432,340</u>	<u>155,115</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		1,400	-
Purchase of tangible fixed assets		<u>(113,577)</u>	<u>(261,614)</u>
<b>Net cash used in investing activities</b>		<u>(112,177)</u>	<u>(261,614)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>320,163</b>	<b>(106,499)</b>
Cash and cash equivalents brought forward		<u>539,812</u>	<u>646,311</u>
<b>Cash and cash equivalents carried forward</b>	18	<u>859,975</u>	<u>539,812</u>

The notes on pages 54 - 81 form part of these financial statements.



Notes to the Financial Statements  
for the year ended 31 March 2021

## **1. Accounting Policies**

### **1.1 Basis of preparation of financial statements**

Airedale Voluntary Drug and Alcohol Agency Limited is a charitable company in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are on page 3 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) published October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### **1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 2. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### **1.3 Going concern**

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern, as explained in the Trustees' annual report. The Trustees have made no key judgements which have a significant effect on the accounts.

Notes to the Financial Statements  
for the year ended 31 March 2021

## 1. Accounting Policies (continued)

The Trustees have considered the impact of COVID-19 on the charity's activities, workforce and supply chain, as well as the wider economy. Whilst it is not considered practical to accurately assess the duration and extent of the disruption, the Trustees are confident that they have in place plans to deal with any financial losses and cash deficits that may arise. They will continue to monitor the impact on income and take appropriate action as necessary.

The Board have prepared forecasts of income and expenditure and cash flow for 12 months from authorising these financial statements which shows that they have sufficient reserves to be able to continue for the foreseeable future. The Board will continue to monitor the impact on income and take appropriate action as necessary. The Trustees therefore continue to adopt the going concern basis of preparation for these financial statements.

### 1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the company that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution.

Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised. Refer to the Trustees' report for more information about their contribution.



Notes to the Financial Statements  
for the year ended 31 March 2021

## **1. Accounting Policies (continued)**

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

### **1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Notes to the Financial Statements  
for the year ended 31 March 2021

## 1. Accounting Policies (continued)

### 1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold improvements	10%	straight line or length of lease
Freehold improvements	10%	straight line
Fixtures and fittings	25%	straight line
Freehold property	2%	straight line

#### Interest receivable

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

### 1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 1.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.



Notes to the Financial Statements  
for the year ended 31 March 2021

## **1. Accounting Policies (continued)**

### **1.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

### **1.10 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### **1.11 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

### **1.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Notes to the Financial Statements  
for the year ended 31 March 2021

## 1. Accounting Policies (continued)

### 1.13 Accounting estimates and areas of judgment

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### 1.14 Employee benefits

The cost of short term employee benefits are recognised as a liability and an expense.

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

### 1.15 Charity combination

The assets, liabilities and undertaking of Doncaster Alcohol Service were transferred to the charity, at nil consideration, on 1 July 2020. In accordance with the Charities SORP (FRS102) this is in substance a gift and the net asset value at the date of transfer has been shown as a donation in the Statement of Financial Activities.

## 2. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total Funds 2020 £
Donations	17,226	-	17,226	11,959
Beatherder	-	-	-	8,500
Garfield Weston	30,000	-	30,000	36,352
Sharegift	10,000	-	10,000	-
Doncaster Alcohol Services – on transfer	201,499	18,549	220,048	-
Total	<b>258,725</b>	<b>18,549</b>	<b>277,274</b>	56,811
Total 2020	<b>56,811</b>	-	<b>56,811</b>	



