ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales · Charity number 1036555

Details

Other names	ALCOHOL COUNSELLING SERVICES RICHMOND, ADDICTION SUPPORT AND CARE AGENCY
Status	Registered
Legal form	Charitable company
Company number	02902445
Registered	1994-04-20
Register	View on the Charity Commission register

Contact

Address	233 Lower Mortlake Road Richmond Surrey TW9 2LL
Phone	02089401160
Email	info@addictionsupport.co.uk
Website	www.addictionsupport.co.uk

Activities

Objects: FOR THE PUBLIC BENEFIT,1) TO RELIEVE PERSONS EXPERIENCING, OR AT RISK OF BEING AFFECTED BY, MENTAL ILL HEALTH BY THE PROVISION OF ADVICE COUNSELLING AND SUPPORT SERVICES AND BY THE PROVISION OF INFORMATION ABOUT RELEVANT RESOURCES AVAILABLE.2) TO RELIEVE PEOPLE WITH CONCERNS ABOUT ALCOHOL AND SUBSTANCE USE, INCLUDING THOSE EXPERIENCING DIFFICULTIES CONNECTED TO ANOTHER PERSON'S ALCOHOL OR SUBSTANCE USE BY THE PROVISION OF ADVICE, COUNSELLING AND SUPPORT SERVICES AND BY THE PROVISION OF INFORMATION ABOUT OTHER RELEVANT RESOURCES AVAILABLE.3) TO ADVANCE PUBLIC EDUCATION ENCOURAGING THE EARLY RECOGNITION AND PREVENTION OF SUBSTANCE RELATED HARM AND RELATED TOPICS, THROUGH THE PROVISION OF EDUCATION AND TRAINING PROFESSIONALS AND VOLUNTEERS IN THE WIDER MENTAL HEALTH AND PSYCHOTHERAPEUTIC FIELD.

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Activities: To help those people who misuse alcohol and/or drugs and the friends, relatives and partners affected by someone else's substance misuse through the providision of assessment, advice information, one to one counselling and group support. To improve public education by encouraging early recognition and prevention of alcohol and drug related harm.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

Geography

- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£97,867	£103,611	-	-
2024-03-31	£82,704	£109,813	-	-
2023-03-31	£92,370	£95,220	-	-
2022-03-31	£95,715	£98,495	-	-
2021-03-31	£125,366	£128,587	-	-

Trustees

Name	Role	Appointed
GEOFFREY ROBERT POPE	Chair	
JEAN GOODLAND		
PAULINE GORE		
Susan Bastow		2025-12-04

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ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales - Charity number 1036555

Accounts

Charity Registration No. 1036555
Company Registration No. 2902445 (England and Wales)

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445

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ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445
Trustee Report

Report of the Trustees for the year ending 31st March 2025
The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2025 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 Act 2011, 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 102 (FRS102)

Chair's report
ASCA enjoyed another successful year helping nearly 500 people, who once again reported real improvements in their quality of life. 62% of our clients said their quality of life was Excellent or Very Good after receiving our service, whereas prior to seeing ASCA none rated their quality of life as Excellent or Very good.

The total number of people helped throughout the year was slightly up on last year, with more people being referred from the statutory and voluntary sector and more through accessing the ASCA website. The vast majority of our clients said that they had stopped or reduced their drinking or drug use following receipt of ASCA counselling

ASCA's total income was higher at £97,867 with a small unrestricted surplus in 2024/25 despite the difficult financial climate.

The staff team have performed very effectively achieving impressive outcomes through sensitive assessment of potential clients and by allocating and managing appropriate volunteers for each client.

Furthermore, a number of developments have progressed or been completed in line with the objectives in our Business Plan 2024/2027: -

- Support services for unpaid carers have been increased through the wellbeing workshops by adding more peer support and social engagement opportunities.

- Drug and alcohol awareness training was organized for volunteers and delivered by RCDAS, as well as prioritisation of safeguarding training and a review of our safeguarding processes.

- The system for in-house webcast training was investigated with Superhighways, and will be followed up this year.

- Exploration of a strategy to ensure the continued long-term use of our excellent leased premises in Richmond commenced. Trustees agreed to set up designated reserves to cover the anticipated costs.

- We welcomed the recruitment of an additional trustee who has considerable counselling experience.

I am pleased to record thanks to our hard working and committed staff and volunteers for their outstanding achievements for our clients, and to funders and donors for their generous support to ASCA.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Objectives and activities
The objectives for which the Company is established are to:

- benefit the public by promoting the prevention of alcohol and/or drug misuse
- treat those suffering from alcohol and/or drug misuse and those affected by someone else's alcohol and/or drug misuse in London or elsewhere

The aims of our charity are to:

- support people through early intervention to address their issues with alcohol and/or drugs
- support people through early intervention to address everyday mental and physical wellbeing issues
- support carers, family members and friends of those affected by someone else's alcohol and/or drug issues
- advance public education by encouraging early recognition and prevention of alcohol and drug related harm and through the provision of education and training

The Directors believe that our aims reflect the purposes that the charity was set up to further

The charity's aims and objectives are achieved by the following approach:

- focusing on early intervention, prevention, education and harm minimisation through assessment, counselling, therapy group support, wellbeing activities, raising public awareness, training and advice and information
- providing a client centred and holistic approach to overcoming addiction and enabling our service users to make the best use of our resources
- providing a range of services which are reflective of the relevant quality standards and address the potential problems related to alcohol, drug and general wellbeing
- offering services to families, carers, friends and the wider community who are affected by someone else's substance issues
- providing opportunities for the local community to participate in some of our activities to break down and challenge the barriers, myths and stigma associated with substance issues
- understanding and acknowledging that volunteering is a valuable and crucial factor in our work and that investing in staff and volunteer development leads to organisational professionalism, growth and learning
- ensuring that our clients' needs are met by regularly consulting with them and developing services that are flexible and meet their needs
- co-operating and working in partnership with other agencies to benefit our service users by ensuring that our services enhance and complement each other
- commitment to quality assurance underpinning all that we do in order to provide the best services for our service users and partners
- challenge discrimination, increasing access to those who are socially excluded and by being open and transparent in all our transactions, we benefit our current and future service users, volunteers, staff and partners.

Our main areas of activity which help us to achieve the above strategies are: assessment; advice and information on telephone and face to face; education, guidance and sign posting on telephone and face to face; counselling for those with alcohol/drug and general wellbeing issues; life skills group programme; carers 8 week group programme; carers peer support; support for affected family members and volunteering opportunities for people to gain new skills. ASCA focuses on providing holistic and person-centred services by providing short, medium and long term therapeutic interventions to the local community.

Counselling services for those with alcohol/drug and general wellbeing issues

One to one counselling has always been our core and the most in demand service. ASCA offers short, medium and long term counselling. We initially offer upto 6 counselling sessions but may increase this upto a further 6 sessions. We then have the option to offer upto a further 12 sessions, which is dependent on clients demonstrating a commitment to make change. Where clients stay longer reviews are taken regularly. This long term counselling provides people with the time and space to identify and support them with general wellbeing issues. These can include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives. For those who require counselling for general wellbeing issues we can provide counselling for issues such as isolation, anxiety, loneliness, stress, depression, grief, work related concerns, low self esteem and confidence.

A large part of our work involves time providing advice, information and support on the telephone. These calls range from people looking for help for themselves, while others just want some advice and guidance about the support available to them from us and other community services either in Richmond or surrounding boroughs. Family members and carers who are looking for support for their cared for who don't realise that they too would benefit from some support for themselves. Additionally, professionals wanting to find out more about what we offer with a view of referring one of their service users/patients. The service is funded through grants, donations, and our own income generation activities.

Carers Service

ASCA is the only service in the borough of Richmond providing support to carers/family members affected by someone else's alcohol/drug issues. We offer both counselling and group support. This service is funded through a range of grants, donations and our own fundraising activities.

Richmond Carers Hub service – this is a piece of commissioned work we have been involved with for several years. The hub consists of 6 local organisations providing specialist services to carers resident in the London Borough of Richmond upon Thames. The lead partner is Richmond Carers Centre; ASCA has been sub contracted to provide a Substance Misuse Carers Support Group and advice and information support to carers. The service was re-commissioned through a direct award for four years from 1st August 2024 to 31st July 2028.

Volunteers

As with a majority of small community based organisations volunteers are fundamental to our success and future sustainability. ASCA volunteers are drawn from the local community and ideally with personal direct
and/or indirect experience of alcohol, drug and/or wellbeing issues. Their personal experience, diverse skills set and life experiences enhance the support we offer to our service users who come with a range of multiple and often complex support needs. New volunteers are recruited throughout the year as and when needed. A majority live locally or in the surrounding areas.

How our activities deliver public benefit

The Board have considered the Charity Commission's guidance on public benefit in planning our activities for the year. ASCA relies on grants, donations, fundraising activities and contributions to help cover its operating costs. We aspire to be a local service for local people and as such provide affordable, flexible, accessible activities as well as share our premises with the local community.

Alcohol, drug and general wellbeing issues are cross cutting themes, and can affect anyone regardless of gender, age, religion, race or social background. Their impact on people's lives often leads to social exclusion and isolation and, if not addressed early, can result in a range of problems such as family breakdown, mental health issues (e.g. depression, anxiety), debt, loss of employment, poverty and crime.

We endeavour to be inclusive and encourage the wider community to participate in some of our activities as well as use our facilities to meet or run their activities from.

Achievements and Performance

The year 2024/25 was a year where the established management team were able to review, develop and continue our soft testing of new ideas in consultation with service users. The demand for face to face interventions continued to remain steady and the most requested for those enquiring about our support services. Advice and information support both on the telephone and face to face increased with a noticeable increase from those outside Richmond borough and in several cases outside of London. This is a result of over stretched services and insufficient resources to meet demand especially for those requiring support for everyday mental health issues. We always make sure we respond to all telephone calls during operational hours which gives people so much relief and hope that someone cares. As a result the time staff are spending on telephone advice and information and can take upto at least half an hour listening and supporting people who don't know what to do or where to go and, if not appropriate for our services, sign posting people with contact details of other services.

Our operational hours were slightly changed based on popular appointment times requested by clients. We recruited new volunteers during the Summer and although challenging we managed to find suitably experienced and qualified volunteers.

The cost of living continues to be a concern which the Board acknowledged and agreed to increase staff salaries accordingly and will keep the situation under review for the year ahead.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Organisational running costs have once again increased as all our suppliers have passed on their increases to us. We accept the years ahead to be financially challenging and are making sure we get the best value for money from suppliers. Budgets will be further exacerbate from April 2025 with the increase in Employers National Insurance. There are two sides to this. We know from talking to our service users that they are also struggling and by taking a sensitive approach with contributions towards services on a case by case basis, we will continue to remain flexible and not excluded anyone from accessing support. At this moment in time our support is needed even more than ever to help people get through these difficult times when they are at their most vulnerable.

Following trends we noted for 2024/25;

- Service users in long recovery but want general counselling for mental health issues
- Service users in long term recovery requesting counselling for relationship/family breakdown
- Service users opting for medium/long term counselling to address underlying issues and maintaining general wellbeing due to the impact of the cost of living on them and/or their families
- Requests for general/wellbeing counselling
- Increase in carers asking for help in their own right
- Carers requesting both group support and counselling
- Carers interested in additional wellbeing support workshops
- Recommendations from current and ex-service remain the highest referral route to ASCA
- Enquiries for general counselling/wellbeing mental health counselling from Kingston borough and surrounding boroughs
- Lack of local services offering face to face counselling
- Long waiting lists and increased thresholds for support from statutory and voluntary social and health care providers resulting in demand for all types support

ASCA continues to be involved in Kingston upon Thames and participates in voluntary sector consultations and needs assessments undertaken by the council and/or Kingston Voluntary Action. We are also members of the Kingston Drug and Alcohol Strategy Group. We continue to see residents of the borough who self refer or are sign posted by health and social care providers in the borough.

The general/wellbeing counselling support we offer has been manageable within our resources and have not in anyway affected our services to those with alcohol/drug issues or their carers and affected others. Many of those accessing this service are ex-service users in long term recovery but feel that they would benefit support around issues such as relationships, grief, loss, loneliness etc. The Creative Expression 6 week group programme pilot for carers went well and based on the feedback from attendees we plan to start standalone workshops in 2025/26.

The Carers Support Group - The 8 week programme has been running on Monday afternoons and has been a success. Although we have a manual for the programme, the Group Facilitator adapts it to best meet the needs of the group members. The psycho-educational programme has been received well and provided carers with better understanding of their needs and the importance of looking after their wellbeing while caring for their loved ones. The most commonly reported benefit from group participants has been the opportunity to meet others and share experiences.

Volunteers - An important resource which we nurture, support and provide the skills and knowledge that will help underpin their future careers in the field of therapy. It is our aim when volunteers leave ASCA that they are confident and professional therapists ready for the world of work, be that as an employee or setting up their own small business. As the needs of our service users change we aim to recruit volunteers with a range of skills and life experiences including lived experience. The diversity of our volunteers life experiences enriches our service user's experience. Our continued support to volunteers with low cost room hire has proven to be much valued for our newly qualified volunteers who are in their early stages of setting up and establishing their private practices.

We recruit volunteers as and when they leave throughout the year. There has been a lot of change in the last 5 years and we have had to adapt to these. Volunteers are generally younger and come from much more diverse backgrounds and through our recruitment have a good team which reflects the changing demographics of the borough. Adapting to the new volunteers coming through has meant more time investment by staff in providing day to day support to volunteers as well as ad hoc one to one training. In addition volunteers have also been encouraged to attend online training on a range of issues to enhance their work with clients and meet the increasingly multiple needs they present.

Counselling and support groups - 184 clients
Assessments – 121
Advice, information and support – 174
Total number of people supported 479

Referral source
Self – 34%
Word of mouth/recommendations from relative, friend, partner – 28%
Online website and search engines – 24%
Local health and social care services statutory and voluntary – 11%
National services helplines, rehabilitation centres – 3%

Client Outcomes
89% stopped or reduced their drinking
88% stopped or reduced their drug use
29% stopped or reduced prescribed medication

Wellbeing outcomes - Benefits of counselling and/group programmes
Physical – 54% reported Excellent/Very Good and 46% Good
Psychological - 80% reported Excellent/Very Good and 20% Good
Emotional – 74% reported Excellent/Very Good and 26% Good
Social/relational - 77% reported Excellent/Very Good and 23% Good

Quality of Life
Before - 100% reported poor to good
After – 62% reported Excellent/Very Good, 28% Good and 10% Fair

"Wonderful to have someone I can be totally honest with about my drinking and how much it has messed up my life."

Volunteers
During the year we provided 22 volunteering opportunities
98% of volunteers reported that their overall volunteering experience was excellent to very good
100% of volunteers reported that they would recommend ASCA to anyone looking to volunteers
91% of volunteers went into paid employment and/or set up local small businesses
18% of volunteers went onto study further

ASCA SERVICE USER CASE STUDY

Elizabeth was recommended by client who is a carer and attends counselling and has attended the Carers Group Programme said how much it has helped her. Elizabeth telephoned and requested counselling. ASCA organised an assessment for her within a week of her phone call. Elizabeth has been caring for husband with his issues around alcohol. They are 60+, employed, and have no children.

Elizabeth came for help regarding her husband Malcolm. He has a stressful job in the hospitality industry as a chef working long hours and as a result had developed a drinking habit of which she had no knowledge. He arrives home late at night drunk and go straight to bed. Malcolm sleeps in the spare room so not to disturb Elizabeth who has to get up early and go to work. Malcolm has always struggled with problems around alcohol because of his job where it is the norm to sit down and drink at the end of long hectic shifts with colleagues before heading off home.

Elizabeth had recently been woken up in the night to let Malcolm in as he forgot to take his front door key. It was then she saw the state he was in. Elizabeth was furious as he had told her that he had his drinking under control. When challenged he claimed it was a one off because they were short staffed and the day had been extremely stressful. She became suspicious and did not believe him because of his past struggles with his drinking. When Malcolm was at work Elizabeth went through his things in the spare room and she was shocked to find empty bottles of alcohol hidden in a coat pockets and at the back of the wardrobe under his clothes.

Elizabeth was planning to retire from her job as a cashier in a supermarket, she was terrified that their money would run out and started having second thoughts about putting off her retirement plans. What if Malcolm lost his job? They still had a bills and a mortgage to pay. Elizabeth was furious, scared, felt helpless and didn't know where to go. She confronted Malcolm and told him to get help with his drinking which he eventually did.

Following the initial assessment, Elizabeth started counselling and was also put on the waiting list for the Cares Group Programme. The group was strongly recommended to her in addition to counselling as it would provide her the opportunity to talk and share experiences with other carers. She would also gain knowledge about addiction, co-dependency, guilt, shame and the benefits of self care. It is early days but Elizabeth is feeling the benefits of having support and being able to talk openly about her feelings which she has never done. She feels supported which she felt that she didn't deserve.

Outcomes Achieved

Emotional Support:

- ✓ *I know where to access support*
- ✓ *I am support in maintaining/improving my wellbeing*
- ✓ *I am able to access the support I need when I need it*
- ✓ *I feel valued as a carer*
- ✓ *I feel less isolated*

Information & Advice:

- ✓ *I am more informed*
- ✓ *I know where to access support*
- ✓ *I am able to access the support I need when I need it*

Financial Review

We are aiming to steadily develop and grow our income from grants, fundraising and self generated income. The Financial Statements show that grants and other income received are expended on staff and other costs on specific projects to which they relate.

Total funds as at 31st March 2025 £206,536 (2024: £212,281). This is made up of
Unrestricted incoming funds as at 31st March 2025 £132,447 (2024: £128,930)
Restricted funds as at 31st March 2025 £74,089 (2024: £83,351)

Unrestricted funds increased by £3,517 within the Financial year 2024/2025, resulting in a year end figure of £132,447. Restricted funds decreased by £9,262 within the Financial year 2024/2025, resulting in a year end figure of £74,089. The Fund amount of £74,089 is for accounting purposes and is related to the fixed assets shown in the balance sheet. This amount reduces each year at the rate of £9,262 due to depreciation and is not a cash item.

Reserves policy

The year ended with unrestricted reserves of £132,447 and restricted reserves of £74,089 with the latter relating to our leased premises in Richmond. Our unrestricted reserves increased slightly due to an increase in income for the year. The year has not been without its challenges, particularly in our operating environment., including increasing health inequalities, growing demand and complexity of need, and an ever more difficult funding environment. Pressures on public sector bodies, both local authorities and health, have increased and the cost-of-living crisis still has its impact on overall costs.

