

The Scottish Drugs Forum Limited

Report and Financial Statements

For the Year Ended

31 March 2014



Company Registration Number: SC 106295

Scottish Charity Number: SC 008075

The Scottish Drugs Forum Limited

**Report and Financial Statements
For the Year Ended 31 March 2014**

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The Scottish Drugs Forum Limited

Reference and Administrative Information

Principal Address: Scottish Drugs Forum
91, Mitchell Street
Glasgow
G1 3LN

Company Registration: SC 106295

Scottish Charity Number: SC 008075

Directors:

The following have served as directors of the company and trustees of the charity during the year:

Present directors:

George Allan	(Chair)	Liam Wells
Jim Stephen	(Vice-Chair)	Patrick McGowan
John Preston	(Treasurer)	Sandra Wallace
Stephanie Morrison		Audrey Park
Oliver Aldridge		Stephen Birrell
Mary Hepburn		Peter Kelly
April Adam		Ian Gall
David Harvie		George Hunter
Hazel Robertson		Alastair Gilmour (appointed 29/10/13)
George Thomson	(appointed 29/10/13)	

Former directors who resigned during the year:

David Harvie	(resigned 29/10/13)	Ian Gall	(retired 29/10/13)
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Directors retire at the annual general meeting, after 3 years' service, and are eligible for re-appointment.

Company Secretary:

Ken Butler

Senior Management Staff:

Dave Liddell	Director
Ken Butler	Head of Business, Finance & Administration

Auditor: John G. Norman Ltd
The Courtyard
130 Constitution Street
Edinburgh
EH6 6AJ

Bankers: Clydesdale Bank plc
14 Bothwell Street
Glasgow
G2 6QY

The Scottish Drugs Forum Limited

Report of the Directors For the Year Ended 31 March 2014

The Directors are pleased to present their report and the financial statements for the year ended 31 March 2014. The financial statements have been prepared in accordance with the Statement of Recommended Practice, *Accounting and Reporting by Charities* and the requirements of company law and Scottish charity law.

Structure, governance, & management

The Scottish Drugs Forum (SDF) is a company limited by guarantee with the liability of members limited to £1 each. The company is governed under the terms of its Memorandum and Articles of Association and is a registered Scottish Charity.

Directors are appointed to the Board at the annual general meeting (AGM) and may also be co-opted at any time during the year, subject to appointment at the following AGM. Generally, directors retire after 3 years' service, at the AGM, and are eligible for re-appointment. In appointing new Directors consideration is given to the existing make-up of the Board. Attempts are made to ensure that the Board maintains a balance of interest groups within the sector and contains the range of experience necessary for the management of the organisation.

The Board meets regularly (at least quarterly) to direct the business of the charity and has also set up sub-committees for finance and for other purposes. Induction and relevant training are given as required. Responsibility for day to day operations is delegated to the senior management staff (see page 2).

The names of those who served on the Board of Directors during the year and other general information are listed on page 2.

Risk Management

The Directors have instigated a formal process to review and monitor the major risks to which the charity is exposed. They are aware of the major risks, financial and otherwise, affecting the charity and consider that appropriate procedures are in place to mitigate those risks.

Objectives, activities & achievements

The Scottish Drug Forum's key outcomes are:

- An increase in the number of problem drug users recovering;
- A reduction in drug related harm to individuals;
- A reduction in the number of new problem drug users.

Summary

This has been another very successful year for SDF in terms of our influence and reach. As an organisation we have been able to extend our influence in terms of our outcomes through additional funding particularly in relation to new psychoactive substances, sexual and reproductive health, the addiction worker training project, user involvement and peer work around naloxone training.

Our reach and influence during the year has been considerable:

- We developed and ran 5 major conferences with a total of 792 delegates – all evaluated well;
- We delivered quality improvement work with 25 services;
- We responded to 3 consultations including recovery principles and draft recovery outcomes and the proposed new drug and alcohol treatment database;
- We developed 2 briefing papers for members of the Scottish Parliament, undertook a number of individual briefings and continued to support the Scottish Parliaments Cross Party Alcohol and Drug Misuse Group.

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Objectives, activities & achievements (continued)

Summary (continued)

- We undertook a range of work in relation to New Psychoactive Substances including materials for the Government's 'Know the Score' website and input to a Ministerial summit;
- We delivered a total of 176 training sessions - all evaluating well;
- We delivered training to 2,150 individuals;
- We delivered presentations to 10 conferences reaching over 1,200 delegates;
- We responded to approximately 150 media requests;
- We worked with partners to deliver a major increase in Naloxone distribution;
- We recruited trained and supported 35 Volunteers;
- Volunteers delivered a range of work, including financial inclusion training to 166 people in recovery groups;
- We recruited 22 people onto the Addiction Workers Training Programme (AWTP) in April 2013;
- We recruited 29 people onto the AWTP for 2014/15;
- We successfully developed a new AWTP programme in the East of Scotland and secured additional finance;
- We represented Scotland at EU and WHO meetings.

The following provides more details:

Developing service quality

In total SDF worked with 25 services to help improve service quality. Staff and Service User surveys were used in 17 services and in total.

