

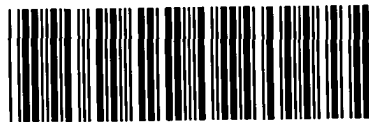
EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL
(A Company Limited by Guarantee with Charitable Status)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2015

TUESDAY



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EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

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EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 MARCH 2015

The Management Committee members, who are Directors of the Company, during the year, were as follows:

<u>Convener</u>	Diane Ashton	*	**
<u>Vice-Convener</u>	Billy Bowes		
<u>Other Committee Members</u>	Kate Kennedy		**
	Tom Grandage	*	(resigned 26/06/14)
	Shona Smith Cowan		
	Kathleen Laird		
	*	Member of Finance & General Purposes Committee	
	**	Member of Personnel Committee	
<u>Company Secretary</u>	Meichelle Walker		
<u>Treasurer</u>	Vacant		
<u>Bankers</u>	Royal Bank of Scotland plc 142-144 Princes Street Edinburgh EH2 4EQ		
<u>External Auditor</u>	Chiene + Tait LLP Chartered Accountants and Statutory Auditor 61 Dublin Street Edinburgh EH3 6NL		
<u>Solicitors</u>	Lindsays Caledonian Exchange 19a Canning Street Edinburgh EH3 8HE		
<u>Accountant</u>	<u>From 1 September 2014</u> Thomson Cooper Accountants 22 Stafford Street Edinburgh EH3 7BD	<u>Until 31 August 2014</u> Bill Hay & Co Incorporating Gregor Clark & Co Chartered Accountants 54 Manor Place Edinburgh EH3 7EH	
<u>Company number</u>	SC093818		
<u>Charity Number</u>	SC004192		
<u>Registered Office</u>	6 Clifton Terrace Edinburgh EH12 5DR		

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

Structure, Governance and Management

Governing Document

Edinburgh & Lothian Council on Alcohol is a charitable company limited by guarantee, incorporated on 14 June 1985 and recognised as a charity by HM Revenue & Customs.

The organisation was established under a Memorandum of Association which established the objects and power of the charitable company and is governed under its Articles of Association. In the event of the organisation being wound up members are required to contribute an amount not exceeding £1.00.

Appointment of Directors

Members of ELCA can elect Company Directors at the Annual General Meeting. Those Directors elected at AGMs serve for an initial four year term and are then eligible for re-election for one further four year term. Company Directors may also be co-opted by the Management Committee during the year to serve until the close of the next AGM.

Organisational Structure

The organisation is governed overall by the Management Committee who is responsible for the policy and strategic direction of the charity.

The day to day operational responsibility for all of ELCA's services is delegated to a Senior Management Team, comprising of the General Manager and the Counselling Practice Manager. There are 3 administrators; 1 full-time and 2 part-time along with 3 part-time receptionists who provide the administration support for the whole organisation. In relation to ELCA's Counselling and Support Services during the year we had a team of 24 paid counselling staff (equivalent to 12 full-time workers) and 8 volunteers/placement counsellors. We also have a small team of 5 Practice Supervisors.

Related Parties

Details of related party transactions are included in note 7 of the financial statements.

Risk Management

The Management Committee members continue to assess the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate exposure of those risks.

Activities

The principal activities of ELCA are the provision of confidential advice, information, counselling and support for people worried about their own or someone else's drinking. ELCA provides these services in the City of Edinburgh, East Lothian, Midlothian and West Lothian.

In 2014/2015 ELCA's Management Committee identified the following key achievements:

- Offered 8,937 counselling sessions throughout Edinburgh and the Lothians
- Received 903 new referrals for ELCA's Counselling Service throughout the Lothians
- Continued to develop our Polish Alcohol Counselling Service
- Delivered three new pilot interventions for our client group: Auricular Acupuncture; Mindfulness Based Relapse Prevention and Telephone Support
- Continued to develop ELCA's Women's Alcohol Recovery Group and SMART Recovery Group
- Continued to develop our Alcohol Counselling Service in both HMP Addiewell and HMP Edinburgh; seeing over 353 new prisoners for Alcohol Brief Interventions and 212 for 1-1 counselling
- Continued to provide a small number of counselling placements opportunities

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

- Continued to provide awareness sessions by giving talks, presentations, training seminars and having stalls at local community events throughout Edinburgh and the Lothians
- Continued to build upon our partnership/networking links with various agencies in the Lothians

Achievements and Performance

The main areas of charitable activity are the provision of advice, information, counselling and support to anyone worried about their own or someone else's alcohol misuse. Over the last year in total, ELCA offered 8,973 counselling sessions throughout Edinburgh and the Lothians and received 903 new referrals to the service.

