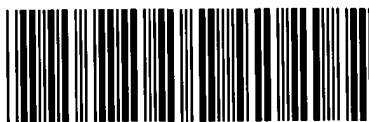


**Alcohol Focus Scotland**  
**Report and Financial Statements**  
**for the year ended 31 March 2018**

**Charity number: SC009538**  
**Company number: SC094096**

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## **Alcohol Focus Scotland**

### **Contents**

	<b>Page</b>
Charity information	<b>1</b>
Trustees' Annual Report	<b>2 - 10</b>
Independent Auditor's Report	<b>11 - 14</b>
Statement of Financial Activities	<b>15</b>
Balance Sheet	<b>16</b>
Statement of Cash Flows	<b>17</b>
Notes to the Financial Statements	<b>18 - 31</b>

## Alcohol Focus Scotland

### Legal and Administrative Information

<b>Charity name</b>	Alcohol Focus Scotland	
<b>Charity registration number</b>	SC009538	
<b>Company registration number</b>	SC094096	
<b>Directors</b>	John Carnochan	Resigned 6 September 2017
	Professor Jeff Collin	
	Mary Cuthbert	Chair
	Hilary Davison	
	Andrew Fraser	
	Professor Gerard Hastings	Resigned 6 September 2017
	Wendy Ingledew	Resigned 7 March 2018
	Calum Irving	
	Senga MacDonald	Resigned 6 September 2017
	Dr Drew Walker	
	Fiona Doig	Appointed 7 March 2018
	Neil Hunter	Appointed 6 September 2017
	Jacqueline McCarrell	Appointed 6 September 2017
	Rob Flett	Appointed 6 September 2017
	Dr Nathan Critchlow	Appointed 6 September 2017
<b>Senior management</b>	Alison Douglas	Chief Executive
	Laura Mahon	Deputy Chief Executive - Appointed 1 October 2017
	Bruce Miller	Financial Controller
	Jane Wilson	Learning & Business Development Manager
	Gemma Crompton	Policy & Public Affairs Manager
	Aidan Collins	Acting Programme Lead
<b>Principal office and Registered office</b>	166 Buchanan Street Glasgow G1 2LW	
<b>Website address</b>	<a href="http://www.alcohol-focus-scotland.org.uk">www.alcohol-focus-scotland.org.uk</a>	
<b>Auditors</b>	Alexander Sloan Accountants and Business Advisers 180 St Vincent Street Glasgow G2 5SG	
<b>Bankers</b>	Royal Bank of Scotland 10 Gordon Street Glasgow G1 3PL	

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

The Directors present their report and the financial statements of the charity for the year ended 31 March 2018.

#### **Directors**

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Directors.

The Directors serving during the year and since the year end are detailed on page 1.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Alcohol Focus Scotland is a company, limited by guarantee, and has obtained permission from the Registrar of Companies to omit the word "limited" from the company name. Alcohol Focus Scotland has been granted charitable status by O.S.C.R. and H.M. Revenue & Customs.

Under the terms of the Articles of Association, all members of the Board are Directors as defined by the Companies Act 2006.

The Chief Executive is responsible to the Board for the strategic and operational management of the organisation. The Chief Executive and the Senior Managers form a Senior Management Team who make recommendations on strategic and operational matters. The Chief Executive then reports and makes recommendations to the Board.

##### **Appointment of Directors**

As set out in the Articles, the trustees may at any time appoint someone to be a trustee on the basis that he/she has specialist experience and/or skills which could benefit the organisation. A trustee once appointed shall hold office until the AGM held in the calendar year in which the third anniversary of their appointment falls but is eligible for re-election for two further periods of three years.

Trustees are given an induction pack and training when they are appointed and further training is provided as and when appropriate.

##### **Risk management**

The organisation operates a risk register which assesses all risks to the organisation, including financial risks and identifies the key actions required to mitigate those risks. The risk register is reviewed annually by the Audit Committee and subsequently by the Board.

**Alcohol Focus Scotland**  
**Directors' Annual Report**  
**for the year ended 31 March 2018**

**OBJECTIVES AND ACTIVITIES**

The objects for which the company is established are the advancement of health and to improve the quality of people's lives by reducing the harm caused by alcohol using effective and evidence based measures.

During the period covered by this report Alcohol Focus Scotland (AFS) continued implementation of our 2016-2019 strategic plan. We recognise that in order to prevent and reduce harm, a significant reduction in population-level consumption of alcohol is required. AFS has continued to prioritise our efforts in those areas where the evidence of effectiveness is strongest. Our key areas of strategic priority continue to be focused on building support for the implementation of the World Health Organization's 'best buys': increasing the price of alcohol, controlling availability and restricting alcohol marketing.

AFS's programme of work to support our strategic priorities is delivered across three core functions comprising communication and information dissemination; policy, research and advocacy; and learning and development.

AFS's day-to-day activity is organised under three work programmes of Increasing Price, Controlling Sales and Restricting Marketing, and two cross-cutting work programmes of Effective Policy and Implementation and My Drinking/Harm to Others. AFS has identified operational outcomes and indicators for each of these five work programmes, and data on these is routinely collected and analysed in order to effectively monitor their contribution towards our five strategic outcomes. Further details of these are provided in the achievements and performance section.

In order to illustrate the difference made and key benefits to society of the work of AFS over the past year, information on key pieces of work undertaken in the past 12 months is provided below.