- 111 staff were surveyed through an online tool;
- 431 service users surveyed through an online tool;
- 15 focus groups were held - attended by 129 Service Users;
- 16 focus groups were held with 84 staff;
- 27 development sessions with staff were held - to develop and manage service change.

Sexual and Reproductive Health (SRH)

- 44 training events have been provided for drug and SRH services, involving 357 staff;
- We hosted a major national conference on substance use and sexual and reproductive health;
- We developed work with lead clinicians in 3 Managed Care Networks in Sexual and Reproductive Health, which will improve access to Sexual Health services and integrate the work into their planning;
- We developed additional materials for drug awareness training for SRH services including the impact of new psychoactive substances.

User involvement (UI)

During the year we have had 15 active volunteers in the National (Glasgow) group and a further 10 in East Ayrshire. All the volunteers go through the same core training on research methods and related skills practice as well as a range of other training.

The National Peer Research Team (NPRT) has worked with North Ayrshire and East Dunbartonshire Alcohol and Drug Partnerships (ADPs) on client evaluation of services. In North Ayrshire SDF delivered a women-specific evaluation of addiction services.

In East Dunbartonshire SDF delivered quarterly client evaluations of addiction services.

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Objectives, activities & achievements (continued)

User involvement (continued)

We have worked with East Ayrshire ADP, North Ayrshire ADP, East Dunbartonshire ADP, The Poverty Alliance, 1st Alliance Credit Union, Riverside Church, Job Centre Scotland (Ayrshire) and Sovereign Credit Union (South West of Scotland) on a range of addiction service and recovery issues. These have utilised focus groups and structured and semi-structured information gathering techniques.

We have provided a range of UI inputs including:

- A presentation to DWP National Four District Strategy Meeting - Addiction, Poverty and Welfare Reform;
- Scottish Government - Welfare Reform Committee;
- Poverty Alliance - Family and Carer Conference;
- Life History Presentation to Shared Care, Glasgow Addiction Services;
- Scottish Government - presentation and discussion of Life Histories Research;
- East Dunbartonshire Alcohol and Drug Services - Development of Recovery Services;
- meetings with MSPs.

SDF have undertaken a range of user involvement work on welfare reform including the development of a financial capability awareness presentation for service users. The peer researchers delivered a presentation to a range of service users groups – 11 in total to 166 participants.

In East Ayrshire 10 volunteers have been involved during the year. 2 volunteers have progressed - one to paid employment and the other to further training and voluntary work. The remaining continue to be involved. Volunteers have provided input to initiatives coordinated by the ADP and have also assisted East Ayrshire Council in piloting Self Directed Support (SDS) for people with a history of substance use. East Ayrshire Peer Research Group were invited by East Ayrshire Council to participate in a pilot programme looking at self-directed support, in particular in relation to people affected by substance use.

Addiction Work Training Project(AWTP)

SDF has provided 22 people, with a history of drug and / or alcohol problems, with the skills, knowledge and professional training to work in social care. AWTP trainees have been provided with an intensive package of support to complete the training course, to achieve an industry standard qualification, and to move on to further employment. 21 trainees completed 50 week contracts with SDF and most trainees have secured employment, the majority securing full time paid jobs in the social care and addictions field.

Conferences

A national conference on drugs and sexual health was held in partnership with Health Scotland, in June in Edinburgh, with the aim of establishing clear links between sexual and reproductive health and drug and alcohol services to address gaps in knowledge and practice. Evaluations from the conference have been very positive and it has led to good partnership work in a number of areas.

SDF planned and delivered a Drug Trends conference in association with CREW. This event was attended by 212 delegates. Significant preliminary work involved undertaking drug trend surveys of addiction services and services for vulnerable young people. There was a huge response from addiction services and services for vulnerable young people to the survey, providing a range of valuable information on new trends around NPS use.

SDF used its Annual General Meeting Conference event to celebrate 5 years of the *Road To Recovery* strategy and showcase good practice in user involvement (hearing the voices of those on the recovery journey), service quality development (to improve recovery outcomes), employability (sustaining long-term recovery) and international reflections and insight on Scotland's achievements in these areas. It was extremely well attended with 211 delegates. The event was chaired by Wendy Wilkinson, Deputy Director of Community Safety and received financial support from the Drug Policy Unit.

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Objectives, activities & achievements (continued)

Conferences (continued)

Building on the work of the Life Histories peer research study published in 2012, and presentations of the report to key stakeholders including ADPs and SDF's self-medication conference in November 2012, and in the light of SDF's research undertaken with European partners into the needs of older drug users, we identified a sufficient ground-swell of interest to merit a conference on trauma. A major conference on trauma was held on 27th November with a large attendance.