Counselling and Support – Edinburgh

ELCA offers help, support and advice to anyone worried about their own or someone else's drinking. A team of both paid, voluntary and placement counsellors; trained to high standards provide the service. During the year ELCA offered 4,127 counselling sessions at its Clifton Terrace base and received 451 new referrals. In our main base at Clifton Terrace, we can offer daytime, evening and Saturday morning appointments and feedback from our clients support the need to continue offering as wide a range of appointment times as possible.

We would like to thank the City of Edinburgh Council, NHS Lothian, the Edinburgh Alcohol and Drug Partnership (EADP) and the various charitable donors who continue to support and fund the above service.

Outreach Counselling Services

East Lothian

ELCA's Services in East Lothian are based within the following premises: Dunbar Health Centre, the Primary Care Centre and The Esk Centre in Musselburgh. We would like to thank all the staff within the above premises for their continued support and assistance.

After the previous year's significant increase in referrals; we saw a steady flow of referrals to this service during 2014/2015. We offered 991 counselling sessions and received 89 new referrals for counselling and support. Clients from East Lothian also continue to access our Edinburgh services for support; this is due to various factors e.g. more flexible appointments, works in Edinburgh and because of their anonymity.

We would like to thank East Lothian Council, NHS Lothian and Mid and East Lothian Drug & Alcohol Partnership (MELDAP) for their continued support.

Midlothian

ELCA's Services in Midlothian are based with the following premises: Bonnyrigg Health Centre, Dalkeith Health Centre and both Health Centres in Penicuik. We would like to thank all the staff within the above premises for their continued support and assistance.

During the year we received a steady flow of referrals to the service offering 655 counselling sessions and receiving 52 new referrals for counselling and support.

We would like to thank Mid Lothian Council, NHS Lothian and Mid and East Lothian Drug & Alcohol Partnership (MELDAP) for their continued support.

West Lothian

ELCA's Services in West Lothian are based within the following premises: Bathgate Primary Care Centre, Lanthorn Community Centre Livingston, Cyrenians Bathgate and Strathbrock Partnership Centre.

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

During the year we offered 589 counselling sessions; receiving 54 new referrals for counselling and support. We also continued to provide our 'Drop-In' Advice and Information Service in Livingston and have taken part in various promotional and health awareness raising sessions throughout West Lothian. One of the main developments during the year was that ELCA's polish speaking counsellor started to provide some counselling sessions from within the Cyrenians premises in Bathgate for both English and Polish speaking clients.

We would like to thank West Lothian Council, NHS Lothian and West Lothian Alcohol and Drug Partnership for their continued support.

Community Based Counselling Service – Edinburgh

ELCA's Community Based Counselling Service is well established in the North East, North West, South East and South West of Edinburgh. Being present in these areas has made it more accessible for our service users; as well as developing close working relationships with other related agencies/professionals in the area and in particular the Recovery Hubs.

During the year ELCA offered 1,485 counselling sessions and received 192 new referrals for counselling and support. This was a slight increase on the previous years of 4% and 3% respectively.

We would like to thank the staff of the following premises for their continued support and assistance throughout the year; Craigmillar Medical Practice, Gracemount Medical Centre, Sighthill Health Centre, Wester Hailes Healthy Living Centre, South Queensferry Medical Centre, Kirkliston Health Centre and the South East Recovery Hub.

We would also like to thank the Edinburgh Alcohol and Drug Partnership for their continued funding for this service.

Drop-In Service – Edinburgh

ELCA continues to provide its Drop-In Information and Advice Service on Wednesday afternoons and Saturday mornings. Over the year 185 people accessed this service; 101 were referred on to ELCA's Counselling Service; 78 for information and advice only; 3 were referred to other services in Edinburgh and 3 referred to ELCA's Telephone Support Service. Feedback for the Drop-In Service over the years has been very positive, with people stating that they find it very useful in the early stages of their recovery to be able to access a service immediately and find out the range of service available to them. It was also noted as being a valuable opportunity to off-load worries and problems in a supportive and safe environment.

Women's Service – Edinburgh

ELCA's Women's Service is now well established. During the year we offered 1,126 counselling sessions and received 70 new referrals, a 17% increase on the previous year. We also continued to provide our 'Women Only' Drop-In Service with 34 women accessing this during the year; 28 were referred on for counselling; 1 was referred to ELCA's Telephone Support Service; 1 for Information and Advice only and 4 referred to ELCA's Women's Group. The Women's Group is now firmly established and has proved to be an excellent resource for the women who have accessed it during the year. We also continued our partnership working with the Willow Project and Edinburgh's Rape Crisis Centre.