The Trustees undertook a review of the Reserves Policy. This covered a number of factors including the risk of an unforeseen emergency or other unexpected need for funds, covering unforeseen day-to-day operational costs, reduction in a source of income and the need to fund short-term deficits in a cash budget. In addition the Trustees agreed, although early, the designated funds should be used to cover costs to seek some initial legal advice regarding the extension of the lease of our premises. The aim is to build these funds over the coming years to extend our lease or seek alternative premises.

The Trustees agreed to designate funds of £68,000 of the unrestricted funds towards the above.

Taking into account the above, the volatility of income (grants and self generated) the ever increasing cost of living, the projected deficit due to reduction in income and the continued investment into improving and upgrading our premises for 2025/26, the trustees agreed the current level of unrestricted reserves of 6 months meet the organisations Reserves Policy.

ASCA is in a strong sustainable position and we will continue to build upon this through prudently maximising our income, managing our expenditure and ensuring that our unrestricted reserves are maintained at a level to provide us long term security. However, we acknowledge financially the years ahead will be extremely testing. The changes in the employers NIC threshold from next year will stretch budgets even further and will inevitably affect our unrestricted reserves.

Structure, governance and management

Governing document
Addiction Support and Care Agency is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered with the Charity Commission. Anyone over the age of 18 can become a trustee. There are no members of the charitable company.

Appointment of Trustees
As set out in the Articles of Association all trustees are elected including the Chair and Treasurer. A third of trustees must stand down, but can stand for re-election at the Annual General Meeting. The trustees have the power to co-opt members including filling specialist roles from time to time. All trustees are invited to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

Trustee induction and training
New trustees undergo an induction which includes the opportunity to meet staff and volunteers. The induction covers: informing them of their legal obligations under charity and company law, a copy of the Charity Commission guidance booklet CC3 "The essential trustee: what you need to know, what you need to do", and inform them of the content of the Memorandum and Articles of Association, and the decision-making processes, organisational structure and recent management accounts of the charity. This induction is undertaken by the Chair and the Chief Executive. All trustees are encouraged to attend appropriate external training and the local trustee network events to support them in their role as trustees as well as gain an understanding of the local voluntary sector.

Organisation
The board of trustees which meets quarterly also administers the charity. The Chief Executive, who is also the Company Secretary, is appointed by the trustees to manage the day-to-day operations of the charity. Trustees are not paid or receive other benefit from their work with the charity

Reference and administrative details

Charity number:	1036555
Company number:	2902445
Registered Office:	233 Lower Mortlake Road, Richmond, Surrey, TW9 2LL
Independent Examiner:	Sian Lewis

Directors and trustees
The directors of the charitable company (the charity) are its trustees. The trustees and officers serving during the year were as follows:

Elected trustees:	Geoff Pope (Chair) Pauline Gore (Treasurer) Jean Goodland Sue Bastow (co-opted 13/3/2025)
Company Secretary:	Ranjit Dhillon

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of the Addiction Support and Care Agency for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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 business.

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

The Trustees 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.

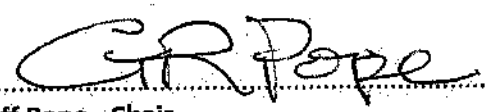
The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with
preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the Board on 4 September 2025 and signed on its behalf by:



Geoff Pope - Chair

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Independent Examiner's report to the Trustees of the Addiction Support and Care Agency for the Year Ended 31 March 2025

I report to the trustees on my examination of the financial statements of the Addiction Support and Care Agency (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

.....

Sian Lewis
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date: 17 December 2025

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Statement of Financial Activities
For the year ended 31 March 2025

	Note	Unrestricted funds	Restricted funds	Total funds 2025	Total funds 2024
		£	£	£	£
Income from:					
Donations	2	33,061	-	**33,061**	**30,344**
Charitable activities	3	-	46,020	**46,020**	**33,659**
Other trading activities	4	17,046	-	**17,046**	**17,176**
Investment income	5	1,740	-	**1,740**	**1,525**
Income Total		**51,847**	**46,020**	**97,867**	**82,704**
Expenditure on:					
Charitable activities	6	(48,330)	(55,282)	**(103,612)**	**(109,813)**
Expenditure Total		**(48,330)**	**(55,282)**	**(103,611)**	**(109,813)**
Net income/(expenditure)		**3,517**	**(9,262)**	**(5,745)**	**(27,109)**
Transfers between funds	15	**-**	**-**	**-**	**-**
Net movement in funds		**3,517**	**(9,262)**	**(5,745)**	**(27,109)**
Reconciliation of funds:					
Total funds brought forward		**128,930**	**83,351**	**212,281**	**239,390**
Total funds carried forward		**132,447**	**74,089**	**206,536**	**212,281**

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

All income and expenditure derived from continuing activities.

The notes on pages 17 to 24 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Company Registration No. 2902445 (England and Wales)
Balance Sheet
At 31 March 2025

	Note	2025 £	£	2024 £	£
Fixed assets:					
Tangible assets	11		74,089		83,351
Currents assets:					
Debtors	12	-		700	
Cash at bank and in hand	13	134,913		130,390	
Total Current assets			134,913		131,090
Liabilities:					
Creditors: Amounts falling due within one year	14		(2,466)		(2,160)
Net current assets or liabilities			132,447		128,930
Total Net assets			206,536		212,281
The funds of the charity:					
Unrestricted funds	15		132,447		128,930
Restricted funds	15		74,089		83,351
Total Funds			206,536		212,281

For the year ended 31 March 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Trustees on 4 September 2025 and were signed on its behalf by:

G R Pope

Geoffrey Pope - Chair

The notes on pages 17 to 24 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Notes to the Financial Statements
For the year ended 31 March 2025

1 Accounting Policies

a) Basis of preparation

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company. ASCA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income resource

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

c) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

d) Tangible fixed assets and depreciation

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

Long Leasehold: initial costs plus refurbishment from 1999 written off on a straight line basis over 35 years.

e) Taxation

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

f) Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

g) Pension cost

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

2 Donations

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Counselling	24,678	-	24,678	23,017
General Donations	1,047	-	1,047	1,001
Gift Aid	7,336	-	7,336	6,326
Total income from donation	**33,061**	**-**	**33,061**	**30,344**

In 2024 all income from charitable activities was attributed to unrestricted funds.

3 Charitable activities

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
LB Richmond upon Thames Active Richmond Fund	-	1,000	1,000	-
Hampton Fund	-	12,300	12,300	-
Kew Village Market	-	-	-	500
Kingston Voluntary Action	-	708	708	-
LB Richmond upon Thames Carers Hub	-	9,412	9,412	8,773
LB Richmond upon Thames Carers Week Micro Grant	-	400	400	-
Richmond Charities	-	7,000	7,000	5,000
Richmond Foundation	-	15,200	15,200	-
Richmond Parish Lands Charity	-	-	-	14,586
Screwfix Foundation	-	-	-	4,800
Total Funds	**-**	**46,020**	**46,020**	**33,659**

In 2024 all income from charitable activities was attributed to restricted funds.

4 Other trading activities

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Rents receivable	17,046	-	17,046	17,176
Total	**17,046**	**-**	**17,046**	**17,176**

5 Investment Income

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Bank interest receivable	1,740	-	1,740	1,525

6 Expenditure on Charitable Activities

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Staff costs	36,997	32,838	69,835	67,817
Utilities	4,164	3,969	8,133	8,693
Staff and volunteers' costs	209	2,588	2,797	5,341
Accommodation costs	1,034	984	2,018	2,025
Depreciation	-	9,262	9,262	9,262
Telephone and IT	726	691	1,417	5,401
Office costs	3,014	2,868	5,882	6,246
Insurance	2,135	2,033	4,168	4,176
Accountancy and legal fees	51	49	100	852
	48,330	55,282	103,612	109,813

7 Net Income/(Expenditure)

Net Income/(Expenditure) is stated after charging/(crediting):

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Depreciation of owned assets	-	9,262	9,262	9,262

8 Trustees' Remuneration and Benefits

There were no Trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

9 Analysis of Employee Costs

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Wages and Salaries	36,273	32,196	68,469	61,456
Employer social security costs	-	-	-	4,193
Employer pension contributions	724	642	1,366	2,168
Total Funds	36,997	32,838	69,835	67,817

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

	2025	2024
Management and administration	2	2
Counselling and care work	4	4
	6	6

No employee received remuneration of more than £60,000 during the period (2024-none).

No remuneration was paid to the Trustees. (2024-none).

10 Comparatives for the Statement of Financial Activities 2023/24

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income from:				
Donations	30,344	-	**30,344**	**26,750**
Charitable activities	-	33,659	**33,659**	**48,192**
Other trading activities	17,176	-	**17,176**	**16,819**
Investment income	1,525	-	**1,525**	**609**
Income Total	**49,045**	**33,659**	**82,704**	**92,370**
Expenditure on:				
Charitable activities	(66,892)	(42,921)	**(109,813)**	**(95,220)**
Expenditure Total	**(66,892)**	**(42,921)**	**(109,813)**	**(95,220)**
Net income/(expenditure)	**(17,847)**	**(9,262)**	**(27,109)**	**(2,850)**
Transfers between funds	-	-	-	-
Net movement in funds	**(17,847)**	**(9,262)**	**(27,109)**	**(2,850)**
Reconciliation of funds:				
Total funds brought forward	**146,777**	**92,613**	**239,390**	**242,240**
Total funds carried forward	**128,930**	**83,351**	**212,281**	**239,390**

11 Tangible Fixed Assets

	Long leasehold £
Cost	
At beginning of the year-At 1 April 2024	290,781
At end of the year-At 31 March 2025	**290,781**
Depreciation	
At beginning of the year-At 1 April 2024	207,430
Charge for the year	9,262
At end of the year-At 31 March 2025	**216,692**
Net book value at 31 March 2024	83,351
Net book value at 31 March 2025	**74,089**

12 Debtors

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Prepayments	-	-	-	-
Other accrued income	-	-	-	700
Total	-	-	-	700

13 Cash at bank and in hand

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
RBS accounts	134,913	-	134,913	130,390
Total	134,913	-	134,913	130,390

14 Creditors: Amounts falling due within one year

	Unrestricted Funds 2025	Restricted Funds 2025	Total Funds 2025	Total Funds 2024
	£	£	£	£
Deferred income	-	-	-	-
Other creditors	418	-	418	614
Creditors	-	-	-	536
Accrued expenses	2,048	-	2,048	1,010
Total	2,466	-	2,466	2,160

15 Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Fund balances carried forward
	£	£	£	£
Unrestricted funds				
General Fund	60,930	51,847	(48,329)	64,447
Designated reserve	68,000	-	-	68,000
Total Unrestricted funds	128,930	51,587	(48,329)	132,447
Restricted funds				
Project activity	-	46,020	(46,020)	-
Capital - Leasehold	83,351	-	(9,262)	74,089
Total Restricted funds	83,351	46,020	(55,282)	74,089
Total Funds	212,281	97,867	(103,611)	206,536

Purpose of unrestricted funds: to cover working capital requirements, potential staff redundancy costs and for property matters.

Purpose of designated funds: To cover any winding down costs including redundancy and outstanding creditors and to cover any short-term property costs.

Purpose of restricted funds:

LBRUT Active Living Fund	To pilot 2 blocks of a Creative Expression 6 week group programme for carers and monthly coffee mornings for carers
Hampton Fund	Funding towards part-time Counselling Manager post and overhead costs

Kingston Voluntary Action	Consultation with our clients around grief and loss to help identify support services available, needs and gaps in SW London.
LBRuT Richmond Carers Hub	deliver a group programme/support group and advice and information to our carers.
LBRuT Micro Grant Carers Week	deliver activities for unpaid carers during "Carers Week"
Richmond Charities	Grant for us to support clients who are in need, hardship or distress and living in the borough of Richmond
Richmond Foundation	Grant to help cover the costs of running our service, increase the range services, provide volunteering opportunities and work with the Trustees to recruit 1-3 new members to fill skills gap.

16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2025 (2024-None).

ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales - Charity number 1036555

Accounts

Charity Registration No. 1036555
Company Registration No. 2902445 (England and Wales)

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445

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ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445
Trustee Report

Report of the Trustees for the year ending 31st March 2024

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2024 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 Act 2011, 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 102 (FRS102)

Chair's report

It was a successful year for ASCA especially in terms of achieving impressive client outcomes, the development of a strong management team and the upgrading of our centre in Richmond.

Our client outcomes analysis compared clients' opinions of their personal situation before receiving services at ASCA and after the service. It was pleasing to see that drink, drug and prescribed medicines had reduced significantly. The face-to-face counselling and group programmes had also made big improvements in clients' own assessment of their psychological, emotional and social/relational feelings.

Importantly, our clients said that their 'Quality of Life' had improved, with 63% saying that this was now 'excellent' or 'very good' and 25% saying it was 'good', whereas before receiving services 100% of clients in the survey had said their quality of life was either 'poor' or 'fair'.

We have introduced a face-to-face general counselling service for people with mental health and emotional difficulties in response to the increase in demand, and we plan to expand this. There has also been a noticeable increase in the number of telephone calls ASCA receives from people (often from outside the borough) who are struggling to access support services. We provide advice, information and guidance about service availability and suitability from ourselves and from other community services.

During the year the management team has settled into and successfully developed their new responsibilities and has operated successfully and cohesively as a management team. The infrastructure upgrade in our building was completed. This included installation of new computers and a printer/photocopier, faster internet plus associated software and the telephone system was converted from analogue to digital. The building was also redecorated with new carpeting and installation of two rear doors to improve both security and insulation. We continue to reuse and recycle as many materials as we can.

Recently a new business plan has been drafted covering our strategic objectives and the planned new activities over the three year period from 2024 to 2027. This will be updated and used to monitor our performance. In 2023/24 we received income of £82,704 a reduction from 2022/23, largely due to the temporary cessation of the Hampton Fund grant that has since been reinstated. There was a deficit of £17,847 in our unrestricted funds caused by lower income and increased expenditure due to inflationary costs and the site improvements mentioned above. The deficit was accommodated through our reserves which remain at healthy levels. The trust board has sought to increase its membership through networks and advertising and is following up applicants and potential applicants.

I would like to extend sincere thanks to our committed hard-working staff and volunteers for providing such impactful help and support to our clients, and to our funders and donors for their generous support.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Objectives and activities
The objectives for which the Company is established are to:

- benefit the public by promoting the prevention of alcohol and/or drug misuse
- treat those suffering from alcohol and/or drug misuse and those affected by someone else's alcohol and/or drug misuse in London or elsewhere

The aims of our charity are to:

- support people through early intervention to address their issues with alcohol and/or drugs
- support people through early intervention to address everyday mental and physical wellbeing issues
- support carers, family members and friends of those affected by someone else's alcohol and/or drug issues
- advance public education by encouraging early recognition and prevention of alcohol and drug related harm and through the provision of education and training

The Directors believe that our aims reflect the purposes that the charity was set up to further

The charity's aims and objectives are achieved by the following approach:

- focusing on early intervention, prevention, education and harm minimisation through assessment, counselling, therapy group support, wellbeing activities, raising public awareness, training and advice and information
- providing a client centred and holistic approach to overcoming addiction and enabling our service users to make the best use of our resources
- providing a range of services which are reflective of the relevant quality standards and address the potential problems related to alcohol, drug and general wellbeing
- offering services to families, carers, friends and the wider community who are affected by someone else's substance issues
- providing opportunities for the local community to participate in some of our activities to break down and challenge the barriers, myths and stigma associated with substance issues
- understanding and acknowledging that volunteering is a valuable and crucial factor in our work and that investing in staff and volunteer development leads to organisational professionalism, growth and learning
- ensuring that our clients' needs are met by regularly consulting with them and developing services that are flexible and meet their needs
- co-operating and working in partnership with other agencies to benefit our service users by ensuring that our services enhance and complement each other
- commitment to quality assurance underpinning all that we do in order to provide the best services for our service users and partners
- challenge discrimination, increasing access to those who are socially excluded and by being open and transparent in all our transactions, we benefit our current and future service users, volunteers, staff and partners.

Our main areas of activity which help us to achieve the above strategies are: assessment; advice and information on telephone and face to face; education, guidance and sign posting on telephone and face to face; counselling for those with alcohol/drug and general wellbeing issues; life skills group programme; carers 8 week group programme; carers peer support; support for affected family members and volunteering opportunities for people to gain new skills. ASCA focuses on providing holistic and person-centred services by providing short, medium and long term therapeutic interventions to the local community.

Counselling services for those with alcohol/drug and general wellbeing issues

One to one counselling has always been our core and the most in demand service. ASCA offers short, medium and long term counselling. We initially offer upto 6 counselling sessions but may increase this upto a further 6 sessions. We then have the option to offer upto a further 12 sessions, which is dependent on clients demonstrating a commitment to make change. Where clients stay longer reviews are taken regularly. This longer time counselling provides people with the time and space to identify and support them with general wellbeing issues. These can include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives. For those who require counselling for just general wellbeing issues we can provide counselling for issues such as isolation, anxiety, loneliness, stress, depression, grief, work related concerns, low self esteem and confidence

A large part of our work involves time providing advice and information and support on the telephone. These calls range from people looking for help for themselves for their alcohol, drug or general wellbeing issues, while some just want to some advice and guidance about the support available to them from us and other community services. Then there is the other side, family members and carers who are looking for support for themselves and/or their cared for. Additionally, professionals wanting to find out more about what we offer with a view of referring one of their service users/patients. The service is funded through grants, donations, and our own income generation activities.

Carers Service

ASCA is the only service in the borough of Richmond providing support to carers/family members affected by someone else's alcohol/drug issues. We offer both counselling and group support. This service is funded through a range of grants, donations and our own fundraising activities.

Richmond Carers Hub service – this is a piece of commissioned work we have been involved with for several years. The hub consists of 6 local organisations providing specialist services to carers resident in the London Borough of Richmond upon Thames. The lead partner is Richmond Carers Centre; ASCA has been sub contracted to provide a Substance Misuse Carers Support Group and advice and information support to carers. The service was re-commissioned through a direct award for four years from 1st August 2024 to 31st July 2028.

Volunteers

As with a majority of small community based organisations volunteers are fundamental to our success and future sustainability. ASCA volunteers are drawn from the local community and ideally with personal direct and/or indirect experience of alcohol, drug and/or wellbeing issues. Their personal experience, diverse skills set and life experiences enhance the support we can offer to our service users who come with a range of multiple and often complex support needs. New volunteers are recruited throughout the year as and when needed. A majority live locally or in the surrounding areas.