Notes to the Financial Statements  
for the year ended 31 March 2021

### 3. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Grants and Service Level Agreements</b>				
<b>Recovery Services</b>				
ARC (National Lottery Community Fund)	-	156,032	156,032	169,327
New Directions (CGL)	-	206,676	206,676	185,117
Big Lottery WaVE / Progress	-	112,114	112,114	110,337
Big Lottery Sober Social	-	32,594	32,594	-
Coalfields Regeneration Trust	-	13,776	13,776	-
Non recurring grants	-	-	-	453
	-	521,192	521,192	465,234
<b>Families Service</b>				
Maternity and Families (AWC CCG)	-	92,000	92,000	92,000
Befriending (SCC)	-	30,448	30,448	47,026
The Spot (CAST) (SCC)	-	42,800	42,800	42,800
Fresh start (Sheffield) (SCC)	-	88,000	88,000	87,524
Families Together / BSF (SCC)	-	-	-	247,321
Family Support (Children in Need)	-	43,101	43,101	39,541
CSE Trusted Relationships	-	27,041	27,041	22,598
Resilience Support (WACA)	-	24,239	24,239	20,250
Co-operative Foundation	-	-	-	15,930
SMS (SCC)	-	81,838	81,838	81,838
Bradford Youth Fund	-	-	-	5,000
CLLD ESF	-	71,485	71,485	-
Skills House BMDC	-	13,522	13,522	-
Non recurring grants	-	3,500	3,500	6,070
	-	517,974	517,974	707,898

Notes to the Financial Statements  
for the year ended 31 March 2021

### 3. Income from charitable activities (continued)

#### Alcohol and Complex Needs

##### National Lottery Community

Fund DWAU	-	-	-	242,711
KPS (Pathways)	-	89,000	89,000	89,000
Doncaster Pathways – Public Health Doncaster	-	16,827	16,827	-
Doncaster Pathways – DMBC	-	8,742	8,742	-
ASIST (AWC CCG)	-	70,000	70,000	70,000
Health & Wellness (AWC CCG)	-	-	-	37,252
The Third Place	-	24,978	24,978	10,000
MAST Bradford Keighley hospitals	-	356,917	356,917	154,972
Wet garden Keighley	-	44,470	44,470	-
Needle Exchange – CGL	-	38,000	38,000	-
Keighley Inclusive Health	-	3,333	3,333	-
Jack's Snacks	-	3,166	3,166	-
Non recurring grants	-	1,123	1,123	-
	-	656,556	656,556	603,935

#### Emergency Services

##### Martin Lewis Covid Emergency

Fund	10,000	-	10,000	-
Big Lottery - Covid funding	-	80,819	80,819	-
Other non recurring grants	-	17,945	17,945	-
	10,000	98,764	108,764	-

#### Core Services

SCC Covid support	4,000	-	4,000	-
PHE Devonshire St Building	-	-	-	249,910
Transformation Fund grant	-	-	-	5,000
	4,000	-	4,000	254,910

<b>Total</b>	<b>14,000</b>	<b>1,794,486</b>	<b>1,808,486</b>	<b>2,031,977</b>
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Total 2020	5,000	2,026,977	2,031,977	
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Notes to the Financial Statements  
for the year ended 31 March 2021

**4. Other trading activities**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Fees and other income	<b>76,528</b>	<b>-</b>	<b>76,528</b>	100,331
Total 2020	100,331	-	100,331	

**5. Investment income**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Interest received	<b>1,400</b>	<b>-</b>	<b>1,400</b>	430
Total 2020	430	-	430	

Notes to the Financial Statements  
for the year ended 31 March 2021

## 6. Analysis of expenditure on charitable activities

	Core Recovery services	services	Family Alcohol & services complex needs services	Training	Emerg- ency services	Total funds 2021
	£	£	£	£	£	£
Staff costs	90,592	415,743	375,454	327,947	30,454	120,494
Training and recruitment	8,149	-	1,162	38	170	-
Premises and administration	20,203	68,503	79,605	19,436	9,785	29,917
Project costs	7,122	5,936	24,356	164,445	626	11,055
Depreciation	24,136	-	-	-	188	-
Governance costs (note 7)	793	3,000	1,950	2,550	-	-
Total	150,995	493,182	482,527	514,416	41,223	161,466