Naloxone

SDF continued to support the national roll-out of the naloxone programme. This included:

- Delivering 19 Training for Trainers sessions delivered to over 200 staff members across Scotland;
- Working in various areas to identify and support training needs locally;
- The GP Engagement project – a short life steering group was initiated following the introduction of the licensed naloxone community pack. Support was offered to local areas to progress this in their health boards. An awareness session was provided to RCGP Scotland Part 1 Substance Misuse certificate course and the Lothian equivalent, 'Working with Drug Users'.
- Attendance at local overdose prevention/naloxone steering groups/trainers forums;
- A poster and talk provided at Glasgow Shared Care Conference highlighting the need for increased naloxone activity.
- Organising an event for the Minister to coincide with the release of the National Naloxone Monitoring data report;
- Continued active participation at the National Forum on Drug Related Deaths and the National Naloxone Advisory Group;
- Re-establishing the National Volunteer Forum on Drug-Related Deaths;
- Working with family support agencies to look at ways of increasing family involvement;
- Supporting the Scottish Naloxone Network (ScoNN) and now providing administrative support;
- Visits to 12/15 Prisons to offer support and gain understanding on how to improve the supply rate of naloxone at liberation;
- Developing 9 Peer networks across 5 Health Board areas, including HMP Edinburgh;
- Training a total of 72 Peers in 9 sessions;
- 7 additional training sessions over 20 full days;
- 800+ Hours volunteering by peers overall;
- Training of 293 people by peer trainers.

Training

We delivered 18 General Drug Awareness training days to 364 participants with a wide variety of participants and settings.

In total we have delivered 30 training sessions on NPS awareness to a total of 493 participants.

Hepatitis Scotland

Hepatitis Scotland is well represented at a strategic level nationally and continues to develop key local and international strategic contacts.

We contributed to the development of SIGN 133 and are actively involved in the ministerial sub-group looking at the use of new medications. Our prompting also helped secure the development of a research study looking at the efficacy of Vitamin D in SOC treatment, which has just started to recruit patients.

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Objectives, activities & achievements (continued)

Hepatitis Scotland (continued)

World Hepatitis Day (WHD) was an excellent example of partnership working, with the coordination of a large national event and a pan-Scotland campaign that included bus advertisements and the use of seven foot high red letter Cs to raise awareness. This included a dedicated website and textback number. We gained media support in all the national and local newspapers bar two. We were asked by the Scottish Government to coordinate work nationally on future World Hepatitis Days, in partnership with third sector agencies and the NHS.

The National Patient Forum, coordinated with the Hep C Trust, continues to develop and has good support from Managed Care Networks(MCNs). Through this forum we conjointly hosted a National Patient Conference in Stirling in March, 2014. This had good support from 5 Pharmaceutical companies, who provided the funding. An electronic voting session from the day will help inform two strategic issues. The conference had 120 participants, of whom 80 were people who have or have had HCV, and most were at various stages of recovery from a drug problem.

A report, *'The Experiences and Knowledge of Testing and Diagnosis of Hepatitis C in Scotland'* from the Community Action Research group - a group of patients from C plus who were recruited, trained and supported by Hepatitis Scotland - has been completed. The final report, *'Mapping Geographical Variations in HCV Support – What's Available and What Factors Influence Engagement and the Impacts on Treatment Pathways'* has also been launched.

Our training and education officer continues to deliver training sessions across the country to a wide variety of professional groups. A total of 37 BBV training sessions have been delivered to 464 workers across Scotland in the following Health Board areas: Greater Glasgow and Clyde, Grampian, Lanarkshire, Lothian, Ayrshire and Arran, Forth Valley and Dumfries and Galloway.

We continued the regular publishing of e-Bulletins(10 during the year). This method of communication has also been used to highlight third sector developments and achievements. We have introduced the concept of themed bulletins, highlighting key areas and all the latest research around that particular subject.

Funding

We developed and submitted a number of funding bids and were successful in securing funding for additional work on sexual and reproductive health and new psychoactive substances. We have also secured additional funding for user involvement and for the Addiction Workers Training Project.

In line with much of the voluntary sector we are faced with a very challenging financial situation and have put in place a standing fundraising group to explore new areas of finance – in line with our strategic direction.

Financial Review

The Statement of Financial Activities, on page 13 shows an overall increase in funds of £5,330. This is made up of:

- An increase in the General Fund of £ 22,543
- An increase in Designated Reserves of £ 34,258
- A decrease in Restricted Reserves of £ 51,471

Details of grants receivable are shown in notes 2 and 4 on page 16.

The movement on funds over the year is shown in note 11 on page 20 with explanatory notes on each fund appended on pages 21-22.

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Financial Review (continued)

General Fund

This was the second year of a three-year funding plan agreed with the Scottish Government though its value has been decreased by 10% year on year. We are grateful to the Scottish government for their continued support. At the end of the year £20,000 was transferred to a "Long term Absence Reserve" within Designated Funds. This fund will provide support to the organisation during periods of longer term staff absence.

At 31st March 2014 the balance of the General Fund stood at £316,102. This fund represents the free reserves of the charity, which are available for the immediate support of the organisation. These funds are held to protect the organisation against future financial risks, such as loss of funding, unexpected increases in expenditure or legal action against the organisation, in accordance with the reserves policy which is set out below.

The Board's long term financial objective is to secure the long term viability of the organisation by targeting annual contributions to General Fund of around £30,000 per year. The current financial climate has made this difficult to achieve year on year. Results for 2013/14 were slightly below this level. The organisation has continued attempts to reduce its costs base in preparation for anticipated reductions in income over the next couple of years.