We would like to thank the following for the use of their premises during the year and for making our staff feel welcome: Edinburgh's Rape Crisis Centre (formerly EWRASAC), Dunedin Canmore, Mountcastle Health Centre, Link Up, Persevere Community Flat, Mountcastle Health Centre and the Willow Project.

Thanks are also recorded to the City of Edinburgh Council, NHS Lothian and Edinburgh Alcohol and Drug Partnership for their continued support for this service.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

Polish Counselling Service

ELCA received funding from Edinburgh and Lothians Health Foundation to develop our Polish Counselling Service as well as a one-off grant from City of Edinburgh Council. This service has proved to be enormously beneficial to the Polish community allowing them to access a service in their own language. During the year we received 42 new referrals for 1-1 counselling. It is hoped that we will be able to continue to provide and develop this service over the coming year.

Prison Counselling Service

ELCA received another year's funding to continue our Service in both HMP Addiewell and HMP Edinburgh to provide Alcohol Brief Interventions and 1-1 Counselling.

HMP Addiewell

During the year 192 prisoners attended for an Alcohol Brief Intervention; 95 going on to have extended ABI's; 78 were referred on for counselling; 6 signposted to other agencies and 1 referred to ELCA's West Lothian Service and 1 referred to another community based agency in West Lothian. 53% of the ABI's were delivered to remand prisoners; 44% short-term and 3% long-term.

Counselling Service – during the year we received 100 new referrals for 1-1 counselling; 8 were referred on to other agencies to continue counselling in the community upon their release. 46% were remand prisoners, 48% were short-term and 6% long-term.

HMP Edinburgh

During the year 161 prisoners attended for an Alcohol Brief Interventions (135 male, 26 female); 31 went on to have extended ABI's; 55 were referred on for counselling after their ABI; 2 signposted to ELCA's Clifton Terrace Service. 50% of the ABI's were delivered to remand prisoners; 42% short-term and 8% long-term prisoners.

Counselling Service – during the year we received 112 new referrals for 1-1 counselling; 98 male, 14 female. 21% were remand prisoners, 66% were short-term and 13% were long-term prisoners. 10 prisoners were referred on for through-care to ELCA's Services in the Community upon their release.

This service is funded by NHS Lothian and feedback from NHS Lothian and the other partner organisations working within both prisons has been very positive.

New Pilot Interventions

With the remainder of the funding from Awards for All we ran a further 2 eight-week Auricular Acupuncture Groups and 1 Mindfulness Based Relapse Prevention Group. We also continued to operate our Telephone Support Service. The initial evaluation of the all the new Pilot Interventions was positive and ELCA will be looking at securing new funding streams to be able to deliver more Auricular Acupuncture and Mindfulness Groups in the future.

Telephone Support Service

After the end of the initial pilot funded via Awards for All; ELCA applied to the City of Edinburgh Council for a one-off small grant to be able to continue and develop our Telephone Support Service for the remainder of the year and into 2015/16. We were fortunate to be awarded a grant of £4,388 to take this work forward.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

Outcomes and Feedback from Clients

The key outcomes that ELCA is commissioned by the EADP, MELDAP, WLADP and NHS Lothian to measure for our overall Counselling Services including our Prison Contract is:

- Reduction in alcohol consumption
- Improvement in physical health
- Improvement in psychological health
- Improvement in confidence and self-esteem
- Improvement in relationships
- Improvement in self-efficacy (prison only)

ELCA measures these outcomes by taking a baseline at assessment, regular reviews are then carried out using ELCA's Client Review Form and finally ELCA's End of Counselling Form is completed when the client's counselling comes to an end.

In 2014/2015 there were a total of 789 counselling cases closed (including our prison service); 427 were planned closures and 362 were unplanned. Of the planned closures the outcomes achieved were:

- 323 clients reported a reduction in alcohol consumption or were abstinent from alcohol
- 342 reported an Improvement in physical health
- 362 reported an improvement in psychological health
- 349 reported an improvement in confidence and self-esteem
- 323 reported an improvement in relationships
- 88 prisoners saw an improvement in self-efficacy

ELCA also asks clients for their feedback on our Counselling Services by sending out an End of Counselling Client Evaluation Questionnaire. We ask them for feedback on how satisfied they were with the service they received; how helpful did they find staff on their first contact; how satisfied were they on the time they waited for their first appointment; how helpful was counselling in helping them resolve their issues around alcohol and also in improving their circumstances. In 2014/2015 we received 72 returned questionnaires and a few of the comments that we received from clients were:

