Charity Registration No. 1009143

# THE NATIONAL ASSOCIATION FOR CHILDREN OF ALCOHOLICS

## TRUSTEES' REPORT AND ACCOUNTS

# FOR THE YEAR ENDED 31 DECEMBER 2012

## LEGAL AND ADMINISTRATIVE INFORMATION

Trustees
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	Mr John (ID) Fenston Mr P Irwin Mr L Alleyne Mr S Ferguson Mrs M Nadler Roffe Mrs M Parker Mr J Walker Mr S J Ward Mrs T West	Acting Chair Acting Hon. Treasurer
Chief executive	Ms H Henriques MBE	
Charity number	1009143	
Principal address	PO Box 64 Fishponds Bristol BS16 2UH	
Independent examiner	Baker Tilly Tax and Accou Hartwell House 55 – 61 Victoria Street Bristol BS1 6AD	nting Limited
Bankers	Lloyds TSB Bank plc 12 High Street Haslemere Surrey GU27 2JG	

## **TRUSTEES' REPORT**

#### FOR THE YEAR ENDED 31 DECEMBER 2012

The Trustees present their report and accounts for the year ended 31 December 2012.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005. The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission.

#### Structure, Governance and Management

The charity was set up in 1990 and established by Charitable Trust deed dated 19 January 1992.

The Trustees who served Mr L Alleyne Mr I D Fenston Mr S Ferguson	during the year were:
Mr W Gallagher	(Resigned 3 October 2012)
Mr P Irwin	
Mr S McCormick	
Mrs M Nadler Roffe	
Ms M Ohlson	(Re-elected 3 October 2012)
Mrs M Parker	
Miss E Spiegler	(Resigned 3 October 2012)
Mr J Walker	(Re-elected 3 October 2012)
Mr S J Ward	
Revd K Watson	(Resigned 3 October 2012)
Mrs T West	

Mr S McCormick and Ms M Ohlson resigned on 8 April 2013.

The Trustees have extensive experience in charitable and commercial organisations and are recruited either as referrals to Nacoa from existing Trustees and Members or as a reflection of considerable or lengthy commitment to the organisation as a volunteer. The Trustees actively seek new candidates to complement and add to the pool of expertise available to Nacoa.

The Board of Trustees meets at least four times per year. The Consultative Council provides expertise and professional advice pro bono as required. The Chief Executive manages the day to day operations of the charity and within terms of delegation approved by the Trustees, shares operational matters including volunteer management, training and performance related activity. The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Objectives of the Charity**

The charity's objectives are to provide information, advice and support for children growing up in families, where one or both parents suffer from alcoholism or a similar addictive problem. This includes children of all ages, many of whose problems only become apparent in adulthood. The activities adopted by the charity are:

- To offer information, advice and support to children of alcohol-dependent parents
- To reach professionals who work with these children
- To raise their profile in the public consciousness

## **TRUSTEES' REPORT (CONTINUED)**

#### FOR THE YEAR ENDED 31 DECEMBER 2012

- To promote research into
  - 1. the particular problems faced by those who grow up with parental alcoholism
  - 2. the prevention of alcoholism developing in this vulnerable group of children

These objectives did not change during 2012.

#### **Achievements and Performance**

The charity measures its achievements by the number and quality of contacts through helpline (telephone, email, and letter), website hits, and online activities. A full evaluation of the helpline and related services is completed annually. A summary of contacts in 2012 is shown below:

Helpline	10,517
Website	76,274
Facebook followers	843
Twitter followers	396

Since 1990 the Nacoa Helpline has responded to over 210,000 requests for help and since 2000 the website has received over 576,000 visits. In 2012 the Helpline was promoted on Facebook and Twitter and Yahoo questions. In 2013 SMS and online messaging will increase the scope of the Helpline.

In 2012 the charity was visited and commended by The Children's Commissioner, Dr Maggie Atkinson, awarded The Meritorious Service Award by NACoA USA and The Queen's Award for Voluntary Service, the MBE for Voluntary Groups

Full details of Nacoa's accomplishments against objectives for 2012 and 2013 are reported in the 2012 Annual Report which is filed with the Charity Commission. A copy is available at <u>www.nacoa.org.uk/about</u> and from Nacoa on request (0117 924 8005 or <u>admin@nacoa.org.uk</u>).

#### **Financial Review**

Nacoa, in common with many small charities, relies entirely on voluntary donations. In recent years with the help of dedicated staff and volunteers funding sources have been diversified and income raised from fundraising activities and membership subscriptions from regular donors. Although it is hard to predict if regular donors will sustain their historic contribution, 2012 saw an increase in cash income (£364,498 compared to £121,629 in 2011) producing a welcome surplus of £119,181.

