

SC106295

THE SCOTTISH DRUGS FORUM LIMITED
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2000



IAM.

COMPANY REGISTRATION NUMBER
SC 106295

THE SCOTTISH DRUGS FORUM LIMITED

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2000

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THE SCOTTISH DRUGS FORUM LIMITED

REPORT OF THE DIRECTORS

The Directors present their report and the financial statements for the year ended 31st March 2000.

REVIEW OF ACTIVITIES

The following were the company's key aims:

1. to facilitate the development of a comprehensive range of services in response to all aspects of drug use in Scotland
2. to provide a link between those in need of services, service providers and policy makers
3. to act as a forum to develop and promote common responses to issues of concern
4. to improve the quality of all responses to drug use in Scotland
5. to work with others to improve co-ordination of organisations concerned with drug use
6. to collect and disseminate information of relevance to those concerned with drug issues

A full range of activities continued to be undertaken during the year in relation to co-ordination, information collection and dissemination and policy development.

Scottish Drugs Forum would like to thank the following organisations for their financial support:

Scottish Executive Department of Health for core funding
Social Work Services Group
Greater Glasgow Health Board
Tayside Health Board

Glasgow City Council
Lothian Health
Fife Health Board
Argyll and Clyde Health Board

In 1999/2000 we have also received financial support from Comic Relief and the Tudor Trust for work with under 16 year olds and User Involvement Work, and would like to acknowledge with thanks their help and support.

FINANCIAL REVIEW

The accounts show a total increase in funds of £51,394 comprising £41,208 in restricted funds and £10,186 in unrestricted funds (1999 - total increase of £11,940). The analysis between restricted and unrestricted funds is shown in the statement of financial activities on page 9 and further details of the movements in restricted funds are shown on page 13.

Scottish Drugs Forum is dependent on grants and donations for its future funding. We anticipate that continued funding will be available from the Scottish Executive and those health boards listed above, in addition to the funding from the trusts. We have applied for additional funding from Glasgow City Council, Greater Glasgow Health Board and Argyll & Clyde Health Board. A successful funding application has been made to Social Work Services Group to continue training work in relation to voluntary sector drug services. This has enabled SDF to recruit a training/development officer for one year, and we are hopeful that funding will be secured to continue this work beyond that time. We have also successfully raised funds from Fife Health Board for a User Involvement Post for one year, which enables us to extend this work to a wider geographical area. The Esmee Fairbairn Charitable Trust has also agreed to fund the final six months of the Under 16s project, which enables us to complete this task.

THE SCOTTISH DRUGS FORUM LIMITED

REPORT OF THE DIRECTORS (continued)

FINANCIAL REVIEW (continued)

The financial position in 1999/2000 was more stable, following two particularly difficult financial years. The prospects for 2000/2001 are broadly similar to this financial year, however in the longer term we have identified a need to put our regional funding on a firmer financial footing.

MEMBERSHIP

There are no shareholdings in the company, which is limited by guarantee. The liability of members is limited to £1 each.

DIRECTORS

The following were Directors during the year:

Directors throughout the year	Appointed during the year	Resigned during the year
Anne Thomson (Chair)	Grahame Cronkshaw	Liam McLaughlin
Kay Roberts (Vice Chair)	Andy Rome	Douglas Ralph
Gordon Armour (Treasurer)	Iona Colvin	Jean McDonald
Max Cruikshank	George Wilson	
John Taylor	Lindsey Potter	
Charles Lind		
Justine Walker		
Kay Springham		
Stuart Robertson		
Paul Mooney		
Stephen Birrell		
Alan Mackay		
Jim Carroll		

In accordance with Clause 50 of the Company's Articles one third of the Directors will retire by rotation at the forthcoming annual general meeting and will be eligible for re-appointment.

By Order of the Management Committee

Yvonne Alexis

YVONNE ALEXIS
Company Secretary

Date... 21 November 2000

THE SCOTTISH DRUGS FORUM LIMITED

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the company's state of affairs at the end of the year and of its income less expenditure for that period. In preparing these financial statements the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

REPORT OF THE AUDITORS TO THE MEMBERS OF THE SCOTTISH DRUGS FORUM LIMITED

We have audited the financial statements on pages 6 to 13 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, under the historical cost convention and the accounting policies set out on page 6.