- *Counselling has helped me achieve my goals*
- *On my first session I realised alcohol had taken its hold as a result of my negative thoughts. Being more positive has helped me keep alcohol under control*
- *Helpful, patient, understanding and informative*
- *It was helpful to have a safe place to discuss the problems in detail without feeling guilty – kept my sanity!*
- *Thank you for the support it made a huge difference*

Financial Review

Incoming resources for the year ending 31 March 2015 totalled £543,475 (2014: £527,823)

Total resources expended for the year were £504,147 (2014: £491,614)

The net deficit for the year on unrestricted funds was £182.00 (2014: surplus £9,969). There was also a net surplus on restricted funds of £39,510 (2014: £26,240)

Funds carried forward at the balance sheet date totalled £360,442 (2014: £321,114)

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

Principal Funding Sources

Grants are the major source of income and we would like to record our thanks for the ongoing support from the City of Edinburgh Council, Edinburgh Alcohol and Drug Partnership, East Lothian Council, Mid and East Lothian Drug and Alcohol Partnership, Midlothian Council, West Lothian Council and West Lothian Alcohol and Drug Partnership and NHS Lothian.

Charitable Funders

ELCA is very fortunate in having charitable funders who support our work and we are very grateful to them for their continued support. Thanks are recorded to an Anonymous Trust, The Binks Trust, The Hope Trust, the Cruden Foundation Limited, The Nancie Massie Charitable Trust, The North British Distillery Company Ltd, an anonymous corporate donor and an anonymous individual donor who all continue to help fund ELCA's Core Service. We would also like to say a big thank you to all the individual donations we received throughout the year from clients who accessed our services.

Plans for Future Periods

Some of the developments for the coming year are:

- Completion of ELCA's Strategic/Business Plan for the next 5 years 2015-2020
- Setting up a Fundraising Group with representatives from staff and service users
- Continuing working with partners
- Facilitating continual professional development for all our staff
- Evaluating referrals to our service e.g. identify how many re-referrals we receive during the year
- Developing our website
- Identifying other opportunities for development and growth

Reserves Policy

The Directors have examined the charity's requirements for reserves in light of the main risks to the organisation. The Directors have established a policy of maintaining its reserves to a level equivalent of three months running costs for the organisation.

Statement of Directors' Responsibilities

The directors (who are also trustees of the Edinburgh & Lothian Council on Alcohol for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors 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 the year. In preparing these financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

DIRECTORS' REPORT *(cont'd)*

FOR THE YEAR ENDED 31 MARCH 2015

The Directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 directors are aware:

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

The directors have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

BY ORDER OF THE MANAGEMENT COMMITTEE



Diane Ashton, Director



2015

INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS OF

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

We have audited the financial statements of Edinburgh & Lothian Council on Alcohol for the year ended 31 March 2015 which comprise Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

Respective responsibilities of directors and auditor

As explained more fully in the Directors' Responsibilities Statement set out on page 7, the directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS OF

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL (*cont'd*)

Opinion on other matter prescribed by the Companies Act 2006

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Malcolm R Beveridge

Malcolm R Beveridge BA CA (Senior statutory auditor)

For and on behalf of

CHIENE + TAIT LLP

Chartered Accountants and Statutory Auditor

61 Dublin Street

Edinburgh

EH3 6NL

29 September 2015

Chiene + Tait LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources					
<i>Incoming resources from generated funds:</i>					
<i>Voluntary income:</i>					
Grants	2	162,627	361,090	523,717	506,903
Donations	3	18,711	-	18,711	19,452
Subscriptions		156	-	156	140
<i>Investment income:</i>					
Bank interest receivable		146	-	146	154
<i>Incoming resources from charitable activities</i>	4	745	-	745	1,174
Total incoming resources		<u>182,385</u>	<u>361,090</u>	<u>543,475</u>	<u>527,823</u>
Resources expended					
<i>Costs of generating funds</i>	5	2,501	-	2,501	2,641
<i>Charitable activities</i>	5	175,790	321,330	497,120	483,822
<i>Governance costs</i>	5	4,276	250	4,526	5,151
Total resources expended		<u>182,567</u>	<u>321,580</u>	<u>504,147</u>	<u>491,614</u>
Net incoming/(outgoing) resources before and after transfers		<u>(182)</u>	<u>39,510</u>	<u>39,328</u>	<u>36,209</u>
Net movement of funds in year		<u>(182)</u>	<u>39,510</u>	<u>39,328</u>	<u>36,209</u>
<i>Reconciliation of funds</i>					
Total funds brought forward		121,183	199,931	321,114	284,905
Total funds carried forward	12	<u>121,001</u>	<u>239,441</u>	<u>360,442</u>	<u>321,114</u>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 24 form part of these financial statements.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

