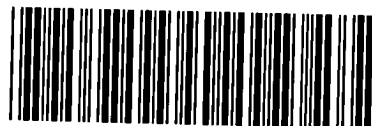


**REPORT OF THE TRUSTEES AND  
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018  
FOR  
THE SCOTTISH DRUGS FORUM**

THURSDAY



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SCT

28/06/2018

#303

COMPANIES HOUSE

Martin Aitken & Co Ltd  
Statutory Auditor  
Chartered Accountants  
Caledonia House  
89 Seaward Street  
Glasgow  
G41 1HJ

**THE SCOTTISH DRUGS FORUM**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

|                                    | Page     |
|------------------------------------|----------|
| Report of the Trustees             | 1 to 8   |
| Report of the Independent Auditors | 9 to 10  |
| Statement of Financial Activities  | 11       |
| Balance Sheet                      | 12       |
| Cash Flow Statement                | 13       |
| Notes to the Cash Flow Statement   | 14       |
| Notes to the Financial Statements  | 15 to 29 |

## **THE SCOTTISH DRUGS FORUM**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives, activities & achievements**

The Scottish Drugs Forum Limited's (SDF) 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 consolidating and expanding the quality and reach of our work across Scotland. The work currently SDF had funding for from the Scottish Government through the Sexual Health and Blood Born Virus Framework was put out to tender in 2017/18. SDF secured funding for much of what we previously had funding for and got funding for additional work.

##### **Objectives, activities & achievements**

Key highlights over the last year have been:

##### **National work**

- Organised and supported conferences that reached 700 people
- Spoke at external conferences to 600 delegates
- Strategic Workforce development activity undertaken
- Older people with a drug problem published findings and promoted interest
- Delivered a death prevention conference
- Developed e-learning as a component of workforce development
- Support for the 3 PADS sub-groups
- Secretary of the Cross Party Group
- Delivered a conference with PADS and SG support of R2R refresh announcement
- National media work re DCRs and Glasgow Central Station Needle Exchange closure
- Supported ROSC development in ADPs

##### **Work with ADPs and Managed Care Networks**

- Delivered 166 training sessions across ADPs areas through Workforce Development team
- Delivered a further 327 training sessions across SDF
- Delivered training to over 4500 people in Scotland in total
- BBV and Sexual and Reproductive Health activity - including work on ongoing HIV outbreak
- Death prevention strategy work with ADPs including further work on 'Staying Alive'

##### **Service level activity**

- Developed and rolled out Stigma training across 18 ADP areas - 27 sessions in total
- Naloxone focusing on supply to vulnerable populations including work with prisons estate

##### **Work with people with lived experience**

- Recruited, trained and supported 45 people with lived/living experience as SDF volunteers
- Recruited, trained and supported 23 people as part of the Addiction Worker Training Project
- Consolidated Addiction Worker Training Project funding
- Supported the delivery of the first peer supply of naloxone to vulnerable populations
- Peer research delivered new opportunities in Tayside and Argyll and Bute
- Recorded the views and opinions of over 400 people with living experience
- Developed a service user involvement toolkit with Dumfries and Galloway ADP which is being published and will be available for use across Scotland.

# THE SCOTTISH DRUGS FORUM

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

### OBJECTIVES AND ACTIVITIES

#### Objectives, activities & achievements

In more detail the work involved the following:

#### Service Quality

Work with 6 ADPs including:

- Argyll and Bute ADP: ROSC development work has now been completed using tools and processes developed by NQD based on Scottish Government Quality Principles and the Recovery Outcomes (RO) tool
- Dumfries and Galloway ADP: NQD has designed, delivered and supported work to develop a comprehensive service user involvement plan for D&G
- Moray ADP: Designed and facilitated an ADP development day for Moray ADP which had all members attend and produced a work plan aimed at improving understanding of roles and responsibilities within the ADP and improving engagement of members in strategic planning and monitoring of service quality
- Aberdeenshire ADP: Conducted an evaluation of 3 community forums in Aberdeenshire which involved training of volunteer members and supporting them to undertake peer research in relation to forum activities. This work has included a large amount of community engagement and we are currently incorporating additional material gathered through the process prior to preparation of the final report for presentation to the ADP
- Scottish Prison Service (SPS): NQD have engaged with prison establishments to design a process of ROSC development within the prison estate
- Change Is A Must (CIAM): Facilitated a STOC pilot of a tailored version of the Rickter Scale for a high tariff children's service in Perth and Kinross

#### Individual services

Worked with a range of individual services including:

- DAPL, Abbeycare, CHARA, Elder St

#### Sexual and Reproductive Health

- Support for Trainers - 25 workers from throughout Scotland have been trained to deliver S&RH training to their colleagues
- S&RH training for Drug Service Staff - Delivered 24 courses, attended by 236 people
- Training developed with THT and delivered to GPs and health centre staff
- Training delivered to St. Mary's Kenmure for 50 staff
- Training delivered to 50 staff working with vulnerable adults at NHS GGC Sandyford
- Developed training pack for staff working with trans people so they feel more confident raising issues of S&RH
- Developed a phone app with Scottish Autism Network to improve knowledge, awareness and decision making in sexual relationships

#### User Involvement/volunteering

- 45 volunteers recruited to take part in peer research in Fife, East Ayrshire, East Dunbartonshire, Tayside IEP evaluation and EPIToPE
- 29 volunteers signposted to partners for training which includes personal development, IT, COCSA, BBV, gender based violence, substance use and pregnancy, mental health first aid, naloxone and 7 habits of highly effective people
- 21 volunteers from E. Dun, E. Ayrshire and Fife have moved onto paid work or are involved in further volunteering with other agencies
- Work ongoing towards Investing in Volunteers accreditation

#### Addiction Worker Training Programme

- Recruited 21 trainees in total across East and West of Scotland
- Completed their SVQ in Health and Social Care
- 19 trainees have secured employment in the Social Care field

## **THE SCOTTISH DRUGS FORUM**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives, activities & achievements**

##### **Naloxone and Drug Related Deaths**

- 300 Prison Officers received training across entire prison estate over 37 sessions
- Hosted a visit from Norwegian colleagues to HMP Shotts
- Organised and participated in a film highlighting the naloxone programme for PCM Scientific European project
- Progressing work on increasing supplies by GPs
- 7 Health Boards now include voluntary sector provision of naloxone
- 12 x T4T sessions delivered to NHS Addiction Services and Pharmacies
- 20 bespoke training and awareness sessions to the above
- Worked with Scottish Ambulance Service for correct guidelines for emergency call handlers
- 4 training sessions delivered for this
- Working with Police Scotland on incorporating naloxone in officer safety training plan
- 5 awareness sessions delivered to Scottish Police Authority forensic departments
- 4 naloxone briefings to Glasgow City Centre police
- 4 written updates to PADS Harms group
- 4 ScoNN meetings
- 2 live facebook events viewed by 2000+ people
- Attended a joint partnership project with WHO/UNODC to pilot naloxone availability in Central Asia