Respective Responsibilities of Directors and Auditors

As described on page 4, the company's Directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

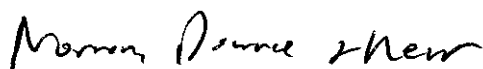
Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the company as at 31st March 2000 and of its net incoming resources for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.



NORMAN, DOWNIE & KERR
Chartered Accountants and Registered Auditors

Date 22nd November 2000

130 Constitution Street
Leith
Edinburgh EH6 6AJ.

THE SCOTTISH DRUGS FORUM LIMITED

ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities and the Statement of Recommended Practice, Accounting by Charities.

Cash Flow Statement

The company qualifies as a small company under the terms of Section 247 of the Companies Act 1985. As a consequence it is exempt from the requirement to publish a cash flow statement.

Grants and Donations

Income from annual grants is recognised in the period to which the grant relates. Any annual grants received in advance are included as deferred grants in creditors. Income from other grants and donations is recognised on receipt.

Where a grant or donation is received for a specific purpose, it is included in restricted income and any unexpended portion carried forward as a restricted fund.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation on leasehold improvements is charged over the period of the lease (currently 10 years). Depreciation on furniture & equipment is charged by the straight line method over the estimated useful life of each asset as follows:

Furniture & fittings	10 years
Computer equipment	3 years
Other office equipment	4 years

The depreciation period for computer equipment has been decreased from 4 years to 3 years in 1999 / 2000, as it is considered that this more properly reflects the useful life given the speed of technological advance.

Stock

Stock comprises publications held for resale and is stated at the lower of cost and net realisable value.

Pension Costs

Pension costs represent defined contributions payable for the accounting period.

Taxation

No provision for taxation is required since the company is recognised as a charity by the Inland Revenue.

The company is not registered for VAT and expenditure includes the cost of VAT where relevant.

THE SCOTTISH DRUGS FORUM LIMITED

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2000

	Note	2000 £	1999 £
INCOMING RESOURCES			
Grants & donations receivable	2	415,978	359,851
Conferences & seminars		52,974	46,022
Members' subscriptions		5,769	7,767
Publication sales & fees		18,909	15,737
Bank interest		4,290	5,273
Other income		12,579	4,187
Total Incoming Resources		<u>510,499</u>	<u>438,837</u>
RESOURCES EXPENDED			
Staff costs		285,045	246,406
Conferences and seminars		38,400	32,471
Publications & printing		6,922	8,718
Direct project costs		6,065	26,442
Other direct costs		12,196	11,462
Occupancy costs		51,733	53,034
Administration costs		43,458	39,021
Depreciation		15,286	9,343
Total Resources Expended	3	<u>459,105</u>	<u>426,897</u>
NET INCOMING RESOURCES IN YEAR		<u>51,394</u>	<u>11,940</u>

Further analysis of income & expenditure is shown in the statement of financial activities on page 9 (note 1).

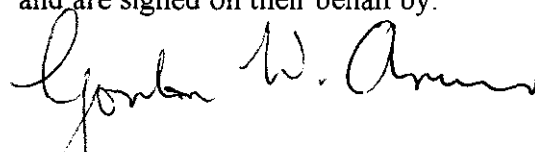
THE SCOTTISH DRUGS FORUM LTD.

BALANCE SHEET AT 31ST MARCH 2000

	Note	2000 £	1999 £
FIXED ASSETS			
Tangible assets	4	<u>43,481</u>	<u>31,543</u>
CURRENT ASSETS			
Stock		5,200	-
Debtors	5	20,310	20,191
Cash at bank & in hand		<u>104,013</u>	<u>179,075</u>
		<u>129,523</u>	<u>199,266</u>
CREDITORS - Amounts falling due within one year	6	<u>69,980</u>	<u>179,179</u>
NET CURRENT ASSETS		<u>59,543</u>	<u>20,087</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>103,024</u>	<u>51,630</u>
NET ASSETS		<u>103,024</u>	<u>51,630</u>
FUNDS:			
Unrestricted funds	9	8,676	(1,510)
Restricted funds	9	<u>94,348</u>	<u>53,140</u>
TOTAL FUNDS		<u>103,024</u>	<u>51,630</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities.