BALANCE SHEET

AS AT 31 MARCH 2015

	Note	£	2015 £	£	2014 £
Fixed assets					
Tangible assets	9		2,861		-
Current assets					
Debtors	10	30,879		24,116	
Cash at bank and in hand		342,412		321,147	
		<u>373,291</u>		<u>345,263</u>	
Creditors: amounts falling due within one year	11	<u>15,710</u>		<u>24,149</u>	
Net current assets			<u>357,581</u>		<u>321,114</u>
Net assets			<u>360,442</u>		<u>321,114</u>
The funds of the charity					
Unrestricted funds:	12				
General			85,276		85,458
Designated			35,725		35,725
Total unrestricted funds			<u>121,001</u>		<u>121,183</u>
Restricted funds	12		<u>239,441</u>		<u>199,931</u>
Total funds			<u>360,442</u>		<u>321,114</u>

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

Approved by the directors on 23/9/ 2015 and signed on their behalf by:


Diane Ashton

Convener

Company No: SC093818

The notes on pages 13 to 24 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006.

Going concern

The financial statements have been prepared on a going concern basis. The Directors have assessed the Charity's ability to continue as a going concern and have reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements (see also note 15).

Incoming resources

Grants and donations are recognised on an accruals basis for the period that they are receivable.

Resources expended

All expenditure is included on an accruals basis, inclusive of VAT, and is recognised when there is a legal or constructive obligation to pay for expenditure.

Costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an estimated usage basis.

Costs of generating funds are those incurred in order to raise funding. Costs of charitable activities consist of those applied by the charity in meeting its charitable objectives, which includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include the costs of general governance of the charity as opposed to direct management inherent in meeting charitable objectives, and are those associated with strategic, constitutional and statutory requirements.

Depreciation

Depreciation is provided on tangible fixed assets over £1,000, at rates calculated to write off the cost of each asset evenly over its expected useful economic life at the following annual rate:-

Computer equipment - 20% straight line

Pensions

The company participates in a multi-employer defined benefit scheme, which is closed to future accrual. Past deficit contributions are charged to the Statement of Financial Activities as these become payable.

The company also contributes to defined contribution pension schemes. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the schemes.

Fund accounting

The nature and purpose of each fund is explained in note 12.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL
NOTES TO THE FINANCIAL STATEMENTS (cont'd)
FOR THE YEAR ENDED 31 MARCH 2015

2. Voluntary income: grants	2015	2014
	£	£
General fund		
The City of Edinburgh Council	113,989	113,989
West Lothian Council/NHS Lothian	14,897	14,852
East Lothian Council/NHS Lothian	19,420	19,420
Midlothian Council/NHS Lothian	14,321	14,321
	<u>162,627</u>	<u>162,582</u>
Restricted funds		
Community Based Service - EADP	40,522	40,522
The City of Edinburgh Council - Women's Service	42,479	42,479
West Lothian, Alcohol & Drug Partnership	36,880	36,880
EADP	39,856	39,856
MELDAP	20,237	20,235
NHS Lothian - Prisons service	144,448	144,449
Edinburgh and Lothians - Health Foundation	20,000	10,000
Awards for All	-	9,900
City of Edinburgh Council - Telephone Support	4,388	-
City of Edinburgh Council - Polish Counselling Service	12,280	-
	<u>361,090</u>	<u>344,321</u>
Total Voluntary Income: grants	<u>523,717</u>	<u>506,903</u>
3. Voluntary income: donations	2015	2014
	£	£
General fund		
Charitable trusts, voluntary and other organisations and individuals:		
The Nancie Massey Charitable Trust	5,000	5,000
The Binks Trust	1,000	1,000
The Hope Trust	1,000	1,200
Cruden Foundation Limited	1,000	1,000
Individual donors	4,111	4,776
Anonymous Trust	5,000	5,000
	<u>17,111</u>	<u>17,976</u>
Corporate:		
Anonymous	250	250
The North British Distillery Company Ltd	2,000	2,000
	<u>19,361</u>	<u>19,452</u>

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (*cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