##### **ADP Death prevention strategies**

- 25 ADP's have plans in place
- ADP's developing a broader understanding of DRD
- Draft Staying Alive progress report submitted to Scottish Government
- NVFDRD has had 3 meetings, peers supported to develop a questionnaire on street Gabapentin at the request of PADS
- Research was carried out and 41 people were interviewed and results presented to the Harms group and then by 2 peers at a conference
- Launched the Peer Supply Model in Glasgow, recruiting 10 peers and providing training and support
- 7 peer training days in the community
- 10 awareness sessions

##### **Hepatitis Scotland**

- World Hepatitis Day group delivered activity and support across Scotland
- Led Hepatitis See project for WHD and 16 Community art workshops were organised for people affected by Hep C. 48 works of art were created for display in GoMA in Glasgow
- Produced 2 videos on GoMA exhibition
- Delivered patient information booklets in WHD packs to GPs in high deprivation areas
- 29 BBV training sessions delivered across Scotland, targeting a wide range of sectors including GPs, Addiction services, Injection Equipment providers, Housing/Homeless to name a few
- Delivered in partnership with SDF, 5 days of peer research training with 10 Tayside volunteers
- Organised 40 mystery shopper visits using trained peer researchers
- 6 focus groups across NHS Forth Valley in partnership with Hep C Trust
- Organised and facilitated BBV conversation café in partnership with Lanarkshire BBV MCN
- Drafted new Hepatitis C treatment campaign for NHS Lanarkshire

##### **Emergency Planning**

- 17 bacterial infections and drug use training
- 15 foil and route transition training
- 1 wound care course training with tissue viability nurse
- 2 injecting harms evening training
- Bacterial infection and drug use e learning in final stages of development
- Staphylococcus aureus resource developed
- Person at risk of HIV resource completed and being piloted among 5 services, 3 pharmacies, 2 specialist IEP/homeless services

##### **Communications and Information**

- Approx 2000 telephone enquiries dealt with
- 2 briefings produced: one on drug testing and second on drug control
- 210 media enquiries to SDF

# THE SCOTTISH DRUGS FORUM

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

### OBJECTIVES AND ACTIVITIES

#### Objectives, activities & achievements

- Proactive media work regarding the closure of Glasgow Central Station needle exchange and in relation to the HIV outbreak in Glasgow
- New website up and running
- Twitter followers now at 3861 with 716 additional followers
- Facebook has 561 additional followers/total 1758

#### Workforce Development

Range of strategic work force development undertaken:

- Strategic workforce development plans have been completed with 15 ADPs
- Developing a workforce development plan to design core skills and competencies framework for drug and alcohol and wider services with members of the PADS Quality and Consistency group
- Working with NES, SSSC and GCA to develop a workforce development framework for different tiers of service
- Survey produced and completed by 29 out of 30 ADPs to inform the structure and agenda for learning and development forum for ADPs
- Engaged with all ADPs to offer the new expanded core training package
- 139.5 training days across 30 ADPs in Stigma and Trauma awareness
- 9 training pilot sessions each of Understanding Stigma, Staying Alice and Older and Wiser across Scotland
- New courses in Drug and Alcohol Awareness - Essential Skills for working with people who use alcohol and drugs
- Revised the CAPSM course with Lloyds PDI
- Exploring accreditation for training and have undergone training as a staff team with Scottish Credit and Qualifications Framework
- ROW e learning designed and implemented and has been completed by 112 people across 8 ADPs
- Bacterial infections e learning is now complete
- NPS e learning was completed by 68 people
- Drink Wise Age Well e learning completed
- 9 days training were delivered across the prison estate and a further 9 planned
- In partnership with Addaction we have delivered training in the Drink Wise Age Well programme across 5 test sites in GB and NI

#### Events/Conferences

- Conference on Death prevention, attended by 120 delegates
- Conference on Seek, Keep and Treat, attended by 150 delegates
- 2 Employability events in Glasgow and Dundee, 80 people attended in total
- Conference in partnership with PADS and SG to announce the refresh of R2R attended by 80 delegates
- In partnership with Stirling University and Scottish Universities: gave 2 seminars on homelessness and substance use, 120 people attended in total
- Organised with Stirling University an event on Overdose Prevention featuring the British Columbia experience, 60 people attended

### FINANCIAL REVIEW

The Statement of Financial Activities, on page 11, shows an overall increase in funds of £144,840. This is made up of:

- |                                             |         |
|---------------------------------------------|---------|
| - An increase in the General Fund of        | £28,977 |
| - An increase in the Designated Reserves of | £75,556 |
| - A increase in the Restricted Reserves of  | £40,307 |

Details of grants receivable are shown in notes 2 and 4 on pages 17 and 18.

The movement on funds over the year is shown in note 18 on pages 24 and 25.

#### General Fund

This was a one year funding agreement from Scottish Government. We are in receipt of a similar funding award for 2018/19 and the Scottish Government have indicated their hope of being able to extend this into a three year funding arrangement. We are grateful to them for their continued support.

## **THE SCOTTISH DRUGS FORUM**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **FINANCIAL REVIEW**

At 31 March 2018, the balance of the General Fund stood at £542,702. 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 the General Fund of around £30,000 per year. The current financial climate has made this difficult to budget for year on year. Whilst a lower budget was set, results for 2017/18 were at this level and have allowed SDF, for the first time in a number of years, to achieve its reserves target in relation to budgeted 2018/19 turnover.

#### **Designated Funds**

Designated funds of £440,850 include:

- a redundancy provision of £159,977 (to ensure SDF can meet its legal obligations to staff when required) and £19,941 representing the carrying value of tangible fixed assets;
- £176,937 which has been set aside to support future work and;
- £83,995 which represents the value of unrestricted income recognised during the year which relates to activity to be delivered in the future

#### **Restricted Funds**

Restricted Funds of £437,994 are carried forward, covering a range of projects being undertaken for a number of different funders.

#### **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 and Going Concern**

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 at least 3 months running costs for the whole organisation, as measured against the previous financial year. At 31 March 2018, this would suggest an appropriate level of available reserves to be around £543,000. As seen above, our immediately available General Fund has just reached that level. With budget turnover for the coming year being broadly in line with 2017/18, a breakeven budget has been set.