**Effective Policy and Implementation**

**Changing Scotland's Relationship with Alcohol:** We have continued to promote our comprehensive and evidence-based package of recommendations contained in the report "Changing Scotland's Relationship with Alcohol: Recommendations for Further Action", published in March 2017. In particular, we have highlighted effective alcohol control policies, the achievements in delivering these in Scotland and areas for future action, through our work with ADPs, licensing boards, public health workers, MSPs and policymakers both in Scotland and internationally. We have continued to build understanding on the interconnections between alcohol, tobacco and unhealthy food through our work with the Cross-Party Group on Improving Scotland's Health: 2021 and beyond.

We have also significantly increased our policy and public affairs output over the last 12 months, contributing to a large number of consultations, including Scottish Government consultations on the level of minimum unit pricing, the planning system, and the new diet and obesity strategy. We also provided written and oral evidence to the Scottish Parliament's Health and Sport Committee on the Scottish Government's Draft Budget 2018-19.

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

#### **Increasing Price**

Advocating for Minimum Unit Pricing (MUP): The UK Supreme Court issued its judgment on MUP in November 2017. This judgment cleared the way for implementation of MUP following nearly 10 years of campaigning by organisations including AFS. AFS gained significant coverage on television, radio and in newspapers, including international broadcasts, in relation to the judgment, taking the opportunity to explain the evidence on the benefits of the policy.

#### **Controlling Sales**

Taking stock of progress on availability: AFS launched its report "Taking Stock: Views and experiences of alcohol licensing" in December 2017. The report was informed by discussions at regional events held by AFS in late 2016, attended by approximately 170 participants across 4 events. The report reported on progress within the licensing system and made recommendations for improvement. Key recommendations were communicated to the Scottish Government to help inform the development of the Alcohol Strategy refresh.

Improving capacity in the licensing system: AFS provided training on the licensing system to all 40 of Scotland's licensing boards following the local government elections in May 2017. A total of 392 Licensing Board Members were trained, with a pass rate of 98%. An evaluation report from this training was published in November 2017. Feedback was overwhelmingly positive and pre- and post-course evaluations demonstrated increased learning across all learning objectives. In addition, in September 2017, AFS published an updated licensing resource pack, which was widely disseminated to licensing boards and professionals involved in the licensing system. It provided advice and resources to support the collection of evidence on local alcohol harm, and to support the development of licensing board policy statements and effective overprovision policies, due to be published in November 2018.

#### **My Drinking/Harm to Others**

UK-wide research project: impact of parental drinking on children: The report from AFS's collaboration with partners in Alcohol Families Alliance, the Institute of Alcohol Studies and Adfam, exploring the impact of parental drinking on children was launched at The Houses of Parliament in October 2017. AFS plans to produce a short Scotland-specific report, focusing on the survey data and the findings of a series of alcohol inquiry evidence sessions held in Scotland.

Supporting local advocacy: AFS collaborated with the University of Edinburgh to pilot a toolkit for using the Photovoice methodology as an engagement and influencing tool for those in recovery. AFS supported Glasgow and Renfrewshire ADPs to participate in the pilot, which culminated in a celebratory exhibition of the photography produced, displayed in Buchanan Galleries in Glasgow for a week during January 2018.

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

#### **ACHIEVEMENTS AND PERFORMANCE**

AFS strives for continuous improvement and long-term sustainability through an innovative and reflective approach to our work. This allows AFS to critique the strength of work and measure impact to ensure programmes are functioning effectively and contributing to strategic outcomes. AFS uses quantitative and qualitative evaluation methods, where possible, to assess progress towards outcomes.

#### **Summary of Key Outputs April 2017 - March 2018**

- Published the "Taking Stock" report, identifying ways in which the operation of the licensing system can be optimised.
- Published a joint report with Institute of Alcohol Studies and the Alcohol Families Alliance, "Like Sugar for Adults", on the impact of parental drinking.
- Hosted a marketing stakeholder event, and separate parliamentary event, Leave our Kids Alone!, jointly with Obesity Action Scotland.
- Published an updated Licensing Resource Pack, to support licensing stakeholders to collect evidence and develop their statements of licensing policy and overprovision policy.
- Delivered Licensing Board Members' Training to 392 Licensing Board Members across Scotland.
- Established the Licensing Health Stakeholder Group to facilitate the sharing of good practice in relation to alcohol licensing.- Participated in an expert advisory group to update the statutory guidance accompanying the Licensing (Scotland) Act 2005.
- Hosted a Rory & Oh Lila CPD Event, attended by 34 practitioners.
- Delivered a variety of training to 425 professionals across Scotland, to enable them to support people affected by alcohol: 118 practitioners were trained to use our Children Harmed by Alcohol Toolkit (CHAT) resource, designed for services working with children, young people, parents and families who are affected by alcohol; 45 teachers were trained to use our Rory resource for children aged 5-11; 61 nursery teachers were trained to use our Oh Lila resource for children aged 3-5; 85 practitioners attended our Alcohol Affects Us All training, which helps to ensure that people have the skills, knowledge and confidence to support people affected by alcohol; 58 managers completed our training for managers on dealing with alcohol and drugs issues in the workplace; 50 practitioners attended our new Alcohol and Older People training, designed for those working with and supporting older people; and 8 trainers were trained in delivering our Alcohol Truths programme in a youth setting. A further 20 people undertook licensing qualifications.
- Continued to act as joint secretariat of the Cross-Party Group (CPG) on Improving Scotland's Health: 2021 and beyond, holding two formal meetings, including the Annual General Meeting, and one informal meeting. Presenters at these meetings included the Minister for Public Health and Sport, Aileen Campbell MSP, and the Children and Young People's Commissioner Scotland, Bruce Adamson. The CPG now has three Co-Conveners from three political parties, more than 60 organisation members and seven MSP members. The CPG is one of 38 initiatives featured in the NCD Alliance's Civil Society Global Atlas.