4. Incoming resources from charitable activities

General fund

Criminal justice programme

Employee Assistance

Individual subscriptions

2015

£

50

45

156

251

2014

£

100

300

-

400

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

FOR THE YEAR ENDED 31 MARCH 2015

5. Resources expended

	Coun- selling Services £	MELDAP £	Community Based Services £	West Lothian £	Women's Service £	EADP £	NHS Lothian Prisons service £	Awards For All £	The City of Edinburgh Council - Health Foundation £	Telephone Support	Total 2015 £	Total 2014 £
Costs of generating funds:												
Personnel costs	1,964	-	-	-	-	-	-	-	-	-	1,964	2,128
Publicity	223	-	-	-	-	-	-	-	-	-	223	223
Fundraising costs	314	-	-	-	-	-	-	-	-	-	314	290
	2,501	-	-	-	-	-	-	-	-	-	2,501	2,641
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Charitable Activities:												
Direct costs												
Personnel costs	133,758	17,733	43,341	22,410	34,431	38,700	126,380	4,667	11,781	1,375	434,576	416,683
Volunteer costs	2,403	-	-	-	-	-	-	-	-	-	2,403	3,428
Travel	386	430	549	1,168	139	-	218	-	-	-	2,890	2,306
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Carried forward	136,547	18,163	43,890	23,578	34,570	38,700	126,598	4,667	11,781	1,375	439,869	422,417

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL
NOTES TO THE FINANCIAL STATEMENTS (Cont'd)
FOR THE YEAR ENDED 31 MARCH 2015
5. Resources expended (cont'd)

	Coun- selling Services £	MELDAP £	Comm-unity Based Services £	West Lothian £	Women's Service £	EADP £	NHS Lothian Prisons service £	Awards For All £	The City of Edinburgh Council - Health Foundation £	Telephone Support £	Total 2015 £	Total 2014 £
Brought forward	136,547	18,163	43,890	23,578	34,570	38,700	126,598	4,667	11,781	1,375	439,869	422,417
Support costs												
Premises	33,366	-	-	-	500	-	-	415	-	-	34,281	32,474
Telephone	410	-	-	-	-	1,460	-	-	-	-	1,870	3,201
Post, printing & stationery	47	-	-	700	1,315	-	-	-	-	-	2,062	3,811
General expenses	3,134	2,850	-	3,193	4,000	-	2,615	360	-	-	16,152	20,362
Professional fees	2,286	-	-	250	350	-	-	-	-	-	2,886	1,557
	175,790	21,013	43,890	27,721	40,735	40,160	129,213	5,442	11,781	1,375	497,120	483,822
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Governance costs:												
AGM and management committee costs	1,186	-	-	-	-	-	-	-	-	-	1,186	771
External scrutiny costs	3,090	-	-	250	-	-	-	-	-	-	3,340	4,380
	4,276	-	-	250	-	-	-	-	-	-	4,526	5,151
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
	182,567	21,013	43,890	27,971	40,735	40,160	129,213	5,442	11,781	1,375	504,147	491,614
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

A value for the services provided by 18 (2014: 18) volunteers in the year is not included in the above expenditure.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

FOR THE YEAR ENDED 31 MARCH 2015

6. Operating lease commitments

	2015 £	2014 £
Annual commitments according to the expiry of property leases:		
Between one and two years	19,500	19,500

7. Staff numbers and costs

	2015 £	2014 £
Salaries	386,557	374,924
Social security costs	25,503	26,476
Pension costs	20,485	19,658
	432,545	421,058

The average monthly number of employees during the year was:

Charitable activities	31	30
Fundraising and publicity	1	1
	32	31

No employee received remuneration of more than £60,000 (2014: none).

No remuneration was payable or expenses reimbursed to any of the directors.

8. Taxation

As a charity, the company is exempt from tax on income and gains falling within the Corporation Tax Act 2010 and the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the year.

9. Tangible assets

	Computer equipment £
Cost	
At 1 April 2014	4,759
Additions	3,576
Disposals	(4,759)
At 31 March 2015	3,576
Depreciation	
At 1 April 2014	4,759
Charge for the year	715
Disposals	(4,759)
At 31 March 2015	715
Net book value	
At 31 March 2015	2,861
At 31 March 2014	-

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL
NOTES TO THE FINANCIAL STATEMENTS (Cont'd)
FOR THE YEAR ENDED 31 MARCH 2015

10. Debtors	2015	2014
	£	£
Grants receivable	24,009	19,429
Other debtors and prepayments	6,869	4,687
	<u>30,878</u>	<u>24,116</u>

11. Creditors: amounts falling due within one year	2015	2014
	£	£
Taxation and social security	7,382	7,724
Other creditors and accruals	8,328	16,425
	<u>15,710</u>	<u>24,149</u>

12. Analysis of charitable funds

Analysis of unrestricted fund movements

	1 April 2014	Incoming resources	Outgoing resources	31 March 2015
	£	£	£	£
General fund	85,458	182,385	(182,567)	85,276
Designated funds				
Development fund	20,000	-	-	20,000
Property maintenance fund	6,771	-	-	6,771
Staff training and development	8,954	-	-	8,954
	<u>121,183</u>	<u>182,385</u>	<u>(182,567)</u>	<u>121,001</u>