#### **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.

#### **Funders**

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

Scottish Government  
Big Lottery Fund  
Alcohol Research UK  
Argyll & Bute Alcohol & Drug Partnership  
Bank of Scotland Foundation  
Borders Alcohol & Drug Partnership / NHS Borders  
Capability Scotland  
East Ayrshire Alcohol & Drug Partnership / East Ayrshire Council  
East Ayrshire Health & Social Care Partnership  
East Dunbartonshire Alcohol & Drug Partnership / East Dunbartonshire Council  
Fife Alcohol & Drug Partnership / Fife Council  
Glasgow City Council Integrated Grants Fund  
Henry Smith Charity  
National Institute for Health Research  
NHS Fife  
NHS Greater Glasgow & Clyde  
Riverside Community Trust

# THE SCOTTISH DRUGS FORUM

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

### FINANCIAL REVIEW

#### Funders (cont)

Robertson Trust

Shaw Trust

#### Future plans

Our current (2018/19) core funding agreement from Scottish Government is for one year, to March 2019. Scottish Government has indicated that they wish to consolidate this into a three year arrangement during the next few months. Project activity continues to generate significant support for core activity and work is continually underway to replace projects which will be coming to an end during the coming year.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The Scottish Drugs Forum Limited (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 for a term of 3 years. Directors retire after 3 years, up to a maximum of 12 years service, 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.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

SC106295

#### Registered Charity number

SC008075

#### Registered office

91 Mitchell Street  
Glasgow  
G1 3LN

#### Trustees

|                    |           |                     |
|--------------------|-----------|---------------------|
| George Allan       | Chair     | - resigned 17.1.18  |
| Jim Stephen        |           |                     |
| John Preston       |           | - deceased 19.11.17 |
| Stephanie Morrison |           |                     |
| Mary Hepburn       |           |                     |
| April Adam         | Treasurer |                     |
| Hazel Robertson    |           |                     |
| George Thomson     |           |                     |
| Peter Kelly        |           |                     |
| Alastair Gilmour   |           |                     |
| John Budd          |           |                     |
| George Webster     |           |                     |
| Mark McCann        |           |                     |
| Jennifer Milligan  |           | - appointed 5.4.17  |
|                    |           | - resigned 6.3.18   |
| Aileen O'Gorman    |           | - appointed 5.4.17  |
| Trish Tougher      |           | - appointed 4.4.18  |
| Louise Aitken      |           | - appointed 4.4.18  |

Trustees retire after 3 years' service, and are eligible for re-appointment.

## **THE SCOTTISH DRUGS FORUM**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Secretary**  
Ken Butler

**Auditors**  
Martin Aitken & Co Ltd  
Statutory Auditor  
Chartered Accountants  
Caledonia House  
89 Seaward Street  
Glasgow  
G41 1HJ

**Senior Management Staff**  
Dave Liddell - Director  
Ken Butler - Head of Business, Finance & Administration  
Leon Wylie - Lead Officer Hepatitis Scotland  
Neil Stewart - Head of Quality Development  
Emma Hamilton - Head of Inclusion & Peer Engagement

**Bankers**  
Clydesdale Bank plc  
30 St Vincent Place  
Glasgow  
G1 2HL

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of The Scottish Drugs Forum for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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 auditors are aware of that information.

#### **AUDITORS**

The auditors, Martin Aitken & Co Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**THE SCOTTISH DRUGS FORUM**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

Approved by order of the board of trustees on 20 June 2018 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Jim Stephen', with a stylized flourish at the end.

Jim Stephen - Trustee

# **REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF THE SCOTTISH DRUGS FORUM**

## **Opinion**

We have audited the financial statements of The Scottish Drugs Forum (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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, and to the charitable company's trustees, as a body, 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 charitable company's members and trustees those matters we are required to state to them in an auditors' 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 the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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 2018 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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 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 Auditors 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 UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 21 to the financial statements, 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, 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, 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.

## **Opinion 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

# REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF THE SCOTTISH DRUGS FORUM

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

In the light of the 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 Report of the Trustees.

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) requires 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## Responsibilities of trustees

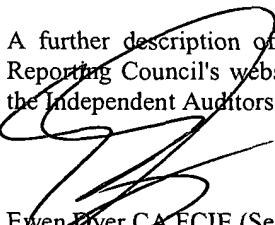
As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for 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.

## Our 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 a Report of the Independent Auditors 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.



Ewen Byer CA FCIE (Senior Statutory Auditor)  
for and on behalf of Martin Aitken & Co Ltd  
Statutory Auditor  
Chartered Accountants  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Caledonia House  
89 Seaward Street  
Glasgow  
G41 1HJ

20 June 2018

# THE SCOTTISH DRUGS FORUM

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2018

|                                           |       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2018<br>Total<br>funds<br>£ | 2017<br>Total<br>funds<br>£ |
|-------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
|                                           | Notes |                            |                          |                             |                             |
| <b>INCOME FROM</b>                        |       |                            |                          |                             |                             |
| Grants and subscriptions                  | 2     | 288,440                    | -                        | 288,440                     | 299,780                     |
| <b>Charitable activities</b>              | 4     |                            |                          |                             |                             |
| Quality Development Programme             |       | -                          | 216,944                  | 216,944                     | 254,462                     |
| Hepatitis Scotland                        |       | -                          | 224,441                  | 224,441                     | 236,654                     |
| Other national services                   |       | -                          | 662,206                  | 662,206                     | 714,044                     |
| Addiction Worker's Training Programme     |       | -                          | 568,690                  | 568,690                     | 464,390                     |
| User involvement & peer research          |       | -                          | 90,303                   | 90,303                      | 114,182                     |
| Other projects                            |       | -                          | 19,731                   | 19,731                      | 28,140                      |
| Conferences & seminars                    |       | 18,457                     | -                        | 18,457                      | 19,780                      |
| Consultancy, training fees & other income |       | 81,195                     | -                        | 81,195                      | 86,565                      |
| Investment income                         | 3     | <u>1,652</u>               | <u>-</u>                 | <u>1,652</u>                | <u>1,725</u>                |
| <b>Total</b>                              |       | <b>389,744</b>             | <b>1,782,315</b>         | <b>2,172,059</b>            | <b>2,219,722</b>            |
| <b>EXPENDITURE ON</b>                     |       |                            |                          |                             |                             |
| <b>Charitable activities</b>              | 5     |                            |                          |                             |                             |
| Administrative costs                      |       | 32,134                     | 166,719                  | 198,853                     | 194,855                     |
| Staff costs                               |       | 238,334                    | 1,169,460                | 1,407,794                   | 1,418,811                   |
| Project costs                             | 7     | <u>35,025</u>              | <u>385,547</u>           | <u>420,572</u>              | <u>517,836</u>              |
| <b>Total</b>                              |       | <b>305,493</b>             | <b>1,721,726</b>         | <b>2,027,219</b>            | <b>2,131,502</b>            |
| <b>NET INCOME</b>                         |       | <b>84,251</b>              | <b>60,589</b>            | <b>144,840</b>              | <b>88,220</b>               |
| <b>Transfers between funds</b>            | 18    | <u>20,282</u>              | <u>(20,282)</u>          | <u>-</u>                    | <u>-</u>                    |
| <b>Net movement in funds</b>              |       | <b>104,533</b>             | <b>40,307</b>            | <b>144,840</b>              | <b>88,220</b>               |
| <b>RECONCILIATION OF FUNDS</b>            |       |                            |                          |                             |                             |
| <b>Total funds brought forward</b>        |       | <b>879,020</b>             | <b>397,687</b>           | <b>1,276,707</b>            | <b>1,188,487</b>            |
| <b>TOTAL FUNDS CARRIED FORWARD</b>        |       | <b><u>983,553</u></b>      | <b><u>437,994</u></b>    | <b><u>1,421,547</u></b>     | <b><u>1,276,707</u></b>     |