In February 2012 an anonymous legacy of £271,632 was received; the largest single donation to date. In November Lawyers acting for the Estate requested the return of £82,442, by which time £31,219 had been paid out based on the original amount. Legal advice has been sought and by accruing £82,442 in the Accounts we are not necessarily accepting the validity of the claim. This expense is shown under Charity Support Costs within the SOFA.

#### **TRUSTEES' REPORT (CONTINUED)**

#### FOR THE YEAR ENDED 31 DECEMBER 2012

The legacy will safeguard Nacoa's financial security in the short to medium term. In 2013 funds were used to employ a full time Helpline Supervisor (in post from 1 January 2013) and full time (formerly part time) Administrator (in post from 1 April 2013). In 2013, employment costs for four full time members of staff will be maintained at the same cost in 2012.

Volunteers are Nacoa's strength so excellence in volunteering and managing volunteers is crucial to ensure they benefit from the experience of helping others. Volunteers provide significant elements of all services helping to build communities both within and outside Nacoa. In 2012, 269 volunteers contributed over 13,000 hours to all areas of work, including fundraising to support 80 trained Volunteer Helpline Counsellors and Researchers. Without these devoted people costs would be significantly higher and in 2012 the commercial value of their time and skills is estimated to be in excess of £190,000.

A new research study 'Nacoa and its volunteers: The contribution of the Nacoa Foundation Training Programme' has been created pro bono by Dr Anne-Marie Barron at a value of £18,930 to date. It is anticipated that outcomes from the study will identify areas where training, support and retention of volunteers can be improved.

In addition to time given by volunteers, Modular Digital started the design and build of a new website provided pro bono at a value of £25,000 to date and IT equipment and the installation of a new computer system, plus IT support was provided pro bono by Subtech at an estimated value of £50,000. These donated goods and services will be added into the 2013 Accounts.

There are no large unbudgeted expenditure plans as at 31 December 2012.

#### **Reserves Policy**

A long term aim is to build sufficient reserves to cover at least six months' expenditure, and together with the reserves for 2012, the Trustees are happy to report that this objective has been met.

Mr John Fenston Acting Chair of Trustees

Date:

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

## FOR THE YEAR ENDED 31 DECEMBER 2012

The Trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing accounts giving a true and fair view, the Trustees followed best practice and:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- stated whether applicable accounting standards and statements of recommended practice had been followed, subject to any departures disclosed and explained in the accounts; and
- prepared the accounts on the going concern basis unless it was inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The charity's website is maintained and secured by a specialist website design and build agency. United Kingdom legislation governing the preparation and publication of financial statements may differ from other jurisdictions.

On behalf of the Board of Trustees:

Mr John Fenston Acting Chair of Trustees

Date:

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NATIONAL ASSOCIATION FOR CHILDREN OF ALCOHOLICS

I report on the accounts of The National Association for Children of Alcoholics for the year ended 31 December 2012, which are set out on pages 7 to 15.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - # to keep accounting records in accordance with section 130 of the 2011 Act; and
  - # to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

HEATHER WHEELHOUSE Associate of the Institute of Chartered Accountants in England and Wales

## ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants Hartwell House 55-61 Victoria Street Bristol BS1 6AD

Date:

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011 (restated)
		£	£	£	£	£
Incoming resources from generated funds	5					
Donations and legacies	2	290,093	1,000	31,094	322,187	62,140
Membership subscriptions	2	25,405	-	-	25,405	22,252
Fundraising events	3	16,711	-	-	16,711	37,237
Investment income		195	-	-	195	-
Total incoming resources	-	332,404	1,000	31,094	364,498	121,629
Resources expended						
Charitable activities						
Helpline fund expenditure		117,672	-	31,094	148,766	110,582
Research fund expenditure		4,606	-	-	4,606	-
David Stafford memorial fund		-	-	-	-	2,326
Charity support costs	4	89,543	-	-	89,543	6,090
Total charitable expenditure	_	211,821	-	31,094	242,915	118,998
Governance costs	4	2,402			2,402	1,100
Total resources expended	4	214,223	_	31,094	245,317	120,098
Net incoming/(outgoing) resources before transfers	9	110 101	1 000		110 101	1 5 2 1
Gross transfers between funds	_	118,181 -	1,000	-	119,181 -	1,531 -
Net income/(expenditure) for the year Net movement in funds		118,181	1,000	-	119,181	1,531
Fund balances at 1 January 2012	11	33,359	-	-	33,359	31,828
Fund balances at 31 December 2012	11	151,540	1,000	-	152,540	33,359

All of the charity's activities are classed as continuing.