Analysis of restricted fund movements

	1 April 2014	Incoming resources	Outgoing resources	31 March 2015
	£	£	£	£
Community Based Service	31,091	40,522	(43,890)	27,723
The City of Edinburgh Council				
- Women's Service	74,676	42,479	(40,735)	76,420
West Lothian Alcohol				
& Drug Partnership	32,804	36,880	(27,971)	41,713
MELDAP	776	20,237	(21,013)	-
EADP	23,564	39,856	(40,160)	23,260
NHS Lothian Prisons Service	27,423	144,448	(129,213)	42,658
Edinburgh and Lothians - Health Foundation	4,155	20,000	(11,781)	12,374
Awards for All	5,442	-	(5,442)	-
City of Edinburgh Council - Telephone Support	-	4,388	(1,375)	3,013
City of Edinburgh Council - Polish Counselling Service	-	12,280	-	12,280
	<u>199,931</u>	<u>361,090</u>	<u>(321,580)</u>	<u>239,441</u>

EDINBURGH & LOTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

FOR THE YEAR ENDED 31 MARCH 2015

12. Analysis of charitable funds (cont'd)

Purpose of unrestricted funds

Unrestricted income is income granted, donated to or earned by ELCA to be used at the discretion of ELCA's directors to fund any activity which is in furtherance of ELCA's objectives. The directors have designated a proportion of the unrestricted funds for specific activities which are in line with ELCA's objectives.

Development fund: The Management Committee agreed to set aside some of its unrestricted funds to set up a Development Fund. The fund will be used for any new initiatives that ELCA requires such as the installation of a new database.

Property maintenance fund: The Management Committee agreed to set aside some of its unrestricted funds to set up a Property Maintenance Fund. This will allow ELCA to carry out any property repairs or refurbishment that might be required throughout our lease.

Staff training and development fund: The Management Committee agreed to set aside some of its unrestricted funds to set up a Staff Training and Development Fund. This fund will be used to buy in any specialised training that might be required in order for ELCA's staff to carry out their work effectively.

Purposes of restricted funds

Community Based Service: Grant from EADP to provide information and counselling services throughout the four localities in Edinburgh; North East, North West, South East, South West.

The City of Edinburgh Council - Women's Service: A grant from the City of Edinburgh Council/NHS Lothian to provide a gender specific information and counselling service for women experiencing difficulties with alcohol.

Alcohol & Drug Partnership West Lothian: Contract with Alcohol & Drug Partnership West Lothian to further develop ELCA's information and 1-1 counselling service throughout West Lothian.

MELDAP: Grant from Mid and East Lothian Drug and Alcohol Partnership to help meet the HEAT A111 Target and respond to the increase in referrals from clients wishing to access ELCA's East and Midlothian services.

EADP: Funds from the Edinburgh Alcohol & Drug Partnership to enhance ELCA's provision of counselling and support services for people with alcohol related problems and their families in Edinburgh.

NHS Lothian: Contract with NHS Lothian to develop and provide an Alcohol Counselling Service in HMP Addiewell and HMP Edinburgh.

Health Foundation: Edinburgh & Lothians Health Foundation: A grant from the Health Foundation to develop ELCA's Polish Alcohol Counselling Service for anyone worried about their own or someone else's alcohol problem.

Awards for All: The Big Lottery: A grant from The Big Lottery Awards for All Grant Scheme to pilot three new interventions; Auricular Acupuncture, Mindfulness Based Relapse Prevention and Telephone Support.

City of Edinburgh Council – Telephone Support: A one-off grant to allow ELCA to continue to provide and develop our Telephone Support Service.

City of Edinburgh Council – Polish Counselling Service: A one-off grant to allow ELCA to enhance our Polish Alcohol Counselling Alcohol Service.

13. Analysis of net assets between funds	Fixed assets £	Current assets £	Current liabilities £	Net assets £
General funds	2,861	98,125	(15,710)	85,276
Designated funds	-	35,725	-	35,725
Restricted funds	-	239,441	-	239,441
	<u>2,861</u>	<u>373,291</u>	<u>(15,710)</u>	<u>360,442</u>

14. Pension commitments and contingent liabilities

ELCA operates a defined contribution pension scheme for the benefit of its employees and also contributes to personal pension arrangements. The defined benefit scheme is closed to new members and future accrual.