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

- Ran 3 Knowledge Exchange Events for ADPs and delivered 2 free training sessions on licensing legislation for ADP and health partners, attended by 23 participants.
- Launched the Photovoice project, enabling people in recovery to share their experiences through photographs.
- Promoted our work by delivering presentations at number of national and international conferences, on topics spanning price, marketing, availability and harm to others.
- Received the Alcohol Health Alliance joint award (with SHAAP) for best campaign, for MUP.
- Responded to 24 policy consultations, and provided oral evidence to the Scottish Parliament's Health and Sport Committee.
- Produced 4 briefings for all MSPs to inform parliamentary debates and to provide general updates, and also produced briefings for individual MSPs on a range of issues.
- Responded to over 160 media enquiries from print and broadcast media. Coverage of the Supreme Court ruling on MUP included 14 broadcast interviews and the use of our commentary in at least 22 print and digital news outlets.
- Disseminated monthly eFocus newsletter to over 1,300 contacts.
- Received 43,100 visits to our website and twitter followers increased to 3,265.



## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

#### **Future Plans**

AFS continues to make a unique contribution to preventing alcohol harm in Scotland by promoting effective and cost-effective action to reduce consumption. The upcoming year marks the final year of AFS's current strategic plan. This plan places explicit emphasis on preventing - as well as reducing - harm, as this will deliver better outcomes for people and make more efficient use of public resources. It focuses on actions to tackle price, availability and marketing, in line with the international evidence base. AFS will continue work in close collaboration with partners to promote action and sharing of good practice at local, UK, European and global level.

AFS's strategic priorities for 2018-2019 have been slightly revised and are:

- Building Alcohol Advocacy Capability and Delivering Impact: Encouraging the development and implementation of effective alcohol policies at local, national and international level by identifying and sharing evidence and good practice and building public awareness, understanding and support.
- Increase price: Contributing to the effective implementation of minimum unit pricing as well as broadening understanding of, and support for, complementary tax increases at UK level.
- Control sales: Encouraging controls on where, when and how alcohol is sold. Ensuring the effective implementation of licensing legislation by supporting licensing boards and forums to promote the licensing objectives.
- Restrict marketing: Encouraging controls on the scale and extent of alcohol advertising and sponsorship, in particular protecting children from exposure to alcohol marketing.
- My drinking/Harm to others: Helping people understand and make informed decisions about their drinking by ensuring access to the best independent information on the health risks and the impact on others; increasing understanding of the wide impact of others' drinking on children, families, colleagues, public services and the economy and the best ways to reduce this; improve identification and support for those affected.

**Sustainable AFS:** Ensuring AFS is well governed, that income is generated to support our work, finances are soundly managed and we have the staff and business support infrastructure to ensure that the organisation has the capacity and resources to achieve its future objectives.

Key activities planned in the forthcoming year, in line with the strategic priorities, include: developing a new three-year strategic plan; participating in licensing policy statement consultation processes and evidence sessions; undertaking an analysis of new statements of licensing policy and overprovision assessments; continuing to build understanding of how alcohol marketing affects children and young people and support for reducing their exposure to it; identifying funding opportunities to support the Alcohol Free Childhood project; continuing to extend the geographical reach of our Rory, Oh Lila and CHAT learning programmes and resources for use in educational, early years and treatment and care services; contributing to the effective implementation of the new Scottish Government strategies relating to alcohol; facilitating ongoing discourse, information sharing and networking across the broad field of alcohol harm reduction and prevention by networking stakeholders, organising themed meetings and events, disseminating information and resources and providing a range of tailored learning opportunities.

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

#### **Senior Management Team**

The senior management team is led by the Chief Executive, Alison Douglas. Other members of the senior management team were: Deputy Chief Executive from 1 October 2017 (Laura Mahon), Learning & Business Development Manager (Jane Wilson), Policy & Public Affairs Manager (Gemma Crompton), Programme Lead to cover maternity leave (Aidan Collins) and the Financial Controller (Bruce Miller).

#### **FINANCIAL REVIEW**

AFS generated a surplus of £53,146 on its unrestricted funds for the year ended 31st March 2018.

The principal sources of funding were from the core grant of £472,000 provided by the Scottish Government. Also funded by the Scottish Government, were grants of £59,200 for the Whole Population Approach project and £64,300 for the Availability project. Other funding included £184,190 from training & materials and £42,501 from grants, donations and miscellaneous income, of which £19,750 was restricted funding.

The core grant underpins all that the charity does and supports all of its strategic objectives. The Scottish Government is continuing to fund a post to provide information and support to Alcohol & Drug Partnerships across Scotland to assist them in the development and implementation of population-level policies and interventions to tackle alcohol harm. The income generated from training activities and small grant funding have enabled AFS to produce resources to support best practice and to provide new learning and development opportunities.

In order to protect the organisation against the current assessed risk of loss of income and unexpected expenditure, AFS has calculated that it needs to hold reserves in the region of £235,000. As the actual free reserves of £246,042 stand only slightly above this, no specific action on the disposal of excess reserves is deemed necessary at this time.