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

### GAINS AND LOSSES

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

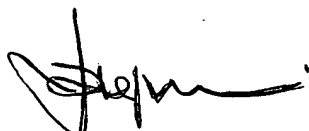
The notes form part of these financial statements

**BALANCE SHEET  
AT 31 MARCH 2018**

|                                              | Notes | 2018<br>£                      | 2017<br>£                      |
|----------------------------------------------|-------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                |                                |
| Tangible assets                              | 12    | 19,941                         | 22,663                         |
| <b>CURRENT ASSETS</b>                        |       |                                |                                |
| Stocks                                       | 13    | 50                             | 50                             |
| Debtors                                      | 14    | 152,134                        | 100,996                        |
| Cash at bank and in hand                     |       | <u>1,325,702</u>               | <u>1,304,113</u>               |
|                                              |       | <b>1,477,886</b>               | <b>1,405,159</b>               |
| <b>CREDITORS</b>                             |       |                                |                                |
| Amounts falling due within one year          | 15    | (76,280)                       | (151,115)                      |
| <b>NET CURRENT ASSETS</b>                    |       | <u><b>1,401,606</b></u>        | <u><b>1,254,044</b></u>        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u><b>1,421,547</b></u>        | <u><b>1,276,707</b></u>        |
| <b>NET ASSETS</b>                            |       | <u><u><b>1,421,547</b></u></u> | <u><u><b>1,276,707</b></u></u> |
| <b>FUNDS</b>                                 | 18    |                                |                                |
| Unrestricted funds:                          |       |                                |                                |
| General fund                                 |       | 542,703                        | 513,726                        |
| Redundancy provision                         |       | 159,977                        | 137,738                        |
| Fixed asset fund                             |       | 19,941                         | 22,663                         |
| Long term absence reserve                    |       | 37,613                         | 37,800                         |
| Training reserve                             |       | 24,291                         | 24,396                         |
| Accommodation development                    |       | 5,097                          | 5,097                          |
| Programme development                        |       | 109,936                        | 60,000                         |
| Future commitments fund                      |       | <u>83,995</u>                  | <u>77,600</u>                  |
|                                              |       | <b>983,553</b>                 | <b>879,020</b>                 |
| Restricted funds                             |       | <u>437,994</u>                 | <u>397,687</u>                 |
| <b>TOTAL FUNDS</b>                           |       | <u><u><b>1,421,547</b></u></u> | <u><u><b>1,276,707</b></u></u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 20 June 2018 and were signed on its behalf by:



Jim Stephen -Trustee

# THE SCOTTISH DRUGS FORUM

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

|                                                                           | Notes | 2018<br>£               | 2017<br>£               |
|---------------------------------------------------------------------------|-------|-------------------------|-------------------------|
| <b>Cash flows from operating activities:</b>                              |       |                         |                         |
| Cash generated from operations                                            | 1     | <u>31,021</u>           | <u>164,724</u>          |
| <b>Net cash provided by (used in) operating activities</b>                |       | <u>31,021</u>           | <u>164,724</u>          |
| <b>Cash flows from investing activities:</b>                              |       |                         |                         |
| Purchase of property plant and equipment                                  |       | (11,084)                | (21,675)                |
| Interest received                                                         |       | <u>1,652</u>            | <u>1,725</u>            |
| <b>Net cash provided by (used in) investing activities</b>                |       | <u>(9,432)</u>          | <u>(19,950)</u>         |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | <u>21,589</u>           | <u>144,774</u>          |
| <b>Cash and cash equivalents at the beginning of the reporting period</b> |       | <u>1,304,113</u>        | <u>1,159,339</u>        |
| <b>Cash and cash equivalents at the end of the reporting period</b>       |       | <u><u>1,325,702</u></u> | <u><u>1,304,113</u></u> |

The notes form part of these financial statements

**THE SCOTTISH DRUGS FORUM**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|                                                                                           | <b>2018</b>            | <b>2017</b>           |
|-------------------------------------------------------------------------------------------|------------------------|-----------------------|
|                                                                                           | <b>£</b>               | <b>£</b>              |
| <b>Net income for the reporting period (as per the statement of financial activities)</b> | <b>144,840</b>         | <b>88,220</b>         |
| <b>Adjustments for:</b>                                                                   |                        |                       |
| Depreciation charges                                                                      | <b>13,806</b>          | <b>14,321</b>         |
| Interest received                                                                         | <b>(1,652)</b>         | <b>(1,725)</b>        |
| (Increase)/decrease in debtors                                                            | <b>(51,138)</b>        | <b>28,016</b>         |
| (Decrease)/increase in creditors                                                          | <b><u>(74,835)</u></b> | <b><u>35,892</u></b>  |
| <b>Net cash provided by (used in) operating activities</b>                                | <b><u>31,021</u></b>   | <b><u>164,724</u></b> |

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£).

**Going concern**

The financial statements have been prepared on a going concern basis, which the trustees believe to be appropriate for the reasons set out in the Trustees' Report.

**Company Status**

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

**Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charitable company's accounting policies, the directors and trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Charitable activities**

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

**Allocation and apportionment of costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |                                          |
|----------------------------------|------------------------------------------|
| Leasehold improvements           | - written off over the term of the lease |
| Fixtures, fittings and equipment | - at varying rates on cost               |

Fixed assets are included in the balance sheet at cost less depreciation. Generally assets costing less than £250 are not capitalised.

**Stocks**

Stock comprises publications and is valued at the lower of cost and estimated selling price less costs to sell.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are set aside by the trustees 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.

**Leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors**

Short term debtors are measured at transaction price, less any impairment.

**Creditors**

Short term creditors are measured at transaction price.

**Other basic financial instruments**

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

**THE SCOTTISH DRUGS FORUM**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**2. GRANTS AND SUBSCRIPTIONS**

|        | <b>2018</b>           | <b>2017</b>           |
|--------|-----------------------|-----------------------|
|        | <b>£</b>              | <b>£</b>              |
| Grants | <b><u>288,440</u></b> | <b><u>299,780</u></b> |

Grants received, included in the above, are as follows:

|                                                                          | <b>2018</b>           | <b>2017</b>           |
|--------------------------------------------------------------------------|-----------------------|-----------------------|
|                                                                          | <b>£</b>              | <b>£</b>              |
| NHS Borders                                                              | <b>5,440</b>          | <b>5,780</b>          |
| NHS Fife - East of Scotland                                              | <b>-</b>              | <b>11,000</b>         |
| Scottish Government - for National core activities (including directory) | <b><u>283,000</u></b> | <b><u>283,000</u></b> |
|                                                                          | <b><u>288,440</u></b> | <b><u>299,780</u></b> |

