

Registered number: SC298843

Charity number: SC034720

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM  
LIMITED**

**(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**  
**(A company limited by guarantee)**

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**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2017**

<b>Trustees</b>	Mr A Russell Mr J Jones Mr A Haddow Mr D Mackay Dr MacLeod
<b>Company registered number</b>	SC298843
<b>Charity registered number</b>	SC034720
<b>Registered office</b>	3 South Fergus Place Kirkcaldy Fife KY1 1YA
<b>Company secretary</b>	Mr A Russell
<b>Independent auditors</b>	EQ Accountants LLP Chartered Accountants Pentland House Saltire Centre Glenrothes Fife KY6 2AH
<b>Bankers</b>	The Royal Bank of Scotland 23/25 Rosslyn Street Kirkcaldy Fife KY1 3HW
<b>Manager</b>	Mrs April Adam

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017**

The trustees are pleased to present their annual directors' report of the charity for the year ending 31 March 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Objectives and Activities**

The company's objects per the charity's memorandum and Article of Association are:

- (a) to promote the rehabilitation, alleviate the suffering and distress and advance the education of individuals primarily within Fife who have or have had a substance misuse problem; this however does not preclude extending the service outwith Fife if appropriate;
- (b) to promote the prevention of substance misuse and related problems among inhabitants of Fife or extended areas. And in furtherance thereof but otherwise F.I.R.ST. shall seek to
  - i) operate groups within which individuals who have/ have had a substance misuse problem can meet, offer mutual support and arrange activities with particular emphasis on a health sustaining lifestyle;
  - ii) offer a community response to problems of substance misuse by providing advice and support to persons with such problems and particularly by encouraging a substance free, healthy and socially rewarding lifestyle.
  - iii) provide information and advice to the community generally about the dangers and problems associated with substance misuse.

It has been the policy of the Directors to utilise funding in order to meet these objectives by:

Providing a community based rehabilitation service to residents of Fife via one to one; group and volunteer support and a residential service in order to assist these individuals to make positive lifestyle changes which will enable them to live predominantly without misusing substances. Clients are referred to the service by attending one of the Triage Drop In clinics which are held throughout Fife.

#### **Achievements and performance**

FIRST has the capacity to work with 260 clients at any given time. Questionnaires were, as is customary practice, issued in March 2016 to obtain feedback in relation to client satisfaction with the service and where they (the clients) felt there was room for improvement. A number of Client Consultation Sessions were also held for the same reason.

FIRST has continued to attract individuals to come forward to volunteer with the Service including those who have previously had issues with drugs/alcohol themselves (some of whom are ex clients of FIRST). The support of the volunteers makes a tremendous difference to the lives of our client group and the input the volunteers give should not be underestimated.

Groupwork has now been divided into two categories, Issue based and Activity based. Issue based group work is designed to assist clients who are experiencing difficulty in terms of mental health e.g. trauma, anxiety, depression. Groups are provided for these issues as well as Auricular Acupuncture which has demonstrated excellent outcomes for clients experiencing low mood, sleep difficulties, cravings, etc.

Outdoor/Activity based groups continue to be very popular with the Walk and Talk Groups fully booked throughout the year.

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017**

SMART Groups have operated throughout the year both during the day and in the evening and attendance has been exceptionally high, particularly in the West Fife area.

And to offer choice to clients, a Peer Support Group is held in Glenrothes one evening per week.

The service was inspected by the Care Inspectorate in August 2016 and scored 6 (excellent) in all areas examined.

FIRST's additional sites at Edison House in Glenrothes and Izatt Avenue in Dunfermline continue to be well used for one to one appointments and group work activities. The consistency these bases offer to clients in terms of venue for their appointments is appreciated and also allows our group work to be delivered locally.

Over the year FIRST has continued to work closely with Fife NHS Addiction Services and has been undertaking Breath Testing and Oral Fluid Testing to those clients where it has been identified that such testing is both appropriate and conducive to their recovery plan. Dry Blood Spot Testing is also undertaken with this same rationale. Oral Fluid Testing Kits as well as Dry Blood Spot Testing Kits are provided to the organisation from NHS Fife to enable such testing to be undertaken.

A major achievement for the organisation was the continued funding to assess, prepare and support clients through inpatient detoxification and residential rehabilitation. Targets have, once again been exceeded and this new service is closely monitored so we can evidence both the benefits to the client and the need for this service to continue.

