

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)
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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:-

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- 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

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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 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.

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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, 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.

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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 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.

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

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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.

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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

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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

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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

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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.

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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 2022 and signed on its behalf by:



Geoff Pope - Chair

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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.

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

Date: 8 December 2022

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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

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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		<u>242,240</u>	<u>245,020</u>
The funds of the charity:			
Unrestricted funds	14	140,365	133,883
Restricted funds	14	<u>101,875</u>	<u>111,137</u>
Total Funds		<u>242,240</u>	<u>245,020</u>

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

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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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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:

	<u>2022</u>	<u>2021</u>
Management and administration	2	2
Counselling and care work	4	4
	<u>6</u>	<u>6</u>

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts

Year Ended 31 MARCH 2022

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.

ADDICTION SUPPORT AND CARE AGENCY (ASCA)

Notes To The Accounts Year Ended 31 MARCH 2022

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).