

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.

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- 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 in 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

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- 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 up to 6 counselling sessions but may increase this up to a further 6 sessions. We then have the option to offer up to 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.

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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

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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.

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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.

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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*

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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.

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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

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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

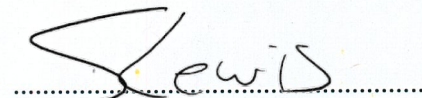
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or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

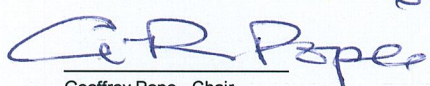
Notes	2021		2020	
	£	£	£	£
Fixed assets :				
Tangible assets	10	111,137		120,399
Currents assets:				
Debtors	11	-	1,519	
Cash at bank and in hand	12	142,145	142,587	
Total Current Assets		142,145	144,106	
Liabilities:				
Creditors: Amounts falling due within one year	13	8,262	16,263	
Net current assets 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 _____ and were signed on its behalf by:

6th October 2021

 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 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.

(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 Leasehold: 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 charity. 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 Activities 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 Retentions 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:

Management and administration
Counselling and care work

	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

ADDICTION SUPPORT AND CARE AGENCY

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

10 Tangible Fixed Assets

	Long 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

ADDICTION SUPPORT AND CARE AGENCY

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

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	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 Activities				
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
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Net expenditure	8,089	(11,311)	(3,222)	2,896
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This page does not form part of the statutory financial statements