## **BALANCE SHEET**

## AS AT 31 DECEMBER 2012

	Notes		2012		2011
		£	£	£	£
Fixed assets					
Tangible assets	8		-		-
Current assets					
Stock		153		153	
Debtors	9	601		9,630	
Cash at bank and in hand		246,391		25,363	
		247,145		35,146	
Creditors: amounts falling due		()		<i>(</i> )	
within one year	10	(94,605)		(1,787)	
Net current assets		-	152,540		33,359
Total assets less current liabilities		_	152,540		33,359
Income funds					
Restricted funds	11		_		-
Unrestricted funds	11		- 152,540		- 33,359
	11	-	<b>152,540</b>		<u> </u>
		-	152,540		33,333

The trustees approved the accounts on .....

Mr John Fenston Acting Chair of Trustees **Mr Peter Irwin** Trustee

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

#### 1 Accounting Policies

#### **Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Designated funds are set aside by the trustees for specific purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the fund provider.

#### Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, the amount can be quantified with reasonable accuracy and is certain to be received. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations, membership subscriptions and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified.

#### **Resources expended**

Expenditure is recognised on an accruals basis as liabilities are incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked with the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA 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 appropriate basis.

#### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 10% Straight Line.

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

## 1 Accounting Policies (continued)

#### Stock

Stock is valued at the lower of cost and net realisable value.

## 2 Donations, Subscriptions and Legacies

Unrestricted Funds	2012	2011 (restated*)
Donations and legacies	£	(restated ) £
Allied Irish Bank (GB)	-	1,000
Aspen Insurance UK Limited	-	2,000
Anonymous donor	1,000	-
Anonymous legacy	271,632	-
In Memoriam, Mrs V Aspinall	573	-
Charities Trust	1,546	-
Coca Cola Bottlers (Ulster) Limited	313	-
The Coutts Charitable Trust	500	500
Denman Charitable Trust	-	1,000
In Memoriam, Mr F Doherty	713	-
The Ellerdale Trust	5,000	3,000
Ms Bernadette Gryzybarska Legacy	-	1,000
Mr and Mrs Middleton	-	500
Miss Rosemary Millar	-	2,000
NM Rothschild & Sons Ltd	750	-
The Serve All Trust	2,000	2,000
SimplyHealth People Limited	-	1,500
The Joan Strutt Charitable Trust	500	250
Stella Symons Charitable Trust	-	250
Traidcraft	-	500
University of the West of England	226	678
Other Donations and Legacies	5,340	13,712
	290,093	29,890
Designated funds:		
The Serve All Trust	1,000	1,000
Collection	-	-
	1,000	1,000
Restricted funds:		
Helpline		
Comic Relief	16,094	31,250
Ethicall	15,000	-
	31,094	31,250
	322,187	62,140
	,	· · ·

\*see note 13 for Prior Year Adjustment

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

## 2 Donations, Subscriptions and Legacies (continued)

Membership subscriptions		
Professor L Collinson	500	-
Miss E Crane	896	1,334
Mr J Fenston	1,226	1,200
Mr T Freeman	591	-
Mr W Gallagher	-	3,050
Mr R Gholap	576	-
Ms H Henriques	805	1,310
Mr and Mrs P Irwin	895	919
Mr and Mrs S McCormick	1,936	1,826
Mrs M Nadler Roffe	250	350
Mrs Maya Parker	1,175	1,028
Mr S Ward	1,715	1,205
Revd K and Dr E Watson	1,180	1,380
Other Subscriptions	13,660	8,650
	25,405	22,252

## 3 Incoming resources from charitable activities

5 Incoming resources from chantable activities		
	2012	2011
	£	£
Avon Gorge Abseil – including Bank of Ireland £591	-	9,336
N Bowman – Bristol 10K	871	-
Bristol Rag Week Jail Break	-	801
BUPA Great North Run	-	1,603
E Byrne, Edinburgh Marathon	695	-
Hijack Night	-	1,755
L Holmes, High Atlas Summit Trek	937	-
L Hopson, Brighton Half Marathon	558	-
HMS Illustrious, Race Night	606	-
Lincoln to London Walk	-	1,697
London Marathon	-	588
Oxfizz	508	-
Personnel & Care Bank Limited	-	6,915
H Richardson	750	-
Tandem Sky Dive	-	506
Tea with Elle – Mr R Segrave	-	1,600
The Travolution Awards	2,007	5,000
Urban Paint Festival	4,445	3,885
Weymouth Bay Swim	-	767
Quiz Nights	393	964
Other events	4,941	1,820
Total sponsored events	16,711	37,237

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

#### 4 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2012	Total 2011
	£	£	£	£	(restated) £
Charitable activities Helpline fund expenditure	93,753	-	55,013	148,766	110,582
Research fund expenditure	4,606	-	-	4,606	-
David Stafford Memorial Fund	-	-	-	-	2,326
Charity support costs	1,997	-	87,546	89,543	6,090
Governance costs	-	-	2,402	2,402	1,100
	100,356	-	144,961	245,317	120,098

Governance costs include the independent examination fees of £2,402 (2011 - £1,100). See note 13 for Prior Year adjustment.