## Analysis of expenditure on charitable activities - prior year

	Core Recovery services	services	Family Alcohol services	Alcohol services	Training	Total funds 2020 £
	£	£	£	£	£	
Staff costs	51,380	404,187	546,291	413,905	49,759	1,465,522
Training and recruitment	1,980	2,317	4,078	3,169	2,303	13,847
Premises and administration	25,813	37,296	91,346	77,146	8,256	239,856
Project costs	23,920	25,459	67,712	111,713	7,108	235,912
Depreciation	19,554	-	-	-	-	19,554
Governance costs (note 7)	244	2,700	1,950	2,886	-	7,780
Total	122,891	471,959	711,377	608,819	67,425	1,982,471

Notes to the Financial Statements  
for the year ended 31 March 2021**7. Governance costs**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Auditor's remuneration	<b>96</b>	<b>7,500</b>	<b>7,596</b>	7,380
Accountancy fees	<b>660</b>	-	<b>660</b>	400
Other	<b>37</b>	-	<b>37</b>	-
	<b>793</b>	<b>7,500</b>	<b>8,293</b>	7,780
Total 2020	244	7,536	7,780	

**8. Net income/(expenditure)**

This is stated after charging:

	<b>2021 £</b>	<b>2020 £</b>
Depreciation of tangible fixed assets:		
- owned by the charity	<b>24,324</b>	19,554
Auditor's remuneration - audit	<b>7,596</b>	7,380
Operating lease rentals	<b>1,442</b>	4,053

During the year, no Trustees received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received a reimbursement of expenses (2020 - £NIL).



Notes to the Financial Statements  
for the year ended 31 March 2021**9. Staff costs**

Staff costs were as follows:

	<b>2021</b>	2020
	<b>£</b>	£
Wages and salaries	<b>1,189,519</b>	1,290,987
Social security costs	<b>97,420</b>	93,007
Other pension costs	<b>57,203</b>	64,394
Redundancy costs	<b>16,542</b>	17,144
	<b>1,360,684</b>	1,465,532

The average number of persons employed by the company during the year was as follows:

	<b>2021</b>	2020
	<b>No.</b>	No.
	<b>55</b>	62
Average headcount expressed as a full time equivalent	<b>44</b>	49

No employee received remuneration amounting to more than £60,000 in either year.

The total employee benefits of the key management personnel of the charity were £241,121 (2020: £242,105)

**10. Government grants**

	<b>2021</b>	2020
	<b>£</b>	£
NHS Bradford Districts	<b>374,167</b>	140,833
NHS Airedale, Wharfedale & Craven - CCG	<b>-</b>	312,391
CLLD ESF	<b>71,485</b>	-
	<b>445,652</b>	453,224

Notes to the Financial Statements  
for the year ended 31 March 2021**11. Tangible fixed assets**

	Freehold property	Freehold improvements	Leasehold improvements	Fixtures and fittings	Total
	£	£	£	£	£
<b>Cost</b>					
At 1 April 2020	420,359	35,169	145,767	60,652	661,947
Acquisition on merger	-	-	-	92,884	92,884
Additions	75,000	-	-	38,577	113,577
At 31 March 2021	495,359	35,169	145,767	192,113	868,408
<b>Depreciation</b>					
At 1 April 2020	68,991	2,420	142,128	43,174	256,713
Acquisition on merger	-	-	-	92,884	92,884
Charge for the year	8,782	3,517	367	11,658	24,324
At 31 March 2021	77,773	5,937	142,495	147,716	373,921
<b>Net book value</b>					
<b>At 31 March 2021</b>	417,586	29,232	3,272	44,397	494,487
At 31 March 2020	351,368	32,749	3,639	17,478	405,234

Notes to the Financial Statements  
for the year ended 31 March 2021

## 12. Fixed asset investment

On 1 July 2020 the charity acquired a fixed asset investment from Doncaster Alcohol Services as part of the transfer of operations. This is an investment in M&G Investments.