Designated Funds

Designated funds of £142,677 include a redundancy provision of £75,336 (to ensure SDF can meet its legal obligations to staff when required) and a £20,000 provision against costs arising from long term staff absences. The remaining £47,341 represents the carrying value of tangible fixed assets.

Restricted Funds

Restricted Funds of £375,398 are carried forward covering a range projects being undertaken for a number of different funders.

New projects this year include work on New Psychoactive Substances and an extension to our Hepatitis programme.

Investment Policy

The majority of funds managed by the Scottish Drugs Forum are either entrusted to SDF for restricted purposes or require to be readily available for the support of the organisation. Therefore all funds are held in interest bearing accounts where there is no risk to the capital sums. As all funds are being used and replenished within the short to medium term (0 to 6 months) no long term deposits are made.

Reserves Policy

The funds available for the immediate support of the organisation are regularly compared against the costs of the Scottish Drugs Forum's activity in order to assess the level of protection they afford. The Board's aim is that they should, broadly, equate to 3 months running costs for the whole organisation, as measured against the previous financial year. At 31st March 2014 this would suggest an appropriate level of available reserves to be around £390,000. As seen above our immediately available General Fund is currently below this level and despite the difficult economic conditions the Board will be seeking to address this over the next few years

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Financial Review (continued)

Funders

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

The Scottish Government

Big Lottery Fund

Borders Alcohol & Drug Partnership through NHS Borders

East Ayrshire Alcohol & Drug Partnership through East Ayrshire Council

East Dunbartonshire Alcohol & Drug Partnership through East Dunbartonshire Council

Fife Alcohol & Drug Partnership through NHS Fife

North Ayrshire Alcohol & Drug Partnership through North Ayrshire Council

NHS Greater Glasgow & Clyde

Glasgow City Council Integrated Grants Fund

Bank of Scotland Foundation

Robertson Trust

Shaw Trust

Future plans

Our current – 3 year – funding agreement runs until March 2015. Discussions regarding its renewal will be held with the Scottish Government over the next few months. Additional project activity continues to generate support for core activity and work is underway to renew or replace projects which will be coming to an end during the coming year. Additionally the Board has been considering the impact that the result of the Independence Referendum might have on activity. Further discussions will take place once the result is known.

Given the overall financial situation within the public sector we recognise the challenge of retaining and increasing funding in order to make the biggest impact possible. We continue to try to diversify our funding sources so that we are not overly reliant on one funding stream.

Statement of Trustees' Responsibilities

The trustees (who are directors of The Scottish Drugs Forum Limited for the purposes of company law) are responsible for preparing the Report of the Directors 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 its incoming resources and application of resources, including its income and expenditure for the year. In preparing those financial statements, the trustees are required to:

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

The Scottish Drugs Forum Limited

Report of the Directors (continued)

Statement of Trustees' Responsibilities (continued)

The trustees 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 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The applicable law also sets out the trustees' responsibilities for the preparation and content of the Report of the Directors. In addition the trustees are responsible for any other information published together with the Report of the Directors and the Financial Statements.

The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

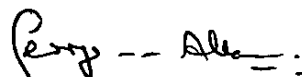
In so far as the trustees are aware:

- 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 auditor is aware of that information.

Small Company Exemptions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 relating to small companies.

By Order of the Board

Signed: 

Date: 10/9/14

Name: GEORGE ALLAN

Director

Company Registration Number: SC 106295

Independent Auditor's Report To the Trustees and Members of The Scottish Drugs Forum Limited

We have audited the financial statements of the Scottish Drugs Forum for the year ended 31 March 2014 set out on pages 13 to 22. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made exclusively to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the directors, as trustees of the charity, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the company's members and the charity's trustees 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 charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on pages 9-10 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including 'APB Ethical Standard - Provisions Available for Small Entities (Revised)', in the circumstances set out in note 13 to the financial statements.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2014 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 applicable to Smaller Entities; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

[continued on next page]

Independent Auditor's Report

To the Trustees and Members of The Scottish Drugs Forum Limited (continued)

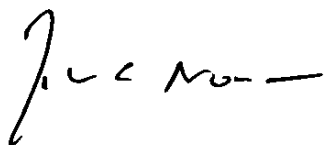
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Directors.



John Norman CA (Senior Statutory Auditor)