A new venture in 2016 was the establishment of a Partnership with Fife Council's Criminal Justice Service to operate a Structured Deferred Sentence (SDS) Programme to prevent further offending.

As always, Directors, staff, students and volunteers at FIRST are committed to providing a high quality, equitable, accessible service to clients. An aftercare service, Peer support group and SMART Recovery Meetings are available as an ongoing support both during and after the recovery journey.

Access to volunteering opportunities for local people will also be available as well as to those in recovery.

Every effort will be made to build on the good work that has already taken place over the last fourteen years and continuing to provide a quality rehabilitation service for substance misusers throughout Fife will be paramount for all concerned with the organisation.

The difference F.I.R.S.T. has made to our clients and their families cannot be underestimated. Relationships have been re-bUILT, children have their parents back as well as vice versa and clients have a positive, healthy future ahead of them, having broken free from the destructive cycle of substance misuse. They can now get into/back into employment and provide for their families and are able to live as responsible members of society.

#### **Financial review**

As in the previous year, funding over 2016/17 was received from Fife Council and NHS Fife via Fife Alcohol and Drug Partnership (ADP).

In addition restricted funding was received for Residential Rehabilitation.

In the year ended 31 March 2017 the net movement in funds, which represents incoming resources less resources expended before any adjustment for pension gains or losses, showed a surplus of £33,941.

This is made up of £3,165 unrestricted funds and £30,776 restricted.

#### **Investment policy and performance**

The directors are not empowered to make investments in the charity's name.

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017**

#### **Reserve policy and going concern**

The charity's reserves, being an amount held in the bank of circa £252,000 are designed to meet operational costs for a period of three months plus any contractual staff liability which may arise at the end of the funding period. The Contractual staff liability is calculated via the DTI website. An additional amount of money to cover costs that may be incurred through Schedule of Dilapidations has also been added.

The Trustees appreciate that future funding is a major risk to the going concern of the charity, however, core funding has been approved to March 2018. Fife council will then review funding for the next year on this basis the charity has prepaid their accounts on a going concern basis.

#### **Plans for the future**

The Trustees are happy to report that both Fife Council and Fife ADP have agreed core funding until March 2018. Both funding streams are subject to continued funding from the Scottish Government. Additionally, funding for Residential Rehabilitation is likely to be approved until March 2018.

FIRST continues to be registered with Public Contracts Scotland in order to receive information for work that is being put out to tender, should they wish to expand into other areas of Scotland to deliver a similar service

#### **Structure, governance and management**

The charity was originally set up as an unincorporated charity, formed on 21 April 2003, and became a registered charity in Scotland on 8 August 2003. On 14 March 2006 the charity changed its status to a company limited by guarantee. All the assets of the unincorporated charity were transferred to the incorporated charity on 31 March 2006.

The charity operates under the rules of its memorandum and articles of association. The management of the charity is the responsibility of the directors. A director is elected by means of nomination by a director and the nomination has to be seconded (each director has a vote and the chairperson has a deciding vote). The company is limited by guarantee, limited to £1 per guarantor.

All new directors are interviewed prior to appointment and given an overview of the service. Information booklets, produced by Companies House are given to every member of the board and roles and responsibilities as a director are reinforced.

Major decisions are made collectively by the directors at their board meetings which are held every eight weeks. The day to day decisions with regards to the functioning of the service are made by the service manager. Matters of an urgent nature which cannot wait until the next scheduled board meeting are dealt with by the service manager in conjunction with the chairperson and, if required, one other board member.

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017**

#### **Risk management policy**

In addition to the risk associated with the going concern of the charity as noted on page 4 the directors have assessed the other major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate their exposure to those major risks.

The defined benefit pension scheme's value is calculated by reference to the actuaries' assumptions regarding inflation, expected return on assets and discounting rates and as such could lead to either an asset or liability in any given year. Since a liability has to be recognised in the statement of financial activities this could lead to a deficit in the funds. In order to limit the charity's exposure to any liability the scheme was closed to any new entrants. All new employees now have the option to join a defined contributions pension.

FIRST has a robust health and safety policy and risk assessment table, both of which are updated on a very regular basis. These documents are scrutinised by the Care Inspectorate at each inspection. Systems are in place to safeguard clients/volunteers/directors/staff within the main office building, at other leased buildings, satellite bases and on Groupwork activities both indoor and outdoor.