The accounts on pages 6 to 13 were approved by the Board of Directors on 21st November 2000 and are signed on their behalf by:

)
)
) Directors
)
)

THE SCOTTISH DRUGS FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2000

1. STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2000 £	Total 1999 £
Incoming Resources:				
Grants & donations	500	415,478	415,978	359,851
Conferences & seminars	52,974	-	52,974	46,022
Members' subscriptions	5,769	-	5,769	7,767
Publication sales & fees	18,909	-	18,909	15,737
Bank interest	4,290	-	4,290	5,273
Other income	12,579	-	12,579	4,187
Total incoming resources	<u>95,021</u>	<u>415,478</u>	<u>510,499</u>	<u>438,837</u>
Direct charitable expenditure:				
Staff costs	4,986	209,392	214,378	193,039
Conferences & seminars	38,400	-	38,400	32,471
Publications & printing	1,113	5,809	6,922	8,718
Direct project costs	-	6,065	6,065	26,442
Other direct costs	-	12,196	12,196	11,462
	<u>44,499</u>	<u>233,462</u>	<u>277,961</u>	<u>272,132</u>
Other expenditure:				
Administrative staff	3,744	66,923	70,667	53,367
Occupancy costs	8,904	42,829	51,733	53,034
Office & admin costs	3,000	40,458	43,458	39,021
Depreciation	-	15,286	15,286	9,343
	<u>15,648</u>	<u>165,496</u>	<u>181,144</u>	<u>154,765</u>
Total resources expended	<u>60,147</u>	<u>398,958</u>	<u>459,105</u>	<u>426,897</u>
Net incoming resources	34,874	16,520	51,394	11,940
Net transfers	<u>(24,688)</u>	<u>24,688</u>	<u>-</u>	<u>-</u>
Net movement in funds	10,186	41,208	51,394	11,940
Balances at 1st April 1999	<u>(1,510)</u>	<u>53,140</u>	<u>51,630</u>	<u>39,690</u>
Balances at 31st March 2000	<u><u>8,676</u></u>	<u><u>94,348</u></u>	<u><u>103,024</u></u>	<u><u>51,630</u></u>

Further details of restricted funds are shown in note 9.

THE SCOTTISH DRUGS FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (continued)

2. GRANTS AND DONATIONS RECEIVABLE

	Core Activities £	Projects Grants £	Total 2000 £	Total 1999 £
Scottish Executive / Scottish Office	185,775	80,866	266,641	225,648
Tayside Health Board	42,000	-	42,000	42,000
Lothian Health	25,409	-	25,409	24,790
Argyll & Clyde Health Board	15,933	-	15,933	3,000
Greater Glasgow Health Board	7,000	-	7,000	7,000
Glasgow City Council	7,000	-	7,000	-
Fife Health Board	7,000	35,000	42,000	10,500
(less deferred)	-	(35,000)	(35,000)	-
Comic Relief	-	33,685	33,685	22,053
The Tudor Trust	10,000	-	10,000	10,000
The Pilgrim Trust	-	-	-	12,500
Other	1,310	-	1,310	2,360
Total	301,427	114,551	415,978	359,851

3. RESOURCES EXPENDED

	2000 £	1999 £
Staff costs:		
Direct charitable activities:		
Core activities	126,058	118,542
Projects	88,320	74,497
Administrative staff	70,667	53,367
Total staff costs	285,045	246,406

The above includes pension costs of £14,217 (1999 - £13,550).

No remuneration was paid to Directors during the year.

Other costs:	£	£
Auditors' remuneration (net of VAT)	1,500	1,450

THE SCOTTISH DRUGS FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (continued)

4. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture & equipment £	Total £
COST OR VALUATION			
At 1st April 1999	31,491	65,769	97,260
Additions	-	27,224	27,224
(Less): Disposals	-	-	-
At 31st March 2000	<u>31,491</u>	<u>92,993</u>	<u>124,484</u>
DEPRECIATION			
At 1st April 1999	9,447	56,270	65,717
Charge for year	3,149	12,137	15,286
(Less): on disposals	-	-	-
At 31st March 2000	<u>12,596</u>	<u>68,407</u>	<u>81,003</u>
NET BOOK VALUE			
At 31st March 2000	<u>18,895</u>	<u>24,586</u>	<u>43,481</u>
At 31st March 1999	<u>22,044</u>	<u>9,499</u>	<u>31,543</u>