How our activities deliver public benefit

The Board have considered the Charity Commission's guidance on public benefit in planning our activities for the year. ASCA relies on grants, donations, fundraising activities and contributions to help cover its operating costs. We aspire to be a local service for local people and as such provide affordable, flexible, accessible activities as well as share our premises with the local community.

Alcohol, drug and general wellbeing issues are cross cutting themes, and can affect anyone regardless of gender, age, religion, race or social background. Their impact on people's lives often leads to social exclusion and isolation and, if not addressed early, can result in a range of problems such as family breakdown, mental health issues (e.g. depression, anxiety), debt, loss of employment, poverty and crime.

We endeavour to be inclusive and encourage the wider community to participate in some of our activities as well as use our facilities to meet or run their activities from.

Achievements and Performance

The year 2023/24 was a year where the established management team were able to review, develop and soft test out new ideas in consultation with service users. The demand for face to face interventions continued to remain steady and the most requested for those enquiring about our support services. Advice and information support both on the telephone and face to face increased with a noticeable increase from those outside Richmond borough and in several cases outside of London. This is a result of over stretched services and insufficient resources to meet demand especially for those requiring support for everyday mental health issues. We always make sure we respond to all telephone calls during operational hours which gives people so much relief and hope that someone cares. As a result the time staff are spending on telephone advice and information takes at least half an hour as this usually requires listening and supporting people who don't know what to do or where to go and, if not appropriate for our services, sign posting people with contact details of other services.

We consulted service users about our operational hours with a view to opening another day. We recruited volunteers and extended our operational hours by opening on Wednesdays. Although like most organisations we did experience recruitment a challenge, through our recruitment process we have managed to find suitably experienced, committed and qualified volunteers and staff. Furthermore staff and volunteer turnover has been very low which is essential for continuity of services for our clients and for the organisation to plan ahead.

The cost of living seems continues to be a concern and once again the Board acknowledged this and agreed to increase staff salaries accordingly and will keep the situation under review for the year ahead.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Organisational running costs have increased as all our suppliers have passed on their increases. We accept the years ahead to be financially challenging and are making sure we get the best value for money from suppliers. However service users are also struggling. By taking a sensitive approach towards contributions towards services on a case by case basis, we remain flexible and have not excluded anyone from accessing our services. At this moment in time our support is needed even more than ever to help people get through these difficult times.

Following trends we noted for 2023/24;

- Service users in long recovery but want general counselling for mental health issues
- Service users in long term recovery requesting counselling for relationship/family breakdown
- Service users opting for medium/long term counselling to address underlying issues and maintaining general wellbeing due to the impact of the cost of living on them and/or their families
- Requests for general/wellbeing counselling
- Increase in carers asking for help in their own right
- Carers wanting facilitated group support as well as counselling
- Recommendations from current and ex-service remain the highest referral route to ASCA
- Enquiries for general counselling/wellbeing mental health counselling from Kingston borough and surrounding boroughs
- Lack of local services offering face to face counselling
- Long waiting lists and increased thresholds for support from statutory and voluntary social and health care providers resulting in demand for all types support

ASCA continues to be involved in Kingston upon Thames and participates in voluntary sector consultations and needs assessments undertaken by the council and/or Kingston Voluntary Action. We are also members of the Kingston Drug and Alcohol Strategy Group. We continue to see residents of the borough who self refer or are sign posted by health and social care providers in the borough.

Following meetings with local organisations, unmet needs and trends identified in the last few years, we soft launched a general/wellbeing counselling which we are closely monitoring. The numbers are manageable within our resources and have not in anyway affected our services to those with alcohol/drug issues or their carers and affected others. For the year 2024/25 we plan to pilot a Creative Expression 6 week programme to carers as well as peer support for carers

The Carers Support Group - The 8 week programme has been running on Monday afternoons and has been a success. Although we have a manual for the programme, the Group Facilitator sometimes adapts it slightly to best meet the needs of the group members. The psycho-educational programme has been received well and provided carers with better understanding of their needs and the importance of looking after their wellbeing while caring for their loved ones. The most commonly reported benefit from group participants has been the opportunity to meet others and share experiences.

Volunteers - An important resource which we nurture, support and provide the skills and knowledge that will help underpin their future careers in the field of therapy. It is our aim when volunteers leave ASCA that they are confident, competent and professional therapists ready for the world of work, be that as an employee or setting up their own small business. Some of our volunteers have personal experience of substance use/mental health issues either directly or indirectly. The diversity of our volunteers life experiences enriches our service user's experience with our service. Our support to volunteers with low cost room hire has proven to be much valued for our newly qualified volunteers who are in their early stages of setting up and establishing their private practices.

Recruitment and retention of volunteers is no longer an issue for us. Our volunteer recruitment plan has far exceeded our expectations and going forward we will continue to ensure that we build upon this success. We have had to adjust our approach as we have noted that volunteers are generally younger and come from much more diverse backgrounds than previous years. Adapting to the new volunteers coming through has meant more time investment by staff in providing day to day support to volunteers as well as ad hoc one to one training. In addition volunteers have also been encouraged to attend online training on a range of issues to enhance their work with clients and meet the increasingly multiple needs they present.

Counselling and support groups - 188 clients
Assessments – 120
Advice and information – 160
Total number of people supported 23/24 - 468

Referral source
Self – 36%
Word of mouth/recommendations from relative, friend, partner – 19%
Online website and search engines – 15%
Local health and social care services statutory and voluntary – 26%
National services helplines, rehabilitation centres – 4%

Client Outcomes
89% stopped or reduced their drinking
83% stopped or reduced their drug use
28% stopped or reduced prescribed medication

Wellbeing outcomes - Benefits of counselling and/group programmes
Physical – 63% reported Excellent/Very Good and 37% Good
Psychological - 75% reported Excellent/Very Good and 25% Good
Emotional – 75% reported Excellent/Very Good and 25% Good
Social/relational - 75% reported Excellent/Very Good and 25% Good

Quality of Life
Before - 100% reported poor to fair
After – 63% reported Excellent/Very Good, 25% Good and 12% Fair

"ASCA has been a lifeline for me in a very difficult time. They have helped me in a way that I could incorporate into my life by working with my needs. It has been so valuable to me to have this support afford". PB

"It has helped me to live with and cope better with another person who is going through change and transformation". LM

Volunteers
During the year we provided 19 volunteering opportunities
98% of volunteers reported that their overall volunteering experience was excellent to very good
100% of volunteers reported that they would recommend ASCA to anyone looking to volunteers
91% of volunteers went into paid employment and/or set up local small businesses
18% of volunteers went onto study further

ASCA SERVICE USER CASE STUDY

Louise was advised by a friend, a previous client who attended the group, and her GP, to attend the Carers Group. Louise is caring for her 19-year-old daughter, who has for the last 12 months been drinking alcohol heavily, this has caused significant issues and disruption between the other family members in the home. Louise has recently been through a divorce and had believed her daughter's behaviour was a response to this. Louise told the assessor that living with her daughter's grief has been the most challenging thing she has had to deal with, influencing her decision to visit her GP in the hope they could suggest some help for her. The GP suggested that she contact ASCA for support

Louise followed up the suggestion of her GP and telephoned ASCA. We organised an assessment for her to attend a week later. Following the initial assessment, Louise decided that she would like someone to one counselling while waiting for the group programme to start. After three or four sessions, Louise experienced a tentative confidence in challenging her daughter's behaviour. She felt able to assert boundaries to begin helping the whole family feel safe around her daughters drunken, violent, outbursts.

The group has supported Louise to be able to tell her daughter that drinking in the home or coming home drunk would no longer be tolerated. When such a situation arose, she felt confident of holding that boundary without feeling overwhelmingly worried about her daughter's reaction.

Louise was also able to get her daughter to attend the GP for a referral to CAMHS to help her deal with the grief of parents divorce.

Louise finished the group programme and continued with her one to one sessions to help her address some of the trauma she had experienced from living with someone with an alcohol problem,

Outcomes Achieved

Emotional Support:

- ✓ *I know where to access support*
- ✓ *I am support in maintaining/improving my wellbeing*
- ✓ *I am able to access the support I need when I need It*
- ✓ *I feel valued as a carer*
- ✓ *I feel less isolated*

Information & Advice:

- ✓ *I am more informed*
- ✓ *I know where to access support*
- ✓ *I am able to access the support I need when I need it*

"I learned so much through the programme and I am on the waiting list to attend the programme again if there is a space available. I am also learning so much through one to one support. My counsellor is wonderful and so patient".

Financial Review

We are slowly and steadily developing and growing our income from grants, fundraising and self generated income. The Financial Statements show that grants and other income received are expended on staff and other costs on specific projects to which they relate.

Total funds as at 31st March 2024 £212,281 (2023: £239,390). This is made up of
Unrestricted incoming funds as at 31st March 2024 £128,930 (2023: £146,777)
Restricted funds as at 31st March 2024 £83,351 (2023: £92,613)

Unrestricted funds decreased by £17,847 within the Financial year 2023/2024, resulting in a year end figure of £128,930.

Restricted funds decreased by £9,262 within the Financial year 2023/2024, resulting in a year end figure of £83,351. The Fund amount of £83,351 is for accounting purposes and is related to the fixed assets shown in the balance sheet. This amount reduces each year at the rate of £9,262 due to depreciation and is not a cash item.

Reserves policy

The year ended with unrestricted reserves of £128,930 and restricted reserves of £83,351 with the latter relating to our leased premises in Richmond. Our unrestricted reserves reduced due to the agreed investment strategy for 2023/24 through investing into staffing, organisational and premises improvements. The unforeseen reduction of grant income and the increased cost of living also attributed to this.

The Trustees undertook a review of the Reserves Policy covering a number of factors including the risk of an unforeseen emergency or other unexpected need for funds, covering unforeseen day-to-day operational costs, a source of income, eg a grant, not being renewed and the need to fund short-term deficits in a cash budget. Taking into account the above, the volatility of income (grants and self generated) the ever increasing cost of living, the projected deficit due to reduction in income and the continued investment into improving and upgrading our premises our premises for 2024/25, the trustees agreed the current level of unrestricted reserves of 10 months meet the organisations Reserves Policy.

ASCA is in a strong sustainable position and we will continue to build upon this through prudently maximising our income, managing our expenditure and ensuring that our unrestricted reserves are maintained at a level to provide us long term security. However, we acknowledge financially the years ahead will be extremely testing. The changes in the employers NIC threshold from next year will stretch budgets even further and will inevitably affect our unrestricted reserves.

Structure, governance and management

Governing document

Addiction Support and Care Agency is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered with the Charity Commission. Anyone over the age of 18 can become a trustee. There are no members of the charitable company.

Appointment of Trustees

As set out in the Articles of Association all trustees are elected including the Chair and Treasurer. A third of trustees must stand down, but can stand for re-election at the Annual General Meeting. The trustees have the power to co-opt members including filling specialist roles from time to time. All trustees are invited to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

Trustee induction and training

New trustees undergo an induction which includes the opportunity to meet staff and volunteers. The induction covers: informing them of their legal obligations under charity and company law, a copy of the Charity Commission guidance booklet CC3 "The essential trustee: what you need to know, what you need to do", and inform them of the content of the Memorandum and Articles of Association, and the decision-making processes, organisational structure and recent management accounts of the charity. This induction is undertaken by the Chair and the Chief Executive. All trustees are encouraged to attend appropriate external training and the local trustee network events to support them in their role as trustees as well as gain an understanding of the local voluntary sector.

Organisation

The board of trustees which meets quarterly also administers the charity. The Chief Executive, who is also the Company Secretary, is appointed by the trustees to manage the day-to-day operations of the charity. Trustees are not paid or receive other benefit from their work with the charity

Reference and administrative details

Charity number:	1036555
Company number:	2902445
Registered Office:	233 Lower Mortlake Road, Richmond, Surrey, TW9 2LL
Independent Examiner:	Sian Lewis

Directors and trustees

The directors of the charitable company (the charity) are its trustees. The trustees and officers serving during the year were as follows:

Elected trustees:	Geoff Pope (Chair)
	Pauline Gore (Treasurer)
	Jean Goodland
Company Secretary:	Ranjit Dhillon

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of the Addiction Support and Care Agency for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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 business.

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

The Trustees 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.

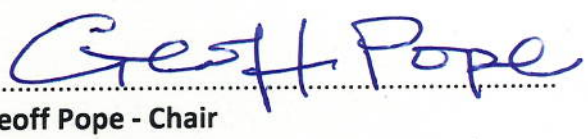
The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the Board on 5 December 2024 and signed on its behalf by:



Geoff Pope - Chair

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Independent Examiner's report to the Trustees of the Addiction Support and Care Agency for the Year Ended 31 March 2024

I report to the trustees on my examination of the financial statements of the Addiction Support and Care Agency (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Basis of Independent Examiner's Report

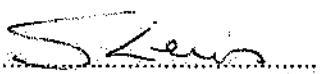
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Sian Lewis FCA
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date: 5 December 2024

Statement of Financial Activities

For the year ended 31 March 2024

	Note	Unrestricted funds	Restricted funds	Total funds 2024	Total funds 2023
		£	£	£	£
Income from:					
Donations	2	30,344	-	30,344	26,750
Charitable activities	3	-	33,659	33,659	48,192
Other trading activities	4	17,176	-	17,176	16,819
Investment income	5	1,525	-	1,525	609
Income Total		49,045	33,659	82,704	92,370
Expenditure on:					
Charitable activities	6	(66,892)	(42,921)	(109,813)	(95,220)
Expenditure Total		(66,892)	(42,921)	(109,813)	(95,220)
Net income/(expenditure)		(17,847)	(9,262)	(27,109)	(2,850)
Transfers between funds	15	-	-	-	-
Net movement in funds		(17,847)	(9,262)	(27,109)	(2,850)
Reconciliation of funds:					
Total funds brought forward		146,777	92,613	239,390	242,240
Total funds carried forward		128,930	83,351	212,281	239,390

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

All income and expenditure derived from continuing activities.

The Notes on pages 17 to 24 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Company Registration No. 2902445

Balance Sheet
As at 31 March 2024

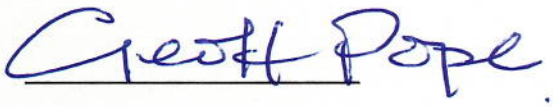
	Note	2024 £	£	2023 £	£
Fixed assets:					
Tangible assets	11		**83,351**		**92,613**
Currents assets:					
Debtors	12	700		-	
Cash at bank and in hand	13	130,390		148,276	
Total Current assets			**131,090**		**148,276**
Liabilities:					
Creditors: Amounts falling due within one year	14		(2,160)		(1,499)
Net current assets or liabilities			**128,930**		**146,777**
Total Net assets			**212,281**		**239,390**
The funds of the charity:					
Unrestricted funds	15		**128,930**		**146,777**
Restricted funds	15		**83,351**		**92,613**
Total Funds			**212,281**		**239,390**

For the year ended 31 March 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Trustees on 5 December 2024 and were signed on its behalf by:



Geoffrey Pope - Chair

The Notes on pages 17 to 24 form part of these financial statements

Notes to the Financial Statements
For the year ended 31 March 2024

1 Accounting Policies

a) Basis of preparation

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company. ASCA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income resource

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

c) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

d) Tangible fixed assets and depreciation

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

Long Leasehold: initial costs plus refurbishment from 1999 written off on a straight line basis over 35 years.

e) Taxation

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

f) Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

g) Pension cost

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

2 Donations

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Counselling	23,017	-	23,017	22,244
General Donations	1,001	-	1,001	600
Gift Aid	6,326	-	6,326	3,906
Total income from donation	**30,344**	**-**	**30,344**	**26,750**

In 2023 all donations were attributed to unrestricted funds.

3 Charitable activities

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Arnold Clark	-	-	-	1,000
Assura grant	-	-	-	2,334
Hampton Fund	-	-	-	12,300
Kew Fete Community	-	-	-	1,420
Kew Village Market	-	500	500	-
Richmond charities	-	5,000	5,000	8,000
LBRuT Carers Hub	-	8,773	8,773	8,838
Richmond Parish Lands Charity	-	14,586	14,586	14,300
Screwfix Foundation	-	4,800	4,800	-
Total Funds	**-**	**33,659**	**33,659**	**48,192**

In 2023 all income from charitable activities was attributed to restricted funds

4 Other trading activities

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Rents receivable	17,176	-	17,176	16,819
Total	**17,176**	**-**	**17,176**	**16,819**

5 Investment Income

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Bank interest receivable	1,525	-	1,525	609

6 Expenditure on Charitable Activities

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Staff costs	39,929	27,888	67,817	59,370
Utilities	5,118	3,575	8,693	7,840
Staff and volunteers costs	3,145	2,196	5,341	4,336
Accommodation costs	2,025	-	2,025	1,814
Depreciation	-	9,262	9,262	9,262
Telephone and IT	5,401	-	5,401	1,653
Office costs	6,246	-	6,246	6,750
Insurance	4,176	-	4,176	4,051
Accountancy and legal fees	852	-	852	144
	66,892	42,921	109,813	95,220

7 Net Income/(Expenditure)

Net Income/(Expenditure) is stated after charging/(crediting):

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Depreciation of owned assets	-	9,262	9,262	9,262

8 Trustees' Remuneration and Benefits

There were no Trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

9 Analysis of Employee Costs

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Wages and Salaries	36,184	25,272	**61,456**	**51,183**
Employer social security costs	2,469	1,724	**4,193**	**-**
Employer pension contributions	1,276	892	**2,168**	**8,187**
Total Funds	39,929	27,888	**67,817**	**64,111**

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

	2024	2023
Management and administration	2	2
Counselling and care work	4	4
	6	6

No employee received remuneration of more than £60,000 during the period (2023-none).

No remuneration paid to Trustees. (2023-none).