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2017**

#### **Trustees' Responsibilities Statement**

The trustees (who are also the directors of Fife Intensive Rehabilitation & Substance Misuse Team Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

**TRUSTEES' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

**Auditor**

EQ Accountants LLP are deemed to be re-appointed under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

Each individual who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware there is no relevant audit information of which the charity's auditor is unaware of; and
- each trustee has taken all steps that they ought to have taken as a trustee to make them aware of any relevant audit information and to establish that the charity's auditor is aware of that information

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on ..... and signed on their behalf by:

.....  
**Mr A Russell**  
**Chairperson**

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

We have audited the financial statements of Fife Intensive Rehabilitation & Substance Misuse Team Limited for the year ended 31 March 2017 set out on pages 10 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for the reporting periods beginning on or after 1 January 2015.

This report is made solely to the charitable company's members, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

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

The Trustees have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and also with the Companies Act 2006. Accordingly we have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under that Act.

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

#### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

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

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

**(A company limited by guarantee)**

### **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

#### **OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 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) and accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102).

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

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

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the charity has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic report.

Mark Gallacher (Senior statutory auditor)

for and on behalf of

**EQ Accountants LLP**

Chartered Accountants

Pentland House

Saltire Centre

Glenrothes

Fife

KY6 2AH

Date:

EQ Accountants LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOME FROM:</b>					
Donations and legacies	2	3,425	-	3,425	-
Charitable activities	3	664,142	138,285	802,427	740,549
Investments	4	310	-	310	304
<b>TOTAL INCOME</b>		<u>667,877</u>	<u>138,285</u>	<u>806,162</u>	<u>740,853</u>
<b>EXPENDITURE ON:</b>					
Charitable activities		659,652	112,569	772,221	701,571
Other expenditure		-	-	-	33
<b>TOTAL EXPENDITURE</b>		<u>659,652</u>	<u>112,569</u>	<u>772,221</u>	<u>701,604</u>
<b>NET INCOME BEFORE TRANSFERS</b>		8,225	25,716	33,941	39,249
Transfers between Funds	12	(5,060)	5,060	-	-
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>3,165</u>	<u>30,776</u>	<u>33,941</u>	<u>39,249</u>
Actuarial gains/(losses) on defined benefit pension schemes		(146,000)	-	(146,000)	114,000
<b>NET MOVEMENT IN FUNDS</b>		<u>(142,835)</u>	<u>30,776</u>	<u>(112,059)</u>	<u>153,249</u>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		359,032	14,104	373,136	219,887
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>216,197</u></u>	<u><u>44,880</u></u>	<u><u>261,077</u></u>	<u><u>373,136</u></u>

All activities relate to continuing operations.

The notes on pages 13 to 23 form part of these financial statements.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

(A company limited by guarantee)  
REGISTERED NUMBER: SC298843

**BALANCE SHEET  
AS AT 31 MARCH 2017**

	Note	2017		2016	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	9		6,439		8,587
<b>CURRENT ASSETS</b>					
Debtors	10	2,407		10,137	
Cash at bank and in hand		339,526		399,801	
		<u>341,933</u>		<u>409,938</u>	
<b>CREDITORS:</b> amounts falling due within one year	11	(51,295)		(138,389)	
		<u></u>	290,638	<u></u>	271,549
<b>NET CURRENT ASSETS</b>					
			<u>290,638</u>		<u>271,549</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>297,077</u>		<u>280,136</u>
Defined benefit pension scheme (liability)/asset			(36,000)		93,000
<b>NET ASSETS INCLUDING PENSION SCHEME ASSETS/(LIABILITIES)</b>					
			<u>261,077</u>		<u>373,136</u>
<b>CHARITY FUNDS</b>					
Restricted funds	12		44,880		14,104
Unrestricted funds:					
Unrestricted funds excluding pension (liability)/asset		252,197		266,032	
Pension reserve		(36,000)		93,000	
Total unrestricted funds	12	<u></u>	216,197	<u></u>	359,032
<b>TOTAL FUNDS</b>			<u>261,077</u>	<u>373,136</u>	

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**  
**(A company limited by guarantee)**

**BALANCE SHEET (continued)**  
**AS AT 31 MARCH 2017**

The financial statements were approved by the Trustees on behalf, by:

and signed on their

.....  
**Mr A Russell**

.....  
**Mr J Jones**

The notes on pages 13 to 23 form part of these financial statements.