	£
Acquired 1 July 2020	20,000
Loss in value	(701)
Market valuation at 31 March 2021	<u>19,299</u>

## 13. Debtors

	2021 £	2020 £
Trade debtors	116,733	209,036
Other debtors	9,264	492
Prepayments and accrued income	87,027	37,018
	<u>213,024</u>	<u>246,546</u>

## 14. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	57,472	91,836
Other taxation and social security	24,725	28,842
Other creditors	20,625	15,389
Accruals and deferred income	268,959	148,991
	<u>371,781</u>	<u>285,058</u>

Creditors include company contributions to pensions transferred as not yet paid over or transferred of £6,448 (2020: £7,377)



Notes to the Financial Statements  
for the year ended 31 March 2021**14. Creditors: Amounts falling due within one year (continued)**

<b>Deferred income</b>	<b>£</b>
Deferred income as at 31 March 2020	<b>141,596</b>
Resources released during the year	<b>(111,596)</b>
Resources deferred during the year	<b>203,487</b>
Deferred income at 31 March 2021	<b>233,487</b>

<b>Deferred income balances at 31 March 2021:</b>	<b>£</b>
Garfield Weston	30,000
Big Lottery WaVE/Progress	28,297
Big Lottery Sober Social	26,904
The Spot	10,700
Health watch – Speak up grants	485
MAST	56,250
Cellar Trust - Waypoint	3,000
Nottinghamshire NHS Trust – Waypoint	1,603
Sheffield Flourish - Waypoint	1,000
Walsall – Waypoint	22,800
Gwyneth Forrester Trust	21,000
JG Graves Trust	2,000
Community Action Bradford	13,333
Modality	14,355
Mind the Gap - Leap	1,760
<b>Total</b>	<b>233,487</b>

Notes to the Financial Statements  
for the year ended 31 March 2021

## 15. Statement of funds

	Balance at 1 April 2020 £	Incoming Resources £	Expenditure £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds:</b>					
<b>General Unrestricted funds</b>	<b>475,007</b>	<b>350,653</b>	<b>(144,082)</b>	<b>-</b>	<b>681,578</b>
Transfer from Restricted funds	-	-	-	17,104	17,104
Transfer to Designated funds	-	-	-	263,033	263,033
Transfer to Designated funds	-	-	-	(118,000)	(118,000)
<b>Total General Unrestricted funds</b>	<b>475,007</b>	<b>350,653</b>	<b>(144,082)</b>	<b>162,137</b>	<b>843,715</b>
<b>Designated funds</b>					
Covid Impact	161,638	-	-	(161,638)	-
Digital Innovation	120,000	-	(18,605)	(101,395)	-
Premises	-	-	-	60,500	60,500
South Yorkshire Development	-	-	-	31,500	31,500
Business Improvement	-	-	-	26,000	26,000
<b>Total Designated funds</b>	<b>281,638</b>	<b>-</b>	<b>(18,605)</b>	<b>(145,033)</b>	<b>118,000</b>
<b>Total Unrestricted funds</b>	<b>756,645</b>	<b>350,653</b>	<b>(162,687)</b>	<b>17,104</b>	<b>961,715</b>

Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)**

	Balance at 1 April 2020 £	Incoming Resources £	Expenditure £	Transfers £	Balance at 31 March 2021 £
<b>Restricted funds:</b>					
<b><u>Donations</u></b>					
Doncaster Alcohol Service on transfer	-	18,549	-	(18,549)	-
<b><u>Charitable activities</u></b>					
<b><u>Recovery Services</u></b>					
ARC (National Lottery Community Fund)	-	156,032	(150,813)	-	5,219
New Directions (CGL)	-	206,676	(206,676)	-	-
Big Lottery WaVE/Progress	-	112,114	(108,261)	-	3,853
Big Lottery Sober Social Coalfields	-	32,594	(32,594)	-	-
Regeneration Trust	-	13,776	(13,776)	-	-
Non recurring grants	-	-	(4,004)	7,777	3,773
<b><u>Family Services</u></b>					
Maternity and Families (AWC CCG)	-	92,000	(92,000)	-	-
Befriending (SCC)	-	30,448	(30,448)	-	-
The Spot (CAST) (SCC)	-	42,800	(42,800)	-	-
Fresh Start (SCC)	-	88,000	(88,000)	-	-
Family Support (Children in Need)	-	43,101	(33,356)	8,895	18,640
CSE Trusted Relationships	-	27,041	(27,041)	-	-
Resilience Support (WACA)	-	24,239	(24,239)	-	-
SMS (SCC)	-	81,838	(81,838)	-	-
Bradford Youth Fund	5,000	-	(5,000)	-	-
CLLD ESF	-	71,485	(46,688)	-	24,797
Skills House - BMDC	-	13,522	(13,522)	-	-
Non recurring grants	-	3,500	(4,339)	839	-



Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)**

	Balance at 1 April 2020	Incoming Resources	Expenditure	Transfers	Balance at 31 March 2021
	£	£	£	£	£
<b>Alcohol and Complex Needs</b>					
KPS (Pathways)	-	89,000	(89,000)	-	-
Doncaster Pathways - Public Health Doncaster	-	16,827	(96)	(540)	16,191
Doncaster Pathways - DMBC	-	8,742	-	-	8,742
ASIST (AWC CCG)	-	70,000	(70,000)	-	-
The Third Place	-	24,978	(24,978)	-	-
MAST Bradford					
Keighley hospitals	-	356,917	(356,337)	(580)	-
Wet Garden Keighley	-	44,470	-	(25,395)	19,075
Needle Exchange (CGL)	-	38,000	(38,000)	-	-
Keighley Inclusive Health	-	3,333	(3,333)	-	-
Jack's Snacks	-	3,166	(364)	-	2,802
Non recurring grants	-	1,123	(2,161)	1,038	-
<b>Emergency Services</b>					
Big Lottery – Covid funding	-	80,819	(80,819)	-	-
Other non recurring grants	-	17,945	(7,955)	-	9,990
<b>Core Services</b>					
Premises capital	144,889	-	(4,682)	-	140,207
Devonshire St Building PHE	-	-	(9,411)	9,411	-
<b>Total Charitable activities</b>	<b>149,889</b>	<b>1,794,486</b>	<b>(1,692,531)</b>	<b>1,445</b>	<b>253,289</b>
<b>Total Restricted Funds</b>	<b>149,889</b>	<b>1,813,035</b>	<b>(1,692,531)</b>	<b>(17,104)</b>	<b>253,289</b>
<b>Total Funds</b>	<b>906,534</b>	<b>2,163,688</b>	<b>(1,855,218)</b>	<b>-</b>	<b>1,215,004</b>

Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)****Statement of funds – prior year**

	Balance at 1 April 2019 £	Incoming Resources £	Expenditure £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds:</b>					
<b>General Unrestricted funds</b>	511,519	162,572	(127,968)	-	546,123
Transfer from Restricted funds	-	-	-	210,522	210,522
Transfer to Designated funds	-	-	-	(281,638)	(281,638)
<b>Total General Unrestricted funds</b>	<b>511,519</b>	<b>162,572</b>	<b>(127,968)</b>	<b>(71,116)</b>	<b>475,007</b>
<b>Designated funds</b>	-	-	-	161,638	161,638
Covid Impact	-	-	-	120,000	120,000
Digital Innovation	-	-	-	281,638	281,638
<b>Total Designated funds</b>	<b>511,519</b>	<b>162,572</b>	<b>(127,968)</b>	<b>510,522</b>	<b>756,645</b>
<b>Total Unrestricted funds</b>	<b>511,519</b>	<b>162,572</b>	<b>(127,968)</b>	<b>-</b>	<b>546,123</b>

**Restricted funds:****Recovery Services**

National Lottery					
Community Fund ARC	20,541	169,327	(189,868)	-	-
New Directions (CGL)	-	185,117	(185,117)	-	-
Big Lottery					
WaVE/Progress	-	110,337	(110,337)	-	-
Recovery non recurring grants	-	453	(453)	-	-