Charity support costs are made up of:

	2012	2011
	£	£
Wages and salaries	1,997	1,455
Offices expenses	716	688
Overheads	1,896	1,896
Insurance	104	103
Bank charges	610	620
Travel and subsistence	1,778	1,328
Provision for return of a legacy (see Trustees Report)	82,442	-
	89,543	6,090

#### 5 Activities undertaken directly

- The Nacoa Helpline, providing information, advice and ongoing support to children affected by parental alcohol problems, professionals and others concerned for their welfare.
- Training programmes for volunteers and professionals addressing the specific problems these children face and how alcohol problems affect the family. The programmes include Foundation Training, Mentoring, Supervision, Volunteer monthly meetings and Ongoing Training to promote life-long learning.
- The Nacoa website, providing information and advice for children of all ages affected by a parent's alcohol problems, professionals and others concerned for their welfare.
- The David Stafford Memorial Lecture, Volunteers Awards Evening, COA Week and other awareness raising events.

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

#### 5 Activities undertaken directly (continued)

• The promotion of research to identify the particular problems faced by children growing up with parental alcoholism, or similar addictive problems and the prevention of alcoholism or other addictions developing in this vulnerable group of children.

#### 6 Trustees

None of the Trustees (or any person connected with them) received any remuneration or repayment of expenses during the year.

## 7 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2012	2011
	Number	Number
Chief Executive Officer	1	1
Volunteering Manager	1	1
Part time staff	2	2
Temporary staff	4	4
	8	8

Employment costs		
	2012	2011
	£	£
Wages and salaries	91,561	64,372
NI	8,792	4,475
	100,353	68,847

There were no employees whose annual emoluments were £60,000 or more.

#### 8 Tangible fixed assets

Cost	Fixtures fittings & equipment £
Cost At 1 January 2012 and 31 December 2012	10,087
Depreciation	10,007
At 1 January 2012	10,087
Charge for the year	, -
At 31 December 2012	10,087
Net book value At 31 December 2012	
At 31 December 2011	

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

#### 9 Debtors

	2012	2011
	£	£
Other debtors	601	9,630
10 Creditors: amounts falling due within one year		
	2012	2011
	£	£
Taxes and social security costs	2,068	1,787
Deferred income	8,047	-
Accruals	84,490	-
	94,605	1,787

Deferred income comprises £8,047 of income received in the year for activities expected to occur in 2013.

#### 11 Analysis of movement in funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

#### **Restricted funds:**

	Movements in funds				
	Balance at 1 January 2012	Incoming resources	Resources expended	Transfers	Balance at 31 December 2012
	£	£	£	£	£
Helpline fund	-	31,094	(31,094)	-	-
	-	31,094	(31,094)	-	-

The helpline fund is used for running the helpline to assist with the charity's objective to provide information, advice and support to children affected by their parent's alcohol problems, professionals working with them and concerned others.

#### **Unrestricted funds:**

	Movements in funds				
	Balance at 1 January 2012 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2012 £
Designated fund	-	1,000	-	-	1,000
General funds	33,359	332,404	(214,223)	-	151,540
	33,359	333,404	(214,223)	-	152,540

The David Stafford Memorial Fund is a designated fund used to hold an annual lecture in memory of Nacoa Cofounder David Stafford, for Members and interested parties raising awareness of the problems faced by children affected by their parent's alcohol problems.

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2012

#### 12 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted Funds	Total
	£	£	£	£
Fund balances at 31 December 2012 are				
represented by:				
Tangible fixed assets	-	-	-	-
Current assets	246,145	1,000	-	247,145
Creditors: amounts falling due within one year	(94,605)	-	-	(94,605)
	151,540	1,000	-	152,540

#### **13** Prior Year Adjustment

Included as restricted income and expenditure in the prior year accounts was £189,964 of donated volunteers' time that should not have been recognised under paragraph 134 of the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

A prior year adjustment has been made to remove this income and expenditure from the Statement of Financial Activities and the 2011 comparatives restated accordingly.

There is no impact on net income or expenditure for the year in either the current or prior period.