5. DEBTORS

	2000 £	1999 £
Amounts falling due within one year:		
Invoiced sales	13,619	8,629
Accrued income	1,168	5,754
Prepayments	5,323	5,429
Other debtors	200	379
	<u>20,310</u>	<u>20,191</u>

6. CREDITORS

	£	£
Amounts falling due within one year:		
Deferred grants	35,000	40,749
Taxation and Social Security	13,167	9,916
Prepaid income	6,538	1,014
Accruals	12,820	9,976
Other creditors	2,455	117,524
	<u>69,980</u>	<u>179,179</u>

THE SCOTTISH DRUGS FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (continued)

7. LEASE COMMITMENTS

The company has annual lease commitments on its various office premises and equipment as follows:

	Note	Total £	Expiry Date		
			Within 1 year £	Within 2 - 5 years £	In over 5 years £
Glasgow (main office)	(a)	18,800	-	-	18,800
Glasgow (old office)	(b)	1,302	1,302	-	-
Edinburgh	(c)	1,771	1,771	-	-
Dundee	(d)	-	-	-	-
Office equipment		1,073	-	1,073	-
		<u>22,946</u>	<u>3,073</u>	<u>1,073</u>	<u>18,800</u>

(a) The lease for Glasgow (main office) has a break option and rent review at 15/3/2001.

(b) The lease for the former Glasgow office (which was sublet) expired on 15/6/00.

(c) The lease for the former premises in Edinburgh expired on 2/9/00 and there is no lease commitment for new premises occupied in August.

(d) There is no lease commitment for premises occupied in Dundee.

8. MOVEMENT ON FUNDS

	Unrestricted General Fund £	Restricted £	Total £
At 1st April 1999	(1,510)	53,140	51,630
Net incoming resources in year	34,874	16,520	51,394
Net transfers	<u>(24,688)</u>	<u>24,688</u>	<u>-</u>
At 31st March 2000	<u>8,676</u>	<u>94,348</u>	<u>103,024</u>

Further details of restricted funds are shown in note 9 below.

THE SCOTTISH DRUGS FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (continued)

9. RESTRICTED FUNDS

	At 1/4/99 £	Movement in Resources		Transfers	At 31/3/00 £
		Incoming £	Outgoing £		
Core funds:					
National	-	156,000	(156,000)	-	-
North of Scotland	-	42,000	(42,056)	56	-
East of Scotland	-	32,409	(45,830)	13,421	-
West of Scotland					
(inc User Involvement)	3,496	40,743	(44,239)	-	-
Computer upgrade	-	29,775	(2,551)	(27,224)	-
Dundee Office (Capital)	6,600	-	-	-	6,600
Equal opportunities	700	-	-	-	700
Total Core	<u>10,796</u>	<u>300,927</u>	<u>(290,676)</u>	<u>(13,747)</u>	<u>7,300</u>
Project funds:					
Critical Incidents	7,504	-	(4,500)	-	3,004
Under 16s	13,498	33,685	(36,146)	-	11,037
Training (S 9)	-	21,320	(21,320)	-	-
COSLA Handbook	-	10,974	(7,970)	-	3,004
Heroin Smoking Initiative	-	27,072	(7,050)	-	20,022
Directory: Women & Outreach	-	21,500	(15,000)	-	6,500
Volatile substance use	1,010	-	(1,010)	-	-
Total Projects	<u>22,012</u>	<u>114,551</u>	<u>(92,996)</u>	<u>-</u>	<u>43,567</u>
Other:					
Fixed Assets	<u>20,332</u>	<u>-</u>	<u>(15,286)</u>	<u>38,435</u>	<u>43,481</u>
Total Restricted Funds	<u>53,140</u>	<u>415,478</u>	<u>(398,958)</u>	<u>24,688</u>	<u>94,348</u>

Core funds represent grants received less expenditure for staff and office costs at the various locations detailed above.

Project funds are for various specific projects as detailed above.

The fixed asset fund represents the net book value of fixed assets. The cost of the asset is transferred to the fund in the year of purchase and annual depreciation charged to the fund each year.