**Alcohol Focus Scotland**  
**Directors' Annual Report**  
**for the year ended 31 March 2018**

**Funds**

At the end of the financial year, total funds held were £574,629. Of this, unrestricted funds amounted to £561,042 and restricted funds accounted for the remaining £13,587.

**Restricted Funds**

Successful appeals were made to various trusts to support the development of Oh Lila and Rory 3. All but £650 of the funds raised was spent during the year. The remaining £650 is expected to be spent during the early part of 2018/19.

**Designated Funds**

In 2017/18, the Board decided to allocate £20,000 from the general reserves to the research & development fund. This now increases the Research & Development Fund to £80,000.

The trustees have earmarked this fund for work to support its strategic objectives. This fund is expected to be spent over the next 24 months. The unrestricted funds also include £235,000 which could only be made available through the disposal of property.

**Free reserves**

AFS has free reserves of £246,042 at the 31st March 2018 after allowing for the designated funds.

**Reserves policy**

The Board assesses its reserves requirement in terms of the financial risks facing the organisation as a going concern. This takes into account the level of dependency on major funders and the time scale that might be required to replace some of that income. In the current environment, a two year timeframe is considered appropriate. The volatility risk relating to training income and the risk of unexpected expenditure are also factored into the assessment. The adequacy of the reserves will be reviewed annually as part of the annual financial planning and budget process and modified accordingly.

**Training activity policy**

Any profits generated from any training activities undertaken by the Company shall be used solely for the continuation or improvement of training activities and will not be used to support any other activities of the Company.

**Investment policy**

The Board aims to maximise total investment return whilst minimising risk through investing funds not immediately required in such investments, securities or property as may be considered appropriate.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The Trustees (who are also Directors of Alcohol Focus Scotland for the purposes of company 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 that period. In preparing these financial statements, the Directors are required to:

## **Alcohol Focus Scotland**

### **Directors' Annual Report for the year ended 31 March 2018**

- 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.

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

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the Directors have taken all the 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.

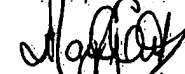
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Auditors**

A resolution proposing that Alexander Sloan, Accountants and Business Advisers, be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

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

This report was approved by the Directors on 22 August 2018 and signed on their behalf by

  
**Mary Guthbert**  
**Chairperson**

## **Alcohol Focus Scotland**

### **Independent Auditor's Report to the Members and Trustees of Alcohol Focus Scotland**

#### **Opinion**

We have audited the financial statements of Alcohol Focus Scotland for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows 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, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 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; 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).

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

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 Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors 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 Directors are responsible for the other information. The other information comprises the information included in the Directors' Annual Report, other than the financial statements and our Auditor's report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Alcohol Focus Scotland**

### **Independent Auditor's Report to the Members and Trustees of Alcohol Focus Scotland (continued)**

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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 matter 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 Directors' Annual Report, for the financial year for which the financial statements are prepared, is consistent with the financial statements, and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

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

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

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' Annual Report and take advantage of the small companies exemption in preparing the Strategic Report.

### **Responsibilities of Directors**

As explained more fully in the Directors' Responsibilities Statement (set out in the Directors' Annual Report), the Directors (who are also the Trustees of the charity 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, and for such internal control as the Directors 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 Directors 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 Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **Alcohol Focus Scotland**

### **Independent Auditor's Report to the Members and Trustees of Alcohol Focus Scotland (continued)**

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

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 charity'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 Members and Trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, its Members as a body and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

**Alcohol Focus Scotland**

**Independent Auditor's Report to the Members and Trustees of Alcohol Focus Scotland (continued)**

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Mark Mulholland (Senior Statutory Auditor)**

**for and on behalf of**

**Alexander Sloan**

**Accountants and Business Advisers and  
Statutory Auditor**

**Date: 22/08/2018 .**

**180 St Vincent Street**

**Glasgow**

**G2 5SG**

Alexander Sloan is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.



**Alcohol Focus Scotland**

**Statement of Financial Activities  
(incorporating Income and Expenditure Account)**

**for the year ended 31 March 2018**

		<b>Unrestricted</b>			<b>2018</b>	<b>2017</b>
		<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Notes</b>	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>£</b>	<b>£</b>
		<b>£</b>	<b>£</b>	<b>£</b>		
<b>Income and endowments from:</b>						
Donations and legacies	<b>2</b>	489,283	-	143,250	632,533	595,746
Charitable activities	<b>3</b>	189,557	-	-	189,557	133,302
Investment income	<b>5</b>	101	-	-	101	565
<b>Total income</b>		<u>678,941</u>	<u>-</u>	<u>143,250</u>	<u>822,191</u>	<u>729,613</u>
<b>Expenditure on:</b>						
Raising funds	<b>6</b>	(20,539)	-	-	(20,539)	(26,062)
Charitable activities	<b>7</b>	(600,256)	(5,000)	(157,301)	(762,557)	(653,878)
<b>Total expenditure</b>		<u>(620,795)</u>	<u>(5,000)</u>	<u>(157,301)</u>	<u>(783,096)</u>	<u>(679,940)</u>
<b>on investments</b>		58,146	(5,000)	(14,051)	39,095	49,673
<b>Net income/(expenditure) before transfers between funds</b>		58,146	(5,000)	(14,051)	39,095	49,673
Transfers between funds	<b>23</b>	(20,000)	20,000	-	-	-
<b>Net movement in funds</b>		<u>38,146</u>	<u>15,000</u>	<u>(14,051)</u>	<u>39,095</u>	<u>49,673</u>
<b>Reconciliation of funds</b>						
Total funds brought forward		207,896	300,000	27,638	535,534	485,861
<b>Total funds carried forward</b>		<u>246,042</u>	<u>315,000</u>	<u>13,587</u>	<u>574,629</u>	<u>535,534</u>

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 18 to 31 form an integral part of these financial statements.