## **FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

#### **1. ACCOUNTING POLICIES**

##### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Fife Intensive Rehabilitation & Substance Misuse Team Limited meets the definition of a public benefit entity under FRS 102.

The charity has secured funding to March 2018 and on this basis the trustees have prepared the accounts on a going concern basis.

##### **1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

##### **1.3 Company status**

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

##### **1.4 Fund accounting**

Unrestricted funds - These are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds - these are funds that can only be used for particular restricted purposes meeting the objects of the charity. Restrictions arise when specified by the donor.

##### **1.5 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.

Income from local authority funding and grants are recognised when the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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.

# FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 1. ACCOUNTING POLICIES (continued)

#### 1.6 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 reliably.

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

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. For more information on this refer to note 1.7.

#### 1.7 Allocation of support costs

There has been an allocation of charitable activity expenses between unrestricted and support costs where it is felt appropriate. The allocation is based on an estimate of either time or usage as applicable.

#### 1.8 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	-	25% reducing balance
Office equipment	-	25% reducing balance
Computer equipment	-	25% reducing balance

#### 1.9 Operating leases

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

# FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 1. ACCOUNTING POLICIES (continued)

#### 1.10 Pensions

The charity operates a defined benefit pension scheme for employees based on final pensionable pay. The company is part of the Fife Council Local Government pension scheme. The assets of the scheme are held separately from those of the charity.

The contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method. The most recent valuation was as at 31 March 2014 and has been updated to reflect conditions at the balance sheet date. The assumptions that have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rate of increase in salaries and pensions. It was assumed that the investment returns would be 6.0% per year, that salary increases would average 5.2% per year and that present and future pensions would increase at the rate of 2.9% per year.

Pension scheme assets are valued at fair value at the balance sheet date. Fair value is based on market price information and in case of quoted securities is the published bid price. Pension scheme assets are measured on an actuarial basis using the projected unit method and are discounted to their present value using a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities.

During 2010, the Directors took the decision to close the existing defined benefit pension scheme to any new entrants. Subsequently, the Directors have set up a new Defined contribution scheme which is open to new members. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Statement of Financial Activities.

### 2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Donations	3,425	-	3,425	-

In 2016, of the total income from donations and legacies, £ NIL was to unrestricted funds and £ NIL was to restricted funds

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Other activities for generating funds	75	-	75	13,549
Fife Council core funding	397,573	-	397,573	397,574
Residential rehabilitation	-	50,000	50,000	60,000
ADP funding (service brief 5c)	266,494	-	266,494	269,426
Healthy group activities	-	5,000	5,000	-
Rehab overnight stay	-	83,285	83,285	-
	664,142	138,285	802,427	740,549

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**4. INVESTMENT INCOME**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest receivable	310	-	310	304

In 2016, of the total investment income, £ *NIL* was to unrestricted funds and £ *NIL* was to restricted funds.

**5. COMPARATIVE INFORMATION BY FUND TYPE**

	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>INCOME AND ENDOWMENTS FROM:</b>			
Investments	304	-	304
Charitable activities	680,549	60,000	740,549
<b>TOTAL INCOME</b>	<b>680,853</b>	<b>60,000</b>	<b>740,853</b>
<b>EXPENDITURE ON:</b>			
Charitable activities	654,611	46,960	701,571
Other	33	-	33
<b>TOTAL EXPENDITURE</b>	<b>654,644</b>	<b>46,960</b>	<b>701,604</b>
<b>NET INCOME/(EXPENDITURE) BEFORE TRANSFER</b>	<b>26,209</b>	<b>13,040</b>	<b>39,249</b>
Transfer between funds	(154)	154	-
<b>NET INCOME FOR THE YEAR</b>	<b>26,055</b>	<b>13,194</b>	<b>39,249</b>
Actuarial gains and losses on defined benefit pension schemes	114,000	-	114,000
<b>NET MOVEMENTS IN FUNDS FOR THE YEAR</b>	<b>140,055</b>	<b>13,194</b>	<b>153,249</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds at 1 April 2015	218,977	910	219,887
Total funds at 31 March 2016	359,032	14,104	373,136

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017****6. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	<b>Activities undertaken directly 2017 £</b>	<b>Support costs 2017 £</b>	<b>Total 2017 £</b>	<b>Total 2016 £</b>
Unrestricted funds	772,221	-	772,221	701,571

**7. NET INCOMING RESOURCES/(RESOURCES EXPENDED)**

This is stated after charging:

	<b>2017 £</b>	<b>2016 £</b>
Depreciation of tangible fixed assets: - owned by the charity	2,148	1,958
Auditors' remuneration	2,500	2,100
Pension costs - defined benefit	47,950	61,133
Pension costs- defined contribution	8,643	2,552

During the year, no Trustees received any remuneration (2016 - £NIL).