**For and on behalf of
John G. Norman Ltd
Chartered Accountants and Statutory Auditor**

The Courtyard
130 Constitution Street
Leith
Edinburgh EH6 6AJ

Date: 16/9/14

The Scottish Drugs Forum Limited

**Statement of Financial Activities (including Income and Expenditure Account)
For the Year Ended 31 March 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Grants for National & Regional support	2	315,900	21,000	336,900	377,560
Members' subscriptions		6,120	-	6,120	5,545
Activities for generating funds	3	18,615	-	18,615	18,998
Bank interest		1,579	-	1,579	2,342
Incoming resources from charitable activities:					
<i>National services:</i>					
Quality Development Programme	4	-	110,886	110,886	238,364
Hepatitis Scotland	4	-	254,780	254,780	202,200
Other national services	4	-	293,315	293,315	219,986
<i>Operations projects:</i>					
Addiction Workers' Training Programme	4	-	401,912	401,912	324,459
User involvement & peer research	4	-	53,309	53,309	86,323
Other projects	4	-	5,000	5,000	27,639
Conferences & Seminars		48,270	7,100	55,370	41,876
Consultancy, training fees & other income		29,299	-	29,299	21,411
Staff secondment		10,310	-	10,310	-
Total incoming resources		430,093	1,147,302	1,577,395	1,566,703
Resources Expended:					
Charitable activities:					
National & Regional support		345,382	28,100	373,482	445,069
<i>National services:</i>					
Quality Development Programme		-	191,245	191,245	181,214
Hepatitis Scotland		-	226,216	226,216	208,741
Other national services		10,310	267,865	278,175	140,349
<i>Operations projects:</i>					
Addiction Workers' Training Programme		-	392,272	392,272	268,471
User involvement & peer research		-	80,230	80,230	81,005
Other projects		-	8,435	8,435	55,303
Governance costs		22,010	-	22,010	21,464
Total resources expended	5	377,702	1,194,363	1,572,065	1,401,616
Net incoming resources					
- Net income for year		52,391	(47,061)	5,330	165,087
Transfers	11	4,410	(4,410)	-	-
Net movement in funds		56,801	(51,471)	5,330	165,087
Funds brought forward		401,978	426,869	828,847	663,760
Funds carried forward		458,779	375,398	834,177	828,847

The statement of financial activities above includes all recognised gains and losses in the year.
All incoming resources and resources expended derive from continuing activities.

The notes on pages 15 to 22 form part of these financial statements.

The Scottish Drugs Forum Limited

Balance Sheet at 31 March 2014

	Note	2014 £	2013 £
Fixed Assets			
Tangible assets	7	<u>47,341</u>	<u>37,395</u>
Current Assets			
Stock		50	50
Debtors	8	73,305	224,788
Cash at bank & in hand		<u>911,633</u>	<u>695,599</u>
		<u>984,988</u>	<u>920,437</u>
Creditors - Amounts falling due within one year	9	<u>198,152</u>	<u>128,985</u>
Net Current Assets		<u>786,836</u>	<u>791,452</u>
Total Assets Less Current Liabilities		<u>834,177</u>	<u>828,847</u>
Net Assets		<u>834,177</u>	<u>828,847</u>
Funds			
<i>Unrestricted funds:</i>			
Designated funds	11	142,677	108,419
General fund	11	<u>316,102</u>	<u>293,559</u>
Total unrestricted funds		<u>458,779</u>	<u>401,978</u>
Restricted funds	11	<u>375,398</u>	<u>426,869</u>
Total Funds		<u>834,177</u>	<u>828,847</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Directors and authorised for issue on 10/9/14

Signed:

Name:

George Allan
GEORGE ALLAN

Date:

10/9/14

Director

The notes on pages 15 to 22 form part of these financial statements.

The Scottish Drugs Forum Limited
Notes to the Financial Statements
For the Year Ended 31 March 2014

1 Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice, Accounting by Reporting by Charities, issued in March 2005.

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 provided there are no external conditions affecting entitlement.

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.

Resources Expended

All expenditure is accounted for on an accruals basis. As far as possible costs are attributed directly to the various categories of charitable expenditure. Staff costs are allocated on the basis of time spent on each activity by employees and other overheads in proportion to estimated staff usage of facilities.

Governance costs are those relating to the general running of the charity, rather than the charitable activity, and include annual audit and accounts preparation and costs associated with meetings of the trustees including an allocation of administrative costs.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost or valuation less depreciation. Depreciation is charged by the straight line method over the estimated useful life of each asset as follows:

Leasehold improvements	over the original period of the lease (8 years)
Furniture & fittings	10 years
Computer equipment	3 years
Other office equipment	4-5 years

Generally assets costing less than £250 are not capitalised.

Leases

Rentals under operating leases are charged on a straight-line basis over the lease term.

Stock

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

Pension Costs

Pension costs represent defined contributions payable for the accounting period.

Taxation

The company is a registered charity and no provision for taxation is required on its charitable activities. The company is not registered for VAT and expenditure includes VAT where relevant.

Funds

Unrestricted general funds can be used in accordance with any of the charitable objects at the discretion of the Directors.

Designated funds are set aside by the Directors out of unrestricted general funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The Scottish Drugs Forum Limited