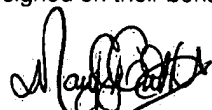
**Alcohol Focus Scotland**

**Balance Sheet  
as at 31 March 2018**

		2018		2017	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	15		242,139		250,708
<b>Current assets</b>					
Stocks		16,407		6,258	
Debtors	16	30,858		28,160	
Cash at bank and in hand	25	353,156		320,941	
		<u>400,421</u>		<u>355,359</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	17	<u>(67,931)</u>		<u>(70,533)</u>	
<b>Net current assets</b>			332,490		284,826
<b>Net assets</b>			<u>574,629</u>		<u>535,534</u>
<b>The funds of the charity</b>					
Unrestricted funds					
General funds	20		246,042		207,896
Designated funds	21		315,000		300,000
Restricted funds	22		<u>13,587</u>		<u>27,638</u>
<b>Total charity funds</b>			<u>574,629</u>		<u>535,534</u>

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Directors on 22 August 2018 and signed on their behalf by



**Mary Cuthbert**  
**Chairperson**

**Registered number: SC094096**

The notes on pages 18 to 31 form an integral part of these financial statements.

**Alcohol Focus Scotland**

**Statement of Cash Flows  
for the year ended 31 March 2018**

	<b>Notes</b>	<b>2018 £</b>	<b>2017 £</b>
<b>Reconciliation of net income/(expenditure) to net cashflow from operating activities</b>			
Net income/(expenditure) (per the Statement of Financial Activities)		39,095	49,673
Depreciation		8,569	8,569
Dividends, interest and rents from investments		(101)	(565)
Decrease in current asset investments		-	102,622
(Increase) in stocks		(10,149)	7,504
(Increase) in debtors		(2,698)	(2,594)
(Decrease) in creditors		(2,602)	(12,567)
<b>Net cash provided by/(used in) operating activities</b>		<u>32,114</u>	<u>152,642</u>
<b>Cash flow statement</b>			
Net cash inflow from operating activities		32,114	152,642
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		101	565
Purchase of property, plant and equipment		-	(14,277)
<b>Net cash provided by/(used in) investing activities</b>		<u>101</u>	<u>(13,712)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		32,215	138,930
<b>Cash and cash equivalents at the beginning of the reporting period</b>		320,941	182,011
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>25</b>	<u>353,156</u>	<u>320,941</u>

## **Alcohol Focus Scotland**

### **Notes to the Financial Statements for the year ended 31 March 2018**

#### **1. Accounting policies**

##### **1.1. Basis of preparation and Statement of Compliance**

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant Notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their Accounts in accordance with Financial Reporting Standard 102 (effective January 2015), the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity meets the definition of a public benefit entity under FRS 102.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **1.2. Fund accounting**

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the Trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Trustees' discretion to apply the fund.

##### **1.3. Income**

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

## **Alcohol Focus Scotland**

### **Notes to the Financial Statements for the year ended 31 March 2018**

#### **1.4. Donations and legacies**

Donations are recognised when the charity has evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Entitlement usually arises immediately upon receipt, however, in the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts must be recognised when it is probable that it will be received. This is normally following the granting of confirmation, when the administrator / executor of the estate has communicated in writing both the amount and settlement date and any conditions attached to the legacy are within the control of the charity or have been met. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

#### **1.5. Grants receivable**

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **1.6. Income from Charitable Activities**

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (as the related goods or services are provided).

#### **1.7. Other trading activities**

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events and is recognised when the charity has entitlement to the funds, it is probable that these will be received and the amounts can be measured reliably.

#### **1.8. Investment income**

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

#### **1.9. Other income**

Other income represents income that cannot be reported under the other analysis headings provided within the Statement of Financial Activities and is recognised when the charity is entitled to the income, it is probable that it will be received and the amount can be measured reliably by the charity.

## **Alcohol Focus Scotland**

### **Notes to the Financial Statements for the year ended 31 March 2018**

#### **1.10. 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 settlement will be required and the amount of the obligation can be measured or estimated reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

#### **1.11. Raising Funds**

Expenditure on raising funds includes all expenditure incurred by a charity to raise funds for its charitable purposes. It includes the costs of all fundraising activities and events together with those costs incurred in seeking donations, grants and legacies and investment management costs.

#### **1.12. Expenditure on Charitable Activities**

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

#### **1.13. Other expenditure**

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities and is recognised when it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### **1.14. Support costs**

Support costs are incurred supporting the charity's activities and include expenditure associated with administrative and finance functions, business support, HR, IT and governance. These support functions are shared across the charity's activities and are apportioned across those activities in order to arrive at the full cost for each reported activity. The method of apportionment adopted by the charity are outlined in the notes to the financial statements.

#### **1.15. Governance costs**

Governance costs (which are included as a component of support costs in accordance with SORP) comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to constitutional and statutory requirements, external scrutiny (audit or independent examination), strategic management, and other legal and professional fees.

#### **1.16. Irrecoverable VAT**

Irrecoverable VAT is allocated to the activity or programme for which it was incurred.

#### **1.17. Pensions**

##### **Defined Contribution Scheme**

Contributions payable to the company's pension scheme are charged to the income and expenditure account in the period to which they relate.