10 Comparatives for the Statement of Financial Activities 2022/23

	Unrestricted funds	Restricted funds	Total funds 2023	Total funds 2022
	£	£	£	£
Income from:				
Donations	26,750	-	**26,750**	**30,529**
Charitable activities	-	48,192	**48,192**	**52,636**
Other trading activities	16,819	-	**16,819**	**12,431**
Investment income	609	-	**609**	**119**
Income Total	**44,178**	**48,192**	**92,370**	**95,715**
Expenditure on:				
Charitable activities	37,766	57,454	**95,220**	**98,495**
Expenditure Total	**37,766**	**57,454**	**95,220**	**98,495**
Net income/(expenditure)	**6,412**	**(9,262)**	**(2,850)**	**(2,780)**
Transfers between funds	-	-	-	-
Net movement in funds	**6,412**	**(9,262)**	**(2,850)**	**(2,780)**
Reconciliation of funds:				
Total funds brought forward	**140,365**	**101,875**	**242,240**	**245,020**
Total funds carried forward	**146,777**	**92,613**	**239,390**	**242,240**

11 Tangible Fixed Assets

	Long leasehold £
Cost	
At beginning of the year-At 1 April 2023	290,781
At end of the year-At 31 March 2024	**290,781**
Depreciation	
At beginning of the year-At 1 April 2023	198,168
Charge for the year	9,262
At end of the year-At 31 March 2024	**207,430**
Net book value at 31 March 2023	92,613
Net book value at 31 March 2024	**83,351**

12 Debtors

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Other accrued income	700	-	**700**	-
Total	700	-	**700**	-

13 Cash at bank and in hand

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Virgin deposit account	-	-	-	**85,353**
RBS accounts	130,390	-	**130,390**	**62,922**
Total	130,390	-	**130,390**	**148,275**

14 Creditors: Amounts falling due within one year

	Unrestricted Funds 2024	Restricted Funds 2024	Total Funds 2023
	£	£	£
Deferred income	-	-	-
Other creditors	614	-	-
Creditors	536	-	999
Accrued expenses	1,010	-	500
Total	2,160	-	1,499

15 Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Fund balances carried forward
	£	£	£	£
Unrestricted funds				
General Fund	78,777	49,045	(66,892)	60,930
Designated reserve	68,000	-	-	68,000
Total Unrestricted Funds	146,777	49,045	(66,892)	128,930
Restricted funds				
Project activity	-	33,659	(33,659)	-
Capital - Leasehold	92,613	-	(9,262)	83,351
Total restricted funds	92,613	33,659	(42,921)	83,351
Total Funds	239,390	82,704	(109,813)	212,281

Purposes of unrestricted funds
Unrestricted reserves are held to cover working capital requirements, potential staff redundancy costs and for property matters.

Designated Reserve: To cover any winding down costs including redundancy and outstanding creditors and to cover any short term property costs.

Purposes of restricted funds: The funds are for services as explained in the trustees report.

16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2024 (2023-None).

ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales - Charity number 1036555

Accounts

Charity Registration No. 1036555
Company Registration No. 2902445 (England and Wales)

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

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ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445
Trustees Report

Report of the Trustees for the year ending 31st March 2023

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2023 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 Act 2011, 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 102 (FRS102)

Chair's report

ASCA continued to develop its service and facilities following the impact of the covid lockdowns in the previous year. Client numbers increased over the previous year with 1,700 face to face counselling sessions completed. Service quality has continued to be well received from clients evidenced from our outcomes monitoring. All service users reported their physical, psychological, emotional and social/relational wellbeing improved as a result of our interventions be it counselling or group support.

The board produced a plan to increase both capacity and administrative services in 2022 and it is progressing well against the actions set. The ASCA website has been carefully redesigned and following testing, was relaunched in December. It is more appealing than the previous version and easier to navigate. Access to ASCA on Google has also been made much more prominent, thanks to a work experience scheme with a local university graduate. With the new website we also purchased a new domain asca.org.uk.

In the year ahead investment in infrastructure includes installation of new IT computers and software, improved and faster internet connection throughout the premises, upgrading the printer/copier and upgrading the telephone system from an analogue to a digital system. The final phase of building improvements are also underway with the replacement of two rear doors which will improve both security and insulation.

The board extends its thanks to all staff and volunteers for their flexible approach to working and their commitment, particularly when staffing changes were introduced.

The year ended with a small financial in-year deficit of £2,850. Unrestricted funds at year end stood at a healthy £146,777. However one of our regular funders, the Hampton Fund, have stopped our grant whilst our reserves are relatively high. Accordingly, we have increased our long overdue, planned expenditure for 2023/24 on infrastructure and staffing levels. The maintenance of our premises and all the associated overhead costs have increased due to inflation and we expect reserves to reduce below 12 months of expenditure by March 2024.

Objectives and activities

The objectives for which the Company is established are to:

- benefit the public by promoting the prevention of alcohol and/or drug misuse
- treat those suffering from alcohol and/or drug misuse and those affected by someone else's alcohol and/or drug misuse in London or elsewhere

The aims of our charity are to:

- support people to reduce levels of alcohol and/or drug misuse
- support carers, family members and friends of those affected by someone else's alcohol and/or drug misuse
- advance public education by encouraging early recognition and prevention of alcohol and drug related harm and through the provision of education and training

The Directors believe that our aims reflect the purposes that the charity was set up to further

The charity's aims and objectives are achieved by the following approach:

- focusing on early intervention, prevention, education and harm minimisation through assessment, counselling, therapy group support, wellbeing activities, raising public awareness, training and advice and information
- providing a client centred and holistic approach to overcoming addiction and enabling our service users to make the best use of our resources
- providing a range of services which are reflective of the relevant quality standards and address the potential problems related to alcohol and drug misuse
- offering services to families, carers, friends and the wider community who are affected by someone else's substance misuse
- providing opportunities for the local community to participate in some of our activities to break down and challenge the barriers, myths and stigma associated with substance misuse
- understanding and acknowledging that volunteering is a valuable and crucial factor in our work and that investing in staff and volunteer development leads to organisational professionalism, growth and learning
- ensuring that our clients' needs are met by regularly consulting with them and developing services that are flexible and meet their needs
- co-operating and working in partnership with other agencies to benefit our service users by ensuring that our services enhance and complement each other
- commitment to quality assurance underpinning all that we do in order to provide the best services for our service users and partners

- challenge discrimination, increasing access to those who are socially excluded and by being open and transparent in all our transactions, we benefit our current and future service users, volunteers, staff and partners.

Our main areas of activity which help us to achieve the above strategies are: assessment; advice and information; counselling; group therapy and support; wellbeing programme; support for family members, carers and anyone affected by someone else's substance misuse. ASCA focuses on providing holistic and person-centred services by providing short, medium and long term therapeutic interventions to the local community.

Counselling services for people with substance misuse problems

Counselling is our core and the most in demand service. Our aims are to support people in understanding more about addiction and empowering them to make the changes they want to make.

ASCA offers short, medium and long term counselling. We initially offer upto 6 counselling sessions but may increase this upto a further 6 sessions. We then have the option to offer upto a further 12 sessions, which is dependent on clients demonstrating a commitment to make change. Where clients stay longer reviews are taken regularly. This longer time counselling provides people with the time and space to identify any additional underlying issues that may be contributing to their current situation. Underlying issues often addressed include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives.

A large part of our work involves time providing advice and information and support on the telephone. These calls range from people looking for help for themselves about their addiction, some are not sure if they should be concerned about their addiction and others want to stop their addiction escalating. Then there is the other side, family members and carers who are looking for support for themselves and/or their cared for. Additionally, professionals wanting to find out more about what we offer with a view of referring one of their service users/patients. The service is funded through grants, donations and our own income generation activities.

Carers Service

ASCA is the only service in the borough of Richmond providing support to carers/family members affected by someone else's substance use. We offer both counselling and group support. This service is funded through a range of grants, donations and our own fundraising activities.

Richmond Carers Hub service – this is a piece of commissioned work we have been involved with for several years. The hub consists of 6 local organisations providing specialist services to carers resident in the London Borough of Richmond upon Thames. The lead partner is Richmond Carers Centre; ASCA has been commissioned to provide a Substance Misuse Carers Support Group and advice and information support to carers. The service was re-commissioned on 1st August 2020 for four years to 31st July 2024.

Volunteers

As with a majority of small community based organisations volunteers are fundamental to our success and future sustainability. ASCA volunteers are drawn from the local community with all having personal direct

and/or indirect experience of substance use. This gives us a mix of those with lived experience of being in long term recovery and those who have experience as a family member/carer. Their personal experience, diverse skills set and life experiences enhance the support we can offer to our service users. New volunteers are recruited throughout the year as and when needed. A majority live locally or in the surrounding areas.

How our activities deliver public benefit

The Board have considered the Charity Commission's guidance on public benefit in planning our activities for the year. ASCA relies on grants, donations, fundraising activities and contributions to help cover its operating costs. We aspire to be a local service for local people and as such provide affordable, flexible, accessible activities as well as share our premises with the local community.

Substance use is a cross cutting theme, it can affect anyone regardless of gender, age, religion, race or social background. The impact it has on people's lives often leads to social exclusion and isolation and, if not addressed in its early stages, can result in a range of problems such as family breakdown, mental health issues (e.g. depression, anxiety), debt, loss of employment, poverty and crime.

We endeavour to be inclusive and encourage the wider community to participate in some of our activities as well as use our facilities to meet or run their activities from.

Achievements and Performance

The year 2022/23 provided time to start adapting services and reviewing the resources needed to deliver them. Furthermore, the demand for face to face interventions picked up and returned to the same level prior to the pandemic which in turn energised the whole organisation. There are no requests for telephone or online counselling which shows the need for face to face interaction. For those working from home, it provides a welcome break away from their screens to have some human contact whereas for others who had become socially isolated, their counsellor is the only meaningful social interaction where they can talk to someone about their emotions, struggles and surviving day to day.

Our focus has been on moving forward, reviewing what we do and using our experience and feedback from service users to adapt and respond to needs. We restructured the organisation and appointed a Counselling Manager, Operations Manager and Group Facilitator and Office Admin Support. There were some challenges during the year. We closed our Saturday service in response to a decrease in demand due to more people working from home and their increased availability in the weekdays. We plan to keep this under review with a view to opening on Friday mornings.

The demand on our service grew steadily and at a manageable level within our resources but it has been growing and we like all organisations are finding resources a challenge, both paid and unpaid. This in turn hinders our service development plans to meet the needs of the local community but like most voluntary sector organisations we are a resourceful and creative team and manage to find ways overcome the challenges. We used our networks to help us recruit staff as the employment market during 2022/23 has been extremely competitive and those who are able to do so pay over the rate of inflation

The Board acknowledged the impact of the cost of living is having on staff and agreed to increase salaries accordingly and will keep the situation under review. This was very much appreciated by the team.

Initially the cost of living did not have an impact on the organisation but towards the end of the year our suppliers increased their costs noticeably in some cases. We are preparing for the next couple of years or so to be financially challenging and making sure we get the best value for money. However service users are also struggling and by taking a sensitive approach towards contributions towards services on a case by case basis we have not excluded anyone from accessing our services. At this moment in time our support is needed even more than ever to help people get through these difficult times.

In terms of trends for the 2022/23 we have noted the following;

- Service users in long recovery but want general counselling for mental health issues
- Service users in long term recovery requesting counselling for relationship/family breakdown
- Service users opting for long term counselling to address underlying issues
- Requests for general counselling/wellbeing mental health counselling
- Carers coming forward and asking for help in their own right
- Carers wanting facilitated group support alongside counselling
- Carers using counselling to address their relationships with the cared for
- Service users and ex-service recommending other family members to seek support from ASCA
- Enquiries for general counselling/wellbeing mental health counselling from Kingston borough and surrounding boroughs
- Lack of local counselling services working with addiction and mental health issues
- Lack of face to face counselling
- Long waiting lists and increased thresholds for access to statutory services resulting in demand for support from the voluntary sector

Although we have no physical presence in Kingston, ASCA continues to participate in voluntary sector consultations and needs assessments undertaken by the council and/or Kingston Voluntary Action. We are also members of the Kingston Drug and Alcohol Strategy Group. Our years of experience and knowledge are much valued.

For the year ahead, 2023/24, we are planning to pilot a general/wellbeing counselling service due to the trends above and enquiries we receive for counselling for mental health issues such as stress, anxiety, loneliness etc. We plan to offer a small number of slots initially. If there is a need we will formally amend our mission statement to reflect the change with the Charity Commission

The Carers Support Group - The 12 week group programme has been continuously reviewed throughout the year and adjusted based on carers' feedback. Days and times have changed to accommodate availability of carers as well the length of the programme. It is currently being run as an 8 week programme for 1.5 hours. We have written a manual/blueprint for the programme to follow week by week for the facilitator and the co-facilitator, and it is also useful when there are changes in staffing. Once again, we continue to review and adjust the content based on carers' feedback.

The peer group has stopped meeting as the members wanted something more structured with a facilitator. Some have returned and attended the group programme while others have accessed counselling. For the year

ahead we are looking to possibly have a monthly carers coffee morning for those who have attended the group to meet with each other.

Volunteers - An important resource which we nurture, support and provide the skills and knowledge that will help underpin their future careers in the field of therapy. It is our aim when volunteers leave ASCA that they are confident, competent and professional therapists ready for the world of work, be that as an employee or setting up their own small business. Most of our volunteers have personal experience of substance use either directly or indirectly. Volunteers who have come through their substance use are all in long term recovery. Their lived experience enriches our service user's experience. To help our volunteers with moving on as well as to thank our volunteers we offer qualified volunteers low cost room hire

Volunteer recruitment has been challenging as many counsellors continue to choose to work online. Those who are still in training are also opting to work online with the support of their training establishments. However we have recently noticed that the universities and the professions accreditation bodies are encouraging counsellors to work face to face. Alongside the difficulties regarding recruitment we are also finding it hard to find suitable volunteers with substance use experience.

After 2 years or more and the continued use of remote learning the relationship between students and their universities has changed dramatically. This in turn has impacted our volunteer resource; volunteers are staying for 1 year to 18 months whereas in the past it was 2-4 years. Recruitment and retention has been challenging. However, we have invested some of our resources and our recruitment drive for more counsellors has proven to be successful. Our volunteer recruitment plan has far exceeded our expectations and going forward we will continue to ensure that we build upon this success. We plan to re-start our training programme for volunteers in 2024/25 as we are in the process of preparing training material which requires a lot of resources.

Services
Counselling Service - Richmond supported 202 people
Carers Richmond - 58 weekly group sessions delivered 131 carers/family members were supported through assessment, counselling, advice and information and group support.

"I am in a place to understand my own needs better". AP

"My counsellor has supported and helped me to understand to recognise my own needs, and helped me to realise I need to prioritise myself". DS

"I am deeply grateful for the support and have developed because of it. I wish I knew about ASCA earlier and have recommended ASCA to many suffering others". ML

Volunteers
During the year we provided 17 volunteering opportunities to local people in long term recovery and/or affected by someone else's addiction.
98% of volunteers reported that their overall volunteering experience was excellent to very good
100% of volunteers reported that they would recommend ASCA to anyone looking to volunteers
93% of volunteers went into paid employment and/or set up local small businesses
14% of volunteers went onto study further

"Volunteering at ASCA s an interesting opportunity – the team are lovely and very knowledgeable. You are never in the premises alone there s always someone to ask questions. I recommend volunteering at ASCA to anyone looking to learn from experienced counsellors".

"It has been great to volunteer with ASCA and contribute to increasing access to therapy for carers and people with addictions. The support and encouragement at ASCA has been really helpful".

"I like the atmosphere at ASCA, that people are supported when they need it and are free to talk about what matters to them".

Assessment appointments in 2022/23
93% - attended
2% - Did Not Attend/no further contact with ASCA
5% - clients cancelled and/or re-booked

ASCA SERVICE USER CASE STUDY

Sara, single aged 24 with a brother at home. Sara and her brother have been brought up by their mother after their father left home when she was 12 years old. Sara suffers from ADHD which affected her education and she was been bullied at school. At the age of 10 she started drinking alcohol and soon became a cannabis user. From the age of 15 she had become a cocaine user and eventually a crack user as well as abusing alcohol. In order to fund her drug addiction client started dealing in drugs resulting in numerous threats and incidents of assault. From the age of 18 she had attempted on several occasions to give up drugs and alcohol. It was not until she was referred by her GP to local substance misuse service who eventually put client forward for an inpatient detox which she completed successfully.

Although Sara was 16 weeks abstinent and attending the recovery programme she requested counselling to help maintain her recovery so that she could start to build a new life, address her lack of self-esteem, confidence and self-worth which she carried since childhood and explore experiences of trauma (undisclosed).
Over a period of almost 3 months of weekly counselling, Sara worked on:

- *Exploring lack of self-esteem/confidence/self-worth to replace her long-held negative thoughts, feelings and assumptions with positive thoughts, behaviours and actions.*
- *Create a structured day to day living/recovery plan based upon* ***three core principles****:*

Physical *- by structuring and balancing her recovery schedule to ensure maximum effect and minimising the possibility of relapse*
Emotional wellbeing *– by supporting the client's independence away from drugs and addressing feelings of loneliness and isolation during rebuilding her life*
Professional *– planning a path for future employment*
Allowing the client to tentatively explore, if and when, she felt ready to address whatever trauma she wished to raise, without damaging her new found abstinence. The client was re-assured that she could be to come back to ASCA whenever she felt ready to explore trauma issues as well as maintain her abstinent
Through counselling, Sara was encouraged to maintain attending her recovery programme as well as attend additional various support groups such as Cocaine Anonymous (CA) and Narcotics Anonymous (NA) to help

- *build up a support network*
- *integrate with a community that understands her experiences*
- *reduce isolation*
- *increase self confidence and self esteem*
- *increase independence from formal support*

Outcomes achieved at the end of counselling:
Sara has maintained her recovery and is abstinent of drugs and alcohol. Before counselling quality of life ***'Fair'*** *at the time of review* ***'Good'*** *At the final counselling session the client and counsellor completed a short outcome monitoring questionnaire*

- *Before counselling the client had ranked her quality of life as* ***'Poor'*** *and by the time she left as* ***'Good'***
- *Before counselling the client had ranked her relationship with others as* ***'Poor'*** *and by the time she left as* ***'Very good'***
- *Before counselling the client had ranked her physical health as* ***'Fair'*** *and by the time she left as* ***'Excellent'***
- *Before counselling the client had ranked her mental health as* ***'Poor'*** *and by the time she left as* ***'Very good'***
- *Before counselling the client had ranked ~~his~~her financial situation as* ***'Poor'*** *and by the time ~~he~~she left as* ***'Good'***

The client and counsellor scored together the following criteria out of 10 with 1 being worst and 10 best

- *Confidence at beginning of counselling 2/10...at end of counselling 8/10*
- *Self-esteem at beginning of counselling 2/10...at end of counselling 9/10*
- *Isolation and loneliness at beginning of counselling 1/10... end of counselling 8/10*

Financial Review

We are slowly and steadily developing and growing our income from grants, fundraising and self generated income. The Financial Statements show that grants and other income received are expended on staff and other costs on specific projects to which they relate.