**3. INVESTMENT INCOME**

|                          | <b>2018</b>         | <b>2017</b>         |
|--------------------------|---------------------|---------------------|
|                          | <b>£</b>            | <b>£</b>            |
| Bank interest receivable | <b><u>1,652</u></b> | <b><u>1,725</u></b> |

# THE SCOTTISH DRUGS FORUM

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

### 4. INCOME FROM CHARITABLE ACTIVITIES

|                                           | 2018<br>£        | 2017<br>£        |
|-------------------------------------------|------------------|------------------|
| National services:                        |                  |                  |
| Quality Development Programme             | 216,944          | 254,462          |
| Hepatitis Scotland                        | 224,441          | 236,654          |
| Other national services                   | 662,206          | 714,044          |
| Operations projects:                      |                  |                  |
| Addiction Worker's Training Programme     | 568,690          | 464,390          |
| User involvement & peer research          | 90,303           | 114,182          |
| Other projects                            | 19,731           | 28,140           |
| Conferences & seminars                    | 18,457           | 19,780           |
| Consultancy, training fees & other income | 81,195           | 86,565           |
|                                           | <u>1,881,967</u> | <u>1,918,217</u> |

Grants received, included in the above, are as follows:

|                                                              | 2018<br>£        | 2017<br>£        |
|--------------------------------------------------------------|------------------|------------------|
| Scottish Government - Naloxone/critical incidents training   | 135,773          | 135,696          |
| Scottish Government - Sexual health                          | 68,531           | 76,680           |
| Scottish Government - New psychoactive substances            | -                | 47,774           |
| East Dunbartonshire Council - user involvement               | 15,000           | 15,000           |
| East Ayrshire ADP - user involvement & peer to peer recovery | 50,314           | 54,349           |
| Scottish Government - Workforce development project          | 313,733          | 313,733          |
| Glasgow City Council - Addiction workers training project    | 127,890          | 127,890          |
| Big Lottery & Addaction - Drink wise, age well               | 77,269           | 67,111           |
| Scottish Government - Hepatitis Scotland                     | 220,000          | 229,000          |
| Scottish Government - Quality Development                    | -                | 40,000           |
| Big Lottery - Quality Development                            | 216,784          | 211,267          |
| Scottish Government - Emergency Plan                         | 65,000           | 70,928           |
| Big Lottery - Addiction workers training project             | 200,000          | 200,000          |
| Scottish Government Training Development                     | -                | 27,140           |
| NHS Fife - User involvement                                  | 20,000           | 40,000           |
| Alcohol and Drugs Education                                  | 65,000           | -                |
| Other grants                                                 | 177,731          | 118,000          |
|                                                              | <u>1,753,025</u> | <u>1,774,568</u> |

### 5. CHARITABLE ACTIVITIES COSTS

|                      | Direct costs<br>£ | Support costs<br>(See note 6)<br>£ | Totals<br>£      |
|----------------------|-------------------|------------------------------------|------------------|
| Staff costs          | 1,407,794         | -                                  | 1,407,794        |
| Administrative costs | -                 | 198,853                            | 198,853          |
|                      | <u>1,407,794</u>  | <u>198,853</u>                     | <u>1,606,647</u> |

# THE SCOTTISH DRUGS FORUM

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

### 6. SUPPORT COSTS

|                      | Management<br>and head<br>office costs<br>£ | Finance<br>£ | Other<br>£   | Governance<br>costs<br>£ | Totals<br>£    |
|----------------------|---------------------------------------------|--------------|--------------|--------------------------|----------------|
| Administrative costs | <u>174,023</u>                              | <u>173</u>   | <u>2,163</u> | <u>22,494</u>            | <u>198,853</u> |

Support costs, included in the above, are as follows:

#### Management and head office costs

|                                               | 2018<br>Administrative<br>costs<br>£ | 2017<br>Total<br>activities<br>£ |
|-----------------------------------------------|--------------------------------------|----------------------------------|
| Rent and rates                                | 48,994                               | 49,893                           |
| Postage and telephone                         | 20,039                               | 20,382                           |
| Property services                             | 43,102                               | 38,181                           |
| Office supplies                               | 20,707                               | 18,647                           |
| Office equipment costs                        | 20,047                               | 22,232                           |
| Professional fees                             | 5,476                                | 5,141                            |
| Staff recruitment                             | 2,542                                | 1,619                            |
| Depreciation of property, plant and equipment | <u>13,116</u>                        | <u>13,605</u>                    |
|                                               | <u>174,023</u>                       | <u>169,700</u>                   |

#### Governance costs

|                                               | 2018<br>Administrative<br>costs<br>£ | 2017<br>Total<br>activities<br>£ |
|-----------------------------------------------|--------------------------------------|----------------------------------|
| Wages                                         | 8,281                                | 8,073                            |
| Auditors' remuneration                        | 4,800                                | 4,800                            |
| Rent and rates                                | 2,579                                | 2,626                            |
| Property services                             | 2,269                                | 2,010                            |
| Staff recruitment                             | 134                                  | 85                               |
| Postage and telephone                         | 1,055                                | 1,073                            |
| Office supplies and equipment                 | 2,145                                | 2,152                            |
| Professional fees                             | 541                                  | 523                              |
| Depreciation of property, plant and equipment | <u>690</u>                           | <u>716</u>                       |
|                                               | <u>22,494</u>                        | <u>22,058</u>                    |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

7. PROJECT COSTS

|                                          | 2018           | 2017           |
|------------------------------------------|----------------|----------------|
|                                          | £              | £              |
| Travel and subsistence                   | 57,195         | 57,533         |
| Staff training and development           | 21,699         | 4,262          |
| Conferences and seminars                 | 14,830         | 32,364         |
| Publications, printing and subscriptions | 904            | 1,255          |
| National services project costs          | 58,640         | 134,118        |
| Operations services project costs        | 256,669        | 276,056        |
| Other project costs                      | <u>10,635</u>  | <u>12,248</u>  |
|                                          | <u>420,572</u> | <u>517,836</u> |

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

|                             | 2018          | 2017          |
|-----------------------------|---------------|---------------|
|                             | £             | £             |
| Auditors' remuneration      | 4,800         | 4,800         |
| Depreciation - owned assets | 13,806        | 14,321        |
| Other operating leases      | <u>51,573</u> | <u>52,519</u> |

9. TRUSTEES' REMUNERATION AND BENEFITS

|                    | 2018       | 2017     |
|--------------------|------------|----------|
|                    | £          | £        |
| Trustees' benefits | <u>658</u> | <u>-</u> |

During the year, an ex-gratia payment of £658 was made to the ex-Chairman, G Allan, in recognition of his work to the date of his retirement (2017 : £nil).

Trustees' expenses

During the year, one trustee was reimbursed travel expenses of £164 (2017 - £534).