## **Alcohol Focus Scotland**

### **Notes to the Financial Statements for the year ended 31 March 2018**

#### **1.18. Financial Instruments**

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

#### **1.19. Tangible fixed assets and depreciation**

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Leasehold properties	-	Straight line over the life of the lease
ICT Equipment (over £2,000)-		25% straight line

#### **1.20. Stock**

Stock is included at the lower of cost or net realisable value after due regard for obsolete or slow moving stock.

#### **1.21. Debtors**

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

#### **1.22. Cash at Bank and in Hand**

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

#### **1.23. Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **1.24. Deferred income**

Training income is deferred where the income is subject to performance-related conditions and is received in advance of delivering services required. Where income is deferred it is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance related conditions that limit recognition are met. See also Note 18.

#### **1.25. Judgements and estimates**

In preparing the financial statements, the Trustees are required to make estimates and assumptions which affect reported income, expenses, assets, and liabilities. Use of available information and application of judgement are inherent in the formation of estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future could differ from such estimates.

# **Alcohol Focus Scotland**

## **Notes to the Financial Statements for the year ended 31 March 2018**

### **2. Donations and legacies**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Donations	160,533	123,746
Scottish Government - Core grant	472,000	472,000
	<u>632,533</u>	<u>595,746</u>

### **3. Charitable activities**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Training and other fees	163,559	103,370
Sales of publications	20,631	25,741
Other income from charitable activities	5,367	4,191
	<u>189,557</u>	<u>133,302</u>

### **4. Analysis of income from charitable activity**

	<b>2018 Total</b>	<b>2017 Total</b>
<b>Activity or Programme</b>	<b>£</b>	<b>£</b>
Learning and Development	184,906	130,476
Communication and Information	1,587	1,461
Policy, Research and Advocacy	3,064	1,365
	<u>189,557</u>	<u>133,302</u>

### **5. Investment income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Bank interest	101	565
	<u>101</u>	<u>565</u>



**Alcohol Focus Scotland**

**Notes to the Financial Statements  
for the year ended 31 March 2018**

**6. Raising Funds**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	10,105	15,789
Employer's NI contributions	965	1,528
Staff pension costs	168	518
Fundraising costs	9,130	7,970
Depreciation	171	257
	<u>20,539</u>	<u>26,062</u>

**7. Costs of charitable activities**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Staff costs	473,441	405,668
Premises costs	24,742	23,682
Running costs	166,486	134,382
Legal and professional fees	5,492	5,210
Interest and finance charges	727	802
Depreciation	7,284	7,541
Governance Costs	84,385	76,593
	<u>762,557</u>	<u>653,878</u>

**8. Analysis of charitable expenditure by activity**

<b>Activity or Programme</b>	<b>Activities</b>		<b>2018 Total £</b>	<b>2017 Total £</b>
	<b>undertake directly £</b>	<b>Support costs £</b>		
Learning and Development	255,328	42,012	297,340	269,661
Communications and Information	157,176	24,205	181,381	146,950
Policy, Research and Advocacy	244,511	39,325	283,836	237,267
	<u>657,015</u>	<u>105,542</u>	<u>762,557</u>	<u>653,878</u>

**Alcohol Focus Scotland**

**Notes to the Financial Statements  
for the year ended 31 March 2018**

**9. Analysis of support costs by charitable activity**

<b>Activity or programme</b>	<b>Premises £</b>	<b>Other £</b>	<b>2018 Total £</b>	<b>2017 Total £</b>
Learning and Development	10,753	31,259	42,012	36,920
Communications and Information	7,020	17,185	24,205	22,272
Policy, Research and Advocacy	10,753	28,572	39,325	37,678
	<u>28,526</u>	<u>77,016</u>	<u>105,542</u>	<u>96,870</u>

Support costs are allocated to activities based on the proportion of staff time spent on these activities.

**10 Auditor's Remuneration**

	<b>2018 £</b>	<b>2017 £</b>
Statutory audit	7,750	7,290
	<u>7,750</u>	<u>7,290</u>

**11. Net income/(expenditure) for the year**

	<b>2018 £</b>	<b>2017 £</b>
Net income is stated after charging:		
Depreciation and other amounts written off tangible assets	8,569	8,569
Auditors' remuneration	<u>7,750</u>	<u>7,290</u>

## Alcohol Focus Scotland

### Notes to the Financial Statements for the year ended 31 March 2018

#### 12. Employees

##### Number of employees

The number of employees during the year were:

	2018 Number	2017 Number
Governance and Fundraising	2	2
Learning and Development	4	4
Policy, Research and Advocacy	5	5
Communications and Information	4	4
	<u>15</u>	<u>15</u>

##### Employment costs

	2018 £	2017 £
Wages and salaries	471,261	409,401
Social security costs	35,697	37,633
Other pension costs	20,066	18,782
	<u>527,024</u>	<u>465,816</u>

The remuneration of "key management personnel" during the year was:

	2018 £	2017 £
Wages and salaries	205,741	209,552
Social security costs	20,407	21,040
Other pension costs	8,708	11,457
	<u>234,856</u>	<u>242,049</u>

One member of staff received remuneration in the range £60,000 to £70,000. (2017 - 1)

#### 13. Directors' emoluments

No member of the Board received remuneration for their services to the Board, however, out of pocket expenses totalling £560 were reimbursed to one member of the Board (2017 - £784 was reimbursed to five members of the Board).