Total funds as at 31st March 2023 £239,390 (2022: £242,240). This is made up of
Unrestricted incoming funds as at 31st March 2023 £146,777 (2022: £140,365)
Restricted funds as at 31st March 2023 £92,613 (2022: £101,875)

Unrestricted funds increased by £6,412 within the Financial year 2022/2023, resulting in a year end figure of £146,777.

Restricted funds decreased by £9,262 within the Financial year 2022/2023, resulting in a year end figure of £92,613. The Fund amount of £92,613 is for accounting purposes and is related to the fixed assets shown in the balance sheet. This amount reduces each year at the rate of £9,262 due to depreciation and is not a cash item.

Reserves policy

The year ended with unrestricted reserves of £146,777 and restricted reserves of £92,613 with the latter relating to our leased premises in Richmond. Our unrestricted reserves are expected to reduce based on the agreed investment strategy for 2023/24 into the infrastructure and staffing. With the increased cost of living and the loss of grant income, it is anticipated that our reserves will reduce to 9-12 months. It is our reserves policy is to efficiently plan our expenditure to reduce our unrestricted reserves to 9 months of annual expenditure.

ASCA is in a strong sustainable position and we will continue to build upon this through prudently maximising our income, managing our expenditure and ensuring that our unrestricted reserves are maintained at a level to provide us long term security. However, we acknowledge financially the years ahead will be extremely testing but should be manageable within our unrestricted reserves and will require a review of our Reserves Policy in the year ahead.

Structure, governance and management

Governing document

Addiction Support and Care Agency is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered with the Charity Commission. Anyone over the age of 18 can become a trustee. There are no members of the charitable company.

Appointment of Trustees

As set out in the Articles of Association all trustees are elected including the Chair and Treasurer. A third of trustees must stand down, but can stand for re-election at the Annual General Meeting. The trustees have the power to co-opt members including filling specialist roles from time to time. All trustees are invited to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

Trustee induction and training

New trustees undergo an induction which includes the opportunity to meet staff and volunteers. The induction covers: informing them of their legal obligations under charity and company law, a copy of the Charity Commission guidance booklet CC3 "The essential trustee: what you need to know, what you need to do", and inform them of the content of the Memorandum and Articles of Association, and the decision-making processes, organisational structure and recent management accounts of the charity. This induction is undertaken by the Chair and the Chief Executive. All trustees are encouraged to attend appropriate external training and the local trustee network events to support them in their role as trustees as well as gain an understanding of the local voluntary sector.

Organisation

The board of trustees which meets quarterly also administers the charity. The Chief Executive, who is also the Company Secretary, is appointed by the trustees to manage the day-to-day operations of the charity. Trustees are not paid or receive other benefit from their work with the charity

Reference and administrative details

Charity number:	1036555
Company number:	2902445
Registered Office:	233 Lower Mortlake Road, Richmond, Surrey, TW9 2LL
Independent Examiner:	Sian Lewis

Directors and trustees

The directors of the charitable company (the charity) are its trustees. The trustees and officers serving during the year were as follows:

Elected trustees:	Geoff Pope (Chair)
	Pauline Gore (Treasurer)
	Jean Goodland
	Ashleigh Hakkaki-Gonsalves (resigned 25/07/2022)
	William Puddicombe (resigned 15/04/2022)
Company Secretary:	Ranjit Dhillon

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of the Addiction Support and Care Agency for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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 business.

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

The Trustees 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.

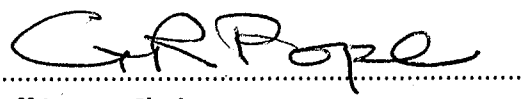
The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the Board on 21 September 2023 and signed on its behalf by:



Geoff Pope - Chair

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Independent Examiner's report to the Trustees of the Addiction Support and Care Agency for the Year Ended 31 March 2023

I report to the trustees on my examination of the financial statements of the Addiction Support and Care Agency (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

.....

Sian Lewis ACA
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date: 07 Dec 2023

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Statement of Financial Activities

For the year ended 31 March 2023

	Note	Unrestricted funds	Restricted funds	Total funds 2023	Total funds 2022
		£	£	£	£
Income from:					
Donations	2	26,750	-	**26,750**	**30,529**
Charitable activities	3	-	48,192	**48,192**	**52,636**
Other trading activities	4	16,819	-	**16,819**	**12,431**
Investment income	5	609	-	**609**	**119**
Income Total		**44,178**	**48,192**	**92,370**	**95,715**
Expenditure on:					
Charitable activities	6	37,766	57,454	**95,220**	**98,495**
Expenditure Total		**37,766**	**57,454**	**95,220**	**98,495**
Net income/(expenditure)		**6,412**	**(9,262)**	**(2,850)**	**(2,780)**
Transfers between funds	15	-	-	-	-
Net movement in funds		**6,412**	**(9,262)**	**(2,850)**	**(2,780)**
Reconciliation of funds:					
Total funds brought forward		**140,365**	**101,875**	**242,240**	**245,020**
Total funds carried forward		**146,777**	**92,613**	**239,390**	**242,240**

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

All income and expenditure derived from continuing activities.

The Notes on pages 17 to 23 form part of these financial statements

Balance Sheet
As at 31 March 2023
(Company number: 2902445)

	Note	2023 £	£	2022 £	£
Fixed assets:					
Tangible assets	11		92,613		101,875
Currents assets:					
Debtors	12	-		-	
Cash at bank and in hand	13	148,276		146,349	
Total Current assets		148,276		146,349	
Liabilities:					
Creditors: Amounts falling due within one year	14	1,499		5,984	
Net current assets or liabilities			146,777		140,365
Total Net assets			239,390		242,240
The funds of the charity:					
Unrestricted funds	15		146,777		140,365
Restricted funds	15		92,613		101,875
Total Funds			239,390		242,240

For the year ended 31 March 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Trustees on

and were signed on its behalf by: 7 Dec 2023

G R Pope

Geoffrey Pope - Chair

The Notes on pages 17 to 23 form part of these financial statements

Notes to the Income Statements

For the year ended 31 March 2023

1 Accounting Policies

a) Basis of preparation

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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company. ASCA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income resource

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

c) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

d) Tangible fixed assets and depreciation

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

Long Leasehold: initial costs plus refurbishment from 1999 written off on a straight line basis over 35 years.

e) Taxation

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

f) Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

g) Pension cost

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

2 Donations

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Counselling	22,244	-	**22,244**	**20,975**
General Donations	600	-	**600**	**5,707**
Gift Aid	3,906	-	**3,906**	**3,847**
Total income from donation	**26,750**	-	**26,750**	**30,529**

In 2022 all income from donations was attributed to the unrestricted fund

3 Charitable activities

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Arnold Clark Community Fund	-	1,000	**1,000**	-
Assura Community Fund	-	2,334	**2,334**	**1,166**
Hampton Fund	-	12,300	**12,300**	**12,300**
Hampton Fund-Refurbishment	-	-	-	**990**
HMRC Job Retention Scheme	-	-	-	**13,708**
Kew Fete	-	1,420	**1,420**	-
Richmond Charities	-	8,000	**8,000**	**3,000**
LBRuT Carers Hub	-	8,838	**8,838**	**7,722**
Richmond Parish Lands Charity	-	14,300	**14,300**	**13,000**
Richmond Parish Lands Charity Refurbishment	-	-	-	**750**
Total Funds	-	**48,192**	**48,192**	**52,636**

In 2021 all income from charitable activities was attributed to the restricted funds

4 Other trading activities

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Rents receivable	16,819	-	**16,819**	**11,906**
Other income	-	-	-	**525**
Total	**16,819**	-	**16,819**	**12,431**

5 Investment Income

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Bank interest receivable	609	-	**609**	**119**

6 Expenditure on Charitable Activities

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Staff costs	17,428	41,942	**59,370**	**64,111**
Utilities	1,590	6,250	**7,840**	**6,784**
Staff and volunteers costs	4,336	-	**4,336**	**2,859**
Accommodation costs	1,814	-	**1,814**	**2,320**
Depreciation	-	9,262	**9,262**	**9,262**
Telephone and IT	1,653	-	**1,653**	**1,747**
Office costs	6,750	-	**6,750**	**1,589**
Insurance	4,051	-	**4,051**	**3,985**
Office refurbishment	-	-	-	**4,375**
Sundries	-	-	-	**713**
Accountancy and legal fees	144	-	**144**	**750**
	37,766	**57,454**	**95,220**	**98,495**

7 Net Income/(Expenditure)

Net Income/(Expenditure) is stated after charging/(crediting):

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Depreciation of owned assets	-	9,262	9,262	9,262

8 Trustees' Remuneration and Benefits

There were no Trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

9 Analysis of Employee Costs

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Wages and Salaries	16,609	39,970	**56,579**	**55,924**
Employer social security costs	85	205	**290**	-
Employer pension contributions	734	1,767	**2,501**	**8,187**
Total Funds	17,428	41,942	**59,370**	**64,111**

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

	2023	2022
Management and administration	**2**	2
Counselling and care work	**4**	4
	6	6

No employee received remuneration of more than £60,000 during the period (2022-none).

No remuneration paid to Trustees. (2022-none).

10 Comparatives for the Statement of Financial Activities 2021/22

	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:				
Donations	30,529	-	**30,529**	**12,454**
Charitable activities	-	52,636	**52,636**	**35,469**
Other trading activities	12,431	-	**12,431**	**77,006**
Investment income	119	-	**119**	**436**
Income Total	**43,079**	**52,636**	**95,715**	**125,365**
Expenditure on:				
Charitable activities	36,597	61,898	**98,495**	**128,587**
Expenditure Total	**36,597**	**61,898**	**98,495**	**128,587**
Net income/(expenditure)	**6,482**	**(9,262)**	**(2,780)**	**(3,222)**
Transfers between funds	-	-	-	-
Net movement in funds	**6,482**	**(9,262)**	**(2,780)**	**(3,222)**
Reconciliation of funds:				
Total funds brought forward	**133,883**	**111,137**	**245,020**	**248,242**
Total funds carried forward	**140,365**	**101,875**	**242,240**	**245,020**

11 Tangible Fixed Assets

	Long leasehold
	£
Cost	
At beginning of the year-At 1 April 2022	290,781
At end of the year-At 31 March 2023	**290,781**
Depreciation	
At beginning of the year-At 1 April 2022	188,906
Charge for the year	9,262
At end of the year-At 31 March 2023	**198,168**
Net book value at 31 March 2022	101,875
Net book value at 31 March 2023	**92,613**

12 Debtors

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Prepayments	-	-	-	-
Other accrued income	-	-	-	-
Total	-	-	-	-

13 Cash at bank and in hand

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Virgin deposit account	85,353	-	**85,353**	**85,130**
RBS accounts	62,922	-	**62,922**	**61,367**
Total	**148,275**	-	**148,275**	**146,497**

14 Creditors: Amounts falling due within one year

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Deferred income	-	-	-	2,969
Other creditors	-	-	-	397
Creditors	999	-	999	1,868
Accrued expenses	500	-	500	750
Total	**1,499**	**-**	**1,499**	**5,984**

15 Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General Fund	72,365	44,178	(37,766)	-	78,777
Designated reserve	68,000	-	-	-	68,000
Total Unrestricted Funds	140,365	44,178	(37,766)	-	146,777
Restricted funds					
Capital - Leasehold	101,875	-	(9,262)	-	92,613
Total restricted funds	101,875	-	(9,262)	-	92,613
Total Funds	242,240	44,178	(47,028)	-	239,390

Purposes of unrestricted funds

Unrestricted reserves are held to cover working capital requirements, potential staff redundancy costs and for property matters.

Designated Reserve: To cover any winding down costs including redundancy and outstanding creditors and to cover any short term property costs.

Purposes of restricted funds: The funds are for services as explained in the trustees report.

16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2023 (2022-None).

ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales - Charity number 1036555

Accounts

Charity Registration No. 1036555
Company Registration No. 2902445 (England and Wales)

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

(a company limited by guarantee not having share capital and a registered charity)

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Report of the Trustees for the year ending 31st March 2022

The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2022 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 Act 2011, 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 102 (FRS102) (effective 1 January 2022).

Chair's report

ASCA managed to remain open for most of the year as and when covid lockdown restrictions were lifted. Although to ensure everyone's safety we followed the covid health and safety guidance including blocking the use of the kitchen area, one way entry and exit system, hand gel sanitisers in all rooms and by keeping the site clean throughout.

However, there was slow take up from first time clients for several months. By the end of year client numbers had increased to normal levels with a small waiting list for face-to-face counselling.

The Carers Group continued their online support meetings, and a new 12-week carers programme was started successfully at Richmond. The demand on face -to-face counselling slowly increased as people's confidence grew.

The board met for a planning awayday session in February and considered the growing evidence that there had been increased levels of addiction and mental health issues among the population during the lengthy covid restrictions.

The resulting plan resolves to introduce an additional weekday of counselling. This would be done once staffing and volunteer levels have been increased. New funding would be sought with an emphasis on local funders, as well as the introduction of improvements to our online presence. Contact with universities would be increased to help acquire appropriate IT and marketing skills. A short consultancy has now been completed to help move the plan forward.

Many thanks are extended to staff and volunteers for their flexible approach to working in difficult conditions, and also to enable operational times and working hours to be altered to meet service needs.

The year ended with only a small financial in year deficit of £2780 after accounting for depreciation.

Above all, despite all these difficult working conditions, ASCA has come through strongly and is continuing to deliver a quality service for our clients, as evidenced by positive feedback from outcome surveys with our clients.
However, there will continue to be challenges and uncertainties in the years ahead:-

- Increased and new demands due to the impact of the pandemic relating to mental health and addiction.
- Cost of Living and inflation problems affecting the whole economy, which in turn impacts the voluntary sector combined with the increasing demands on services from the complex needs of service users.
- The impact of the Climate Crisis on our operations and the impact of Brexit on resources.
- The growing need to tackle all aspects of inequalities.

Objectives and activities

The objectives for which the Company is established are to:

- benefit the public by promoting the prevention of alcohol and/or drug misuse
- treat those suffering from alcohol and/or drug misuse and those affected by someone else's alcohol and/or drug misuse in London or elsewhere

The aims of our charity are to:

- support people to reduce levels of alcohol and/or drug misuse
- support carers, family members and friends of those affected by someone else's alcohol and/or drug misuse
- advance public education by encouraging early recognition and prevention of alcohol and drug related harm and through the provision of education and training

The Directors believe that our aims reflect the purposes that the charity was set up to further

The charity's aims and objectives are achieved by the following approach:

- focusing on early intervention, prevention, education and harm minimisation through assessment, counselling, therapy group support, wellbeing activities, raising public awareness, training and advice and information
- providing a client centred and holistic approach to overcoming addiction and enabling our service users to make the best use of our resources
- providing a range of services which are reflective of the relevant quality standards and address the potential problems related to alcohol and drug misuse
- offering services to families, carers, friends and the wider community who are affected by someone else's substance misuse
- providing opportunities for the local community to participate in some of our activities to break down and challenge the barriers, myths and stigma associated with substance misuse
- understanding and acknowledging that volunteering is a valuable and crucial factor in our work and that investing in staff and volunteer development leads to organisational professionalism, growth and learning
- ensuring that our clients' needs are met by regularly consulting with them and developing services that are flexible and meet their needs
- co-operating and working in partnership with other agencies to benefit our service users by ensuring that our services enhance and complement each other
- commitment to quality assurance underpinning all that we do in order to provide the best services for our service users and partners

- challenge discrimination, increasing access to those who are socially excluded and by being open and transparent in all our transactions, we benefit our current and future service users, volunteers, staff and partners.

Our main areas of activity which help us to achieve the above strategies are: assessment; advice and information; counselling; group therapy and support; wellbeing programme; support for family members, carers and anyone affected by someone else's substance misuse. ASCA focuses on providing holistic and person centred services by providing short, medium and long term therapeutic interventions to the local community.

Counselling services for people with substance misuse problems

Counselling is our core and the most in demand service. Our aims are to support people in understanding more about addiction and empowering them to make the changes they want to make.

ASCA offers short, medium and long term counselling. We initially offer upto 6 counselling sessions but may increase this upto a further 6 sessions. We then have the option to offer upto a further 12 sessions, which is dependent on clients demonstrating a commitment to make change. Where clients stay longer reviews are taken regularly. This longer time counselling provides people with the time and space to identify any additional underlying issues that may be contributing to their current situation. Underlying issues often addressed include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives.

A large part of our work involves time providing advice and information and support on the telephone. These calls range from people looking for help for themselves about their addiction, some are not sure if they should be concerned about their addiction and others want to stop their addiction escalating. Then there is the other side family members and carers who are looking for support for themselves and/or their cared for and others are professionals wanting to find out more about what we offer with a view of referring one of their service users/patients. The service is funded through grants, donations and our own income generation activities.

Carers Service

We are the only service in the borough of Richmond providing support to carers/family members affected by someone else's addiction. We offer both counselling and group support. This service is funded through a range of grants, donations and our own fundraising activities.

Richmond Carers Hub service – this is a piece of commissioned work we have been involved with for several years. The hub consists of 6 local organisations providing specialist services to carers resident in the London Borough of Richmond upon Thames. The lead partner is Richmond Carers Centre; ASCA has been commissioned to provide a Substance Misuse Carers Support Group and advice and information support to carers. The service was re-commissioned on 1st August 2020 for four years.

Volunteers

As with a majority of small community based organisations volunteers are fundamental to our success and future sustainability. ASCA volunteers are drawn from the local community with all having personal direct

and/or indirect experience of addictions. This gives us a mix of those with lived experience of being in long term recovery and those who have experience as a family member/carer. Their personal experience, diverse
skills set and life experiences enhance the support we can offer to our service users. New volunteers are recruited throughout the year as and when needed. A majority live locally or in the surrounding areas.

How our activities deliver public benefit

The Board have considered the Charity Commission's guidance on public benefit in planning our activities for the year. ASCA relies on grants, donations, fundraising activities and contributions to help cover its operating costs. We aspire to be a local service for local people and as such provide affordable, flexible, accessible activities as well as share our premises with the local community.

Addiction including substance misuse is a cross cutting theme, it can affect anyone regardless of gender, age, religion, race or social background. The impact it has on people's lives often leads to social exclusion and isolation and, if not addressed in its early stages, can result in a range of problems such as family breakdown, mental health issues (e.g. depression, anxiety), debt, loss of employment, poverty and crime.