# THE SCOTTISH DRUGS FORUM

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

### 10. STAFF COSTS

|                       | 2018<br>£        | 2017<br>£        |
|-----------------------|------------------|------------------|
| Wages and salaries    | 1,173,479        | 1,223,581        |
| Social security costs | 165,172          | 127,000          |
| Other pension costs   | 77,424           | 76,303           |
|                       | <u>1,416,075</u> | <u>1,426,884</u> |

The average monthly number of employees during the year was as follows:

|                        | 2018      | 2017      |
|------------------------|-----------|-----------|
| Management             | 8         | 7         |
| Project/development    | 24        | 26        |
| Administrative support | 6         | 6         |
| Trainees               | 14        | 13        |
|                        | <u>52</u> | <u>52</u> |

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

|                   | 2018     | 2017     |
|-------------------|----------|----------|
| £60,001 - £70,000 | <u>1</u> | <u>1</u> |

During the year, total remuneration of £108,775 (2017 - £106,650) was paid to key management personnel.

### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                           | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total funds<br>£ |
|-------------------------------------------|----------------------------|--------------------------|------------------|
| <b>INCOME FROM</b>                        |                            |                          |                  |
| Grants and subscriptions                  | 299,780                    | -                        | 299,780          |
| <b>Charitable activities</b>              |                            |                          |                  |
| Quality Development Programme             | -                          | 254,462                  | 254,462          |
| Hepatitis Scotland                        | -                          | 236,654                  | 236,654          |
| Other national services                   | -                          | 714,044                  | 714,044          |
| Addiction Worker's Training Programme     | -                          | 464,390                  | 464,390          |
| User involvement & peer research          | -                          | 114,182                  | 114,182          |
| Other projects                            | -                          | 28,140                   | 28,140           |
| Conferences & seminars                    | 19,780                     | -                        | 19,780           |
| Consultancy, training fees & other income | 86,565                     | -                        | 86,565           |
| Investment income                         | <u>1,725</u>               | <u>-</u>                 | <u>1,725</u>     |
| <b>Total</b>                              | <b>407,850</b>             | <b>1,811,872</b>         | <b>2,219,722</b> |
| <b>EXPENDITURE ON</b>                     |                            |                          |                  |
| <b>Charitable activities</b>              |                            |                          |                  |
| Administrative costs                      | 40,452                     | 154,403                  | 194,855          |
| Staff costs                               | 273,696                    | 1,145,115                | 1,418,811        |
| Project costs                             | <u>24,557</u>              | <u>493,279</u>           | <u>517,836</u>   |
| <b>Total</b>                              | <b>338,705</b>             | <b>1,792,797</b>         | <b>2,131,502</b> |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total funds<br>£ |
|------------------------------------|----------------------------|--------------------------|------------------|
| NET INCOME                         | 69,145                     | 19,075                   | 88,220           |
| Transfers between funds            | 45,850                     | (45,850)                 | -                |
| Net movement in funds              | 114,995                    | (26,775)                 | 88,220           |
| <b>RECONCILIATION OF FUNDS</b>     |                            |                          |                  |
| Total funds brought forward        | 764,025                    | 424,462                  | 1,188,487        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <b>879,020</b>             | <b>397,687</b>           | <b>1,276,707</b> |

12. TANGIBLE FIXED ASSETS

|                        | Leasehold<br>improvements<br>£ | Fixtures,<br>fittings and<br>equipment<br>£ | Totals<br>£ |
|------------------------|--------------------------------|---------------------------------------------|-------------|
| <b>COST</b>            |                                |                                             |             |
| At 1 April 2017        | 80,649                         | 100,899                                     | 181,548     |
| Additions              | -                              | 11,084                                      | 11,084      |
| Disposals              | -                              | (14,960)                                    | (14,960)    |
| At 31 March 2018       | 80,649                         | 97,023                                      | 177,672     |
| <b>DEPRECIATION</b>    |                                |                                             |             |
| At 1 April 2017        | 80,649                         | 78,236                                      | 158,885     |
| Charge for year        | -                              | 13,806                                      | 13,806      |
| Eliminated on disposal | -                              | (14,960)                                    | (14,960)    |
| At 31 March 2018       | 80,649                         | 77,082                                      | 157,731     |
| <b>NET BOOK VALUE</b>  |                                |                                             |             |
| At 31 March 2018       | -                              | 19,941                                      | 19,941      |
| At 31 March 2017       | -                              | 22,663                                      | 22,663      |

13. STOCKS

|        | 2018<br>£ | 2017<br>£ |
|--------|-----------|-----------|
| Stocks | 50        | 50        |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                | 2018           | 2017           |
|--------------------------------|----------------|----------------|
|                                | £              | £              |
| Trade debtors                  | 98,044         | 72,558         |
| Prepayments and accrued income | <u>54,090</u>  | <u>28,438</u>  |
|                                | <u>152,134</u> | <u>100,996</u> |

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                 | 2018          | 2017           |
|---------------------------------|---------------|----------------|
|                                 | £             | £              |
| Trade creditors                 | 17,364        | 46,105         |
| Social security and other taxes | 32,678        | 34,172         |
| Other creditors                 | 10,692        | 11,462         |
| Funds held for ERIT             | 5,678         | 5,678          |
| Accruals and deferred income    | <u>9,868</u>  | <u>53,698</u>  |
|                                 | <u>76,280</u> | <u>151,115</u> |

Funds of £5,678 (2017 - £5,678) are held on behalf of the Federation of European Professional Associations Working in the Field of Drug Abuse (ERIT).

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 2018          | 2017           |
|----------------------------|---------------|----------------|
|                            | £             | £              |
| Within one year            | 46,656        | 46,656         |
| Between one and five years | <u>40,656</u> | <u>81,312</u>  |
|                            | <u>87,312</u> | <u>127,968</u> |

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

|                     | Unrestricted funds | Restricted funds | 2018 Total funds | 2017 Total funds |
|---------------------|--------------------|------------------|------------------|------------------|
|                     | £                  | £                | £                | £                |
| Fixed assets        | 19,941             | -                | 19,941           | 22,663           |
| Current assets      | 1,039,892          | 437,994          | 1,477,886        | 1,405,159        |
| Current liabilities | <u>(76,280)</u>    | <u>-</u>         | <u>(76,280)</u>  | <u>(151,115)</u> |
|                     | <u>983,553</u>     | <u>437,994</u>   | <u>1,421,547</u> | <u>1,276,707</u> |