# **Alcohol Focus Scotland**

## **Notes to the Financial Statements for the year ended 31 March 2018**

### **14. Pension costs**

#### Defined contribution scheme

Alcohol Focus Scotland operates a defined contribution scheme in respect of its employees, the assets of which are held separately from those of the company. The company made contributions of £20,066 (2017 - £18,782) to the scheme during the year. Contributions totalling £2,755 (2017 - £2,961) were outstanding at the year end.

### **15. Tangible fixed assets**

	Long leasehold property £	ICT Equip (Over £2,000) £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>				
At 1 April 2017	250,000	47,670	36,557	334,227
Disposals	-	-	(36,557)	(36,557)
At 31 March 2018	250,000	47,670	-	297,670
<b>Depreciation</b>				
At 1 April 2017	10,000	36,962	36,557	83,519
On disposals	-	-	(36,557)	(36,557)
Charge for the year	5,000	3,569	-	8,569
At 31 March 2018	15,000	40,531	-	55,531
<b>Net book values</b>				
At 31 March 2018	235,000	7,139	-	242,139
At 31 March 2017	240,000	10,708	-	250,708

### **16. Debtors**

	2018 £	2017 £
Trade debtors	16,446	18,022
Other debtors	14,412	10,138
	<u>30,858</u>	<u>28,160</u>

# Alcohol Focus Scotland

## Notes to the Financial Statements for the year ended 31 March 2018

### 17. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	14,397	16,039
Other taxes and social security costs	13,454	11,850
Other creditors	3,081	3,175
Accruals and deferred income	36,999	39,469
	<u>67,931</u>	<u>70,533</u>

### 18. Deferred income

"Accruals and deferred income" in Note 17 contains the following deferred income:

	1 Apr '17 £	Receipts in year £	Released in year £	31 Mar '18 £
<b>Grants</b>				
Grants, training and conference fees	17,528	10,085	(17,528)	10,085
	<u>17,528</u>	<u>10,085</u>	<u>(17,528)</u>	<u>10,085</u>

### 19. Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2018 as represented by:				
Tangible fixed assets	7,139	235,000	-	242,139
Current assets	306,834	80,000	13,587	400,421
Current liabilities	(67,931)	-	-	(67,931)
	<u>246,042</u>	<u>315,000</u>	<u>13,587</u>	<u>574,629</u>

# Alcohol Focus Scotland

## Notes to the Financial Statements for the year ended 31 March 2018

### 20. Unrestricted General Funds

	1 Apr '17	Income	Expenditure	Transfers	31 Mar '18
	£	£	£	£	£
General Funds	207,896	678,941	(620,795)	(20,000)	246,042
	<u>207,896</u>	<u>678,941</u>	<u>(620,795)</u>	<u>(20,000)</u>	<u>246,042</u>

### Purposes of General Funds

#### General Funds

The General Funds represent the unrestricted funds the charity is free to use in accordance with its charitable objectives.

### 21. Unrestricted Designated Funds

	1 Apr '17	Expenditure	Transfers	31 Mar '18
	£	£	£	£
Property Asset Fund	240,000	(5,000)	-	235,000
Research and Development Fund	60,000	-	20,000	80,000
	<u>300,000</u>	<u>(5,000)</u>	<u>20,000</u>	<u>315,000</u>

### Purposes of Designated Funds

#### Property Asset Fund

The Property Asset Fund reflects the written down value of the heritable property. As the property is not readily realisable, this fund can only be made available through the disposal of the property.

#### Research and Development Fund

This fund has been created for research & development work to support the organisation's strategic objectives. A further £20,000 has been transferred to this fund from unrestricted general funds in 2017/18.

## Alcohol Focus Scotland

### Notes to the Financial Statements for the year ended 31 March 2018

#### 22. Restricted funds

	1 Apr '17	Income	Expenditure	31 Mar '18
	£	£	£	£
Availability Work Programme	2,080	64,300	(66,380)	-
Whole Population Approach Project	7,558	59,200	(53,821)	12,937
Rory 3	18,000	1,000	(19,000)	-
Oh Lila	-	18,750	(18,100)	650
	<u>27,638</u>	<u>143,250</u>	<u>(157,301)</u>	<u>13,587</u>

#### Purposes of restricted funds

##### Oh Lila

This updated version of Oh Lila has been developed as an animated, digital resource for use in pre-school establishments and incorporates accompanying interactive activities and resources for engaging parents. These digital resources have also been made accessible on the Oh Lila website.

##### Availability Work Programme

The Scottish Government funded Availability project work programme encompasses a range of activities to ensure robust licencing policy and decision making in Scotland, and support key stakeholders to influence positive change.

##### Whole Population Approach Project

The Scottish Government is continuing to fund a post to provide information and support to Alcohol and Drug Partnerships across Scotland to assist them in the development and implementation of population-level policies and interventions to tackle alcohol related harm. The post is closely linked with the National Delivery Support Team based at the Scottish Government.

##### Rory 3

Rory 3 is an addition to the CHAT resource pack. This new resource incorporates a new Rory book and resources for practitioners working with looked after children or those being cared for by family members.

#### 23. Analysis of transfers between funds

	Unrestricted funds	Designated funds
	£	£
Transfers made during the year ended 31 March 2018 were as follows:		
Transfer from Unrestricted Funds to Designated Funds	(20,000)	20,000
	<u>(20,000)</u>	<u>20,000</u>

**Alcohol Focus Scotland**

**Notes to the Financial Statements  
for the year ended 31 March 2018**

**24. Related party transactions**

There were no related party transactions in the reporting year requiring disclosure.