We endeavour to be inclusive and encourage the wider community to participate in some of our activities as well as use our facilities to meet or run their activities from. In particular, our programme of weekly and monthly holistic therapies attracts a diverse cross section of the community providing an opportunity to meet other like-minded people, develop friendships and for those in recovery, meet people and develop new friendships which are not related to addiction.

Achievements and Performance

The year 2021/22, the post pandemic era, was very much about adapting and responding to needs as the people slowly adjusted to a new way of living. The review of the year looks at what has been achieved against this backdrop of unprecedented challenge and change.

During the year our focus has been on managing the organisation in a time of crisis and maintaining support for our service users. We re-shaped our services to take account of the evolving needs of our beneficiaries arising from Covid-19, including three lockdowns, and started to look towards a gradual easing of restrictions. Entering into a period of working and living with Covid-19, the staff and Board used 2021/22 to start to process, reflect and how we respond to these changing needs. We acknowledge this will be a significant challenge nonetheless we have learned a great deal about staff and volunteers resilience, responsiveness, co-operation, understanding and support for people in need.

Service users have been so supportive of ASCA and greatly appreciated the value of face to face counselling. For those working from home, it provides a break away from their screens and have some human contact whereas others who had become socially isolated, their counsellor is the only meaningful social interaction where they could talk to someone about their emotions, struggles and surviving day to day. Initially a few people were still enquiring about online support but as society has returned to "normal" there has been no mention or requests. Indeed we have become known by local referral agencies for our face to face counselling only especially as many of them were still working online only.

In terms of trends for the 2021/22 we have noted the following;

- Service users in recovery but want counselling for underlying mental health issues to avoid relapse
- Service users in long term recovery affected by the pandemic lockdowns requesting counselling for relationship/family breakdown
- Service users opting for long term counselling to address underlying issues
- Carers coming forward and asking for help in their own right
- Carers wanting group support alongside counselling
- Carers using counselling to address their relationships with the cared for
- Service users and ex-service recommending other family members to seek support from ASCA
- Increase in the number of referrals from Kingston borough and surrounding boroughs
- Lack of local counselling services working with addiction and mental health issues
- Lack of face to face counselling
- Long waiting lists and increased thresholds for access to statutory services resulting in demand for support from the voluntary sector

The demand on our service grew steadily and at a manageable level within our resources but it has been growing and we like all organisations are struggling with resources, both paid and unpaid. This in turn hinders our service development plans to meet the needs of the local community but like most voluntary sector organisations we are a resourceful and creative team and manage to find ways overcome the challenges.

The closure of our Kingston service has left a gap in local provision. A year on since the closure ex-service users have returned to request counselling but also new referrals living in the borough and/or surrounding areas such as Thames Ditton, Esher and Weybridge. The local services in Kingston have noticed the gap we left but we are open to exploring the option of re-opening a service in Kingston in the future. In the meantime the structural repairs to 96 Ditton Road are underway but the future plans for the use of the building are unknown.

Although we have no physical presence in Kingston ASCA continues to participate in voluntary sector consultations and needs assessments undertaken y the council and/or Kingston Voluntary Action. We are also members of the Kingston Drug and Alcohol Strategy Group. Our years of experience and knowledge are much valued.

The Carers Support Group - The Carers group continues to meet online as a peer support group with some check in and support as and when required. Support was given around boundaries, time keeping, listening and respecting each other and inclusiveness especially new members. The meetings are held

weekly on Tuesday evenings. started a 12 week programme in the year reviewing and adjusting based on carer's feedback. Days and times have changed to accommodate availability of carers as well the length of the programme. It is currently being run as an 8 week programme for 1.5 hours.

We sign post all carers who have attended the programme to the peer group as a further means of support. We also offer the current 8 week programme to the peer group support members

Volunteers are an important resource and our robust in-house training programme is a way of thanking them for the time they give us. It is our aim when volunteers leave ASCA that they are confident, competent and professional therapists ready for the world of work, be that as an employee or setting up their own small business. All our volunteers have personal experience of addiction either directly or indirectly. Volunteers who have come through their addiction are all in long term recovery. Their lived experience enriches our service user's experience.

To help our volunteers with moving on as well as thank our volunteers we offer qualified volunteers low cost room hire and a monthly continuing professional development group. The purpose of this group is to provide those setting up a small business three elements of support;

peer led group supervision;
professional development; and
social support network

looking ahead volunteer recruitment has been challenging as many counsellors continue to choose to work online. Those who are still in training are also opting to work online with the support of their training establishments. However we have recently noticed that the universities and the professions accreditation bodies are encouraging counsellors to work face to face.

After 2 years or more and the continued use of remote learning the relationship between students and their universities has changed dramatically. This in turn has impacted our volunteer resource; volunteers are staying for 1 year to 18 months whereas in the past it was 2-4 years. Recruitment and retention has been challenging. However, we have invested some of our resources and are currently undertaking a recruitment drive for more counsellors as well forging strong links with Placement Co-ordinators with the various training establishments.

We plan to re-start our training programme for volunteers in 2023/24 starting with drug and alcohol awareness and counselling and supporting carers.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Services
Counselling Service - Richmond supported 184 people
Carers Richmond - 63 weekly group sessions delivered 127 carers/family members were supported through assessment, counselling, advice and information and group support.

"When I arrived at ASCA my life was out of control because of my addictions and my extremely fragile mental health. Thanks to ASCA for giving me the time and space to work things through. I am now 3 years sober, mentally stronger and enjoying life once again. I cannot praise ASCA enough".JD

Volunteers
During the year we provided 19 volunteering opportunities to local people in long term recovery and/or affected by someone else's addiction.
97% of volunteers reported that their overall volunteering experience was excellent to very good
99% of volunteers reported that they would recommend ASCA to anyone looking to volunteers
98% of volunteers went into paid employment and/or set up local small businesses
10% of volunteers went onto study further

"I recall being nervous due to my inexperience working with adults in a therapeutic way. I felt very supported by ASCA, not only in supervision group but by the staff and fellow volunteers. I developed a trusting relationship with many of the staff/volunteers so that I was able to share what was going on for me and able to implement the suggestions put forward in supervision. Supervision for me is vital to my practice and I got so much from the group supervision as it provided alternative view points and insights not only to my practice but other people's client work too. Receiving feedback from others over a period of time allowed me to reflect on how much I have grown as a counsellor and the skills I have learnt whilst at ASCA.

ASCA also provided amazing training days which were not only affordable but highly interactive and beneficial to my practice and I hope to attend future training days at ASCA when they are able to resume.

There is something special I found at ASCA, Richmond. I felt supported, safe and looked after (like a family) and I was sad when I had to leave for personal reasons. They offer a service that is close to my heart, support those whose lives have been affected by addiction, but also support the staff/volunteers in providing the care".

Assessment appointments in 2021/22
90% - attended
2% - Did Not Attend/no further contact with ASCA
8% - clients cancelled and/or re-booked

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

ASCA SERVICE USER CASE STUDY

Steven was recommended to ASCA by his GP, who was concerned about him being the sole carer of his elderly mother and his increased drinking along with periods of low moods and anger. Steven, in his early 40's, has been caring for his elderly mother for the last 12 months. He is the sole carer; his mother refuses any outside help. He has a sister who lives in the Midlands and is unable to help.

Steven had to give up his job as a Chief Financial Officer in a IT company, which has meant that he sees little of his peers, though he does receive the odd visit from friends, he is essentially on his own. Steven provides all personal care for his mother which includes some lifting/transferring of his mother which is taking its toll on his physical health. Steven has a variety needs but as his doctor suggested if he could begin by speaking to someone on a regular basis each week this may encourage him to seek out additional support in caring for his mother to help him feel less isolated , give him a break to focus on his health and address his drinking which could become a safeguarding issue.

Steven was initially offered six sessions of counselling which was extended for him over periods of time. Counselling began to help Steven face some of the feelings he found difficult to talk about to do with his relationship to his mother and sister. Steven had grown up as the only male presence in the family with a keen sense of responsibility at a young age, he considered that it fell upon him to take care of the family. Inadvertently, he came to believe he was responsible for taking care of his mother. The inability to spend time with friends has been one of the contributory factors for his increased drinking in the evening. Steven himself had become concerned by what could happen if he continued his late evening drinking.

Steven was signposted to Richmond Carers Centre for additional support and advice. We recommended that he return to his GP and request an Occupational Therapist to assess his mother to set up some domiciliary care with intermittent respite. Steven wanted to return to work but getting the support for his mother was going to take time. He managed to find a role providing online technical support, which enabled him to earn a certain amount of money before it affected his benefits.

Outcomes achieved at the end of counselling:

Steven attended 43 sessions and has recently ended counselling with ASCA. At the end of counselling:

- *The client had reduced his drinking significantly and was having at least three days a week abstinent.*
- *The client made sure that he was drinking he was having his dinner*
- *The client was in contact with the support services recommended to him to help with caring for his elderly mother*
- *The clients mother, although still resistant to outside help, has accepted to meet with the support services together with her son which hopefully will re-assure her that he is not abandoning and long term it will benefit both of them*
- *At the final counselling session the client and counsellor completed a short outcome monitoring questionnaire*
- *Before counselling the client had ranked his quality of life as **'Poor'** and by the time he left as **'Very Good'***
- *Before counselling the client had ranked his relationship with others as **'Poor'** and by the time he left as **'Very good'***
- *Before counselling the client had ranked his physical health as **'Poor'** and by the time he left as **'Good'***
- *Before counselling the client had ranked his mental health as **'Poor'** and by the time he left as **'Excellent'***
- *Before counselling the client had ranked his financial situation as **'Poor'** and by the time he left as **'Very Good'***

The client and counsellor scored together the following criteria out of 10 with 1 being worst and 10 best

- *Confidence at beginning of counselling 2/10...at end of counselling 8/10*
- *Self-esteem at beginning of counselling 2/10...at end of counselling 9/10*
- *Isolation and loneliness at beginning of counselling 1/10... end of counselling 8/10*

Financial Review

This year financially we felt the impact of the closure of our Kingston service. The inevitable loss of income from Kingston has had an impact on our income the year and will continue to do so. We will slowly and steadily develop and grow to increase our income from grants, fundraising and self generated income. The Financial Statements show that grants and other income received are expended on staff and other costs on specific projects to which they relate.

Total incoming funds for the charity for the year to 31 March 2022 were £95,715 (2021: £125,365), of which £43,079 (2021: £27,199) were unrestricted and £52,636 (2022: £98,166) were restricted.

There was a deficit of £2,780 in the year (2021: £3,222), being a unrestricted surplus of £6,482 (2021: £6,040) and restricted deficit of £9,262 (2021: £9,262).

Reserves policy

The year ended with unrestricted reserves of £140,365 and restricted reserves of £101,875 with the latter relating to our leased premises in Richmond. The trustees undertook a review of our unrestricted reserves position and agreed to continue to designate £68,000 to reserves to cover any winding down costs including redundancy and outstanding creditors and to cover any short term property or service costs with the balance of £72,365 as a General Fund to provide working capital to cover annual fluctuations in income and expenditure.

ASCA is in a strong sustainable position and we will continue to build upon this through prudently maximising our income, managing our expenditure and ensuring that our unrestricted reserves are maintained at a level to provide us long term security. However, we acknowledge financially the years ahead will be extremely testing but should be manageable within our unrestricted reserves but will certainly require a review of our Reserves Policy in the year ahead.

Structure, governance and management

Governing document

Addiction Support and Care Agency is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered with the Charity Commission. Anyone over the age of 18 can become a trustee. There are no members of the charitable company.

Appointment of Trustees

As set out in the Articles of Association all trustees are elected including the Chair and Treasurer. A third of trustees must stand down, but can stand for re-election at the Annual General Meeting. The trustees have the power to co-opt members including filling specialist roles from time to time. All trustees are invited to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

Trustee induction and training

New trustees undergo an induction which includes the opportunity to meet staff and volunteers. The induction covers: informing them of their legal obligations under charity and company law, a copy of the Charity Commission guidance booklet CC3 "The essential trustee: what you need to know, what you need to do", and inform them of the content of the Memorandum and Articles of Association, and the

decision-making processes, organisational structure and recent management accounts of the charity. This induction is undertaken by the Chair and the Chief Executive. All trustees are encouraged to attend appropriate external training and the local trustee network events to support them in their role as trustees as well as gain an understanding of the local voluntary sector.

Organisation
The board of trustees which meets quarterly also administers the charity. The Chief Executive, who is also the Company Secretary, is appointed by the trustees to manage the day-to-day operations of the charity. Trustees are not paid or receive other benefit from their work with the charity

Reference and administrative details

Charity number:	1036555
Company number:	2902445
Registered Office:	233 Lower Mortlake Road, Richmond, Surrey, TW9 2LL
Independent Examiner:	Sian Lewis ACA

Directors and trustees
The directors of the charitable company (the charity) are its trustees. The trustees and officers serving during the year were as follows:

Elected trustees:	Geoff Pope (Chair)
	Pauline Gore (Treasurer)
	Ashleigh Hakkaki-Gonsalves (resigned 25/07/2022)
	Jean Goodland
	William Puddicombe (resigned 11/04/2022)
Company Secretary:	Ranjit Dhillon

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of the Addiction Support and Care Agency for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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 business.

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

The Trustees 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.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the Board on 8 December 2022and signed on its behalf by:



.....

Geoff Pope - Chair

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Independent Examiner's report to the Trustees
for the Year Ended 31 March 2022

I report to the trustees on my examination of the financial statements of the Addiction Support and Care Agency (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

.....

Sian Lewis ACA
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date: 8 December 2022

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Statement of Financial Activities
For the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations	2	30,529	-	**30,529**	**12,454**
Charitable activities	3	-	52,636	**52,636**	**35,469**
Other trading activities	4	12,431	-	**12,431**	**77,006**
Investment income	5	119	-	**119**	**436**
Income Total		**43,079**	**52,636**	**95,715**	**125,365**
Expenditure on:					
Charitable activities	6	36,597	61,898	**98,495**	**128,587**
Expenditure Total		**36,597**	**61,898**	**98,495**	**128,587**
Net income/(expenditure)		**6,482**	**(9,262)**	**(2,780)**	**(3,222)**
Transfers between funds	14	**-**	**-**	**-**	**-**
Net movement in funds		**6,482**	**(9,262)**	**(2,780)**	**(3,222)**
Reconciliation of funds:					
Total funds brought forward		**133,883**	**111,137**	**245,020**	**248,242**
Total funds carried forward		**140,365**	**101,875**	**242,240**	**245,020**

There were no recognised gains or losses for 2022 or 2021 other than those included in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The Notes on pages 15 to 22 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Balance Sheet
At 31 March 2022

	Note	2022 £	£	2021 £	£
Fixed assets:					
Tangible assets	10		**101,875**		**111,137**
Currents assets:					
Debtors	11	-		-	
Cash at bank and in hand	12	146,349		142,145	
Total Current assets		**146,349**		**142,145**	
Liabilities:					
Creditors: Amounts falling due within one year	13	5,984		8,262	
Net current assets			**140,365**		**133,883**
Total net assets			**242,240**		**245,020**
The funds of the charity:					
Unrestricted funds	14		**140,365**		**133,883**
Restricted funds	14		**101,875**		**111,137**
Total Funds			**242,240**		**245,020**

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

These financial statements were approved by the Board of Trustees on 8 December 2022 and were signed on its behalf by:

Geoffrey Pope – Chair

Pauline Gore - Treasurer

The Notes on pages 15 to 22 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

1 Accounting Policies

a) Basis of preparation

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 2022) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Addiction Support and Care Agency meets the definition of a public interest entity under FRS102.

The financial statements have been prepared in sterling which is the functional currency of the charity.

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

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company. ASCA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income resource

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

c) Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

d) Tangible fixed assets and depreciation

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

e) Taxation

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

f) Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

g) Pension cost

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

2 Income from donations

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Counselling	20,975	-	**20,975**	**10,031**
General Donations	5,707	-	**5,707**	**2,423**
Gift Aid	3,847	-	**3,847**	**-**
Total	**30,529**	**-**	**30,529**	**12,454**

In 2021 all income from donations was attributed to the unrestricted fund

3 Income from Charitable activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Assura grant	-	1,166	**1,166**	**-**
Hampton Fuel Allotment Charity	-	12,300	**12,300**	**12,300**
Hampton Fuel Allotment Charity-Refurbishment	-	990	**990**	**-**
HM Revenue and Customs	-	13,708	**13,708**	**-**
Richmond charities	-	3,000	**3,000**	**1,556**
LBRuT Carers Hub	-	7,722	**7,722**	**8,613**
Richmond Parish Lands Charity	-	13,000	**13,000**	**13,000**
Richmond Parish Lands Charity Refurbishment	-	750	**750**	**-**
Total Funds	**-**	**52,636**	**52,636**	**35,469**

In 2021 all income from charitable activities was attributed to the restricted funds

4 Other trading activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Rents receivable	11,906	-	**11,906**	**7,397**
Gift Aid	-	-	-	**6,912**
Coronavirus Job Retention scheme	-	-	-	**39,040**
The Clothworkers' Foundation	-	-	-	**5,300**
Hampton Fund Refurbishment	-	-	-	**7,800**
Insurance Claim	-	-	-	**2,762**
Richmond Parish Lands Charity Refurbishment	-	-	-	**7,795**
Other income	525	-	**525**	-
Total	**12,431**	-	**12,431**	**77,006**

In 2021 £14,309 of other trading activity was attributed to the unrestricted fund and £62,697 to restricted funds.

5 Investment Income

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Bank interest receivable	119	-	**119**	**436**

6 Expenditure on Charitable Activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Staff costs	15,325	48,786	**64,111**	**76,558**
Utilities	6,784	-	**6,784**	**3,434**
Staff and volunteers costs	2,859	-	**2,859**	**912**
Accommodation costs	2,320	-	**2,320**	**4,684**
Depreciation	-	9,262	**9,262**	**9,262**
Telephone and IT	1,747	-	**1,747**	**2,336**
Office costs	1,589	-	**1,589**	**1,344**
Insurance	3,985	-	**3,985**	**4,045**
Office refurbishment	525	3,850	**4,375**	**24,955**
Sundries	713	-	**713**	**333**
Accountancy & legal fees	750	-	**750**	**725**
	36,597	**61,898**	**98,495**	**128,588**

7 Trustees' Remuneration and Benefits

There were no Trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

8 Analysis of Employee Costs

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Wages and Salaries	13,368	42,556	**55,924**	**75,458**
Employer social security costs	-	-	-	-
Employer pension contributions	1,957	6,230	**8,187**	**1,100**
Total Funds	15,325	48,786	**64,111**	**76,558**

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

	2022	2021
Management and administration	**2**	2
Counselling and care work	**4**	4
	6	6

No employee received remuneration of more than £60,000 during the period (2021-none).
No remuneration paid to Trustees. (2021-none).