THE SCOTTISH DRUGS FORUM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

18. MOVEMENT IN FUNDS

|                                          | At 1.4.17<br>£          | Net<br>movement in<br>funds<br>£ | Transfers<br>between<br>funds<br>£ | At 31.3.18<br>£         |
|------------------------------------------|-------------------------|----------------------------------|------------------------------------|-------------------------|
| <b>Unrestricted funds</b>                |                         |                                  |                                    |                         |
| General fund                             | 513,726                 | 49,526                           | (20,549)                           | 542,703                 |
| Redundancy provision                     | 137,738                 | -                                | 22,239                             | 159,977                 |
| Fixed asset fund                         | 22,663                  | (13,806)                         | 11,084                             | 19,941                  |
| Long term absence reserve                | 37,800                  | -                                | (187)                              | 37,613                  |
| Training reserve                         | 24,396                  | (105)                            | -                                  | 24,291                  |
| Accommodation development                | 5,097                   | -                                | -                                  | 5,097                   |
| Programme development                    | 60,000                  | (6,009)                          | 55,945                             | 109,936                 |
| Future commitments fund                  | 77,600                  | 54,645                           | (48,250)                           | 83,995                  |
|                                          | <b>879,020</b>          | <b>84,251</b>                    | <b>20,282</b>                      | <b>983,553</b>          |
| <b>Restricted funds</b>                  |                         |                                  |                                    |                         |
| Quality development                      | 140,123                 | (18,690)                         | (5,655)                            | 115,778                 |
| Hepatitis Scotland                       | 27,972                  | (220)                            | (7,923)                            | 19,829                  |
| Naloxone                                 | 2,063                   | 5,360                            | (5,475)                            | 1,948                   |
| Critical incidents                       | 8,964                   | -                                | -                                  | 8,964                   |
| Sexual health                            | 7,476                   | (64)                             | -                                  | 7,412                   |
| AWTP Glasgow                             | 54,953                  | 68,104                           | -                                  | 123,057                 |
| AWTP Edinburgh                           | 49,009                  | (1,982)                          | 17,063                             | 64,090                  |
| East Dunbartonshire UI                   | 4,416                   | (1,008)                          | -                                  | 3,408                   |
| East Ayrshire UI                         | 20,005                  | (1,104)                          | -                                  | 18,901                  |
| Contact management                       | 4,000                   | -                                | -                                  | 4,000                   |
| Emergency plan                           | 15,877                  | (1,833)                          | (3,500)                            | 10,544                  |
| Fife UI                                  | 33,725                  | (25,422)                         | -                                  | 8,303                   |
| Capacity building D&G                    | 1,964                   | (1,964)                          | -                                  | -                       |
| Workforce development                    | -                       | 13,735                           | (13,735)                           | -                       |
| Drink wise age well                      | -                       | 17,704                           | -                                  | 17,704                  |
| AWTP development                         | -                       | (625)                            | -                                  | (625)                   |
| Scottish Government training development | 27,140                  | (27,140)                         | -                                  | -                       |
| Alcohol & Drug Education                 | -                       | 19,795                           | (1,057)                            | 18,738                  |
| EPIToPe                                  | -                       | (2,494)                          | -                                  | (2,494)                 |
| Argyll & Bute                            | -                       | 9,731                            | -                                  | 9,731                   |
| Youth Policy                             | -                       | 8,706                            | -                                  | 8,706                   |
|                                          | <b>397,687</b>          | <b>60,589</b>                    | <b>(20,282)</b>                    | <b>437,994</b>          |
| <b>TOTAL FUNDS</b>                       | <b><u>1,276,707</u></b> | <b><u>144,840</u></b>            | <b><u>-</u></b>                    | <b><u>1,421,547</u></b> |

THE SCOTTISH DRUGS FORUM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                |                            |                            |                           |
| General fund                             | 335,099                    | (285,573)                  | 49,526                    |
| Future commitments fund                  | 54,645                     | -                          | 54,645                    |
| Fixed asset fund                         | -                          | (13,806)                   | (13,806)                  |
| Training reserve                         | -                          | (105)                      | (105)                     |
| Programme development                    | -                          | (6,009)                    | (6,009)                   |
|                                          | <u>389,744</u>             | <u>(305,493)</u>           | <u>84,251</u>             |
| <b>Restricted funds</b>                  |                            |                            |                           |
| Quality development                      | 216,944                    | (235,634)                  | (18,690)                  |
| Hepatitis Scotland                       | 224,441                    | (224,661)                  | (220)                     |
| Naloxone                                 | 135,773                    | (130,413)                  | 5,360                     |
| Sexual health                            | 68,531                     | (68,595)                   | (64)                      |
| AWTP Glasgow                             | 308,690                    | (240,586)                  | 68,104                    |
| AWTP Edinburgh                           | 140,000                    | (141,982)                  | (1,982)                   |
| East Dunbartonshire UI                   | 15,000                     | (16,008)                   | (1,008)                   |
| East Ayrshire UI                         | 50,314                     | (51,418)                   | (1,104)                   |
| Emergency plan                           | 66,900                     | (68,733)                   | (1,833)                   |
| Fife UI                                  | 24,989                     | (50,411)                   | (25,422)                  |
| Workforce development                    | 313,733                    | (299,998)                  | 13,735                    |
| Drink wise age well                      | 77,269                     | (59,565)                   | 17,704                    |
| AWTP development                         | 55,000                     | (55,625)                   | (625)                     |
| Scottish Government training development | -                          | (27,140)                   | (27,140)                  |
| Alcohol & Drug Education                 | 65,000                     | (45,205)                   | 19,795                    |
| Argyll & Bute                            | 9,731                      | -                          | 9,731                     |
| Youth Policy                             | 10,000                     | (1,294)                    | 8,706                     |
| Capacity building D&G                    | -                          | (1,964)                    | (1,964)                   |
| EPIToPe                                  | -                          | (2,494)                    | (2,494)                   |
|                                          | <u>1,782,315</u>           | <u>(1,721,726)</u>         | <u>60,589</u>             |
| <b>TOTAL FUNDS</b>                       | <u><u>2,172,059</u></u>    | <u><u>(2,027,219)</u></u>  | <u><u>144,840</u></u>     |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