Notes to the Financial Statements  
for the year ended 31 March 2021**15. Statement of funds (continued)**

	Balance at 1 April 2019 £	Incoming Resources £	Expenditure £	Transfers £	Balance at 31 March 2020 £
<b>Family Services</b>					
Befriending	-	47,026	(47,026)	-	-
Spot (CAST)	-	42,800	(42,800)	-	-
Fresh Start	-	87,524	(87,524)	-	-
Families Together	-	247,321	(247,321)	-	-
AWC CCG	-	92,000	(92,000)	-	-
Comic Relief	-	39,541	(39,541)	-	-
Family Support (CIN)	-	87,524	(87,524)	-	-
CSE Trusted					
Relationships	-	22,598	(22,598)	-	-
Resilience support (WACA)	-	20,250	(20,250)	-	-
Cooperative					
Foundation	-	15,930	(15,930)	-	-
SMS	11,104	81,838	(92,942)	-	-
Bradford Youth Fund	-	5,000	-	-	5,000
Families non recurring grants	-	6,070	(6,070)	-	-
<b>Alcohol and Complex Needs</b>					
DWAW (BLF)	7,720	242,711	(250,431)	-	-
KPS (Pathways)	-	89,000	(89,000)	-	-
Assist/Alcohol					
Services	-	70,000	(70,000)	-	-
Health & Wellness	-	37,252	(37,252)	-	-
The Third Place					
Keighley		10,000	(10,000)		
MAST Bradford					
Keighley hospitals	-	154,972	(154,972)	-	-
<b>Core Services</b>					
Premises capital	149,196		(4,307)	-	144,889
Devonshire St PHE	-	249,910	(39,388)	(210,522)	-
<b>Total Restricted Funds</b>	188,561	2,026,977	(1,855,127)	(210,522)	149,889
<b>Total Funds</b>	700,080	2,189,549	(1,983,095)	-	906,534



Notes to the Financial Statements  
for the year ended 31 March 2021

## 15. Statement of funds (continued)

### Purpose of restricted funds

#### Recovery Services:

ARC (National Lottery Community Fund) is an initiative focusing on activity and peer led support to enable people to recover from alcohol addiction and lead a fulfilling life.

New Directions (CGL) is a partnership between CGL and Project 6 to deliver elements of the Bradford Treatment Services.

Big Lottery WaVE - funding from the Big Lottery to build capacity for organisational change in the organisation.

Big Lottery Progress (National Lottery Community Fund) is an initiative to develop our recovery pathways, recruit and support peer supporters and volunteers and provide progression pathways in to the community.

Big Lottery Sober Social is an initiative to support people in Doncaster concerned around their alcohol use or in recovery from alcohol use and provide a safe place for activities and therapeutic groups in the community.

Coalfield Regeneration Trust - Sober Social staff hours and practical resources to provide digital packages and increase on-line engagement (£8,776). Additional Recovery Worker hours to counteract effect of pandemic (£5,000).

#### Family, Children and Young Peoples Services:

Maternity and Families Project (AWC CCG) is an initiative that provides a maternity and families worker to work with women and families affected by pregnancy and substance use and supports our Young Peoples work.

Befriending (SCC) - a spot purchase arrangement to provide support and paid mentoring for vulnerable young people.

The Spot (SCC) - an initiative to provide support for young people leaving care via a youth club offer.

Fresh Start (SCC) - an initiative that works with women in Sheffield who have had multiple children removed to engage them and prevent repeat pregnancies and therefore removals.

Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)**

**Family, Children and Young Peoples Services (continued):**

Families Together (SCC) is an initiative that supports families around substance misuses and/or parenting with the aim of enabling the children and/or young people to remain safely at home Funded by SCC.

Comic Relief – as per Children in Need below.

Family Support (Children in Need) - funding for a Family Support Worker to deliver 1:1 and group-based interventions to substance users who are parents and children of substance using parents.