Notes to the Financial Statements For the Year Ended 31 March 2014

	2014	2013
	£	£
2 Grants for National & Regional support		
Scottish Government - <i>for National core activities (including directory)</i>	315,900	351,000
NHS Lothian - <i>East of Scotland</i>	-	5,560
NHS Fife - <i>East of Scotland</i>	11,000	11,000
NHS Borders	10,000	10,000
Total National & Regional	336,900	377,560
3 Activities for generating funds		
Accommodation income	1,921	2,670
Financial administration services	16,694	16,328
Total	18,615	18,998
4 Incoming resources from charitable activities:		
National Services:		
Quality Development Programme - Big Lottery Fund	108,516	238,364
- Other income	2,370	-
	110,886	238,364
Hepatitis Scotland - Scottish Government	235,000	200,000
- World Hepatitis Day & other income	19,780	2,200
	254,780	202,200
Other national services:		
Scottish Government - <i>Naloxone / critical incidents training</i>	153,556	130,000
Scottish Government - <i>Sexual health</i>	63,299	62,888
Scottish Government - <i>National development advisor</i>	45,044	27,098
Scottish Government - <i>new psychoactive substances</i>	31,416	-
Total other national services	293,315	219,986
Operations Projects:		
Addiction Workers' Training Programme (AWTP):		
Glasgow City Council	127,890	127,890
Big Lottery	219,931	151,616
NHS Fife	30,000	-
Robertson Trust	20,000	-
Employment support & training grants	4,091	44,953
Total - AWTP	401,912	324,459
User involvement & research:		
East Dunbartonshire Council - <i>user involvement</i>	13,334	13,333
East Ayrshire ADP - <i>user involvement & peer to peer recovery</i>	24,850	49,290
North Ayrshire Council - <i>Womens peer research / user involvement</i>	10,000	15,000
Scottish Government - <i>Evaluation of peer research model</i>	4,000	-
East Ayrshire Council - <i>user involvement</i>	-	6,500
Other income for User involvement	1,125	2,200
Total - user involvement & research	53,309	86,323
Other projects:		
Scottish Government - <i>Injecting equipment Directory</i>	5,000	5,000
Big Lottery Fund - <i>recovery from drug injecting (research)</i>	-	10,639
Bank of Scotland Foundation - <i>financial capability</i>	-	10,000
Other project grants	-	2,000
Total - other projects	5,000	27,639

The Scottish Drugs Forum Limited

Notes to the Financial Statements (continued)

5 Resources Expended	Staff costs	Direct operating costs	Admin cost allocation	Total 2014	Total 2013
	£	£	£	£	£
National & Regional support	251,796	40,126	81,560	373,482	445,069
National services:					
Quality Development Programme	153,651	15,033	22,561	191,245	181,214
Hepatitis Scotland	168,249	37,979	19,988	226,216	208,741
Other national services:					
Training - naloxone, critical incidents & new psychoactive substances	93,520	44,560	15,514	153,594	57,421
Sexual Health	45,930	17,196	6,178	69,304	58,186
National development advisor	44,526	-	441	44,967	24,742
Staff secondment	10,310	-	-	10,310	-
Operations projects:					
Addiction workers' training programme	97,849	280,107	14,316	392,272	268,471
User involvement & peer research	61,735	11,244	7,251	80,230	81,005
Directories & website costs	4,108	4,200	127	8,435	28,098
Recovery from drug injecting - research	-	-	-	-	27,205
Governance costs	8,786	-	13,224	22,010	21,464
Total resources expended	940,460	450,445	181,160	1,572,065	1,401,616
Analysis of above expenditure:					
Staff costs (note 6)	940,460	-	-	940,460	904,293
Direct operating costs:					
Conferences and seminars	-	35,289	-	35,289	27,442
Publications, printing & subscriptions	-	5,483	-	5,483	5,992
Staff training & development	-	7,356	-	7,356	3,915
Travel & subsistence	-	35,015	-	35,015	30,116
Direct project costs:					
Addiction project trainee costs	-	210,410	-	210,410	134,226
Addiction project - training & travel costs	-	62,302	-	62,302	35,212
Other project training costs	-	45,997	-	45,997	38,246
Promotional costs (Hep C)	-	33,423	-	33,423	-
Research costs	-	-	-	-	16,234
Website development & IT costs	-	4,200	-	4,200	34,795
Other project costs	-	10,970	-	10,970	8,886
Administrative costs:					
Rent & rates	-	-	54,061	54,061	51,406
Property services	-	-	35,767	35,767	35,463
Postage & telephone	-	-	15,782	15,782	14,814
Office supplies	-	-	23,929	23,929	23,033
Office equipment costs	-	-	12,289	12,289	10,641
Professional fees	-	-	6,916	6,916	4,894
Depreciation	-	-	24,545	24,545	15,686
Bad debt provision	-	-	7,871	7,871	6,322
Total resources expended	940,460	450,445	181,160	1,572,065	1,401,616

The Scottish Drugs Forum Limited
Notes to the Financial Statements (continued)

5. Resources Expended (continued)	2014	2013
	£	£
<i>Auditors' remuneration:</i>		
for audit and accounts:	<u>4,800</u>	<u>4,650</u>
6. Staff Details	£	£
Gross salaries	786,768	752,163
Social security costs	81,546	77,692
Pension costs	50,591	49,828
Redundancy settlements	20,146	20,097
Recruitment	<u>1,409</u>	<u>4,513</u>
Total	<u>940,460</u>	<u>904,293</u>
<i>Average full-time equivalent number of employees:</i>	No.	No.
Management	7	6
Project / development staff	15	14
Administrative support	<u>4</u>	<u>4</u>
Total	<u>26</u>	<u>24</u>

There were no employees with emoluments in excess of £60,000 (last year - none).

No emoluments were paid to trustees (directors) during the year.