During the year, no Trustees received any benefits in kind (2016 - £NIL).

4 Trustees received reimbursement of expenses amounting to £222 in the current year, (2016 - 3 Trustees - £599).

**8. STAFF COSTS**

Staff costs were as follows:

	<b>2017 £</b>	<b>2016 £</b>
Wages and salaries	467,598	457,764
Social security costs	39,116	39,083
Other pension costs (Note )	56,593	63,685

The average number of persons employed by the charity during the year was as follows:

<b>2017 No.</b>	<b>2016 No.</b>
19	19

No employee received remuneration amounting to more than £60,000 in either year.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**9. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2016 and 31 March 2017	6,328	1,282	22,152	29,762
<b>Depreciation</b>				
At 1 April 2016	5,472	1,167	14,536	21,175
Charge for the year	214	29	1,905	2,148
At 31 March 2017	5,686	1,196	16,441	23,323
<b>Net book value</b>				
At 31 March 2017	642	86	5,711	6,439
At 31 March 2016	856	115	7,616	8,587

**10. DEBTORS**

	2017 £	2016 £
PAYE/NI recoverable	433	-
Prepayments and accrued income	1,974	10,137
	<u>2,407</u>	<u>10,137</u>

**11. CREDITORS: Amounts falling due within one year**

	2017 £	2016 £
Other taxation and social security (see below)	-	2,006
Other creditors	348	-
Accruals and deferred income	50,947	136,383
	<u>51,295</u>	<u>138,389</u>

**Other taxation and social security**

	2017 £	2016 £
PAYE/NI control	-	2,006

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**12. STATEMENT OF FUNDS**

	Brought Forward £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
<b>Designated funds</b>						
YPI	-	-	-	3,000	-	3,000
<b>General funds</b>						
General Fund	266,032	667,877	(676,652)	(8,060)	-	249,197
Pension reserve	93,000	-	17,000	-	(146,000)	(36,000)
	<u>359,032</u>	<u>667,877</u>	<u>(659,652)</u>	<u>(8,060)</u>	<u>(146,000)</u>	<u>213,197</u>
Total Unrestricted funds	<u>359,032</u>	<u>667,877</u>	<u>(659,652)</u>	<u>(5,060)</u>	<u>(146,000)</u>	<u>216,197</u>
<b>Restricted funds</b>						
Residential Rehabilitation	14,104	50,000	(55,431)	-	-	8,673
Naloxone	-	-	(1,609)	5,060	-	3,451
Healthy Group Activities	-	5,000	-	-	-	5,000
Rehab overnight stay	-	83,285	(55,529)	-	-	27,756
	<u>14,104</u>	<u>138,285</u>	<u>(112,569)</u>	<u>5,060</u>	<u>-</u>	<u>44,880</u>
Total of funds	<u><u>373,136</u></u>	<u><u>806,162</u></u>	<u><u>(772,221)</u></u>	<u><u>-</u></u>	<u><u>(146,000)</u></u>	<u><u>261,077</u></u>

Designated fund - the Trustees designated the £3,000 donated from the Youth and Philanthropy Initiative (YPI) to group activities.

Residential Rehabilitation - this fund relates to monies used to operate the residential rehabilitation programme.

Naloxone - this fund is restricted to be used for the purpose of Naloxone and cost of presenting the educational shows in relation to Naloxone.

Healthy group activities - this fund is restricted to be used for healthy group activities.