CSE Trusted Relationships –a partnership with Young Lives Bradford to provide targeted support to young people at risk of CSE.

Resilience Support (WACA) – an initiative to work in partnerships with GP practices to deliver support on an enhanced brief intervention basis to young people.

Co-operative Foundation – a short term piece of funding to explore solutions to Youth Loneliness.

Specialist Mentoring Services (SMS) - a project to support young people experiencing challenges in life through the provision of mentoring services delivered by trained volunteers.

Bradford Youth Fund – provision of summer holiday activities to families receiving support through the Children in Need project.

CLLD ESF - Community Led Local Development European Funding - aims to supporting those furthest from the Labour Market in Keighley to develop the skills needed to access Employment, Training and Education opportunities.

Skills House (BMDC) - service to support Keighley residents who require support accessing ETE provision and needs support around skills development following COVID related unemployment.

Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)**

**Alcohol and Complex Needs Services:**

DWAW (Big Lottery) is a project in partnership with RVS and Addaction to evaluate the effect of a targeted programme to increase awareness and reduce the adverse effects of alcohol in the over 50 age range.

Keighley Pathways Service (KPS) (Pathways) – an initiative to provide crisis support for individuals across Airedale through working with multiple partners from the local VCS.

Doncaster Pathways (PHD/DMBC) - a crisis service aimed at supporting those who have barriers to accessing alcohol treatment services such as welfare benefits problems working in partnership with Primary Care.

ASIST (AWC CCG) – providing specialist intensive alcohol services targeted at repeat attendees at Airedale General Hospital.

Health & Wellness (AWC CCG) – an initiative working with the Pain Management team to deliver psychosocial support to those affected by prescribed opiate use and pain management.

The Third Place – Keighley - a new initiative to provide a service for people who are street drinking in Keighley and need additional support around accessing mainstream alcohol services.

Multi Agency Support Team (MAST) - Winter Pressure money from W Yorks and Harrogate ICS to set up and deliver a multi support team of workers focusing on supporting older people, people with alcohol issues and also mental health who are accessing hospital services during winter.

Wet Garden Keighley - funding to create a safe space for individuals who are street drinking in Keighley to attend services, access inclusion health opportunities and start to reduce their harm and make positive changes.

Needle Exchange - an addition to the New Directions Contract for the provision of clean needles and injecting equipment and delivering of harm reduction interventions to the Injecting drug using population of Keighley.

Keighley Inclusive Health - BDMC Public Health Team for supporting a COVID response to the most vulnerable street users and vulnerable housed in Keighley.

Jack's Snacks - fundraising initiative started by the family of a previous member of staff to support food provision in the Needle Exchange.



Notes to the Financial Statements  
for the year ended 31 March 2021

## 15. Statement of funds (continued)

### Emergency Services:

Big Lottery – Covid funding - Emergency Funding from the National Community Lottery Fund to provide support for Keighley Pathways, develop a similar response in Sheffield and provide core costs for our Training Team.

### Core Services:

Premises Capital - Capital funds to purchase and renovate the charity's premises. The fund is expended by depreciation on the premises, and renovation costs. A charge on 11 19 Temple Street is held by the donor, such that if the premises are sold or no longer used for charitable purposes, the market value of the premises, in the proportion of the original cost that was given by the donor, is repayable to the donor.

Devonshire Street building - funding from Public Health England for the purchase and refurbishment of a building in Keighley in which to base our Third Place service.

### Designated Funds

Two designated funds have been repurposed, and three designated reserves have been set up during the year. These are:

#### ***Covid Impact Designated Funds***

This fund of £161,638 was set up to support vital work during the height of the Covid pandemic. In the event, funding was found to be available and the funds have been released back to unrestricted reserves.

#### ***Digital Innovation Designated Funds***

In 2019-20 we had designated £120,000 to fund the implementation of our digital strategy and associated staff costs. The digital development has cost less than anticipated and unused funds have been transferred back to unrestricted reserves.

#### ***Premises Development Designated Funds***

Funds to support improvements to existing buildings.