Expenses of £107 were reimbursed to trustees (previous year - £221).

7. Tangible Fixed Assets	Furniture & equipment	Leasehold improvements	Total
<i>Cost or Valuation</i>	£	£	£
At 1 April 2013	81,591	80,649	162,240
Additions	34,491	-	34,491
(Less): Disposals	<u>(42,675)</u>	<u>-</u>	<u>(42,675)</u>
At 31 March 2014	<u>73,407</u>	<u>80,649</u>	<u>154,056</u>
<i>Depreciation</i>			
At 1 April 2013	74,440	50,405	124,845
Charge for year	14,464	10,081	24,545
(Less): on disposals	<u>(42,675)</u>	<u>-</u>	<u>(42,675)</u>
At 31 March 2014	<u>46,229</u>	<u>60,486</u>	<u>106,715</u>
<i>Net Book Value</i>			
At 31 March 2014	<u>27,178</u>	<u>20,163</u>	<u>47,341</u>
At 31 March 2013	<u>7,151</u>	<u>30,244</u>	<u>37,395</u>

The Scottish Drugs Forum Limited

Notes to the Financial Statements (continued)

8. Debtors	2014	2013
<i>Amounts falling due within one year:</i>	£	£
Invoiced sales & grants	48,997	47,849
Accrued income	5,363	159,809
Prepayments & other debtors	18,945	17,130
	<u>73,305</u>	<u>224,788</u>

9. Creditors		
<i>Amounts falling due within one year:</i>	£	£
Deferred income (note (a) below)	79,053	16,730
Taxation and Social Security	21,329	21,786
Accruals & other creditors	92,116	84,575
Funds held for ERIT (note (b) below)	5,654	5,894
	<u>198,152</u>	<u>128,985</u>

Notes:

(a) Details of deferred income:	£	£
Training fees paid in advance	16,600	8,600
AWTP grants for 2014/15	31,188	-
World Hep Day income in advance	31,140	8,000
Other advance payments	125	130
	<u>79,053</u>	<u>16,730</u>

<i>Movements in deferred income:</i>	£	£
Balance brought forward	16,730	19,800
Released from previous years	(13,930)	(19,800)
Deferred in year	76,253	16,730
Balance carried forward	<u>79,053</u>	<u>16,730</u>

(b) Funds of £5,654 are held on behalf of the Federation of European Professional Associations Working in the Field of Drug Abuse (ERIT).

10. Lease Commitments

The company has operating lease commitments for rent on its national office premises in Glasgow on two leases expiring in over 5 years. The total annual amount due at present is £40,656 (including VAT at 20%). Rent reviews are due at 27 March 2016. There are also quarterly service charges.

The Scottish Drugs Forum Limited

Notes to the Financial Statements (continued)

11. Movement on Funds

		At 1/4/13 £	Movement in Resources		Fixed Asset Transfers £	Other Transfers £	At 31/3/14 £
	Note		Incoming £	Outgoing £			
Restricted Funds:							
Regional support - East	(a)	-	21,000	(21,000)	-	-	-
<i>National services:</i>							
Quality Development	(b)	190,548	110,886	(191,245)	(4,060)	-	106,129
Hepatitis Scotland	(c)	10,208	254,780	(226,216)	-	-	38,772
Naloxone / critical incidents	(d)	7,579	153,556	(137,835)	(2,685)	-	20,615
Critical incidents reserve	(d)	8,964	-	-	-	-	8,964
Hepatitis C	(d)	2,376	-	-	(2,376)	-	-
NPS training & development	(d)	-	31,416	(15,759)	(734)	-	14,923
Directory of services	(e)	3,149	-	(4,200)	-	1,051	-
Sexual health	(f)	75,354	63,299	(69,304)	-	-	69,349
National Develop'nt Advisor	(g)	2,356	45,044	(44,967)	-	-	2,433
User involvement (national)	(h)	4,060	1,125	(9,828)	-	4,643	-
<i>Operations projects:</i>							
AWTP - Glasgow	(i)	55,729	226,614	(237,871)	-	-	44,472
AWTP - Edinburgh	(i)	18,718	175,298	(154,401)	(249)	-	39,366
East Dunbartonshire UI	(h)	-	13,334	(13,334)	-	-	-
East Ayrshire ADP - UI	(h)	29,173	24,850	(37,068)	-	-	16,955
N. Ayrshire Council - research	(h)	-	10,000	(10,000)	-	-	-
Injecting equipment directory	(j)	2,900	5,000	(4,235)	-	-	3,665
<i>Other funds:</i>							
Naloxone directory	(k)	1,200	-	-	-	-	1,200
Financial capability	(l)	10,000	-	(10,000)	-	-	-
Evaluation of peer research	(m)	-	4,000	-	-	-	4,000
AGM grant	(n)	-	7,100	(7,100)	-	-	-
Contact management	(o)	4,000	-	-	-	-	4,000
Christmas campaign	(p)	555	-	-	-	-	555
Total Restricted Funds		<u>426,869</u>	<u>1,147,302</u>	<u>(1,194,363)</u>	<u>(10,104)</u>	<u>5,694</u>	<u>375,398</u>
Unrestricted Funds:							
<i>Designated funds:</i>							
Redundancy provision	(q)	71,024	-	-	-	4,312	75,336
Long term absence reserve	(r)	-	-	-	-	20,000	20,000
Fixed Asset fund	(s)	37,395	-	(24,545)	34,491	-	47,341
Total designated funds		<u>108,419</u>	<u>-</u>	<u>(24,545)</u>	<u>34,491</u>	<u>24,312</u>	<u>142,677</u>
General fund	(t)	<u>293,559</u>	<u>430,093</u>	<u>(353,157)</u>	<u>(24,387)</u>	<u>(30,006)</u>	<u>316,102</u>
Total Unrestricted Funds		<u>401,978</u>	<u>430,093</u>	<u>(377,702)</u>	<u>10,104</u>	<u>(5,694)</u>	<u>458,779</u>
Total Funds		<u>828,847</u>	<u>1,577,395</u>	<u>(1,572,065)</u>	<u>-</u>	<u>-</u>	<u>834,177</u>