(a) Defined benefit pension scheme:

ELCA participates in the Scottish Voluntary Sector Pension Scheme ('the Scheme'). The Scheme is a multi-employer defined benefit scheme. The Scheme is funded and was contracted-out of the State scheme until 31 March 2010, when the Scheme was closed to future accrual.

The Scheme operated a single benefit structure, final salary with a 1/60th accrual rate until 30 September 2007. From October 2007 there were two benefit structures available, final salary with a 1/60th accrual rate and final salary with an 1/80th accrual rate, until the date of Scheme closure on 31 March 2010.

The Scheme closed to future accrual on 31 March 2010. There is currently no intention to wind-up the Scottish Voluntary Sector Pension Scheme and it continues in paid-up form.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required so that the Scheme can meet its pension obligations as they fall due.

The actuarial valuation assesses whether the Scheme's assets at the valuation date are likely to be sufficient to pay the pension benefits accrued by members as at the valuation date. Asset values are calculated by reference to market levels. Accrued pension benefits are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

It is not possible in the normal course of events to identify on a consistent and reasonable basis the share of underlying assets and liabilities belonging to individual participating employers. This is because the Scheme is a multi-employer scheme where the Scheme assets are co-mingled for investment purposes and benefits are paid from total Scheme assets. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.

The last formal valuation of the Scheme was performed as at 30 September 2011, by a professionally qualified actuary using the Projected Unit Method. The market value of the Scheme's assets at the 30 September 2011 was £66.2 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £28.8 million (equivalent to a past service funding level of 69.7%).

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (Cont'd)

FOR THE YEAR ENDED 31 MARCH 2015

The financial assumptions underlying the valuation as at 30 September 2011 were as follows:

	% p.a
Rate of return pre retirement	5.8
Rate of return post retirement	4.0
Rate of salary increases	4.4
Rate of pension increases pre 5 April 2005	2.4
Rate of pension increases post 5 April 2005	1.9
Rate of price inflation (CPI)	2.4

14. Pension commitments and contingent liabilities (cont'd)

If an actuarial valuation reveals a shortfall of assets compared to liabilities the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

From 1 April 2013 a new recovery plan came into effect, following the finalisation of the 2011 valuation. Under the new recovery plan ELCA is required to make lump sum payments of £15,299 with effect from 1 April 2013, increasing by 3% in April of each year.

If the valuation assumptions are borne out in practice, this pattern of contributions should be sufficient to eliminate the entire funding shortfall, by 31 March 2028

A copy of the recovery plan must be sent to The Pensions Regulator after each valuation is finalised. The Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the Scheme liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Scheme (which would effectively amend the terms of the recovery plan).

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30 September 2013. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £81 million (from £73m at 30 September 2012) and indicated a decrease in the shortfall of assets compared to liabilities to approximately £34 million (from £36m at 30 September 2012), equivalent to a past service funding level of 71% (from 67.2% at 30 September 2012).

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer becoming insolvent or ceasing to participate in the Scheme, or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

ELCA has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Scheme based on the financial position of the Scheme as at 30 September 2012. As of this date the estimated employer debt for ELCA was £678,111. The directors are aware that this potential liability exists however, understand that withdrawal debt only crystallises should ELCA cease to be a participating employer. The directors are therefore unable to establish when any potential liability will crystallize and are unable to quantify a reliable estimate for this debt in the future at the year end. As a consequence, and in accordance with FRS12, no provision for any withdrawal debt for the Scheme has been made in the financial statements.

EDINBURGH & LoTHIAN COUNCIL ON ALCOHOL

NOTES TO THE FINANCIAL STATEMENTS (*Cont'd*)

FOR THE YEAR ENDED 31 MARCH 2015

14. Pension commitments and contingent liabilities (*cont'd*)

(b) Other defined contribution arrangements:

With the closure of the defined benefit scheme, ELCA now contributes to a defined contribution scheme or personal pension arrangements as appropriate. ELCA pays contributions at a fixed rate for two employees. The pension cost of £4,727 (2014: £4,358) represents contributions payable by ELCA during the year.

At 31 March 2015 £1,313 (2014: £1,275) of employer contributions were outstanding and included in other creditors and accruals (note 11).

15. Going concern

ELCA depends on grants from outside sources to finance its activities. Support from funding bodies is dependent on ELCA continuing to meet its operational targets. Grant funding arrangements have been agreed to 31 March 2016 and the Directors expect this funding to continue beyond that date.

On this basis, the financial statements have been drawn up on the going concern basis which assumes adequate grant funding will continue to be available.

16. Members' liability

Edinburgh & Lothian Council on Alcohol is a company limited by guarantee and therefore has no share capital. Each member undertakes to contribute £1 to the company's assets in the event of the company being wound up.