Rehab overnight stay - this fund is restricted to be used for the cost of service users overnight stays.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**SUMMARY OF FUNDS**

	Brought Forward £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
Designated funds	-	-	-	3,000	-	3,000
General funds	359,032	667,877	(659,652)	(8,060)	(146,000)	213,197
	<u>359,032</u>	<u>667,877</u>	<u>(659,652)</u>	<u>(5,060)</u>	<u>(146,000)</u>	<u>216,197</u>
Restricted funds	14,104	138,285	(112,569)	5,060	-	44,880
	<u>373,136</u>	<u>806,162</u>	<u>(772,221)</u>	<u>-</u>	<u>(146,000)</u>	<u>261,077</u>

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Tangible fixed assets	6,439	-	6,439	8,589
Current assets	297,053	44,880	341,933	409,939
Creditors due within one year	(51,295)	-	(51,295)	(138,392)
Provisions for liabilities and charges	(36,000)	-	(36,000)	93,000
	<u>216,197</u>	<u>44,880</u>	<u>261,077</u>	<u>373,136</u>

**14. OPERATING LEASE COMMITMENTS**

At 31 March 2017 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
<b>Amounts payable:</b>		
Within 1 year	10,082	1,201
Between 1 and 5 years	6,748	28,915
Total	<u>16,830</u>	<u>30,116</u>

**15. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and, consequently, has no share capital.

**16. RELATED PARTY TRANSACTIONS**

There were no transactions with the Trustees during the year (2016 - £NIL) apart from those mentioned in note 7.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED****(A company limited by guarantee)****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017****17. PENSIONS AND OTHER POST RETIREMENT BENEFITS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Total operation charge in resources expended:</b>		
Current service cost	48,000	61,000
	<u>48,000</u>	<u>61,000</u>
Total operating charge	48,000	61,000
	<u>48,000</u>	<u>61,000</u>
<b>Amounts included in other finance income:</b>		
Expected return on scheme assets	(38,000)	(32,000)
Interest on scheme liabilities	34,000	33,000
	<u>(4,000)</u>	<u>1,000</u>
Other finance income	(4,000)	1,000
	<u>(4,000)</u>	<u>1,000</u>
<b>Amounts included in other recognised gains and losses:</b>		
Actuarial (gain)/loss	146,000	(114,000)
Amounts included in non-operating exceptional items	-	-
	<u>146,000</u>	<u>(114,000)</u>
Other recognised (gain)/losses	146,000	(114,000)
	<u>146,000</u>	<u>(114,000)</u>
Total charge to the statement of financial activities	<u>190,000</u>	<u>(52,000)</u>

At 31st March 2017 the cumulative amount of actuarial losses recognised in the statement of financial activities is £241,000 (2016 - £95,000).

The charity paid £20,000 extra contributions into the fund, in order to address the fund deficit. They will also pay a further £20,000 extra in the coming year.

The total operating charge and other finance cost are recognised in the following line items in the statement of financial activities

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Charitable activities	48,000	61,000
	<u>48,000</u>	<u>61,000</u>

The amounts recognised in the balance sheet are as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Present value of funded obligations	(1,339,000)	(916,000)
Fair value of scheme assets	1,303,000	1,009,000
	<u>(36,000)</u>	<u>93,000</u>
Net pension (liability)/asset	<u>(36,000)</u>	<u>93,000</u>

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

Changes in the present value of the defined benefit obligation scheme are as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Opening defined benefit obligation	916,000	958,000
Current service cost	48,000	61,000
Interest on scheme liabilities	34,000	33,000
Actuarial (gain)/loss	332,000	(145,000)
Contributions by scheme participants	11,000	11,000
Benefit paid	(2,000)	(2,000)
	<u>1,339,000</u>	<u>916,000</u>

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Opening fair value of scheme assets	1,009,000	936,000
Expected return on scheme assets	38,000	32,000
Contributions by employer	61,000	63,000
Contributions by scheme participants	11,000	11,000
Actuarial (loss)/gain	186,000	(31,000)
Benefit paid	(2,000)	(2,000)
	<u>1,303,000</u>	<u>1,009,000</u>

The fair value of the major categories of scheme assets as a percentage of total scheme assets are as follows:

	<b>2017</b>	<b>2016</b>
	<b>%</b>	<b>%</b>
European equities	72	68
European bonds	15	16
Property	8	10
Cash	5	6

Amounts for the current and previous four periods are as follows:

	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Defined benefit obligation	(1,339,000)	(916,000)	(958,000)	(759,000)	(604,000)
Fair value of scheme assets	1,303,000	1,009,000	936,000	751,000	645,000
	<u>(36,000)</u>	<u>93,000</u>	<u>(22,000)</u>	<u>(8,000)</u>	<u>41,000</u>

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**18. FIRST TIME ADOPTION OF FRS 102**

It is the first year that the charity has presented its financial statements under SORP 2015 and FRS 102. The following disclosures are required in the year of transition. The last financial statements prepared under previous UK GAAP were for the year ended 31 March 2016 and the date of transition to FRS 102 and SORP 2015 was therefore 1 April 2015. As a consequence of adopting FRS 102 and SORP 2015, a number of accounting policies have changed to comply with those standards.