(see Notes on Funds on next page)

The Scottish Drugs Forum Limited

Notes to the Financial Statements (continued)

11. Movement on Funds (continued)

Notes on Funds & Transfers:

- (a) Regional support grants have been received from NHS Fife and NHS Borders and are targeted primarily to support responses to drugs problems in those areas.
- (b) The Quality Development Programme for Drug Services is being funded by the Big Lottery over a 5-year period from 1/11/09. The project seeks to improve the services on offer to people who have a drug problem.
- (c) Hepatitis Scotland is funded by the Scottish Government and hosted within the Scottish Drugs Forum so as to lead the national voluntary sector response regarding viral hepatitis.
- (d) The funds for Critical Incidents, Hepatitis C, Naloxone and new psychoactive substances (NPS) are for training in these areas and arise from grants by the Scottish Government.
- (e) The production of a Directory of Drug Services was funded by the Scottish Government in previous years.
- (f) The sexual and reproductive health post is being funded by the Scottish Government for the 3 years to March 2015 with the aim of improving the sexual and reproductive health of substance users in Scotland.
- (g) The Scottish Government funding for the National Development Advisor provides a member of staff to advise the Scottish Government on priorities for service redesign and development, to inform and lead change in delivery of drug and alcohol outcomes and to support the strategic development of recovery oriented systems of care across Scotland in line with the Scottish Government's national strategies.
- (h) User involvement (UI) and peer research projects have been funded from various statutory sources and exist to enable a service user voice in the planning and delivery of services.
- (i) The Addiction Workers' training programme runs in both Glasgow and Edinburgh and exists to train people, with a history of alcohol and drug dependency, in social care. Both programmes receive funding from the Big Lottery. The Glasgow project also receives funding from Glasgow City Council and the Edinburgh project receives additional funding from NHS Fife and the Robertson Trust.
- (j) The production of a Directory of Injecting Equipment Provision is funded by the Scottish Government.
- (k) The Naloxone Directory and website were funded by the Scottish Government.
- (l) The financial capability fund arises from a contribution of £10,000 from the Bank of Scotland Foundation towards staff and volunteer costs to provide financial training and advice.
- (m) A grant of £4,000 has been received from the Scottish Government for an evaluation of peer research projects.
- (n) The Scottish Government gave a grant of £7,100 towards the cost of the 2013 AGM.
- (o) The restricted fund for *Contact Management development* will be expended during 2014/15.
- (p) The Christmas campaign is to fund incentives to encourage drug users to attend training events over the Christmas period.
- (q) The redundancy provision has been set aside to ensure that the Scottish Drugs Forum is able to meet its legal obligations to staff to make redundancy payments when required.

(Notes on Funds continued on next page)

The Scottish Drugs Forum Limited

Notes to the Financial Statements (continued)

11. Movement on Funds (continued)

Notes on Funds & Transfers (continued):

- (r) The long term absence reserve has been set aside to provide support for activities where non-budgeted staffing costs are incurred providing cover for staff members who require to take extended, paid, periods of absence due to sickness etc.
- (s) The fixed asset fund represents the net book value of fixed assets. Annual depreciation is charged to the fund and the cost of assets acquired in the year, net of adjustment for disposals, is transferred into the fund.
- (t) The *General fund* represents the free reserves of the charity, which are immediately available to support the activity of the organisation. Incoming resources in the year include annual grant funding of £315,900 from the Scottish Government, which contributes to the national core activities of policy, information, communications, finance and administration.

Resources are available in the form of liquid assets to enable each restricted fund above to be expended when required in accordance with its restricted purpose (see note 12 below).

12. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Fund £	Total Funds £
Tangible fixed assets	-	47,341	-	47,341
Stock	-	-	50	50
Debtors	27,605	-	45,700	73,305
Bank & cash	415,775	95,336	400,522	911,633
Creditors due in one year	(67,982)	-	(130,170)	(198,152)
Total funds at 31 March 2014	<u>375,398</u>	<u>142,677</u>	<u>316,102</u>	<u>834,177</u>

13. Other services provided by Auditor

In common with many charities of similar size, we use our auditor to assist with the preparation of the financial statements.