## 18. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

|                                          | At 1.4.16<br>£   | Net<br>movement in<br>funds<br>£ | Transfers<br>between<br>funds<br>£ | At 31.3.17<br>£  |
|------------------------------------------|------------------|----------------------------------|------------------------------------|------------------|
| <b>Unrestricted Funds</b>                |                  |                                  |                                    |                  |
| General fund                             | 431,576          | 22,796                           | 59,354                             | 513,726          |
| Redundancy provision                     | 130,642          | -                                | 7,096                              | 137,738          |
| Fixed asset fund                         | 15,309           | (14,321)                         | 21,675                             | 22,663           |
| Long term absence reserve                | 30,000           | -                                | 7,800                              | 37,800           |
| Training reserve                         | 10,000           | 14,396                           | -                                  | 24,396           |
| Accommodation development                | 8,323            | (3,226)                          | -                                  | 5,097            |
| Programme development                    | 60,000           | -                                | -                                  | 60,000           |
| Future commitments fund                  | 78,175           | 49,500                           | (50,075)                           | 77,600           |
|                                          | 764,025          | 69,145                           | 45,850                             | 879,020          |
| <b>Restricted Funds</b>                  |                  |                                  |                                    |                  |
| Quality development                      | 116,322          | 27,883                           | (4,082)                            | 140,123          |
| Hepatitis Scotland                       | 30,469           | 2,675                            | (5,172)                            | 27,972           |
| Naloxone                                 | 7,746            | 317                              | (6,000)                            | 2,063            |
| Critical incidents                       | 8,964            | -                                | -                                  | 8,964            |
| NPS training and development             | 893              | -                                | (893)                              | -                |
| Sexual health                            | 7,526            | 4,505                            | (4,555)                            | 7,476            |
| AWTP Glasgow                             | 37,034           | 57,077                           | (39,158)                           | 54,953           |
| AWTP Edinburgh                           | 49,009           | (45,204)                         | 45,204                             | 49,009           |
| East Dunbartonshire UI                   | 2,714            | 1,702                            | -                                  | 4,416            |
| East Ayrshire UI                         | 9,405            | 10,799                           | (199)                              | 20,005           |
| Injecting equipment directory            | 4,445            | -                                | (4,445)                            | -                |
| Evaluation of peer research              | 1,254            | -                                | (1,254)                            | -                |
| Contact management                       | 4,000            | -                                | -                                  | 4,000            |
| Christmas campaign                       | 555              | (555)                            | -                                  | -                |
| Sexual health training for trainers      | 13,461           | (13,461)                         | -                                  | -                |
| Emergency plan                           | 26,591           | 8,341                            | (19,055)                           | 15,877           |
| Fife UI                                  | 41,424           | (7,699)                          | -                                  | 33,725           |
| Capacity building D&G                    | 14,875           | (12,911)                         | -                                  | 1,964            |
| Workforce development                    | -                | 9,655                            | (9,655)                            | -                |
| NPS research                             | 10,554           | (10,554)                         | -                                  | -                |
| Older drug users research                | 23,625           | (27,547)                         | 3,922                              | -                |
| Drink wise age well                      | 9,651            | (9,244)                          | (407)                              | -                |
| Addiwell Prison                          | 3,945            | (4,144)                          | 199                                | -                |
| AWTP development                         | -                | 300                              | (300)                              | -                |
| Scottish Government training development | -                | 27,140                           | -                                  | 27,140           |
|                                          | 424,462          | 19,075                           | (45,850)                           | 397,687          |
| <b>TOTAL FUNDS</b>                       | <b>1,188,487</b> | <b>88,220</b>                    | <b>-</b>                           | <b>1,276,707</b> |

# THE SCOTTISH DRUGS FORUM

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

### 18. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|------------------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>                |                            |                            |                           |
| General fund                             | 358,350                    | (335,554)                  | 22,796                    |
| Future commitments fund                  | 49,500                     | -                          | 49,500                    |
| Fixed asset fund                         | -                          | (14,321)                   | (14,321)                  |
| Training reserve                         | -                          | 14,396                     | 14,396                    |
| Accommodation development                | -                          | (3,226)                    | (3,226)                   |
|                                          | <u>407,850</u>             | <u>(338,705)</u>           | <u>69,145</u>             |
| <b>Restricted funds</b>                  |                            |                            |                           |
| Quality development                      | 254,462                    | (226,579)                  | 27,883                    |
| Hepatitis Scotland                       | 236,654                    | (233,979)                  | 2,675                     |
| Naloxone                                 | 135,696                    | (135,379)                  | 317                       |
| Sexual health                            | 67,826                     | (63,321)                   | 4,505                     |
| AWTP Glasgow                             | 258,471                    | (201,394)                  | 57,077                    |
| AWTP Edinburgh                           | 150,919                    | (196,123)                  | (45,204)                  |
| East Dunbartonshire UI                   | 16,000                     | (14,298)                   | 1,702                     |
| East Ayrshire UI                         | 54,817                     | (44,018)                   | 10,799                    |
| Christmas campaign                       | 1,000                      | (1,555)                    | (555)                     |
| Sexual health training for trainers      | 8,854                      | (22,315)                   | (13,461)                  |
| Emergency plan                           | 73,050                     | (64,709)                   | 8,341                     |
| Fife UI                                  | 40,000                     | (47,699)                   | (7,699)                   |
| Capacity building D&G                    | -                          | (12,911)                   | (12,911)                  |
| Workforce development                    | 313,733                    | (304,078)                  | 9,655                     |
| NPS research                             | 47,774                     | (58,328)                   | (10,554)                  |
| Older drug users research                | -                          | (27,547)                   | (27,547)                  |
| Drink wise age well                      | 67,111                     | (76,355)                   | (9,244)                   |
| Addiwell Prison                          | -                          | (4,144)                    | (4,144)                   |
| AWTP development                         | 55,000                     | (54,700)                   | 300                       |
| Scottish Government training development | 27,140                     | -                          | 27,140                    |
| South Ayrshire Research                  | 3,365                      | (3,365)                    | -                         |
|                                          | <u>1,811,872</u>           | <u>(1,792,797)</u>         | <u>19,075</u>             |
| <b>TOTAL FUNDS</b>                       | <u><u>2,219,722</u></u>    | <u><u>(2,131,502)</u></u>  | <u><u>88,220</u></u>      |

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

18. MOVEMENT IN FUNDS - continued

General fund

Is available for use at the discretion of the Trustees in accordance with the Scottish Drugs Forum's charitable objectives. It is maintained at a level sufficient to allow the organisation time to adjust to changing financial circumstances.

Redundancy provision

Ensures that SDF is always able to meet it's legal obligations to staff in terms of redundancy.

Fixed asset fund

Represents the estimated current value of SDF's property and equipment.

Long term absence reserve

Allows financial support to be given to activities, to ensure programme continuity, when significant additional staff costs are incurred as a result of long term staff absence.

Training reserve

Allows for the training and development of staff.

Accommodation development

A short term fund targeting enhancement of the Glasgow office premises.

Programme development

To allow for the development of new activities where external funding has not been secured.

Future Commitments

To allow for the delivery of future activity already contracted for.

Funded Programmes

Allowing for the carrying out of specific programmes of activity agreed with funders.

- Quality development
- Hepatitis Scotland
- Naloxone
- Sexual Health
- AWTP Glasgow
- AWTP Edinburgh
- East Dunbartonshire UI
- East Ayrshire UI
- Emergency plan
- Fife UI
- Capacity building D&G
- Workforce development
- Drink wise age well
- AWTP development
- Scottish Government training development
- Hepatitis Scotland - Test of Change
- Alcohol & Drug Education
- EPIToPe
- Argyll & Bute
- Youth Policy

Restricted reserves

Available to support specific activities as required.

- Critical incidents
- Contact management

## **THE SCOTTISH DRUGS FORUM**

### **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018**

#### **19. PENSION COMMITMENTS**

The charity operates a defined contribution pension scheme, the assets of which are held in a separate fund. The charity also makes contributions to the private pension schemes of certain employees. The amount paid in the year and charged to the Statement of Financial Activities amounted to £77,424 (2017 - £76,303). At the year end, there was an outstanding amount due of £nil (2017 - £nil).

#### **20. RELATED PARTY DISCLOSURES**

During the year, an ex-gratia payment of £658 was made to the Chairman, G Allen, in recognition of his work to the date of his retirement (2017 : £nil).

#### **21. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.