9 Comparatives for the Statement of Financial Activities 2020/21

	Unrestricted funds £	Restricted funds £	Total funds 2021 £
Income from:			
Donations	12,454	-	**12,454**
Charitable activities	-	35,469	**35,469**
Investment income	436	-	**436**
Other	14,309	62,697	**77,006**
Total	**27,199**	**98,166**	**125,365**
Expenditure on:			
Charitable activities	19,110	109,477	**128,587**
Total	**19,110**	**109,477**	**128,587**
Net income/(expenditure)	**8,089**	**(11,311)**	**(3,222)**
Transfers between funds	**(2,049)**	**2,049**	**-**
Net movement in funds	**6,040**	**(9,262)**	**(3,222)**
Reconciliation of funds:			
Total funds brought forward	127,843	120,399	**248,242**
Total funds carried forward	**133,883**	**111,137**	**245,020**

10 Tangible Fixed Assets

	Long leasehold £
Cost	
At 1 April 2021 and 31 March 2022	**290,781**
Depreciation	
At beginning of the year-At 1 April 2021	179,644
Charge for the year	9,262
At end of the year-At 31 March 2022	**188,906**
Net book value at 31 March 2021	111,137
Net book value at 31 March 2022	**101,875**

11 Debtors

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Prepayments	-	-	-	-
Other accrued income	-	-	-	-
Total	-	-	-	-

12 Cash at bank and in hand

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Virgin deposit account	85,130	-	**85,130**	**85,017**
RBS accounts	61,219	-	**61,219**	**57,128**
Total	**146,349**	-	**146,349**	**142,145**

13 Creditors: Amounts falling due within one year

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Deferred income	-	2,969	**2,969**	**3,622**
Other creditors	397	-	**397**	**2,924**
Creditors	1,868	-	**1,868**	**-**
Accrued expenses	750	-	**750**	**1,715**
Total	**3,015**	**2,969**	**5,984**	**8,261**

14 Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General Fund	**65,883**	43,079	(36,597)	-	**72,365**
Designated reserve	**68,000**	-	-	-	**68,000**
Total Unrestricted Funds	**133,883**	**43,079**	**(36,597)**	**-**	**140,365**
Restricted funds					
Project Activity	-	52,636	(52,636)	-	-
Office refurbishment	-	-	-	-	-
Salary costs	-	-	-	-	-
Capital - Leasehold	**111,137**	-	(9,262)	-	**101,875**
Total restricted funds	**111,137**	**52,636**	**(61,898)**	**-**	**101,875**
Total Funds	**245,020**	**95,715**	**(98,495)**	**-**	**242,240**

Purposes of unrestricted funds
Unrestricted reserves are held to cover working capital requirements, potential staff redundancy costs and for property matters.

Designated Reserve: To cover any winding down costs including redundancy and outstanding creditors and to cover any short term property costs.

Purposes of restricted funds
The funds are for services as explained in the trustees report.

15 Analysis by Project

Fund name	Incoming Resources	Resources Expended	Surplus/ (Deficit)
	£	£	£
Counselling - Richmond	43,196	43,196	-
Counselling - Kingston	1,154	1,154	-
Counselling Saturday - Richmond	6,702	6,702	-
Counselling Saturday - Kingston	192	192	-
Carers - Richmond	13,852	13,852	-
Management	30,619	24,137	**6,482**
Depreciation	-	9,262	**(9,262)**
Total Funds	**95,715**	**98,495**	**(2,780)**

16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2022 (2021-None).

ALCOHOL SERVICES KINGSTON & RICHMOND

England & Wales - Charity number 1036555

Accounts

Charity Registration No. 1036555
Company Registration No. 2902445 (England and Wales)

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Charity Registration No. 1036555
Company Registration No. 2902445
Trustee Report

Report of the Trustees for the year ending 31st March 2021
The Trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2021 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 Act 2011, 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 102 (FRS102)

Chair's report
The covid pandemic national lockdowns made 2020/21 a very difficult year, not least for charities. ASCA managed the uncertainties and changes in covid safety rules very effectively, providing a safe face to face service from August to December at Richmond. Another lockdown forced us to close again for the first 3 months of 2021. Since then no closures have been necessary.

In the spring of 2020 substantial roof problems had been identified and repairs were completed at the Richmond site during the enforced closure. But at Surbiton the whole building was declared structurally unfit for use following an inspection by Kingston Council. The service there had to be closed. Staff and some volunteers and clients transferred to our Richmond site.

Prior to reopening in August 2020 the Richmond site was fully cleaned including antiviral cleaning. Staff, volunteers and service users were reassured that all steps to make the premises safe had been taken. Staff kept in touch with clients who were nearly all able to return once we reopened. The Carers group moved their meetings online to become a Peer support group.

Many thanks are extended to staff and volunteers for their flexible approach to working in difficult conditions, and also to enable operational times and working hours to be altered to meet service needs. To mitigate risk, to avoid the service closing and to provide face to face services, staff have been working in separate groups (or bubbles).

During the year the board continued to meet online, and staff team meetings were held weekly online. The recruitment of a new board member has strengthened our governance by increasing and diversifying the composition of the trust board.

The government's job retention scheme offset much of the staff salary reductions and reduced some costs for ASCA. Perhaps surprisingly the year ended with only a small financial in year deficit of £3,222 after accounting for depreciation.

Above all, despite all these difficult and sometimes impossible working conditions, ASCA has come through stronger and is continuing to deliver a quality service for our clients. However, there will be challenges and uncertainties in the years ahead:-

- Increased and new demands due to the pandemic including relating to mental health and addiction.
- Financial challenges facing the whole economy, which in turn impact the voluntary sector combined with the increasing demands on services in the complex needs of service users and numbers.

- The impact of the Climate Crisis on our operations and the impact of Brexit on resources.
- The growing need to tackle all aspects of inequalities.

In light of the challenges facing the sector, ASCA's priority will be reviewing our strategic plan for the next 3 years n response to needs and gaps in local service provision.

Objectives and activities

The objectives for which the Company is established are to:

- benefit the public by promoting the prevention of alcohol and/or drug misuse
- treat those suffering from alcohol and/or drug misuse and those affected by someone else's alcohol and/or drug misuse in London or elsewhere

The aims of our charity are to:

- support people to reduce levels of alcohol and/or drug misuse
- support carers, family members and friends of those affected by someone else's alcohol and/or drug misuse
- advance public education by encouraging early recognition and prevention of alcohol and drug related harm and through the provision of education and training

The Directors believe that our aims reflect the purposes that the charity was set up to further

The charity's aims and objectives are achieved by the following approach:

- focusing on early intervention, prevention, education and harm minimisation through assessment, counselling, therapy group support, wellbeing activities, raising public awareness, training and advice and information
- providing a client centred and holistic approach to overcoming addiction and enabling our service users to make the best use of our resources
- providing a range of services which are reflective of the relevant quality standards and address the potential problems related to alcohol and drug misuse
- offering services to families, carers, friends and the wider community who are affected by someone else's substance misuse
- providing opportunities for the local community to participate in some of our activities to break down and challenge the barriers, myths and stigma associated with substance misuse
- understanding and acknowledging that volunteering is a valuable and crucial factor in our work and that investing in staff and volunteer development leads to organisational professionalism, growth and learning
- ensuring that our clients' needs are met by regularly consulting with them and developing services that are flexible and meet their needs
- co-operating and working in partnership with other agencies to benefit our service users by ensuring that our services enhance and complement each other
- commitment to quality assurance underpinning all that we do in order to provide the best services for our service users and partners

- challenge discrimination, increasing access to those who are socially excluded and by being open and transparent in all our transactions, we benefit our current and future service users, volunteers, staff and partners.

Our main areas of activity which help us to achieve the above strategies are: assessment; advice and information; counselling; group therapy and support; wellbeing programme; support for family members, carers and anyone affected by someone else's substance misuse. ASCA focuses on providing holistic and person centred services by providing short, medium and long term therapeutic interventions to the local community.

Counselling services for people with substance misuse problems
Counselling is our core and the most in demand service. Our aims are to support people in understanding more about addiction and empowering them to make the changes they want to make.

ASCA provides a unique service in that we offer short, medium and long term counselling. Initially we offer upto 6 counselling sessions but may increase this upto a further 6 sessions. We then have the option to offer upto a further 12 sessions, which is dependent on clients demonstrating a commitment to make change. This longer time counselling provides people with the time and space to identify any additional underlying issues that may be contributing to their current situation. Underlying issues often addressed include abuse, bereavement, isolation, stress, financial and relationship/family issues. By becoming clearer and better informed, clients have reported feeling more motivated, resourced, resilient and, consequently, better able to manage their lives.

A large part of our work involves time providing advice and information and support on the telephone. These calls range from people looking for help for themselves about their addiction, some are not sure if they should be concerned about their addiction and others want to stop their addiction escalating. Then there is the other side family members and carers who are looking for support for themselves and/or their cared for and others are professionals wanting to find out more about what we offer with a view of referring one of their service users/patients. The service is funded through grants, donations and our own income generation activities.

Wellbeing programme
Yoga-Sense Group – these Saturday morning sessions remain popular and are informal. The group is led by a volunteer who is a qualified yoga teacher. Although the sessions are not always held weekly a strong core group has developed over the years, this includes recent members, and works well for everyone. The majority of the members are carers. Again the pandemic meant that there was no yoga group but we will be reviewing this taking into account Covid health and safety guidance.

Carers Service
We are the only service in the borough of Richmond providing support to carers/family members affected by someone else's addiction. We offer both counselling and group support as well as our Wellbeing Programme. This service is funded through a range of grants, donations and our own fundraising activities.

Richmond Carers Hub service – this is a piece of commissioned work we have been involved with for several years. The hub consists of 6 local organisations providing specialist services to carers resident in the London Borough of Richmond upon Thames. The lead partner is Richmond Carers Centre and ASCA has been commissioned to provide a Substance Misuse Carers Support Group and advice and information support to carers. The service was re-commissioned on 1st August 2020 for four years.

Volunteers

As with a majority of small community based organisations volunteers are fundamental to our success and future sustainability. ASCA volunteers are drawn from the local community with all having personal direct and/or indirect experience of addictions. This gives us a mix of those with lived experience of being in long term recovery and those who have experience as a family member/carer. Their personal experience, rich diverse skills set and life experiences enhance the support we can offer to our service users. New volunteers are recruited throughout the year as and when needed.

How our activities deliver public benefit

The Board have considered the Charity Commission's guidance on public benefit in planning our activities for the year. ASCA relies on grants, donations, fundraising activities and contributions to help cover its operating costs. We aspire to be a local service for local people and as such provide affordable, flexible, accessible activities as well as share our premises with the local community.

Addiction including substance misuse is a cross cutting theme, it can affect anyone regardless of gender, age, religion, race or social background. The impact it has on people's lives often leads to social exclusion and isolation and, if not addressed in its early stages, can result in a range of problems such as family breakdown, mental health issues (e.g. depression, anxiety), debt, loss of employment, poverty and crime.

We endeavour to be inclusive and encourage the wider community to participate in some of our activities as well as use our facilities to meet or run their activities from. In particular, our programme of weekly and monthly holistic therapies attracts a diverse cross section of the community providing an opportunity to meet other like-minded people, develop friendships and for those in recovery, meet people and develop new friendships which are not related to addiction.

Achievements and Performance

The year 2020/21 saw the full impact of Covid-19 pandemic with all its uncertainties. The review of the year looks at what has been achieved against this backdrop of unprecedented challenge and change.

During the year our focus has been on managing the organisation in a time of crisis and maintaining support for our service users. We re-shaped our services to take account of the evolving needs of our beneficiaries arising from Covid-19, including three lockdowns, and started to look towards a gradual easing of restrictions. Entering into a period of working and living with Covid-19, the staff and Board are using 2021/22 to start to process, reflect and how we respond to these changing needs. We acknowledge this will be a significant challenge nonetheless we have learned a great deal about staff and volunteers resilience, responsiveness, co-operation, understanding and support for people in need.

We wound down our service a week before the whole country went into lockdown as the anxiety levels increases due to the pandemic. This enabled us to talk to service users to re-assure them that we would be in contact with them in due course once we had further information and put in some contingency plans. As the pandemic situation evolved we regularly updated the information on our website which proved to be an excellent communication tool.

A telephone service was set up as an initial response for all our service users giving us time to research into a range of options. Most organisations immediate response was to set up online support. We took a more cautious approach taking into account resources, risk of counselling vulnerable people online, safeguarding issues and the huge responsibility on volunteers who have no experience of online counselling or dealing with crisis without immediate access to support. As the lockdown went on we learned from the experience of other

local organisations of online services and, although there were advantages, there were also disadvantages around risk and safeguarding.

We consulted service users offering them options; continuing with telephone check in, telephone counselling or online counselling. In order to provide remote counselling, service users needed to have a safe space to talk confidentially with their counsellor and be available for the agreed appointment time each week.

However the impact of lockdown meant that everyone had to completely adapt their lives

- Families had to stay at home for an indefinite period due to lockdown restrictions
- Parents were working from home or on furlough leave
- School children were off school and being taught online/home schooled
- Children were physically isolated from their peers and increasingly reliant on parents for support
- Younger children needed babysitting, supervising and/or home schooled
- Families had additional caring responsibilities for shielding elderly parents/grand parents

Furthermore we have service users who do not disclose to their partners/families about their addiction while for others there are issues of risk of abuse and safeguarding. Overwhelmingly our service users rejected weekly online or telephone counselling citing that they were too busy adjusting to their new lifestyles and routines.

At the same time consultation with volunteers highlighted their concerns around providing a remote service from their home, confidentiality and the increased responsibility without access to support. Some volunteers were unavailable due to caring responsibilities, shielding and/or health issues. Their feedback along with service users helped us decide not to offer online or telephone counselling with a view to re-visiting these options in the future. We did run a pilot with one volunteer and 3 service users who agreed to try telephone counselling. They were offered 4 sessions each after which they were consulted and given the option to continue. All of them declined and decided to wait until face to face counselling resumed. As these sessions were taking place in their homes daily routines and lives got in the way making them unavailable at the agreed time and day.

Re-opening In August 2020 we returned to a completely different workplace with the set up to comply with workplace Covid-19 hygiene recommendations as well as working in "bubbles". A majority of service users returned but it became apparent from calls we were receiving, ASCA was the only counselling service providing a face to face service. We were dealing with phone calls from people who were desperate for contact with "people" but were not appropriate for our service. They were signposted to appropriate organisations including helplines of whom they already had been in contact with since the lockdown.

During this period we had to take the difficult decision to close our Kingston service as referred to in the Chairs report. The timing couldn't have been worse. We invited service users to continue seeing their counsellor in our Richmond office. Volunteers and service users were very understanding and appreciated us telephoning them to talk through options rather than just leave them waiting. They all expressed their sadness and the loss of the only specialist addiction counselling service in the borough of Kingston.

The closure has prompted us to keep a record of the number of enquiries and advice and information contacts we have from those resident in the borough of Kingston as well as those who engage face to face support from us. This will give us an indication of any consequences of the closure of our service. When we start to review our strategic plan and we will explore the option of re-opening a service in Kingston depending on the quantitative and qualitative data we collect. In the meantime the structural repairs for 96 Ditton Road are scheduled to start in 2022.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

We closed the service for Christmas until further notice; the pandemic was spreading fast and extremely virulent. The good news was the discovery of a new vaccine. A national vaccination programme was rolled out in stages starting in January 2021 and by mid-April ASCA re-opened again. Post Covid-19 we are taking a cautious optimistic approach and continue to offer a reduced service. We plan to use 2021 as a baseline to look at new emerging needs, and gaps in local service provision, particularly taking account of how to adapt to any "new normal". It is very early days, the landscape is evolving and the health and social care sector is adapting to tackle the changes arising from the pandemic.

The Carers Support Group – the group members were initially provided a check in service via telephone, but as the lockdown extended it was becoming apparent some of the group members were maintaining contact and supporting each other via the phone. The group decided to re-start the group meetings online as a peer support group with a check in monthly telephone call from us and the nominated peer leader during its early stages of development. Support was given around boundaries, time keeping, listening and respecting each other and inclusiveness especially new members. The meetings are held weekly on Tuesday evenings.

Volunteers are an important resource and our robust in-house training programme is a way of thanking them for the time they give us. It is our aim when volunteers leave ASCA that they are confident, competent and professional therapists ready for the world of work, be that as an employee or setting up their own small business. All our volunteers have personal experience of addiction either directly or indirectly. Volunteers who have come through their addiction are all in long term recovery. Their lived experience enriches our service user's experience.

To help our volunteers with moving on as well as thank our volunteers we offer qualified volunteers low cost room hire and a monthly continuing professional development group. The purpose of this group is to provide those setting up a small business three elements of support;
peer led group supervision;
professional development; and
social support network

During the year the professional development group stopped meeting but the group is hoping to start possibly in 2022 depending on need.

We had planned to go into next year on a positive note. The Richmond Carers Hub was awarded a new 4 year contract and the new 12 weeks Carers Group programme was due to start in April. Instead we find ourselves closing our doors due to the global Covid-19 crisis and adjusting to the challenges this brings.

Services
Counselling Service - Kingston supported 39 people
Counselling Service - Richmond supported 165 people
Carers Richmond - 69 weekly group sessions delivered 135 carers/family members were supported through assessment, counselling, advice and information and group support.

"When I arrived at ASCA my life was out of control because of my addictions and my extremely fragile mental health. Thanks to ASCA for giving me the time and space to work things through. I am now 3 years sober, mentally stronger and enjoying life once again. I cannot praise ASCA enough".JD

Volunteers
During the year we provided 28 volunteering opportunities to local people in long term recovery and/or affected by someone else's addiction.
97% of volunteers reported that their overall volunteering experience was excellent to very good
99% of volunteers reported that they would recommend ASCA to anyone looking to volunteers
98% of volunteers went into paid employment and/or set up local small businesses
10% of volunteers went onto study further

"I recall being nervous due to my inexperience working with adults in a therapeutic way. I felt very supported by ASCA, not only in supervision group but by the staff and fellow volunteers. I developed a trusting relationship with many of the staff/volunteers so that I was able to share what was going on for me and able to implement the suggestions put forward in supervision. Supervision for me is vital to my practice and I got so much from the group supervision as it provided alternative view points and insights not only to my practice but other people's client work too. Receiving feedback from others over a period of time allowed me to reflect on how much I have grown as a counsellor and the skills I have learnt whilst at ASCA.