The policies applied under the charity's previous accounting framework are not materially different to FRS 102 and have not impacted on funds or net income/expenditure.

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED****(A company limited by guarantee)****DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Other income	75	13,549
Donations	425	-
YPI	3,000	-
Fife Council core funding	397,573	397,574
Residential rehabilitation	50,000	60,000
Residential rehabilitation - accomodation	83,285	-
ADP funding (service brief 5c)	266,494	269,426
Healthy group activities	5,000	-
Bank interest receivable	310	304
<b>TOTAL INCOME</b>	<hr/> 806,162	<hr/> 740,853

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED****(A company limited by guarantee)****DETAILED INCOME AND EXPENDITURE ACCOUNT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
<b>LESS: EXPENDITURE</b>		
Gross wages	429,382	358,155
Gross wages - support costs	-	69,094
Gross wages - rehab	38,216	30,515
Employer's N.I.	35,204	30,184
Employer's N.I. - support costs	-	5,816
Employer's N.I. - rehab	3,913	3,083
Pension costs - defined benefit	47,719	42,957
Pension costs - defined benefit support costs	-	10,639
Pension costs - rehab	8,873	7,537
Pension costs - defined contributions	-	2,552
Rent	38,988	26,345
Rent - support costs	-	10,881
Rates and water	1,099	1,026
Rates and water - support costs	-	470
Heat and light	3,463	2,443
Heat and light - support costs	-	1,011
Repairs and maintenance	17,959	5,836
Repairs and maintenance - support costs	-	7,203
Repairs and maintenance - rehab	241	-
Insurance	4,479	2,712
Insurance - support costs	-	1,528
Computer expenses	3,065	568
Computer expenses - support costs	-	2,270
Motor vehicle expenses	26,654	23,797
Motor vehicle expenses - rehab	3,784	4,367
Subscriptions	48	115
Subscriptions - support costs	-	13
Bank charges - support costs	-	329
Sundry expenses	168	1,829
Sundry expenses - support costs	-	2,006
Sundry expenses - naloxone	1,513	-
Professional fees	4,571	342
Professional fees - support costs	-	1,502
Telephone	5,271	3,421
Telephone - support costs	-	2,280
Telephone - rehab	145	180
Office expenses	4,719	3,094
Office expenses - support costs	-	3,094
Office expenses - rehab	85	-
Childcare expenses	-	1,064
Depreciation	2,148	365
Depreciation - support costs	-	1,593
Travel and accommodation	829	378
Travel and accommodation - rehab	175	213
Training	2,586	1,772
Training - Naloxone	96	-
Hospitality	1,166	-
Hospitality - support costs	-	992
Equipment hire	1,978	988
Equipment hire - support costs	-	988
Groupwork activities	17,437	15,678
Accountancy and audit fees	8,341	4,659
Actuary fees	871	720

**FIFE INTENSIVE REHABILITATION & SUBSTANCE MISUSE TEAM LIMITED**  
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**DETAILED INCOME AND EXPENDITURE ACCOUNT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Committee expenses	222	599
AGM costs	1,478	1,368
Net finance costs in respect of defined benefits	(4,000)	1,000
Bank charges	306	-
Advertising	1,783	-
Cleaning	1,717	-
Bed costs - rehab overnight stay	55,529	-
	<hr/>	<hr/>
<b>TOTAL EXPENDITURE</b>	<b>772,221</b>	<b>701,571</b>
	<hr/>	<hr/>
<b>NET INCOME FROM CHARITABLE SOURCES</b>	<b>33,941</b>	<b>39,282</b>
	<hr/>	<hr/>
<b>OTHER EXPENDITURE</b>		
Loss on disposal of fixed assets	-	(33)
	<hr/>	<hr/>
<b>NET INCOME FOR THE YEAR</b>	<b>33,941</b>	<b>39,249</b>
	<hr/> <hr/>	<hr/> <hr/>