Notes to the Financial Statements  
for the year ended 31 March 2021

## 15. Statement of funds (continued)

### ***South Yorkshire Developments Designated Funds***

Investment in strategic development in Sheffield and Doncaster through seed funding projects.

### ***Business Improvement Designated Funds***

Funding to support a business support officer and Zoom rooms to enable more efficient mixed working.

### **Transfers**

During 2019/20 Public Health England awarded project 6 a grant of £249,910 to purchase and refurbish a building in Keighley. The purchase cost of the building, £205k, is included in the Balance Sheet as a tangible fixed asset. The refurbishment costs have also been capitalised. Each year the building will be depreciated at 2% on a straight-line basis and the freehold improvements will be depreciated over 10 years on a straight line basis. The depreciation cost of £9,411 has been charged to Core support costs in the year. To reflect this, £9,411 has been transferred from restricted to unrestricted reserves.

There were three transfers from General Unrestricted funds to Designated funds, £60,500 relating to Premises development, £31,500 relating to South Yorkshire development and £26,000 to support Business improvement. In addition there were two transfers from Designated funds to General Unrestricted funds, being £161,638 Covid impact funding not required, and £101,395 Digital Innovation underspend.

### **Summary of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
General funds	475,007	350,653	(144,082)	162,137	843,715
Designated funds	281,638	-	(18,605)	(145,033)	118,000
Restricted funds	149,889	1,813,035	(1,692,531)	(17,104)	253,289
	<b>906,534</b>	<b>2,163,688</b>	<b>(1,855,218)</b>	<b>-</b>	<b>1,215,004</b>

Notes to the Financial Statements  
for the year ended 31 March 2021

**15. Statement of funds (continued)****Summary of funds - prior year**

	Balance at 1 April 2019	Income	Expenditure	Transfers in/out	Balance at 31 March 2020
	£	£	£	£	£
General funds	511,519	162,572	(127,968)	(71,116)	475,007
Designated funds	-	-	-	281,638	281,638
Restricted funds	188,561	2,026,977	(1,855,127)	(210,522)	148,889
	<u>700,080</u>	<u>2,189,549</u>	<u>(1,983,095)</u>	<u>-</u>	<u>906,534</u>

**16. Analysis of net assets between funds****Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	367,967	145,819	513,786
Current assets	759,497	313,502	1,072,999
Creditors due within one year	(165,749)	(206,032)	(371,781)
	<u>961,715</u>	<u>253,289</u>	<u>1,215,004</u>

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	255,108	150,126	405,234
Current assets	566,192	220,166	786,358
Creditors due within one year	(64,655)	(220,403)	(285,058)
	<u>756,645</u>	<u>149,889</u>	<u>906,534</u>



Notes to the Financial Statements  
for the year ended 31 March 2021**17. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021</b> £	2020 £
Net income for the year (as per Statement of Financial Activities)	<b>308,470</b>	206,454
<b>Adjustment for:</b>		
Depreciation charges	<b>24,324</b>	19,554
Acquisition of investment on merger	<b>(20,000)</b>	-
Interest from investments	<b>(1,400)</b>	-
Loss on investment	<b>701</b>	-
Decrease/(increase) in debtors	<b>33,522</b>	(104,965)
Increase in creditors	<b>86,723</b>	34,072
<i>Net cash provided by operating activities</i>	<b>432,340</b>	155,155

**18. Analysis of cash and cash equivalents**

	<b>2021</b> £	2020 £
Cash in hand	<b>859,975</b>	539,812
Total	<b>859,975</b>	539,812

Notes to the Financial Statements  
for the year ended 31 March 2021

## 19. Operating lease commitments

At 31 March 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2021 £	2020 £
<b>Amounts payable:</b>		
Within 1 year	<b>32,972</b>	27,538
Between 1 and 5 years	<b>7,050</b>	15,254
Total	<b>40,022</b>	42,792

## 20. Related party transactions

There were no related party transactions in the year (2020: none).