ASCA also provided amazing training days which were not only affordable but highly interactive and beneficial to my practice and I hope to attend future training days at ASCA when they are able to resume.

There is something special I found at ASCA, Richmond. I felt supported, safe and looked after (like a family) and I was sad when I had to leave for personal reasons. They offer a service that is close to my heart, support those whose lives have been affected by addiction, but also support the staff/volunteers in providing the care".

Assessment appointments in 2020/21
87% - attended
3% - Did Not Attend/no further contact with ASCA
10% - clients cancelled and/or re-booked

ASCA SERVICE USER CASE STUDY

Richard was recommended to ASCA by his GP, who was concerned about him being the sole carer of his elderly mother and his increased drinking along with periods of low moods and anger. Richard, in his late 30's, has been caring for his elderly mother for the last 12 months. He is the sole carer; his mother refuses any outside help. He has a sister who lives in the Midlands and is unable to help.

Richard had to give up his job as a Chief Financial Officer in a IT company, which has meant that he sees little of his peers, though he does receive the odd visit from friends, he is essentially on his own. Richard provides all personal care for his mother which includes some lifting/transferring of his mother which is taking its toll on his physical health. Richard has a variety needs but as his doctor suggested if he could begin by speaking to someone on a regular basis each week this may encourage him to seek out additional support in caring for his mother to help him feel less isolated , give him a break to focus on his health and address his drinking which could become a safeguarding issue.

Richard was initially offered six sessions of counselling which was extended for him over periods of time. Counselling began to help Richard face some of the feelings he found difficult to talk about to do with his relationship to his mother and sister. Richard had grown up as the only male presence in the family with a keen sense of responsibility at a young age, he considered that it fell upon him to take care of the family. Inadvertently, he came to believe he was responsible for taking care of his mother. The inability to spend time with friends has been one of the contributory factors for his increased drinking in the evening. Richard himself had become concerned by what could happen if he continued his late evening drinking.

Richard was signposted to Richmond Carers Centre for additional support and advice. We recommended that he return to his GP and request an Occupational Therapist to assess his mother to set up some domiciliary care with intermittent respite. Richard wanted to return to work but getting the support for his mother was going to take time. He managed to find a role providing online technical support, which enabled him to earn a certain amount of money before it affected his benefits.

Outcomes achieved at the end of counselling:

Richard attended 31 sessions and has recently ended counselling with ASCA. At the end of counselling:

- *The client had reduced his drinking significantly and was having at least three days a week abstinent.*
- *The client made sure that he was drinking he was having his dinner*
- *The client was in contact with the support services recommended to him to help with caring for his elderly mother*
- *The clients mother, although still resistant to outside help, has accepted to meet with the support services together with her son which hopefully will re-assure her that he is not abandoning and long term it will benefit both of them*
- *At the final counselling session the client and counsellor completed a short outcome monitoring questionnaire*
- *Before counselling the client had ranked his quality of life as **'Poor'** and by the time he left as **'Very Good'***
- *Before counselling the client had ranked his relationship with others as **'Poor'** and by the time he left as **'Very good'***
- *Before counselling the client had ranked his physical health as **'Poor'** and by the time he left as **'Good'***
- *Before counselling the client had ranked his mental health as **'Poor'** and by the time he left as **'Excellent'***
- *Before counselling the client had ranked his financial situation as **'Poor'** and by the time he left as **'Very Good'***

The client and counsellor scored together the following criteria out of 10 with 1 being worst and 10 best

- *Confidence at beginning of counselling 2/10...at end of counselling 8/10*
- *Self-esteem at beginning of counselling 2/10...at end of counselling 9/10*
- *Isolation and loneliness at beginning of counselling 1/10... end of counselling 8/10*

Financial Review

The closure of our service for 7 months due to the pandemic inevitably had an impact on our income for the year. This was further exasperated by the closure and the inevitable loss of income from our service in Kingston for the year as well as the long term impact. The Financial Statements show that grants and other income received are expended on staff and other costs on specific projects to which they relate.

Total incoming funds for the charity at 31st March 2021 £125,366 (2020: £144,560)
Unrestricted incoming funds as at 31st March 2021 £27,199 (2020: £102,178)
Restricted incoming funds as at 31st March 2021 £98,166 (2020: £42,382)

Reserves policy

The year ended with unrestricted reserves of £133,883 and restricted reserves of £111,137 with the latter relating to our premises in Richmond. The trustees undertook a review of our unrestricted reserves position and agreed to designate £68,000 reserves to cover any winding down costs including redundancy and outstanding creditors and to cover any short term property costs with the balance of £65,883 as a General Fund to provide working capital to cover annual fluctuations in income and expenditure.

ASCA is in a strong sustainable position and we will continue to build upon this through prudently maximising our income, managing our expenditure and ensuring that our unrestricted reserves are maintained at a level to provide us long term security. However, we acknowledge the year ahead will be extremely testing; the Covid-19 pandemic will certainly have a significant impact on our financial position as well as the closure of our Kingston service but should be manageable within our unrestricted reserves which in turn will require a review of our Reserves Policy in the year ahead.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Trustee Report

Structure, governance and management

Governing document
Addiction Support and Care Agency is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered with the Charity Commission. Anyone over the age of 18 can become a trustee. There are no members of the charitable company.

Appointment of Trustees
As set out in the Articles of Association all trustees are elected including the Chair and Treasurer. A third of trustees must stand down, but can stand for re-election at the Annual General Meeting. The trustees have the power to co-opt members including filling specialist roles from time to time. All trustees are invited to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM.

Trustee induction and training
New trustees undergo an induction which includes the opportunity to meet staff and volunteers. The induction covers: informing them of their legal obligations under charity and company law, a copy of the Charity Commission guidance booklet CC3 "The essential trustee: what you need to know, what you need to do", and inform them of the content of the Memorandum and Articles of Association, and the decision-making processes, organisational structure and recent management accounts of the charity. This induction is undertaken by the Chair and the Chief Executive. All trustees are encouraged to attend appropriate external training and the local trustee network events to support them in their role as trustees as well as gain an understanding of the local voluntary sector.

Organisation
The board of trustees which meets quarterly also administers the charity. The Chief Executive, who is also the Company Secretary, is appointed by the trustees to manage the day-to-day operations of the charity. Trustees are not paid or receive other benefit from their work with the charity

Reference and administrative details

Charity number:	1036555
Company number:	2902445
Registered Office:	233 Lower Mortlake Road, Richmond, Surrey, TW9 2LL
Independent Examiner:	Sian Lewis

Directors and trustees
The directors of the charitable company (the charity) are its trustees. The trustees and officers serving during the year were as follows:

Elected trustees:	Geoff Pope (Chair)
	Pauline Gore (Treasurer)
	Mark Ashby (resigned 27/11/2020)
	Ashleigh Hakkaki-Gonsalves (appointed 27/11/2020)
	Jean Goodland
	William Puddicombe
Company Secretary:	Ranjit Dhillon

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of the Addiction Support and Care Agency for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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 business.

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

The Trustees 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.

The Report of the Trustees has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Statement as to disclosure to our Independent Examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware, and
- the trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by order of the Board on 6th October 2021 and signed on its behalf by:



.....

Geoff Pope - Chair

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
Independent Examiner's report to the Trustees of the Addiction Support and Care Agency for the Year Ended 31 March 2021

I report to the trustees on my examination of the financial statements of the Addiction Support and Care Agency (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

.....

Sian Lewis
Independent Examiner
8 Coldbath Square
London
EC1R 5HL

Date:.....6 October 2021.....

ADDICTION SUPPORT AND CARE AGENCY

Statement of Financial Activities
For the year ended 31 March 2021

	Note	Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
		£	£	£	£
Income from:					
Donations	2	12,454	-	**12,454**	80,435
Charitable activities	3	-	35,469	**35,469**	39,065
Other	4	14,309	62,697	**77,006**	24,401
Investment income	5	436	-	**436**	659
Total		**27,199**	**98,166**	**125,366**	144,560
Expenditure on:					
Charitable activities	6	19,110	109,477	**128,587**	141,664
Total		**19,110**	**109,477**	**128,587**	141,664
Net income/(expenditure)		**8,089**	**(11,311)**	**(3,222)**	2,896
Transfers between funds	14	**(2,049)**	**2,049**	**-**	-
Net movement in funds		**6,040**	**(9,262)**	**(3,222)**	2,896
Reconciliation of funds:					
Total funds brought forward		127,843	120,399	**248,242**	245,346
Total funds carried forward		**133,883**	**111,137**	**245,020**	248,242

There were no recognised gains or losses for 2021 or 2020 other than those included in the Statement of Financial Activities. All income and expenditure is derived from continuing activities.

The notes on pages 16 to 21 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY

Balance Sheet
As at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets :					
Tangible assets	10		111,137		120,399
Currents assets:					
Debtors	11	-		1,519	
Cash at bank and in hand	12	142,145		142,587	
Total Current Assets		142,145		144,106	
Liabilities:					
Creditors: Amounts falling due within one year	13	8,262		16,263	
Net current assets or liabilities			133,883		126,324
Total Net Assets			245,020		246,723
The funds of the charity:					
Unrestricted funds	14		133,883		127,843
Restricted funds	14		111,137		120,399
Total Funds			245,020		248,242

For the year ended 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Trustees on 6th October 2021 and were signed on its behalf by:

G R Pope

Geoffrey Pope - Chair

The notes on pages 16 to 21 form part of these financial statements

ADDICTION SUPPORT AND CARE AGENCY

Notes to the Income Statements
For the year ended 31 March 2021

1 Accounting Policies

(a) **Basis of preparation**
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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small ASCA meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or

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

The presentation currency is £ sterling. Amounts are rounded to the nearest £.

(b) **Preparation of the accounts on a going concern basis**
The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(c) **Incoming resources**
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

(d) **Resources expended**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be maesured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

(e) **Tangible fixed assets and depreciation**
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Long Leashold: initial costs plus refurbishment from 1999 written off on a straight line basis over 35 years.

(f) **Taxation**
The charity is exempt from corporation tax on its charitable activities.

(g) **Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charit. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(h) **Pension Costs**
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Acitivities in the period to which they relate.

ADDICTION SUPPORT AND CARE AGENCY

Notes to the Income Statements
For the year ended 31 March 2021

2 Donations

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Counselling	10,031	-	**10,031**	69,041
General Donations	2,423	-	**2,423**	11,394
Gift aid	-			
Total	12,454	-	**12,454**	80,435

3 Charitable activities

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Hampton Fund	-	12,300	**12,300**	12,300
Richmond charities	-	1,556	**1,556**	2,000
Kingston Chamber of Commerce	-	-	**-**	1,480
LBRuT Carers Hub	-	8,613	**8,613**	7,346
Kew Fete	-	-	**-**	1,474
Kew Market	-	-	**-**	1,465
Richmond Parish Lands Charity		13,000	**13,000**	13,000
Total Funds	-	35,469	**35,469**	39,065

4 Other activities

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Rents receivable	7,397	-	**7,397**	20,046
Training	-	-	**-**	4,355
Gift Aid	6,912	-	**6,912**	-
Coronavirus Job Rentions scheme	-	39,040	**39,040**	-
The Clothworkers' Foundation	-	5,300	**5,300**	-
Hampton Fund Refurbishment	-	7,800	**7,800**	-
Insurance Claim	-	2,762	**2,762**	-
Richmond Parish Lands Charity Refurbishment	-	7,795	**7,795**	-
Total	14,309	62,697	**77,006**	24,401

ADDICTION SUPPORT AND CARE AGENCY

Notes to the Income Statements
For the year ended 31 March 2021

5 Investment Income

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Bank interest receivable	**436**	**-**	**436**	659

6 Expenditure on Charitable Activities

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Staff costs	-	76,558	**76,558**	101,637
Utilities	3,434		**3,434**	3,602
Staff and volunteers costs	912		**912**	5,454
Accommodation costs	4,684		**4,684**	9,024
Depreciation	-	9,262	**9,262**	9,262
Telephone and IT	2,336		**2,336**	2,247
Office costs	1,344		**1,344**	4,225
Publicity	-		**-**	228
Insurance	4,045		**4,045**	3,983
Office refurbishment	1,298	23,657	**24,955**	-
Sundries	333		**333**	200
Accountancy and legal fees	725		**725**	1,802
Total	19,110	109,477	**128,587**	141,664

7 Trustees' Remuneration and Benefits

There were no trustees'remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

ADDICTION SUPPORT AND CARE AGENCY

Notes to the Income Statements
For the year ended 31 March 2021

8 Analysis of Employee Costs

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Wages and Salaries	-	75,458	**75,458**	94,652
Employer social security costs	-	-	-	3,442
Employer pension contributions	-	1,100	**1,100**	3,543
Total	-	76,558	**76,558**	101,637

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

	2021	2020
Management and administration	2	2
Counselling and care work	4	5
	6	7

9 Comparatives for the Statement of Financial Activities 2019/20

	Unrestricted funds	Restricted funds	Total funds 2020
	£	£	£
Income from:			
Donations	80,007	427	80,434
Charitable activities	1,465	37,600	39,065
Other activities	20,046	4,355	24,401
Investment income	659	-	659
Other		-	-
Total	102,177	42,382	144,559
Expenditure on:			
Charitable activities	81,747	59,917	141,664
Other	-	-	-
Total	81,747	59,917	141,664
Net income/(expenditure)	20,430	(17,535)	2,895

10 Tangible Fixed Assets

	Lomg leasehold
	£
Cost	
At beginning of the year-At 1 April 2020	290,781
At end of the year-At 31 March 2021	**290,781**
Depreciation	
At beginning of the year-At 1 April 2020	170,382
Charge for the year	9,262
At end of the year-At 31 March 2021	**179,644**
Net book value at 31 March 2021	**111,137**
Net book value at 31 March 2020	120,399

11 Debtors

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Prepayments	-	-	-	499
Debtors	-	-	-	-
Other accrued income	-	-	-	1,020
Total	-	-	-	1,519

12 Cash at bank and in hand

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Virgin deposit account	85,017	-	**85,017**	84,601
RBS accounts	57,128	-	**57,128**	57,986
Total	142,145	-	**142,145**	142,587

Notes to the Financial Statements
For the year ended 31 March 2021

13 Creditors: Amounts falling due within one year

	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Total Funds 2020
	£	£	£	£
Deferred income		3,622	**3,622**	14,472
Other creditors		2,924	**2,924**	
Accrued expenses	725	990	**1,715**	1,791
Total	725	7,537	**8,262**	16,263

14 Movements in funds

Fund name	Fund balances brought forward	Incoming Resources	Resources Expended	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted funds					
General Fund	38,843	27,199	(19,110)	18,951	65,883
Designated reserve	89,000	-	-	(21,000)	68,000
Total Unrestricted Funds	127,843	27,199	(19,110)	(2,049)	133,883
Restricted funds					-
Project Activity	-	35,469	(37,518)	2,049	-
Office refurbishment		23,657	(23,657)		-
Salary costs		39,040	(39,040)		-
Capital - Leasehold	120,399	-	(9,262)	-	111,137
Total restricted funds	120,399	98,166	(109,477)	2,049	111,137
Total Funds	**248,242**	**125,366**	**(128,587)**	-	**245,020**

Purposes of unrestricted funds

Unresticted reserves are held to cover working capital requirements, potential staff redundancy costs and for property matters.

Designated Reserve: To cover any winding down down costs including redundancy and outstanding creditors and to cover any short term property costs.

Purposes of restricted funds

The funds are for services as explained in the trustees report.

15 Analysis by Project

Fund name	Incoming Resources	Resources Expended	Surplus / (Deficit)
	£	£	£
Counselling - Richmond	58,143	48,852	9,291
Counselling - Kingston	2,074	11,538	(9,465)
Counselling Saturday - Richmond	3,953	7,968	(4,015)
Counselling Saturday - Kingston	346	3,280	(2,935)
Carers - Richmond	10,556	11,280	(725)
Management	50,295	36,406	13,889
Depreciation	-	9,262	(9,262)
Total Funds	**125,366**	**128,587**	**(3,222)**

16 Related Party Transactions

There were no related party transactions for the year ended 31 March 2021.

ADDICTION SUPPORT AND CARE AGENCY

Detailed Statement of Financial Activities
For the year ended 31 March 2021

	Unrestricted funds	Restricted funds	Total funds 2021	Total funds 2020
	£	£	£	£
Income				
Donation and legacies				
Counselling	10,031	-	**10,031**	69,041
Donations	2,423	-	**2,423**	11,394
Gift aid	-	-	-	-
Charitable Avitities				
Grants	-	35,469	**35,469**	39,065
Other trading activities				
Rents Receivable	7,397	-	**7,397**	20,046
Training	-	-	-	4,355
Investment income				
Bank Interest Receivable	436	-	**436**	659
Other				
Corona Virus Job Retention Scheme	-	39,040	**39,040**	-
Office refurbishment		23,657	**23,657**	
Gift Aid	6,912	-	**6,912**	-
Total Incoming Resources	**27,199**	**98,166**	**125,366**	**144,560**
Expenditure on:				
Charitable activities				
Salaries	-	75,458	**75,458**	94,652
Employers' national insurance	-	-	-	3,442
Pension contributions	-	1,100	**1,100**	3,543
Rent and water rates	575	-	**575**	511
Light and heat	2,859	-	**2,859**	3,091
Staff and volunteers' travel & training	123	-	**123**	3,414
Staff & volunteers' supervision	789	-	**789**	2,040
Repairs and renewals	3,041	-	**3,041**	5,754
Cleaning	1,643	-	**1,643**	3,270
Office Refurbishment	1,298	23,657	**24,955**	-
Depreciation - leasehold property	-	9,262	**9,262**	9,262
Total	**10,327**	**109,477**	**119,804**	**128,979**
Support costs				
Management				
Telephone and internet	2,336	-	**2,336**	2,247
Office expenses	1,344	-	**1,344**	4,225
Publicity	-	-	-	228
Total	**3,680**	-	**3,680**	**6,700**
Governance Costs				
Insurance	4,045	-	**4,045**	3,983
Accountancy and legal fees	725	-	**725**	1,802
Sundries	333	-	**333**	200
Total	**5,103**	-	**5,103**	5,985
Total resources expended	**19,110**	**109,477**	**128,587**	**141,664**
Net expenditure	**8,089**	**(11,311)**	**(3,222)**	**2,896**

This page does not form part of the statutory financial statements