**25. Analysis of changes in net funds**

	Opening balance	Cash flows	Closing balance
	£	£	£
Cash at bank and in hand	320,941	32,215	353,156
<b>Total cash and cash equivalents</b>	<u>320,941</u>	<u>32,215</u>	<u>353,156</u>

**26. Financial Instruments**

	31 March 2018 £	31 March 2017 £
<b>Financial Assets</b>		
Financial assets measured at amortised cost	400,421	355,359
	<u>400,421</u>	<u>355,359</u>
<b>Financial Liabilities</b>		
Financial liabilities measured at amortised cost	67,931	70,533
	<u>67,931</u>	<u>70,533</u>

Financial assets measured at amortised cost include cash at bank, trade debtors, other debtors and accrued income.

Financial liabilities measured at amortised cost include trade creditors, other creditors and accruals.



**Alcohol Focus Scotland**

**Notes to the Financial Statements  
for the year ended 31 March 2018**

**27. Statement of Financial Activities for the year ended 31 March 2017**

	<b>Unrestricted</b>			
	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>2017</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and endowments from:</b>				
Donations and legacies	476,002	-	119,744	595,746
Charitable activities	133,302	-	-	133,302
Investment income	565	-	-	565
<b>Total income</b>	<u>609,869</u>	<u>-</u>	<u>119,744</u>	<u>729,613</u>
<b>Expenditure on:</b>				
Raising funds	(26,062)	-	-	(26,062)
Charitable activities	(540,522)	(5,000)	(108,356)	(653,878)
<b>Total expenditure</b>	<u>(566,584)</u>	<u>(5,000)</u>	<u>(108,356)</u>	<u>(679,940)</u>
<b>Net income/(expenditure)</b>	43,285	5,000	11,388	49,673
Transfers between funds	(30,000)	30,000	-	-
<b>Reconciliation of funds</b>				
Total funds brought forward	194,611	275,000	16,250	485,861
<b>Total funds carried forward</b>	<u>207,896</u>	<u>300,000</u>	<u>27,638</u>	<u>535,534</u>

Under Charities Statement of Recommended Practice (FRS 102), comparatives for each class of funds are required for each line on the Statement of Financial Activities (SoFA). The note above illustrates the SoFA for the year to 31 March 2017.

# Alcohol Focus Scotland

## Detailed Income and Expenditure Account for the year ended 31 March 2018

	2018		2017	
	£	£	£	£
<b>Income</b>				
<b>Donations</b>				
Donations	160,533		123,746	
Scottish Government - Core grant	472,000		472,000	
		632,533		595,746
<b>Income from charitable activities</b>				
Training and other fees	163,559		103,370	
Sales of publications	20,631		25,741	
Other income from charitable activities	5,367		4,191	
		189,557		133,302
<b>Investment income</b>				
Bank interest	101		565	
		101		565
<b>Total income</b>		822,191		729,613
<b>Total expenditure</b>		(783,096)		(679,940)
<b>Net surplus for the year</b>		39,095		49,673

# Alcohol Focus Scotland

## Schedule of Expenditure for the year ended 31 March 2018

	2018		2017	
	£	£	£	£
<b>Expenditure</b>				
<b>Costs of Raising Funds</b>				
Wages and salaries	10,105		15,789	
Employer's NI contributions	965		1,528	
Staff pension costs	168		518	
Fundraising costs	9,130		7,970	
Depreciation	171		257	
		20,539		26,062
<b>Charitable activities</b>				
Wages and salaries	406,687		342,775	
Employer's NI contributions	30,433		31,172	
Staff pension costs	17,283		15,944	
Recruitment costs	1,130		1,987	
Staff training	11,040		9,056	
Staff travel	6,868		4,734	
		473,441		405,668
Rates	412		571	
Insurance	3,020		3,261	
Heat and light	3,843		3,378	
Cleaning	2,911		2,430	
Property repairs	14,556		14,042	
		24,742		23,682
<i>Running costs</i>				
Printing, postage and stationery	3,831		3,530	
Advertising	5,559		6,255	
Telephone	3,692		3,139	
Computer costs	22,984		23,921	
Irrecoverable VAT	16,094		12,519	
Education & training	70,629		50,802	
Services development	13,735		15,894	
Research, monitoring & development	24,628		13,621	
General expenses	1,929		1,910	
Subscriptions	3,405		2,791	
		166,486		134,382
<i>Legal and professional costs</i>				
Legal and professional	5,492		5,210	
		5,492		5,210
<i>Accountancy costs</i>				
<i>Finance costs</i>				
Interest payable	727		802	
		727		802
<i>Bad and doubtful debts</i>				
<i>Depreciation and Gains/Losses</i>				

**Alcohol Focus Scotland**

**Schedule of Expenditure  
for the year ended 31 March 2018**

	<b>2018</b>		<b>2017</b>	
	£	£	£	£
Depreciation	<u>7,284</u>		<u>7,541</u>	
		7,284		7,541
<i>Governance Costs</i>				
Wages and salaries	54,469		50,837	
Employers' NI contributions	4,299		4,933	
Staff pension costs	2,615		2,320	
Premises costs	3,784		2,423	
Administrative costs	5,894		5,059	
Office support costs	4,460		2,960	
Depreciation	1,114		771	
Audit	<u>7,750</u>		<u>7,290</u>	
		<u>84,385</u>		<u>76,593</u>
<b>Total of charitable activity expenditure</b>		<u>762,557</u>		<u>653,878</u>
<b>Total expenditure</b>		<u><u>783,096</u></u>		<u><u>679,940</u></u>